

# **EASTERN RAILWAY**

## **BYE – LAWS**

**OF**

### **ZONAL RAILWAY USERS' CONSULTATIVE COMMITTEE**

#### **1.0 PREAMBLE :**

1.1 With a view to securing better and effective representation of Railway Users and affording more frequent opportunities for consultation between the Eastern Railway Administration and users on matters relating to the service provided by this Railway and for improving the efficiency of service, a Zonal Railway Users' Consultative Committee (hereinafter referred as Z.R.U.C.C.) has been established at Kolkata, the Zonal Headquarters of the Eastern Railway, in addition to four DRUCCs with Divisional Hd. Qrs. at Howrah, Sealdah, Asansol, and Malda.

#### **1.2 OBJECTIVES OF Z.R.U.C.C. :**

The object for constitution of Z.R.U.C.C. is to provide a ready public opinion in respect of Passenger Amenities both at Stations and on Trains as much useful to the Railway Users' as possible by consultation with the Members and thus to enable the Railway Administration to take correct and quick decision fully in consonance with the public opinion and requirements so that best use can be made of the Railway's available resources in right direction and bring about much desired effect without additional costs.

#### **2.0 COMPOSITION OF THE COMMITTEE :**

2.1 The Z.R.U.C.C. will consist of persons nominated by the Hon'ble Minister for Railways to represent the general Railway users in the territory served by this Railway as stated below :-

- 2.1.1(a) Only 10 Members of Parliament ( 7 from Lok Sabha and 3 from Rajya Sabha) will be nominated.
- 2.1.1(b) Union Ministers from Lok Sabha can nominate one nominee on Each ZRUCC serving his/her Constituency
- 2.1.1 (c) Union Ministers from Rajya Sabha can nominate one nominee on each ZRUCC falling in the state from which he/she has been elected.

Contd..2/

- 2.1.1 (d) The entitlement to nominate representatives on ZRUCC of Hon'ble Speaker/Lok Sabha, Dy. Speaker/Lok Sabha, Dy. Chairman/Rajya Sabha and Leaders of opposition of both the houses is same as that of Union Ministers.
- 2.1.2 ONE Member each of the state Legislature recommended by the State Governments of the States served by this Railway.
- 2.1.3 ONE representative each of the Government of the states served by this Railway, as recommended by such Government.
- 2.1.4 Not more than FIVE representatives of Principal Chambers of Commerce and/or Trade Associations having standing of not less than FIVE years.
- 2.1.5 Not more than TWO representatives to be sent by state Government or Governments of Agricultural Associations and other bodies not included in or affiliated to the Chambers of Commerce etc. referred to in (2.1.4) above.
- 2.1.6 TWO representatives of the Public Sector Undertakings including Ports in the case of Railway serving the Ports.
- 2.1.7 ONE representative each of one or two registered Passengers' Associations functioning in the area covered by the Railways.
- 2.1.8 ONE Member to represent as "Special Interest" to be nominated on the recommendation of the General Manager of the Railways.
- 2.1.9 EIGHT Members to be nominated by Hon'ble Minister for Railways as "Special Interest" of his/her own.
- 2.1.10 ONE representative of Consumer Protection Voluntary Organisation functioning in the area covered by the Railway.
- 2.1.11 ONE non-official representative elected from each of the Divisional Railway Users' Consultative Committee of this Railway.
- 2.1.12 ONE representative of Handicapped Organisation functioning
- 2.2 Persons holding assignments of profit connected with the Railways e.g. catering & vending contractors, Out-agency contractors, handling contractors, engineering contractors including Travelling Agencies or who are intimately and directly connected with the day to day working at Goods Sheds, Parcel Offices and etc. e.g. forwarding agents and State & Central Govt. Servants etc. are DEBARRED FROM THE MEMBERSHIP of the Zonal Railway Users' Consultative Committee and the National Railway Users' Consultative Council.

Contd..3/

2.2.1 If any Member is nominated both on DRUCC and ZRUCC against the Category of “Special Interest”, the persons be given representation only on One Committee i.e. ZRUCC and his nomination on DRUCC may be CANCELLED.

2.3 The States on the ZRUCC of Eastern Railway will be as follows :

- i) West Bengal.
- ii) Bihar.
- iii) Jharkhand.

2.4 The General Manager will be the Chairman of the Committee and Dy.General Manager (G), Eastern Railway will function as the Secretary of the Committee.

2.5 The Members of ZRUCC representing Industries, Commerce and Trade are ordinarily drawn from important local Chambers of Associations representing pre-dominant trade interests and approved by the concerned State Governments. On receipt of approval of Hon’ble Minister to the effect of representation of Chambers and/or Associations & etc., the said organizations will be advised to nominate the name of its/their representative/representatives. It is left to the discretion of the said Chambers/Associations to choose representatives either by secret ballot and/or otherwise.

2.6 The ZRUCC will be constituted for a period not exceeding TWO YEARS from the date of formation.

## 2.7 CLASSIFICATION OF MEMBERS :

2.7.1 Official Members : Representatives of state Governments, Public Sector Undertakings, Ports and Semi Govt. Organisations fall under the Category of “Official Members”.

2.7.2 Non-Official Members : The remaining Members, other than those as noted in Para 2.7.1 above, are to be treated as “Non-official Members” for all purpose.

## F U N C T I O N S (TERMS OF REFERENCE):

3.1 The ZRUCC at the Headquarters will represent the general Railway users of the territory served this Railway as a whole and may consider matters relating to :-

Contd..4/

- 3.1.1 Provision of Passenger & Freight related amenities in the area served this Railway.
- 3.1.2 Proposals regarding opening of new stations within the jurisdiction of the Committee.
- 3.1.3 Arrangements regarding time tables.
- 3.1.4 Improvement in the services and facilities provided by the railways.
- 3.1.5 Any subject of general public interest or public convenience or such matters affecting the services and facilities which has been the subject of representation by users.
- 3.2 Matters arising out from the reports of the Divisional Committees, or such other matters relating to the subjects referred to in item (3.1.1 to 3.1.5) above, as may be specifically forwarded by the Divisional Committees for consideration.
- 3.2.1 Matters referred for consideration and report by the administration, Ministry of Railways or the National Railway Users' Consultative Council (N R U C.C.).
- 3.2.2 Subjects relating to Railway rates (except Portage Charges) and fares and question relating to staff matters, disciplinary proceedings and appointment etc. shall not be brought before the Committee.
- 3.3 The ZRUCC which has been established under these Rules will be purely consultative in character.
- 4.0 **MEETING OF THE COMMITTEE :**
- 4.1 THREE Meeting will be conducted in a year.
- 4.2 Notice on any subject which a Member desires to put forward for discussion, must reach to the Secretary of the Committee at least 45 (FORTY-FIVE) days before the schedule date of the Meeting. Urgent business may, however, be discussed with the permission/consent of the Chairman.
- 4.3 No quorum is prescribed for holding Meeting of the Committee.

Contd....5/

## 5.0 ELECTION :

5.1 For each term there will be an election by SECRET BALLOT to send ONE representative each to N R U C C. and S R U C C. Such election should only be held when the Committee are fully constituted.

5.1.1 The election of N R U C C & S R U C C can be held only after election of ONE representative to Z R U C C from each D R U C C.

5.2 Non-official Members as classified under Para 2.7.2 can only contest in the election to be elected as a representative of N R U C C and S R U C C from Z R U C C.

5.2.1 Only non-official Members are eligible to cast their vote for the said purpose.

5.2.2 The nomination paper for election to NRUCC/SRUCC to be filled up by the intending Member duly proposed and seconded by other Members.

5.2.3 Only ONE Member, who himself is not a contestant, can propose/second to ONE Member only for the purpose.

5.2.4 Due to procedural defect as mentioned in Para 5.2.2 and 5.2.3 if so detected during scrutiny of Nomination Paper, nomination will be treated as cancelled.

5.3.1 Hon'ble Members of Parliament, Hon'ble Members Legislative Assembly of different states who serve on any Railway Users' Consultative Committee are not eligible for being elected to any of the other Railway Users' Consultative bodies ( i.e. N.R.U.C.C.,ZRUCC & SRUCC), in which provision already exists for direct nomination of them.

5.4 The Chairman will appoint Presiding Officer before hand to conduct election for the purpose. The Chairman may also appoint another Officer to assist the Presiding Officer if so needed.

5.4.1 Decision of the Presiding Officer in the matter of cancellation of Nomination Paper, declaring Ballot Paper as invalid and declaration of election result, will be treated as **FINAL**.

5.5 In the event of tie of voting result, the Chairman of the Committee will exercise his casting vote to decide the election.

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## 6.0 **IDENTITY CARD :**

6.1 Two copies of STAMP SIZE photograph to be submitted by each Member for issuance of Identity Card.

6.1.1 Identity Card issued to the Members should not be treated as **FREE RAILWAY PASS**.

6.2 In case of loss of Identity Card, ZRUCC Members have to furnish a request in this regard alongwith a copy of F.I.R. The railway can issue a fresh Identity Card indicating **“DUPLICATE”** on it.

6.3 On expiry of tenure of Membership, Members should return the Identity Card to the issuing authority. If the Committee is dissolved by the competent authority before expiry of tenure, Members should also return the Identity Card to the issuing authority.

## 7.0 **CONDUCTED TOUR :**

7.1 Only NON-OFFICIAL MEMBERS are eligible to participate in the Conducted Tour as and when will be arranged by the Railway.

7.2 Rest Houses/Retiring Rooms as considered essential may be provided free of cost during the Conducted Tour.

7.3 While sufficient number of Members do not turn up after their initial consent given to participate in the Tour, Railway Administration reserves the right to take a decision to postpone the said conducted tour based upon the size of Members presence on date of journey to avoid infructuous expenditure. Decision of postponement should be discussed in the next Meeting.

## 8.0 **GENERAL FACILITIES TO MEMBERS – AT THE TIME OF MEETING :**

8.1 Out-station Members invited to attend the Meeting, may be given accommodation in Railway Retiring Rooms/Rest Houses free of cost at the nearest station of Meeting place strictly for THREE DAYS ONLY (day before the Meeting, Meeting day and day after the Meeting) and no extension of the accommodation can be accepted.

8.2 At the time of attending a Meeting, during stayal at Rest House/Retiring Rooms, Members may avail of the Railway Catering Services on self payment only.

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8.3 Free transport may be arranged for the Members to and from venue of the Meeting and place of accommodation.

9.0 **TRAVEL FACILITIES :**

9.1 **FOR NON-OFFICIAL MEMBERS :**

9.1.1 Non-official Members will be issued with 1<sup>st</sup> Class/2 AC Free Pass to cover the journey from his HOME STATION TO STATION OF VENUE OF MEETING AND BACK ONLY while invited to attend the Meeting in any train except in any Class of Rajdhani/Satabdi Express trains.

9.1.2 The Pass so issued will be of 1<sup>st</sup> Class/2 AC in nature with one Attendant in Second Class/SL Class.

9.1.3 In case the Members intend to travel in AC First Class, he will have to pay the difference of fares as admissible. Except in any Class of Rajdhani/Satabdi Express trains.

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9.1.4 Break of journey en-route is permissible as per provision made under Pass Rule already existed. No additional Travelling Allowance will be paid for the purpose.

9.1.5 In respect of journey by sea or by river steamer a non-official member will be entitled to fare of the highest class of accommodation (exclusive of diet) from the sea-port nearest to his/her residence to the sea-port serving the nearest rail-head and back.

9.1.6 Air travel is not permissible for those locations, which are connected by railhead. For those locations, which are not connected by railhead, air travel may be permitted from the airport nearest to the residence of the Member, to the nearest railhead. However, if the total of air fare from the nearest airport to nearest rail head and rail fare (2AC) between nearest rail head and the place of meeting is more than the total airfare from the airport nearest to the place of residence to the airport nearest to the place of Meeting, airfare may be permitted from the airport nearest to the residence of the Member to the place of Meeting.

9.1.7 If a Member staying at location which is not connected by rail head and nearest rail head can be accessed by sea as well as by air, then the Member will be allowed to travel by that mode of transport whose fare is less.

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9.1.8 NO ADDITIONAL PASS WILL BE ISSUED TO MEMBERS OF Z.R.U.C.C. FOR UNDERTAKING INSPECTION OF RAILWAY ESTABLISHMENT.

9.2 FOR OFFICIAL MEMBERS :

9.2.1 Official Members may be issued with a Free First Class/2 AC Pass from the Headquarters of the State Government/Public Sector Undertakings/Industries to the place of Meeting and Back only.

9.3 FOR MEMBER OF STATE LEGISLATURE :

9.3.1 A free First Class/2 AC Pass may be issued to MLAs/MLCs for journey from his/her home station to station of Venue of the Meeting. In case the MLA/MLC makes such request, return journey pass may also be issued from the place of Meeting to the station serving the town in which the state Legislature is situated.

9.4 FOR MEMBERS OF PARLIAMENT :

9.4.1 A Member of Parliament will ordinarily travel by rail utilizing the Identity Card-cum-Railway Pass issued to him/her. He/she may also travel by air at his/her discretion. Air travel should not, however, be resorted to as a matter of course and in exercising his/her discretion the Member should take into account factors like urgency of work, distance to be traveled, time at his/her disposal etc. where two classes of accommodation, i.e. First and Economy (Tourist) Class are available on the airlines, a Member of Parliament may travel by First Class.

9.4.2 While normally no passes are required to be issued to Members of Parliament as they have been provided with Identity Card-cum-Railway Passes, specific requests from them for issue of 1<sup>st</sup> Class Complimentary Passes for attending Meetings of the Committee or its Sub-Committee may, however, be complied with in case of Identity Card-cum-Railway Pass is reported lost.

9.4.3 Where a Member performs a journey for the purpose of attending a session of the House of Parliament or a Meeting of a Committee or for the purpose of attending to any other business connected with his duty as a Member from a place, other than his usual place of residence or returns of such a place, he may draw Travelling Allowances for the actual journey performed or the journey from or to his usual place of residence whichever is less.

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## 9.5 **DEFINITION OF ATTENDANT :**

9.5.1 The term “Attendant” is defined as a person employed on a salary in the personal service of the pass holder. It includes a whole time domestic employees such as Bearer, Butler, Cook, Ayah, etc. but does not include Tutor, Darji, Dhobi etc. or any relative of the Pass holder acting in the capacity of a servant.

## 9.6 **GENERAL TRAVEL FACILITIES :**

9.6.1 Requests from Members for issuance of Passes from the Railway Station nearest to the Members “temporary” residence, whether for attending Meetings of the Committee or for any other work of the Committee, may be considered on merits and passes issued with the personal approval of the General Manager provided that the distance between the temporary place of residence and the venue of the Meeting is less than the distance between the permanent place of residence and the venue of the Meeting.

9.6.2 Pass for Return journey can also be issued to a station other than the place of residence, provided the distance is less than the distance of the station from which the Pass for the Outward Journey is issued.

## 10.0 **TRAVELLING AND DAILY ALLOWANCES :**

### 10.1 **NON-OFFICIAL MEMBERS :**

10.1.1 Daily allowance at the rate of 300/- per diem for the duration of the Meeting and a travelling allowance of Rs.150/- per day as out-of-pocket expenses for any calendar day or days spent, in traveling between the Railway station nearest to the Member’s place of residence and the place of Meeting, and vice-versa. This out-of-pocket allowance of Rs.150/- will not be paid for the day or days for which the daily allowance of Rs.300/- is admissible.

10.1.2 Local non-official Members of ZRUCC residing in the satellite locations of the city in which Meeting is taking place, will be eligible for payment of actual conveyance hire charges or Rs.200/- per day, whichever is less. However, they will not be paid any Daily Allowance.

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**10.2           OFFICIAL MEMBERS :**

102.1           Official Members of the Committee will not be entitled to the allowances prescribed in paras 10.1.1 & 10.1.2. The traveling allowance of these Members will be regulated under their own Rules and borne by their respective Departments/Organisations.

**10.3           M.L.A-s/M.L.C-s :**

10.3.1           The TA and DA (including Conveyance Allowance) of Members of State Legislatures nominated to serve on Z.R.U.C.C., will be regulated under the TA Rules of the State Government concerned and they will be treated as their First Grade Officers for this purpose during non-session period of the state Legislatures; and during the session of State Legislatures, they will be governed by their respective payment of Salaries and Allowances and Removal of Disqualification Acts. However, first class pass may be issued to these Members for their journeys from the railway station nearest to the Members' place of residence to the place of Meeting and back. In case Member of the State Legislatures make such a request, return journey passes may also be issued from the place of Meeting of the Users' Consultative Committee concerned to the station serving the town in which the State Legislature is situated. Members of State Legislatures will not draw TA and DA (including Conveyance Allowance) which may disqualify them from the State Legislatures.

10.3.2           The daily allowance is not payable on any day for which the Member is entitled to his daily allowance as a M.L.A. or M.L.C.

10.3.2.1        The traveling allowance will be calculated on the number of days spent in travelling between the Railway station nearest to his place of residence and the place of Meeting, and vice-versa and will be limited to recoup the actual expenditure incurred by the Member. For this purpose the claim of the Member will include an appropriate Certificate to the following effect :

                  "Certified that the expenditure actually incurred by me in performing the functions as a Member of the Z.R.,U.C.C. for which Traveling Allowances/ Conveyance Allowance has been claimed in this Bill was not less than the amount claimed."

.....  
(Signature of MLA/MLC)

Contd..11/-

#### 10.4 MEMBERS OF PARLIAMENT :

10.4.1 A Member of Parliament will ordinarily travel by Rail utilizing the Identity Card-cum-Railway Pass issued to him. He may also travel by air at his discretion. If the journey is performed by air, the Member will be entitled to an amount equal to one and one-fourth of the air-fare for such journey as out-of-pocket expenses.

10.4.2 The Member of Parliament can also travel by road for attending the Meetings of the Committee in preference to Rail. In such cases, the Member of Parliament is entitled to draw the Road Mileage Allowance at the rate of Rs.8.00 per km. In place of the traveling allowance which would have been admissible to him if he had traveled by Railway, provided that the total amount of traveling allowance drawn by such Member for the entire journey shall not exceed the amount which would have been admissible to him, had he performed the journey by Rail.

10.4.3 In case the Member of Parliament travels by Rail, an amount equal to one single journey Ist Class Fare and one Second Class Fare for each journey irrespective of the Class in which the Member actually travels between the Railway station nearest to the place of residence and the place of Meeting, and vice-versa, to be paid.

10.4.4 Daily Allowance at the rate of Rs.500/- per diem for the duration of the Meeting.

10.4.5 In addition to this Daily Allowance for the day(s) of the Meeting, a Member shall also be entitled to daily allowance for two days preceding and two days following the Meeting if he actually stays to the place of Meeting on these days.

10.4.6 The daily allowance is not payable on any day on which the Member of Parliament is entitled to his daily allowance as a M.P.

10.4.6.(a) If the journey is performed by Air an amount equal to one and one-fourth of the Air-fare for each such journey.

10.4.6(b) If the journey or any part thereof cannot be performed by rail or air.

- (i) Where the journey or any part thereof is performed by steamer, an amount equal to one and three-fifths of the fare (without diet) for the highest class in the steamer for each such journey or part thereof, or, if there is no regular steamer service, such amount for each such journey or part thereof as may be prescribed by rules made under Section 9 of the Salary, Allowances & Pension of Member of Parliament Act, 1954.

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- (ii) Where the journey or any part thereof is performed by road, a road mileage at the rate of Rs.8/- (Rupees eight only) per kilometer for each such journey or part thereof.

- (iii) Provided further that where a Member performs journey by road in Delhi from and to an aerodrome, he shall be paid a minimum amount of Rs.120/- (Rupees One hundred and twenty only) for each such journey.

10.4.7 The out-of-pocket allowance (viz. An amount equal to one First Class fare and one Second Class fare between the Railway Stations nearest to his place of residence and the place of Meeting and vice-versa) will be limited to recoup the actual expenditure incurred by the Member of Parliament. For this purpose the claim of the Member of Parliament will include an appropriate certificate to the following effect :-

“Certified that the expenditure actually incurred by me in performing the functions as a Member of the Z.R.U.C.C. for which travelling Allowance/Conveyance Allowance has been claimed in this Bill was not less than the amount claimed.”

.....  
( Signature of M. P.)

10.4.8 Where the amount of actual expenditure incurred is less than the maximum amount payable under the above rules, the amount of allowances should be reduced to the amount of actual expenditure which can be certified as mentioned under Para 10.4.7.

10.4.9 Member of Parliament and State Legislatures are eligible for travelling allowance for journeys actually performed in connection with the Meetings of the Committee, etc.

10.4.9.1 There shall be paid to each Member of Parliament in respect of every journey performed by him in India for the purpose of attending a session of a House of Parliament, or a Meeting of a Committee or for the purpose of attending to any other business connected with his duties as a Member, from his usual place of residence to the place where the session or the Meeting is to be held or the other business is to be transacted and for the return journey from such place to the usual place of residence.

10.4.9.2 From the place of Meeting of the Parliament/State Legislatures to the venue of a Meeting of the Committee, etc., and back if the to and fro journeys are undertaken while attending the Session of Parliament/State Legislatures.

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11.0 **GUIDELINES FOR OBSERVANCE :**

11.1 The designation of the Members of non-official Committees notified and printed on their letter-heads, visiting cards etc. should be followed strictly in terms of their nomination letter.

11.2 They are not permitted to use State Emblem on their letter heads, scats, crests, badges, house flags or for any other purpose except with the permission of the Government.

12.0 **CANCELLATION OF MEMBERSHIP :**

12.1 On receipt of information to the effect that a criminal proceedings has been initiated against a Member/Members in the Court of Law or any Member convicted by Court of Law in Criminal Proceedings, the Membership of such a person/persons will be cancelled obtaining approval of the competent authority.

12.2 Any action on apart of a Member/Members found to be detrimental to the interest of Railways, his/their Membership/Memberships, with the approval of the Competent Authority, shall be seized.

13.0 **TERMINATION OF MEMBERSHIP OF HON'BLE  
MPs/MLAs/MLCs :**

13.1 Membership of Hon'ble MPs/MLAs/MLCs will automatically be terminated before the completion of tenure of the Committee if he/she does not remain as the Member of Parliament/Legislative Assembly/Legislative Council.

Hindi version of the Bye-Laws will follow.