

RULES & REGULATIONS

CENTRE FOR TRANSPORTATION RESEARCH AND MANAGEMENT

RULES AND REGULATIONS

1. DEFINITIONS

In these Rules and Regulations, unless the context otherwise requires,

- a) 'Centre' means Centre for Transportation Research and Management.
- b) 'Council' means the Governing Council of the Centre.
- c) 'President' means the President of the Centre.
- d) 'General Body' means the General Body of the Centre.
- e) 'Executive Director' means the Executive Director of the Centre/Governing Council appointed by the Governing Council..
- f) IRTS Officers Association means Indian Railway Traffic Service Officers Association.

2. LOCATIONS

The Centre shall be located at 43, Rail Bhavan, Rafi Marg, New Delhi.-110 001 The Centre may be shifted to any other location as decided by the Governing Council.

3. MEMBERSHIP

3.1 Membership of the Centre shall comprises the following categories:

- a) Founder Member
- b) Donor 'Member
- c) Corporate Member
- d) Institutional Member
 - i) National
 - ii) International
- e) Individual Member
 - i) Honorary Member
 - ii) Life Member
 - iii) Fellow Member
 - iv) Member
 - v) Associate Member
- f) Patron

3.2 The eligibility criteria for membership of the Centre for different categories shall be as under:

a) Founder Member

A person who has taken active interest and has made sincere efforts for the setting up of the Centre, will be admitted as a Founder Member. The admission under this category of membership will be closed after the formal registration of the Centre.

b) Donor Member

Any individual, public or private sector company, statutory corporation, registered association or Organisation connected with transport, trade and industry or chamber of commerce etc. who is interested in the objectives and activities of the Centre and gives donation to the Centre for furtherance of its activities, will be admitted as a Donor Member. Each such Organisation may nominate one person who fulfils the eligibility criteria of becoming at least an Associate Member as its representative on the General Body of the Centre.

c) Corporate Member

This category of membership will be open to any public or private sector company or corporation interested in the objectives and activities of the Centre. Each such Organisation may nominate one person who fulfills the eligibility criteria of becoming at least an Associate Member, as its representative on the General Body of the Centre.

d) Institutional Member

i) National

This category of membership will be open to any department of Government of India or State Government or any University/ Institute/Society/ Organization interested in the objectives and activities of the Centre. Each such institution may nominate one person as its representative on the General Body of the Centre.

ii) International

Any foreign University/Institute/ Society/ Organization interested in the objectives and activities of the Centre can be admitted to this category of membership.

e) Individual Member

1) Honorary Member

A person of high eminence who fulfils the eligibility criteria for becoming a Member of the Centre and who is interested in its objectives and activities may be invited by the Governing Council to become an Honorary Member.

ii) Life Member

A person who fulfils the criteria of becoming a Member of the Centre may be elected as Life Member on such terms and conditions as the Governing Council may prescribe from time to time.

iii) Fellow Member

A person who is member of the Centre and has attained the age of 40 years (relaxable in case of extraordinary attainments) and who is engaged in the profession of transportation management in a position of high responsibility or has retired from such positions or has attained position of eminence in the area of transportation management, may be elected as a Fellow Member on such terms and conditions as may be determined by the Council from time to time.

iv) Member

A person for election as a Member or transfer from the class of Associate Member shall possess the following qualifications:

- (i) Shall have attained the age of 30 years on the date of his application (relaxable for persons directly recruited to Group 'A' Services through the Civil Services Examination).
- ii) Shall be graduated in any discipline or shall have engaged in a position of managerial responsibility in the area of transport management.

v) Associate Member.

A person not below the age of 21 years who is a graduate or has at least 10 years experience of working in the area of transportation management and who is/ has been engaged in the profession in a capacity considered suitable by the Governing Council, shall be elected as Associate Member on such terms and conditions as the Council may determine from time to time. Such members can attend the meeting of the General Body but shall have no right to vote.

f) Patron

Persons of high eminence interested in the objectives and activities of the Centre may be invited by the Council to become Patron of the Centre. A Patron may attend the meetings of the General Body but shall have no right to vote.

4. PROCEDURE FOR MEMBERSHIP

- a) Persons/organizations desirous of becoming a member in any category and fulfilling the eligibility criteria for the concerned category of membership shall submit an application in the prescribed form. alongwith requisite fee as

prescribed by the Council from time to time.

- b) Each application for membership shall be considered by the Council. The Council may approve or reject the application without assigning any reason. The decision of the Council in such matters shall be final.
- c) Once approved the person/organisation concerned shall be informed about the decision of the Council and issued a Certificate of Membership.

5. TERMINATION OF MEMBERSHIP

The membership shall be terminated under the following conditions:

- a) Death.
- b) Resignation
- c) The Council may terminate the membership under the following circumstances:
 - i) when a member is believed to be working against the objectives/interests of the Centre.
 - ii) when a member is believed to be guilty of any kind of misconduct.
 - iii) when the Council considers such termination with due regard to the interest of the Centre.

6. RESTORATION OF MEMBERSHIP

The Council at its discretion and subject to such conditions as it deems fit, may re-admit to membership of any class, any person whose membership has been terminated.

7. GENERAL BODY

The General Body shall consist of the following:

- a) President
- b) Vice President
- c) All Members/Office Bearers of the Council
- d) All Members.

8. FUNCTIONS OF GENERAL BODY

The main functions of the General Body will be as follows:

- a) elect members/office bearers of the Governing Council as per rules and regulations of the Centre.
- b) consider and pass, if approved, the Annual Report of the Centre alongwith the Audited Accounts of the Centre.
- c) advise the Council on the matters brought before it.

- d) modify or effect changes, if any, in rules and byelaws of the Centre concerning its activities and to frame new rules/regulations/ byelaws.

9. MEETINGS OF THE GENERAL BODY

- a) The General Body shall meet at least once in a financial year on such date, time and place as may be decided by the Council. A 21 day notice shall be given for the meeting with all members. Accidental omission to give notice of a meeting to any members shall not invalidate any decision(s) taken at such a meeting.
- b) The Council may call an extraordinary meeting of the General Body at any time at their initiative or on demand of at least 1/5th of the members entitled to vote. Due notice of the same shall be given to all concerned.
- c) The quorum of the meeting shall be 1/3rd of the total members entitled to vote.
- d) In the absence of the quorum, the meeting shall be adjourned for one hour. The reconvened meeting after one hour at the same place shall not require any quorum.
- c) The General Body meeting shall be presided over by the President or in his absence by the Vice President. In the absence of both, any member so chosen by those present and entitled to vote may preside over the meeting.
- f) The minutes of the meeting shall be drawn by the Secretary/Executive Director of the Centre.

10. GOVERNING COUNCIL

- a) The Centre shall be administered and managed by a Governing Council which shall consist of the following fifteen members/ office bearers:
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|-------------------------------------|--|
| a) President | The President of the Centre shall normally be Member Traffic, Railway Board. |
| b) Vice President | The Vice President of the Centre shall normally be either Additional Member (Traffic) or Additional Member (Commercial) Railway Board, to be nominated by the President. |
| c) Executive Director-cum Secretary | The Executive Director shall be appointed by the Governing Council and shall also be ex-officio-Secretary of the Centre/Governing Council. |
| d) Treasurer | To be nominated by the President from amongst the members of the Centre. |

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|----------------|--|
| e) Member | Immediate past President of the Centre |
| f) Member | General Secretary IRTS Officers Association. |
| g) Member | Chief Operations Manager/ Chief Commercial
Manager, Northern Railway, (to be nominated
by the President) |
| h) Five Member | To be elected by the General Body. |
- i) Three members To be nominated by the President.
- b) The Council may increase or decrease the number of the members/office bearers in the Council at any time if the same is considered desirable for furtherance of the objects of the Centre. Any vacancy during the interim period due to death, resignation, disability etc. shall be filled by nomination by the Present but the tenure of such nominated members/ office bearers shall come to an end with the end of tenure of the particular Council itself.
- c) The tenure of the Council shall normally be two years. However, if due to certain compelling circumstances, the new Council cannot be constituted in time, its tenure may be extended for a period not exceeding six months.
- d) The five elected members of the Council shall be elected by the General Body of the Centre at its Annual Meeting for a tenure of two years. Any member who is not a voting member of the General Body shall not be eligible to contest election for member/office bearer of the Council.
- e) The election may be held either directly by show of hands or by secret ballot. Each name shall be proposed and seconded by at least one member of the General Body entitled to vote. The President may nominate a Returning Officer for this purpose.
- f) The President will normally preside over the meetings of the Council. In the event of non-availability of the President, the meeting will be presided over by the Vice President and in the absence of both the Council shall elect a member to preside over the said meeting.

11. MANAGEMENT OF THE CENTRE/FUNCTIONS & POWERS OF THE GOVERNING COUNCIL

- a) The Council shall exercise all powers to control, govern, do and discharge all the affairs of the Centre with intent to achieve the aims and objectives as given in the Memorandum of Association of the Centre and to give effect to the provisions of the Rules and Regulations of the Centre and such bye-laws as the Council may make

from time to time. It shall have all powers which may be necessary or expedient for the purpose.

b) SECRETARIAT OF THE CENTRE:

A suitable secretariat under the control of the Executive Director may be created to facilitate the functioning of the Centre. The Council shall have full powers to create posts, fix remunerations, make appointments to these posts and deal with allied matters.

c) Without prejudice to the generality of the powers conferred by the foregoing clauses, the Council shall have powers to:

i) take decisions on applications for membership in accordance with these rules.

ii) prepare and execute plans and programmes for the furtherance of the objectives of the Centre.

solicit, receive and administer and utilise the funds for any object or purpose of the Centre.

iv) enter into agreements for and on behalf of the Centre.

v) sue and defend the legal proceedings on behalf of the Centre including compromises and settlements or arbitrations.

vi) subject to such rules as may be made by the Council, the President or Executive Director/Secretary or Treasurer or any other person designated by the Council in this regard shall have powers to open accounts with banks, operate the accounts as well as deposit, draw, accept, endorse and execute cheques, bills of exchange, promissory notes or any document, instrument etc. on behalf of the Centre.

vii) purchase or otherwise acquire for the Centre any property equipment, furnishings etc., rights or privileges at such price and generally on such terms and conditions as it considers proper and to manage such properties.

viii) provide for the welfare of the members/employees or ex-employees of the Centre and the wives/widows and families or the dependents of such persons in the form or manner as may be decided by the Council.

ix) sell, exchange or otherwise dispose of any properties of the Centre, moveable or immovable, on such terms and conditions as deemed fit and proper in furtherance or fulfillment of the objects of the Centre.

- x) accept grants including grants in aid, for the Centre from the Central Government, State Governments. Industries, Associations. Organisations or Individuals on such terms and conditions as the Council may consider advisable, through a person/persons authorised by the Council.
- xi) raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities based upon all or any of the properties and assets of the Centre or without any security and upon such terms and conditions as Council may deem fit and pay out of the funds of the Centre all expenses of or incidental to the raising of money for the Centre.
- xii) consider and approve Annual Report and Statement of Accounts for placement before the General Body for approval.
- xiii) appoint auditors and decide their remunerations; also appoint and pay consultants, advisors etc.
- xiv) delegate by Power of Attorney or otherwise, to any member of the council or any other person or persons, any power vested in the Council by these rules or conferred by statute or implied by law. However, the Council shall not be held responsible or liable for the acts or defaults of any such person or persons except for their own respective acts and defaults.
- xv) constitute one or more committees, other bodies etc. and frame the constitution, fix tenure and regulate the procedure of such committees and delegate to them such powers as they may consider proper and necessary and also dissolve such committees, bodies etc. set up by it. Any one or more members of the Council may be members of any such committee which may also, if deemed desirable, include any other person or persons.
- xvi) sanction the budget of the Centre.
- xvii) make such bye-laws as deemed fit for the regulation of the business of the Centre.
- xviii) do any other act or things and exercise any other functions or powers permitted by the law to the Centre which are incidental and conducive to the attainment of the objectives of the Centre.

12. MEETINGS OF THE COUNCIL

- a) The Governing Council shall meet as often as the business of the Centre may require but not less than twice a year.

b) At every meeting of the Council one third (1/3rd) of the members of the Council shall constitute a quorum. However, this shall not be applicable where a meeting was adjourned earlier for want of quorum.

c) Due notice of the meeting shall be given by the Secretary of the Council.

(d) At any meeting of the Council the members present shall have one vote each and the President shall have only a casting vote. The President shall have powers to determine whether the voting, if required, shall be by ballot or voice vote.

13. FUNCTIONS AND POWERS OF THE OFFICE BEARERS OF THE COUNCIL

a) PRESIDENT:

i) The President shall preside over the meetings of the Council and the General Body.

ii) The Council may from time to time entrust to or confer upon the President such of the powers exercisable under these rules and regulations as it may think fit and may from time to time revoke, withdraw, alter or vary all or any of such powers.

b) VICE PRESIDENT:

The Vice President shall perform such functions and duties as may be delegated to him/her by the Council or President. However, the powers to be exercised by the President personally as per the delegations shall not be redelegated to the Vice President.

c) EXECUTIVE DIRECTOR-CUM SECRETARY:

i) The Executive Director shall be the Chief Executive of the Centre. He shall be entitled to be present and participate in any meeting of any authority or other body of the Centre.

ii) It shall be the duty of the Executive Director to see that the provisions of the Memorandum of Association, Rules and Regulations and the Bye-laws are duly observed and he shall have all powers necessary for that purpose.

iii) If in the opinion of the Executive Director, any emergent situation arises requiring immediate action, he/she shall have powers to take such action as he/she deems necessary and shall report the same for confirmation at the next meeting of the Council.

iv) The Executive Director shall exercise general control over the affairs of the Centre and shall give effect to the decisions of the Council. Provided further that the Executive Director may delegate to any other officer/member of the Centre, such of

his powers as he may deem necessary for the efficient administration of the Centre and for a proper and effective control over the office, administrative and service staff.

v) All powers to maintain discipline in the Centre shall be vested in the Executive Director.

vi) The Executive Director shall be the ex-Officio Secretary of the Centre/ Governing Council.

d) TREASURER:

The Treasurer shall perform such functions and duties as prescribed by these rules and delegated at the directive of the Council and/or the President.

14. EXPULSION OF AN OFFICE BEARER/MEMBER OF THE COUNCIL

a) The Council shall have the right to expel any office bearer/ member of the council who has in the opinion of the Council willfully acted in contravention of the rules and regulations or bye-laws in force or its direction from time to time.

b) The Council shall decide the case by passing a resolution by a majority of two-thirds of the members present. The quorum for such a meeting shall be 75% of the members of the Council.

15. LOCAL CHAPTERS

a) To start with Local Chapters of the Centre shall be established by the members of the Centre belonging to the Railways/ Units/ Other Railway Organisation at the following locations as shown against each Centre

CHAPTER/RAILWAYS/ORGANISATIONS

LOCATED AT COVERED.

- | | |
|--------------|---|
| i) DELHI | Railway Board, Northern Railway, North Western Railway, North Central Railway, CONCOR. CRIS, RITES, CORE. |
| ii) MUMBAI | Central Railway, Western Railway, Konkan Railway, West Central Railway and RSC Vadodara. |
| iii) CHENNAI | Southern Railway, South Central Railway and South Western Railway. |
| iv) KOLKATA | Eastern Railway, South Eastern Railway, Metro Railway, Northeast Frontier Railway and East Coast Railway. |
| v) GORAKHPUR | North Eastern Railway, East Central Railway and |

RDSO.

- b) Members living in the area covered by each Local Chapter shall enroll with the respective Local Chapter.
- c) The Council may, through a resolution, decide to reorganise, open or close Chapters.
- d) The President of the Centre may nominate a Chairperson to manage the affairs of each Local Chapter, who shall normally be a Chief Operations Manager/ Chief Commercial Manager of the concerned Railways. The Chairman in turn may nominate a Secretary and three other members to constitute a committee who shall oversee the affairs of the Local Chapter.

16. FINANCIAL MATTERS ACCOUNTS AND AUDIT

- a) The Centre will have its own fund and all receipts shall be credited to the said fund.
- b) All monies belonging to the Centre shall be in a Nationalised Bank or any other Bank or Institution as approved by the Council
- c) The funds of the Centre may be raised by: C
 - i) donations, contributions, subscriptions, grants in-aid, fees and grants by the government, etc.
 - ii) organising lectures, workshops, seminars, conferences, courses, consultancy work, etc.
 - iii) publishing books, magazines, periodicals, journals, and also by inviting advertisements for the same.
 - iv) raising loans and credits.
 - v) any other legal means which the Council may consider appropriate.
 - vi) the Council shall cause to be kept proper and sufficient accounts of the assets, capital funds, receipts and expenditure of the Centre as required by law and usual financial procedures and propriety.
 - vii) at least once in a financial year (which will end on 31st March of the year) the accounts of the Centre shall be audited and Income & Expenditure Accounts and Balance Sheet verified by Auditor(s) to be appointed by the Council.

17. NOTICES

- a) A notice may be served by the Council or an authorised office bearer upon any member of any class either personally or by sending it either as a separate

communication or included in or with one of the publications of the Centre through post addressed to such person winding up the same, and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding Rs. 100/-.

b) If upon winding up or dissolution of the Centre there remains after the satisfaction of all its debts and liabilities, any property whatsoever. the same shall not be paid to or distributed amongst the Members of the Centre but shall be given to or transferred to some other Centre/Institute having objects similar to the objects of this Centre and which shall prohibit, the distribution of its or their income and property amongst its or their members, such Centre or Institute to be determined by the Members of this Centre at or before the time of dissolution, or in default thereof by such judge of the Court of justice as may have or acquired jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

21. ANNUAL LIST OF THE GOVERNING COUNCIL (SEC. 4 OF ACT)

Once every year, a list of the office-bearers and members of the Centre shall be filed with the Registrar of Societies as required under Sec. 4 of the Societies Registration Act, 1860,

22. LEGAL PROCEEDINGS (SEC.6 OF THE ACT)

The Centre may sue or be sued in the name of the Executive Director of the Centre as per provisions laid down under Section 6 of the Societies Registration Act 1860. as applicable to the National Capital Territory of Delhi.

23. AMENDMENTS TO MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

Any amendments to the memorandum or Rules will be carried out in accordance with the procedure laid down under Sections 12 and 12(A) of the Societies Registration Act 1860.

24. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Centre needs to be dissolved, it shall be dissolved as per provisions laid down under Sections 13 and 14 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

25. APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi shall apply to this Centre.

26. ESSENTIALITY CERTIFICATE

We the undersigned certify that this is the correct copy of the Rules and Regulations of the Centre For Transportation Research And Management.

Sd/
President

Sd/
Secretary

Sd/
Treasurer

I, Deepak S/O Shri K.C Virmani hereby
witness the signatures of the above office bearers and certify the same to be true.

They have signed in my presence at New Delhi.

Sd/

