

Chapter 2

RULES AND REGULATIONS

1.	<p>SHORT TITLE</p> <p>These Rules and Regulations may be called “Rules of the Centre for Railway Information Systems”.</p>
2.	<p>DEFINITIONS:</p> <p>In these rules, unless the context otherwise requires;</p> <ul style="list-style-type: none">(a) The "Society" or "Centre" means the Centre for Railway Information Systems;(b) The "Council" means the Governing Council of the Centre;(c) The "Committee" means the Executive Committee of the Centre.(d) The "Managing Director" means the Project Director;(e) The "Registrar" means the Registrar of the Centre; and(f) "Year" means the period of twelve calendar months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.
3.	<p>ADMINISTRATION AND MANAGEMENT</p> <p>Subject to these Rules and such Rules as may hereafter be made from time to time, the administration and management of the Centre shall vest in the Council which will:</p> <p>Periodically review and monitor the activities of the Centre and take remedial measures as deemed fit to meet the aims and objects of the Centre,</p> <p>The Council will be assisted by the Executive Committee for the total administrative, technical and financial management of the Centre under the broad guidance of the Council. The Committee has the right to authorise any of the members who are on the staff of the Centre in addition to the Registrar/ Secretary to sign and execute documents and contracts on behalf of the Society.</p>

4.	<p>THE COUNCIL/ GENERAL BODY</p>
4.1	<p>COMPOSITION OF THE COUNCIL :</p> <p>Minister-in-charge of the Railways will be the Patron. The Council shall consist of not less than 10 & not more than 16 members to be constituted as under:-</p> <ul style="list-style-type: none"> a. Minister-in-charge of the Railways or his nominee-Chairman **b. Minister of State for Railways - Vice Chairman c. Chairman, Railway Board d. Financial Commissioner, Railway Board e. Member Traffic, Railway Board f. Member Traction (Formerly Member Electrical), Railway Board g. Secretary, Department of Tele-Communications h. Secretary, Ministry of Information Technology i. Managing Director and up to 3 Directors as ex-officio members j. Not more than 2 members to be nominated by the Patron/Minister-in charge of the Railway Board k. One member to be co-opted on the basis of recommendations to be made by all members of the Council listed under (a) to (j) above. <p>In addition, Chairman, CMC and Chairman, ECIL, could be included as permanent invitees to the meetings of the Council.</p> <p>The above constitution of the Council can be modified by the Chairman, who is Minister-in-charge of Railways, Government of India.</p> <p>The Registrar/Secretary shall be the ex-officio Secretary to the Council.</p> <p>* This is as amended on 25.7.2002 as approved by Chairman Governing Council/ CRIS vide 2002/CRIS/GC Composition.</p> <p>** This is as amended by letter No.86/OIS/CRIS/GC dated 7.10.91.</p>

<p>4.2</p>	<p>MEETING OF THE COUNCIL (Revised by OM NO.31/2011 dated 14.9.2011)</p> <p>The Council or a standing sub-committee appointed by it shall adopt the accounts of the preceding financial year either by circulation or by formal meetings. The Council shall meet at least once a year or such number of times as it deems fit. The quorum for such meeting shall be five. The notice of the meeting signed by the Registrar will be given at least 15 days prior to the date of meeting. However, the period of notice may be reduced at the discretion of the Chairman of the Council, if the circumstances so warrant.</p> <p>The composition of the standing sub-committee would be as under:</p> <ul style="list-style-type: none"> (i) Managing Director/CRIS (ii) Director Operations/ CRIS (iii) Director Finance/ CRIS (iv) Director PS/ CRIS (v) Executive Director/ Finance X-II/ M/o Railways <p>Registrar will be the Secretary of the sub-committee. The accounts once audited by C&AG would be submitted to Executive Committee and then to the Governing Council before laying the same on the table of the house.</p>
<p>*5.</p>	<p>COMPOSITION OF THE EXECUTIVE COMMITTEE*</p> <p>The Executive Committee shall consist of not less than five and not more than 14 members to be constituted with the approval of the Chairman of the Council. Membership of the Executive Committee will comprise:</p> <ul style="list-style-type: none"> 1. Member Traffic, Railway Board as Chairman 2. Addl. Member (C&IS), Railway Board as Member 3. Addl. Member (Commercial), Railway Board as Member 4. Addl. Member (Traffic), Railway Board as Member 5. Addl. Member (Telecom), Railway Board as Member 6. Addl. Member (Budget), Railway Board as Member 7. Managing Director/CRIS as Member

	<p>8. Director (Finance)/CRIS as Member</p> <p>9. Director (Operations)/CRIS as Member</p> <p>10. Director(PRS)/CRIS as Member</p> <p>11. CAO/FOIS, Northern Railway as Member</p> <p>12. A representative from Ministry of IT as Member</p> <p>Chairman of the Executive Committee will be decided by the Chairman of the Council. The above composition of the Committee can be modified by the Chairman of the Committee, with the approval of the Chairman of the Council.</p> <p>*The number of members of Executive Committee was revised by the Governing Council on 19.07.2007 (File No.2002/CRIS/ Nomination/Policy/EC/Pt)</p>
6.	<p>MEETING OF THE EXECUTIVE COMMITTEE</p> <p>The Committee will hold its meetings at least once in 3 months. The notice of the meeting will be sent 7 days prior to the date of the meeting signed by the Registrar. The meeting may be held even at short notice as directed by the Chairman of the Committee. The quorum of the meeting would be four.</p>
7.	<p>DURATION OF MEMBERSHIP OF COUNCIL/EXECUTIVE COMMITTEE</p> <p>Where a person becomes a member of the Council/Committee by reason of the office or appointment he holds, his membership of the Council / Committee shall terminate when he ceases to hold that office or appointment. Other members shall hold office for five years unless the members resign or the authority which nominated them terminates their membership earlier, which they will have power to do.</p>
8.	<p>SECRETARY TO THE SOCIETY/COUNCIL AND EXECUTIVE COMMITTEE</p> <p>The Registrar/Secretary shall be the ex-officio Secretary to the Council and the Executive Committee. He/She shall act as the Recorder to the Council and the Executive Committee and shall have charge of all documents relating to the Centre. He/She will send the minutes of all the meetings to the members. He/She will also act as the Secretary to the Society.</p>

9.	<p>VACANCIES</p> <p>When a vacancy occurs in the office of the nominated members of the Council/Committee through death, resignation or for any other reason, such vacancy shall be filled by a person nominated by the concerned nominating authorities.</p>
10.	<p>VACANCY NOT TO AFFECT PROCEEDINGS</p> <p>If any vacancy in the office of a member of the Council or Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceeding of the Council or Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding the quorum necessary in the meetings of the Council/Committee.</p>
11.	<p>COUNCIL TO BE EXECUTIVE BODY OF THE CENTRE</p> <p>The Council shall be executive body of the Centre and subject to the provisions of these rules, the Council shall conduct the administration and management of the Centre with the assistance of the Committee.</p>
12.	<p>BYE-LAWS</p> <p>The Council may frame bye-laws from time to time not inconsistent with these Rules and Regulations of the Centre, and may in particular provide for the following matters:</p> <ul style="list-style-type: none"> (a) Conduct of business and the procedures to be adopted at the meetings of the Council/Committee. (b) Finance and Accounts of the Centre; (c) Terms and tenure of appointments, emoluments, allowances & other conditions of service of the officers and employees of the Centre; (d) Rules regarding discipline, suspension, dismissal of the officers and employees of the Centre; (e) Powers, duties and functions of the Committee as well as other officers and employees of the Centre; (f) R&D and other activities of the Centre;

	<p>(g) Execution of contracts and other instruments on behalf of the Centre;</p> <p>(h) Establishments and maintenance of pension, provident fund and other funds for the benefit of the officers and employees or" for the purpose of the Centre;</p> <p>(i) Conduct and defense of legal proceedings and manner of signing Pleadings;</p> <p>(j) Such other matters as may be necessary for the administration of the Centre;</p>
13.	<p>OFFICERS AND EMPLOYEES</p> <p>Subject to the provision of these Rules, the staff of the Centre will consist of:-</p> <ul style="list-style-type: none"> i) Managing Director ii) Directors iii) Technical Staff iv) Registrar/Secretary v) Administrative and Support Staff vi) Such other officers and employees as may be considered necessary for the work of the Centre. <p>Directors, Technical Staff, Officers and other employees and staff of the Centre can be drawn from the Government, Public Sector Corporations, other agencies or through direct recruitment according to the bye-laws to be framed under Rule 12 (c). Personnel drawn from the Government or Public Sector Corporations will not be required to sever connection from their parent organization for joining the Centre.</p>
14.	<p>APPOINTMENT OF MANAGING DIRECTOR, DIRECTORS;</p> <p>The appointment of Managing Director and Directors will be done as per the instructions of Govt. of India contained in DOPT OM No. 28/13/2006-EO (SM.II) dated the 3rd July, 2006. A copy of the instructions is at Annexure-1 of these Rules and Regulations. Subject to the provision of Rule 17, the Managing Director and Directors shall normally hold office for a period not exceeding five years at a time. Their emoluments, allowances and other conditions of service shall be fixed by the Council.</p>

	<p>{The policy for appointment of Managing Director and Directors was approved by the Governing Council on 12.06.2007 (File No. CRIS / Amendment / Bye Laws)}</p> <p>Railway Board have notified the Recruitment Rules for appointment to the post of Managing Director /CRIS vide their letter No. 2005/E(O)II/5/40 dated 17.07.2008. A copy of notification is at Annexure -2.</p>
15.	<p>POWER OF DELEGATION OF THE EXECUTIVE COMMITTEE</p> <p>The Executive Committee may delegate some of its powers, functions and duties to any member of the staff of the Centre.</p>
16.	<p>APPOINTMENT OF TECHNICAL STAFF</p> <p>Subject to the provisions of Rule 17, the appointment of engineers and scientists for the Centre above a certain grade (to be specified by the Committee) shall be approved by the Committee and below the specified grade, shall be made by the Chairman of the Committee or by an Officer to whom the power has been delegated by him under Rule 15 for a period normally not exceeding five years at a time for all grades.</p>
17.	<p>TENURE OF APPOINTMENT OF TECHNICAL STAFF</p> <p>Notwithstanding anything mentioned in Rules 14 and 16, the Council may offer continuing appointment up to age of sixty years to such employees of the Centre who render meritorious service towards implementation of the objectives of attaining self-reliance in the field of Railway Information Systems.</p>
18.	<p>APPOINTMENT OF ADMINISTRATIVE AND SUPPORT STAFF</p> <p>The administrative and support staff as well as other miscellaneous staff of the Centre shall be appointed by the Executive Committee or by an officer of the Centre to whom the power has been delegated by the Committee.</p>
19.	<p>APPOINTMENT OF REGISTRAR/ SECRETARY</p> <p>The appointment of the Registrar/Secretary shall be made by the Centre on the recommendations of the Managing Director and approved by the Committee & the Council.</p>
20.	<p>TERMINATION OF SERVICES OF STAFF</p> <p>The termination of services of the officers and employees of the Centre will be governed in accordance with the Bye-Laws to be framed under Rule 12 (c).</p>

21.	<p>PROPERTIES & FUNDS VESTED IN THE COUNCIL</p> <p>The properties and funds of the Centre shall vest in the Council and shall consist of:</p> <p>(a) Recurring grants made by the Government of India' through the Ministry of Railways.</p> <p>(b) Recurring grants for Research and Development Component of the Society's work to be made by the Government of India through the Ministry of Railways and the Ministry of Information Technology jointly on equal basis.</p> <p>(c) Any other grants made by the Government of India/State Government.</p> <p>(d) All machinery, plant, equipment and instruments (whether laboratory, workshop, prototype shop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Centre.</p> <p>(e) Gifts and donations of cash and securities and of all properties either movable or immovable; and</p> <p>(f) Remuneration received through consultancy, design, development, Technology transfer, contract etc.</p>
22.	<p>LEGAL ACTION</p> <p>The Registrar/Secretary may sue or be sued in the name of the Society in all legal proceedings.</p>
23.	<p>SEAL OF THE SOCIETY</p> <p>The Registrar is authorized to execute all documents and contracts, to put in the Seal of the Society on such documents on the direction of the Committee. The custody of the Seal would be with the Registrar.</p>
24.	<p>BUDGET AND ACCOUNTS (Revised by OM NO.31/2011 dated 14.9.2011)</p> <p>(a) The Committee shall approve formulation of the Annual Budget submitted by MD/CRIS before the end of March and forward the same to the Ministry of Railways</p> <p>(b) Money forming part of the funds of the Centre vested in the Council shall be deposited in the name of the Council in an approved Bank or Banks which shall be Nationalised Banks;</p> <p>(c) All the incomes, earnings, movable and l or immovable of the Society</p>

	<p>will be solely utilised and applied towards the promotion of the objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the member of the Society, or to any person or persons claiming through anyone or more of the members. No member of the Society shall have any personal claim on any movable and I or immovable properties of the Society or make. any profit, whatsoever, by virtue of his membership;</p> <p>(d) Arrangements for auditing of the accounts of the Centre will be made in consultation with the Comptroller and Auditor General of India.</p>
25.	<p>ANNUAL REPORT</p> <p>The Council shall submit a Report on the working of the Centre annually to the Ministry of Railways, Government of India. Such report shall contain particulars regarding the work of the Centre during the previous year and shall be accompanied by a balance sheet duly audited, showing the income and expenditure of the Centre during the said year.</p>
26.	<p>ALTERATION OF RULES</p> <p>(A) These Rules may from time to time be altered, added to and modified by the Council and the Rules (so altered, added to and modified) shall operate from such date as shall be notified by the Government of India.</p> <p>(B) All the provisions of Societies Registration ACT, 1860, shall apply to the Society.</p>
27.	<p>DISSOLUTION OF THE SOCIETY</p> <p>The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No.21 of 1860) after obtaining the previous consent of the Central Government in that behalf.</p> <p>If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall be given to the Central Government to be utilised for any of the purposes referred to in Section I of the Societies Registration Act (Act NO.21 of 1860). This will be in accordance with Section-14 of the Act.</p> <p>S.No Name Designation Signature</p> <ol style="list-style-type: none"> 1. Sh.Madhavrao Scindia Chairman, Governing Council Sd/- 2. Sh.Prakash Narain Member, Governing Council Sd/ 3. Sh S.Ramaswamy Member, Governing Council Sd/

