



**IOOA**

Dignity with Equity

## **INDIAN OIL OFFICERS' ASSOCIATION**

(REGISTERED UNDER THE TRADE UNIONS ACT, 1926)

Regd. Office: "Indian oil Bhavan" G-9, Ali Yavar Jung Marg, Bandra (East), Mumbai 51

**(Circulation for IOOA Members only)**

Date: 25<sup>th</sup> June 2025

**To: Members across the country**

**Sub:** Notice for General Body Meeting on 28<sup>th</sup> July, 2025 for Amendment of Constitution of IOOA

Dear Members,

The Constitution of IndianOil Officers' Association (IOOA) was last amended on 29<sup>th</sup> October, 2018, Whereas the All India Central Executive Committee (AICEC), after careful consideration of the functional experience during the current tenure, has found it expedient to propose amendments to the Constitution to enhance transparency, accountability, and efficacy in the functioning of the Association, and Whereas the proposed draft amendments have been deliberated upon and finalized during the meetings of the AICEC held on 1<sup>st</sup> and 2<sup>nd</sup> June 2025 at Kolkata, and subsequently by the IOOA Core Group in its meeting held on 22<sup>nd</sup> and 23<sup>rd</sup> June 2025 at Delhi, Now, therefore, in pursuance of the powers conferred upon the General Body under Article 31 of the Constitution of the IOOA, notice is hereby given that a General Body Meeting of the Members of IOOA shall be convened as under:


**Date:** Monday, 28<sup>th</sup> July 2025

**Time:** 1730 Hrs

**Venue:** SCOPE Auditorium, SCOPE Complex, Lodhi Road, New Delhi

The agenda of the meeting shall include presentation and consideration of the proposed amendments to the Constitution of IOOA, a copy of which is enclosed herewith for the perusal of the Members.

All Members of IOOA are requested to make it convenient to attend the aforesaid meeting.

  
(Anoop Singh)  
General Secretary

## Amendment of Constitution of IOOA – 2025

Sl. No.	Existing Clause No.	Existing Provision	Proposed Changes
1	2 (h)	Secondary Constituency: Constituents for Next Level after Primary Election i.e. Elections of Secretary or CEC Members (not applicable for Mumbai Based CECs). Constituents may be either Executive Members (for Refineries Units / Refinery Head Quarter / Marketing Head Office / Pipelines Head Office) or ULRs (For Marketing and Pipelines Regions).	Secondary Constituency: Constituents for Next Level after Primary Election i.e. Elections of Secretary or CEC Members. Constituents may be either Executive Members (for Refineries Units / Refinery Head Quarter / Marketing Head Office / Pipelines Head Office) or ULRs (For Marketing State Office/Regions and Pipelines Regions).
2	9(B)(i)	One Regional Secretary and one Regional CEC Member from each of the four Region of Marketing Division (8 Nos of AICEC Representation).	One Regional Secretary, one Regional CEC Member and one Additional Regional CEC Member from each of the four Regions of Marketing Division (12 Nos of AICEC Representation).
3	9 (B) (viii)	Three Mumbai based CEC Members and One Accompanying CEC Member of Northern Region of Marketing Division (4 Nos of AICEC Representation)	Deleted
4	9 (C)	If any new Units/ Location like refinery comes into existence and decentralisation in Marketing Division / Pipelines division takes place like creation of complete and independent state offices or Creation of new Regions, in future, then the representation for the new unit has to be given / adjusted from the existing AICEC numbers of respective divisions only from subsequent election. For example if a new state office is created in Marketing Division then the one CEC member from Mumbai based CEC will be deleted and given to new State Office from subsequent election. In case of commissioning of new Refinery or merger/ acquisition of Refinery, the accompanying CEC member the Refinery Unit with the lowest number of members of IOOA, at that point of time, be detached and given to the new unit from subsequent election. In case of creation of new Region in Pipelines, the accompanying CEC member position from the Pipelines Region with the lowest number of members of	If any new Units/ Location like refinery comes into existence and decentralisation in Marketing Division / Pipelines division takes place like creation of complete and independent state offices or Creation of new Regions, in future, then the representation for the new unit is to be given / adjusted from the existing AICEC numbers of respective divisions only from subsequent election. For example, if a new state office is created in Marketing Division, then the Additional Regional CEC member from that Region will be deleted and given to new State Office from subsequent election. In case of commissioning of new Refinery or merger/ acquisition of Refinery, the accompanying CEC member the Refinery Unit with the lowest number of members of IOOA, at that point of time, be detached and given to the new unit from subsequent election. In case of creation of new Region in Pipelines, the accompanying CEC member position from the Pipelines Region with the lowest number of members

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		IOOA at that point of time be detached and given to the new Region from subsequent election. For avoidance of doubt no Secretary Position would be deleted to ensure the representation of all Refineries Unit and all region of Pipelines. Once BD group start function as separate Division in future with dedicated HR & Finance function, Separate Secretary-BD will come in existence and RHQ Committee will be restricted to One Secretary and One Accompanying CEC from subsequent election.	of IOOA at that point of time be detached and given to the new Region from subsequent election. For avoidance of doubt no Secretary Position would be deleted to ensure the representation of all Refineries Unit and all region of Pipelines. Once BD group start function as separate Division in future with dedicated HR & Finance function, Separate Secretary-BD will come in existence and RHQ Committee will be restricted to One Secretary and One Accompanying CEC from subsequent election.
5	10.1	The following is the structure of the Association in Marketing Division  1. HO committee.  2. Regional Committee from Each of four Regions.  3. MBCEC.	The following is the structure of the Association in Marketing Division  1. HO committee.  2. Regional Committee from Each of four Regions.
6	10.1.2(B) (a)	The Regional Committee shall consist of the following office bearers:-  (i) A Regional Secretary (ii) A Regional CEC Member (iii) An Accompanying CEC Member (Applicable for Northern Region Only) (iv) A Treasurer (v) CEC member (States)	The Marketing Regional Committee shall consist of the following office bearers:  (i) A Regional Secretary (ii) A Regional CEC Member (iii) An Additional Regional CEC Member (iv) A Treasurer (v) CEC member (States)
7	10.1.2(B) (b)	The Regional Committee will function under the overall control of the Central Executive Committee. Regional Secretary, Regional CEC Member, Accompanying CEC Member of Northern Region and CEC member (States) shall be the members of the AICEC.	The Marketing Regional Committee will function under the overall control of the Central Executive Committee. Regional Secretary, Regional CEC Member, Additional Regional CEC Member and CEC member (States) shall be the members of the AICEC.
8	10.1.2(B) (e)	The ULRs belonging to whole region shall elect the Office Bearers of Regional Committee. However, the ULRs of Regional offices, State office located at Regional HQ and locations located at Regional HQ can only offer their candidature for the post of	The ULRs belonging to whole region shall elect the following Office Bearers of Marketing Regional Committee:  <ul style="list-style-type: none"> <li>• Regional Secretary</li> <li>• Regional CEC</li> </ul>

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		<p>Regional Secretary, Accompanying CEC (applicable for Northern Region only) and Regional Treasurer. Any of the ULRs of the entire region can offer their candidature for the position of Regional CEC. The ULRs of State HQ and locations located at State HQ only can offer their candidature for State CEC. The proposer and seconders for the candidature of State CEC necessarily has to be from among the ULRs of that particular State. The Officers of Marketing Division posted in OISD, PCRA, CHT, PPAC, PNGRB, MoP&amp;NG, JVs, MCO etc will be electorate of respective Regional Offices of the Marketing Division.</p>	<ul style="list-style-type: none"><li>• Additional Regional CEC</li><li>• Regional Treasurer</li></ul> <p>The ULRs of Regional offices, State office located at Regional HQ and locations located at Regional HQ only can offer their candidature for the post of Regional Secretary and Regional Treasurer. Any of the ULRs of the entire region can offer their candidature for the positions of Regional CEC and Additional Regional CEC.</p> <p>The ULRs of individual State Office shall elect the respective State CEC. The ULRs of State HQ and locations located at State HQ only can offer their candidature for State CEC. The proposer and seconders for the candidature of State CEC necessarily has to be from among the ULRs of that particular State Office.</p> <p>Any ULR may put his candidature for only one post in the Marketing Regional Committee.</p> <p>The Officers of Marketing Division posted in OISD, PCRA, CHT, PPAC, PNGRB, MoP&amp;NG, JVs, MCO etc. will be electorate of respective Regional Offices of the Marketing Division.</p>																														
9	10.1.4	MUMBAI BASED CEC (MBCEC)	Deleted																														
10	10.6	<p>ALL INDIA CENTRAL EXECUTIVE COMMITTEE:</p> <table><tr><td>a) Mumbai Based CEC</td><td>03</td></tr><tr><td>b) Marketing Regional Committees</td><td>25</td></tr><tr><td>c) Marketing HO Committee</td><td>02</td></tr><tr><td>d) Refinery Committees (Gujarat, Barauni, Halida, Gauhati, Mathura, Panipat, AOD, Bongaigaon and Paradip)</td><td>18</td></tr><tr><td>e) Refinery HO</td><td>03</td></tr><tr><td>f) R&amp;D Centre Faridabad</td><td>02</td></tr><tr><td>g) Pipelines (WR, ER, NR, SR, SER and HO)</td><td>09</td></tr><tr><td>Total</td><td>62</td></tr></table>	a) Mumbai Based CEC	03	b) Marketing Regional Committees	25	c) Marketing HO Committee	02	d) Refinery Committees (Gujarat, Barauni, Halida, Gauhati, Mathura, Panipat, AOD, Bongaigaon and Paradip)	18	e) Refinery HO	03	f) R&D Centre Faridabad	02	g) Pipelines (WR, ER, NR, SR, SER and HO)	09	Total	62	<p>ALL INDIA CENTRAL EXECUTIVE COMMITTEE:</p> <table><tr><td>a) Marketing Regional Committees</td><td>28</td></tr><tr><td>b) Marketing HO Committee</td><td>02</td></tr><tr><td>c) Refinery Committees (Gujarat, Barauni, Halida, Gauhati, Mathura, Panipat, AOD, Bongaigaon and Paradip)</td><td>18</td></tr><tr><td>d) Refinery HO</td><td>03</td></tr><tr><td>e) R&amp;D Centre Faridabad</td><td>02</td></tr><tr><td>f) Pipelines (WR, ER, NR, SR, SER and HO)</td><td>09</td></tr><tr><td>Total</td><td>62</td></tr></table>	a) Marketing Regional Committees	28	b) Marketing HO Committee	02	c) Refinery Committees (Gujarat, Barauni, Halida, Gauhati, Mathura, Panipat, AOD, Bongaigaon and Paradip)	18	d) Refinery HO	03	e) R&D Centre Faridabad	02	f) Pipelines (WR, ER, NR, SR, SER and HO)	09	Total	62
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11	14 (iv)	The Accompanying C.E.C. Member	Deleted																														

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12	14 (vi)	The Mumbai Based CEC Member	Deleted
13	14 / New	New Clause	<b>The Additional Regional CEC Member</b> The Additional Regional CEC Member shall assist the Unit/Regional CEC/Regional Secretary in day-to-day functioning of the committee.
14	17 (a)	Marketing Regional Committee – The Officers based at each Regional Office, Installation, Depot, Terminals, AFS and State Office (including Field Officers) falling under the region will form the electorate for the members to be elected to the Regional Committee as per Rule. However, officers of Marketing Division posted i.e. OISD, PCRA, CHT, PPAC, PNGRB, MOP&NG, JVs, MCO etc. shall form part of electorate of respective Regional Offices of Marketing Division.	Marketing Regional Committee – The Officers based at each Regional Office, Installation, Depot, Terminals, AFS and State Office (including Field Officers) falling under the region will form the electorate for the members to be elected to the Regional Committee as mentioned in 10.1.2(B).  The Officers of Marketing Division posted in OISD, PCRA, CHT, PPAC, PNGRB, MoP&NG, JVs, MCO etc. will be electorate of respective Regional Offices of the Marketing Division.
15	17 (c)	Mumbai based CEC – The Officers posted at different offices located in Metropolitan City of Mumbai will form the electorate for the members to be elected to the MBCEC.	Deleted
16	18 (h)	The nominations and Voting for Regional / Unit Secretary, CEC Member and Treasurer (except for RHQ Committee) shall be called one by one in sequence by the respective Returning Officer. However counting and declaration of results be carried out together by RO after completion of voting for all positions. Any Executive Member/ULR may contest for one position only.	The nominations and Voting for Regional / Unit Secretary, CEC Member and Treasurer (except for Marketing Regional Committee and RHQ Committee) shall be called one by one in sequence by the respective Returning Officer. However, counting and declaration of results be carried out together by RO after completion of voting for all positions. Any Executive Member/ULR may contest for one position only.
17	18 / New	New Clause	The nominations and voting for the Marketing Regional Committee shall be carried out one by one in the following sequence by the respective Returning Officer (RO): <ol style="list-style-type: none"> <li>1. State CECs – One by one in sequence based on the ascending order of the State Office name.</li> <li>2. Regional Treasurer</li> </ol>

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			<p>3. Additional Regional CEC 4. Regional CEC 5. Regional Secretary</p> <p>However, counting and declaration of results be carried out together by RO after completion of voting for all positions as per the sequence of nomination and voting.</p> <p>Any Executive Member/ULR may contest for one position only.</p>
18	18 (r)	<p>Any member desirous for contesting for any position including the post of Executive Member/ULR must have at least three years of service left in the Corporation as on the date of announcement of such Primary Elections by General Secretary/AICEC. Members below grade G, desirous to contest election for ULR/Executive Members, must not be holding Location in Charge/ Unit Heads positions, on the date of nomination for Primary Elections. For the post of AICEC member in IOOA, hiatus of at least one tenure, after any two consecutive tenure, has to be taken from the same AICEC constituency (except for R&amp;D cadre being non-transferable nature of job) prospectively and the first tenure for the purpose of hiatus calculation would be considered as 2016-19 i.e. Hiatus would be triggered in 2022 election. Members of Grade G and above, though eligible to cast vote, will be restricted for any office bearer position including ULR/Executive Members.</p>	<p>Any member desirous for contesting for any position including the post of Executive Member/ULR must have at least three years of service left in the Corporation as on the date of announcement of such Primary Elections by General Secretary/AICEC. Members below grade G, desirous to contest election for ULR/Executive Members, must not be holding Location in Charge/ Unit Heads positions, on the date of nomination for Primary Elections.</p> <p>Members of Grade G and above, though eligible to cast vote, will be restricted for any office bearer position including ULR/Executive Members.</p>
19	18 / New	New Clause - <b>HIATUS</b>	<p>For the post of AICEC Member in IOOA, Hiatus of at least one tenure, after 2 consecutive tenures from any AICEC position in the same city cluster of the division (other than R&amp;D division).</p> <p>In case of change in cluster of cities after 2 consecutive tenures, Hiatus will not be applicable.</p> <p>In case of inter-division transfer within the same city cluster after 2 consecutive</p>

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			<p>tenures as AICEC Member, hiatus will not apply.</p> <p>City cluster will be considered as defined in the Transfer Policy applicable on the date of issuance of Circular by the CRO calling for nominations to the various committees on All India basis.</p> <p><b>AICEC members elected through Secondary elections</b> – One tenure will be for a period of three years or till a new committee is elected whichever is earlier. In case any elected AICEC member vacates the position before completion of the tenure due to any reason, the same will be considered as one completed tenure for the elected AICEC member.</p> <p><b>AICEC members Bye-elected / Selected / Co-opted midterm</b> – Tenure will not be considered for Hiatus.</p> <p>Members who lost Primary or Secondary elections in the current tenure cannot be Bye-elected / Selected / Co-opted midterm for AICEC position in the same tenure.</p> <p>Members on whom hiatus is applicable for the current term cannot be Bye-elected / Selected / Co-opted midterm for AICEC position without change in city cluster or change of division.</p> <p>Member cannot be Bye-elected / Selected / Co-opted midterm for AICEC position consecutively for 2 (two) terms in same city cluster and division.</p>
20	27	<p><b>CONTINGENCIES ARISING OUT OF TRANSFER / RETIREMENT</b></p> <p>The President, Vice President, General Secretary, General Treasurer &amp; Additional General Secretary shall continue to hold their positions even if transferred anywhere in India and shall be considered as co-opted Members of AICEC and Co-opted ULR/Executive Members of new place of posting by Default. Divisional Jt. Secretaries &amp; Coordinators shall continue to hold their</p>	<p><b>CONTINGENCIES ARISING OUT OF TRANSFER / RETIREMENT / PROMOTION TO G GRADE</b></p> <p><b>In case of any ULR/CEC/CORE member being promoted to G Grade, such member will cease to hold any ULR/CEC/CORE position immediately upon joining G Grade and the position will become vacant.</b></p>

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	<p>positions even if transferred within the respective Division anywhere in India and shall be considered as co-opted Members of AICEC and Executive Members / ULR of new location by Default, on transfer. Regional Secretary / Accompanying CEC shall continue to hold their positions as Regional Secretary / Accompanying CEC Member even if they are transferred to any locations within the Regional HQ City and shall be considered as co-opted ULR of the place of posting by Default. Regional CEC shall continue to hold his positions as Regional CEC Member even if, transferred to any locations within the Region and shall be considered as co-opted ULR of the place of posting by Default. State CEC shall continue hold the position if transferred to any locations within State HQ of, and shall be considered as co-opted ULR at new posting by Default. For avoidance of doubt, Regional Secretary or Accompanying CEC Members/ Regional CEC Members / State CEC Members of Marketing Divisions or Pipeline Divisions, even if transferred out from the primary constituency, but within the Secondary constituency, without violating the basic eligibility criteria of his/her Secondary Election, shall continue to hold his position. To carry out the responsibilities of ULR that would fall vacant by such transfers, or resignation, an office bearers shall be Bye-elected/Co-Opted by the affected constituency. All Bye-Elected/Co-opted members entitled with voting right.</p> <p>In case of transfer of an AICEC member to a post outside his elected constituency as narrated above for Refineries Unit, Marketing HO, RHQ, R&amp;D and Pipelines HO committee, a new AICEC member shall be Bye-elected by the Executive Members of their respective units. The Secretary (CEC in case Secretary is not available) must ensure such Bye-Election for Refineries Unit, Marketing HO, RHQ, R&amp;D and</p>	<p>The President, Vice President, General Secretary, General Treasurer &amp; Additional General Secretary shall continue to hold their positions even if transferred anywhere in India and shall be considered as co-opted Members of AICEC and Co-opted ULR / Executive Members of new place of posting by default. Divisional Jt. Secretaries &amp; Coordinators shall continue to hold their positions even if transferred within the respective division anywhere in India and shall be considered as co-opted Members of AICEC and Executive Members / ULR of new location by default, on transfer.</p> <p>Regional Secretary shall continue to hold the position as Regional Secretary even if transferred to any location within the Regional HQ city and shall be considered as co-opted ULR of the place of posting by default.</p> <p>Regional CEC and Additional Regional CEC shall continue to hold their positions as Regional / Additional Regional CEC Member even if, transferred to any location within the Region and shall be considered as co-opted ULR of the place of posting by default.</p> <p>State CEC shall continue hold the position if transferred to any location within State HQ city and shall be considered as co-opted ULR at new posting by default.</p> <p>To carry out the responsibilities of ULR that would fall vacant by transfers or resignation or promotion to G Grade, an office bearer shall be Bye-elected/Co-Opted by the affected constituency. All Bye-Elected/Co-opted members are entitled with voting right.</p> <p>In case of transfer of an AICEC member to a post outside his elected constituency as narrated above for Refineries Unit, Marketing HO, RHQ, R&amp;D and Pipelines HO committee, a new AICEC member shall be</p>
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		<p>Pipelines HO committee, within 30 days of such vacancy.</p> <p>In case of such vacancy created in Marketing and Pipelines Regional Committee, the Regional Secretary (Regional CEC / Treasurer in case Secretary is not available), must ensure such replacement within 60 days of such vacancy as per provisions of clause 10.1.2 B of IOOA constitution.</p> <p>Co-option of Executive Members of Refineries Unit, Marketing HO, RHQ, R&amp;D and Pipelines HO committee shall be done by the remaining EC members of the Committee, in such a manner that those who were not successful in the direct elections, shall not be eligible for co-option with a view to respect the verdict by the electorate.</p> <p>Bye-Election of ULRs of Marketing and Pipelines shall be done by all the members without any restrictions for those who were not successful in the direct elections.</p> <p>Respective Secretary / CEC must ensure the Bye-Election / Co-Option of Executive Members / ULRs within 60 days of creation of such vacancy.</p>	<p>Bye-elected by the Executive Members of their respective units. The Secretary (CEC in case Secretary is not available) must ensure such Bye-Election for Refineries Unit, Marketing HO, RHQ, R&amp;D and Pipelines HO committee, within 30 days of such vacancy.</p> <p>In case of such vacancy created in Marketing and Pipelines Regional Committee, the Regional Secretary (Regional CEC / Additional Regional CEC / Treasurer in case Secretary is not available), must ensure such replacement within 60 days of such vacancy as per provisions of clause 10.1.2 B of IOOA constitution.</p> <p>Co-option of Executive Members of Refineries Unit, Marketing HO, RHQ, R&amp;D and Pipelines HO committee shall be done by the remaining EC members of the Committee, in such a manner that those who were not successful in the direct elections, shall not be eligible for co-option with a view to respect the verdict by the electorate.</p> <p>Bye-Election of ULRs of Marketing and Pipelines shall be done by all the members without any restrictions for those who were not successful in the direct elections. Respective Secretary / CEC must ensure the Bye-Election / Co-Option of Executive Members / ULRs within 60 days of creation of such vacancy.</p>
21		New Clause	<p><b>Handling of Social Media Credentials</b></p> <p>Upon publication of Circular by the CRO calling for nominations to the various committees on All India Basis, the outgoing President/GS/VP will hand over all the social media and IOOA website/domain credentials to the CRO before the closing date of receiving nominations. Non handover of the valid credentials will result in rejection of nominations of the</p>

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			<p>President/GS/VP for the elections (both primary and secondary).</p> <p>The social media, IOOA website / domain credentials will be under the custody of the CRO and will be handed over to the new President/GS/VP immediately upon completion of the election process.</p>
22		New Clause	<p><b>Handling of Financial Documents, Bank, FD account details</b></p> <p>a. Regional Secretary (Marketing &amp; Pipelines) / Secretary (Refinery &amp; R&amp;D) / Treasurer will submit audited account statements / balance sheets to General Secretary(GS)/General Treasurer(GT) within the stipulated time as communicated by GS/GT. Noncompliance will result in suspension of reimbursement of IOOA Central Funds to the defaulting Region/Refinery/Unit and will be notified to the members. Reimbursement of IOOA Central Funds to such Region/Refinery/Unit will resume after submission of updated account statements / balance sheets.</p> <p>b. Upon publication of Circular by the CRO calling for nominations to the various committees on All India Basis and appointment of RRO/RO, the outgoing Regional Secretary (Marketing &amp; Pipelines) / Secretary (Refinery &amp; R&amp;D) / Treasurer will hand over all the updated financial documents / balance sheets, Bank Account/s, FD details as available to the RRO/RO before the closing date of receiving nominations. Non handover of all the available valid and updated documents will result in rejection of nominations of the Regional Secretary (Marketing &amp; Pipelines) / Secretary (Refinery &amp; R&amp;D) / Treasurer for the elections (both primary and secondary). The financial documents, Bank, FD details will be under the custody of the RRO/RO and</p>

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			<p>will be handed over to the new Regional Secretary (Marketing &amp; Pipelines) / Secretary (Refinery &amp; R&amp;D) / Treasurer immediately upon completion of the election process.</p> <p>c. Upon publication of Circular by the CRO calling for nominations to the various committees on All India Basis, the outgoing GT will hand over all the financial documents, Bank, FD details, Tax Return Details, Income Tax website credentials, etc. to the CRO before the closing date of receiving nominations. Non handover of the valid documents / statements will result in rejection of nominations of the General Treasurer for the elections (both primary and secondary). The financial documents, Bank, FD details will be under the custody of the CRO and will be handed over to the new GT immediately upon completion of the election process.</p> <p>d. In case ITR cannot be filed within the stipulated time by GT due to non-receipt of account statements / balance sheets from any Region/Refinery/Unit, the respective Regional Secretary (Marketing &amp; Pipelines) / Secretary (Refinery &amp; R&amp;D) / Treasurer will become ineligible to contest elections (both Primary and Secondary) and their nominations will be rejected. However, no action will be taken against the General Treasurer in such cases subject to fulfilment of Clause (c) above by the General Treasurer.</p>
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