

EASTERN RAILWAY

BYE – LAWS

OF

DIVISIONAL RAILWAY USERS' CONSULTATIVE COMMITTEE

1.0 PREAMBLE :

With a view to securing better representation of Railway Users' and affording more frequent opportunities for consultation between the Eastern Railway Administration and users on matters relating to the services provided by this railway and means of improving the efficiency of such services in the different Divisions, four Divisional Railway Users' Consultative Committees with Head Quarters at Sealdh, Howrah, Asansol and Malda have been established.

2.0 FUNCTION :

The Railway Users' Consultative Committees in the Divisions will represent the local users in the territories served by the Railway and may consider matters relating to :-

- i) Provision of amenities in the area with which the Committee is concerned ;
- ii) Proposals regarding opening of new stations within the jurisdiction of the Committee.
- iii) Arrangements regarding time tables;
- iv) Improvement of the services and facilities provided by the Railway, and
- v) Any subject of general public interest or public convenience or such matter affecting the services and facilities which has been the subject of representation by users, or which has been referred to them for consideration by the Zonal Railway Users' Consultative Committee, the National Railway Users' Consultative Council or by the Administration.

The Divisional Committees which have been established under these rules will be consultative in character. Questions relating to staff, discipline and appointment should not be brought before the Committees.

3. **COMPOSITON OF THE COMMITTEE :**

The Divisional Railway Users' Consultative Committees shall consist of persons appointed by the Minister for Railways to represent the principal interest among Railway Users of the area. The Membership being determined as follows :

- i) Not more than six to be appointed by the General Manager made up one representative each of local Chamber of Commerce, Trade Associations and Industries and Agricultural Associations.
- ii) Two representative of registered Passenger Associations in the area to be appointed by the General Manager.
- iii) One representative each of the Government of the States served by the Division as recommended by the State Govt.
- iv) One representative each of the State Legislature served by the Division as recommended by the State Government.
- v) One Representative of Consumer Protection Voluntary Organisation.
- vi) One Representative of Handicapped Association.
- vii) Union Ministers/Members of Parliament/Lok Sabha can nominate one nominee on the DRUCC within the jurisdiction of Division serving his/her Constituency. Union Ministers/Members of Parliament/Rajya Sabha can nominate one nominee on the DRUCC falling in the State from which he/she has been elected . No representation will be given to the Members of parliament.
- viii) The entitlement to nominate representatives on DRUCC 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.
- ix) One representative of Special Interest not otherwise represented on the Committees to be nominated by the General Manager.
- x) Eight Members to represent "Special Interest" to be nominated by M.R.

N.B. Persons holding assignment of profit connected with the Railway, e.g. Catering and vending Contractors, Out-agency Contractors, Handling Contractors, Engineering Contractors, etc. and those who are intimately and directly connected with day-to-day working at Goods Sheds, etc. e.g. Forwarding Agents and State & Central Govt. servants are not eligible to be Members of the Railway Users' Consultative Committees and the National Railway Users' Consultative Council.

Where by reason of the large number of Chambers, Trade Associations, Passenger Associations, Consumer Protection Voluntary Organisations & Handicapped Associations, representation cannot be given to all such bodies, representation may be given to them by rotation.

4. The Members of the Divisional Railway Users' Consultative Committee representing Industries, Commerce and Trade are ordinarily drawn from important local Chamber of Associations representing predominant trade interests. After the Chambers or Associations etc. are approved for representation by the Minister, now the Chambers or Associations etc. select their representative, i.e. by election or otherwise, is left to them.

5. Divisional Railway Managers, Howrah/ Sealdah/ Asansol and Malda will be the Ex-officio Chairman of the respective Divisional Committees and the Secretaries of these Committees will be the Sr. Divisional Commercial Manager/Divisional Commercial Manager concerned.

6. **TENURE OF OFFICE :**

The tenure of office of the representatives appointed or nominated on the Committee, as the case may be, shall be for a period not exceeding two years.

7. **RULES FOR THE CONDUCT OF BUSINESS OF THE DIVISIONAL COMMITTEES ;**

i) The Divisional Railway Users' Consultative Committee will ordinarily meet once a quarter but not less than three times a year.

The venue of the Meetings will be at the Hd. Qrs. Station of each Division, or at any other station as may be decided upon by the Members within the jurisdiction of the Committee concerned. The date and time of the Meetings should be settled by the Committee itself. The notice intimating the date, place and time of each Meeting will be sent to each Member by the Secretary of the respective Committee.

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ii) Subjects for discussion, which shall confirm to the rules laid down in paragraph 2 above, must be sent, alongwith explanatory notes, so as to reach the Secretary of the Committee at least a month before a Meeting is due to be held, without waiting for a formal invitation to do so, to enable timely consideration being given to the proposals for inclusion in the agenda of the Meeting. Urgent matters may, however, with the permission of the Chairman, be permitted for immediate discussion.

iii) Subjects, approved and admitted by the Chairman in accordance with the rules laid down herein, will be prepared in the form of an agenda for the next Meeting and a copy of agenda with preliminary remarks shall be dispatched to Members, the General Manager and the Heads of Departments at least one week before the date fixed for the Meeting.

iv) The proceedings of the Committee and the recommendations of the majority in respect of such matters as are referred to them will be confidential and be recorded and a copy shall be sent to each Member of the respective Divisional Committees, one copy of each Head of Department, and ten copies to the General Manager.

LEAVE OF ABSANCE :

It shall be competent for the Chairman of the Committee to sanction leave of absence to a Member of the Divisional Railway Users' Consultative Committee.

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

(i) 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.

(ii) 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.

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

(iv) Member is authorized to inspect Book Stalls/Book Trolleys/Catering & Vending establishments at Stations and Restaurants/ Dining Car on trains and also call upon SM/TC/TTE to check tickets in trains and stations.

- (v) Member is authorized to enter in a station without purchasing a PF ticket.
- (vi) Member is authorized to enter to the Cab Road at Howrah with his own car without purchasing a car ticket.

9. **TRAVEL FACILITIES AND TRAVELLING ALLOWANCE :**

FOR NON-OFFICIAL MEMBERS :

Non Official Members (other than Members of Parliament and Members of State Legislatures) of the Divisional Railway Users' Consultative Committee when attending the Meetings of the Committees or their Sub-Committees may be granted Travelling Allowances as indicated below :-

- i) A Free 1st Class Railway Pass from the Railway Station nearest to the Member's place of residence to the place of the Meeting will be issued.
- ii) A similar concession for the return journey.

NOTE : A) In case the Member desires to travel in Air-Conditioned accommodation other than AC 2-tier & AC 3-tier, he will be required to pay the difference in fares between first Class and Air Conditioned accommodation except in any Class of Rajdhani Express and Satabdi Express trains.

- B) For the return journey, pass can also be issued to the place other than the place of residence permanent or temporary, provided the distance is less than the distance to the station from which the pass is issued.
- iii) If the place of residence is more than 8 Kms. distant from the nearest Railway station, the actual out-of-pocket expenses, for the journey between his place of residence and the Railway Station, subject to a maximum of Rs.4.00 per Km.
- iv) Daily allowance at the rate of 80/- per diem for the duration of the Meeting and a travelling allowance of Rs.50/- per day as out-of-pocket expenses for any calendar day or days spent in travelling 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.50/- will not be paid for the day or days for which the daily allowance of Rs.80/- is admissible.

- v) Local non-official members of DRUCC 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.100/- per day, whichever is less for 'A' and 'B' Class cities and for other 'C' Class cities they will get actual conveyance charges or Rs.75/- per day whichever is less. However, they will not be paid any Daily Allowance.

10. **TRAVEL FACILITIES AND TRAVELLING ALLOWANCE :**
FOR MEMBER OF STATE LEGISLATURE :

The Members are entitled to Travelling Allowance as per rules of the State Government concerned.

1. During Session of the State Legislature, since they will be governed by their respective Payment and Salaries Act. They will not draw traveling allowance as this may disqualify them from the State Legislature.
2. During non-Session of the State Legislature, the MLAs will be treated as first grade officers of the State Government concerned for the purpose of pay of travelling allowance.

DAILY ALLOWANCE INCLUDING CONVEYANCE ALLOWANCE :

1. During Session of the State Legislature, since they are governed by their respective Payment and Salary Act, they will not draw daily allowance (including conveyance allowance) as this will disqualify them from State Legislature.
2. During non-Session of the State Legislature, for attending the DRUCC Meeting, the MLAs will be entitled to daily allowance as for the first grade officers of the State Government.

NOTE :

- i) The Members concerned may be informed of this provision before hand, i.e. prior to the holding of the Meeting.

Ist Class Pass may, however, be issued to these Members for the journey from the Railway Station nearest to the Member's place of residence to the place of the Meeting and Back. In case the Members of the State Legislature make such a request return Journey passes may be issued from the place of the Meeting of the DRUCC to the station serving the town in which the State Legislature is situated. **For this purpose the claim of the Member will include an appropriate Certificate to the following effect :**

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“Certified that the expenditure actually incurred by me in performing the functions as a Member of the D.R.U.C.C. for which Traveling Allowances/

Conveyance Allowance has been
amount claimed.”

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claimed in this Bill was not less than the

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(Signature of MLA/MLC)

11. **TRAVELLING FACILITIES AND TRAVELLING ALLOWANCE :**

OFFICIAL MEMBERS

- i) Official Members who represent the State Government/Public Sector Industries/Undertakings on the Divl. Railway Users' Consultative Committee will be issued with a free first class Railway Pass with an attendant in 2nd Class from the Headquarters of the State Government and/or Public Sector Industries/Undertakings to the place of the Meeting and return.
- ii) The traveling allowance of the Official Members would be borne by the state Government/Public Sector Industries/Undertakings.

12. If same person is nominated under the Category of “Special Interest” on two committees i.e. DRUCC & ZRUCC or two different DRUCCs, then nomination of such persons from one Committee may be cancelled and their Membership may be retained only on those Committees where their permanent address falls.

13. **CLASSIFICATION OF MEMBERS :**

i) **Official Members :**

Representatives of State Governments, Public Sector Undertakings, Ports and Semi Govt. Organisations falls under the Category of “Official Members.”

ii) **Non-Official Members :**

The remaining Members, other than those as noted in Para 12(i) above, are to be treated as “Non-Official Members.”

14. The DRUCC which has been established under these Rules will be purely consultative in character.

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15. **IDENTITY CARD :**

- i) Two copies of STAMP SIZE photograph to be submitted by each Member for issuance of Identity Card.
- ii) In case of loss of Identity Card, DRUCC Members have to furnish a request in this regard along with a copy of F.I.R. The Railway can issue a fresh Identity Card indicating “DUPLICATE” on it.
- (iii) Identity Card issued to the Members should not be treated as **FREE RAILWAY PASS**.

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- N. B.
- a) If nominees of General Manager under Special Interest on DRUCC fail to attend two consecutive Meetings of the Committee without assigning any reason, their Membership may be terminated and new person nominated vice them.
 - b) No additional passes will be issued to the Members of DRUCC for undertaking inspections of Railway establishments.

16. **ELECTION** :

16.1 For each term there will be an election by SECRET BALLOT to send ONE representative to ZRUCC and one member for SRUCC from the Divisional Railway Users’ Consultative Committee within whose jurisdiction the suburban sections falls. Such election should only be held when the Committee are fully constituted.

16.2 Non-official Members as classified under Para 12 (ii) can only contest in the election to be elected as a representative of Z R U C C.

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

16.2.2 The nomination paper for election to ZRUCC to be filled up by the intending Member duly proposed and seconded by other Members.

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

16.2.4 Due to procedural defect as mentioned in Para 16..2.2 and 16..2.3 if so detected during scrutiny of Nomination Paper, nomination will be treated as cancelled.

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16.3.1 Hon’ble Members of 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. ZRUCC), in

which provision already exists for direct nomination of them but they can cast their vote.

16.4 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.

16.4.1 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**.

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

17.0 GUIDELINES FOR OBSERVANCE :

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

16.2 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.