

# **INDIAN RAILWAYS PROMOTEE OFFICERS' FEDERATION**

(Recognised by Govt. of India – Ministry of Railways)

**(Incorporating amendments dated 17.7.2009)**

## **CONSTITUTION**

1. **Name** : The Organisation shall be called **Indian Railways Promotee Officers' Federation**, hereinafter called the Federation.
  
2. **Aims & Objects:** The aims and objects of the Federation are:
  - (i) To safeguard and promote the interests of the Railway Promotee Officers;
  - (ii) To deal with matters pertaining to the service conditions, prospects and welfare of the Railway Promotee Officers;
  - (iii) To stimulate fresh thinking and to develop scientific temper, humanism and spirit of enquiry for promoting overall efficiency in the working of the Railways.
  
3. **Membership** : The Association of the Promotee officers of the Zonal Railways, Production Units, Projects, Research Design and Standard Organisation (RDSO), Central Organisation for Railway Electrification[RE/ALD], Metro Railway and Railway Board etc. shall be eligible for the membership of the Federation.

4. **Subscription :** Each member association shall contribute annually towards affiliation fee an amount that may be decided by the General Body of the Federation from time to time. Additional funds shall be raised by the Executive Committee of the Federation from the member associations as and when needed.

5. **MANAGEMENT**

The Management of the Federation shall vest with the Executive Committee of the Federation subject to overall control of the **General Body**. The Executive Committee shall consist of :-

- i) Office Bearers of the Federation – One President
- One Working President
  - Four Vice Presidents
  - One Secretary General
  - Four Secretaries
  - Nine Organising Secretaries ( i.e. one from Each Zonal Railway Association and other member associations falling within the geographical jurisdiction of the Zonal Railway)
  - One Secretary Finance.
  - One Office Secretary

- Two Secretaries to be nominated from Delhi Area by Secretary General.

- ii) General Secretary of each Member Association in the event of General Secretary being an Office Bearer of the Federation, one member in his/her place will be co-opted by the Executive Committee of the Federation.
- iii) One member from each Member Association who will be elected by the General Body of the Member Association concerned.
- iv) The Tenure of the Executive Committee shall be Three Years.
- v) The **General Body** of the Federation shall consist of Federation's Office bearers and Four members from each Zonal Railway and two members from each Production Units and Research, Designs & Standard Organisation [RDSO], CORE, Railway Board and Metro Railway to be nominated by the member association concerned
- vi) The Executive Committee shall meet at least twice a year and General Body once a year.
- vii) The **quorum** for all the meetings of the Executive Committee and General Body shall be one third of the total number of members of such body.
- viii) At least one month's notice shall be given for the General Body Meeting.
- ix) Secretary General shall present his report at the General Body Meeting.

- x) **An extra ordinary meeting** of the General Body can be convened as and when necessary by the Secretary General in consultation with President. It shall also be convened at the request of not less than 1/3<sup>rd</sup> member associations provided a resolution to that effect is adopted by respective Executive Committees.
  
  - xi) The Executive Committee meeting shall be convened at the request of not less than one-third of the members of the Executive Committee.
  
  - xii) If the Secretary General fails to convene the requisition meeting of the General Body or the Executive Committee, as the case may be, the requisitionists may convene it by giving notice of at least 21 days.
  
  - xiii) **Decisions** shall be taken in the meetings by the majority of eligible votes which shall be by show of hands.
6. **Headquarters:** The Headquarters of the Federation shall be at Delhi.
7. **Vacancy:** An office bearer on his retirement, resignation from service shall cease to be an office bearer of the Federation with immediate effect. The vacancy thus created shall be filled by the Executive Committee through co-option from amongst the member associations of the Federation.
8. **Re-election:** The outgoing Office Bearers shall be eligible for re-election and they will also be entitled to cast vote in the election.

9. **Accounts:** The Secretary Finance shall prepare accounts in respect of Receipt & Expenditure of the Federation as on 31<sup>st</sup> December each year. Accounts should be audited by an Auditor nominated by the Executive Committee.
10. The General Body may frame **bye-laws and rules** not inconsistent with the Constitution.
11. **Powers to amend the Constitution:** The General Body shall have the powers to amend the constitution by not less than 2/3<sup>rd</sup> majority of the members present provided 45 days notice for the proposed amendment has been given to the Member Associations.
12. The **decision of the Federation** shall be binding on the Affiliated Associations.
13. **Disciplinary Action:** The General Body may suspend or supersede or disaffiliate an affiliated association either on the recommendations of the Executive Committee or on its own motion for any of the following reasons provided the Association concerned has been given a reasonable opportunity to explain and provided further that the decision is taken by a two-third majority of the members of General Body present.
  - ( i ) indulging in activities prejudicial to the interest of the Federation.
  - ( ii ) non-holding of Annual General Body meeting of the Association for more than two years after this became due.

- ( iii) Any other act of the association which is inconsistent with any Article of the Constitution of the Federation or bye-laws framed there under:

14. The **dissolution** of the Federation may be decided upon by a special General Body meeting which will be called specially for this purpose after giving one month's notice and by a majority of three-fourths of the delegates where in representatives of at least  $\frac{3}{4}$  numbers of member association are present and after making necessary arrangements for the disposal of the assets and liabilities.

.....

## **INDIAN RAILWAYS PROMOTEE OFFICERS` FEDERATION**

### BYE - LAWS

#### **1. Subscription:**

- (i) The affiliation fee shall be Rupees Ten per member per annum subject to minimum of Rupees Five Thousand for each member association of the Zonal Railway and Rupees one thousand for each member association of other than the zonal railway.
- (ii) The Member Associations shall submit its list of members as on 31<sup>st</sup> December within two months of the completion of calendar year.
- (iii) The Federation Office Bearers or any other person specifically authorised in writing by the Secretary General shall have right to examine the register of the membership and other related papers.

#### **2. Election of the Executive Committee Members:**

- (i) The Secretary General shall invite nominations for the following posts along with the notice of the General Body in which the elections are to take place:-

One President, One Working President, Four Vice Presidents, One Secretary General, Four Secretaries, Nine Organising Secretaries, One Office Secretary and One Secretary Finance.

- (ii) A specimen of the Nomination Form is placed as Annexure `A' and shall form part of the notice.
- (iii) The nomination forms duly filled – in, shall reach the Secretary General on or before 1 p.m. of the first day of the General Body Meeting.
- (iv) The list of the valid nominations shall be announced between 4 p.m. and 5 p.m. on the first day of the General Body Meeting.
- (v) The last day and time of withdrawal of the nomination by any candidate shall be 1 p.m. on the second day of the General Body Meeting and the final list of the contestants shall be announced at 2 p.m. on the same day and the election will be conducted.
- (vi) The returning officer shall be appointed by the Executive Committee before the date of elections
- (vii) Only the members of the General Body present shall be eligible to vote.
- (viii) No member representing a member Association shall be eligible to contest any post if that Association has not paid its affiliation fee for more than two years.
- (ix) No retired officer shall be eligible to be elected as a member of the Executive Committee.
- (x) Elections shall only be conducted through Secret Ballot and never by show of hands.
- (xi) The Executive Committee may constitute election Dispute Committee consisting of three members.



(xii) An Organising Secretary shall be elected from amongst the delegates of the Zonal Member Association and other member Association falling within geographical jurisdiction of the Zonal railway.

3. The Executive Committee shall be responsible for the safe custody of the funds of the Federation and shall decide from time to time the Banks wherein the funds of the Federation shall be deposited.

4. The Secretary Finance shall maintain accounts.

The accounts shall be open to inspection in the office of the Federation by any member of the Executive Committee or any representative of the member associations duly authorised by the Association by giving fifteen days notice. The account shall be operated by the Secretary (Finance)/, President, the Secretary General and another office bearer or any two of them of whom Secretary (Finance) shall compulsorily be one. He will ensure proper maintenance of the accounts and present the same to the General Body duly audited by an auditor appointed by the Executive Committee at least three months in advance of the General Body.

5. The presenting of unaudited statement of accounts at the Annual General Body Meeting for one reason or the other to be explained in writing by Secretary (Finance) or Secretary General shall in no way render the proceedings of the meeting infructuous.

6. The Secretary General may have an imprest of Rs.2000/- to meet exigencies of expenditure.

7. A member of the Executive Committee shall not be substituted if he is unable to attend any meeting of the Executive Committee.
8. If a member of the Executive Committee resigns, retires or ceases to be a member for any other reason, the vacancy thus caused shall be filled through co-option by the Executive Committee.
9. The Federation shall not give any donation or provide any financial assistance to any person, or organisation without the prior approval of the Executive Committee.
10. **Functions:**
  - (i) **President**: shall preside over the meetings of the General Body and Executive Committee and co-ordinate the functioning of the Federation and member Associations. He shall uphold the aims and objects of the Constitution.
  - (ii) **Working President**: shall assist the President in the discharge of his duties and in the absence of the President, he shall act as President. The Executive Committee may allot functions as deemed necessary.
  - (iii) **Vice President**: He shall assist the President in the discharge of his duties and in the absence of President and Working President, he shall act as President. The Executive Committee may allot functions as deemed necessary.
  - (iv) **Secretary General**: He shall administer the affairs of the Federation in accordance with the directives of the General Body and Executive Committee. He shall conduct all correspondence on behalf of the Federation. He shall convene meetings of General Body, Executive Committee, Office Bearers

and other meetings as and when necessary. He shall carry out other functions as entrusted to him by the Executive Committee.

The Secretary General shall also allot duties to the Secretaries, Organising Secretaries and Office Secretary and advice in writing to all other office bearers and member Associations.

- (v) **Secretary Finance**: shall maintain the accounts of the Federation. He shall have the powers to operate the Bank Account of the Federation as stated in Para 4. He shall collect subscriptions, donations or other contributions from the member Associations and others and shall submit the financial status of the Federation in the Executive Committee and the Annual General Meetings. The Secretary Finance shall present Annual Statement of Accounts to the General Body duly audited by the auditor.

### CONDITIONS FOR FILLING THE NOMINATIONS

1. All members of an affiliated Association are eligible to file nomination/propose nomination/second nomination.
2. Nomination may be sent by post or handed over in person to Secretary General or Office Secretary so as to reach in time.
3. Nomination received after the due date will become invalid.
4. Nominations partially filled or incomplete will be invalidated.
5. If the Nominee withdraws before the time and date fixed for withdrawal of nomination form, the nomination form already submitted will be treated as cancelled.
6. All members are eligible to be proposed for any post.
7. The Promotee officers who have retired or have resigned from service are not eligible to file nomination.
8. The following are the posts for which nominations are called for:-

	<u>Designation of the post</u>	<u>No. of posts</u>
1.	President	01
2.	Working President	01
3.	Vice Presidents	04
4.	Secretary General	01
5.	Secretaries	04
6.	Organising Secretaries	09
7.	Office Secretary	01
8.	Secretary Finance	01
	<b>Total</b>	<b>22</b>

**INDIAN RAILWAYS PROMOTEE OFFICERS' FEDERATION  
NOMINATION FORM**

1. Name of the post \_\_\_\_\_

**I propose** Shri \_\_\_\_\_ of  
\_\_\_\_\_ (Member Association) designation  
\_\_\_\_\_ for the aforesaid post.

Signature with date \_\_\_\_\_

Name \_\_\_\_\_

of \_\_\_\_\_ (Member Association)

**I second the proposal :**

Signature with date \_\_\_\_\_

Name \_\_\_\_\_

of \_\_\_\_\_ (Member Association)

**I accept the proposal :**

Signature with date \_\_\_\_\_

Name \_\_\_\_\_

of \_\_\_\_\_ (Member Association)

---

For official Use

Date & Time received

i) He is eligible.

ii) He is ineligible.

Due to \_\_\_\_\_

\_\_\_\_\_

Secretary General

Valid/Invalid

Signature of the Returning Officer