

**CONSTITUTION  
OF  
EASTERN RAILWAY PROMOTEE OFFICERS' ASSOCIATION**

**PART - I**

**Name :-**

The Association shall be called "The Eastern Railway Promotee Officers' Association hereinafter called the "Association".

**Object:** - The objects of the Association are:-

- 1) To promote and foster the spirit of unity and comradeship and co-operation amongst its members
- 2) To uphold the dignity and legitimate rights of its members.
- 3) To achieve by constitutional methods social justice and equity for all its members.
- 4) To strive through constitutional means for abolition of the existing class distinction amongst the Railway Officers of equal status
- 5) To safeguard the members from injustice /humiliations /harassments meted out to them.

**Methods:**

In the attainment and furtherance of the objects the Association may:

- 1) Hold periodical meetings of the members of the Association.
- 2) Affiliate the Association to similar Associations of the Railways.
- 3) Consider and express its views on all questions affecting the right, privileges and interests of its members.
- 4) Published from time to time transaction and minutes of its meetings
- 5) Raise fund in such manner as the Association may think fit and collect subscriptions and donation for the purpose of the Association.
- 6) Do all such other things as are cognate to the objects of the Association or conducive to the attainment of the above objects.

**PART – II**  
**RULES AND BY-LAWS OF THE ASSOCIATION.**

1. **Membership** :-

- a) All Promotee (Gr.'B') Railway Officers serving on the Eastern Railway, whether permanent or temporary shall be eligible for membership of the Association.
- b) All serving Gr.A/Class I Promotee Officers shall be eligible for the membership of the Association.
- c) All Gr. 'B' / Promotee Gr. 'A' officers retired from services shall not be eligible for membership of the Association. However, they may be nominated to Advisory Board /Patrons.
- d) A member may resign from membership or office bearer of the association by giving notice in writing to the Hony. General Secretary, but no member of the association by resigning may avoid any liability for payment of any subscription which had fallen due on the date on which his notice of resignation is received.

2. **Register of Members**: - There shall be a register in which the names of all the Members of the association shall be entered with their addresses. Divisional /Workshop/Head quarter units if any will submit list of members as and when, membership enrolled or any change is made due to transfer of any member.

A bonafide member means a member who is a regular subscriber without any discontinuation for the tenure of the executive committee.

3. **Subscriptions**: The subscription shall be Rs.50/-(fifty) per month to be revised from time to time to be collected through pay sheet. The collected amount to be deposited to bank for crediting to the Association's account. Joint Procedure Order (JPO) issued by FA&CAO and CPO will be a guideline to be followed. Share of the subscription of divisional/Units is well defined under 11(d).

4. Any member who fails to pay the subscription shall be liable at the discretion of the committee to have his name removed, whose name as removed shall, at the discretion of the committee may be eligible for re-admission.

5. **Association year** : The year of the association for financial purposes shall be from 1st April to 31st March.

6. **Management**: The general control and management of the affairs of the association and execution of its policies shall vest in a body termed as " Executive Committee "

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7. (i) Constitution of the Executive Committee.

The Executive committee shall be composed of the following members. :-

The President	:	1
The Working President	:	1
The vice President	:	2
The General Secretary	:	1
The Jt. Secretary	:	2
The Organizing Secretary	:	7
The Office Secretary	:	1
The Asstt. Secretary	:	2
The Finance Secretary(treasurer)	:	1
Executive Members	:	4
Executive Members (to be co-opted)	:	2

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In addition there will be 7 Ex-officio members one each from the 4 divisions and 3 workshop units i.e secretary of each division and each workshop unit will be ex-officio executive committee members.

(ii) Two members will be co-opted for the better functioning of the Association and their duties will be defined by the General Secretary.

(iii) In addition to the above 31 members, three officers will be co-opted as executive committee members by the General Secretary form HQ and its surrounding areas for co-ordination and quick functioning of HQ activities. These three posts will be floating and purely HQ based i.e. as soon as they are transferred from HQ, they will cease to be executive committee members and another suitable officers will replace them by co-option.

(iv). Divisional/HQ/Workshop Unit shall have one President, two Vice-Presidents one Secretary, Four Asstt. Secretary, one Treasurer and six executive members. (Total – 15)

8 (i) **Powers and functions of the Executive Committee:** The Executive committee shall administer affairs of the Association in accordance with the policies, rules and by-laws of the Association.

(ii) **Powers of executive Committee** : Executive Committee has power to co-opt any member and office bearer in case the post falls vacant due to retirement/transfer /resignation or any other cause may be and on the contrary executive committee also has the power to drop any member/office bearer arising out of any situation or activity as caused to or by the concerned office bearer or otherwise his act may be considered detrimental to the association's activity. In both cases, as above, it is to be duly ratified in the next Annual General Body Meeting.

9. Amendments to the rules and by-laws: - Proposal for change of rules shall ordinarily be considered only at a meeting of the general body. Rules can only be amended by majority of the members present.

10. (i) The election of the executive shall take place in AGM and it can be done either by

(ii) Raising hands in the annual General Body Meeting or (ii) by consensus, or through election by secret ballot. The procedure will be decided by the executive body before election.

if it is conducted through election (by secret ballot) the procedure will be as below:-

(a) Nomination for 22 office bearers and executive members shall be called for at least 10 days before the General Body meets at the annual meeting and shall be sent to the General Secretary before the expiry of the tenth day. Thereafter, no nomination will be accepted.

(b) Nomination shall be proposed by one member and seconded by another member in writing and nominees shall signify in writing their willingness to accept such nominations subject to terms and conditions laid down in the nomination form. The format of the nomination form is in Annexure "A"

(c) Election of the office bearer shall be done unanimously to avoid lobbying /grouping preferably from the member officers present in the AGM. However, if not materialized, the election of the office bearers and executive members shall be by ballot after nomination papers are received, if necessary.

(d) Members Present at the annual meeting of the General Body shall appoint a Returning Officer from preferably retired officer who shall open the ballot box, scrutinize the ballot papers and declare the result of the election. The Returning Officer may at his discretion, reject any ballot paper which does not conform to the rules

(e) If no nomination paper has been received for any of the post then the election of the office bearers shall be by proposing name in the meeting and voting by raising of hands. In case nomination papers are received for posts, then the election shall be by ballot for those posts where nominations have been received. For the remaining posts where no nominations have been received, election shall be by proposing and voting by raising of hands or by co-option.

## 11. Expenditure and funds.

(a) ) All money received by the treasurer on behalf of the Association shall be deposited in the Bank. The account shall be in the name of the Association. The account will be operated jointly by any two of the President, the General Secretary and the treasurer.

(b) The Executive Committee is empowered to disburse sums for current expenses from the subscription received.

(c) The Treasurer shall submit at the annual meeting of the General Body a statements of the preceding financial year duly audited by any Chartered Accountant Firm who shall not be a member of the Executive Committee but shall be appointed by the Executive committee.

(d) The Divisional/HQ/Workshop Units will be paid 30% of their total individual subscriptions remitted to ERPOA account for their respective portion during the financial year. The refund of share money to Divisions/Workshop is meant for

arranging meetings of Division/Workshop level subject to minutes of the meeting being sent to ERPOA/HQ (FP). In no case any division/workshop unit will retain/encash the cheque but will send it directly to ERPOA/HQ as per JPO jointly issued by CPO and FA&CAO wherefrom he will get the refund of prescribed share money.

(e) Retention of subscription cheques will be violation of J.P.O. and encashment thereof will be liable to recovery and/or cessation from the office bearership or both.

12. Duties of Office Bearers and ex-officio members

A. President :

- (i) He shall preside over all meetings at which he is present normally
- (ii) He shall guide and control the activities of the association.
- (iii) He shall regulate the proceedings of the meetings and interpret the rules and by-laws and decide doubtful points. He will uphold the aims and objectives of the constitution and Association. He/She will guide and control the activities of the association as per guidance of the executive body.
- (iv) He shall have a casting vote in case of a tie.

B. Working President.

- i) He will assist the President in his day to day works and act as President in his absence.
- (ii) On the resignation of the President the working president /vice President will function as President till the tenure of working of the existing Executive Body . He will enjoy the facilities and powers of the President.

C. Vice-President:

He shall assist the President in his day to day functions and act as President in absence of the working President .

D. General Secretary :

- (i) He shall have general supervision of accounts and arrange payment of bills.
- (ii) He shall get annual statement of the accounts duly audited by the auditor for adoption by the General Body.
- (iii) He shall organize, arrange and convene meetings.
- (iv) He will be responsible for the day to day working of the association.
- (v) He will deal with policy matters in consultation with the executive body.
- (vi) He will take the prior approval of the executive body for adoption of new Rules/change in any policy matters.
- (vii) He will convene the half yearly Executive Committee meeting and all important business/decisions will be discussed in that meeting.

E. Joint Secretary:

He shall assist the General Secretary in his day-to- day functions and act as General Secretary in his absence.

F. **Organizing Secretary.** The Organizing Secretary shall, in consultation with the General Secretary/ Jt. Secretary take action for organizing meeting at different locations/places and ensure that membership drive is launched from time to time and also see that periodical or a monthly bulletin is published every month. He will also keep an account of day-to-day functioning of the organization and shall see that an attendance register is opened and properly maintained in the association office regularly. He will be in-charge of a particular division/workshop as assigned by the General Secretary for the better functioning for which he will co-ordinate with respective division/workshop body.

G. **Office Secretary:** He will assist General Secretary/Jt. Secretaries /Organizing Secretaries in day-to-day working of office matters He will also supervise official works, proper maintenance of records, etc. by the steno.

H. **Assistant secretary:** collection and in other activities The Assistant Secretary shall be entrusted with specific duties by the General Secretary. They will keep co-ordination work in regard to organizational work in subscription of the Association.

I. **Treasurer:**

- (i) He can maintain an imprest cash of and upto maximum of Rs. 5000/- for meeting day-to-day incidental expenses required for the Association and ensure, subscription/ collection to be deposited to the Bank and withdrawal as per 11(a).
- (ii) He shall be responsible for keeping up-to-date accounts of the association with all the account books posted up-to-date.
- (iii) He shall prepare a statement of annual accounts showing the financial position of the association duly audited.

J. **Ex-officio members :**

- (i) The secretary of the division/workshop will collect the subscription cheque and send it to ERPOA /HQ Bank account as defined in the JPO.
- (ii) He will also send the deduction details of members (i.e Statement of Account) month wise.
- (iii) He will send the list of members as soon as there is change / transfer occurs.
- (iv) He will convene divisional/ workshop officers' meeting and send minutes thereof to ERPOA/HQ.

13. The tenure of the committee shall be normally 3(Three) years. If for unforeseen reason it is required to extend the duration/tenure then Executive Committee will sit and review the situation to extend the tenure of committee for a short period. The outgoing office bearers shall be eligible for re-election.

14. **Bankers :** The Association consists two S.B. Accounts as follows.

- (1) Bank of India - HQ Branch, N. S. Road/Calcutta.A/c.No.400010100037663
- (2) Indian Bank - Strand Road Branch/ Calcutta. A/c. No.459971174.

14. i) Any two of the following 3 office bearers are the signatories to operate and transact the Bank A/C:

- (i) President (ii) General Secretary (iii) Treasurer.

15. i) Since RITES /CAL is having no organization, any member can continue his membership /office bearership and feasibility to be re-elected in case of his transfer to RITES, as he keeps his lien in his parent Rlys. i.e. E. Rly. This will not however, be applied to other organization like Metro. Rly., S.E. Rly. , etc. as they are having own constituents units. For RDSO/Cal. Only with approval of executive body subject to be accepted in the next AGB, it can be applied.

- (ii) The Annual General Body will be formed by the following member and delegate members as below :-
- (i) All the members of the executive body
  - (ii) 5 delegate members from each division.
  - (iii) 2 members of delegate officers from Workshop/Production Unit /Head Quarters Unit (If any)
  - (iv) 5 delegate officers extra from the host division, as per consent of the President and General Secretary.
  - (v) The names of the delegate officers will be furnished by the concerned divisional/Workshop Unit President/General Secretary.
  - (vi) Normally, President, Genl.Secy and other office bearers are available in HQ Unit. Only 4/5 members can be nominated by President and Genl. Secy, if required, to assist them for day to day HQ Unit organizational work. It will also save the extra expenditure for running a unit. Also for HQ Unit does not have any provision of PREM. Hence, operation of an extra unit (HQ Unit) is not necessary unless felt essential by executive body.

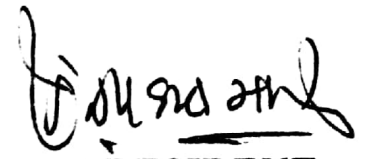
16. **DISCIPLINARY ACTION:**

- (I) Any body or group of members performing any activity which is detrimental to the Association, as considered is/are liable for penal action including expulsion from membership.
- (II) The Officer undergoing from pertaining the activities which are inconsistent in the articles of the Association or and by laws, will be liable for disciplinary action, as recommended by the General Secy.

17. **SUBSCRIPTION:** The subscription will be collected through deduction from monthly salary of the concerned officer. The rate of subscription will be decided in the AGM.

**AUDITING:** Auditing of the A/C of the association is to be done by Chartered A/c firm each year. The account year will be one year after the date of assuming office by the elected executive body. The account to be prepared by the Treasurer.

  
**GENERAL SECRETARY**  
**A. K. SHRIVASTWA**

  
**PRESIDENT**  
**V. K. MANI**