

The

Bangladesh



Gazette

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF HEALTH, POPULATION CONTROL, LABOUR AND
SOCIAL WELFARE

(Labour and Social Welfare Division)

Dacca, the 26th February, 1977.

No. S.R.O. 97-L/77/S-VII/1(58)/76/346.—In exercise of the powers conferred by section 66 of the Industrial Relations Ordinance, 1969 (Ordinance XXIII of 1969), the Government is pleased to make the following rules, namely:—

THE INDUSTRIAL RELATIONS RULES, 1977

CHAPTER I

General

1. **Short title and commencement.**—(1) These rules may be called the Industrial Relations Rules, 1977.

(2) They shall come into force at once.

2. **Definition.**—In these rules, unless there is anything repugnant in the subject or context,—

(a) "Form" means a form appended to these rules;

(b) "Ordinance" means the Industrial Relations Ordinance, 1969 (Ordinance XXIII of 1969); and

(c) "Section" means a section of the Ordinance.

(5031)

Price: Taka 1.50

3. **Agreement in writing.**—(1) An agreement in writing between the employer and his workmen arrived at otherwise than in the course of conciliation proceedings shall be signed by at least two representatives of the employer and of the workmen at a meeting and a copy of such agreement shall be sent to the Conciliator concerned, Director of Labour and the Secretary, Labour and Social Welfare Division.

() The agreement shall be drawn in Form A.

4. **Application for registration.**—(1) Every application for registration of a trade union made under section 5 shall be in Form B.

() Every application for registration of a federation of trade unions made under section 20 shall be in Form C.

5. **Maintenance of registers of members, account books, minute books, etc.**—(1) Every application for membership of a trade union shall be in Form D.

() Every registered trade union shall maintain a register of members in Form E showing particulars of subscriptions paid by each member.

() Every federation of trade unions shall maintain a register in Form F showing all moneys received by it.

(4) Every registered trade union or federation of trade unions shall maintain an account book in Form G showing its receipts and expenditure and the account book shall be a bound register and all pages shall be numbered serially.

(5) The minute book of a registered trade union or federation of trade unions shall be kept in a bound register, every page of which shall be numbered serially, and shall contain the following information, namely:—

(a) date, place and time at which the meetings of the general body or the executive committees of the registered trade union or federation of trade unions are held;

(b) details of all point discussed and all resolutions passed;

(c) in the case of meeting of the general body, the approximate number of members who attended the meeting and, in the case of meetings of the executive committee, the names and signatures of the officers of the executive who attended the meeting.

(6)(a) Proceedings of every meeting shall be recorded in the minute book and signed by the person who presided over the meeting.

(b) All minutes shall be confirmed in the subsequent meeting after reading out loudly and taking consent of all members present.

() Every registered trade union or federation of trade unions shall issue printed receipts for all money received and shall maintain printed receipt books, every page of which shall be numbered serially, and an account of all such receipt books shall be maintained.

(8) All expenses to be incurred by a registered trade union or federation of trade unions shall be supported by vouchers in original.

6. Limit of members of the executive—(1) The number of persons forming the executive in an establishment shall be as under—

Column (1)		Column (2)	
Where the total number of persons forming the trade union is not more than ...	50	Maximum number of persons forming the executive of the trade union shall be ...	5
Ditto ...	100	Ditto ...	8
Ditto ...	200	Ditto ...	10
Ditto ...	300	Ditto ...	12
Ditto ...	400	Ditto ...	14
Ditto ...	500	Ditto ...	16
Ditto ...	600	Ditto ...	18
Ditto ...	1,000	Ditto ...	20
Ditto ...	5,000	Ditto ...	25
More than ...	5,000	Ditto ...	30

(2) The provisions of sub-rule (1) shall, *mutatis mutandis*, apply to a trade union whose membership extends to more than one establishment:

Provided that there shall be one member amongst the workers employed in every such establishment who may be in addition to the number specified in column (2) of sub-rule (1).

7. Register of trade unions and federation of trade union.—The Register shall maintain a register of trade unions in Form H and that of the federation of trade unions in Form I.

8. Certificate of registration.—A certificate of registration of trade unions or federation of trade unions shall be issued in Form J.

9. Fees.—(1) The fee payable for the registration of a trade union shall be Taka twenty and the fee for the registration of a federation of trade unions shall be Taka fifty.

(2) The Registrar may supply a certified copy of the constitution of a registered trade union and the certificate of registration of a trade union to a registered trade union or a member thereof or to any representative of the employer on payment of Taka five for the first two hundred words or less and Taka two for every additional hundred words or fraction thereof.

10. **Powers and functions of Registrar.**—(1) The Registrar or any other officer authorised by him in writing may enter the office of any registered trade union or federation of trade unions or any other premises, which he has reason to believe is being used as an office of a registered trade union or a federation of trade unions, and make such inspections of the office or premises and of any register or documents and take such evidence of any person as he may deem necessary for carrying out the purposes of the Ordinance.

(2) The Registrar, while inspecting the office of a registered trade union or federation of trade unions may call for any register or document and inspect the same.

(3) The Registrar may inspect the account books of a registered trade union or a federation of trade unions and call for any clarification or obtain any information in writing from the officers of the executive of such trade union or federation of trade unions relating to the maintenance of accounts.

(4) Where the outgoing officers of the executive of any registered trade union or federation of trade unions fails or refuses, without any reasonable cause to hand over the records, papers and other documents of the office of the trade union or federation of trade unions or make over the account books and funds of the trade union or federation of trade unions to the newly elected officers of the executive, the Registrar may, on an application made by the Secretary or President of the newly elected executive, by an order in writing, direct the outgoing officers of the executive to hand over such records, papers and other documents or make over the account books and funds to the newly elected executive within such time as may be specified in such order; and any person aggrieved by such an order or the Registrar may prefer an appeal against such order to the Labour Court within 15 days from the date of such order.

(5) The Registrar or any officer authorised by him in writing may, at any time during working hours, enter the office or premises of any establishment and make such examination of any register and document maintained by the employer in connection with the trade unions and take such evidence of any person as he deems necessary for carrying out the purposes of the Ordinance.

(6) The Registrar or any officer authorised by him in writing shall have the power to seize any record, register or other documents or any registered trade union or federation of trade unions with due acknowledgement as he may consider necessary for carrying out the purposes of the Ordinance.

11. **Change of name or address.**—Whenever a registered trade union changes the name of the trade union or the address of the Head Office, the Secretary or the President of such trade union shall, within fifteen days of the making of such change, present the certificate of registration to the Registrar for entering the change in the name of the trade union or address of the Head Office in the certificate.

12. **Auditors.**—The accounts of a registered trade union or a federation of trade unions shall be audited annually by a chartered accountant within the meaning of the Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973):

Provided that when the membership of a trade union did not, at any time during the year concerned, exceed 200, accounts may be audited by one or more independent persons, not being member or members of the trade union, selected for the purpose by the executive or, if it a member of a federation of trade unions, the federation of trade unions to which it is affiliated:

Provided further that no person who, at any time, during the year concerned, was entrusted with any part of the funds or securities belonging to the trade union or the federation of trade unions shall be appointed to audit its accounts.

13. **Submission of general statement.**—The general statement which a registered trade union or federation of trade unions is required to send annually to the Registrar under sub-section (J) of section 21, shall be sent in Form K on or before the 30th April of the year next following the year in respect of which the statement relates.

CHAPTER II

Determination of Collective Bargaining Agent for Institutions with more than one Establishment.

14. **Determination of collective bargaining agent.**—(1) A registered trade union may make an application under sub-section (J) of section 2A to the Registrar having jurisdiction over the area for being declared as the collective bargaining agent for all the establishments of the industry. It shall also state that it has as its members not less than one-third of the total number of workmen employed in each establishment of the industry. The application shall be signed by the President and the Secretary of the registered trade union. The Registrar shall reject the application if it is found on enquiry that the registered trade union has got as its members less than one-third of the total number of workmen in any of the establishment of the industry for which the application is made for the determination of the collective bargaining agent.

(2) The constitution of every registered trade union making an application under sub-rule (1) or indicating its desire to be a contestant in the secret ballot under clause (a) of sub-rule (3) shall provide scope for membership to the workmen employed in all the establishments of the industry.

(3) Upon receipt of an application under sub-rule (1), the Registrar shall, by notice in writing, call upon every registered trade union in the establishments of the industry to which the application relates—

(a) to indicate whether it desires to be a contestant in the secret ballot to be held for determining the collective bargaining agent in relation to such industry; and

(b) if it so desires, to submit to him within the time specified in the notice of list of its members showing, in respect of each member, his parentage, age, the section or department and the place in which he is employed, his ticket number and the date of his becoming a member and, if the trade union is a federation of trade unions, a list of its affiliated trade unions together with a list of members of each such trade union showing in respect of each such member the said particulars and also the symbol to be affixed on the ballot box.

(4) Every page of the members' list submitted by a registered trade union to the Registrar under clause (b) of sub-rule (3) shall be numbered serially and signed either by the President or the Secretary of the trade union.

(5) If any registered trade union expresses its unwillingness to contest in the secret ballot or fails to furnish a list of its members within the period specified by the Registrar, the Registrar shall not include such trade union as a party in the ballot.

(6) Every employer shall—

(a) on being so required by the Registrar, submit a list of all workmen employed in the establishments excluding those whose period of employment in the establishment is less than three months and showing, in respect of each workmen, his parentage, age, the section or department and the place in which he is employed, his ticket number and the date of his employment in the establishment; and

(b) provide such facilities for verification of the lists submitted by him and the trade unions as the Registrar may require.

(7) The Registrar shall, after verification of lists submitted by the trade unions, prepare a list of voters in which shall be included the name of every workmen whose period of employment is not less than three months and who is a member of any of the contesting trade unions and shall, at least seven days prior to the date fixed for the poll, send to each of the contesting trade unions a certified copy of the list of voters so prepared.

(8) Every workmen who is a member of any of the contesting trade unions and whose name appears in the list of voters prepared under sub-rule (7) shall be entitled to vote at the poll.

(9) Every employer shall—

(a) provide all such facilities in his establishments as may be required by the Registrar for the smooth conduct of the poll but shall not interfere with, or in any way influence, the voting;

(b) construct polling booths as per specification given by the Registrar or the presiding officer appointed under clause (a) of sub-rule (1) of rule 18; and

(c) supply such stationery articles, ballot papers and ballot boxes as may be required.

(10) No person shall canvass for vote within a radius of fifty yards of the polling station.

15. **Workers participating in the ballot to carry identity cards.**—(1) The workers participating in the ballot shall carry tickets or identity cards issued by the employer. The presiding officer appointed by the Registrar under clause (a) of sub-rule (1) of rule 18 may check the identity cards of the voters if he has got doubt about the identity of the workmen.

(2) If the presiding officer is not satisfied with the identity of the voter, he may disallow him to vote in the secret ballot and his decision in this respect shall be final.

16. **Ballot boxes.**—There shall be as many ballot boxes as the number of the contesting trade unions with the symbols selected by them affixed on the ballot boxes. In case more than one trade union select the same symbol to be affixed on the ballot boxes, the Registrar shall decide the matter and his decision shall be final. Additional ballot boxes, if required, shall also be supplied to the presiding officer by the employer.

17. **Nomination of representatives.**—Each contesting trade union may nominate in writing not more than one representative to remain present in each polling booth at the time of secret ballot.

18. **Conduct of poll.**—(1) For the purpose of holding secret ballot to determine the collective bargaining agent, the Registrar shall—

- (a) appoint presiding officers and polling officers for conducting the poll;
- (b) fix the date and time for the poll and intimate the same to each of the contesting trade unions and also to the employer.

(2) The presiding officer shall—

- (a) conduct the poll at the polling station where the representatives of the contesting trade unions shall have the right to be present;
- (b) prior to the start of the poll, seal the ballot boxes and place them in the appropriate places in the presence of the representatives of such contesting trade unions as may be present;
- (c) after conclusion of the poll, open and count the ballot papers in the presence of such representatives of the contesting trade unions as may be present.

(3) After the conclusion of the count, the result of the count under clause (c) of sub-rule (2) shall be consolidated by the presiding officer and communicated to the Registrar.

(4) After receipt of the result under sub-rule (2) from the presiding officer, the Registrar shall declare in Form L the trade union which has received the highest number of votes to be the collective bargaining agent:

Provided that no trade union shall be declared to be the collective bargaining agent for the establishments unless the number of votes received by it is not less than one-third of the total number of workmen employed in each of such establishments.

(5) Where a registered trade union has been declared under sub-rule (4) to be the collective bargaining agent for the establishments, no application for determination of collective bargaining agent for such establishments shall be entertained within a period of two years from the date of such declaration.

CHAPTER III

Works Council

19. **Constitution of Works Council.**—The number of members constituting the Works Council shall not be less than 10 and not more than 20 and shall be so fixed by the employer in consultation with the collective bargaining agent, if any, as to afford representation to the various categories, groups and classes of workmen engaged in, and to the section, shops or departments of, the establishment.

20. **Nomination of representatives by the collective bargaining agent.**—In an establishment where there is a collective bargaining agent, such agent shall communicate the names and particulars of the representatives of the workmen on the Works Council to the employer.

21. **Publication of names of the representatives on the Works Council.**—Within seven days of the receipt of nominations from the collective bargaining agent, the employer shall constitute the Works Council by a notice to be hung on the notice board and furnish copies thereof to the collective bargaining agent, Director of Labour and the Registrar :

Provided that the collective bargaining agent may make fresh nominations in respect of any representatives of the workmen on the Works Council at any subsequent time where the collective bargaining agent has reason to believe that any such representative has lost his representative character and the employer shall, within seven days of receipt of such nomination, reconstitute the Work Council with such new representative.

22. **Constitution of Works Council where there is no collective bargaining agent.**—In an establishment where there is no collective bargaining agent, the representatives of workmen shall be chosen by the employees themselves by secret ballot for the Works Council and within seven days of such secret ballot the employer shall constitute the Works Council by a notice as laid down in rule 21. Thereafter, such election shall be held at an interval of every two years.

23. **Qualifications of candidates for election as a representative of the Works Council.**—Any workmen of not less than 21 years of age and with a service of not less than one year in the establishment may be a candidate for election by secret ballot as a representative of the workmen on the Works Council:

Provided that the service qualification shall not apply to the first election in an establishment which has been in existence for less than a year.

24. **Qualifications of voters.**—All workmen who have put not less than 3 months' service in the establishment shall be entitled to vote in the election of the representatives of the workmen.

25. **Procedure for election.**—(1) For the purpose of election by secret ballot to choose the representatives of workmen, the employer shall, by notice affixed to the notice board and by giving adequate publicity amongst the workmen, call upon the workmen to elect representatives for the Works Council.

(2) As soon as may be after the workmen have been called upon to elect representatives to the Works Council under sub-rule (1), the employer shall appoint—

- (a) a day, at least seven days after the date of such notice, for the nomination of candidates ;
- (b) a day for the scrutiny of nomination papers ;
- (c) a day, which shall not be less than three days or more than ten days after the scrutiny day, for the holding of the election by secret ballot.

(3) The notice under sub-rule (2) shall also specify the number of representatives to be chosen from amongst various groups, sections, shops or departments of the establishment.

26. **Nominations.**—(1) Any voter may, for the purpose of election as representative on the Works Council, propose or second the name of any person who is duly qualified to be elected as such representative.

(2) Every proposal shall be made by a separate nomination paper in Form M which shall be supplied by the employer, and signed by the proposer, seconder and the candidate.

(3) Every nomination paper shall be delivered on or before the nomination day by the candidate or his proposer or seconder to the employer who shall acknowledge in writing the receipt of the nomination paper.

27. **Scrutiny.**—(1) The candidates, their proposers and seconders, and any other person authorised in this behalf by such candidate may attend the scrutiny of nomination papers, and the employer shall give them reasonable opportunity for examining all nomination papers delivered to him under rule 26.

(2) The employer shall, in the presence of the persons attending the scrutiny under sub-rule (1), examine the nomination papers and dispose of any objection raised by any such person to any nomination.

(3) The employer may reject any nomination paper if he is satisfied that—

- (a) the candidate is disqualified to be a representative of the workmen under rule 23 ; or
- (b) any provision of rule 26 has not been complied with.

28. **Voting in election.**—(1) If the number of candidates who have been validly nominated is equal to the number of representatives to be elected, the employer shall by a notice declare such candidates to be elected.

(2) If in any group, section, shop or department the number of candidates is more than the number of seats allotted to it, voting shall take place on the day fixed for election.

(3) The election shall be held through secret ballot and shall be conducted by the employer.

29. **Arrangement for election.**—The employer shall be responsible for making all arrangements in connection with the election.

30. **Office bearers of the Work Council.**—(1) The Works Council shall, subject to the provisions of sub-rule (1), elect office bearers including one Vice-President and two Joint Secretaries. The President shall be nominated by the employer from amongst the employers' representatives on the Council.

(2) The Worker's representatives on the Works Council shall elect the Vice-President and one Joint Secretary from amongst themselves. Employers' representatives in the Works Council shall elect one Joint Secretary from amongst themselves.

(3) Until the Works Council elects an office-bearer or makes some suitable arrangement for keeping records of the meetings, each Joint Secretary shall maintain the records of the proceedings for six months alternately.

31. **Term of office.**—(1) The term of the Works Council shall be two years from the date of its constitution.

(2) A member chosen to fill a casual vacancy shall hold office for the remaining term of the Works Council.

32. **Vacancies.**—In the event of workmen's representative ceasing to be employed in the establishment or in the event of his resigning the membership in the Works Council his successor shall be elected from the group, section, shop or department to which the member vacating the seat belonged.

33. **Number of meetings.**—The Works Council may meet as often as necessary but not less than once a month.

34. **Facilities for meetings, etc.**—The employer shall provide accommodation for holding meetings of the Works Council. He shall also provide all necessary facilities to the Council and to the members thereof for carrying out the functions of the Works Council.

CHAPTER IV

Joint Consultation, Mediation and Conciliation.

35. **Functions of Conciliators.**—(1) For the purpose of bringing about a settlement of an industrial dispute, a Conciliator—

- (a) may call for and inspect any register, document, certificate on notice which he has reason to believe to be relevant to the dispute and may, in case of failure of the person to produce it in time, seize it; and
- (b) may enter the premises occupied by any establishment to which the dispute relates, and require any person whom he finds in the establishments to give such information relating to the dispute as are within his knowledge.

(2) Every Conciliator shall keep records of the conciliation proceedings in such manner as he deems fit.

(3) Where a notice of strike has been received by the Conciliator, he shall satisfy himself as to its validity before conducting the conciliation proceedings and if the notice of strike does not conform to the provisions of the Ordinance and these rules, he may ask the party to the dispute to comply with the provisions of the Ordinance and these rules.

CHAPTER V

Labour Courts, etc.

36. **Members of the Labour Courts.**—(1) For the purpose of appointment of members of the Labour Courts, the Government shall call for nomination of representatives of employers and workmen from such organisations of employers and of workmen as may be considered to be representatives of the employers and the workmen for the purpose of constituting two panels, one representing the employers and the other representing the workers for each Court, each panel consisting of not more than five persons :

Provided that the Government shall reconstitute such panels after every two years, but the members of the panels shall, notwithstanding the expiry of the said period of two years, continue on the panels till the new panels are constituted.

(2) Every organisation to whom a request has been made under sub-rule (1) shall furnish to the Government, within 15 days of the date of receipt of such a request, the names and particulars of persons for inclusion in the panel and for appointment as members of the Labour Court.

(3) Where names and particulars called for under sub-rule (1) have not been furnished within the period specified in sub-rule (2), the Government shall be competent to nominate any person in the panel who is, in the opinion of the Government, competent to represent the interests of the employers or the workmen, as the case may be.

(4) A person whose name has been included in the panel shall remain so included for a period of two years from the date on which his name is notified in the official Gazette.

(5) The Chairman shall, for adjudication, inquiry, determination or disposal of a case relating to a specific industrial dispute or trial of an offence or any other matter falling within the jurisdiction of the Labour Court under the Ordinance, select one person from each of the two panels, and the persons so selected, together with the Chairman, shall be deemed to have constituted a Court in respect of that specific labour dispute :

Provided that the Chairman may select any member from either of the panels as a member of the Labour Court in respect of more than one case pending before the Court.

(6) A person whose name has been included in a panel may resign from the panel by a letter addressed to the Chairman who shall forward the same to the Government and such resignation shall take effect from the date of its acceptance by the Government.

37. Removal of members.—The Government may, by notification in the official Gazette, remove any person from the panel if he—

- (a) has, in the opinion of the Government, lost his representative character;
- (b) has been convicted of an offence involving moral turpitude or an offence punishable under the Ordinance;
- (c) is adjudged insolvent;
- (d) absents himself as a member of a Labour Court from three consecutive sittings of the Labour Court without leave from the Chairman.

38. Casual vacancies.—A vacancy caused by death or resignation under sub-rule (6) of rule 36 or removal under rule 37 of a person in a panel may be filled by the Government in the same manner in which the panel was originally constituted under rule 36 and the person so included in the panel remain in the panel for the unexpired portion of the period of two years from the date his name is included in the panel by notification in the official Gazette.

39. Leave of absence.—Application for leave of absence of a member of the Labour Court shall be addressed to the Chairman who may grant the leave.

40. Allowances.—A member of a Labour Court shall be paid such daily allowance for each day on which he attends the Court and such travelling allowances as may be fixed by the Government :

Provided that no daily or travelling allowance shall be claimed under this rule if a member has drawn or is entitled to draw the same from the organisation he represents or from his employer.

41. Procedure of the Labour Appellate Tribunal.—In hearing an appeal against an award, the Labour Appellate Tribunal shall follow the same procedure as is followed by an Appellate Court in hearing appeals as under the Code of Civil Procedure, 1908 (Act V of 1908).

42. Determination of computed money.—Where any workman is entitled to receive from the employer any benefit under a settlement or under an award or decision, he may apply to the Labour Court for computation of the benefit in terms of money. The Labour Court shall determine the amount at which such benefit shall be computed after hearing the parties to the dispute.

43. Penalty for contravention of rules.—Whoever contravenes any of the provisions of these rules shall be punishable with fine which may extend to Taka one hundred.

FORM A

Form of Agreement.

[See rule 3]

MEMORANDUM OF AGREEMENT

Name of parties and designation.

Representing employers.

(1)

(2)

Representing employees.

(1)

(2)

Short recital of the case

Terms of Agreement.

(1)

(2)

(3)

(4)

etc.

Signature of parties.

Date

FORM B

[See rule 4(1)]

Application for registration of a trade union.

Dated the.....day of.....19....

To

THE REGISTRAR OF TRADE UNIONS,
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

DEAR SIR,

1. We hereby apply for the registration of a Trade Union under the name of
2. The address of the Head Office of the Trade Union is.....
3. The Union was formed on the..... day of.....19....
4. The particulars required under section 6(a)(iii) of the Industrial Relations Ordinance, 1969, are given in Schedule I.
5. The statement required under section 6(a)(iv) showing total paid membership is given in Schedule II.
6. Three copies of the constitution of the trade union conforming to the provisions of section 7 of the Industrial Relations Ordinance, 1969, together with a copy of the resolution mentioned in section 6(b) are given in Schedule III.
7. A copy of the resolution mentioned in section 6(c) is given in Schedule IV.

Yours faithfully,

President.....

Secretary.....

Date.....

FORM C

[See rule 4(2)]

Application for registration of a Federation of Trade Union

Dated.....day of.....19....

To

THE REGISTRAR OF TRADE UNIONS,

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

1. We hereby apply for the registration of our Federation of Trade Union under the name of.....
- Address of the Head Office of the Federation is.....
2.
Telephone number, if any.....
3. The Federation was formed on the.....day of.....
19..... and had.....registered Trade Unions affiliated on the
date of application.
4. Particulars of the affiliated registered Trade Unions are given in Schedule I.
5. Resolutions of the general body of the registered Trade Unions affiliated to
the Federation expressing their agreements for joining the Federation are
given in Schedule II.
6. We have been duly authorised to make this application in a meeting of
this Federation and resolution thereof is given in Schedule III.
7. Particulars of the Officers of the Federation are given in Schedule IV.
8. Copies of instruments of Federation executed between the Federation and
each of the registered Trade Unions are given in Schedule V.

Yours faithfully,

1.

2.

3.

4.

5.

Dated.....

FORM D

[See rule 5(1)]

Form of Application for Membership

(Name of the Trade Union)

Dated, the.....

To
THE SECRETARY,
(Name and address of the Trade Union).

DEAR SIR,

I hereby apply for admission as a member of the _____
(Name of the Trade Union).

I have carefully read and understood the provisions of the constitution of the Trade Union/ the provisions of the constitution of the Trade Union have been read to and understood by me and I hereby agree to abide by them.

My particulars are given below :

1. Name with father's/husband's name ..
2. Age and mark of identification ..
3. Industry/Establishment in which employed
4. Department and ticket No., if any ..
5. Whether permanent or temporary ..
6. Date of entry into present employment ..
7. Whether member of any other Trade Union
8. Address : (i) Local
(ii) Permanent

.....
Signature/Thumb impression.

Date.....

FORM B
[See rule 5(2)]
Membership Register.

Name of members.	Father's name/ Husband's name.	Address.	Designation of worker/ Token No.	Establish- ment in which working.	Admission fee, if any.	Collection on other accounts, if any.	January.	February.	March.	April.
1	2	3	4	5	6	7	8	9	10	11

Monthly subscriptions/other collections.										Remarks, if any.
May.	June.	July.	August.	September.	October.	November.	December.	Total.		
12	13	14	15	16	17	18	19	20	21	

*Signature of the Secretary
authorised officer of the trade union.*

FORM F

[See rule 5(3)]

Receipt Book.

Name and address of the federation of trade union.....

Name and particulars of the registered trade unions from which money is received.	Date of receipt.	Amount received.												Total.
		Jan.	Feb.	March.	April.	May.	June.	July.	August.	Sept.	Oct.	Nov.	Dec.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Total													

Signature of the Secretary/authorised officer of the Federation.

Date.....

FORM G

[See rule 5(4)]

Name of the Registered Trade Union/Federation.....

Name of the month to which the account relates.....

Receipts.					Expenditure.				
Date:	Description n.	Voucher No.	Current.	Grand Total.	Date.	Description.	Voucher No.	Current.	Grand Total.
1	2	3	4	5	6	7	8	9	10
			Tk. Paisa.	Tk. Paisa.				Tk. Paisa.	Tk. Paisa.

Secretary/authorised officer of the Registered Trade Union/Federation.

Date.....

FORM H

[See rule 7]

Register of Trade Unions.

Serial No.	Name of trade union with address.	Registration No. and date.	Name of President and Secretary, with address.	Name and address of Industry/establishment with which connected.	Name and address of the federation of trade union, if affiliated.	Remarks.	
1	2	3	4	5	6	7	8

FORM I

[See rule 7]

Register of Federation of Trade Union.

Serial No.	Registrat on No. and date.	Name of federation with address.	Name and address of Industry/establishment with which the federation is connected.	Name of the President and Secretary of the federation with their address.	Name of registered trade unions affiliated to the federation.	Total number of members of each of the affiliated trade unions.	Remarks.
1	2	3	4	5	6	7	8

FORM J

[See rule 8]

No.....

It is hereby certified that the (name of the trade union/federation) representing employers/workers employed in (name of the establishment) has been registered under the Industrial Relations Ordinance, 1969 (Ord. XXIII of 1969), this day of.....19.....

Registrar of Trade Union.

Date.....

FORM K

[See rule 13]

Form for Annual Return

(Annual return required to be submitted under section 21 of the Industrial Relations Ordinance, 1969, for the year ending the 31st December, 19

Name of the trade union :

Registered Head Office :

Registration No. : dated.....

Return to be submitted by a federation of trade union. 1. Number of trade unions affiliated at the beginning of the year and the number of members of each of those trade unions.

2. Number of trade unions joined during the year and the number of members of each of those trade unions.

3. Number of trade unions disaffiliated during the year.

4. Number of affiliated trade unions at the end of the year and with their respective membership.

Return to be submitted by a trade union. 1. Number of members on record at the beginning of the year.

2. Number of members admitted during the year.

3. Number of members who left during the year.

4. Total number of members on record at the end of the year.

Male—

Female—

5. Name of the federation of trade unions, if any, to which the trade union is affiliated.

A copy of the constitution of the trade union, corrected up to the date of despatch of this return, is appended.

Dated.....

Secretary.

FORM L

[See rule 18(4)]

Declaration of Collective Bargaining Agent.

.....
(Name of the trade union or federation with its address)

.....
is hereby declared as collective bargaining agent for.....

.....
(Name of establishments in an industry with address)

.....
under rule of the Industrial Relations Rules, 1977, this day of.....
.....19...

Registrar of Trade Union.

FORM M

[See rule 26 (2)]

Form of Nomination Paper.

Name of Industrial Establishment.	Group/Section/Shop/Department.
-----------------------------------	--------------------------------

I propose.....
 (Here enter the name of the Workmen's representative eligible for election)
 as a candidate for election to the Works Council.

Date :.....

*Signature of Proposer with
Department and Token No.*

I second the proposal.

I agree to the proposed nomination.

*Signature of Seconder with
Department and Token No.**Signature of candidate
Department/Token No.*

By order of the President
 M. G. MORTUJA
 Deputy Secretary.