



Works Committee Record Policy

1. Purpose

The purpose of this policy is to ensure proper formation, functioning, and record-keeping of the **Works Committee** as mandated under the **Industrial Disputes Act, 1947**, and to promote effective employer–employee communication.

2. Scope

This policy applies to:

- All establishments employing 100 or more workers (or as required by law).
- Members of the Works Committee, including employer and employee representatives.
- HR/IR department responsible for maintaining records.

3. Policy Statement

- The organization shall constitute a **Works Committee** to foster harmonious relations between management and workers.
- Records of meetings, decisions, and actions taken by the Works Committee shall be **documented, preserved, and made available for inspection** as per statutory requirements.
- Transparency and accountability shall be maintained in all committee proceedings.

4. Composition of Works Committee

- Equal representation from **employers and employees**.
- Employee representatives shall be chosen in consultation with recognized trade unions (where present).
- Employer representatives will be nominated by management.
- The Chairman of the Committee shall be from management, and the Vice-Chairman from the employee representatives.

5. Responsibilities

Management / HR Department

- Maintain **records of meetings, agendas, and minutes**.
- Ensure compliance with the Industrial Disputes Act.
- Provide logistical support for meetings.

Works Committee Members

- Participate actively in meetings.
- Record and approve resolutions and decisions.

- Follow up on agreed actions.

6. Record Keeping Requirements

The following records must be maintained:

1. **Register of Committee Members** – Names, designations, term of office.
2. **Notice of Meetings** – Date, time, and agenda.
3. **Minutes of Meetings** – Discussions, resolutions, and decisions signed by Chairman & Secretary.
4. **Action Taken Reports (ATR)** – Follow-up on resolutions.
5. **Correspondence Files** – Circulars, notices, and communications with members.
6. **Annual Report** – Summary of meetings and actions during the year.

All records shall be:

- Preserved for a minimum of **3 years** (or longer, as per legal requirement).
- Made available for inspection by labour authorities when requested.

7. Meeting Frequency

- Works Committee shall meet at least **once every quarter**.
- Emergency meetings may be called if necessary.

8. Compliance & References

This policy is aligned with:

- **Industrial Disputes Act, 1947 – Section 3** (Works Committees).
- Relevant State Labour Rules.
- Principles of fair labour practices and social dialogue.

9. Review of Policy

- HR/IR department shall review this policy every **2 years** or earlier if there are amendments in law.


Prepared By




Approved By