



संख्या: WCR/HQ/GA/108/MPs Meeting/Vol-04

दिनांक: 10.01.2019

Procedure Order Hon'ble MPs Meeting

West Central Railway has three divisions viz. Jabalpur, Bhopal & Kota where meetings with Hon'ble MPs have to be conducted in every division along with GM at least once/twice in a year. In this meeting, all the Hon'ble MPs of the constituencies pertaining to the division are invited along with the MPs of the Rajya Sabha, who have opted for the constituencies pertaining to division. Railway Board has instructed to hold two meetings every year including one meeting before the Budget Session. No meeting should be held during Parliamentary Session. In order to successfully conduct the meeting with Hon'ble MPs, a Procedure Order stating the responsibilities of the various works within HQrs & Division and approvals of the competent authority which are required to be obtained have been listed below:-

Responsibilities for MP Meeting

SN	Description	Responsibility lies with (HQ/Divn)	Approval required
1.0	General:		
1.1	Finalisation of Date, Place and Division with the approval of GM	HQ	GM
1.2	Finalisation of Venue of meeting and Detailed Programme	Divn	GM
1.3	Invitation letter to Hon'ble MPs duly signed by DRM with a copy to DGM(G)	Divn	DRM
1.4	List of PHODs & HQrs officers to attend the meeting	HQ	GM
1.5	Accommodation/Stay arrangements, Logistics, Vehicle arrangement and Protocol officials for Hon'ble MPs	Divn	DRM
2.0	Booklet & Presentation:		
2.1	Presentation (to be made ready by 3 weeks in advance)-respective portions by HQ & Divn. Division to compile the consolidated presentation after taking HQ portion	HQ & Divn	GM & DRM
2.2	Agenda items (Old with remarks)- respective items by HQ & Divns. Consolidated compilation by Division after taking HQ portion.	HQ & Divn	GM
2.3	Agenda items (New with remarks)- respective items by HQ & Divns received till 48 hours before meeting. Consolidated compilation by Division after taking HQ portion.	HQ & Divn	GM
2.4	Preparation of booklet and distribution to Hon'ble MPs (at least agenda received by given date to be sent to Hon'ble MPs 5 days in advance)	Divn	DRM
3.0	Meeting Proceedings:		
3.1	Arrangement of laptop bag/other bag + booklet (Fresh copy with all agenda items received upto 48 hours prior to meeting) + Memento - to be broadly approved by GM	Divn	DRM
3.2	Arrangements at venue, Minute-to-Minute Programme, Seating arrangement, Welcome, Presentation and Lunch	Divn	DRM
3.3	Comparing of programme & Vote of Thanks	HQ	SDGM
3.4	Compiling of items and discussions and sending to HQ for updating status and reply after the meeting. Reply to be given by DRM.	HQ + Divn	GM

This has the approval of GM

Rahul
10/1/19
DGM (G)/WCR

Copy:- Secy. to GM :- for kind information of GM.
All PHODs/CHODs
All DRMs