APPENDIX - I

SUPPLEMENTAL AGREEMENT
DATED: 4-8-1956

FOR CLOSER ASSOCIATION OF EMPLOYEES
WITH MANAGEMENT PURSUANT TO CLAUSE
15 OF THE AGREEMENT DATED 8TH JANUARY
1956 BETWEEN THE TATA IRON & STEEL
COMPANY LIMITED & THE TATA WORKERS'
UNION.

1. In pursuance of Clause 15 of the Agreement between
the Tata Iron and Steel Company Limited, and the Tata
Workers' Union dated 8th January, 1956, this Supplemental
Agreement shall come into force on a date to be agreed
between the parties, but not later than 1st October, 1956
and shall be co-terminous with the principal agreement.

I PREAMBLE

2. As stated in Clause 15 of the principal Agreement,
"the company appreciates the view that an increasing
measure of association of works employees with Management
in the working of the industry is desirable and would
help (a) in promoting increased productivity for the
general benefit of the enterprise, the employees and the country, (b) in giving employees a better understanding of their role and importance in the working of the industry and in the process of production, and (c) in satisfying the urge for self-expression".

3. All matters connected with collective bargaining or falling within the sphere of Union relations shall be specifically excluded from the scheme in this agreement.

**II ORGANISATION**

4. The following Joint Committees are already in existence:

**At Departmental Level**
Advisory Development and Production Committees.

**At Work Level:**
1. Plant Works Committees
2. Non-factory Employees' Works Committee
3. Central Works Committee
4. Special Central Works Committee
5. Permanent Joint Rates Committee
6. High Level Rates Committee  
7. Job Evaluation Committee  
8. Trade Test Specification Committee  
9. Minimum Qualifications Committee  
10. House Allotment Committee  
11. Medical Fitness Committee  
12. Central Canteen Managing Committee  
13. Safety Appliances Committee  
14. Suggestion Box Committee

There are also the following committees consisting at present of Management representatives only:

1. Welfare Committee  
2. General Safety Committee  
3. Workmen’s Benefit Fund – Board of Trustees.

5. It is agreed that the following changes be made:

i) The Advisory Development and Production Committees at departmental level will be replaced by Joint Departmental Councils which, with enlarged functions, will be set up in all departments in accordance with Clause 6 of this Supplemental Agreement.

ii) In accordance with Clause 3 of this Agreement, the following Joint Committees, which are
concerned with collective bargaining or fall within the sphere of Union relations, will be excluded from this Scheme:

a) Plant Works Committee
b) Non-factory Employees' Works Committee
c) Central Works Committee
d) Special Central Works Committee
e) Permanent Joint Rates Committee
f) High Level Rates Committee
g) Job Evaluation Committee
h) Trade Test Specification Committee
i) Minimum Qualifications Committee
j) House Allotment Committee
k) Medical Fitness Committee

iii) The following Committees will hereafter be reconstituted as Joint Committees:

a) Welfare Committee
b) General Safety Committee
c) Workmen's Benefit Fund - Board of Trustees

Subject to the provisions of any law for the time being in force, the Company will endeavour to secure representation for employees on the Board of Trustees of Workmen's Benefit Fund equal in number to that of the Company, excluding the Chairman, who is and shall be a nominee of the Company.
iv) The following committees will be placed under the supervision and control of the Joint Works Council set up under Clause 6 of this Supplemental Agreement:

a) Central Canteen Managing Committee
b) Welfare Committee
c) General Safety Committee
d) Safety Appliance Committee
e) Suggestion Box Committee

6. Joint Departmental Councils, a Joint Works Council, a Joint Town Council and a Joint Consultative Council of Management shall be set up as hereinafter described.

7. The Company and the Union agree that whereas, in the first instance, the representatives of employees within the Union sphere shall be nominated by the Union, the employees within the sphere of the Supervisory Unit of the Union being fairly represented therein, steps shall be taken gradually to introduce the principle of election by secret ballot.

III JOINT DEPARTMENTAL COUNCILS

8. There shall be a Joint Departmental Council in
each department of the Works. Such councils shall, depending on the size of the department, consist of two to ten representatives of Management and an equal number of representatives of Works employees, including a fair representation of employees within the sphere of the Supervisory unit of the Union. The representatives of Management shall be nominated by Management and those of employees by the Union from among the employees of the Company. The Chairman shall be designated by Management from among its representatives, and the Vice-Chairman by the Union from among the representatives of employees of the Council. The Council shall normally hold its meetings once a month. The term of office of the members shall be two years except that half of the original members of the Council shall retire at the end of the first year.

9. The functions of such councils shall be as follows:

(a) To study operational results and current and long-term departmental production problems.

(b) To advise on steps necessary at departmental level to promote and rationalise production.
improve methods, layout and processes;
improve productivity and discipline;
eliminate waste, effect economies with a
view to lowering costs; eliminate defective
work and improve the quality of products;
improve the upkeep and care of machinery,
tools and instruments; promote efficient use
of safety precautions and devices; promote
employees' welfare and activities like
sports/picnics; encourage suggestions;
improve working conditions and better
functioning of the department.

(c) To implement the recommendations or decisions
of the Joint Consultative Council of Management or the Joint Works Council approved by
Management.

(d) To refer any matter to the Joint Works
Council for their consideration or advice.

IV. JOINT WORKS COUNCIL

10. There shall be a Joint Works Council consisting
of twelve representatives of Management and an equal number of representatives of employees. The representatives of Management shall be nominated by Management. The representatives of employees, including a fair representation of employees within the sphere of the Supervisory Unit of the Union, shall be nominated by the Union from among the employees of the Company, exclusive of those covered by the Joint Town Council, except that one of such representatives may be an officer of the Union who is not an employee of the Company. The Chairman shall be designated by Management from among the representatives and the Vice-Chairman by the Union from among the representatives of employees on the Council. The Council shall hold its meetings normally once a month. The term of office of the members shall be two years, except that half of the original members of the Council shall retire at the end of the first year.

11. The functions of the Joint Works Council shall be as follows:

(a) To study operational results and current
and long-term production problems of the Works as a whole

(b) To advise on steps necessary to promote and rationalise production; improve methods, layout and processes, improve productivity and discipline; eliminate waste; effect economies with a view to lowering costs; eliminate defective work and improve the quality of products; improve the upkeep and care of machinery, tools and instruments; promote efficient use of safety precautions and devices; promote employees' welfare and activities like sports/picnics; encourage suggestions; improve working conditions and better functioning of the Works as a whole.

(c) To plan and supervise the work of the following committees within the framework of duly approved budgets and Company rules and procedures:
1) Central Canteen Managing Committee
2) Welfare Committee
3) General Safety Committee
4) Safety Appliance Committee
5) Suggestion Box Committee

(d) To follow up the implementation through the appropriate Joint Departmental Councils of its recommendations or decisions approved by Management.

(e) To refer any matter to the Joint Consultative Council of Management for their consideration or advice.

(f) To advise on any matter referred to it by the Joint Departmental Councils or by the Joint Consultative Council of Management or by Management.

12. The General Safety Committee, which at present consists of twelve Management representatives, shall be reconstituted to provide for eight Management
13. The composition of the present Welfare Committee which consists of nine Management representatives, shall be altered to provide for five representatives of management, including the chairman, and five representatives of employees.

14. The composition of the Central Canteen Managing Committee, the Safety Appliances Committee and the Suggestion Box Committee, shall remain the same as at present.

15. The representatives of Management, including the Chairman, on the Central Canteen Managing Committee, the Welfare Committee, the General Safety Committee, the Safety Appliances Committee and the Suggestion Box Committee shall be nominated by Management and those of employees by the Union.

16. The General Safety Committee, the Central Canteen Managing Committee and the Welfare Committee thus
reconstituted and the Safety Appliances Committee and the Suggestion Box Committee, shall function as sub-committees of the Joint Works Council.

V. JOINT TOWN COUNCIL

17. There shall be a Joint Town Council consisting of six representatives of management and six representatives of employees. The representatives of Management shall be nominated by Management. The representatives of employees including a fair representation of employees within the sphere of the Supervisory unit of the Union, shall be nominated by the Union from among the employees of the Company in the Town, Medical and Health Departments, including the Education Department, except that one of such representatives may be an officer of the Union who is not an employee of the Company. The Chairman shall be designated by Management from among its representatives and the Vice-Chairman by the Union from among its representation of employees on the Council. The council shall normally hold its meeting once a month. The term of office of the members shall be two years except that
half of the original members of the council shall retire at the end of the first year.

18. The functions of the Joint Town Council shall be as follows:

(a) To advise on steps necessary to promote, rationalise and improve output and methods of work, reduce costs, improve quality, effect economies, reduce waste and ensure improved working conditions and better functioning of the organisation as a whole.

(b) To advise on social welfare activities in the Town within the frame-work of duly approved budgets and Company rules and procedures.

(c) To follow up the implementation of its recommendations or decisions approved by Management.

(d) To refer any matter to the Joint Consultative Council of Management for their consideration and advice.
VI. **JOINT CONSULTATIVE COUNCIL OF MANAGEMENT**

19. There shall be a Joint Consultative Council of Management consisting of eight representatives of Management and an equal number of representatives of employees, in addition to a Chairman. The representatives of the Company and the Chairman shall be nominated by the Company. The representatives of employees, including a fair representation of employees within the sphere of the Supervisory Unit of the Union, shall be nominated by the Union from among the employees of the Company, except that not more than two of such representatives may be officers of the Union who are not employees of the Company. The Council shall normally meet once a quarter at Jamshedpur or Bombay. The term of office of the members shall be two years except that half of the original members of the council shall retire at the end of the first year.

20. The functions of the Joint Consultative Council of Management shall be as follows:

(a) To advise Management on all matters concerning the working of the industry in the fields of production and welfare.
(b) To advise Management in regard to economic and financial matters placed by Management before the Council, provided that the Council may discuss questions dealing with general economic and financial matters concerning the Company which do not deal with questions affecting the relations of the Company with its shareholders or managerial staff or concerning taxes or other matters of a confidential nature.

(c) To consider, and advise on any matter referred to it by the Joint Works Council or the Joint Town Council.

(d) To follow up the implementation through the Joint Works Council or the Joint Town Council of any recommendation made by it and approved by the Company.

VII. GENERAL

21. In order to enable the aforesaid Joint Consultative Council of Management, the Joint Works Council, the
Joint Town Council and the Joint Departmental Councils, to exercise their functions effectively, the Management will make available to them relevant information, data and statistics, including such financial information as may be necessary for the proper understanding of any matter under consideration. The Company will be free to withhold information or data of a confidential nature of the disclosure of which would, in the Management's opinion, be detrimental to the interests of the organisation.

22. In order to ensure the effective functioning of the aforesaid Joint Councils, Management shall set up an appropriate Central Secretariat and shall bear the expenses of such Secretariat.

23. The parties agree that in the event legislation is enacted providing for employees' association with the management of companies, the provisions of this Supplemental Agreement shall continue with or without modification only as may be agreed upon between the parties.

ON BEHALF OF THE
TATA IRON AND STEEL CO. LTD.

sd/- J.R.D. Tata, Chairman
sd/- J.J. Ghandy, Director-in-Charge

ON BEHALF OF THE
TATA WORKERS' UNION

sd/- M. John, President
sd/- V.G. Gopal, Genl. Secretary.
APPENDIX – II

CONSTITUTION OF THE
JOINT DEPARTMENTAL COUNCILS

1. NAME

The name of the Council shall be the Joint
Departmental Council for ..................
................................. Department(s)
"hereinafter referred to as the Council".

2. OBJECT

The object of the council shall be to associate,
in an increasing measure, Works employees with
management in the working of the industry with
a view to:

a) Promoting increased productivity for the
general benefit of the enterprise, the
employees and the country;

b) giving employees a better understanding
of their role and importance in the
working of the industry and in the process
of production; and
c) satisfying the urge for self-expression.

3. **SCOPE**

The scope of the Council shall extend to matters, hereinafter mentioned in relation to the section(s)/department(s) represented on the Council.

4. **FUNCTIONS**

The functions of the Council shall be:

a) to study operational results and current and long-term departmental production problems;

b) to advise on steps necessary at departmental level to promote and rationalise production; improve methods, layout and processes; improve productivity and discipline; eliminate waste; effect economies with a view to lowering costs, eliminate defective work and improve the quality of products; improve the upkeep and care of machinery, tools and instruments; promote efficient use of safety precautions and devices; promote employees welfare and activities like sports/picnics; encourage
suggestions; improve working conditions and better functioning of the dept.

c) to implement the recommendations or decisions of the Joint Consultative Council of Management or the Joint Works Council approved by management;

d) to refer, where necessary, any matter to the Joint Works Council for their consideration or advice.

5. LIMITATION OF FUNCTIONS

a) Problems of planning, works development and management of the Plant in their wider sense and matters falling within the sphere of Union relations or collective bargaining, such as wages, allowances, bonuses, hours of work, leave, retirement benefits and the like, or which are covered by agreement with the trade union or by reports of conciliation boards or awards of industrial tribunals or courts or questions which are normally dealt with by the approved machinery for negotiation, shall
be outside the scope of the Council.

b) the council shall have an advisory status.

6. **MEMBERSHIP**

The council shall, depending on the size of the department/departments included within its scope, consist of two to ten representatives of management and an equal number of representatives of works employees, including a fair representation of employees within the sphere of the Supervisory Unit of the Tata Workers' Union. The representatives of management shall be nominated by management and those of employees by the Union from among the employees, of the Company. In the case of representatives of employees, steps shall be taken gradually to introduce the principle of election by secret ballot.

7. **TERM OF OFFICE OF MEMBERS**

a) term of office of the member shall be two years, except that half of the members of
these councils shall retire at the end of the first year. Members retiring shall be eligible for renomination. The year shall be deemed to commence from the date of inauguration of the Council.

b) A member nominated to fill a casual vacancy shall hold office for the unexpired term of his predecessors.

8. VACANCIES

In the event of a vacancy caused by a representative of management or of the employees ceasing to be employed in the department(s), or resigning his membership from the Council, or absenting himself from three consecutive meetings of the Council without sufficient cause, a successor of such representative shall be nominated by management or the Union, as the case may be.

9. OFFICERS OF THE COUNCIL

The council shall have a Chairman, a Vice-Chairman and a Secretary.
a) The Chairman shall be nominated by manage-
ment from amongst its representatives on the Council.

b) the Vice-Chairman shall be nominated by the
Union from amongst the employees' representa-
tives on the Council.

c) the Secretary shall be elected by the Council. He may or may not be a member of the Council but shall be an employee working in or attached to the department(s) covered by the Council. A non-member Secretary shall have no right to vote, but shall have right to take part in the discussions of the Council.

10. POWER TO CO-OPT

The council shall have the right to co-opt, in consultative capacity, persons employed in or attached to the department having particular or special knowledge of any particular matter under discussion. Such co-opted members shall not be entitled to vote and shall be present at meetings only for a period during which the particular
subject is before the council.

11. **SUB-COMMITTEES**

For specific purposes, the Council shall have the right to form sub-committees whose membership may extend beyond the membership of the Council, but not beyond the employees working in or attached to the department(s).

12. **AGENDA SUB-COMMITTEE**

The Council shall constitute an Agenda Sub-Committee consisting of two to four members each from management and the Union to serve as a liaison group between the Council and the men on the shop-floor and entrusted with the responsibility of drawing up the agenda for each meeting, having regard to the suggestions and ideas obtained from employees of the department by personal contacts.

13. **QUORUM FOR THE MEETINGS**

Fifty per cent each of members representing management and employees shall constitute the quorum for
a meeting of the Council. No quorum will be necessary for an adjourned meeting.

14. MEETINGS
The Council shall meet as often as necessary but not less than once every month at a fixed time on a fixed day of each month decided upon by the Council.

15. ATTENDANCE PRIVILEGE GIVEN TO MEMBERS
Members shall be paid by management their full wages inclusive of all allowances and bonuses for the period of their attendance at meetings of the Council in accordance with the Company's Circular No. AO/311/58 of 1st April, 1958.

16. NOTICE OF MEETING
The notice of meeting together with the agenda finalised by the Agenda Sub-Committee shall ordinarily be sent by the Secretary to each member of the Council at least seven days before the date of the meeting.

17. BUSINESS TO BE TRANSACTED AT MEETINGS
The business of the meetings shall ordinarily be
confined to items included in the agenda, any other matter being dealt with only with the permission of the Chairman.

18. **MINUTES OF PROCEEDINGS**

The Secretary of the Council shall prepare and issue the minutes of the proceedings of the Council meetings over the signature of any one of the three, namely Chairman, Vice-Chairman or himself within 10 days of the holding of the meeting and copies of the summary of the minutes shall be posted on all sectional notice boards.

19. **ANNUAL MEETING**

There shall be an annual general meeting of the Council every year at which a report of the year's work of the Council shall be reviewed.

20. **ACTION OF COUNCIL'S RECOMMENDATIONS**

The head of the department concerned shall take action on such of the recommendations of the Council as are within his powers and refer the rest with his recommendation to the General Superintendent along with all relevant information, so as to enable the
latter to arrive at a decision. When a recommendation of the Council is not accepted by management, the latter should give reasons for its non-acceptance.

21. FACILITIES FOR MEETING
Management shall provide accommodation for holding meetings of the Council or its sub-committees and give all necessary facilities for carrying on the work of the Council.

APPENDIX - III

QUESTIONNAIRE ON JDCs - TISCO

Age 1
No. of years
Service with TISCO
Present Position
(Please tick)

Senior Management
Middle Management
Senior Supervisory
Junior Supervisory
Clerical/Shopfloor
Other

1. Do you have information on how the JDC functions?

Full information
A great deal of information
Some information
No information
2. According to you, is the working of the JDCs satisfactory?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very satisfactory</td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Fairly satisfactory</td>
<td></td>
</tr>
<tr>
<td>Not satisfactory</td>
<td></td>
</tr>
</tbody>
</table>

3. Do you know the names of the present Committee members of the JDC of your Division/Department?

<table>
<thead>
<tr>
<th>Names Known</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>All the names</td>
<td></td>
</tr>
<tr>
<td>Most of the names</td>
<td></td>
</tr>
<tr>
<td>Some of the names</td>
<td></td>
</tr>
<tr>
<td>None of the names</td>
<td></td>
</tr>
</tbody>
</table>

4. Are important problems discussed at JDC meetings?

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always</td>
<td></td>
</tr>
<tr>
<td>Often</td>
<td></td>
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<tr>
<td>Sometimes</td>
<td></td>
</tr>
<tr>
<td>Never</td>
<td></td>
</tr>
</tbody>
</table>
5. Do Management and Union have equal power at JDC meetings?

<table>
<thead>
<tr>
<th>Management has more power</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Union has more power</td>
<td></td>
</tr>
<tr>
<td>Both are equal</td>
<td></td>
</tr>
<tr>
<td>Sometimes Management</td>
<td></td>
</tr>
<tr>
<td>Sometimes Union</td>
<td></td>
</tr>
</tbody>
</table>

6. Is follow-up action taken to implement JDC suggestions?

<table>
<thead>
<tr>
<th>Always</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Often</td>
<td></td>
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<tr>
<td>Sometimes</td>
<td></td>
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<tr>
<td>Never</td>
<td></td>
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</table>

7. Any other comments?