

# **INDIAN RAILWAYS PROMOTEE OFFICERS' FEDERATION**

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

## **CONSTITUTION**

### **(Revised Constitution incorporating amendments upto 29.09.2015)**

- 1. Name** : The Organisation shall be called **Indian Railways Promotee Officers' Federation**, hereinafter called the Federation.
- 2. Headquarters** : The Headquarters of the Federation will be at Delhi.
- 3. Aims & Objects** :

The Aims & Objects of the Federation are:

- (i) To safeguard and promote the interest of the Railway Promotee Officers.
- (ii) To deal with matters pertaining to the service conditions, career prospects and welfare of the Railway Promotee Officers.
- (iii) To coordinate the activities of all affiliated Associations and to assist them in their activities.
- (iv) To work for development and promoting overall efficiency in the working of Railways in the best interest of common people, the nation and the Railway Men.

#### **4. Membership & Subscription :**

- (a) The Association of the Promotee Officers of the Zonal Railways, RDSO & Production Units, (having independent seniority unit of officers in PB-2 Grade pay Rs.4800/Rs.5400 of atleast two Organised services) and unit having 50 or more promotee officers even without any seniority unit, will be eligible for Affiliation provided that:

- (i) It agrees to abide by the Constitution, regulations & discipline of the Federation and not to act in any manner prejudicial to its collective interests.
- (ii) It submits to the Federation a statement of accounts & membership properly audited & certified for every calendar year within three months after the end of the year.
- (iii) It pays an Affiliation Fee per member per annum as decided by the General Body from time to time.
- (iv) It agrees to pay any further levy or levies that may be decided upon by the Executive Committee Meeting/Annual General Body Meeting.
- (v) The Constitution of constituent units of IRPOF shall be in line with the constitution of IRPOF.
- (b) **Member of affiliated association-**
  - (i) All Promotee officers who have been promoted from Group 'C' to Group'B' (Gazetted) and thereafter to Group'A' irrespective of their Grade Pay, Pay Band and status can be member of the affiliate member association.
  - (ii) Promotee Officers working in a unit of less than 50 members without having seniority unit of minimum two organized services shall be member of respective Zonal Association where they hold their lien.
  - (iii) Promotee Officers on Deputation to PSUs etc. can be honorary member but shall not hold any post in Federation and its affiliated Member Association. Honorary member shall not be a delegate for any ECM or AGM of the Member Association/Federation.

## **5. Dis-affiliation & Re-affiliation.**

An affiliated Member Association shall loose its Membership of the Federation, if its default of dues is for two years.

Disaffiliation will be done by the ECM/AGM of the Federation. Re-affiliation will be done by the General Body after clearance of all the dues including that of Current Calendar year along with Re-affiliation Fee as decided by AGM from time to time.

## **6. Management :**

(a) 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 - Following are the posts of Office bearers of Federation.

One President

One Vice President

One Secretary General

One Secretary Finance

One Secretary (ELECTED)

17 Organizing Secretaries one from each Zonal Railways and one Organising Secretary for Production Units. The Organizing Secretaries will be elected by the General Body through Secret Ballot as for other posts.

(ii) General Secretary of each Member Association.

(iii) One member from each Member Association to be nominated by General Secretary of Member Association concerned.

(iv) The Tenure of the Executive Committee will normally be three years.

(v) The Executive Committee shall meet at least twice a year.

(b) **The General Body** of the Federation shall consist of all the members of the Executive Committee and two members from each Zonal Railways and RDSO.

The General Body shall meet once in a year

- (c) 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.
- (d) At least 30 (Thirty) days notice shall be given for the Executive Committee Meeting and General Body Meeting.
- (e) Secretary General shall present his report in the Executive Committee Meeting and Annual General Body Meeting.
- (f) **An extra ordinary meeting** of the General body can be convened as and when necessary by the Secretary General in consultation with the President. It shall also be convened at the request of not less than 1/3<sup>rd</sup> members of the General Body. An extra ordinary meeting of the General Body shall be convened within 60 days of receipt of request by giving at least 30 days' notice. If the Secretary General fails to convene the requisition meeting of the General Body within stipulated 60 days, the requisitionists may convene it by giving notice of at least 21 days after expiry of 60 days' notice.
- (g) Any amendment in the Constitution and Bye Laws shall only be done in Annual General Body Meeting.
- (h) The Executive Committee meeting shall be convened at the request of not less than one third of the members of the Executive Committee. If the Secretary General fails to convene the requisition meeting of the Executive Committee within stipulated 60 days, the requisitionists may convene it by giving notice of at least 21 days after expiry of 60 days' notice.
- (i) **Decisions** shall be taken in the meetings by the majority of eligible votes which shall be by show of hands or Secret Ballot as decided by the House.

**(j)(i)** Two Advisers will be associated to assist the Federation. They will not be the member of the

Executive Committee or General Body. The Advisers can be retired Office bearers or member of the Affiliated Associations. Existing Office bearers of the Federation or Association can also be nominated as Adviser but they will have to quit the existing post held by them in Federation or Association.

- (ii) The Tenure of Adviser will co terminate when the existing Executive Body is reconstituted and elections are held. Fresh nomination/election for the post of Adviser will be done after formation of New Executive Body as per rules contains in the bye laws.

**7. Vacancy :** An office bearer on his retirement, on deputation to PSUs and resignation, termination or removal 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/General Body through co-option by majority decision.

**8. Election :**

Election of the Executive Committee shall be conducted on completion of tenure of Executive Committee. Office bearers of out going Executive Committee shall be part of General Body and entitled to vote and elect new Executive Committee.

**9. Re-election :**

The outgoing Office Bearers of the Executive Committee shall be eligible for re-election.

**10. Accounts :**

The Secretary Finance shall prepare accounts in respect of Receipt & Payment of the Federation as on 31<sup>st</sup> December each year. Accounts should be audited by an Auditor nominated by the Executive Committee.

**11.** The General Body may frame **bye-laws and rules** not inconsistent with the Constitution.

**12. Powers to amend the Constitution :**

The General Body shall have powers to amend the Constitution by not less than 2/3<sup>rd</sup> majority of the General Body members present provided proposed amendments have been given to the General Secretaries of the Member Associations along with Notice of the Annual General Body Meeting.

**13. Decisions of the Federation :**

The decisions of the Federation shall be binding on the Member Associations.

**14. Disciplinary action :**

The General Body may suspend or supersede or disaffiliate Member Association or any member/office bearer either on the recommendations of the Executive Committee or on its own motion for any of the following reasons provided the Association/member 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 Member Association or any member/Office bearer which is inconsistent with any Article of the Constitution of the Federation or bye-laws framed there under, and amended hereafter.
- (iv) The Secretary General in consultation with President may, temporarily suspend;
  - (a) Any affiliate member association.
  - (b) Any member of the affiliated association from primary membership of his unit

(c) Any office bearer of the Federation/affiliate member association.

However, further appropriate decision has to be taken by majority of the member present in ECM/AGM immediately following the action within three months. Provided further that the member or Association concerned have been given reasonable opportunity to submit reply before ECM/General Body.

**15. Redressal of dispute:**

- (i) Shall there be any internal Organisational dispute of the Federation, the member/office bearer/Member Association shall make a complaint/appeal to the Executive Committee of the Federation through Secretary General. The Executive Committee shall decide the Complaint/Appeal within two months of the submission of the Complaint/Appeal. The Appeal, can be preferred against the decision of the Executive Committee and shall be decided by the General Body in the next Annual General Body Meeting.
- (ii) Election dispute, if any, shall be decided within three months by the Standing Sub-Committee of atleast three members duly constituted by the General Body.

**16. Dissolution :**

The Dissolution of the Federation shall be done by the General Body meeting which will be called specially for this purpose after giving 30 day's notice and by a majority of 3/4<sup>th</sup> of the delegates wherein representatives of at least 3/4<sup>th</sup> numbers of member Associations are present and after making necessary arrangements for the disposal of the assets and liabilities.



# INDIAN RAILWAYS PROMOTEE OFFICERS' FEDERATION

## BYE – LAWS (AMENDMENT), 2015.

1	<b>Subscription:</b>
(i)	The affiliation fee shall be Rupees Fifty per member per annum subject to minimum of Rupees Fifteen Thousand for Zonal Railway Association and Rupees Five thousand for member Associations other than Zonal Railway.
(ii)	The Member Associations shall submit its list of members and statement of audited accounts as on 31 <sup>st</sup> December within three months of the completion of calendar year to Secretary General/IRPOF.
(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. <b>(NOTE:-</b> A honorary member shall have all the rights of membership except right to cast vote and contest election/nomination for the Executive Committee or General Body.
2.	Re-affiliation of member Association will be done by the General Body after clearance of all the dues including that of Calandar year along with Re-affiliation fee of Rs.5000/-(Rupees five thousand only).
3	<b>Election of the Executive Committee Members:</b>
(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 Vice President, One Secretary General, One Secretary, Eighteen Organizing Secretaries(one for each Zonal Railway and one for combined Production Units), One Secretary Finance. One Secretary (Delhi based) shall be nominated by Secretary General. Note : Metro will be clubbed with S.E. Railway for the post of Org. Secretary.
(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)	Withdrawal of the nomination by any candidate shall be done up to 11 a.m. on the second day of the General Body Meeting and the final list of the contestants shall be announced at 11.30 a.m. on the same day and the election will be conducted.
(vi)	The returning officer shall be appointed by the Secretary General in consultation with President before the election.
(vii)	Only delegates present in the General Body meeting shall be eligible to vote. The office bearers of outgoing Executive Committee of the Federation including the nominated one who are part of General Body will also cast their vote.
(viii)	No delegate representing a member Association shall be eligible to contest any post if that Association has not paid its affiliation fee for more than two year.
(ix)	Only serving officer shall be member of Association. Officers working on deputation are not eligible to contest the elections, however, they can be honorary member of Association.
(x)	Elections shall only be conducted through Secret Ballot.
(xi)	Election Dispute shall be decided by the Standing Sub Committee of atleast three members which shall be nominated on the first day of the General Body before the start of the process of election.
(xii)	Seventeen Organizing Secretaries shall be elected by the General body through Secret Ballot as for other posts from amongst the members of the Zonal Member Association concerned and One Org. Secretary combined for all Production Units shall be elected by the General Body. <b>Note :</b> Metro will be clubbed with S.E. Railway for the post of Org. Secretary.
4.	The Executive Committee shall be responsible for the smooth

	functioning of the Federation and take decisions from time to time in the interest of promotee officers and other related issues.
5.	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 or any two of them of whom Secretary (Finance) shall be compulsorily one. He will ensure proper maintenance of the accounts and present the same to the General Body duly audited by an auditor.
6.	The presenting of unaudited statement of Receipts & Payment at the General Body Meeting for one reason or the other to be explained by Secretary (Finance) shall in no way render the proceedings of the meeting infructuous.
7.	The Secretary General shall have an imprest of Rs.20000/- (Twenty thousand only) to meet exigencies of expenditure.
8.	Office bearer of the Federation shall not be substituted in ECM & AGM if he is unable to attend.
9.	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/General Body by majority decision.
10.	The Federation shall not give any donation or provide any financial assistance to any person, or organization without the prior approval of the Executive Committee. In emergent situations such as national calamity etc. President and Secretary General in consultation with General Secretaries of the Member Associations may contribute and obtain post facto approval of the Executive Committee.
11.	Correspondence with Railway Board will be done by Secretary

	General only and in special circumstances President can also correspond. In no case any other office bearer or member will correspond with Railway Board in a capacity of his Association or as an office bearer of Association/Federation.
12.	<b>Functions:</b>
(i)	<b>President:</b> 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)	<b>Vice President:</b> He shall assist the President in the discharge of his duties and in the absence of President , he shall act as President. The Executive Committee may allot functions as deemed necessary.:
(iii)	<b>Secretary General:</b> 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. He shall submit report in Executive Committee Meeting and Annual General Body Meeting. The Secretary General shall also allot duties to the Secretary, Organising Secretaries and Office Secretary under advice in writing to all other office bearers and member Associations.
(iv)	<b>Secretary Finance:</b> shall maintain the accounts of the Federation correctly. He shall have the powers to operate the Bank Account of the Federation as stated in Para 5. 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.
13	<b><u>RULES GOVERNING THE POST OF ADVISERS</u></b>
13.1	The Adviser/Advisers of IRPOF will co-terminate when the existing body of IRPOF goes for fresh election.
13.2	After election of Annual General Body meeting the new Executive Body will place the proposal for nomination/Election of Adviser/Advisers before the House.
13.3	If the post of Adviser is not filled in the Election AGM then the proposal will be placed before next ECM for consideration.
13.4	The functioning of Adviser will be reviewed in Annual General Body meeting of IRPOF and the House can allow an incumbent to continue or he/she may be replaced by suitable incumbent by the House.
13.5	Federation will not incur any expenditure for running of office of Adviser or pay any expenditure related to conveyance, travelling etc. No Honorarium or any remuneration will be paid by the Federation
13.6	Adviser will have a limited role with regard to only giving advice and views on issues/subjects referred to him/her by President and Secretary General/IRPOF or ECM/AGM.
13.7	Adviser will not correspond on any issue with the Railway Board, General Managers or any other authority. He/she will also not indulge in day to day activities of the Federation and make no correspondence with Divl. Bodies or Zonal Associations affiliated to the Federation.
13.8	Adviser will not hold any press briefing on behalf of the Federation, and will also not seek any favour or Privileges in the capacity of Adviser/IRPOF.
13.9	Adviser will inform Federation of all the activities being done by him related to promotee officers. He will abide by the line of action decided by IRPOF on all matters.
13.10	The advice given by him will not be binding on the Federation, it can be accepted or rejected by the Secretary General/IRPOF. However, the issues not accepted can be taken up in ECM or AGM for review.
13.11	The post of Adviser is not part of the Executive Body. He/she can attend Emergent, ECM and AGM meetings of the Federation but will not deliberate on the issue. Adviser will be allowed to address

	the House at the convenience of the Federation, as and when required.
13.12	Adviser will not indulge in activities prejudicial to the interest of the Federation or Affiliated constituent units or detrimental to the interest of the members.

## **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 and time will become invalid.
4. Nominations partially filled or incomplete will be treated as invalid.
5. If Nominee withdraws before the time and date fixed for withdrawal of nomination, the nomination form already submitted will be treated as cancelled.
6. The Promotee officers who have retired or have resigned from service or are on deputation are not eligible to file nomination/propose nomination/second 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.	Vice President	01
3.	Secretary General	01
4.	Secretary	01
5.	Organising Secretaries	18
6.	Secretary Finance	01

**One Secretary based at Delhi will be nominated by Secretary General.**

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**ANNEXURE 'A'**

**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)

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***For official Use***

i) He is eligible.

ii) He is ineligible.

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

\_\_\_\_\_

Secretary General

Valid/Invalid

Signature of the Returning Officer