

### CONSTITUTION OF ZONAL RAILWAY USERS' CONSULTATIVE COMMITTEE (ZRUCC)

#### 1.0 PREAMBLE

1.1 With a view to secure better representation of Railway Users and afford more frequent opportunities for consultation between Railway Administration and users on matters relating to service provided by Railways and a means to improve the efficiency of service, a Zonal Railway Users' Consultative Committee has been established at the Headquarters of the Railway in addition to three Divisional Railway Users' Consultative Committee with Headquarters at Khurda Road, Sambalpur and Waltair.

#### 2.0 SCOPE AND FUNCTIONS

2.1 The Zonal Railway Users' Consultative Committee at the Headquarters of the Railway will represent the general Railway Users' of the territories or zone served by the Railway as a whole and may consider matters relating to:

- i) Such matters, from the point of view of the Zone as a whole, as outlined below :
    - a. Provision of amenities in the area with which the Committee is concerned.
    - b. Proposals regarding opening of new stations within the jurisdiction of the committee.
    - c. Arrangements regarding time tables.
    - d. Improvement of the services and facilities provided by the Railways.
    - e. 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.
  - ii) Matters arising from the reports of the Divisional Railway Users' Consultative Committee, or such other matters relating to the subjects referred to at (i) above, as may be specifically forwarded by the Divisional Railway Users' Consultative Committee for consideration.
  - iii) Matters referred for consideration and report by the Administration, Ministry of Railways or the National Railway Users' Consultative Council.
- 2.2 The Zonal Railway Users' Consultative Committee, which has been established under these rules, will be consultative in character.
- 2.3 Questions relating to staff matters, disciplinary proceedings and appointment should not be brought before the Committee.

#### 3.0 COMPOSITION OF THE COMMITTEE

3.1 The Zonal Railway Users' Consultative Committee at Headquarters of East Coast Railway consists of persons appointed by the Minister of Railways to represent the Zonal Railway Users' in the territory served by the Railway, as stated below :-

- i) One representative each of the Government of the States served by the Railway as recommended by such Government/Governments i.e. Governments of Orissa, Chhattisgarh, and Andhra Pradesh.
- ii) One Member each of the State Legislature(s) recommended by the State Government(s), i.e. Governments of Orissa, Chhattisgarh and Andhra Pradesh.
- iii) Not more than 5 representatives of Principal Chambers of Commerce and Trade Associations having standing of not less than 5 years.
- iv) Not more than two representatives, to be sent by State Government, or Governments of Agricultural Association and other

bodies not included in or affiliated to the Chambers of Commerce, etc. referred to in item (iii) above.

v) One non-official representative elected from each of the eight Divisional Railway Users' Consultative Committee of this Railway i.e. Khurda Road, Sambalpur and Waltair.

vi) Two representatives of the Public Sector Undertakings (PSU) including Ports.

vii) Registered Passengers Association – one from each of the States, which have a sizeable route kilometer on the Railways i.e. Orissa, Andhra Pradesh and Chattisgarh.

viii) One Representative of Consumer Protection Voluntary Organization.

ix) 10 Members of Parliament (7 from Lok Sabha and 3 from Rajya Sabha)

x) One nominee of each Union Minister whose Constituency is served by this Railway.

xi) One member to represent special interests to be nominated on the recommendation of the General Manager.

xii) Eight members as the Minister may appoint to represent the interests, which he/she consider are necessary to be represented to the Committee.

3.2 The member of the Zonal Railway Users' Consultative Committee representing industries, commerce and trade are ordinarily drawn from important local chambers or association representing predominant trade interests and approved by the State Govt. concerned. After the Chambers or Association etc. are approved for representation by the Minister, the method of selection of representative by the Chamber or Associations etc. i.e. by election or otherwise, is left to them.

3.3 The General Manager will be the Chairman of the Committee and the Dy.General Manager or such other officer as may be nominated for the purpose by the General Manager, will function as the Secretary of the Committee.

### **Special Notes.**

(I) Persons holding assignments of profit connected with the Railways, e.g. catering and vending contractors, out-agency contractors, handling contractors, engineering contractors, Railway Travelers Service Agents etc. are debarred from the membership of the Railway Users' Consultative Committees and the National Users' Consultative Council. State and Central Government servants other than those nominated as official members by their governments/organisation against such requests, by the railway are also debarred from the membership of the Railway Users' Consultative Committees.

(II) While appointing Members of Trade Associations Chambers of Commerce, Passengers' Associations and Consumer Protection Voluntary Organizations on ZRUCCs care should be taken to see that organizations are selected on "rotational" basis to ensure equal representation.

### **4.0 TENURE OF OFFICE**

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

### **5.0 LEAVE OF ABSENCE**

Chairman shall be competent to sanction leave of absence to a Member of Zonal Railway Users' Consultative Committee.

### **6.0 RULES FOR THE CONDUCT OF BUSINESS OF THE COMMITTEE:**

6.1 The Zonal Railway Users' Consultative Committee will ordinarily meet three times in a year.

6.2 The venue of the Meeting will be at the Headquarters of the Railway. One meeting per calendar year may, however, be held

outside the Headquarters i.e. at any place within the Zonal Railway should the Chairman of the Committee consider it expedient or advisable.

6.3 The date and time of the next meeting should be settled by the Committee itself at the House.

6.4 The notice intimating the date, place and time of each meeting will be sent to each member by the Secretary of the Committee at least one and half months in advance.

6.5 Subject for discussion, which shall conform to the rules laid down in Para-2 above, must be sent along with the explanatory note, 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.

6.6 Urgent matters may, however, with the permission of the Chairman, be raised for immediate discussion.

6.7 Subject approved and admitted by the Chairman in accordance with the rules laid down herein, will be prepared in the form of an agenda with preliminary remarks and shall be despatched to the members at least one week before the date fixed for the meeting.

## **7.0 CLASSIFICATION OF THE MEMBERS :**

7.1 Official Members :- Representatives of State Governments, Public Sector Undertakings, Ports and Semi Govt. Organizations fall under the category of "Official Members".

7.2 Non-official Members :- The remaining Members, other than those as noted in para above, are to be treated as Non-official Members.

## **8.0 TRAVELLING FACILITIES & TRAVELLING ALLOWANCES :**

8.1 For Official Members :

8.1.1 Travelling facilities : Official Members of the ZRUCC when attending meeting may be granted travelling facility as follows :

- i) One first class free pass from the Official address of the members to the place of Meeting will be issued.
- ii) A similar concession for the return journey.

8.1.2 Travelling Allowance : The travelling & daily allowance of the official members will be regulated under the relevant rules of the concerned and will be borne by their respective departments.

8.2 For Non-official Members : (Other than Members of Parliament and Members of State Legislatures)

8.2.1 Travelling facilities : "Non-official members of the (Zonal) Railway Users' Consultative Committee (Other than Members of Parliament and Members of State Legislatures) when attending meetings of the committees or their subcommittees may be granted travelling allowance as shown below :-

- i) One free first class pass with attendant in sleeper class from the railway station nearest to the place of residence of the members to the place of meeting.
- ii) Similar concession for the return journey.
- iii) Break of journey enroute is permissible as per provision made under Pass rule. No additional travelling allowance will be paid for the purpose.
- iv) No additional pass will be issued to Members of ZRUCC for undertaking Inspection of Railway Establishment.

## **SPECIAL NOTES :**

i) The members of ZRUCC are not entitled to travel in any class of Rajdhani/Shatabdi Express trains.

ii) On the authority of first class pass issued to them, the Member is entitled to travel in 2nd AC in any train other than

Rajdhani/Shatabdi Express trains. The member can also travel in I AC class in trains other than Rajdhani/Shatabdi Express trains by paying the full difference of fare between I AC and II AC.

iii) For the return journey, the pass can also be issued to a place other than the place of residence, permanent or temporary, provided the distance for this place is less than the distance for the station nearest to the place of residence of the members.

#### 8.2.2. Travelling Allowance :

i) The rate of daily allowance payable for zonal level meeting will be Rs. 120/- per diem for the days of the meeting and Rs. 50/- per day for the days spent in travelling.

ii) If the distance of place of residence is more than 8 Kms from the nearest railway station, the actual expenses incurred for the journey between his/her place of residence and the railway station, subject to the maximum of Rs. 4 per Km.

iii) 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.

iv) 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 air port to nearest rail head and rail fare (2nd AC) between nearest rail head and the place of meeting is more than the total airfare from the airport nearest to the place of meeting to the airport nearest to place of residence airfare may be permitted from the airport nearest to the residence of the member to the place of meeting.

v) 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.

8.2.3 Conveyance hire charges to local non-official members Local non-official members residing in the satellite location of the city in which meeting is taking place will be eligible for payment of actual conveyance hire charges or Rs.100/- (Rupees one hundred only) per day, which ever is less for 'A' and 'B' class cities and for other 'C' class cities they will get actual conveyance charges or Rs.75/- (Rupees seventy five only) per day which ever is less. However, they will not be paid any daily allowance.

#### 8.3 For Members of State Legislatures :

8.3.1 Travelling facilities : One free first class pass may be issued to the Members of the State Legislature for journey from the railway station nearest to the member's place of residence to place of meeting and back. In case, the Members of the State Legislature make a 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.

#### 8.3.2. Travelling Allowance :

i) During non-session of the State Legislature the MLAs will be treated as first grade officers of the State Govt. concerned for the purpose of payment of travelling allowance and daily allowance. (including conveyance allowance)

ii) During session of the State Legislature, they will be governed by their respective Payment and Salaries and Allowances and Removal of Disqualifications Acts.

iii) The members will not draw travelling allowance, daily allowance (including Conveyance Allowance) which may disqualify them from the State Legislatures.

iv) The travelling allowance will be calculated on the number of days spent in travelling between 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 ZRUCC for which travelling allowance/conveyance allowance has been claimed is not less than the amount claimed in this Bill."

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(Signature of MLA)

#### 8.4 For Members of Parliament :

##### 8.4.1 Travelling facilities :

i) A Member of Parliament will ordinarily travel by Rail utilising the Identity-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 Class and Economy Tourist Class are available on the airlines, a Member of Parliament may travel by First Class.

ii) While normally no passes are required to be issued to Members of Parliament as they have been provided with Identity-cum-Railway Passes, specific requests from them for issue of first class complimentary passes for attending Meetings of the Committee may however be complied with, in case of Identity Card-cum-Railway pass is reported lost.

##### 8.4.2. Travelling Allowance :

(A) The Members of Parliament will be granted TA/DA on the same basis and on the same scale as admissible to them for attending a session of a House or any meeting of a Committee of the House in terms of section 4 of the Salary Allowances and Pension of Members of Parliament Act. 1954 and rules made there under.

Section 4 of the Act stipulates that each Member of Parliament shall be paid in respect of every journey performed by him in India for attending meeting of a committee from usual place of residence to the place where the session or the meeting is to be held or the other business to be transacted and for the return journey from such place to usual place of residence as follows.

i) If the journey is performed by Rail an amount equal to one first class fare and one second class fare for each such journey irrespective of the class in which the member actually travels.

ii) If the journey is performed by Air an amount equal to one and one fourth of the air fare of each such journey.

iii) If the journey or any part thereof cannot be performed by rail or air.

(a) 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 journey or part thereof as may be prescribed by rules made under section 9 of the Salary allowances and Pension of Member of Parliament Act. 1954.

(b) 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 journey or part thereof. [Provided further that where a member performs journey by road in Delhi from and to an aerodrome, he/she shall be paid a minimum amount of Rs. 120 (Rupees one hundred and twenty only) for each such journey.]

Explanation :

(I) For the sub clause (b) of clause (iii) of this sub section, the expression journey shall include journey from and to the Railway station, Port or Aerodrome to and from the usual place of residence of the member or as the case may be, the of the residence of the member at the place where the session of the House of Parliament or a meeting of the committee is to be held or where any other business is to be transacted.

(II) Not with standing anything contended in sub section (a), a member who performs a journey by road between places connected by rail or steamer, either wholly or in part may draw the mileage allowance referred to in sub clause (b) of clause (iii) in place of travelling allowance which would have been admissible to him/her, if he/she had traveled by rail or steamer, as the case may be.

(iv) Daily Allowance :

Besides the fares by air, train, road or steamer as stipulated above, a member of parliament will be entitled to a daily allowance at the rate of Rs. 500/- (Rupees five hundred only) per day for each day of his/her attendance of the meeting.

(B) Recouping of the out-of-pocket allowance, as detailed above, will be limited to 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 Member of the ZRUCC for which travelling Allowance/Conveyance Allowance has been claimed is not less than the amount claimed in this Bill."

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(Signature of Member of Parliament)

#### **9.0 GUIDELINES FOR OBSERVANCE :**

The non-official members may print their name and designation on their letterheads, visiting cards etc. strictly as per the terms of their nomination letter.

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

#### **10.0 CANCELLATION OF MEMBERSHIP :**

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

Any action on the part of a member/members found to be detrimental to the interest of Railways, his/their membership/memberships will be cancelled, with the approval of the competent authority.

#### **11.0 DEFINITION OF ATTENDANT:**

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 employee 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.

#### **12.0 GENERAL FACILITIES TO MEMBERS AT THE TIME OF MEETING**

12.1. Out station members:

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 meeting) and no extension of the accommodation can be accepted.

At the time of attending a meeting, during stay at Rest House/Retiring Rooms, members may avail of the Railway Catering Services on self payment only.

Free transport maybe arranged for the members to and from the venue of the meeting and place of accommodation.

### **13.0 IDENTITY CARD**

Two copies of photograph (2.5x3.5 cm) may be submitted by each member for issuance of Identity Card, Identity Card issued to the members should not be treated as free Railway pass.

In case of loss of Identity Card, ZRUCC 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.

On expiry of tenure of membership, member(s) 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.

### **14.0 CONDUCTED TOUR :**

Only non-official members are eligible to participate in the conducted tour as and when arranged by the railway.

Rest House/Retiring Rooms as considered essential may be provided free of cost during the conducted tour. 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. Decision of postponement should be discussed in the next meeting.

### **15.0 ELECTION :**

- i) For each term there will be an election by SECRET BALLOT to send one representative each to NRUCC Such election should only be held when the committees are fully constituted and need not be held in the first meeting of the committee.
- ii) The Chairman will appoint a 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.
- iii) Non-official members as classified under para 7.2 except Members of Parliament can only contest in the election to be elected as a representative of NRUCC from ZRUCC.
- iv) Only non-official members are eligible to cast their vote for the said purpose.
- v) The nomination papers for election to NRUCC is to be filled up by the intending Member duly proposed and seconded by at least two other members.
- vi) One member who himself is not a contestant, must propose/second for Member only.
- vii) Due to procedural defect as mentioned in para 15(v) and 15(vi) if so detected during scrutiny of nomination paper, nomination will be treated as cancelled.
- viii) Hon'ble Members of Parliament, who served on Railway Users Consultative Committee are not eligible for being elected to any of the other Railway Users' Consultative bodies (i.e. NRUCC ), in which provision already exists for direct nomination of them.
- ix) Decision of the Presiding Officer in the matter of cancellation of nomination papers, declaring of Ballot Paper as invalid and declaration of election result, will be final.