

Chapter 3 BYE-LAWS (Under Rule 12 of the Rules and Regulations)	
1.	COUNCIL AND COMMITTEE MEETINGS AND PROCEDURES
1.1	Meetings
1.1.1	Council <p>The Council shall hold meetings at least once a year or such number of times as it deems fit. The Council may also hold meetings at shorter intervals or special meetings on the written requisition of at least five members of the Council.</p>
1.1.2	Committee <p>Meetings of the Committee shall be held once in three months or at shorter intervals. If necessary, special meetings of the Committee shall be held at the written requisition of at least three members of the Committee.</p>
1.2	Place of Meetings <p>All meetings of the Council and the Committee shall be held in New Delhi at the Centre's premises or at a pre-determined place, as decided by the respective Chairman.</p>
1.3	Notice <p>There shall be fifteen days notice for the meeting of the Council and seven days for the meeting of the Committee. The meetings may be held even at shorter notice as directed by the respective Chairman, if the circumstances so warrant.</p>
1.4	Quorum and procedure for the meetings <p>(a) For meetings of the Council, the quorum shall be five.</p> <p>(b) For meetings of the Committee, the quorum shall be four.</p> <p>All questions shall be decided by a majority of vote of the members present and voting. In the even of a tie, the Chairman shall have a second or casting vote. 1.5 Adjourned meetings of Council/Committee.</p>

1.5	<p>Adjourned meetings of Council/Committee</p> <p>If there is no quorum up to the expiration of fifteen minutes after the time fixed for the meeting, the meeting shall be adjourned for such a date as the Chairman may fix. No quorum shall be necessary for a meeting adjourned for want of quorum.</p>
1.6	<p>Chairman of the Meeting</p> <p>The Chairman of the Council shall preside over all the meetings of the Council. Member Traffic, Railway Board shall preside over all meetings of the Committee as its Chairman. In the absence of the respective Chairman, the Members present shall elect one from amongst themselves to preside over the meetings.</p>
1.7	<p>Nature of Business of the Meeting (Revised by OM NO.31/2011 dated 14.9.2011)</p>
1.7.1	<p>The Council shall meet to consider the reports about the activities of the Centre forwarded by the Managing Director with recommendations of the Committee as necessary. The Council shall in its meeting determine policy for the guidance of the Centre and also consider such other matters as may be brought before the Council with the permission of its Chairman.</p>
1.7.1 (a)	<p>New Item added by OM NO.31/2011 dated 14.9.2011</p> <p>The Committee shall consider and pass the detailed Annual Budget Estimates, the revised estimates submitted by Managing Director.</p>
1.7.2	<p>The Committee shall meet to monitor and review the activities of the Centre, and to take such remedial measures, as deemed fit, to meet the aims and objectives of the Centre, and to consider such other matters as may be brought before the Committee with the permission of its Chairman.</p>
1.8	<p>Minutes</p> <p>The Registrar who is the ex-officio Secretary to the Council/Committee shall keep minutes of the meetings and send a copy of the minutes of every such meeting to the address of every member, as early as possible.</p>
1.9	<p>Vacancy</p> <p>When a vacancy occurs in the office of a member of the Council/Committee through death, resignation or any other cause, the Registrar of the Centre shall, as soon as possible, notify the vacancy to the nominating authority concerned requesting it to nominate a member to fill the vacancy.</p>

1.10	<p>Business by Circulation of Papers</p> <p>The Council/Committee may dispose off urgent matters by circulation of papers, if so desired by the respective Chairman.</p>
1.11	<p>Sub-Committee/Boards</p>
1.11.1	<p>The Council/Committee may appoint</p> <p>(a) Standing sub-committees for such matters as are considered necessary by the Council/Committee and may assign to such subcommittees such powers and duties as are in accordance with the Rules and Regulations of the Centre.</p> <p>(b) adhoc sub-committees for such matters as may be specified by the Council/Committee for examination and report to the Council/Committee.</p> <p>(c) standing/ ad hoc Board/Boards from among the Directors or officers of the Centre or both under the Chairmanship of the Managing Director for specific activity/Project of the Centre and may assign such powers and duties to the Board/Boards as are in accordance with the Rules and Regulations of the Centre.</p>
2.	<p>FINANCE AND ACCOUNTS</p>
2.1	<p>Funds of the Centre</p> <p>The Centre shall have its own funds and all the receipts of the Centre through grants, donations,' gifts, etc. as well as income from investments, publications and remunerations received through consultancy', design, development, technology transfer, contracts etc and other sources shall be carried to the fund and all payments by the Centre shall be made there from.</p>
2.2	<p>Receipts</p> <p>All moneys received for or on behalf of the Centre shall be placed in a current and/or savings and fixed deposit accounts with scheduled bank/banks in the name of Centre.</p>
2.3	<p>Payments</p> <p>Payments by or on behalf of the. Centre exceeding Rs.1000/- shall be made by cheques. All cheques shall ordinarily be signed by the Finance Officer and counter-signed by the Director, Finance or signed and counter-signed by any other officer duly empowered by the Managing Director over certain limits to be prescribed by the Managing Director.</p>

2.4	<p>Endorsement</p> <p>All bills for payment shall bear an endorsement" passed for payment" and the endorsement shall be signed by the Managing Director or by an officer to whom the power has been delegated by the Managing Director.</p>
2.5	<p>Permanent & temporary advances</p> <p>Permanent & temporary advances for cash payment. shall be sanctioned to any officer of the Centre by the Managing Director.</p>
2.6	<p>Budget (Revised by OM NO.31/2011 dated 14.9.2011)</p> <p>The Managing Director shall prepare, in such form and at such time each year as may be prescribed, a budget in respect of the ensuing financial year showing the estimated receipts and expenditure and forward the same with the approval of the Committee to the Ministry of Railways.</p>
2.7	<p>Accounts & Audit</p>
2.7.1	<p>The Centre shall cause to be maintained such books of accounts and other books in relation to its accounts in such form and such manner as may, in consultation with the auditors of the Centre, be prescribed. The Director, Finance shall be responsible for the accounts of the Centre.</p>
2.7.2	<p>The financial year of the Centre shall be from 1st April each year to 31st March of the subsequent year.</p>
2.7.3	<p>The accounts of the Centre shall be audited by such auditors as approved by the Council in consultation with the Comptroller and Auditor General of India.</p>
3.	<p>TERMS & CONDITIONS OF SERVICE OF THE STAFF OF THE CENTRE</p>
3.1	<p>Recruitment of Staff</p> <p>The employees of the Centre, other than the Managing Director and Directors are categorized as under:</p> <p>(a) Technical staff comprising specialists in the disciplines which are part of primary objectives of the Centre and other experts.</p> <p>(b) Administrative staff which includes Registrar, Director, Finance, Personnel Officer, Purchase Officer, Finance Officer, Administrative Supervisors, Media Officer, Information and Documentation Officer, Secretaries and other members of the staff doing administrative work.</p>

	<p>(c) Supporting staff which includes Technical Supervisors, Technicians and other members of the staff who provide support to technical work of the Centre.</p> <p>(d) Miscellaneous staff like attendants, drivers etc. attending to multi general activities like cleaning, driving, messenger service etc</p> <p>Recruitment of staff of the above categories shall be done as per the recruitment rules framed by the Council from time to time and after considering the recommendations of the duly constituted Selection Committee to be appointed by the Executive Committee/Managing Director; within their respective powers and after obtaining the approval of the Council wherever required under the Rules and Regulations of the Centre.</p>
3.2	Terms of appointment
3.2.1	<p>Certificate of physical fitness</p> <p>Every employee except those who have come on deputation from other Government or Public Sector organisations and who have already undergone .pre-employment medical examination shall, prior to taking up his or her appointment, be medically examined and be certified fit for services by a medical officer nominated by the Managing Director. They shall undergo a periodic (to be determined by the Managing Director) Medical examination at Society's cost so long as they continue in the service 'of the Centre.</p>
3.2.2	<p>Agreement</p> <p>Every employee of the Centre shall accept in writing the terms and conditions of his/her appointment before joining the Centre and again before taking up each subsequent appointment.</p>
3.2.3	<p>Salary</p> <p>Every employee shall be paid a salary fixed for his/her post, every month, so long as he/she remains in the service of the Centre and satisfactorily performs his/her duties.</p>
3.2.4	<p>Observance of Rules & Regulations</p> <p>During the period of his/her service, every employee shall observe, obey and abide by the rules of the Centre and the Bye-Laws made from time to time by the Council, and all standing orders passed by the Managing Director under Bye-law 4.2.2.</p>

3.2.5	<p>Work Assignment</p> <p>Every employee shall perform such duties as may be entrusted to him/her and shall, to the best of his/her ability, carry out the lawful directions of the Council, Managing Director, or of any other person to whose authority he/she may be subject, according to the rules and Bye-Laws of the Centre and standing orders of the Managing Director.</p>
3.2.6	<p>Full time service</p> <p>An employee shall devote his/her whole time to the service of the Centre and shall not take active part in politics, or without the previous permission of the Council in the case of the Managing Director and Directors or of the Managing Director in the case of others, engage directly or indirectly, in any trade, business, or occupation or enter into any remunerative commitment, or absent himself/herself without sufficient cause from duty except in the case of accident or sickness certified by a competent medical authority. Members of the staff shall not stand for election or accept nomination to any other body or authority without the previous permission of the Council in the case of Managing Director and Directors, and of the Managing Director in the case of others</p>
3.2.7	<p>Transfer/Posting</p> <p>Every employee shall be liable to be posted at the discretion of Managing Director or of any other official so authorised by the Managing Director, to serve at any of the Offices of the Centre/units or any other organisation for work of the Centre, at any place in India or abroad.</p>
3.2.8	<p>Work on Saturdays, Sundays and Holidays</p> <p>The Managing Director and Directors or a member of the staff to whom the power has been delegated by the Managing Director, may for urgent work, detail members of the staff on Saturdays, Sundays and Holidays and grant compensatory holidays.</p>
3.2.9	<p>Discipline</p> <p>Detailed CRIS- Conduct, Discipline and Appeal Rules, 2011 may be referred to.</p>
3.2.10	<p>Pay and allowances on acquittal</p> <p>If a member of the staff of the Centre has been discharged or dismissed and the charges are not proved against him/her, the appellate authority may grant to him/her for the period of absence from duty if,</p> <p>(a) he is fully exonerated, the full pay to which he/she would have been entitled had he/she not been discharged or dismissed and by an order to</p>

	<p>be separately recorded, any allowances of which he/she was in receipt prior to his/her discharge or dismissal, or</p> <p>(b) not fully exonerated, such proportion of pay and allowances as the appellate authority may prescribe</p> <p>The period of absence from duty will be treated as period spent on duty in case (a) above. It is not to be treated as period spent on duty in case (b) above unless the appellate authority directs to the contrary.</p>
3.3	Tenure of appointment
3.3.1	<p>Period of Service</p> <p>A member of the technical staff in the first instance, be appointed for a period normally not exceeding 5 years which may include a probationary period which shall be one year unless extended by the competent authority. On the satisfactory completion of service of 5 years, or earlier in exceptional cases, he/she may be offered a continuing appointment, provided, however, that no such appointment shall extend beyond the age of superannuation (60 years) or the dissolution of the Society, whichever is earlier. All members of the administrative, supporting and miscellaneous staff shall be appointed on probation, which shall be one year, unless extended by the competent authority, after which the appointment may be continued till the date of superannuation (60 years).</p>
3.3.2	<p>Extension</p> <p>Extension beyond superannuation may be granted by the Council, in special circumstances up to the age of 65 years to a member of the technical staff, and up to the age of 62 years to a member of administrative, supporting and miscellaneous staff, if the Council is satisfied that the member is competent and fit in all respects to render further service, such extension being, however, given for not more than 2 years at a time.</p>
3.3.3	Termination of Contract
3.3.3.1	<p>Technical Staff</p> <p>Subject to any contract under bye-law 3.3.1 the agreement of service of any member of the technical staff shall be terminated by either party giving to the other not less than three months notice in writing or salary for 3 months in lieu thereof except during the period of probation when the period of notice shall be 7 days. Such period shall be relax-able by the Managing Director or a member of the staff to whom the power has been delegated.</p>

3.3.3.2	<p>Administrative Supporting and Miscellaneous Staff</p> <p>The Service of any member of the administrative, supporting and miscellaneous staff shall be terminated by either party giving to the other a period of notice not less than three months or 3 months salary in lieu thereof. Such period of notice shall be relax-able by Managing Director or a member of the staff to whom the power has been delegated.</p>
3.3.3.3	<p>Curtailment period of notice</p> <p>Notwithstanding anything contained in 3.3.3.1.and 3.3.3.2</p> <p>(a) the service of any member of the staff may be terminated by giving a shorter notice than that specified in paragraphs 3.3.3.1 or 3.3.3.2 on payment to him/her of a sum equivalent to the amount of pay plus allowance for the period by which such notice falls short of the period specified.</p> <p>(b) the appointing authority, or the authority to whom the power has been delegated, may accept a shorter period of notice from a member of the staff in special circumstances</p>
3.3.3.4	<p>Leave on termination of Contract</p> <p>In case an employee wants to leave the job and serves notice on the administration, the earned leave on full pay to his/her credit may be counted towards the period of notice required under bye-laws 3.3.3.1 and 3.3.3.2 and for any part not so utilized, pay and allowances for a period not exceeding 300 days may be paid at the discretion of the Managing Director or a member of the staff to whom the power has been delegated by the Managing Director.</p>
3.4	<p>Emoluments and allowances</p> <p>The Council shall fix the scales of pay, allowances and perquisites of the staff of the Centre from time to time.</p>
4.	<p>POWERS, DUTIES AND FUNCTIONS OF THE COMMITTEE AND THE OFFICERS OF THE CENTRE</p>
4.1	<p>Powers. duties and functions of the Committee (Revised by OM NO.31/2011 dated 14.9.2011)</p> <p>Subject to the overall control of the Council, the Committee shall have the following powers and duties and shall perform the following functions:</p> <p>(a) to monitor and review periodically the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objectives of the Centre.</p>

	<p>(b) To consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Managing Director and forward the same to the Ministry of Railways.</p> <p>(c) to authorise reappropriation to augment provision under the head “Salaries, Allowances and Provident Fund contribution” on recommendations of the Managing Director.</p> <p>(d) to consider and submit for approval of the Council the proposals made by the Managing Director for alteration, addition and modifications to the Bye-laws made under the rules of the Centre.</p> <p>(e) to propose from time to time alteration, addition and modifications to the Rules and Regulations of the Centre to meet the aims and objectives of the Centre for approval of the Council.</p> <p>(f) to create posts in grade T-VII and T-VIII and A-IX (Creation of posts and appointments thereof in grades T-IX to T-XII and A-X and A-XI can only be done by the Council).</p> <p>(g) to delegate some of its powers, functions and duties to any member of the Centre as provided in rule 15 of Rules & Regulations.</p> <p>(h) make suitable grants for moneys or other assistance to other R&D Centres, Universities or industry for carrying out research, development and investigation subject to the provision in the Budget grant.</p> <p>(i) grant fellowships, scholarships, awards or other monetary assistance, on such terms and conditions as it may prescribe, to such persons as it may select for carrying out any research, investigation and study, on a subject in which the Centre is interested, subject to the provision in the budget grant.</p> <p>* (j) to revise or make any changes in allowances payable and entitlements to employees of the Centre from time to time. * Approved by Governing Council on 12.06.2007.(File No.CRIS/Amendment/ Bye Law</p>
4.2	Duties of Managing Director
4.2.1	<p>Business of the Centre</p> <p>It shall be the duty of the Managing Director to carry on the work of the Centre under the control of the Council and the advice of the Committee in accordance with the Rules and Bye-Laws for the administration and management of the Centre. In the event of Managing Director not agreeing with the majority views of the Committee, he may, if he so desires, refer</p>

	the matter to the Council. In the case of an emergency, he may take such action as may be necessary and report it to the Committee and the Council.
4.2.2	<p>Direction and Control of the staff</p> <p>All members of the staff of the Centre shall be under the general control of the Managing Director who may issue standing orders from time to time.</p>
4.2.3	<p>Sanction of Expenditure (Revised by OM NO.31/2011 dated 14.9.2011)</p> <p>Subject to the overall control of the Council and Committee, the Managing Director shall:</p> <p>(a) exercise full powers to approve and sanction expenditure under every head and item provided in the Annual and Supplementary Budget Grants as approved by the Committee.</p> <p>(b) Re-appropriate the sanctioned funds subject to the following conditions:</p> <p>(i) Reappropriation under the head "Salaries, allowances and provident fund contributions" shall require prior consent of the Committee.</p> <p>(ii) Reappropriation under the head of Capital Expenditure to cover expenditure on an item not included in the Budget shall require prior consent of the Council.</p> <p>(iii) No appropriations shall be made from the head of the Capital Expenditure to the head of Revenue Expenditure</p>
4.2.4	<p>Creation of Post/Making appointments</p> <p>(a) Create posts from time to time of - Technical, Administrative, Supporting and Misc. staff in grades T-(B) to T-VI, A-I to A-VIII, S-I to S-IV and M-I to M-III.</p> <p>(b) Appoint staff in grades T-(B) to T-VIII, A-I to A-IX, S-I to S-IV and M-I to M-III.</p> <p>(c) Appoint by nomination, staff of grade T-IX to T-XII, A-X and A-XI with prior consent of the Council.</p>
4.2.5	<p>Supervision of work</p> <p>The Managing Director shall exercise general supervision over the functioning of the Centre.</p>
4.2.6	<p>Annual Report</p> <p>The Managing Director shall submit the Annual Report of the Centre, to the Committee for onward transmission to the Council by the end of June each year.</p>

4.2.7	<p>Delegation of Powers</p> <p>Delegate any of his powers, functions and duties to any Officer/Member of the Centre, except where Governing Council/Executive Committee has already approved specific delegation to lower authorities.</p>
4.2.8	<p>Miscellaneous (Revised by by OM NO.31/2011 dated 14.9.2011)</p> <p>(a) Propose additions, alternations and modifications to the Bye-laws for any matter for consideration of the Committee and approval of the Council.</p> <p>(b) Appoint from time to time, sub-committees from amongst members and or staff of the Centre and assign and/or delegate them some of his powers, duties and functions as he may deem fit.</p> <p>(c) Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.</p> <p>(d) Appoint consultant(s) for carrying out items of work included in the sanctioned budget proposals.</p> <p>(e) Publish and/or to finance the publications, as it may deem fit from time to time of the work done or work carried out on behalf of the Centre.</p> <p>(f) Write-off irrecoverable losses of stores and moneys in excess of Rs. 10000/- in each case provided that:</p> <p>(i) the loss is not due to theft, fraud or neglect;</p> <p>(ii) it does not disclose a serious negligence on the part of an employee of the Centre; and</p> <p>(iii) submit a detailed Annual Budget Estimate under various heads for consideration and approval of the Committee.</p>
4.3	<p>*Duties of Directors</p> <p>Director(s) shall discharge such duties and functions of the Managing Director as may be assigned to him at the time of appointment or later by the Managing Director. Director Finance will also have authority and responsibility for managing financial and accounting matters of the Centre</p> <p>. *Approved by Governing Council on 12.06.2007 (No. CRIS/Amendment/Bye-laws)</p>
4.4	<p>Duties of the Registrar/Secretary</p>
4.4.1	<p>Secretarial Work</p> <p>Registrar shall act as Secretary to the Council/Committee.</p>

4.4.2	Administrative and Personnel Work In all matters including administrative and personnel work concerning the Centre, he/she shall act under the general control and order of the Managing Director.
4.4.3	Correspondence The Registrar shall be in-charge of the correspondence relating to the Centre subject to the instructions of the Managing Director.
4.4.4	Office Management The Registrar will be ,in-charge of the administrative and miscellaneous staff of the Centre.
4.4.5	Maintenance of premises The Registrar will look after the maintenance and upkeep of the premises and the property of the Centre.
4.5	Duties of Director, Finance
4.5.1	The Director, Finance shall deal with all matters relating to Finance and Accounts of the Centre. He/She shall be responsible for maintenance and upkeep of Accounts.
4.5.2	The Director, Finance shall be responsible for managing the funds of the Centre. He/She shall see that all moneys received by the Centre through grants, donations, gifts etc. are deposited in the Bank Accounts of the Centre and arrange payments on behalf of the Centre therefrom.
4.5.3	The Director, Finance shall prepare the Annual Budget, Supplementary Budget Estimates, Revised Budget Estimates and any other Budget papers for the Managing Director for submission to the Committee
4.5.4	The Director, Finance shall be responsible for the banking operations of the Centre and for the maintenance of Annual Accounts etc. as per the directive of Comptroller and Auditor General Of India.
5.	EXECUTION OF CONTRACTS ON BEHALF OF THE CENTRE
5.1	Contracts with Managing Director and Directors All contracts between the Centre and the Managing Director, Directors shall be signed by the Chairman of the Council or any other person authorised by the Council for the purpose.

5.2	<p>Contracts with others</p> <p>All other contracts by or on behalf of the Centre shall be signed by the Managing Director or by an officer of the Centre empowered by him.</p>
6.	<p>OTHER MISCELLANNEOUS MATTERS</p>
6.1	<p>Travel Allowances</p> <p>(a) Allowances for Members of the Council, the Committee and officers and staff of the Centre shall be paid in accordance with the Rules of the Centre in force from time to time.</p> <p>(b) For all other officers and staff, approval will be by the Managing Director.</p>
6.2	<p>Specialised Training and Attendance at Scientific Conferences:</p>
6.2.1	<p>(a) All Directors, officers and staff of the Centre may normally be allowed to attend Scientific Conferences and Congresses by the Managing Director.</p> <p>(b) All Directors, officers, staff of the Centre may be deputed for Specialised training at the discretion of :</p> <p>(i) The Chairman of the Council in the case of Managing Director,</p> <p>(ii) The Managing Director in all other cases.</p>
6.2.2	<p>Members of the Committee, Directors, officers and staff of the Centre when deputed by the Centre under Bye-Law 6.2.1 shall be eligible for daily and travelling allowances as laid down by the Council from time to time. In addition, the members so deputed shall be entitled to draw salary and all other allowances including house rent and city compensatory allowances.</p>
6.3	<p>Contribution to Technical Periodicals</p> <p>Contribution to Technical Journals resulting from the work carried out in the Centre by the officers and staff of the Centre shall contain the Centre's name and shall have the prior approval of the Managing Director.</p> <p>SCHEDULE TO BYE-LAWS 3.2.11 (Deleted in view of detailed CRIS Conduct and Discipline & Appeal Rules 2011 issued)</p>