

**SOUTHERN RAILWAY**

E File No: **522731**

Divisional Office,  
Personnel Department,  
Chennai 600 003.  
Date: As signed

**DS/SRMU,  
DS/DREU  
DS/AISCSTREA  
DS/AIOBCREA**


**Sub: Procedure to be followed while seeking permission for Lunch Hour meeting.**

Recognized 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 format of 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 DRM.

 Digitally signed by  
KRISHNA  
MUTHURAJAN  
Date: 2025.02.14  
18:56:24 +05'30'

**DPO/MAS**

**Encl:** Format of application seeking permission.  
Standard Conditions for conduct of lunch hour meeting


Copy to: PS to DRM – for kind information of DRM  
ADRM-I, ADRM-II and CPM – for kind information  
**Sr.DSC, Sr.DSTE, Sr.DFM, Sr.DEN/Metro & Sr.DEE/G** – for kind info and  
necessary action  
Dy.CPO/IR&W – for kind information  
All other Branch Officers – for kind information  
Website/Notice Board

### **Standard Conditions for Conduct of Gate Meeting during Lunch Hours**

The following rules and regulations for conduct lunch hour gate meetings in Chennai 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 in the prescribed format along with a security deposit of **Rs.25,000/-** through Demand Draft. The request has to be submitted directly to IR Section at Sr.DPO/MAS office and acknowledgement to be taken. **{DD to be drawn in favour of Sr.DFM, Southern Railway}**
2. The venue for the permitted meeting in the GM Office premises will be the Vehicle Parking Area near to NGO staff canteen. No other area shall be utilized for assembling public. 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 LAeq [dB]** and any violation will be penalized heavily apart with forfeiting of security deposit with disconnection of the electrical supply immediately.
5. The requesting union/association may seek provision for uninterrupted electrical power supply if not using the megaphone/microphone with hand held speakers. However, the same should be indicated while making the written request. **The power supply shall be made available only 20 min before start of the meeting.** The Genset from outside is strictly prohibited and RPF shall ensure that the same is not allowed inside.
6. 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.
7. The requesting union/association are required to pay the rental charges of **Rs.5,000/-** in case they wish erect a stage. The charges for electrical energy charges will be as per the actual meter readings.
8. 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 and apart from forfeiting of the security deposit and necessary disciplinary action will be taken against the defaulter.

 Digitally signed by  
KRISHNA  
MUTHURAJAN  
Date: 2025.02.14  
18:56:50 +05'30'

Date: **14.02.2025**

**DPO/MAS**

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

To,

**Estate Officer, Chennai Division**

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

It is proposed to hold a Gate Meeting during lunch time on.....  
between **1315hrs and 1345 hrs** at the Parking Area beside NGO Annexe building.

In this connection, the following are furnished:-

Security Deposit of Rs.25,000/- by means of a DD is attached herewith.

The number of railway employees expected to participate is.....

The agenda of the meeting is attached herewith / not attached.

Stage for the meeting is required / not required. If "required" rent of Rs.5000/-  
will be paid.

Electrical supply arrangements are required / are not required for the meeting.

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**