



एयरपोर्ट्स अथारिटी एम्पलाइज यूनियन
Airports Authority Employees' Union
(Regd. No. 3515 & Recognised)



All India President : Com. S.R. SANTHANAM, Ph. (R) (040) 27768269, (O) 27902721, (M) 09490681924
General Secretary : Com. BALRAJ SINGH AHLAWAT, (O) 24619274, (M) 09871717521

Ref. AAEU/CHQ/Br. Election/2011

Dt.:

Election Notification

As per the Constitution of AAEU, it has been decided to hold the Elections in the Branch _____ of Airports Authority Employees Union on the Day _____ Dt. _____. The Election programme/ process will be as follows:-

1. Elections will be held for the following posts by Secret Ballot:-
 - a. Branch President : One post
 - b. Vice President : Posts
 - c. Branch Secretary : One post
 - d. Astt. Branch Secretary : Posts
 - e. Organisation Secretary : Posts
 - f. Treasurer : One Post
 - g. Committee Members : Posts (Based on Br. Mem. Strength)
2. The Member contesting for any post should have carried out the directives of CHQ from time to time & also abide by them in future.
3. Eligibility for contesting the Election:- Minimum TWO YEARS continues membership of AAEU preceding the date of Election.
4. Eligibility for Voting: Minimum THREE MONTHS continues membership preceding the date of Election.
5. One member can contest for one post only.
6. One member can propose one member only for the same post. The member who proposed a member for a post can contest the election for any other post.
7. Nominations shall be submit to the Election Officer from _____ to _____ up to _____ hrs.
8. Nominations can be withdrawn on dated _____ up to _____ hrs.
9. Nomination Forms can be obtained from Election Officer or from the person authorized by him between 0930 hrs. to 17.30 hrs. in the Union Office on Dated _____ to _____ by paying Rs.100/- per Nomination Form.



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10. Specimen of Ballot Paper & Voters list will be displayed on _____ at the Union Office.
11. Members proceeding on leave may cast their vote and shall hand over to the Election Officer in the sealed envelop & same will be placed at the time of counting.
12. Tenure of the Elected Body will be TWO YEARS from the date of Election.
13. Place of Voting _____.
14. Date & Time of Voting from _____ to _____.
15. After completion of Election Process counting of Votes will be started immediately and results will be declared.
16. In any dispute or any interpretation about this notification, the decision of Convener of the Organisation Committee of AAEU shall be final. Or the same can be referred to CHQ.
17. During the Election process all the Members are required to maintain peace & harmony and should not do any thing which may harm the image of the Organization. Negative canvassing should be avoided. Canvassing shall stop 24 hrs. before the time of voting.
18. Central office Bearers & CEC Members are requested to remain impartial during the Election process.

Cooperation of all the members of AAEU is solicited in conducting the Election Process successfully & peacefully.

ELECTION OFFICER

Copy to:-

1. Station Incharge. /2. Police Stn./ 3. Commandant CISF./4. AIP AAEU./ 5. Gen. Secretary./
6. Reg. Secretary.
7. Convener, Organisation Committee, AAEU.



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AAEU/CHQ/Elect. Guidelines/2011

Dt.:

GUIDELINES FOR THE ELECTION OFFICER

1. Election shall be held by SECRET BALLOT.
2. Date of Election will be decided by Branch Committee/ Organisation Committee.
3. The Account of the Branch will be handed over to the Election Officer who will hand over the same to the elected committee.
4. Issue of Election Notification supplied by Convener, Organization Committee before 10 days.
5. Period for obtaining and submission of nomination – 03 days.
6. Withdrawal of nominations if any – 01 day.
7. Scrutiny of Nominations and publishing the list of Candidates/ Voter list – 01 day
8. Canvassing – 04 days.
9. For preparation/ arrangements – 01 day.
10. At the time of Counting One person for each candidate for President & Secretary may be allowed to witness the counting, if request is made.



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-: 2 :-

11. During the Election Process Election Officer shall remain impartial and in case of dispute/ difficulty he shall contact Convener, Organisation Committee, AAEU or CHQ AAEU.
12. As per situation the Election Officer may reorganize the Election Process and may reduce the Election Process time but it should not be less than 7 days.
13. Some posts of Office Bearers other than President, Secretary & Treasurer may kept vacant.

(Balraj Singh Ahlawat)
General Secretary



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AIRPORTS AUTHORITY EMPLOYEES UNION
BRANCH.....

EXECUTIVE BRANCH ELECTION

DATED..... DAY

::NOMINATION FORM::

1/ NAME & DESGN OF CANDIDATE EMP NO.....

2/ NAME OF CONTESTING POST

3/ PERIOD OF MEMBERSHIP :

4/ PROPOSED BY:

1/ NAME..... DESGN..... EMP NO.....

2/ NAME..... DESGN..... EMP NO.....

DECLARATION:

1/ I HERE BY SOLMNY DECLARATION THAT I SHALL ABIDE BY THE TERMS AND CONDITIONS NOTIFIED BY THE ELECTION OFFICER AND SHALL WORK IN ACCORD ANCE WITH THE CONSTITUTION OF AIRPORTS AUTHORITY EMPLOYEES' UNION AND IF ELECTED I WILL WORK FOR WELFARE OF AAEU MEMBERS.

2/ I WILL ABIDE BY ALL THE DIRECTIVES ISSUED BY CHQ IN FUTURE AS WELL AS ISSUED IN THE PASSED.

DATED:

PLACE:

SIGNATURE OF CANDIDATES.

Contact Number:.....



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AAEU/CHQ/Org.(Elect.)/2011

Dt. 22.7.2011

Organizational Guidelines

As per the resolution passed in the C.E.C. Meeting of AAEU held at NER in the Year 2005 & as per instructions contained in Organizational Circular by the All India President Dt. 11-4-2011, all the Organizational matters i.e. Branch Elections / Disciplinary Actions will be dealt by the Central Headquarter of the Union.

A. Channel of Communications:

The Union Headquarters shall correspond with Airports Authority of India at National level and the local Branches or other shall not correspond with AAI Headquarters or the Government directly. The Regional Secretaries/ Branch Secretaries would correspond with their respective Head of Departments. The Branch Secretary would correspond with CHQ through its Regional Secretary.

B. Letter head of the Union:

Letterhead of the Union will be provided by the CHQ to every branch wherever requirement arise. In case the RHQ/Branch requires to get their own letter head printed it should be in the format given below:-

LOGO AIRPORTS AUTHORITY EMPLOYEES UNION **LOGO**
(Registration no.3515 Recognised)
All India President General Secretary
Regional President (for Region) Regional Secretary

LOGO AIRPORTS AUTHORITY EMPLOYEES UNION **LOGO**
(Registration no.3515 & Recognised)
All India President General Secretary
Branch President (for Branch) Branch Secretary

Balraj Singh Ahlawat
22-07-2011



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-: 2 :-

C. Regional President/ Regional Secretary:

Regional President/ Regional Secretary shall work in co-ordination with each other and make correspondence to Regional Executive Director for their members and ensure to implement Employees related policies in true/ fair and impartial manner for all the branches comes under their Region.

D. Branch Secretary:

Branch President/Secretary will administer all the administrative work at Branch level. He will make correspondence for its members with the concerned officer-in-charge. For the Branch situated at Regional Executive Directors the officer-in-charge would be the RED of the respective Region. Branch situated at CHQ the officer-in-charge will be the E.D (H/R)/ E.D.(Admin.) Branch Secretary of Metro Airport Branch shall have the status of Regional Secretary.

1. The tenure of the Branch Executive Committee shall be two years.
2. General Body Meeting of the Branch shall be held in six months or not later than one year.
3. Branch Executive Committee meeting shall be held once in a month and not later than two months.
4. Branch Committee may decide for an Industrial action at Branch level in its Executive Committee's meeting after taking the approval of the General Body and under the intimation to RHQ/CHQ, Branch may go for any kind of Industrial Action except **STRIKE**.
5. General Body Meeting should be held to start the election process i.e., to elect the Elections Officer and to decide the date of Election & Venue, before completing the tenure of the Branch i.e. Two Years.
6. The members Contesting for any post should have carried out the directives of CHQ issued from time to time and also shall abide by them in future.
7. Eligibility for contesting the Election: Minimum Two Years continued membership of AAEU preceding the date of elections.
8. Eligibility for Voting: Minimum Three Months Continue Membership preceding the date of Election.
9. Dues on account of CHQ donations/Monthly subscription must be cleared by the member contesting the election and vote, defaulters shall not be eligible.
10. One member can contest for one post only.



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-: 3 :-

11. The member who disobey the directives of CHQ will not be allowed to contest in the elections.
12. The Branch President/Secretary/Treasurer will not be allowed to contest the elections until unless they submit audited account of the branch to CHQ/election officer.
13. Election will be held on direct method every member will vote for every post, branches having membership more than 1000 branch. president. secretary and treasurer will be elected by direct method and rest of the posts may be elected by proportionate method.
14. Office Bearers in the Branch Shall be not less than 3 and not more than 35, proportionately as per the strength of the Branch.
15. Those Branches who have not conducted the Election in time, organizational committee will hold the Election with carrying out all the formalities i.e. checking of the accounts and membership register etc.
16. For CSI Branch the voters shall be those who have been retained at Mumbai RED/ ATC/ etc. and those who are posted at Juhu and not on the roll of Juhu.
17. At IGI Branch the voters shall be those who have been retained at Delhi based branches i.e. Rangpuri/ATC/SAP/CRSD/RG Bhavan,DRC,EMO etc.
18. The Existence of Rangpuri Branch and Cargo Branch:- the Organizational Committee will discuss with the concerned leadership/members and submit the report to CHQ.
19. Interpretation with regard to organizational guide lines/ dispute of any type organization committee will take the decision. committee may take the help of CHQ.

Yours Comradely,

Balraj Singh Ahlawat
22-07-2011

(Balraj Singh Ahlawat)
General Secretary

The Composition of the Branch set up has been redefined and the branches are required to fill up the posts of office bearers and executive members as per the modified structure :-

BRANCH SET UP ON THE BASIS OF MEMBERSHIP OF AAEU

01. Members upto 10 :-

President--	One
Br. Secretary --	One
Asst. Secretary --	One
Treasurer --	One
<u>Executive Member --</u>	<u>One</u>
Total --	Five

02. Above 10 but below 25 :-

President ---	One
Br. Secretary --	One
Asst. Secretary --	One
Treasurer --	One
<u>Executive Member --</u>	<u>Three</u>
Total ---	Seven

03. Above 25 but below 60 :-

President ---	One
Vice President ---	One
Br. Secretary --	One
Asst. Secretary--	One +One Lady
Treasurer ---	One
<u>Exec.Members – Four+One Lady</u>	
Total --	Eleven

04. Above 60 but below 100 :-

President ---	One
Vice President ---	One +One Lady
Br. Secretary --	One
Asst. Secretary--	Two +One Lady
Treasurer ---	One
Org. Secretary ---	One
<u>Exec.Members – Four+Two Lady</u>	
Total --	Fifteen

05. Above 100 but below 150 :-

President ---	One
Vice President—	Two+One Lady
Br. Secretary ---	One
Asst. Secretary—	Two+One Lady
Org. Secretary—	One+One Lady
Treasurer ---	One
<u>Exec.Member—</u>	<u>Six+Two Lady</u>
Total ---	Nineteen

06. Above 150 but below 225 :-

President ---	One
Vice President—	Three+One Lady
Br. Secretary ---	One
Asst. Secretary—	Three+One Lady
Org. Secretary—	Two+One Lady
Treasurer ---	One
<u>Exec.Member—</u>	<u>Seven+Two Lady</u>
Total ---	Twenty Three


BALRAJ SINGH AHLAWAT
 Gen. Secretary
 Airports Authority Employees Union,
 T-3/1-4, I.N.A. Colony
 N.Delhi-110023

07. Above 225 but below 350 :-

President --- One
Vice President—Three+OneLady
Br. Secretary --- One
Asst.Secretary—Three+One Lady+
One reserved for group " D "
Org.Secretary— Two+One Lady
Treasurer --- One
Exec.Member— Nine+Three Lady
Lady Total -- Twenty Seven

09. Above 500 but below 650 :-

President --- One
Vice President— Three+OneLady
Br. Secretary --- One
Asst.Secretary— Four+One Lady+
One reserved for group " D "
Org.Secretary— Three+One Lady
Treasurer --- One
Exec.Member— Thirteen+Five Lady
Total -- Thirty Five

11. Above 800 but below 1000 :-

President --- One
Vice President— Five+Two Lady
Br. Secretary --- One
Asst.Secretary— Five+Two Lady+
One reserved for group " D "
Org.Secretary— Five+Two Lady
Treasurer --- One
Exec.Member— Nineteen+Five Lady

Total -- Forty Nine

08. Above 350 but below 500 :-

President --- One
Vice President—Three+OneLady
Br. Secretary --- One
Asst.Secretary— Four+One Lady+
One reserved for group " D "
Org. Secretary—Three+One Lady
Treasurer --- One
Exec.Member— Eleven+Three
Total -- Thirty One

10. Above 650 but below 800 :-

President --- One
Vice President-- Four+OneLady
Br. Secretary --- One
Asst.Secretary— Five+One Lady+
One reserved for group " D "
Org. Secretary— Five+One Lady
Treasurer --- One
Exec.Member— Fifteen+Five Lady
Total -- Forty One

12.

Above 1000 but below 1250 :-

President --- One
Vice President-- Five+TwoLady
Br. Secretary --- One
Asst.Secretary— Five+Two Lady+
One reserved for group " D "
Org. Secretary— Five+Two Lady
Treasurer --- One
Exec.Member--Twenty Three +Nine Lady

Total -- Fifty Seven


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13. **Above 1250 but below 1500 :-**

President ---	One
Vice President--	Five + Two lady
Br. Secretary ---	One
Asst. Secretary—	Six + Two Lady +
One reserved for group "D"	
Org. Secretary—	Six + Three Lady
Treasurer ---	One
<u>Exec. Member —</u>	<u>Twenty Five + Nine Lady</u>
Total ---	Sixty One

14. **Above 1500-----**

President --	One
Vice President ---	Five + Three Lady
Br. Secretary ---	One
Asst. Secretary –	Five+Three Lady+
One reserved for group "D"	
Org. Secretary ---	Five + Three Lady
Treasurer ---	One
<u>Exec. Member—</u>	<u>Thirty+Nine Lady</u>
Total --	Sixty Seven


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