

# MICROFINANCE EMPLOYEES' TRADE UNION

## RULES & BYE-LAWS

### Definition

- 1.1 The name of the Trade Union shall be "MICROFINANCE EMPLOYEES' TRADE UNION".
- 1.2 The Head Office of the Union shall be at 507, 5th Floor, Fazal Imam Complex, Fraser Road, Beside Reliance Centro Mall, Patna, Bihar- 80000.
- 1.3 Committee means "Managing committee of the Trade Union"
- 1.4 Office bearers mean "President", Vice-President, Secretary, Treasurer, Joint Secretary and Assistant Secretary"
- 1.5 Trade Union or Association means "MICROFINANCE EMPLOYEES' TRADE UNION".

### 2. Jurisdiction:

The Jurisdiction of the association shall be all over India.

### 3. Financial year:

Association financial year shall begin on 1<sup>st</sup> day of April and shall conclude on the last day of March of the subsequent year.

### Objects

#### 4. The objects of the Union shall be to:

- I. To work for the welfare of employees of Micro-Finance Companies across India.
- II. To safeguard and promote the rights, interests, and welfare of its members.
- III. To represent the grievances of members before competent authorities.
- IV. To promote harmonious relations between employees and employers.
- V. To provide legal, financial, and moral assistance to members in need.
- VI. To conduct seminars, training, awareness, and welfare programs.
- VII. To affiliate with national or state level federations if required.
- VIII. To engage in any lawful activity beneficial to the members in accordance with Section 15 of the Trade Union Act, 1926.

### Membership

5. (i) Any person employed in micro-finance section in India and who is above the age of 18 years shall be eligible to become member of the Union provided he agrees to satisfy the following conditions:



Microfinance Employees' Trade Union  
Kamal Kumar  
Vice-President

Microfinance Employees' Trade Union  
Ashwini M. M.  
President

Microfinance Employees' Trade Union

Ganesh Kumar  
Treasurer

Microfinance Employees' Trade Union

Prabhat  
Secretary

(a) He shall abide by the Rules and Bye-laws as may from time to time be framed by the union.

(b) He shall submit an application form for membership duly signed as prescribed under the rules and bye-laws.

(c) He agrees to pay the admission fees, membership fees, subscriptions, levies, etc., as prescribed under the rules and bye-laws.

(d) He shall implement the directives of the Union. The term employee shall, however, include probationer and apprentice.

(e) A person who is a member of this Trade Union shall not be a member of any other trade union representing employees of the same industry or establishment. Violation of this provision shall result in termination of membership from this Union after due notice and opportunity of being heard.

(ii) Honorary members may be admitted to serve on the Managing Committee by a resolution of the Managing Committee. In any case their number shall not exceed five. (An honorary member is one who is not employee of Micro-finance companies)

6. Every member shall pay an admission fee Rs. 1000/- and monthly membership fee of Rs. 299/- payable from every subsequent month. The Managing Committee shall however be empowered to modify the subscription/admission fee amount.

### Admission

7. (a) Any person who is employed in the Microfinance Sector in India and who desires to become a member shall present a written application in the prescribed form declaring that he will abide by the Rules and Bye-laws made by the Union from time to time. Such applications shall be forwarded to the Secretary together with the admission fee and the membership fees for the month. The application so received by the Secretary shall be provisionally accepted for being placed before the Managing committee for its disposal.

(b) All applications shall be placed before the office bearers who shall be competent to scrutinize the applications. If any application is rejected, the office bearers shall place the reason before the Managing committee. If the application for membership is rejected, the fees shall be refunded.

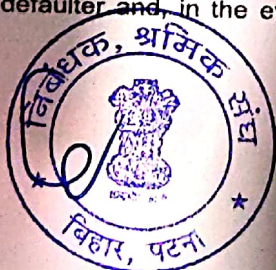
### Register of Members

8. (a) The Union shall keep a register of all its members containing their names, address, Aadhar number, PAN, Contact number, Designation etc.

(b) The register shall be open for inspection by any member or office bearer of the Union during the working hours of the Union on any day excluding holidays.

### Removal of Membership

9. A member running in arrears of his monthly membership for a period of 3 months shall be declared a defaulter and, in the event of his not clearing up the arrears within one month of such



3

declaration, he shall cease to be a member and his name shall be removed. He may, however, rejoin on payment of arrears and fresh admission fee. However, a person, who ceases to be a member, shall have the right to represent to the Managing Committee for revival of his membership.

(a) The Office bearer of the Union shall be competent to remove from the register of members any member:

1. Who has submitted his resignation in writing.

2. Whose conduct in the opinion of the Office bearer is detrimental to the interest of the Union and who has or is likely to bring the Union into contempt or disrepute.

(b) Any person who is removed from membership may be readmitted on such terms and conditions, as the Office Bearers may think fit.

(c) No member shall be removed from membership for misconduct under this unless he has been given a fair opportunity to explain his conduct.

(d) A member so removed shall have the right to appeal within three weeks against the decision of the Office bearers to the Managing Committee, which shall have the power to rescind the decision of the Officer bearers removing the member.

#### Management of the Union

10. (a) The affairs of the Union shall be managed by a Managing Committee consisting of

1. President

2. Vice-President

3. Secretary

4. Treasurer

5. Not more than 5 Joint/Deputy Secretaries

6. Not more than 11 Assistant Secretaries

All of them shall be elected at the annual general meeting of the union and they shall be eligible for re-election. The managing committee constituted shall have power to co-opt two more members.

(b) sub-committee shall be constituted and filled by the managing committee by co-option.

(c) Any office-bearer of the union or a member of the managing committee can be removed at the general meeting of members by a three-fourth majority for committing any fraud or having acted against the interests of the union, provided the office-bearer or the member to be removed is given a reasonable opportunity to explain his conduct.



(d) Managing committee shall meet once a quarter or as often as found necessary on such days and at such place as may be fixed by the Secretary in consultation with the President.

(e) The presence of at least one-third members of the managing committee shall be necessary to form a quorum. No quorum is necessary for adjourned meetings.

(f) At least fifteen days' notice shall be given for the General Meeting and 7 days' notice shall be given for meeting of office bearers. Public holidays shall not be counted in the calculation of the number of days.

### Functions and Powers of Managing Committee

The Managing Committee will consist of 7 members or more including office bearers. This strength can be increased as per requirements by two third majorities. Managing committee shall have power to co-opt two more members, but co-opted members would not have power to vote, they could only assist committee in taking decision, they could give their suggestions and advises. Co-opted members can be members of sub-committee constituted by managing committee and shall function under guidance of Managing committee. Members of the managing committee including office bearers shall be elected or appointed for a period of 3 years from date of election/appointment, however they may again be elected either in general body meeting or in meeting of the managing committee.

### 11. President

The President shall preside over all meetings of the union and the general body, preserves order, sign all minutes and shall be allowed to give a casting votes only. The president shall have power if necessary, to call special meetings of the managing committee of the union, whenever necessary. One of the Vice-president shall function in place of the President in his absence.

- To preside over the meetings of the committee and other ceremonial functions by the Trade Union.
- To decide, change, extend the date for the meeting and to inform the members.
- To use his discretion in the event of any difference of opinion amongst the Members of the Committee.
- Act as Chief Executive Officer of the Trade union.
- President will be Liaison Officer of the Trade union. He will coordinate with the Government & Other Trade union.
- To execute the decision taken by the Trade union.

The President shall have the power to take a decision to meet the emergent situation in the interest of the Trade union. President will apprise the Governing Body of his decisions.

Where rules are silent President can make Rules and take decisions in the interest of Trade union.

- To prepare documents for and on behalf of the Trade union and to conduct its correspondence.
- To permit for the membership.
- To prepare an annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Trade union.
- To sanction bills, vouchers, debt-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the Trade union by his signature.
- To exercise drawing and disbursing powers.
- To sanction salary, wages, tours, travelling etc.

Microfinance Employees' Trade Union

*Rishi Kumar*

Secretary

Microfinance Employees Trade Union

*Sampath Kumar*

Treasurer

Microfinance Employees' Trade Union

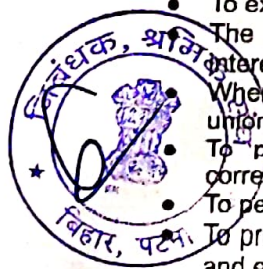
*Kamal Kumar*

Vice-President

Microfinance Employees' Trade Union

*Ashwini M. M.*

President



- To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body.
- He shall be responsible for the collection of funds for the Trade union.
- He shall look after all financial matters of the Trade union.
- He shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Trade union.
- To look after the assets of the Trade union.
- To survey office and branches of the Trade union.
- To receive financial and non-financial assistance from the Government, Non-Government Organization, International Agencies, Banks and any other legal entity or individual.
- To elect, appoint or remove any of office bearers, or staffs with or without giving opportunity of being heard.
- To collect offerings, gifts or donations of all kinds, whether from Government, Central or Semi-Government, all institutions, local bodies or industrial concerns, limited or private, locally within the Union of India or from abroad, which will form part of the funds available to the Trade union whether the bodies are located in the Union of India or abroad.
- To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the buildings of the Trade union, necessary or convenient for the purpose of the attainment of the aims and objects of the Trade union.
- President shall authorize anyone from the Governing Body preside over the meetings in his/her absence.
- He shall ensure the safety of cash & deposits in the Nationalized or Schedule Banks/as decided by the Governing Body.
- He shall keep up-to-date accounts of all the Expenditure and Income.

Microfinance Employees' Trade Union

Ganesh Kumar

Treasurer

Microfinance Employees' Trade Union

Kamal Kumar

Vice-President

## 12. Vice-President

- He shall assist the President and preside over meetings in the absence of the President.
- He shall perform other duties assigned by the President or the Managing Committee.

## 13. Secretary

1. The Secretary shall record minutes of all union and committee meetings, conduct all correspondence, convene all meetings, keep all accounts, exercise supervision over the affairs of the union and shall also keep a correct account of all receipts and expenditure. He shall prepare a balance sheet annually showing clearly every item of receipts and expenditure. He shall be responsible for submitting to the Registrar of Trade Unions all returns and notice that should be sent to that officer under the Indian Trade Unions Act, 1926. He shall have power to engage, in consultation with the President and subject to the approval or confirmation of the Managing Committee, any assistants for organizing and clerical purposes if he considers necessary, and all such assistants shall be under the control of Secretary. Assistant secretaries shall generally help the secretary. One of them shall perform duties of the Secretary in his absence.

- The Secretary shall be responsible to the Managing Committee for all day-to-day activities relating to the proper management, maintenance and upkeep of the Trade Union and:
- Will convene meetings of the Managing Committee and General Body whenever necessary or called upon to do so.
- Will prepare the Register of Members, as well as the proceedings, register to record the minutes of the proceedings of the Managing Committee meetings and the General Body meetings

Microfinance Employees' Trade Union

Rajesh

Secretary

Microfinance Employees' Trade Union

Ashwini M. M

President



and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.

- Look after the administration and other affairs and attend to all correspondence.
- Summon and attend the meetings of the General Body and the Managing Committee.
- Give effect to the directions and decisions taken at such meetings.
- Collect all dues to the Trade Union and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Trade Union.

- Manage, and control the staff, and take disciplinary action where necessary.
- Institute, prosecute and defend suits and other proceedings in which the Trade Union may be involved.

- Prepare the annual report and financial statement of accounts under the guidance of the Managing Committee.

- Generally, perform all such duties as are incidental to the office of Secretary.

#### ii. Joint/Deputy/Assistant Secretary

The Joint/Deputy/Assistant Secretary will assist the Secretary in discharge of his duties and shall do all such acts which may be delegated/entrusted to them by the Secretary. In Absence of the Secretary, any of the Joint/Deputy/Assistant Secretary authorised by the secretary shall act on his behalf.

#### 14. Treasurer

The Treasurer shall be responsible for all moneys which may from time to time be paid into the union and for duly banking them. He shall make payments towards all expenditure sanctioned by the Managing Committee. He shall not have the power to draw money from the bank without having the cheque signed by the President or the Secretary.

- All the assets and funds of the Trade Union shall remain under the care and management of Treasurer of the Trade Union.

- The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Trade Union.

- The Treasurer shall make disbursement in accordance with the direction of the Governing Body.



Microfinance Employees' Trade Union  
Kumud Kumar  
Vice-President

Microfinance Employees' Trade Union  
Ganesh Kumar  
Treasurer

Microfinance Employees' Trade Union  
Prabir  
Secretary

Microfinance Employees' Trade Union  
Ashwini M. M.  
President

28

- The Treasurer will ordinarily hold a cash balance not exceeding Rs. 1,00,000/- (Rupees One Lakh) (or the amount which may be fixed by the Managing Committee of the Trade Union from time to time) to meet the emergent needs relating to the Trade Union.

- All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Bank(s) selected by the Governing Body of the Trade Union.

- The Treasurer shall present the statements and books of accounts to the Managing Committee at the end of every 6 months for a periodic review of the accounts.

### General Meeting

15. There shall be held an annual general meeting of all members which will consists of managing committee and ordinary members, of the union every year to transact the following business;

- to adopt the report of the work done by the union and the audited statement of accounts,
- to elect the office-bearers and other members of the managing committee for the current year, and
- to transact such other business as may be brought forward with permission of the chairman.

16. The president shall call a general meeting of the members of the union every year to be called as Annual general meeting whenever he thinks necessary by giving 15 days' notice to the members and shall call it on a requisition signed by one-fifth of the total strength of the union within 20 days of the receipt of the requisition. The quorum for the general meeting shall be one-third of the total membership. No quorum is necessary for adjourned meeting.

17. Notice period of general meeting will be at least 21 days. But Extra-Ordinary General meeting may be called with 7 days' notice period.

18. Notices for all meetings will be sent in written by hand or email or by registered post.

19. Extra-Ordinary general meeting shall be convened by the President upon requisition in writing signed by not less than 50% of its members. The meeting shall be convened at a time decided by the President within two months of receiving the requisition.

### General Funds

20. (i) The general funds of the union shall consist of the admission fees, membership fees from members, donation etc. They shall be deposited in a bank or banks, approved by the Managing committee in the name of the union and the account may be operated by the Treasurer and Secretary or the President. The Treasurer shall not keep more than Rs. 1,00,000 with him for current expenses. Funds should be spent on the objectives of the Union.

(ii) Political funds, if any, shall be maintained separately in accordance with Section 16 of the act.

### Audit and Books of Accounts

21. The union shall make the provision for the annual audit of the accounts of the union by competent auditors/chartered accountants appointed by the Managing Committee in accordance with the provisions of trade regulations applicable to the union. And Books of accounts of Trade



Union shall be kept available for inspection at the registered office on all working days. If books of accounts are kept at some other place, this should be informed to all members either in writing or in general meeting.

#### Amendments in Rules

22. The rules may be amended, altered, rescinded, or added to at any time by 2/3 rd majority of the members present at a General meeting provided a previous notice of at least 15 (fifteen) days is given to the members of the proposed amendments etc and any amendment shall be submitted to the Registrar as per Section 28(i).

#### Dissolution

23. a. The union shall not be dissolved except by the vote of a majority of three-fourth members present at a General Meeting called for the purpose, provided the total number of votes cast at such a meeting is not less than two-thirds of the total number of the members than on the rolls of the union.

b. On the dissolution of the union the managing committee shall send a notice of dissolution to the Registrar in the manner provided by sec. 28 of the Trade Unions Act and shall also make arrangements for winding up the union and to distribute its assets.

#### 24. Miscellaneous Provisions

(i) Legal Succession and Continuity:

In the event of the death, resignation or disqualification of any office bearer, the Union shall take necessary steps to fill the vacancy as per provisions of this Constitution. In the case of the President's death, the legal heir or nominated successor may temporarily assume responsibilities until formal ratification by the General Body.

(ii) Protection Against Dissolution by Outside Forces:

The Union shall not be dissolved or merged with any other organization without the express written consent of at least 3/4th of its total members and due compliance with the law.

(iii) Protection of Union Property and Records:

All properties, documents, registers, and financial records of the Union shall be kept secured and under the custody of the Secretary and Treasurer. Any outgoing office bearer must formally hand over such items within 15 days of demitting office.

(iv) Personal Liability Exclusion:

No office bearer or member of the Union shall be personally liable for any act done in good faith in the discharge of their duties under this Constitution.

(v) Confidentiality Clause:



(25)

All internal deliberations, financial data, and grievance redressal matters of the Union shall be kept confidential unless disclosure is required under law or expressly permitted by the Executive Committee.

(vi) Code of Conduct:

All members and office bearers shall adhere to a high standard of ethical conduct, mutual respect, and accountability in furthering the objectives of the Union. Misuse of Union platform for personal or political gain shall invite disciplinary action.

(vii) Interpretation of Rules:

In case of any ambiguity in the interpretation of any clause of this Constitution, the decision of the Executive Committee, ratified by the General Body, shall be final and binding.

(viii) Emergency Powers:

In times of emergency or legal exigencies, the President in consultation with at least two other office bearers may take necessary action for the safety and continuity of the Union, subject to ratification in the next General Body Meeting.

Microfinance Employees' Trade Union

*Ashwini M. M.*

President

Microfinance Employees' Trade Union

*Kunal Kumar*

Vice-President



Microfinance Employees' Trade Union

*Rajesh*

Secretary

Microfinance Employees' Trade Union

*Sambash Kumar*

Treasurer

गैरमानक

प्रपत्र ग

**श्रमिक संघों के रजिस्ट्रीकरण का प्रमाण-पत्र**

संख्या-4244/2026

इसके द्वारा प्रमाणित किया जाता है कि माइक्रोफाइनेंस इम्प्लॉइज ट्रेड यूनियन, पटना, पता-507, 5वाँ तल्ला, फजल इमाम कॉम्प्लेक्स, फ्रेजर रोड, रिलायंस सेन्द्रो मॉल के बगल में, पटना, बिहार को श्रमिक संघ अधिनियम (ट्रेड यूनियन्स ऐक्ट, 1926) के अधीन दिनांक 25 मार्च, 2026 को रजिस्ट्रीकृत किया जाता है।



रजिस्ट्रार, श्रमिक संघ, बिहार।  
444



ई-स्थायी लेखा संख्या कार्ड  
e - Permanent Account Number (e-PAN) Card  
ABBAM2353F

नाम / Name

MICROFINANCE EMPLOYEES TRADE UNION

निगमन/गठन की तारीख

Date of Incorporation / Formation 25/03/2026



Signature Not  
Verified

Digitally signed by  
Income Tax Deptt.  
Date: 2026.04.28 07:55:42 IST

- ✓ Permanent Account Number (PAN) facilitate Income Tax Department linking of various documents, including payment of taxes, assessment, tax demand tax arrears, matching of information and easy maintenance & retrieval of electronic information etc. relating to a taxpayer. स्थायी लेखा संख्या (पैन) एक करदाता से संबंधित विभिन्न दस्तावेजों को जोड़ने में आयकर विभाग को सहायक होता है, जिसमें करों के भुगतान, आकलन, कर मांग, टैक्स बकाया, सूचना के मिलान और इलेक्ट्रॉनिक जानकारी का आसान रखरखाव व बहाली आदि भी शामिल है।
- ✓ Quoting of PAN is now mandatory for several transactions specified under Income Tax Act, 2025 (Refer Rule 159 of Income Tax Rules, 2026) आयकर अधिनियम, 2025 के तहत निर्दिष्ट कई लेनदेन के लिए स्थायी लेखा संख्या (पैन) का उल्लेख अब अनिवार्य है (आयकर नियम, 2026 के नियम 159 का संदर्भ लें)
- ✓ Possessing or using more than one PAN is against the law & may attract penalty of upto Rs. 10,000. एक से अधिक स्थायी लेखा संख्या (पैन) का रखना या उपयोग करना, कानून के विरुद्ध है और इसके लिए 10,000 रुपये तक का दंड लगाया जा सकता है।
- ✓ The PAN Card enclosed contains Enhanced QR Code which is readable by a specific Android Mobile App. Keyword to search this specific Mobile App on Google Play Store is "Enhanced QR Code Reader for PAN Card". संलग्न पैन कार्ड में एनहांस्ड क्यूआर कोड शामिल है जो एक विशिष्ट एंड्रॉइड मोबाइल ऐप द्वारा पठनीय है। Google Play Store पर इस विशिष्ट मोबाइल ऐप को खोजने के लिए कीवर्ड "Enhanced QR Code Reader for PAN Card" है।

Cut

आयकर विभाग  
INCOME TAX DEPARTMENT



भारत सरकार  
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड  
Permanent Account Number Card  
ABBAM2353F



नाम / Name  
MICROFINANCE EMPLOYEES TRADE  
UNION

निगमन/गठन की तारीख  
Date of Incorporation/Formation  
25/03/2026

इस कार्ड के खोने/पाने पर कृपया सूचित करें/लौटाएं:  
आयकर पैन सेवा इकाई, प्रोटेकन ईगव टेक्नोलॉजीज लिमिटेड  
पहली मंजिल, टाइम्स टावर, कपला मिल्स कंपाउंड,  
सेनापति बापट मार्ग, लोअर पार्क,  
मुंबई 400 013

If this card is lost / someone's lost card is found,  
please inform / return to :

Income Tax PAN Services Unit, Protecon eGov Technologies Limited  
1<sup>st</sup> Floor, Times Tower, Kamala Mills Compound,  
Senapati Bapat Marg, Lower Park,  
Mumbai 400 013  
Tel: 91-20-2721 8080, e-mail: tininfo@protecontech.in  
its.systems@income.gov.in, pangirova@income.gov.in

Electronically Issued and Digitally signed ePAN is a valid mode of issue of Permanent Account Number (PAN).

बिहार सरकार

श्रम संसाधन विभाग (श्रम पक्ष)

प्रेषक,

गणेश कुमार झा,  
उप निबंधक, श्रमिक संघ, बिहार।

सेवा में,

अध्यक्ष/महासचिव,  
माइक्रोफाइनेंस इम्प्लॉइज ट्रेड यूनियन, पटना  
पता- 507, 5वाँ तल्ला, फजल इमाम कॉम्प्लेक्स,  
फ्रेजर रोड, रिलायंस सेन्ट्रो मॉल के बगल में, पटना, बिहार।

पटना, दिनांक- 6/4/26

**विषय :-** माइक्रोफाइनेंस इम्प्लॉइज ट्रेड यूनियन, पटना, पता- 507, 5वाँ तल्ला, फजल इमाम कॉम्प्लेक्स, फ्रेजर रोड, रिलायंस सेन्ट्रो मॉल के बगल में, पटना, बिहार के निबंधन के संबंध में।

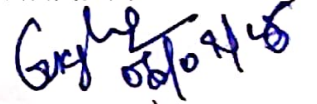
महाशय,

उपर्युक्त विषयक सूचित करना है कि आपके आवेदन के आलोक में श्रमिक संघ अधिनियम, 1926 के अन्तर्गत माइक्रोफाइनेंस इम्प्लॉइज ट्रेड यूनियन, पटना, पता- 507, 5वाँ तल्ला, फजल इमाम कॉम्प्लेक्स, फ्रेजर रोड, रिलायंस सेन्ट्रो मॉल के बगल में, पटना, बिहार का निबंधन श्रमिक अधिनियम, 1926 के अन्तर्गत कर लिया गया है, जिसका निबंधन प्रमाण पत्र संख्या-4244, दिनांक-25.03.2026 है। निबंधन प्रमाण पत्र एवं यूनियन के संविधान की मूल प्रति आपके आवश्यक कार्यार्थ संलग्न है।

अनुरोध है कि भविष्य में संघ के अस्तित्व में होने की पुष्टि हेतु विहित प्रपत्र में अगले वर्ष से प्रत्येक वर्ष 31 जुलाई तक संघ से संबंधित लेखा-जोखा विवरणी विभाग को निश्चित रूप से उपलब्ध करा दें अन्यथा यह समझा जायेगा कि यूनियन अस्तित्व में नहीं है।

अनलग्नक-यथोक्त।

विश्वासभाजन



(गणेश कुमार झा)

उप निबंधक, श्रमिक संघ, बिहार।