

SOUTHERN RAILWAY



मंडल कार्यालय /Divisional Office,
कार्मिक विभाग/Personnel Department,
सेलम/Salem-636005

सं./No.SA/P.694/TU Cell

दि/.Dt: As Signed

DS/SRMU
DS/DREU
DP/AISCSTREA
DS/AIOBCREA

Sub: Procedure to be followed while seeking permission for Lunch Hour meeting-Reg

Recognised Unions and Associations are informed that while seeking permission for Gate Meeting during Lunch Hour, the procedure as laid out in the standard conditions which is annexed to this letter have to be followed.

The standard conditions and the letter seeking permission is attached herewith. It may be noted that the permission shall be sought only on the letter head of the concerned union or association.

These instructions shall be followed with immediate effect without any deviation.

This has the approval of the Competent Authority.

**Sr. Divisional Personnel Officer/
Salem**

CC: **PS-II** to **DRM** for kind information of **DRM/SA** please.
CC: **PS** to **ADRM** for kind information of **ADRM /SA** please.
CC: All Branch Officers- for kind information.
CC: Website/Notice Board

Standard Conditions for Conducting Gate Meeting during Lunch Hours

The following rules and regulations for conduct lunch hour gate meetings in Salem Division jurisdiction are to be followed with immediate effect.

1. The written request for obtaining permission to conduct lunch hour gate meeting shall be submitted minimum **four working days** in advance.
2. The timing permitted is 13.15 hrs. to 13.45 hrs. only. Even in case of delayed start of the meeting, no extension of time beyond 13.45 hrs. will be permitted.
3. The meeting shall be conducted amongst the Railway employees only. Political representatives shall NOT be allowed to attend/participate such meetings in the Railway premises. RPF shall have full authority to check the identity of each participant and vehicles entering during the meeting day.
4. Considering the health of employees, it shall be ensured that the maximum volume for the meeting shall not exceed 75 **LA eq** [dB]
5. Infringement of traffic by placing the tents/chairs is NOT allowed unless specifically permitted by the Railway administration. Bursting of crackers and beating of drums are NOT permitted under any circumstances. RPF shall ensure that no such item is brought inside the Railway premises during the meeting.
6. The meeting shall not interfere with normal Railway working, train operations, safety, security or public movement.
7. No obstruction shall be caused to Railway employees on duty, passengers, vehicles or Railway property.
8. The meeting shall be conducted peacefully and in orderly manner.
9. No damage shall be cause to Railway property. The Trade Unions/Associations shall be responsible for any loss or damage arising out of the meeting.
10. The Trade Unions/ Associations shall ensure cleanliness of the venue and remove all materials immediately after the meeting.
11. The permission does not confer any right for future meetings and each request shall be considered separately.
12. The Trade Unions/ Associations shall comply with all applicable Railway Board instructions, statutory provisions and directions issued by Railway administrations from time to time
13. The conditions mentioned in Rule 7 Sub Rule, (i, ii, iii) of Railway Service (Conduct) Rules 1966 with regard to Meetings and Demonstrations are to be strictly adhered to. Further, the agenda of the Gate Meeting shall be prepared and circulated in advance as far as possible and shall be in compliance of Rule 09 of RS Conduct Rules, 1966.

Any violation of the rules prescribed above will be viewed seriously.

**Sr. Divisional Personnel Officer/
Salem**

(Letter from Unions/Associations to be made in their Letter Pad)

To,

Estate Officer, Salem Division

Sub: Permission for Gate Meeting during Lunch time on.....

It is proposed to hold a Gate Meeting during lunch time on..... between
13.15.hrs and 13.45 hrs.

In this connection, the following are furnished: -

The number of railway employees expected to participate is..... The agenda
of the meeting is attached herewith / not attached.

The Union/Association hereby agree to abide by the standard conditions laid down for
conduct of Gate Meeting during Lunch Hour.

It is requested that permission for the above Gate Meeting during Lunch Hour may be
accorded.

Encl:

Signature of Divisional Secretary/Divisional President