

**Government of Pakistan
Ministry of Overseas Pakistanis & Human Resource
Development.**

Islamabad the 9th November, 2016

NOTIFICATION

S.R.O 1062(1)/2016. In exercise of the powers conferred by sub section 1 of Section 86 of the Industrial Relations Act, 2012 (X of 2012), the Federal Government is pleased to make the following regulations, namely:-

**CHAPTER I
PRELIMINARY**

1-Short title and commencement. (1) These regulations may be called the National Industrial Relations Commission (Procedure and Functions) Regulations, 2016.

(2) They shall come into force at once.

2-Definitions. (1) In these regulations unless there is anything repugnant in the subject or context,---

- (a) "Act" means the Industrial Relations Act, 2012 (X of 2012);
- (b) "Registrar" means Registrar of the Commission and includes Deputy Registrar;
- (c) "Additional Registrar" means Additional Registrar of the Commission;
- (d) "Chairman" means the Chairman of the Commission and includes the Senior Member nominated by him to perform functions and exercise powers of the Chairman during his absence;
- (e) "employers association" means an association of employers;
- (f) "Form" means a Form appended to these regulations; and
- (g) "section" means section of the Act.

(2) words and expressions used but not defined in these regulations shall have the same meanings as are assigned to them in the Act.

CHAPTER II ESTABLISHMENT

3. Head Office.___ The Commission shall have its head office at Islamabad.

4. Administrative Powers of Chairman.___

(a) The Chairman shall have the power to post a Member of the Commission anywhere in Pakistan.

(b) The Chairman shall, on reasons to be recorded in writing, have the power to withdraw any matter from a bench and transfer to other bench for disposal.

(c) The Chairman shall have the power to create new posts and abolish the old posts, to change nomenclature and upgrade or downgrade any post, provided the expenditure is met from within the allocated budget of the Commission.

5. Officers and staff.___ (1) The Federal Government shall appoint the Registrar of Trade Unions, Registrar of the Commission, Joint Registrar of the Commission, Additional Registrar and Deputy Registrars of the Commission.

(2) The Chairman may appoint such other staff for the Commission as he considers necessary and such members of the staff shall perform such functions as may be assigned to them.

6. Working hours and holidays.___ Subject to regulation 7, the head office of the Commission and each Bench office shall observe such working hours and holidays as are approved by the Federal Government.

7. Place and time of sittings of Benches.___ The sittings of each Bench shall be held at such times, days and places as the Chairman or, subject to his general control, the Bench may fix:

Provided that no sitting shall be held on a holiday unless the Chairman or, subject to his general control, the Bench thinks it expedient so to do.

CHAPTER III REGISTRATION

8. Application for registration.___ (1) Every application for registration of trade union, an industry-wise trade union and an officers association shall be made on the format as set out in Form "A".

(2) Every application for registration of a federation of industry-wise trade unions or a federation at the national level shall be made on the format as set out in Form B.

9. Certificate of registration.— The certificate of registration under section 10 shall be issued on the format as set out in Form C under signature of the Registrar of Trade Unions or Joint Registrar of Trade Unions.

10. Procedure for Registration.— For the registration of an industry-wise trade union, an officers association, a federation of such trade unions and a federation at the national level, the Registrar of Trade Unions, shall, subject to the provisions of this Chapter, follow the procedure as laid down in the Act for the registration of a trade union or, as the case may be, a federation of trade unions:

Provided that, if an application for registration is made by a trade union, or an industry-wise trade union or a federation at the national level which has previously been registered by the Registrar of provincial Labour department, the applicant shall submit with the application, a copy of the certificate of registration issued to it.

11. Maintenance of registers, etc. — (1) An application for membership of an industry-wise trade union shall be made on the format as set out in Form D.

(2) Every registered trade union, industry-wise trade union, an officers association, federation of such trade unions and a federation at the national level shall maintain -

- (a) a list of its members on the format as set out in Form E;
- (b) a register on the format as set out in Form F showing particulars of monthly subscriptions paid by the members and arrears, if any;
- (c) printed receipt books on the format as set out in Form G which shall be bound and of which -
 - (i) every page shall be serially numbered; and
 - (ii) an account shall be maintained.
- (d) an account book on the format as set out in Form H showing receipt and expenditure which shall be bound and of which every page shall be serially numbered; and
- (e) a minute-book, which shall be bound and of which every page shall be serially numbered, wherein shall be entered —
 - (i) the date, place and time at which a meeting of the general body or the executive of the trade union is held;
 - (ii) details of all points discussed and all resolutions passed at such a meeting; and

(iii) in case of a meeting of the general body, the approximate number of workmen, who attended the meeting and in case of meeting of the executive, the names and signatures of the officers, who attended the meeting.

(3) No minutes entered in a minute-book referred to in clause (e) of sub-regulation (2) shall be valid until these have been confirmed by the person presiding at the subsequent meeting after their having been read out loudly at such meeting and the consent of all persons present at the meeting having been obtained.

12. Limit of members of the executive.—The maximum number of members of the executive of a trade union or industry-wise trade union shall be as specified in column of the table below where the number of workers employed in the establishments of the industry is as specified in column (2) thereof, namely:-

TABLE

S.No.	Number of workers not more than	Maximum number of members of the executive body
(1)	(2)	(3)
1.	50	05
2.	100	08
3.	200	10
4.	300	12
5.	400	14
6.	500	16
7.	600	18
8.	1000	20
9.	5000	25
10.	10,000 or more	50

Provided that in addition to the members in column (3), there shall be one member of the executive from amongst the workers employed in every establishment of the industry.

13. Register of trade unions, industry-wise trade unions, etc.— The Registrar of Trade Unions, shall maintain a register of trade unions, industry-wise trade unions and officers association on the format as set out in Form I and a register of federations of such trade unions and federations at the national level on the format as set out in Form J.

14. Annual return.___ The annual return to be furnished by a registered trade union, industry-wise trade union, a registered officers association, a registered federation at the national level shall be submitted to the Registrar by the 31st day of April of each year and shall be on the format as set out in Form K.

CHAPTER IV COLLECTIVE BARGAINING AGENT

15. Procedure.___ For the purpose of determining collective bargaining agent amongst the registered trade unions, industry-wise trade unions, federations of such trade unions and the federations at the national level, the Commission shall follow the procedure as hereinafter provided in this chapter.

16. Supply of list of members.___ The trade unions applying for determination of collective bargaining agent shall submit list of their members showing in respect of each member, his parentage, age, the section or department and the place where he is employed, his ticket number and the date of his becoming a member of the trade union.

17. Fixing date and place for ballot.___ The Commission shall fix the date, place and time during which the ballot shall be held under intimation to the contesting trade unions and the employer:

Provided that the date and time so fixed may be postponed by the Commission, if for reasons to be recorded in writing the ballot cannot be held at such date or time.

18. Allotment of symbols.___ The Commission shall, after consultation with the duly authorized representatives of the contesting trade unions, allot different symbols to the contesting trade unions for the ballot:

Provided that in case a dispute arises between the contesting trade unions about allotment of symbols the decision of the Commission shall be final and binding on all the contesting trade unions;

Provided further that if a union fails to indicate the symbols, the Commission may allot any symbol to such union and its decision shall be final and binding on the unions concerned.

19. Form of ballot paper.___ The votes shall be cast by means of a ballot paper which shall be on the format as set out in Form L.

20. Supply of ballot boxes.___ The employers shall provide to the Commission at least three days before the ballot as

many wooden boxes, as may be required by it which shall be of the sizes as specified by the Commission.

21. Stoppage of ballot.___ If at any time, the ballot at any polling station is interrupted or obstructed for any reason, the Commission may stop the ballot and cancel the votes cast and shall, as soon thereafter as possible, fix another date, time and place for a fresh ballot for that polling station on the basis of the list of voters already verified.

22. Number of polling booths.___ The Commission shall decide the numbers and locations of the polling booths to be provided for the ballot, which may be in accordance with the specifications as set out in Form M.

Provided that the Commission may at its discretion in cases of establishments employing less than fifty workers call for votes by post in accordance with the procedure laid down by it for such postal ballot.

23. Appointment of polling officers and balloting officers, etc.___ The Commission may appoint as many polling officers, balloting officers and other staff, as it may deem necessary for conducting and supervising the ballot, who shall perform all such duties and exercise all such powers as are assigned to them by the Commission.

24. Appointment of polling agents.___ (1) The contesting trade unions may appoint one polling agent at a time for each polling booth and give notice thereof to the polling officer half an hour before commencement of the polling:

Provided that failure to nominate an agent shall not delay commencement or affect conduct of the ballot.

(2) The polling agents shall witness the voting and assist the polling officer in identification of voters.

25. Commencement of ballot.___ Before commencement of ballot, the polling officer shall, in presence of all the polling agents, satisfy himself that the ballot box is empty and thereafter seal the ballot box in presence of the polling agents and record a certificate to this effect on the format as set out in Form N.

26. Identification of voters.___ The polling officer may, before issuing a ballot paper to a voter require the voter to produce evidence of his identification as required by the Commission.

27. Issuance of ballot paper.___ Ballot paper shall be issued to a voter only after his name and other full particulars have been verified from the list of voters approved by the Commission.

28. Marking of ballot paper and casting of vote.___ (1) After a ballot paper has been issued to a voter, he shall mark the ballot paper by putting cross (X) mark on the portion bearing the name and symbol of the union of his choice.

(2) The marking of the ballot paper under sub-regulation (1) shall be done in a segregated area provided for this purpose in the polling booth.

(3)After marking the ballot paper, the voter shall fold it and drop it in the ballot box kept in front of the polling officer.

29. The Ballot box.___ (1) Only one ballot box shall be used at a time in a polling booth.

(2) If during the course of polling, one ballot box has been filled to its capacity and, in opinion of the polling officer, can no longer be used for polling purpose, the Polling Officer shall seal it in the manner specified in sub-regulation (2) of regulation (30) and provide a new ballot box in the manner laid down in regulation (25).

30. Commencement and closure of ballot.___ (1) No ballot paper shall be given to any person before and after the time fixed for ballot, except those persons, who are within the polling booth at the closing time, who shall be given the ballot papers and allowed to vote.

(2)After all the persons present within the polling booth at the closing time have cast their votes, the polling officer shall forthwith seal the opening of the ballot box provided for dropping there through the ballot papers in the ballot box in the presence of the polling agents and shall record a certificate to this effect on the format as set out in Form O.

31. Unsealing of ballot box and counting of votes.___(1) After the ballot box has been sealed under sub-regulation (2) of regulation (30), the polling officer shall unseal it in presence of the polling agents and record a certificate to this effect on the format as set out in Form P:

Provided that the absence of a polling agent shall not affect or delay unsealing of the ballot boxes.

(2) After the ballot box has been unsealed under sub-regulation (1), the polling officer shall, in presence of the polling agents, count the votes and record result of the counting alongwith a certificate on the format as set out in Form Q duly signed by the polling agents.

(3) If a polling agent refuses to sign the result sheet and the certificate under sub-regulation (2), this fact

shall be recorded by the polling officer on the result sheet in presence of two witnesses.

32. Decision on objections.___ All objections by the contesting trade unions, whether before or at the time of ballot, shall be given in writing by the authorized representatives of the trade unions to the polling officer, who shall give his decision at the spot which shall be final and binding on the parties.

33. Invalid ballot papers.___ The polling officer shall give a decision about challenged votes at the spot and the decision shall be binding on the contesting trade unions.

34. Challenging of votes.___ When a vote is challenged by any of the polling agents during the course of the ballot, a fee of one hundred Rupees in cash for every vote challenged shall be deposited with the polling officer who shall issue as acknowledgment a receipt on the format as set out in Form R and shall submit full account of the amount so received to the Commission and deposit the same in the Government Treasury under the Head XXXVI Misc. Department Fee under the Industrial Relations Act, 2012.

35. Duties of polling officer.___ (1) The polling officer shall prepare a ballot paper account showing the number of blank ballot papers received by him, the number of ballot papers taken out of the ballot boxes, the number of un-issued and spoiled ballot papers and prepare a certificate in this behalf on the format as set out in Form S.

(2) The polling officer shall, as soon as possible after the counting of votes is completed, send to the Commission the result sheet, the used and un-used ballot papers, the ticked list of voters and all other documents.

36. Declaration of Collective Bargaining Agent.___ On receipt of the result from polling officers, the Commission or its authorized agent shall declare the trade union which has received the highest number of votes to be the Collective Bargaining Agent in accordance with clause (e) of sub-section (9) of section 19 and issue a certificate to this effect on the format as set out in Form T.

37. Ballot to be repeated in case a union receives less than the required number of votes.___ Notwithstanding anything contained in regulation 35, if the number of votes received by the winning trade union is less than one-third of the total number of workmen employed in the establishment, such trade union shall not be declared as Collective Bargaining Agent and the ballot shall be held afresh on such date and time as may be fixed by the Commission:

Provided that fresh ballot may be held on the basis of a fresh list of voters to be prepared by the Commission in the manner provided in section 19.

38. Ballot to be repeated in case of a tie.___ In case the contesting trade unions receive equal number of votes, the secret ballot shall be held afresh on such date and time as may be fixed by the Commission.

39. Procedure in case of ballot in more than one city.___ Notwithstanding anything contained in these regulations, if the ballot is to take place at more than one polling stations located in different areas in one city or more than one cities, procedure for the ballot and all ancillary matters thereto may be determined to suit the requirements of the occasion by the Commission or its authorized officers under intimation to the contesting trade unions.

40. Registration of trade unions during pendency of secret ballot proceedings.___ The Commission may allow or disallow a trade union to participate in the ballot which is registered during the pendency of the secret ballot proceedings.

41. Code of conduct for contesting unions during the poll.___ The Commission shall formulate a code of conduct to be observed by the contesting trade unions during the poll and the code shall provide for canvassing during office hours, slogan raising, processions, demonstrations, badges, exploitation of political parties affiliation or use of their symbols or signs, general body or gate meeting, pamphlets and banners and any other matter on which the Commission may issue directions as it deems fit.

42. Expenses during the poll.___ (1) All contesting unions shall submit a statement of their accounts to the Commission as they stood on a specified date and shall submit the account of expenses incurred during the poll which shall in no case exceed the funds shown to the Commission. Every employer shall provide all such facilities in his establishment as may be required by the Registrar for conduct of the poll, including actual expenditures of the poll, but shall not interfere with, or in any way influence, the voting.

(2) The violation of the provision of sub-regulation(1) may render the successful union liable to be disqualified for being declared as Collective Bargaining Agent.

CHAPTER V INDUSTRIAL DISPUTES

43. Application.— An application for adjudication and determination of an industrial dispute shall be filed on the format as set out in Form U by the trade union, industry-wise trade unions, federation of such trade unions and federation at national level or employer.

44. Decision by the commission. — (1) A decision of the Commission shall be made in writing and announced in public and two copies thereof shall be forwarded forthwith to the Federal Government, provided that if a Provincial Government is a party to the dispute, two copies of the decision shall be forwarded to that Government as well.

(2) A decision of the Commission shall become effective on such date and remain effective for such period, not exceeding two years, as may be specified therein. The Commission shall specify dates from which the decision on various demands shall be effective and the time limit by which it shall be implemented in each case:

Provided that if at any time before expiry of the said period any party bound by a decision applies to the Commission for reduction of the said period on the grounds that the circumstances in which the decision as given have materially changed the Commission may, by order made after giving to the other party an opportunity of being heard, terminate the said period on a date specified in the order.

(3) A decision of the Commission in appeal from an award of Bench shall be effective from the date of the award.

(4) Notwithstanding expiry of the period for which an award is to be effective under sub-regulation (3), the award shall continue to be binding on the parties until expiry of two months from the date on which either party informs the other party in writing of its intention no longer to be bound by the award.

45. Application of the Code of Civil Procedure, 1908.— Subject to the provisions of these regulations, the procedure prescribed under the Code of Civil Procedure, 1908 (Act V of 1908), in regard to suits may be followed, as far as it can be made applicable, in the proceedings for adjudication and determination of industrial disputes including adjudicating application brought under section 33 and clause (e) of section 54.

CHAPTER VI TRIAL OF OFFENCES

46. Postponement of issue of process .___ (1) The Commission, on receipt of a complaint of an offence of which it is authorized to take cognizance, may, if it thinks fit, for reasons to be recorded in writing, postpone the issue of process for compelling the attendance of the person complained against, and either enquire into the case itself or direct an inquiry or investigation to be made by a Magistrate, a Police Officer, or such other person as it thinks fit, for the purpose of ascertaining the truth or falsehood of the complaint.

(2) If any inquiry or investigation under this regulation is made by a person not being a Magistrate or a Police Officer, such person shall exercise all the powers conferred by the Code of Criminal Procedure, 1898 (Act V of 1898), on an officer-in-charge of a police station, except he shall not have power to arrest without warrant.

(3) The Commission inquiring into a case under this regulation, may, if it thinks fit, take evidence of witnesses on oath.

47. Issue of process.___ (1) If in opinion of the Commission, there is sufficient ground for proceeding and the case appears to be one in which, according to the fourth column of the Second Schedule to the Code of Criminal Procedure, 1898 (Act V of 1898), a summons should be issued in the first instance, it shall issue summons for attendance of the accused. If the case appears to be one in which, according to that column, a warrant should be issued in the first instance, it may issue a warrant or, if it thinks fit, a summons for causing the accused to be brought or to appear at a certain time before the Commission.

(2) Nothing in this regulation shall be deemed to affect the provisions of regulation 45.

48. Issue of warrant in lieu of, or in addition of summon.___ The Commission may, in any case in which it is empowered under the Code of Criminal Procedure, 1898 (Act V of 1898), or these regulations to issue a summons for appearance of any person, issue, after recording its reasons in writing, a warrant for his arrest___

(a) if either before the issuance of such summons or after the issuance of the same but before the time fixed for his appearance, the Commission sees reasons to believe that he has absconded or will not obey the summons; or

- (b) if at any time he fails to appear and the summons is proved to have been duly served in time, to admit of his appearing in accordance therewith and no reasonable excuse is offered for such failure.

49. Petition of complaint and copies.___ In all cases instituted upon a complaint in writing, the complainant shall___

- (a) State in the petition of complaint, the name of the accused, the substance of accusation, the names of the witnesses and the gist of the evidence which he is likely to adduce at the trial; and
- (b) within three days of the order of the Commission under regulation 45 for issue of process to the accused, file before the Commission, for supply to the accused as many copies of the complaint and any other document which he has filed with his complaint as the number of the accused:

Provided that the provisions of this regulation shall not apply to any case in which the complaint has been made by a public servant acting or purporting to act in the discharge of his official duties.

50. Charge to be framed.___ when the accused appears or is brought before the Commission, a formal charge shall be framed relating to the offence of which he is accused and he shall be asked whether he admits that he has committed the offence with which he is charged.

51. Conviction on admission of truth of charge.___ If the accused admits that he has committed the offence with which he is charged, his admission shall be recorded as early as possible in the words used by him and if he shows no sufficient cause, why he should not be convicted, the Commission may convict him accordingly.

52. Procedure where no such admission is made.___ (1) If the Commission does not convict the accused under the preceding regulation or if the accused does not make such admission, the Commission shall proceed to hear the complainant and take all such evidence as may be produced in support of the prosecution and also to hear the accused and take all such evidences as he produces in his defence.

(2) The Commission may, if it thinks fit, on the application of the complainant or accused, issue a summons to any witness directing him to attend or to produce any document or other thing.

(3) The Commission may, before summoning any witness on such application, require that his reasonable expenses, incurred in attending for the purposes of the trial, be deposited with the Commission.

53. Acquittal or conviction.___ If the Commission upon taking the evidence referred to in regulation 54 and such further evidence, if any, as it may of its own motion

cause to be produced and if it thinks fit, examining the accused, finds the accused not guilty, it shall record an order of acquittal or if it finds the accused guilty, pass sentence upon him according to law.

54. Non-appearance of complainant.— If the summons has been issued on complaint and upon the day fixed for the appearance of the accused or any day subsequent thereto to which the hearing may be adjourned, the complainant does not appear, the Commission may, notwithstanding anything hereinbefore contained, either discharge the accused or proceed with the case:

Provided that, where the complainant is a public servant or a workman and his personal attendance is not required, the Commission may dispense with his attendance and proceed with the case.

55. withdrawal of complaint.— If a complainant, at any time before a final order is passed in any case under this Chapter, satisfies the Commission that there are sufficient grounds for permitting him to withdraw his complaint, the Commission may permit him to withdraw the same and shall thereupon acquit the accused.

56. Power to stop proceedings.— In any case instituted or otherwise than upon complaint, the Commission may for reasons to be recorded by it stop the proceedings at any stage without pronouncing any judgment either of acquittal or conviction and may thereupon release the accused.

57. Application of the Code of Criminal Procedure, 1898.— Subject to the provisions of this Chapter, the Code of Criminal Procedure, 1898 (Act V of 1898) shall apply to the proceedings in relation to trials of offences before the Commission.

CHAPTER VII UNFAIR LABOUR PRACTICES

58. Manner of dealing with unfair labour practices.—(1) where an unfair labour practice has been committed and the case falls under section 31, section 32 or section 67, as the case may be, the Commission may deal with the case under that section:

Provided that the Commission while awarding punishment under section 67, may also direct the re-instatement of a worker and allow consequential benefits to him.

(2) where a case of unfair labour practice is likely to occur, the Commission may take the following measures, namely:-

- (a) It may summon all or any of the persons connected with the case which is likely to occur, hereafter in this Chapter referred to as the connected persons, hear them and hold such enquiry as it deems fit;
- (b) ascertain the factors which are likely to give rise to unfair labour practice;
- (c) advise, direct or prohibit all or any of the connected persons to do or refrain from doing any act or to conduct themselves or their affairs in a manner calculated to avoid occurrence of unfair labour practice;
- (d) reprimand or warn all or any of the connected persons that if they conduct themselves in an improper way it would be deemed to be in furtherance of the Commission of an offence punishable under section 67; and
- (e) initiate security proceedings in order to prevent the occurrence of an unfair labour practice.

(3) where a person whom the Commission has reprimanded or warned under sub-regulation (2) commits an unfair labour practice, the Commission may consider, for the purpose of awarding punishment under section 67, the reprimand or warning as a circumstance aggravating the offence.

59. Procedure.—(1) The Commission, while directing the Provincial Registrar within whose jurisdiction the case has occurred or is likely to occur, to inquire into it and submit a report or a labour Court either for report or disposal may direct connected person, to appear before the Provincial Registrar or the labour Court, as the case may be.

(2) The Commission, while dealing cases based on allegations of unfair labour practices brought before it for enforcement of or for redressal of individual grievance in respect of any right guaranteed or secured to any worker by or under any law or any award or settlement, shall follow the procedure laid down in section 61 and shall have the following powers:-

- (a) summon the employer;
- (b) summon and enforce attendance of witnesses and examine them on oath;
- (c) compel the production of documents and material objects;
- (d) the Commission shall, after holding such enquiry as it may deem fit, pass an order in writing and announce it;
- (e) if any party does not appear before the Commission despite notice, it may proceed to hear and decide the dispute ex-parte; and
- (f) if the matter brought before it arises out of the dismissal or removal from service of a workman, the Commission may direct the reinstatement of the workman and allow consequential benefits to him.

CHAPTER VIII SPECIAL RULES OF EVIDENCE

60. Power to curtail examination, etc.—(1) In the interest of expeditious disposal of the business before the Commission, it may direct any examination or cross-examination or re-examination to be cut short or dispensed with.

(2) In matters relating to industrial disputes, the Commission may endeavour to remove differences between the parties and secure an amicable settlement of the issues before it.

61. Inspection of documents.— All books, papers and other documents or things produced before the Commission, whether voluntarily or in pursuance of a summons, may be inspected by the Commission and also by such parties as the Commission may allow, but the information obtained there from shall not, except as provided in the Act be made public.

CHAPTER IX GENERAL

62. Expenses of witness.— Every witness who, on being summoned by the Commission, appears before it, shall be entitled to an allowance for expenses according to the scale for the time being in force with respect to witness appearing before the respective High Court.

63. Standing Order.— Subject to the Act and these regulations, the Chairman may make Standing Orders for general superintendence of the affairs of the Commission under sub section (1) of section 55.

FORM A
[See regulation 8(1)]

Application to the National Industrial Relations Commission, Islamabad, or Bench at _____ for registration of trade union, industry-wise trade union or an officers association.

Dated the -----day of -----20-----.

1. We hereby apply for the registration of trade union, industry-wise trade union or an officers association under the name of _____
2. The address of the head office of the Union or association is -----.
3. The union came into existence on the -----day of -----20-----.
4. The union is a union of employees/workers engaged in the industry(name) or group of establishments namely -----and has its membership in the Provinces of -----.
5. The particulars, required under sub-clause (iii) of clause (a) of section 7 of the Industrial Relations Act 2012, are given in Schedule I appended hereto.
6. The particulars given in Schedule II appended hereto show the provisions made in the rules for the matters detailed in section 8 of the Industrial Relations Act, 2012.
7. Total number of membership is -----.
8. The particulars required by sub-clause (v) of clause (a) of section 7 of the Industrial Relations Act, 2012, are given in Schedule III appended hereto.
9. We append three copies of the constitution of the trade union or Association conforming to the provisions of the Industrial Relations Act, 2012 together with a copy of the resolution mentioned in clause (b) of section 7 of the IRA, 2012.
10. We append a certificate to the effect that no officer of the union or Association was convicted under section 72 of the Industrial Relations Act, 2012.
11. We have been duly authorized to make this application by
*.....

Signature	Occupation	Address
-----------	------------	---------

Signed

- 1
- 2
- 3
- 4
- 5

* State here whether the authority was given by a resolution of general meeting of the union, if not in what other way it was given.

SCHEDULE I TO FORM A
LIST OF OFFICERS

						Particulars of employment			
S.No.	Title	Name	Father's or husband's name	Age	Address	Name of establishment where employed	Department	Ticket /Token No.	Signature or thumb impression
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Note.____Enter in this schedule the names of all members of the executive of the union showing in column 2, the name of any posts held by them (e.g. President, Treasurers etc) in addition to their offices as members of the executive.

**SCHEDULE II TO FORM A
REFERENCES TO RULES**

The number of the rules containing the provision for the matters specified in column (1) are given in column (2) below:___

Matter (1)	Number of rules (2)
(a) Name and address of the trade union or Association.
(b) The objects for which the trade union or Association has been established.
(c) The purposes for which the general funds of the trade union or an Association shall be applicable.
(d) The maintenance of a list of members
(e) The number of members of the executive
(f) The facilities provided for the inspection of the list of members by officers and members of the trade union.
(g) The admission of members
(h) The conditions under which members are entitled to benefit assured by the rules.
(i) The conditions under which any fine or forfeiture can be imposed.
(j) The manner in which the rules shall be amended, varied or rescinded.
(k) The manner in which the members of the executive and the other officers of the union shall be elected, appointed and removed.
(l) The safe custody of the funds of the trade Union.
(m) The annual audit of the accounts
(n) The facilities for the inspection of the account books by officers and members of the trade union or Association.
(o) The manner in which the union/trade union or Association may be dissolved.
(p) The meetings of the executive and of the general body of the trade union.

SCHEDULE III TO FORM A

The name of the establishment or group of establishments or the industry, or as the case may be, to which the trade union, industry-wise trade union or Association relates.

S.No.	Name of establishment / group of establishments/ Industry	Name of Province where membership extends	Remarks
(1)	(2)	(3)	(4)

FORM B

[See regulation 8(2)]

Application to the National Industrial Relations Commission, Islamabad, or Bench at ----- for registration of a federation at the national level or a federation of industry-wise trade unions.

Dated-----Day of -----20----.

1. We hereby apply for the registration of a federation at the national level/a federation of industry-wise trade unions under the name of -----.

2. Address of the head office of the federation is ----- telephone No.-----.

3. The federation was formed on the -----day of -----20----, and has -----unions affiliated with it on the date of application.

4. The following documents are enclosed:-

(i) Particulars of affiliated unions in Form B-I

(ii) Resolution of the general body of the union affiliated to the federation expressing their agreements for joining the federation.

(iii) Resolution passed in a meeting of the federation duly authorizing the applicants to make this application.

(iv) Particulars of the office-bearers of the federation in Form B-II.

(v) Copies of instruments of the federation executed between the federation and each of the unions.

(vi) Three copies of the constitution of the federation.

(vii) A certificate to the effect that no officer of the federation or the affiliated trade union was ever convicted under section 72 of the Industrial Relations Act, 2012.

Yours faithfully

1. -----
2. -----
3. -----
4. -----
5. -----

FORM B-I

PARTICULARS OF AFFILIATED TRADE UNIONS

Name of the unions with registration No.	Address of the unions	Name of the President and General Secretary	Name of establishment and Division in which trade union is operating	Number of members of the trade union
(1)	(2)	(3)	(4)	(5)

Signature:

President: -----

General Secretary -----

Dated:-----

FORM B-II
PARTICULARS OF OFFICERS

Serial No.	Name	Father's name/Husband's name	Age	Address		Post held in the federation	Particulars of employment of the members			Signature or left thumb impression
				Local	Perman-ent		Name of establish-ment where employed	Depar-tment	Ticke-t or Token No.	
1	2	3	4	5	6	7	8	9	10	11

Signature _____
 President -----
 General Secretary -----
 Dated: -----

FORM C
 [See regulation 9]
 Certificate of Registration
 THE NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

No.-----

It is hereby certified that the -----
 has been registered as trade union, or Industry-wise trade
 union or Association or federation of industry-wise trade
 unions/a federation at the national level under the Industrial
 Relations Act, 2012.

This -----day of -----20----

Registrar of Trade Unions/
 Joint Registrar of Trade Unions
 _____: 0 :_____

FORM D

[See regulation 11(1)]

To:

The General Secretary

-----Trade Union

Dear Sir,

I apply for admission as a member of the -----
 (Name of the Trade Union)
 I have carefully read the rules of the union/

The rules of the union have been read and explained to me and I agree to abide by them.

My particulars are as under:-

- 1- Name with father's name.
- 2- Age and mark of identification.
- 3- Designation and industry in which employed.
- 4- Department and ticket number, if any.
- 5- whether in permanent or temporary employment.
- 6- Date of entry in the present employment.
- 7- Educational qualification, if any.
- 8- whether holding membership of any other trade union, and if so, the name of the union.
- 9- Address.

I agree to pay Rs.-----as admission fee and also the prescribed monthly subscription.

(Signature/thumb-impression)

FORM E

[See regulation 11(2)(a)]

LIST OF MEMBERS TO BE MAINTAINED BY THE REGISTERED INDUSTRY-WISE TRADE UNION

S. No.	Name of the member with father's name	Age and mark of identi- -ficat -ion	Design -ation establ -t/or /and indust -ry in which employ -ed	Depart -ment and ticket No. if any	whethe -r perman -ent/ Temper -ory	Date of entry with employe -nt				Addre ss
							Date of member -ship	Educat -ional qualif -icati -on	whether member of any other trade union; and if so, the name of the trade union	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM F
[See regulation 11(2)(b)]

Membership Register-----

Monthly subscription

(1)	Name of members
(2)	Father's/Husband's Name
(3)	Address
(4)	Designation of the worker & Token NO.
(5)	Department/Company in which working
(6)	Admission fee, if any
(7)	Collection from other sources, if any
(8)	January
(9)	February
(10)	March
(11)	April
(12)	May
(13)	June
(14)	July
(15)	August
(16)	September
(17)	October
(18)	November
(19)	December
(20)	Total
(21)	Address
(22)	Remarks, if any

FORM G
[See regulation 11(2)(c)]

RECEIPT BOOK

Name and address of the federation-----

Name and particulars of the trade unions/organizations from which money is received.	Date of receipt	AMOUNT RECEIVED												
		Jan .	Feb.	March	April	May	Jun .	July	August	Sep.	Oct.	Nov	Dec	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Total														

Signature of the Secretary/Authorized Officer of the Federation.

Dated-----

FORM H
[See regulation 11(2)(d)]

Name of the Trade Union-----

NAME OF THE MONTH TO WHICH THE ACCOUNT RELATES-----

Receipts					Expenditure				
Date	Description	Voucher No.	Current in (Rupees)	Grand Total (Rupees)	Date	Description	Voucher No.	Current in (Rupees)	Grand total in (Rupees)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Secretary/Authorized Officer of the
Trade Union/Federation

Dated-----

FORM K
[See regulation 14]

FORM FOR ANNUAL RETURN

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

Name of the Trade Union
Registered Head Office
Registration No..... Dated.....

Return to be submitted by a Federation of Trade Unions. 1. No. of unions affiliated at the beginning of the year and the number of members of each of these unions.
2. No of unions joining during the year and the No of members of each of these unions.
3.No. of union disaffiliated during the year.
4. No. of affiliated unions at the end of the year and with their respective membership.

Return to be submitted by a trade union. 1. No. of members on record at the beginning of the year.
2. No. of members admitted during the year.
3. No. of members who left during the year.
4. Total No. of members on record at the end of the year:-
 Male.....
 Female.....
5. Name of the Federation, if any, to which the union is affiliated.

A copy of the constitution of the Trade Union, corrected up to the date of dispatch of this return, is appended.

Dated..... Secretary

STATEMENT OF LIABILITIES AND ASSETS ON THE

DAY OF..... 19

Liabilities Rs. Paisa Assets Rs. Paisa.

Loans from:-	Cash-
.....	In the hands of Treasury
.....	In the hands of Secretary
.....	In the hands of--
.....	In the Bank
.....	In the Bank
.....	Securities as per list below
.....	Unpaid subscription due
Debts due to	Loans---
.....
.....
Other liabilities (to be specified)	Immovable property/ Other assets (to be specified)
.....
.....
-----	-----
Total liabilities	Total Assets
-----	-----

LIST OF SECURITIES

Particulars	Nominal	Market value at date on value which accounts have been made up.	In hands of
-------------	---------	---	-------------

Treasure Dated.....	Secretary Dated.....
------------------------	-------------------------

GENERAL FUND ACCOUNT

Income	Rs.Paisa.	Expenditure	Rs. Paisa.
Balance at the Beginning of the year.		Salaries, allowances and expenses of office bearers.	
Contributions from members. at per member		Salaries, allowances and expenses of establishment.	
		Auditor's fee	
Donations		Legal expenses	
Sale of Periodicals, etc,		Expenses in conducting labour disputes	
Interest on		Compensation paid to	

investments	members for loss arising out of labour disputes.
Income from miscellaneous sources, (to be specified)	Funeral, old age, sickness, unemployment benefits, etc.
	Cost of publishing Periodicals.
	Rents, rates and taxes.
	Stationery, and training Expenses.
	Other expenses (to be Specified).
	Balance at the end of the year.

TOTAL	TOTAL

Signature.....	Signature.....
Treasurer.....	Secretary.....
Dated	Dated.....

AUDITORS DECLARATION

1. The undersigned, having has access to all the books and accounts of the Trade Union/Federation and having examined the foregoing statements and verified the same with the account vouchers relating thereto, now sign the sum as found to be correct duly vouched and in accordance with the law, subject to the remarks, if any, appended hereto.

2. we are duly qualified to audit the accounts of the Union/Federation.

AUDITOR.

The following changes in the office bearers have been made during the year:-

OFFICERS RELINQUISHING OFFICE

Name	Office	Date of Relinquishing Office

Name	Age:	Office:	Address:	Occupation	Date of Appo- -int- -ment

 Full list of officers of the executive as stood on 31st
 December, 20

Name	Age:	Office:	Address:	Occupation:	Date Of Appointment

Signature of Treasurer:

Date.....

Signature of General
 secretary

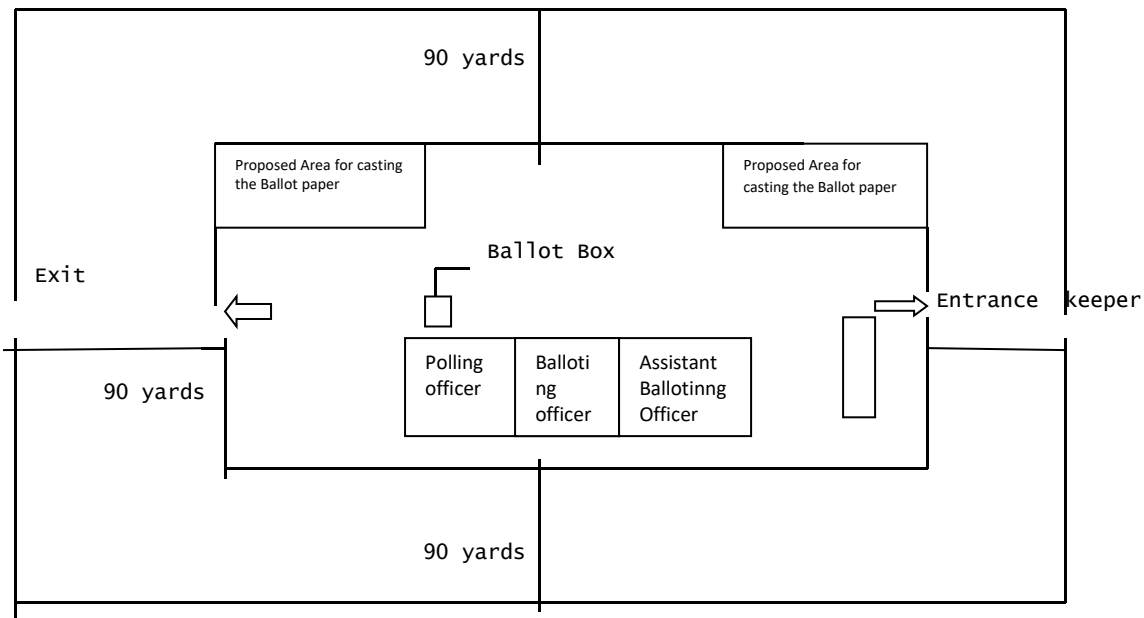
Date.....

FORM L
[See Regulation 16(4)]

BALLOT PAPER

Name of the Trade Union (to be printed in English and Urdu)	Name of the Trade Union (to be printed in English and Urdu)
Symbol of the Trade Union	Symbol of the trade union

FORM M
[See Regulation 16(7)]
GOVERNMENT OF PAKISTAN
Ministry of Overseas Pakistanis and Human Resource Development
National Industrial Relations Commission, Islamabad



FORM N
[(See regulation 25)]
Government of Pakistan
NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

POLLING STATION _____

POLLING BOOTH NO. _____

Certified that the Ballot Box has been shown empty by me to the entire satisfaction of the following duly nominated agents of the contesting Trade Unions:-

NAME OF THE AGENT(S)

NAME OF THE UNION(S)

1- _____

2- _____

3- _____

and the same has been sealed by me in their presence with the authorized official seal.

Name & Signature _____

(Polling Officer)

Dated: _____

Booth No. _____

Time: _____

Location. _____

Agent No.1. _____

Agent No.2. _____

Agent No.3. _____

FORM O
 [(See regulation 25)]
Government of Pakistan
 NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

POLLING STATION _____

POLLING BOOTH NO. _____

Certified that the Ballot Box has been sealed by me with the authorized official seal in the presence of the following duly nominated agents of the contesting Trade Unions:-

NAME OF THE AGENT(S)

NAME OF THE UNION(S)

1- _____

2- _____

3- _____

Name & Signature _____

(Polling Officer)

Dated: _____

Booth No. _____

Time: _____

Location. _____

Agent No.1. _____

Agent No.2. _____

Agent No.3. _____

FORM P
 [(See regulation 31(1))]
Government of Pakistan
 NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

POLLING STATION _____
 POLLING BOOTH NO. _____

Certified that the Ballot Box has been un-sealed by me for the purpose of counting of cast votes in the presence of the following duly nominated agents of the contesting Trade Unions:-

NAME OF THE AGENT(S)

NAME OF THE UNION(S)

1- _____

2- _____

3- _____

Name & Signature _____
 (Polling Officer)

Dated: _____

Booth No. _____

Time: _____

Location. _____

Agent No.1. _____

Agent No.2. _____

Agent No.3. _____

FORM Q
 [(See regulation 31(2))]
Government of Pakistan
NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

POLLING STATION _____
 POLLING BOOTH NO. _____

Certified that I have personally counted the cast votes of Booth No. _____ of _____ in the presence of the following duly nominated agents of the contesting Trade Unions:-

NAME OF THE AGENT(S)

NAME OF THE UNION(S)

1- _____

2- _____

3- _____

to their entire satisfaction and hereby declare the following result:-

- | | | |
|----|--|-------|
| 1. | Number of votes cast in favour of | ----- |
| 2. | Number of votes cast in favour of | ----- |
| 3. | Number of votes cast in favour of | ----- |
| 4. | Number of votes declared invalid | ----- |
| 5. | Number of disputed or challenged votes | ----- |

Name & Signature _____

(Polling Officer)

Dated: _____

Booth No. _____

Time: _____

Location. _____

Agent No.1. _____

Agent No.2. _____

Agent No.3. _____

FORM R
 [(See regulation 34)]
Government of Pakistan
 NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

POLLING STATION _____

POLLING BOOTH NO. _____

RECEIPT

Received an amount of Rs: _____ (Rupees in words _____) from
 Mr. _____ the polling agent of

1- _____

2- _____

3- _____

On account of fee charged under Regulation 16(19) of the National Industrial Relations Commission (Procedure and Functions) Regulations, 2016.

(Name & Signature of Polling Officer)

Dated: _____

FORM S
 [(See regulation 35)]
Government of Pakistan
NATIONAL INDUSTRIAL RELATIONS COMMISSION, ISLAMABAD

POLLING STATION _____

POLLING BOOTH NO. _____

Certified that I have personally counted the cast votes of Booth No. _____ of _____ in the presence of the following duly nominated agents of the contesting Trade Unions:-

NAME OF THE AGENT(S)

NAME OF THE UNION(S)

1- _____

2- _____

3- _____

to their entire satisfaction and hereby give the following account of the ballot papers:-

- | | | |
|-----|--------------------------------------|-------|
| 1- | Total No. of Ballot papers received | _____ |
| 2- | Total No. of Ballot papers issued. | _____ |
| 3- | No. of Ballot papers un-used | _____ |
| 4- | No. of votes cast in favour of | _____ |
| 5- | No. of votes cast in favour of | _____ |
| 6- | No. of votes cast in favour of | _____ |
| 7- | No. of votes declared invalid. | _____ |
| 8- | No. of votes spoiled | _____ |
| 9- | No. of votes challenged/disputed. | _____ |
| 10- | Total of item 4,5,6,7 & 9 | _____ |
| 11- | No. of Ballot papers found missing | _____ |
| 12- | No. of Ballot papers found in excess | _____ |

Name & Signature _____
 (Polling Officer)

Dated: _____

Booth No. _____

Time: _____

Location. _____

Agent No.1. _____

Agent No.2. _____

Agent No.3. _____

FORM T
[See regulation 36]
Government of Pakistan
National Industrial Relations Commission, Islamabad

No.-----

Certified that the -----(Name of the Union) -
-----has been determined as Collective Bargaining
Agent for the workmen employed in the -----
(Name of the Establishment or Group of Establishments) -----
----- under section 19 (9)(e)
of the Industrial Relations Act, 2012, with effect from -----
-----.

Registrar of the Trade Union/
Joint Registrar of Trade Union

FORM U
[See regulation 43]

APPLICATION FOR ADJUDICATION AND DETERMINATION OF
INDUSTRIAL DISPUTE

The National Industrial Relations Commission, Islamabad
(Before the Chairman)

1-----Petitioner

Versus.

2-----Respondent

3. Application under/Section -----of the Industrial Relations Act, 2012.

The petitioner submits as under:-

(i) That the petitioner has locus standi to make this application, inasmuch as⁴ -----.

(ii) That an industrial dispute has arisen between the employer, namely, -----and the workmen, namely, ----- in the following circumstances:

- (a) -----
- (b) -----
- (c) -----

(iii) That the full particulars of the differences and points of dispute between the parties are as stated in Schedule A hereof.

(iv) That the conciliation proceedings have failed and the parties have not agreed to refer the dispute to an arbitrator under section 40 of the Industrial Relations Act, 2012. A copy of the declaration of the Conciliator in this behalf is annexed hereto in Schedule B.

It is, therefore, prayed that the industrial dispute aforementioned may kindly be determined and adjudicated upon according to law.

Dated: _____

PETITIONER

-
- 1- Name and address of the petitioner
 - 2- Name and address of the respondent
 - 3- Number of the section and short title of the enactment.
 - 4- Mention the circumstances and documents (if any) showing the locus standi
-

[No. 1(4)/2016-NIRC]

[Muhammad Zahid Mustafa]
Deputy Secretary