

**APPLICATION FOR PERMISSION FOR CONDUCTING OF GATE MEETINGS**

(Application should be submitted one week in advance of the date on which the permission is required)

1. Name of the Applicant :
2. Designation :
3. Emp.No. :
4. Shop / T.No :
5. Telephone no/mobile no. if any :
6. Date(s) on which the permission is required for Gate meeting :
7. Purpose of conducting Gate meeting :
8. Location, where the meeting To be held :
9. Name of the organization / Association / Union represented :

I, on behalf of the participants in the Gate Meeting do hereby undertake that the conditions laid down hereunder for conducting the Gate Meeting will be followed strictly and I am aware that any breach of discipline in adhering to the conditions will render me liable for such action as provided for under the RS (D & A) Rules – 1968.

Date:

Signature of the employee.

**CONDITIONS UNDER WHICH THE PERMISSION FOR CONDUCTING OF GATE MEETINGS SHALL BE GIVEN.**

- (i) Gate meeting shall be held between 11.45. hrs and 12.25 hrs., so that the meeting finishes before or at the sounding of the warning Siren at 12.25 hrs.
- (ii) If it is required to use loud speakers permission may be obtained from police for the same and only Box speakers to be used.
- (iii) The loud speakers should not be turned towards the Administrative Offices, which work during this period.
- (iv) The Unions/Associations desirous of submitting memorandum to the Senior Officer shall intimate the Admn. About the same atleast 24 hrs. in advance and also note that not more than three to four representatives will be permitted to submit such a memorandum.
- (v) Disturbing the peace of the office by shouting of slogans, bursting of crackers etc. will be treated as a breach of discipline, rendering the person seeking permission for Gate Meetings liable for disciplinary action.

Any behavior in violation of Railway Service Conduct Rules, will lead to disciplinary action and non-grant of permission in future.