CHAPTER – I :- PRELIMINARY

1. Short title and commencement :

1.1 This manual may be called the 'RPF Establishment Manual 2019'

1.2 This Manual shall come into force from the date of its publication vide a directive issued by the DG RPF in exercise of the powers conferred under Rule 28 of the RPF Rules 1987 read with Section 8 of the RPF Act 1957.

1.3 A correction Slip, bearing a Number and date shall be issued as and when there is any amendment made in the RPF Establishment Manual 2019.

CHAPTER-II :- RECRUITMENT & OUTSOURCING IN RPF

1. RECRUITMENT:

i) Direct recruitment to the Force shall be made at the level of Constables, Sub-Inspectors and Assistant Security Commissioners/Assistant Commandants and all other posts shall be filled in by promotion or through a limited departmental competition from amongst the eligible enrolled members of the Force or by taking personnel on deputation in accordance with these rules.

i.a) The qualifications, method of recruitments, classification and scale of pay etc., for the posts of Inspector (Band Master), Sub-Inspector (Band Master), (Assistant Sub-Inspector (Band), Head Constable (Band), Constable (Band) shall be as specified in Schedule VI of RPF Rules 1987 which is enclosed as Annexure – 'G'.

ii) The procedure for filing up these posts and other matters not specially provided for in these rules shall be such as may be specified in the Directives.

2. DETERMINATION OF VACANCIES:

i) Existing and anticipated vacancies up to 31st December of the following year shall be assessed by PCSCs for their respective Zones and PCSC/RPSF for RPSF.

ii) For the purpose of determination of vacancies, Production Units (PUs) shall be clubbed with Zonal Railways as under:

Production Unit	Concerned Railway
CLW/Chittaranjan and Metro Rail Kolkata	Eastern Railway
DMW/Patiala, RCF/Rae Barelly and RCF/Kapurthala	Northern Railway
RWF /Yelahanka	South Western Railway
ICF/Chennai	Southern Railway
RWF/Bela and RCF/Harnaut	East Central Railway
DLW/Varanasi	North Eastern Railway

Instructions of the Government for introduction and maintenance of "post based roster" shall be scrupulously followed.

3. COMPILATION OF VACANCIES:

Each Zone shall calculate category-wise vacancy in accordance with Para-2 mentioned above and forward it to the Security Directorate (DIG/Recruitment & Training)/Railway Board. Similarly, vacancies in RPSF shall be compiled by Force HQ of RPSF/Dayabasti and forwarded to Railway Board by IG/RPSF.

Zone-wise/Category-wise vacancies for RPF and RPSF shall be consolidated in the following Groups of Zonal Railways by Security Directorate for notification of vacancies for recruitment of Constables and SIs as under -

Group	Zonal Railway	Male				Female				Total
		UR	SC	ST	OBC	UR	SC	ST	OBC	
A	SR, SWR & SCR									
B	CR, WR, WCR, & SECR									
C	ER, ECR, SER, & ECoR									
D	NR, NER, NWR & NCR									
E	NFR									
F	RPSF									

Note: 10% of vacancies shall be reserved for Ex-Servicemen as per Govt. of India instructions.

4. PROCEDURE OF RECRUITMENT:

CONSTITUTION OF CENTRAL RECRUITMENT COMMITTEES

4.1 Central Recruitment Committee (CRC). for conducting recruitment for the post of Constables/Sub-Inspectors, shall be constituted by DG/RPF as under :

Sl. No.	Rank for which recruitment is to be conducted.	Composition of Central Recruitment Committee (CRC)
1	Sub-Inspector (Exe) Sub-Inspector (Band)	**CRC- SI** - Four (4) IG/DIG *[Senior most member of the Committee shall act as Chairperson of Central Recruitment Committee for Sub-Inspectors (**CRC-SI)** and shall be responsible for expeditious completion of process].*
2	Constable (Exe)/Constable (Ancillary)/Constable (Band)/Driver Gr III	**CRC –CT** -Four (4) JAG/Senior scale officers *[Senior most member shall act as Chairperson of Central Recruitment Committee for Constables (**CRC-CT**)].*

Note: The Chairperson/CRC will exercise all the powers of Chairman RRB in respect of the recruitment process under this chapter. For sanctioning incurrence of expenditure by the Chairperson-CRC, PCSCs, as nominated below, will process proposals in coordination with their associate Finance

4.2

Sl. No.	Rank for which recruitment is to be conducted	Nominated PCSCs for processing proposals of expenses
1	Sub-Inspector (Exe) Sub-Inspector (Band)	Chairperson of Central Recruitment Committee shall act as the Co-ordinating PCSC
2	Constable (Exe) Constable (Ancillary) Constable (Band) Driver -III	As nominated by DG/RPF

5. CONSTITUTION OF GROUP SUB COMMITTEES (GSCs) FOR PET, PMT, TRADE TEST & DOCUMENT VERIFICATION AND PREPARATIONS OF CSRs.

5.1 Six (6) Group sub-committees:

Six (6) Group sub-committees shall be constituted by nodal PCSCs of each Group, for conducting PMT/PET, Trade Test and Document Verification, with the approval of DG/RPF Nodal PCSCs of each Group will be as under :

GROUP	ZONAL RAILWAY	NODAL PCSC
A	SR, SWR & SCR	SR
B	CR, WR, WCR, & SECR	CR
C	ER, ECR, SER, & ECoR	ER
D	NR, NER, NWR & NCR	NR
E	NFR	NFR
F	RPSF	RPSF

5.2 Composition of Group Sub-Committees shall be as under:

SL	Rank	Composition of Committee
1	Sub-Inspector (Exe)/ Sub-Inspector (Band)	4 JAG Senior scale officers with senior most member as Chairperson.

2	Constable (Exe) Constable (Ancillary) Constable (Band) / Driver Gr III	

6. REPRESENTATION OF DIFFERENT COMMUNITIES/EXPERTS IN CRC-SI, CRC-CT AND GROUP SUB-COMMITTEES:

i) Central Recruitment Committee and Group Sub Committees must have members to represent the SC/ST, OBC and Minority communities.

ii) For recruitment in band, one expert in music and for recruitment of Driver Gr III, one mechanical engineer from any government organization, may be co-opted as a member of the Group Sub-Committee for the trade test.

iii) Members of Central Recruitment Committee shall not be members of such Group Sub-Committee(s)

iv) Officers of suitable / of desired rank may be drawn by Nodal PCSCs for constitution of Group Sub-Committee from among officers available in the zones falling in their respective Groups. In case an officer of suitable desired rank is not available from any of the communities in that Group, an officer of lower rank may be co-opted. In the event of non-availability of officers of specified community even in the lower rank, the PCSCs of the concerned Group will approach Railway Board for nomination of suitable officers.

v) All officers/staff involved in the recruitment process including Chairperson of CRC/GSC will give an undertaking that they do not have interest in selection of any candidate appearing and none of their relatives have applied for the post for which recruitment is being done.

7. INELIGIBILITY:

No person

i) who is not a citizen of India, or

ii) who has entered into or contracted a marriage with a person having a spouse living, or

ii) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment as member of the Force

8. ELIGIBILITY OF CANDIDATES:

i) Citizenship: Must be a citizen of India.

ii) Educational Qualification and age:

Category	Educational Qualification	Age (yrs)		Experience
		Min	Max	
Sub-Inspector (Exe)	Graduate from a recognized university.	20	25	--
Constable (Exe)/Ancillary	Must have passed High School Examination or its equivalent from a recognized Board or University	18	25	--
Driver Grade-III	Same as for Constable (Exe)	20	25	Heavy vehicle driving license which must be at least six months old

Note: Degree from a recognized university for Sub-Inspector (Executive) and matriculation certificate for Constable (Executive/Ancillary), Driver Grade-II from a recognized Board shall only be valid.

iii) **Date of birth mentioned in Matriculation or equivalent** certificate alone shall be acceptable. For detailed guidelines on enlistment standards, age and educational/additional qualifications refer RPF Rules 47 & 48 as modified from time to time.

iv) **Relaxation in Age (as per order of the Government of India)**:

Sl. No.	Category	Age relaxation permissible beyond upper age limit
1	SC/ST	5 years
2	OBC	3 years
3	Candidate who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1st Jan 1980 to 31st Dec 1989. (Unreserved)	UR - 05 years OBC - 08 years SC/ST - 10 years
4	Only for post of sub Inspector: Central Govt. Employee (Unreserved) other than ex-servicemen, who have rendered not less than 3 years of regular & continuous service on date of reckoning.	UR - 5 Years OBC - 8 years SC/ST - 10 years
5	Widows, divorced women and women judicially separated from husband but not remarried.	UR - 2 years OBC - 5 years SC/ST- 7 years

v) RECRUITMENT UNDER SPORTS QUOTA:
Recruitment of sportspersons will be made as per procedure and criteria laid down in Directive 45 Dated 17.09.2018 as well as Sports Policy 2018.

vi) Special provision for ex-servicemen:

Definition of "Ex-serviceman" shall be included in notifications, clearly mentioning that it does not include retired/discharged personnel of Central Armed Police Forces (CAPFs) and Central Police Organizations (CPOs). Ex-Servicemen will be required to clearly indicate all required particulars including community in the ONLINE application and produce all documentary proofs including Community certificates in the prescribed format during document verification. Age may be relaxed beyond upper limit by 03 years for UR, 6 years for OBC and 8 years for SC/ST after deduction of military service rendered (minimum of 6 months after attestation) from actual age as on the date of reckoning.

vii) PHYSICAL MEASUREMENT:

Category	Height (in cms.)		Chest (in cms.) Only for male	
	Male	Female	Unexpanded	Expanded
UR/OBC	165	157	80	85
SC/ST	160	152	76.2	81.2
For Garhwalis, Gorkhas, Marathas, Dogras, Kumaonese, and other categories specified by Govt.	163	155	80	85

9. PUBLICATION OF EMPLOYMENT NOTICE:

i) A single advertisement for recruitment for the post of Sub-Inspector shall be published by Chairperson of Central Recruitment Committee-Sub Inspectors (CRC-SI). Tentative examination date may also be indicated in the advertisement with direction to the prospective candidates to visit the website frequently to know actual examination date and downloading of admit card.

ii) A single advertisement for recruitment for the post of Constable shall be published by chairperson of Central Recruitment Committee-Constable (CRC-CT). Tentative examination date may also be indicated in the advertisement with direction to the prospective candidates to visit the website frequently to know the actual examination date and downloading of admit card.

iii) It shall be clearly mentioned in the notification that those opting for Group F i.e. RPSF (in the case of Sub-Inspectors as well as Constables) shall have to serve in RPSF only. They will be eligible for posting in a Zone only after promotion to a Gazetted rank.

10. ENGAGEMENT OF AGENCIES FOR PROCESSING OF APPLICATIONS AND CONDUCTING COMPUTER BASED TEST (CBT):

An agency, as per the norms adopted by RRBs, shall be engaged for processing of online applications. Another agency shall be engaged for conducting COMPUTER BASED TEST (CBT). The same agency will not be given the work of processing of applications and conducting CBT. Scope of work which may be handled by Agencies are –

Agency for processing of application	Agency for online tests
• Processing of applications. • Candidates data upload for test center mapping and admit card generation based on data shared by Agency for CBT. • Accountal of money received and deposition as per the guidelines given by Chairperson-CRC. • Test center allocation to all candidates and provision of admit cards to candidate as per test schedule. • Intimation to candidates for downloading of hall tickets/admit cards. • Refund of money to eligible candidates. • Uploading call letter for PET/PMT/Trade Test/Document Verification. • Intimation to candidates for downloading of call letters for PET/PMT/Trade Test/Documents Verification. • Provide helpdesk support, from 10 AM to 6 PM from the date of publication of advertisement till completion of CBT. • Any other task as decided by the Chairperson-CRC.	• Identification and finalization of test centers as per requirement and number of candidates. • Content creation (question papers for objective examination) as per requirement. • Deployment of trained manpower and inventory setup at every test center for conduct of computer-based examination. • Frisking of candidates. • Separate enclosures to frisk female candidates. • Biometric Registration across all test centers. Capturing of candidate photo through webcam. • Secured (encrypted/VPN protected) downloading of the question paper at each test center and availability of question on candidate machines. • Monitoring of the whole examination through command center. • CCTV surveillance at test centers. • Matching the candidate responses with the correct keys. • Final result processing after evaluation of objective exams. • Sharing of results and other exam related data such as audit trails, attendance, etc. with CRC. • Provide support with

	examination related data for handling RTI queries. • Biometric verification of candidates appearing for PET & Medical. • Any other task as decided by Chairperson-CRC.

The scope of work mentioned above is indicative and not exhaustive. The Chairperson - CRC may add/alter /omit/change the scope as per administrative requirements.

Chairperson-CRC-SI/CT may also constitute a Recruitment Cell for expeditious processing of the recruitment matters.

The detailed guidelines issued in the ***Directive – 43*** may be referred to regarding various instructions to be issued to the applicants.

11. RECRUITMENT PROCESS:

The recruitment shall be held in the following phases:

PHASE-I	COMPUTER BASED TEST (CBT)
PHASE-II	PHYSICAL EFFICIENCY TEST (PET) & PHYSICAL MEASUREMENT TEST (PMT)
PHASE-III	TRADE TEST (for Drivers/Ancillary staff/Band)
PHASE-IV	DOCUMENT VERIFICATION

Note: The phase IV shall be completed immediately after PET/PMT in case of Const (Exe)/SI (Exe) and immediately after Trade Tests in case of other categories at the location where PET/PMT & Trade Tests are being conducted.

11.1 PHASE-I- COMPUTER BASED TEST (CBT) :

i) Date and time for CBT shall be fixed by Chairperson-CRC-SI/CT. CBT shall be held at different centers across the country simultaneously for all the Groups.

ii) Candidates shall have following language options for Computer Based Test (CBT) out of which they shall have to opt for one:-

Hindi, English, Urdu, Tamil, Telugu, Konkani, Malayalam, Kannada, Marathi, Gujarati, Bengali, Oriya, Punjabi Assamese and Manipuri.

iii) The standard of examination for Sub Inspectors will be graduation level and for other categories, 10th level.

iv) **It will be necessary to obtain 35% marks (30% marks by SC and ST candidates) to qualify in the CBT.**

v) Agency assigned will be responsible for conducting CBT, arranging all logistical support required for conducting CBT and for ensuring fairness and transparency

of CBT.

vi) Chairperson-CRC-SI/CT may issue detailed instructions for conducting CBT and the precautions to be observed, similar to the system followed by RRBs.

vii) Centres for CBT shall be, as far as practically possible, located in such a manner that candidates from all States and Union Territories get opportunity to attend the CBT at the nearest possible location.

viii) **Details of time allowed and number of questions for CBT shall be decided by the CRC. For the purpose of guidance, however, the following can be followed-**

	Time allowed (In minutes)	No. Of questions	General Awareness	Arithmetic	General Intelligence & reasoning
Sub Inspector (Exe)	90	120	50	35	35
Sub-Inspector (Band)	45	60	20	20	20
Constable (Exe)	90	120	50	35	35
Constable (Ancillary)	70	90	30	30	30
Driver Gr-III	70	90	30	30	30
Constable (Band)	45	60	20	20	20

ix) The CBT questions will be designed as under:

a. **General Awareness:**
Questions will be aimed at testing the candidate's general awareness of the environment around him and its application to society; to test knowledge of current events and such matters of everyday observation and experience as may be expected of any educated person. The test will also include questions relating Indian History. Art & Culture, Geography, Economics, General Polity, Indian Constitution, Sports, General Science, etc.

b. **Arithmetic** :
Questions on Number systems, whole numbers, decimal and fractions and relationships between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, use of table and graphs, mensuration, time and distance, ratio and proportion etc.

c. **General Intelligence & reasoning** :
Questions on analogies, similarities and differences spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

x) **Candidates will be required to answer all questions and shall be**

awarded 01 (one) mark for each correct answer. 1/3 mark will be deducted for each incorrect answer (negative marking). No mark shall be awarded or deducted for questions not attempted.

xi) The question paper will be in English, Hindi, Urdu and local languages as indicated in Para 15.1 (ii) of Directive-43 dated 13.4.2018.

xii) Concerned PCSCs will make available officers and staff required to be deputed for smooth conduct of the CBT.

xiii) Agency responsible for conducting CBT shall arrange seating arrangements carefully to prevent use of any unfair means. CBT shall be held in such a manner that adjacent candidates get different sets of question papers.

xiv) Agency assigned will ensure that admission of candidates is properly regulated, so that there is no impersonation. Call letters will be checked before candidates are allowed to enter the hall/room. **No candidate will be allowed to enter the examination hall beyond 10 minutes after commencement of the CBT.**

xv) Candidates allowed to enter the examination hall/room will be required to mark presence as prescribed, which will form the basis for the absentees' statement. Signatures and biometric thumb impressions of both thumbs of all candidates will be obtained as proof of appearing in the written test.

xvi) After entering respective halls /rooms, candidates will take their allotted seats. Candidates will be strictly prohibited from bringing into examination halls / rooms any book or part of book paper, calculator, mobile phones, gadgets of any description; or from communicating from each other or from communicating with any person outside the examination hall room. CCTV surveillance/ Videography of every hall / room of the centre should be conducted in such a manner that the face of the candidate is captured during the examination to obviate the possibility of impersonation.

xvii) Candidates will fill their roll numbers and other particulars as specified, at the appropriate places provided for this purpose.

xviii) No candidate will be allowed to leave the hall/room till the conclusion of the examination. After the examination is over, necessary follow-up action shall be ensured by Agency concerned as per instructions received from Chairman, Central Committee.

11.1.2 FINALISATION OF PROCESS AFTER COMPUTER BASED TEST:

i) After holding of CBT, result will be expeditiously compiled by the Agency. Merit list for each category shall be separately prepared for each Group. Candidates opting for a particular Group will be included in the merit list of that particular Group. Candidates opting for Group-F (RPSF) will be included in the merit list of RPSF.

ii) CRC-SI and CRC-CT shall check all the details before publication of the CBT result and ensure that all norms stipulated in this Chapter have been properly followed. After completing all checking. CRC-SI and CRC-CT will authorize publication of

results of CBT, Group/category-wise. The result should be published in the ascending order of roll numbers so that merit is not revealed at this stage.

iii) For posts of Constables (Exe), Constable (Ancillary), Constable (Band), Driver Grade-III and Sub-Inspectors (Exe) & Sub-Inspector (Band) candidates to the extent of 10 times the number of vacancies in each category for Male/Female/Ex-Servicemen candidates for each Group shall be called for PET and PMT from amongst the candidates who have secured minimum qualifying marks. However, in case, requisite no. of candidates do not qualify in PET/PMT and it is assessed that vacancies in any category/Group for Male/Female/Ex-Servicemen will not be filled up, additional candidates equal to 10 times the number which are likely to remain vacant after the first round of PET/PMT may again be called from amongst the candidates who have secured minimum qualifying marks for a second round of PET/PMT. There shall be a maximum of two rounds of PET/PMT.

If vacancies of Female and Ex-Servicemen are not filled after second round of PET/PMT vacant pasts will he filled up by male candidates of respective category.

iv) Result of CBT shall be duly uploaded in the designated website with direction to candidates to frequently visit the site for downloading call letters for PET/PMT/Document verification.

v) Call letters for PET/PMT/Trade Test/Document verification shall be uploaded in the website at least 3 weeks prior to tests. "Instructions to candidates" will be provided with call letters and will include instructions to the candidates to come prepared for PET/PMT/TRADE/TEST/DOCUMENT VERIFICATION and for stay at their own expense and arrangement for a few days at the venue. It shall also be specified that the Railways will not be liable to compensate the candidate in any way in case he/she suffers any injury during PET. The call letter should further clearly state that use of false certificates will attract criminal prosecution in addition to disqualification of candidature subsequent dismissal from service, if appointed. No separate call letters shall be sent for document verification as it will be conducted immediately after PET/PMT or trade test as the case may be.

11.2 PHASE-II: PHYSICAL EFFICIENCY TEST (PET) & PHYSICAL MEASUREMENT TEST (PMT)

i) On receipt of requisite data/records from Central Recruitment Committee, Nodal PCSC of the Group will get the process of PET/PMT/Trade test/Document Verification initiated for their respective Group.

ii) Nodal PCSC of the Group will be responsible for smooth and timely completion of the process of PET/PMT/Trade Test/Document verification for their respective Group by Group Sub Committees (GSC). The roll number wise list of candidates in each category to be called for PET/PMT of the respective Group shall be submitted by the Chairperson- CRC to the Nodal PCSC of the Group who will be responsible for completion of rest of the recruitment process.

iii) Group Sub Committees/SI & Group Sub Committees/CT will ensure timely

initiation and completion of process of PET/PMT/Trade Test (wherever applicable) immediately followed by document verification for their respective Group at the designated venue.

iv) The qualifying criteria of PET shall be as under:

Category	1600 mtrs race/run	800 mtrs race/run	Long Jump	High Jump
Sub Inspector (Exe)	6 min 30 secs	--	12 ft	3 ft 9 inch
Sub Inspector female (Exe)	--	4 mins	9 ft	3 ft
Constable	5 min 45 secs	--	14 ft	4 ft
Constable female	--	3 min 40 secs	9 ft	3 ft
Constable Band	--	3 min 40 secs	9 ft	3 ft
Ancillary Staff	--	3 min 40 secs	9 ft	3 ft
Driver Gr- III	6 min 30 secs	--	12 ft	3 ft 9 inch

Note: Ex-servicemen shall be exempted from PET. However, they will have to undergo PMT.

A candidate must qualify in all Tests as per above norm to be eligible for further consideration.

v) The member who has conducted measurements/tests shall affix his signature to authenticate the result.

vi) The work of conducting PET and PMT may be distributed amongst the members by the Chairperson of Group Sub Committee.

vii) Signatures and digital impressions of both thumbs of all candidates appearing for PET and PMT will be obtained. The entire process of PET and PMT will be video-graphed in such a manner that the face and chest number of the candidates are clearly discernible.

viii) Digital thumb impressions taken during PET/PMT will be matched with corresponding digital thumb impression taken during CBT to eliminate impersonation.

ix) For 1600/ 800 mtrs race event only one chance will be given; for the remaining events viz. Long jump and high jump, the candidates will be given up to 2 chances each.

x) 1600/800 mtrs race event be conducted first followed by Height/Chest measurement followed by other 2 events (Long Jump/Jump). The 1600/800 mtrs. race will be conducted using RFID technology.

xi) All candidates qualifying in 1600 mts/800 mts race will be measured for eligibility with respect to height and chest. Chest measurements will be taken only for male candidate. If a male candidate's unexpanded chest measurement is below eligibility limit, measurement for expansion of chest shall not be taken and he shall be treated as disqualified.

Male candidates who do not have minimum height shall not be considered for measurements of chest and shall be treated as disqualified. Candidates who do not have minimum height, chest (unexpended/expended) (if applicable) shall be treated as having failed in PMT.

xii) Candidates failing in PET/PMT shall be sent out of the venue after putting an indelible ink mark on the index finger of the left hand. Their call letters shall be collected.

xiii) PET/PMT is qualifying in nature. No marks are to be awarded.

xiv) A Grievance Redressal Cell will be constituted by the Nodal PCSC of the Group concerned. Candidate must represent within 03 days of the date of the test to the concerned PCSC. This must be mentioned in the employment notice and the call letter for PET and PMT. The Grievance Redressal Cell will receive and redress grievances of candidates regarding PMT. Details of complaints received shall be recorded in a register indicating action taken. Receipt of the complaint should be promptly acknowledged and the complaint disposed off within 2 days by the nodal PCSC, whose decision shall be final.

xv) The results of the PET and PMT shall be recorded on the PET Sheet immediately after the tests / measurements.

xvi) After completion of the entire PET and PMT process, only qualified candidates shall be considered for Trade Test (wherever required) and document verification at the venue itself.

xvii) The list of qualified candidates for a particular Group will consist of qualified candidates who opted for that particular Group.

11.3 PHASE III : TRADE TEST (Wherever required)

i) PET/PMT shall be followed by Trade Test for recruitment to the posts of Sub Inspector (Band), Constable (Band), Constable (Ancillary) and Driver Gr. III and all candidates who qualify in PET and PMT shall undergo the Trade Test.

ii) Digital impressions of both thumbs of candidates and their signatures will be obtained on an Attendance Sheet as proof of appearance in the Trade Test.

iii) Each page of the record of Trade Test will be signed by each member of the Group Sub Committee.

iv) Candidates for the categories of Constable (Barber, Cobbler). Sub Inspector (Band) and Constable (Band) shall bring their own tools/instruments for their Trade Test.

v) Trade test will consist of the following:

Sl	Trade	Tests
1	Barber	Handling of tools, Hair Cutting, Shaving
2	Sweeper	Cleaning of septic tank, Sweeping, Cleaning of toilets, Cleaning of Bathrooms, mopping floor, etc
3	Washerman	Washing, folding and Ironing of clothes,
4	Water Carrier	(a) Washing & cleaning of vessels, (b) Kneading of Atta and making chapatis, Cutting of vegetables, and (c) Any one of the following: Cooking Rice, Vegetable Dal, Sambar, Meat, Fish, Kheer.
5	Gardener	Any two of the following : (i) Transplantation, (ii) Making grafts, (iii) Maintenance of plants, knowledge of seeds and their sowing season, fertilizers and indigenous manures.
6	Tailor	Any two of the following (i) Taking measurement and stitching of shorts. (ii) Capability to carry out minor repairs, maintenance & trouble-shooting of sewing machine, iii) knowledge of tools/machines used in cutting, tailoring, etc.
7	Cobbler	Knowledge of shoe repair, Shoe polishing, punching neat holes in leather.

vi) Driver Grade-III:

Candidates will be asked to (i) make a figure of '8' in reverse gear with a light motor vehicle, and (ii) reverse a heavy vehicle into a designated garage size space only with the help of rear/side-view mirrors. They will also be tested for tyre changing, fuse replacement, checking of various lubricants in the vehicle (steering oil, gear oil, differential oil, brake oil, etc.) and checking of coolant and battery fluid.

vii) Sub-Inspector Band :

All candidates will be tested by the Committee for command and conduct of the band. The candidate should be able to select music, develop performance programme, set musical standard for the group, and play any instrument of his choice from the list of instruments enclosed [**Annexure - 'F'**].

viii) Constable Band :

All candidates will be tested by the expert in the Committee on their instrument of choice from the list of instruments enclosed [**Annexure - 'F'**].

11.4 PHASE –IV: DOCUMENT VERIFICATION:

FORMAT OF CERTIFICATES:

i) The following documents in original, as well as their self-attested photocopies, will be required for verification in respect of candidates who qualify in PET/PMT/ Trade test.

a. Matriculation Certificate as proof of age,

b. Graduation /Matriculation Certificate as proof of educational qualification,
c. Caste Certificate (for SC. ST & OBC candidates) in the format prescribed for Employment under Central Government,
d. Discharge Certificate for ex-Servicemen,
c. Two copies of self-attested colour photograph,
f. No Objection Certificate (NOC) from the present employer in case of serving Govt. Employees,
g. Domicile certificate wherever applicable,
h. Driving License, Trade/ experience certificates wherever applicable,

ii) Those candidates who do not appear for document verification will not be considered in the final selection, irrespective of their performance in written examination and PET/PMT.

iii) Group sub-committee conducting document verification will obtain digital impressions of both thumbs of the candidates and their signatures on an Attendance sheet as proof of their appearance.

NOTE-I:
Candidates who wish to be considered against vacancies reserved/or seek age relaxation must submit the requisite/relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/Ex-SM status will not be entertained and their candidature applications will be considered under General (UR) category if eligible. Certificates obtained in any other format will not be accepted.

NOTE-II:
All Certificates should be either in English or in Hindi only. Where certificates are not in English/ Hindi, self attested translated version (In Hindi /English) should be produced wherever whenever required.

NOTE-III:
Minorities mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) (further revision if any received till the closing date of this Centralized Employment Notice). Minority candidates claiming waiver of examination fee will be required to furnish 'minority unity declaration' affidavit at the time of document verification to the effect that they belong to any of the above minority communities. If the certificate is not produced at the time of document verification, the candidature will be rejected. Economically Backward Classes have to submit income certificate at the time of document verification in the prescribed format on the letter head of the issuing authority.

NOTE-IV:
Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column.3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, and further revision if any received till the closing date of Centralized Employment Notice.

NOTE- V:
Failure to produce required documents will lead to disqualification of the candidate, except for Caste Certificate, in which case the candidate will be treated as unreserved. No extension of time for production of original certificates shall be given, except in cases where the Caste certificate has been produced in a format other than prescribed, or where any certificate is claimed to have been lost/stolen (claim supported by FIR), in which case the candidate will be allowed a time extension of four (4) weeks.

iv) Group Sub Committee shall prepare a Broad Sheet consisting of columns for Roll no., Name, Father's Name, Category, Date of Birth, Height and Chest (unexpanded/expanded), 1600/800 mtrs race/run, Long jump and High jump, indicating whether the candidate has qualified or not. The Broad sheet shall contain names of all candidates called for PET/PMT/Trade Test.

12. COMPLETION OF RESULT:

i) SUB-INSPECTOR :

After completion of PET/PMT/Trade Test/Document verification, Group Sub-Committees of each Group shall compile a Consolidated Broad sheet for each category, for each Group of zones according to roll number, indicating the status and performance of all candidates who were called for Document Verification.

The broad-sheet shall be submitted by Group Sub-Committee, through Nodal PCSC of the Group, to the Chairperson- CRC for preparation of panel.

a) The following chart shows the marks required for inclusion in the initial merit list:

Category	No. of marks in Written Examination		No. of marks in Trade Test		Remarks
	Total	Qualifying	Total	Qualifying	
SI (Exe)	120	UR/OBC=42 SC/ST=36	0	0	
SI (Band)	60	UR/OBC=21 SC/ST=18	40	UR/OBC=16 SC/ST=14	

b) Preparation of SELECT PANEL LIST:

"A final merit list for each Group will be prepared by CRC/SI in the descending order of marks obtained. A select panel list, limited to the number of vacancies for a particular Group in each category, will be prepared from the final merit list. List will show qualified candidates in each category. In addition, a reserve panel in each category, of those candidates who couldn't find place in the panel, shall be shown separately to fill up vacancies arising due to candidates not appearing and/or not qualifying in medical test**/**character and antecedent verification and the following procedure should be adopted in this

regard:-

1. The reserve panel should have a cap of 50% of select panel for each category.

2. On demand by the concerned PCSC, the Chairman/CRC will supply the names of candidates from the reserve panel, category wise to the concerned PCSC.

3. The reserved panel should be valid for one year from the date of publication of result.

Based on the vacancies, merit and preference of candidates. Zone allotment of candidates selected for each Group will be finalized by CRC/SI.

For RPSF: A final merit list for Group F (RPSF) will be prepared in the descending order of marks obtained. A select panel list, limited to the number of vacancies for RPSF in each category, will be prepared from the final merit list. A reserve panel in each category, of those candidates who couldn't find place in the panel, shall be shown separately to fill up vacancies arising due to candidates not appearing and/or not qualifying in medical test.

Candidates from SC, ST and OBC categories, selected purely on merit without availing any relaxation available to them, shall be counted against unreserved vacancies. If more than one candidate has obtained the same mark, the one who is senior in age will be placed above the one junior in age. In case the date of birth also happens to be the same they will be placed in ascending alphabetical order (a to z).

The Chairperson, Central Recruitment Committee will submit the panels along with proceedings to the competent authority for his approval.

c) The select panel list, once approved by the competent authority, shall be immediately released and placed on the Indian Railways official website, published in the leading newspapers and Employment News/Rozgar Samachar.

ii) CONSTABLE :

After completion of PET/PMT/Trade Test/Document verification, each Group Sub-Committee shall compile a Consolidated Broad sheet for each category, for each Zone/RPSF according to roll number. Indicating the status and performance of all candidates who were called for Document Verification.

a) The following chart shows the marks required for inclusion in the initial merit list:

Category	No. of marks in Written Examination		No. of marks in Trade Test		Remarks
	Total	Qualifying	Total	Qualifying	
Constable (Exe)	120	UR/OBC=42 SC/ST=36	0	0	

Ancillary Staff	90	UR/OBC=31.5 SC/ST=27	10	UR/OBC=4 SC/ST=3.5	
Constable (Band)	60	UR/OBC=21 SC/ST=18	40	UR/OBC=16 SC/ST=14	
Driver Gr-III	90	UR/OBC=31.5 SC/ST=27	10	UR/OBC=4 SC/ST=3.5	

b) Preparation of SELECT PANEL LIST:

"The marks obtained in CBT by candidates and successful in PET-PMT, Trade test (if any) and document verification, will be shared by the Chairperson, Central Recruitment Committee along with a proceeding with the Chairperson of Gsroup Sub- Committee after completion of Document Verification. Based on the marks received from Chairperson/CRC, the Group Sub- Committee shall draw up the final merit list in the descending order of marks obtained. A select panel list, limited to the number of vacancies for a particular Group in each category, will be prepared from the final merit list. List will show qualified candidates in each category. In addition, a reserve panel in each category, of those candidates who couldn't find place in the panel, shall be shown separately to fill up vacancies arising due to candidates not appearing and/or not qualifying in medical test/character and antecedent verification and the following procedure should be adopted in this regard.:-

1. The reserve panel should have a cap of 50% of select panel for each category.
2. On demand by the concerned PCSC, the Nodal PCSC of the concerned group will supply the names of candidates from the reserve panel, category wise to the concerned PCSC.
3. The reserved panel should be valid for one year from the date of publication of result.

c) Based on the vacancies, merit and preference of candidates, Zone allotment of candidates, selected for each Group, will be done.

d) The Group Sub Committee-CT shall draw-up the proceedings of the entire recruitment process, procedures adopted, and submit it along with the broadsheet and select panel list(s) of empanelled candidates, to the Nodal PCSC of the concerned Group.

e) Nodal PCSC of the Group of zones shall be the competent authority for approval of the proceedings and panel list for the posts of Constable.

f) Candidates from SC/ST and OBC categories, selected purely on merit without availing any relaxation available to them, shall be counted against unreserved vacancies. If more than one candidate has obtained the same mark, the one who is senior in age will be placed above the one junior in age. In case the date of birth also happens to the same they will be placed in ascending alphabetical order (a to z).

g) The select panel list, once approved by the competent authority i.e. Nodal PCSC of the Group, shall be immediately released and placed on the Indian Railways' official website, published in the leading newspapers and Employment

News/Rozgar Samachar.

13. GENERAL INSTRUCTIONS:

i) Signatures of the candidates on prescribed places at the time of CBT. PET. PMT and Document verification should be identical, either in English or Hindi, and must be in running hand and not in block/capital or disjointed letters. Signatures in different style or language, at the time of CBT. PET, PMT and Document verification may result in cancellation of candidature.

ii) It should be made clear that Name, Father's Name and Date of Birth as recorded by candidates in the Matriculation/High School Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted.

iii) In case candidate has changed his name, then gazette notification or any other legal document as applicable should be submitted at the time of document verification. Such candidates should indicate their changed name in the application. However other details should match with the Matriculation or equivalent certificate. Date of such change should be prior to the date of application.

iv) Selection by CRC shall not confer upon candidates any right of appointment in the RPF/RPSF. The function of the CRC is to recommend names of selected candidates to competent authority who in turn shall direct the candidates for training subject to candidates being found medically fit and satisfying all eligibility criteria.

v) Selected candidates will have to undergo initial training.

vi) Free Sleeper Class Railway Pass admissible to SC/ST candidates will be part of e-call letter when they are called for various stages of selection viz. CBT/PET/ DV (as applicable) as per the details of valid caste certificate furnished in ONLINE application. At the time of obtaining reservation and travelling, the Reservation Clerk and/or Ticket Checking Stall will ask for the original SC/ST community certificate for verification of genuineness of the candidate. Any attempt to misuse this travelling authority shall lead to rejection of candidature at any stage of the selection process including debarment for future examinations.

vii) The number of vacancies indicated in Centralized Employment Notice are provisional and may increase or decrease or even become NIL depending upon the actual needs of the Railway administration. The Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.

viii) Any subsequent change(s) in the terms and conditions of the Centralised Employment Notice as per extant rules will stand good. CRC shall reserve the right to incorporate any subsequent changes/modifications/additions in the term & conditions to recruitment under the Centralised Employment Notice as necessitated and applicable.

ix) Warning to be published with advertisement:

Warning- I :

Beware of touts and job racketeers trying to deceive by false promises of securing job either through influence or by use of unfair and unethical means. RPF has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates

are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence CRC directly or indirectly shall be disqualified and legal action can be initiated against them.

Warning-2:
Candidates are advised to consult only the official website for information. Also they should beware of FAKE websites put-up by unscrupulous elements / touts.

x) Details of abbreviations used may be duly indicated in the notification as under:

CR= Central Railway, ER =Eastern Railway, ECoR=East Coast Railway, ECR= East Central Railway. MR=Metro Railway, NR =Northern Railway, NCR= North Central Railway, NER =North Eastern Railway, NFR =North East Frontier Railway, NWR= North Western Railway, SR=Sothern Railway, SCR= South Central Railway, SER= South Eastern Railway, SECR=South Eastern Central Railway, SWR= South Western Railway, SCoR= South Coast Railway, WR= Western Railway, WCR= West Central Railway, CLW= Chittaranjan Locomotive works, DLW=Diesel Locomotive works, DMW=Diesel Loco Modornization Works, ICF=Integral Coach Factory, RCF= Rail Coach Factory, RDSO= Research Design & Standard Organisation, RWF= Rail Wheel Factory, UR =Un Reserved, (General), SC= Scheduled Caste, ST= Scheduled Tribe, OBC =Other Backward Classes, E.SM=Ex-Servicemen, PET=Physical Efficiency Test, PMT=Physical Efficiency Test etc.

14. GENERAL PRECAUTIONS:

i) Zonal railways will project adequate budget in the financial year for conduct of recruitment, based on the number of vacancies.

ii) All Members of Central Recruitment Committee Group Sub-committees will be responsible for correctness of all documents pertaining to selection, which will be prepared carefully to avoid any future complication.

iii) Alterations/ corrections must be avoided. All broadsheets, initial merit list and select panel list must be signed by all members of the Central Recruitment Committee/Group Sub Committee, who will also initial any alterations made therein.

iv) Chairman and the members of the Central Recruitment Committee, Group Sub-committees will be jointly and severally responsible to ensure that no malpractice or undesirable method is adopted in the recruitment.

v) Overall responsibility for the smooth/fair/transparent conduct of CBT will rest with the Agency. Chairman-CRC-SI/CT will standardize the formats of broadsheets and other documents. Nodal PCSCs of the concerned Group will be responsible for smooth and expeditious completion of process for PET/PMT/Trade Test/Document verification for that Group. Group Sub-Committees shall prepare digital/ computerized broadsheets so that the data may be easily stored, retrieved, compiled and used.

vi) To ensure smooth and uninterrupted process of recruitment, relatives of candidates and Force personnel not associated with the recruitment will not be allowed access to the venues of tests.

vii) Recruitment will be done in a manner so as to prevent impersonation. The recruitment process should be as transparent as possible.

viii) Invigilators will be strictly briefed to report to the Chairman Central Recruitment Committee about candidates suspected of adopting unfair means so that such candidates may be disqualified.

ix) Members of Central Recruitment Committee/Group Sub Committee will be entitled to claim payment of honorarium for examination duties viz. conduct of PET, invigilation/supervision duty and physical measurement as per rates admissible to Railway officials.

x) Progress of recruitment will be intimated to Security Directorate/Railway Board at every stage.

xi) Entire record of recruitment will be kept preserved by Chairman-CRC-SI/Constable and Chairman Group- Sub-Committee-SI/Constable or an officer designated by him for the purpose. The time limit for disposal of old records shall be as per extant instructions of Railway Board.

15. APPOINTMENT IN SPECIAL CASES:

The Central Government may, for reasons to be recorded in writing, provide for appointments being made otherwise than as prescribed in this Chapter to give effect to special claims or to meet any special case or situation.

16. MEDICAL EXAMINATION:

i) No candidate who is not certified by the Divisional Medical Officer to be in good mental and bodily health of prescribed standard and free from any physical deformity or defect likely to interfere with the efficient performance of his duties in the Railway Protection Force shall be called in for training or appointed to the Force.

ii) Candidates who use spectacles or have knock-knee or flat-foot shall not be eligible for appointment to the Force.

iii) Concerned PCSCs shall arrange for medical examination of selected candidates at railway hospitals.

17. VERIFICATION:

i) As soon as a recruit is selected but before he is formally appointed to the Force, his character and antecedents shall be got verified in accordance with the procedure prescribed by the Central Government from time to time.

ii) Where after verification, a recruit is not found suitable for the Force, he shall not

be appointed as a member of the Force.

iii) Character and antecedent verification of candidates in the Select Panel list will be ensured by concerned PCSCs expeditiously. A blank attestation form shall be sent along with the call letter for medical examination and the candidates will be asked to report for medical examination along with filled attestation forms to expedite the process.

18. EXECUTION OF AGREEMENT, ETC. :

i) Every person shall –
at the time of his joining the initial training course, execute an agreement in the form specified in Schedule VI, and

ii) On appointment as a member of the Force, make solemn affirmation in the form specified in Schedule VII and also receive a certificate of appointment in the form specified in the Schedule of the Act.

iii) DG RPF may modify / alter any of the above instructions to meet circumstantial exigencies. DG may also give dispensation to conduct recruitment for the residents of a particular region to ensure adequate representation of that region.

iv) All members of CRC/GSC shall strictly adhere to the guidelines issued from CVC from time to time on the above subject.

19. CADRE OF SUPERIOR OFFICERS OF THE FORCE :

19.1 The cadre of superior officers of the Force shall be manned by-

i) direct recruits through the Civil Services Examination conducted by the Union Public Service Commission,

ii) promotees from lower ranks of the Force,

iii) deputationists from Indian Police Service and other State Police Services,

iv) occasional admission of other qualified persons on the recommendation of the Union Public Service Commission, who would enter laterally as considered necessary from time to time.

19.2 The strength of the cadre and its composition shall be such as may be determined by the Central Government from time to time.

20. RECRUITMENT AND PROMOTION OF SUPERIOR OFFICERS:

20.1 Subject to these rules, recruitment of superior officers and promotion to the rank of Assistant Security Commissioner/Assistant Commandants and from one rank of superior officers to the other rank of superior officers shall be made in accordance with the Railway Protection Force (Group 'A' and 'B' Posts) Recruitments Rules, 1981, as amended from time to time.

20.2 Confirmation and regularization in each rank shall be made on all India availability of the posts in that rank.

21. APPOINTMENT TO THE FORCE :

All appointments to the Force –

i) In respect of Group 'A' shall be made by the Central Government, and

ii) In respect of enrolled members shall be made by the authorities as specified in Schedule II.

PART-II OUTSOURCING OF SECURITY PERSONNEL IN RPF:

22. EMPOWERMENT TO GMs/DRMs ON SECURITY FOR ENGAGING HOME GUARD/ MAHARASHTRA INDUSTRIAL SECURITY FORCE/RETIRED ARMY PERSONNEL/PRIVATE SECURITY FOR SECURITY OF CORE/NON CORE AREAS OF RAILWAYS:

22.1 General Managers are empowered to engage Government Security Agencies like Home Guards, Maharashtra Industrial Security Force etc or retired army personnel engaged through Sainik Kalyan Boards in core areas of railway security to the extent of vacancy in RPF and till such time these vacancies are filled up, for such period as required as and when the need arises e.g. during summer rush, festive season etc. in consultation with PCSCs and with concurrence of PFA.

GMs may engage government security agencies or private security agency against existing vacancies of RPF for non-core areas.

22.2 DRMs are empowered to engage home guards at station premises and circulating area to meet the demand extra security personal to handle passenger rush in consultation with Sr.DSC/DSC and with concurrence of Sr.DFM for a period upto 90 days. Beyond this period, DRMs would need to seek approval of GM.

23. METHODS FOR ENGAGEMENT OF PRIVATE SECURITY AGENCY (PSA):

23.1 The responsibility for engagement of Private Security Agency for any of the identified 'non-core area' which can't be handled by RPF with existing resources shall be entrusted upon the department of the zone / division as decided by GM/DRM concerned.
However the Tender Committee to finalize the contract for hiring of Private Security Agency shall comprise of –

(i) Officer of the department under whose administrative control the identified 'non-core area' (where security is to be outsourced) falls.
(ii) Officer from Security Department
(iii) Officer from Finance Department

23.2 The Contract for engagement of Private Security Agency shall be dealt as per provisions of "IR's General Conditions of Contract (GCC) for works Matters" with

supplementation of Special Conditions of contract, as necessary by the tender inviting authority. Few special conditions may be –

(i) The agency shall preferably deploy the Ex-Servicemen below the age of 55 years for Railway Security Duty.

(ii) The agency must have a valid license under Section 4 of the Private Security Agencies (Regulation) Act, 2005 to undertake the district in which the Railway Establishment, to be secured, is located.

(iii) The Private Security Personnel provided to the Railway should be physically fit, smart and free from any physical disability.

(iv) The agency shall have a proper system of recruitment, C&A verification of their staff, a distinct uniform and proper ID cards.

(v) The Private Security Guards, to be deployed, shall be imparted one week duration orientation course by RPF before they are deployed on Railway Security duty. The Guards shall, however not be treated as having performed duty for Railways during the period of training.

(vi) The expenditure on remuneration etc. of these Guards during the period of training, shall be borne by the concerned Private Security Agency (PSA).

24. CONTROLLING AUTHORITY:

Execution, operation and monitoring of the contract for hiring of private security shall be done by a single department/agency, preferably by the Executive in-charge of the area or as decided by the General Manager of the Railway, Production Unit etc.

25. BUDGET FOR OUTSOURCING OF SECURITY :

Funds required for outsourcing of security in identified area shall be arranged from the Security Department's grant in Revenue Budget and needful shall be done in time by the concerned departments with inputs to Security Department.

However, for the detailed guidelines regarding core / non core areas of Railway Security Directive – 36 may be referred to.

ANNEXURE-'A'
RAILWAY PROTECTION FORCE
FORM OF CASTE CERTIFICATE FOR SC/ST

A Candidate who claims to belong to one of the scheduled castes or scheduled tribes should submit in support of his/her claim, a self attested copy of a certificate in the form given below from the district magistrate or the sub-divisional officer or any other officer as indicated below of the district in which his/her parents (or surviving parents) ordinarily reside and who has been designed by the State Government concerned as competent to issue such a certificate. If both the parents are dead, the officer signing the certificate should be of the district in which the candidate himself/herself resides otherwise than for the purpose of his/her own education. Wherever photograph is an integral part of the certificate, the RPF would accept only self attested photocopies of such certificates and not any other attested or true copy.

(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India)

This is to certify that Shri Shrimati/Kumari*_____ Son/Daughter* of _____ of Village/ Town* _____In district/Division* _____ of State/Union Territory*_____ belongs to the_____ Caste/Tribe * which is recognized as Scheduled Caste/ scheduled Tribe under:-

the Constitution (Scheduled Caste) Order, 1950* the Constitution (Scheduled Tribes) Order, 1950*
the Constitution (Scheduled Castes)* (Union Territories) Order, 1951*
the Constitution (Scheduled Caste) (Union Territories), Order, 1951*
(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act. 1970 and the North Eastern Areas (Reorganization) Act, 1971) and the Scheduled Castes, Scheduled Tribes Orders (Amendment) Act 1976.
the Constitution (Jammu and Kashmir) Scheduled Castes Order. 1956*
the Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment Act, 1976*)
the Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962*
the Constitution (Pondicherry) Scheduled Castes Order, 1964*
the Constitution (Scheduled Tribes) (Uttar Pradesh) Order. 1967*
the Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968*
the Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968*
the Constitution (Nagaland) Scheduled Tribes Order, 1970*

Shri/Shrimati/Kumari*_____and or his/her* family, reside(S) in village/town* _____of_____District/Division of the State/ Union Territory of_____

Signature_____
**Designation_____
(with seal of office) State/Union Territory*
Place_____
Date_____

* Please delete the words which are not applicable. @ Please quote the specific presidential order.

Note:- The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of Peoples Act. 1950.

** Officers competent to issue Caste/ Tribe certificates:

**District Magistrate/ Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/Revenue Officers not below the rank of Tehsildr/Sub-Divisional Officer of the area where the candidate and or his family normally reside(s).

Note: ST Candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER

ANNEXURE – 'B'
RAILWAY PROTECTION FORCE
FORM OF CASTE CERTIFICATE FOR OBC

This is to certify that _____ Son / Daughter of Shri._____ of Village Town _____ District _____ in _____ State belongs to _____ Community which is recognized as a backward class under:- (Indicate the Sub Caste above)

1) Resolution No. 1201 1/68/93-BCC @ dated 10th September, 1993 published in the Gazette of India Extraordinary Part – 1. Section-1. No. 186, dated the 13th September, 1993.
2) Resolution No. 12011/9/94-BCC dated 19th October, 1994 published in the Gazette of India Extraordinary part-1. Section-1. No.163, dated the 20th October, 1994.
3) Resolution No. 12011/7/95-BCC dated 24th May, 1995 published in the Gazette of India Extraordinary Part-1. Section-1. No.88, dated the 25th May, 1995.
4) Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-1. Section-1. No.210, dated the 11th December, 1996.
5) Resolution No. 1201 1/68/93-BCC published in the Gazette of India Extraordinary No. 129, dated the 8th July, 1997.
6) Resolution No. 12011/12/96-BCC published in the Gazette of India Extraordinary No. 164, dated the 1st September, 1997.
7) Resolution No. 12011/99/94-BCC published in the Gazette of India Extraordinary No. 236, dated the 11th December, 1997.
8) Resolution No. 12011/13/97-BCC published in the Gazette of India Extraordinary No. 239, dated the 3rd December, 1997.
9) Resolution No. 12011/12/96-BCC published in the Gazette of India Extraordinary No. 166, dated the 3rd August, 1968.
10) Resolution No. 12011/68/98-BCC published in the Gazette of India Extraordinary No. 171, dated the 6th August, 1968.
11) Resolution No. 1201 1/68/98-BCC published in the Gazette of India Extraordinary No. 241, dated the 27th October, 1999.
12) Resolution No. 1201 1/88/98-BCC published in the Gazette of India Extraordinary No. 270, dated the 6th December, 1999.
13) Resolution No. 12011/36/99-BCC published in the Gazette of India Extraordinary No. 71, dated the 4th April, 2000.

Shri_____ and / or his family ordinarily reside(s) in the _____ District/Division of the _____State. This is also to certify that he she does not belong to the persons / sections (Creamy layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36033/3/2004-Estt. (Res) dated 09-03-2004.

Place_____
Date_____

DISTRICT MAGISTRATE, DEPUTY COMMISSIONER ETC.
*Strike out whichever is not applicable (With Seal of Office)

NB: (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950. (b) The Authorities competent to issue caste certificate are indicated below: (1) District Magistrate/ Additional Magistrate/ Collector/Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/1st Class Stipendiary Magistrate/ Sub- Divisional Magistrate/ Taluka Magistrate (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officers not below the rank of Tehsildar, and (iv) Sub-Divisional Officer of the area where the candidate and / or his family normally reside(s).
OBC Certificate should not be older than one year from the date of closure of the Employment Notice.

ANNEXURE – 'C'
RAILWAY PROTECTION FORCE

Proforma for declaration to be submitted by Other Backward Class Candidates along with the application while applying for the posts against Employment Notice No. ....." _____Son/Daughter of Shri _____ Resident Village/ Town/ City _____ District _____ State _____hereby declare that I belong to the _____ (indicate your sub caste) Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum (O.M.) dated 08.03.1993 and Office Memorandum (O.M.) No. 36033/3/2004-Estt. (Res/) dated 09.03.2004."

Place Signature of the Candidate

Date Name of the Candidate

ANNEXURE - 'D'

FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD OF ISSUING AUTHORITY FOR WAIVER OF EXAMINATION FEES FOR RPF EXAMINATION

(Economically backward classes only)

1. Name of the Candidate	:	.....
2. Father's Name	:	.....
3. Age	:	.....
4. Residential Address	:	.....
5 Annual Family Income	:	..... (in words and Figures)
6. Date of Issue	:	.....
7. Signature	:	.....
Name	:	.....
8. Stamp of Issuing Authority	:	.....

NOTE: Economically Backward classes will mean the candidates whose family income is less than Rs. 50,000/- per annum. The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes.

1. District Magistrate or any other Revenue Officer upto the level of Tehsildar.
2. Sitting Member of Parliament (Lok Sabha) for person of their own constituency.
3. BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme for Izzat MST issued by Railways.
4. Union Minister may also recommend to Chairman/ RPF Recruitment Committee for any person from anywhere in the country.
5. Sitting Member of Parliament (Rajya Sabha) for person of the district in which the MP normally resides

ANNEXURE – 'E'
RAILWAY PROTECTION FORCE

Proforma for declaration to be submitted by Minority Candidates along with the application for the posts against Centralized Employment Notice No...../2018.

"I_____ Son/Daughter of Shri _____resident_____ of Village / Town / City _____ District _____State _____hereby declare that, I belong to the _____(indicate your religion), which is notified as minority community by the Central Government.

Place: Signature of the Candidate

Date: Name of the Candidate

ANNEXURE – 'F'

1. Flute /Piccolo
2. EB Clarinet
3. Alto Saxophone
4. Tenor Saxophone
5. Tenor/Slide Trombone
6. Brass Slide Trumpet
7. French Horn / Horn
8. Euphonium
9. Cornet
10. Eb Bass
11. Side Drum/ Snare
12. Bass Drum
13. Oboe
14. Cymbal
15. Bagpipe
16. Brass Bass
17. Tuba

ANNEXURE – 'G'

SCHEDULE-VI
[See Rule 45.1 A]

Name of post	Number of posts	Classification	Scale of Pay	Whether selection post or non-selection post	Whether benefit of added years of service admissible	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.Constable (Band)	As may be decided from time to time	General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.(Combatised)	Rs. 3050-75-3950-80-4590	Not applicable	No	Between 18 and 27 years (Relaxable for Government servants upto the age of 40 years in the case of General candidates and upto 45 years in the case of candidates belonging to the Scheduled Casts or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time. **Note 1:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweeep. **Note 2:** In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(8)	(9)	(10)
Educational/Technical qualification: (1) 10th Class pass (2) 2 years experience in operation use of specified musical instrument. Ex.Servicemen holding certificate in military music shall be permitted. **Physical measurement:** Height: 165 Cms Chest: Minimum 80 Cms. (Unexpended) and Minimum 85 Cms. (expanded). Expansion of 5 cms in chest is essential. A relaxation of 3.8 cms. in chest and 5 cms. in height measurement shall be available to candidates belonging to SC/ST communities. The candidate must qualify the prescribed physical efficiency test and should have the stipulated medical standards.	Not applicable	Two years

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	If a Departmental promotion Committee exists, what is its composition
(11)	(12)	(13)
By direct recruitment	Not applicable	1.Commandant in charge of the Band-Chairman 2. One officer nominated by IG/DIG of concerned Zonal Railway-Member

SCHEDULE-VI
FORM OF AGREEMENT
[See rule 53(a)]

To:

The President of India

In consideration of the President of India having agreed to appoint me as _____ in the Railway Protection Force. I _____Son/daughter of _____ hereby agree and undertake to :

(i) Serve in the Railway Protection Force for a period of not less than three years with effect from the date of my appointment in the Force ;

(ii) carry out all duties and functions entrusted to me and all lawful orders given to me by members of the Force superior to me in rank;

(iii) refund all the cost of training imparted to me in the Force or a sum equal to three months pay and allowance whichever is less in the event of tendering my resignation from the Force for any reason or reasons whatsoever during the aforesaid period of three years; and if after three years I desire to resign, I shall submit my request in writing and will not withdraw from my duties until I am duly relieved.

2. I understand and agree that my services can be terminated by :

(i) the Principal Chief Security Commissioner without giving me any notice under sub-rule (2) of rule 67 or under the second proviso to sub-rule (3) of rule 57 :

(a) at any time during the period of my initial training ; or

(b) on my failure to pass the final examination of initial training course ; and

(ii) the appointing authority under sub-rule (3) of rule 57 during the period of my probation or any extension thereof on issue of notice of one month or the tender of one month's pay and allowances in lieu of such notice.

Note: The term 'pay and allowances, used in clause (iii) of Para 1 and clause (ii) of Para 2 mean the usual pay and allowances paid to me immediately prior to the date of my resignation or termination from service.

Witness.
Signature.
Designation.
Date.
Place.

Signature of the recruit.
Designation.
Date.
Place.

ACCEPTED
for and on behalf of the President of India
(Signature of the Accepting Authority)
SEAL

CHAPTER –III :- TRAINING & PROBATION IN RPF

1. GENERAL

i. For building up an efficient Railway Protection Force, imparting of training on sound lines is sine qua non. The training should, in the first place, be aimed at developing the mind, body and character of the trainees and in the second at equipping them with sufficient Knowledge of their professional subjects so as to enable them to perform their duties efficiently. An attempt should be made to impart general education in subjects other than professional which will enable the trainees to perform their duties intelligently with the co-operation and goodwill of those with whom they come in contact, in their day to day duties.

ii. With this end in view, Railway Protection Force Academy and Zonal training institutes have been established.

2. RAILWAY PROTECTION FORCE ACADEMY :

i. There shall be a Railway Protection Force Academy under the charge of a Director, not below the rank of Deputy Inspector General, for providing initial, in service, special and other advanced professional and technical training courses to the members of the Force.

ii. The said Academy shall have such number of qualified instructors in various disciplines as may be appointed by the Director General from time to time.

iii. The Director General may declare the Director of the Academy or any other superior officer to be the officer-in-charge (training) for the Force and that officer shall exercise general supervision on behalf of Director General over all the training institutions of the Force, formulate training curricula and syllabi, arrange publication of training material and maintain close liaison with sister training institutions of other disciplines

3. ZONAL TRAINING INSTITUTE :

i. Each zonal railway shall have a training institute for the Force under the charge of a superior officer for providing initial, induction, in-service and other refresher and promotional courses and to cater to the training needs of enrolled members of the Force of that zone or who may be specially sent for the purpose.

ii. Administration of the training centre on a Zonal Railway shall be under the direct control and supervision of the Principal Chief Security Commissioner concerned. It will be his duty to see that training is imparted according to the syllabus as prescribed in the Training Manual and proper standards are maintained. He shall carry out at least once a year a detailed inspection of the Training Centre in order to ensure that proper administrative and disciplinary standards are maintained.

4. BREEDING-CUM-TRAINING CENTRE FOR POLICE DOGS :

i. For better prevention and detection of crime, a breeding-cum-training centre for

'police dogs' shall be maintained under the charge of such officer as may be appointed by the Director General.

ii. This centre shall undertake breeding of pups and their training as 'police dogs' and shall undertake such other duties as may be specified by the Director General.

5. INITIAL TRAINING OF DIRECT RECRUITS :

i. Every person on entering service as direct recruit in any rank shall undergo an initial training course for the efficient performance of his duties

ii. Officers coming on deputation to the Force for field postings shall undergo an orientation course as may be specified by the Director General from time to time.

iii. Deputationists of subordinate ranks may undergo the orientation course at the Railway Protection Force Academy or in any other Zonal Training Institute of the Force as may be specified by the Principal Chief Security Commissioner concerned.

6. INITIAL TRAINING:

6.1 REPORTING OF RECRUITS/CADETS FOR INITIAL TRAINING AT TRAINING CENTRE:

The Principal Chief Security Commissioners concerned will direct all the Recruits/Cadets of their respective Zones to report at the Zonal Headquarters/Nominated training centre, and all formalities including obtaining Agreements / Bonds, filling their Character and Service Rolls (CSRs) etc, will be completed at the earliest.

6.2 Sub-Inspector (Cadet) / Constable (Recruit):

i. All Sub-Inspector (Cadet) and CT (Recruits) must be present on the opening day of the session, provided that the Principal may receive any trainee, for satisfactory cause shown, up to one week after the commencement of the term. The detailed syllabus for both indoor and outdoor training will be followed as prescribed in the Training Manual. The Principal will, from time to time, with due regard to seasonal conditions and other circumstances, make orders regulating the hours of indoor as well as outdoor work and the playing of games.

ii. After the successful completion of training of prescribed period in the Training Centre, the Sub-Inspector (Cadet) and CT (Recruit) shall have to undergo practical training for a prescribed period at various Posts, Outposts, Loco Sheds, Stores Depots etc. under the supervision of an officer. The programme for practical training will be drawn up by the Principal Chief Security Commissioner for individual Sub-Inspector (Cadet) and CT (Recruit).The object to be borne in mind during the course of practical training is that they should be taught how to apply in a practical way the theory they have learnt at the centre.

iii. During the course of practical training, each Sub-Inspector (Cadet) and CT (Recruit) will have to maintain a diary on which the remarks of each officer under whom such training is received will be obtained. This diary will be submitted personally by the cadet to the officer in-charge for the practical training before he goes to another unit for training.

iv. Care should be exercised in selecting the officers under whom the Sub-Inspector (Cadets) or Constable (recruits) are placed for practical training and these officers shall be held responsible for imparting the training under their personal supervision. All Sub-Inspector cadets under training will be put up before the Principal Chief Security Commissioner along with their training diary at the time of the annual inspection at the Divisional /Zonal RPF Officer before their Probationary period is finally concluded.

7. STIPEND FOR RECRUITS:

During the period of training, the recruits shall be paid stipend or pay and allowances as may be specified from time to time.

8. TRAINING OF WOMEN CONSTABLES:

i. Since batches of women constable recruits would also be undergoing training, it is necessary to ensure that they are not subjected to any undue harassment at the hands of the male instructional staff etc. For this purpose, the following precautionary measures should be adopted:-

a) Women RPF personnel wherever working be withdrawn and posted at the training Centre/location where women constables are to be trained.
b) Male instructors should be given instructions not to touch women constable recruits during their outdoor training. They should be assisted by women RPF personnel to correct the necessary drill movements where necessary.
c) Separate squads should be formed for women constables.
d) Women constables should be lodged in a separate barrack which should be well protected and made "Out of Bounds" for males. During the period of training, available women RPF personnel should be drafted on special duty and entrusted with supervision/security of women Constables round the clock.
e) A responsible officer (IPF/SI/ASI) with proven integrity should be made in-charge of the women squad who should exercise strict watch over the work and conduct.
f) Women constables should not be allowed to remain away from the barracks after the roll call. During 'Out Permission' on holidays etc. they should be advised to move in groups.
g) Daily Roll Call should be held to identify any absentee.
h) Proper arrangements for their bath/toilets/medical facilities should be made ensuring privacy and security.

ii. In regard to training of women constables PCSCs can take any other measures which they consider necessary under intimation to Railway Board.

9. INITIAL TRAINING OF CONSTABLE (RECRUITS) AND SI (CADETS) IN RPF/RPSF IF THEIR NUMBER IS MORE THAN THE EXISTING CAPACITY OF THE TRAINING CENTRES

9.1 If number of Constable (Recruits) or Sub-Inspector (Cadets) is more than the existing capacity of the Training Centers, possibility may be explored regarding augmenting of the capacity to the maximum by way of identifying additional locations / places such as in Battalions, other Railway Training Institutes, Reserve

Lines, T.A. camps, production units, abandoned barrack structures etc, which can be augmented temporarily.

The proposal of temporary training centers may also be sent for conducting training for at least 50 (or above) trainees at any suitable places like barracks/reserve line etc.

Possibility may also be explored that whether hiring of make-shift accommodation like tents can be done to be placed at available additional space at Reserve Line, battalions and training Centers to augment the capacity of training.

A proposal for demand for additional funds required for hiring of equipments for the purpose of training viz, four wheeler vehicle like trucks, buses, makeshift washrooms, toilets, mess equipments, classroom equipments like interaction/smart boards, table, chairs etc, outsourcing for cooking, cleaning and support ancillary staff i.e. barbers may be worked out and sent to Railway Board well in advance.

9.2 Possibility of hiring Training Centres of other Railway branches may also be explored, where training can be provided by RPF instructors.

10. STANDARD OF TRAINING AND SYLLABUS :

i. The Director General shall specify the standard of training and syllabus for different ranks as well as for refresher, orientation, promotional, special and other in-service courses and fix the duration of training for such courses.

ii. The ancillary staff specified in Schedule-I may only be given a short training in discipline, wearing of uniform, rudiments of drill including saluting, etc.

iii. The scale of ancillary staff at Company headquarters and training institutions shall be such as may be specified by Directives.

11. SYLLABUS :

For the detailed syllabus of various courses, **Training Manual** may be referred to.

12. SPECIAL COURSES :

The Principal Chief Security Commissioner concerned may, at any time, depute any member of the Force to undergo a course of training or instructions having a bearing on the Railway Protection Force work conducted by the Central Government or the State Government or by any training establishment of the Railway Protection Force or army institution or Directorate of Co-ordination (Police Wireless) or railway training institution or any other institution:

Provided that in the case of superior officer, the Director RPF Academy shall obtain prior permission of the Director General.

13. PROMOTION COURSES :

i. Enrolled members of the Force on being regularly selected for promotion to the rank of Head Constable, Assistant Sub-Inspector and Sub-Inspector shall undergo a special course (hereinafter referred to as promotion course) at any training institution of the Force for a duration which may be fixed by the Director-General.

ii. Passing of pre-promotional course shall be essential for regular promotion which will take effect from the date on which such enrolled member of the Force reports for duty against a clear vacancy after passing the said course.

14. TRAINING BEFORE PROMOTION AGAINST VACANCIES CONSEQUENT UPON CADRE RESTRUCTURING OF RPF/RPSF PERSONNEL:

Promotion can be granted without putting the staff through pre-promotion training, considering the limited capacity of training centers and number of staff getting promotion. However, PCSCs should ensure to get training conducted in a phased manner for all such staff getting promotion with in a period of 6 months from the date of issue of orders for promotion.

15. EXAMINATION ON CONCLUSION OF COURSE AT ANY TRAINING INSTITUTION OF THE FORCE :

i. At the conclusion of each course at any training institution of the Force, the final examination shall be conducted by a Board of Examiners which shall be nominated by-

a) The Director General in case of training courses for Sub-Inspectors and above, and

b) The Principal Chief Security Commissioner concerned in case of training courses for other members of the Force.

ii. Examination Boards constituted for conducting final examination of cadets / recruits /probationers as well as Promotional courses in training Centre shall invariably be from outside the training Centre where training was provided to the trainees.

iii. The Principal Chief Security Commissioner, administrative in-charge of the training Centre concerned or Director of the Training Centre, will, three months before the date of completion of a course, ask the Director General to nominate the Board of Examiners.

iv. The report of the Examination Board shall then be submitted to the authority which constituted the Board of Examiners. The report shall inter alia include briefly the observations made by the Examination Board with regard to :-

a. the manner in which the tests were held;

b. the standard of questions & answers;

c. the general accomplishment of the trainees;

d. the equipment and suitability of each trainee;

e. the rank of each Cadet among that year's trainees based on the total marks secured by him in the final examination; and

f. make any suggestions, they have, for improvement.

16. PASS MARKS:

In order to pass the examination, the candidates would be required to obtain a minimum of 50 per cent marks in each subject and 60 per cent marks in the aggregate.

17. SECOND ATTEMPT:

i. Any candidate who fails the examination shall be allowed a second attempt to appear for that subject or course in such manner as may be specified by the Director General or the Principal Chief Security Commissioner concerned, without any stipend or any other remuneration.

Provided that the candidates belonging to the Scheduled Castes/Scheduled Tribes categories shall be given a second attempt with stipend or remuneration and a third attempt, without any stipend or any other remuneration.

ii. On failure in the second attempt or, where the candidate is eligible for the third attempt, on failure in the third attempt, the candidate shall be discharged from service without notice or reverted to his substantive rank.

18. REPEATER COURSE OF CONSTABLE RECRUITS:

It has been decided that the candidates who have failed in examination conducted at the end of the initial training may undergo a refresher course. Period of refresher course shall be of three weeks and thereafter examination shall be conducted in the failed subject(s). Candidate shall attend the classes of the subject(s) in which they failed only. Accordingly time table may be papered by the training centers.

19. ABSENCE PERIOD OF CADETS & RECRUITS FOR INITIAL TRAINING

Sub-Inspector (Cadets) & Constable (Recruits) who miss out continuous 14 days of training or remain 30 or more than 30 days in absent / on leave during entire training period, shall have to join the training in next batch afresh as and when it starts.

20. APPROVAL OF RESULTS:

The Board of Examiners on conclusion of examination of each course shall submit the proceedings and result of the examination to the authority which constituted the Board for approval.

The authority on receipt of proceedings and result may approve or for reasons to be recorded in writing, pass such other orders as it may deem fit in the circumstances of the case.

21. REFRESHER COURSES :

i. Members of the Force while in service may be required to undergo such refresher courses, for such durations and at such places as may be determined by the Director General.

ii. A roster in respect of members of the Force who are required to attend in-service training or special training shall be prepared and maintained at the Security Commissariat of the Principal Chief Security Commissioner concerned for strict compliance and orders shall be issued to the concerned members of the Force well in advance.

iii. The release of members of the Force for training shall under no circumstances be deferred except in exceptional circumstances and when such postponement has been made, it shall not be deferred further beyond the immediate next course.

22. UPPER AGE LIMIT FOR REFRESHER COURSES/PROMOTION COURSES FOR CONSTABLE TO INSPECTOR:

i. There will be no exemption from the promotional courses. Those over 45 years of age can be exempted from strenuous physical training, but they must do a modicum of P.T. for fitness. They need not be required to pass any tests in PT.

ii. Officers aged 55 years and above should not normally be nominated for Refresher course. However, in exceptional cases, if an officer is extra energetic or efficient, he may be deputed for such courses.

23. UTILIZATION OF DIRECT GAZETTED OFFICERS/SIs FOR IMPARTING TRAINING:

Direct Gazetted officers and Sub-Inspectors having 5-10 years service should be utilized for the training centers to impart training to staff. Information relating to outstanding officers and SIs in In-door/Out-Door shall be maintained for this purpose**.**

24. CONTRIBUTION OF GAZETTED OFFICERS IN TRAINING:

To enhance training capabilities of junior Gazetted officers of RPF and ensure regular interaction of trainees with officers serving in the Divisions, it has been decided that Principals of all RPF Training Institutes shall maintain a roster of Gazetted Officers of RPF of concerned Zone/Divisions and invite them to visit the RPF Training Institute at least once a month to take classes on subject (s) of their choice as also to interact with the trainees to clarify their doubts.

Director, JR RPF Academy, Lucknow shall also maintain a roaster of Gazetted Officers of the rank of DIG and above and keep inviting officers to contribute to the training at the JR RPF Academy, Lucknow. Director, JR RPF Academy shall also supervise all zonal training centers in such a manner that these instructions are complied with the letter and spirit.

All PCSCs shall ensure that concerned Gazetted Officers are spared as and when required by Training Institutes for taking classes.

All Gazetted Officers will supplement their self appraisal in APAR with clear mention of their contribution to training.

25. STAFF AT THE TRAINING CENTRES :-

25.1 The staff in such centres will normally consist of the following :-

For Administration:-

a	Principal
b	Head Master
c	Chief Drill Instructor

For Training:-

a	I.T./P.T. Instructor, Sports Officer
b	Subedar Major
c	Training Centre Instructor in Law, Railway Act, RPF Act, Rules, Regulation, Police Procedure, IT & Cyber Crime Expert, Disaster Management Expert. Psychologist etc.

25.2 For Training Centres at which training of officers i.e. Inspectors, S.Is or ASI is undertaken

For Administration :

A	Director/Principal
B	Head Master
C	Chief Drill Instructor
D	Chief Law Instructor

For Training :

A	I.T. & P.T., Sports Officer
B	Centre Instructors for officers classes
C	Centre Instructors for other ranks
D	Subedar Major

i. In addition at all Training Centres Office superintendent clerk and steno, peons and orderlies, quarter master staff, mess staff i.e. cooks, kahars etc. may be sanctioned from time to time according to the needs. Provision will also be made for such number of armed men as may be required for Quarter Guard duties, Armoury, Magazine, Stores, Band etc.

26. APPOINTMENT OF STAFF:

i. Selection for appointment as Principal/Director & other Gazetted Officer in the Training Centers shall be made by DG/RPF and for appointment in other posts, such as Head Master, Instructors, etc. will be made by the Principal Chief Security Commissioner himself.

ii. These appointments shall be made from amongst the Superior Officers and members of the force serving on the Railways or by the officers taken on deputation either from the Police or Army. While serving at the centre, the instructional staff shall be entitled to special pay as may be sanctioned from time

to time. Frequent changes in the instructional staff should be avoided as far as possible.

27. ADMINISTRATION BY THE PRINCIPAL IN THE TRAINING CENTRE:

i. There shall be a regular office of the Principal/Director at the Training Centre with necessary complement of the clerical staff as may be sanctioned from time to time, on the basis of volume of work to be handled. In the administrative work of the centre, the Principal/Director shall be assisted by a Head Master/Chief Drill Instructor and a Chief Law Instructor. In order to maintain proper standards of training both in indoor subjects and outdoor items, the Principal, in consultation with the Chief Drill Instructor and the Chief Law Instructor will devise ways and means to see that there is no deterioration in any manner in teaching of various subjects.

ii. There will be a Quarter-master in-charge of Stores. Since stores of considerable value would be stocked in the centre it is of paramount importance that proper attention is paid on the maintenance of relevant records for stocking of articles as well as for distribution thereof.

iii. In each Training Centre a separate mess will be on a 'no loss no profit basis' for a batch of 100 to 150 trainees. It will be the duty of the Principal/Director to see that proper arrangements are made for cooking of food and due care is taken to ensure that the messes are run in a clean and healthy atmosphere. It will also be necessary for him to see that proper accounts of receipts and issues of rations and other stores for use in the messes are maintained. He will personally visit the messes at least once a week to see that wholesome food is served to the trainees. The Principal Chief Security Commissioner will prescribe detailed mess rules for the guidance of the superior officers and members of the Force and ensure that mess accounts are maintained properly.

iv. In the office of the Principal/Director necessary arrangements will be made for the preparation of pay bills, T.A. Bills and other accounts connected with the trainees so that they may not be put to unnecessary hardships. It should be ensured by the Principal/Director that every trainee in the centre gets his pay in time.

v. The other duties of the Principal/Director will inter alia include the following :-

- **(a)** To see that discipline is maintained, that attendance at lecture and drill is regular, that the building and furniture are kept in good order; and that thorough cleanliness is observed.
- **(b)** to fix the hours of work and rest and strict punctuality is observed in the centre.
- **(c)** to see that the allowances of the trainees, pay of the staff and money for contingent expenditure are regularly drawn and disbursed.
- **(d)** to inspect the daily parade with a view to ensuring that proper standards in drill and in physical training are maintained.
- **(e)** to be present periodically during lectures to satisfy himself both as to the competence of the lecturer to impart instructions and as to the interest of the trainees.
- **(f)** to take the classes of trainees himself, if necessary and also to arrange lectures for trainees by officers of other Departments or prominent persons from the public.

(g) to be responsible for all correspondence and accounts connected with the centres and the maintenance of such registers as may be prescribed or considered necessary.

(h) to hold orderly room at least twice a week for dealing with disciplinary cases and disposing of grievances and complaint from the staff and trainees.

(i) to hold monthly meeting of Instructors at which the progress during the month will be considered and other matters in connection with the work of the centre discussed.

(j) to appoint a member of the centre staff not below the rank of the ASI as "Officer of the Week".

(k) To appoint an Orderly Officer of the day from amongst the trainees daily.

28. OFFICER OF THE WEEK:

Every week one of the officer, not below the rank of ASI will be appointed by the Principal/Director to be 'Officer of the Week' The officer of the week will be responsible, during the absence of the Principal or the Head Master, for the maintenance of order and discipline and may take such actions as is necessary therefor. He shall not leave the centre premises or appear otherwise than in uniform during his week of duty, except with the permission of the Principal/Director. The duties of the officer of the week will be:

(i) to take surprise roll calls and check roll calls.

(ii) to inspect guard and visit sentries at least thrice by day and thrice by night in a week.

(iii) to visit all parts of the centre at least once in 24 hours.

(iv) to see that the centre premises are properly lighted and that lights are extinguished by the trainees in their rooms or barracks at fixed hours.

(v) to supervise the distribution of pay to the trainees and the staff

(vi) to supervise evening parade and games.

(vii) to see that necessary orders are given regarding trainees who have reported sick.

(viii) to see that all parts of the centre premises are kept thoroughly clean.

(ix) generally to see that all rules of the centre are observed and orders carried out and to bring anything of importance to the notice of the Principal.

(x) to maintain his weekly diary.

29. ORDERLY OFFICER OF THE DAY:

One of the trainee will be detailed daily as Orderly Officer to assist the Officer of the Week. He will be in uniform throughout his duty hours. He will perform such duties as the Principal/Director may decide and will carry out orders given to him by Officer of the Week.

30. HEAD MASTER:

He will be in charge of training in centre subjects. He will prepare a programme of all the courses according to the prescribed syllabus and submit weekly programme of instructors to the Principal/Director. It would be his duty to see that centre Instructors are adhering to the weekly programme. In case of any shortfall he will adjust locally so that the programme of each subject may come up to the required target. In addition to the administration work, he will teach the sub-Inspector

cadets the subject allotted to him by the Principal/Director. In the absence of the Principal/Director he will look after his duties in the centre. His other duties shall be :-

(i) to conduct the periodical and final examinations under instructions of the Principal/Director.
(ii) to compile the results of the trainees and prepare individual result sheet.
(iii) to have the form of Oath of Allegiance and Agreement filled in his presence.
(iv) to be overall in charge of the messes run in the Training Centre and to act as a Treasurer thereof. He will maintain a cash book and check the account personally.
(v) to ensure that monthly mess meeting is held by the Mess Sub-Inspectors concerned and election of Secretary and Members for messes is conducted in his presence.
(vi) to carry out checking and inspection of messes at least once a week and to deal with irregularities found in the work of the messes as promptly as possible.
(vii) to work as Secretary to Sports Fund and Vice Chairman to Welfare Fund.
(viii) to do such other duties as may be entrusted to him by the Principal /Director.

31. CHIEF DRILL INSTRUCTOR:

He will be overall in charge of all the outdoor training of all categories of staff and will supervise the work of the outdoor instructors. He will see that the knowledge of instructors is up to date and will himself ensure that instructions should be imparted from the latest military police Pamphlets on PT, IT and weapon training etc. His other duties will inter alia include the following :-

(i) He will mark the daily attendance on parade and will be responsible for monthly test of trainees in P.T, I.T. and weapon training.
(ii) He will prepare weekly outdoor programme and will maintain individual progress register and submit a monthly progress report to the Principal.
(iii) He will maintain the attendance Register of permanent staff and other staff attached to him and will prepare their duty roster.
(iv) He will maintain the nominal roll of the trainees squad-wise and arrange their measuring and weighing periodically.
(v) He will attend guard mounting twice a week.

He will be responsible :-

(a) for maintenance of musketry stores, P.T. apparatus and games and sports equipment.
(b) for payment of barbers and dhobis, sports and amenities dues, after realizing the same from the trainees.
(c) for checking of quarter guard, including surprise night checking at least once a week.
(d) for final tests in out-door subjects for all the courses including Musketry range firing.
(e) for training of men for "Passing-out" parades, guard of honour and P.T. display etc.

32. TRAINING INSTRUCTORS:

They will be responsible to teach the subject allotted to them by the Principal /Director. They will normally function under the supervision of the Head Master and will be responsible to him for their day to day duties. Their main duties will be as follows :-

(i) They will check the attendance in the individual classes allotted to them to ensure that nobody is absent.

(ii) They will be responsible to complete their course within the stipulated time. For this purpose they will prepare their own notes on the subject allotted to them according to the syllabus and have the same approved by the Principal /Director and will also maintain a diary showing day to day, progress in their subjects.

(iii) They will check the progress made by the trainees in their respective classes and report deficiency, if any , to the Head Master to enable him to put up such cases before the Principal /Director in due time.

(iv) They will help in conducting monthly tests, mid-term tests, final examinations and will also work as Invigilators during the examinations if so detailed by the Head master.

(v) They will be responsible for examining the answer books of the Constable recruits and will help the Head Master in preparation and tabulation of the results of the individual member.

(vi) They will perform the duties of 'Officer of the Week' when so detailed by the Principal /Director. (This will apply to Instructors of Inspector's rank).

(vii) They will do such other work as may be entrusted to them by the Head Master or by the Principal /Director.

33. SUBEDAR MAJOR.- He will be responsible for :-

(i) The daily attendance on parade to supervise the work of Instructors.

(ii) Monthly tests of trainees in PT, PE and IT and imparting instructions before the final tests.

(iii) Enforcement of day to day orders and assistance to Chief Drill Instructor in supervision of training.

(iv) Holding surprise roll calls on orders.

(v) Issuing out-passes to trainees on holidays.

(vi) Supervising over cleaning and oiling of arms.

(vii) Supervising guard mounting daily.

(viii) Putting up defaulter and delinquents in 'Orderly Room'.

34. DUTIES OF QUARTER MASTER:

(i) He will be in-charge of stores relating to dead stock or consumable stock, uniforms, accoutrements, Band equipment forms and stationery, arms and ammunition and such other items as may be stocked for use in the centre. He will maintain proper records for the same in accordance with instructions as contained in these Regulations and/or as may be prescribed by the Principal Chief Security Commissioner.

(ii) He will check once a quarter his stores with the Stock Book of different materials and submit his report in writing to the Principal/Director after each such quarterly check.

(iii) He will be responsible for indent, supply and distribution of all uniforms, equipment and clothing to the trainees in the centre. He will maintain the

clothing store with scrupulous neatness and method and will take all precautions against damage by fire, insects or damp. He will check his clothing stores at least once a month and sign the monthly balances in the Stock Book in token of having done so.

(iv) He will be responsible for the supply and distribution of all arms, ammunition and musketry stores. For this purpose, he will maintain an Arms Register, Ammunition Register, and Musketry Stores Stock Book in which he will show the distribution of these items as well as the balances kept in the Centre Armory and magazine. In preparing indents for arms, ammunition and musketry stores, he will comply with the instructions issued by the Railway Board from time to time. He will keep the keys of the Centre Armory and magazine himself and will ensure that he or any other duly authorized officer of the centre is present when either is unlocked.

(v) He will ensure that centre weapons are properly maintained. To achieve this objective, he will make fullest use of the Centre Armourer. He will be present at the time of inspection of arms by the Army Inspector of Arms and the Sub-Inspector Armourer of the Railway Headquarters. He will prepare all the statements and returns connected with arms, ammunition and musketry stores in the centre.

(vi) He will be responsible for maintenance and repairs required for the Training Centre building, electrical fittings, dead stock, P.T. equipment etc. under his charge. He will arrange replacement of condemned articles and will observe the necessary procedure for depositing all such articles in the store as may be prescribed by the Principal Chief Security Commissioner.

(vii) It shall be his duty to prepare deduction memo and obtain the principal's orders towards deduction of proportionate cost of articles lost or damaged by Principal/ /Director and will remit the same to the Administration in accordance with procedure to be prescribed by the Principal Chief Security Commissioner.

(viii) All the Safaiwalas of the Training Centre will work under him and he will be responsible for their good conduct and work.

35. MESS INCHARGE:

(i) The Mess In-charge will be either a Sub-Inspector or an Assistant Sub-Inspector, who will be directly responsible for smooth running of the mess placed under him. All mess servants, cooks, kahars etc. in the mess will work under his supervision. He will ensure proper sanitation in his mess.

(ii) He will supervise the maintenance of such registers as may be prescribed for the mess.

(iii) He will responsible for correct receipt and issue of Ration and other stores.

(iv) He will attend meetings of the Central Mess Committee every month and will check such statements as may be required to be submitted before it.

(v) He will be responsible for checking of ration stock at the close of the month and for preparing a balance sheet to tally every month.

(vi) he will normally accompany the ration purchase committee for bulk purchase of rations and other stores.

(vii) He will realize and collect mess dues from the members of the mess and issue printed receipts for the same.

36. RECREATION ROOM INCHARGE :

There will be an officer of the rank of Inspector or Sub-Inspector from amongst the members of the staff, who will be overall in-charge of all the Indoor games and also of the library and other recreation articles. He will arrange periodically cultural, variety and musical programmes in consultation with the Principal /Director. It will be his duty to prepare and maintain separate stock books for Indoor game, Library, and other articles. He will periodically get the useless articles condemned by the Principal/Director and will be responsible for the auction thereof. He will also arrange for the replacement of the condemned articles.

Note: – The money realized out of the auction will be deposited in such funds as may be prescribed by the Principal Chief Security Commissioner.

37. SPORTS OFFICER :

There will be a Sports Officer of the rank of Inspector or Sub-Inspector from amongst the members of the staff who will be overall in-charge of all the Out-door games and sports. He will keep all the sports gear and games material in his charge properly maintained and duly entered in the Stock Book kept for this purpose. It will be his duty to place all the articles to be condemned before the Principal/Director and to ensure that they are duly replaced. He will organize out-door games etc. in consultation with the Chief Drill Instructor and will arrange for matches and inter-platoon tournaments.

38. PAY AND ALLOWANCES :

The Director and other members of the Force deployed on instructional duties at the Railway Protection Force Academy and other zonal training institutes shall be paid a monthly instructional allowance or special pay at the rate as admissible to their counter-parts in the corresponding training institutions of the railways.

39. MONETARY REWARDS:

Monetary rewards in the form of books or articles of value to be fixed through the Directives for each prize may also be granted to enrolled members (including direct recruits) of the Force for proficiency during training for every batch of trainees who pass out of the training college or training Centre, as specified below:

I Prize - for all-round efficiency;

II Prize - for all-round proficiency in indoor subjects;

III Prize - for proficiency in parade, musketry and sport:

Provided that it shall be permissible to grant III prize to a trainee who has also been granted first prize and or the second prize.

40. DISCIPLINARY CONTROL:

i) The staff and trainees at any training institution of the Force, shall, so long as they are at such institution or undergoing practical training at some other place, be under the disciplinary control of the Principal/Director of that training institution.

ii) A direct recruit selected for being appointed as enrolled member, till such time he is not formally appointed to the Force, is liable to be discharged at any stage if the Principal Chief Security Commissioner for reasons to be recorded in writing, deems it fit to do so in the interest of the Force.

iii) A direct recruit selected for being appointed as enrolled member of the Force is liable to be discharged at any stage if the Principal Chief Security Commissioner, for reasons to be recorded in writing deems it fit do so in the interest of the Force. In this connection, a doubt has been raised as to whether the disciplinary action against an erring trainee may be taken by the PCSC in whose jurisdiction the training Centre is functioning or by the PCSC who deals with the pre-training formalities. The matter has been examined in depth and it is clarified that the PCSC in whose jurisdiction the training Centre is functioning may take disciplinary action against an erring trainee on the recommendation of the Principal/Director of concerned training Centre. As far as the trainees at JR RPF Academy, Lucknow are concerned, the disciplinary action against an erring trainee may be taken by Director JR RPF Academy Lucknow.

iv) If, during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that the member of the Force is not fit for permanent appointment, the appointing authority may terminate the services of a direct recruit or revert the member of the Force to the post held by him prior to such appointment.:

Provided that in case of termination of services, a probationer shall be given a notice of one month to that effect or pay in lieu thereof:

Provided further that a notice or pay in lieu thereof shall not be required where the termination of service results as a consequence of the failure of the probationer to pass the initial training course or a repeat course, if any.

v) A direct recruit selected for being appointed as enrolled member, till such time he is not formally appointed to the Force, is liable to be discharged at any stage if the Principal Chief Security Commissioner for reasons to be recorded in writing, deems it fit to do so in the interest of the Force.

vi) There shall be no appeal against an order of discharge of a recruit trainee who has not been formally enrolled as a member of the Force.

vii) As per above provisions, there is no right of appeal in cases of discharge. It has been observed that in many cases, proper safeguards are not observed resulting into improper orders. It is, therefore, essential that there should be a system in place which would ensure that all aspects of the case are considered before a discharge order is issued by Principal Chief Security Commissioners.

Therefore, in exercise of power under Rule-28 of RPF Rules 1987 read with Section 8 of RPF Act 1985, it is ordered that henceforth, Principal Chief Security Commissioner shall refer draft discharge/termination orders of recruits/cadets/probationers (Constable/Sub-Inspector) along with all relevant documents to the DG/RPF for advice/ guidelines before issue.

41. MEDICAL EXAMINATION:

No candidate who is not certified by the Divisional Medical Officer to be in good mental and bodily health of prescribed standard and free from any physical deformity or defect likely to interfere with the efficient performance of his duties in the Railway Protection Force shall be called in for training or appointed to the Force.

42. GRANT OF SPECIAL COMPLIMENTARY PASS TO TRAINEE RECRUITS OF RPF/RPSF:

1. RPF/RPSF Constables, during the course of their 7 ½ months training at various training centres, but before their appointment on the railways, are given a five working days break and are allowed to leave training centre for their home towns at their own cost.
2. The matter has since been reviewed by Board and it has been decided that such of the recruits as are undergoing training for being appointed in the RPF/RPSF may be granted one set of special complimentary pass for self only for the class to be decided on the basis of minimum of pay of the post/grade to which they are to be appointed on completion of training in accordance with pay limit prescribed from time to time, from nearest station of the training centre to the Home station of the trainee recruits.

43. PERMISSION TO APPEAR IN SELECTIONS/COMPETITIVE EXAMINATION BY SI/CADETS & CT/RECTS UNDERGOING INITIAL TRAINING:

1. A lot of SI/Cadet & CT/Recruits while undergoing initial training at various Training Centre of RPF & RPSF request for permission to appear in Selections/ Competitive examination for higher posts in Railways as well as other Govt. organizations. Often such requested are not considered sympathetically.

2. In this connection, it is advised that, a lenient view on the issue should be taken and candidates on submission of authentic call letters for such screening or subsequent tests may be allowed to attend the same so that may not be deprived of opportunity for betterment of career. However, the training of such recruits may be extended if required.

44. REFUND OF COST OF TRAINING :

A person appointed as a member of the Force shall ordinarily serve for a period of three years. In the event of such person resigning from service, he shall refund the cost of training as determined by the appointing authority or three months' pay whichever is less.

45. REGULATION OF TRAINING PERIOD :

The period of training including in-service courses shall be treated as duty for all purposes.

46. PROBATION:

46.1 Every member on appointment to the Force either by direct recruitment or by promotion shall be on probation for a period of two years:
Provided that the controlling authority may extend the period of probation in

accordance with the instructions or orders issued by the Central Government from time to time in this regard:
Provided further that any decision for extension of a probationary period shall be taken immediately after the expiry of the probationary period and communicated in writing to the concerned member of the Force together with the reasons for so doing within a period of two months from the expiry of the probationary period.

46.2 On successful completion of the period of probation or any extension thereof, a member of the Force shall be retained in his appointment on regular basis and be confirmed in due course against the available substantive vacancy

46.3 If, during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that the member of the Force is not fit for permanent appointment, the appointing authority may terminate the services of a direct recruit or revert the member of the Force to the post held by him prior to such appointment.:
Provided that in case of termination of services, a probationer shall be given a notice of one month to that effect or pay in lieu thereof:
Provided further that a notice or pay in lieu thereof shall not be required where the termination of service results as a consequence of the failure of the probationer to pass the initial training course or a repeat course, if any.

46.4 During the period of probation or any extension thereof, a member of the Force may be required by the appointing authority to undergo such courses of training and instructions and to pass such examinations and tests as may be specified by it for satisfactory completion of the probation.

47. GRANT OF HONORARIUM FOR DELIVERING LECTURES IN ZONAL TRAINING CENTRE/CENTERS:

1. Honorarium payable to visiting lecturer/faculty for delivering lectures to trainees in Zonal Training Centre/Centers as laid down in Board's letter No.E(G)2009HO-1-24 dated 29.10.2009 has been reviewed and Board (MS, FC & CRB) have, in supersession, approval that the rates of honorarium may be revised as indicated below:

    a) Rs. 1250/- per day for lectures of 2 hours duration subject to a maximum of Rs.5000/- per week to officers of Railway/Central/State Government ordinarily of the rank of Joint Secretary to the Government and reputed academicians/special invitees.
    b) Rs.1250/- per day for lectures of 2 hrs duration subject to a maximum of Rs.2500/- per week to JAG/SG officers of Railway/Central/State Government.
    c) Rs.1000/- per day for lectures of 2 hours duration subject to a maximum of Rs.2000/- per week to other gazette/non-gazetted officials of Railway/Central/State Government other than those mentioned in para (a) and (b) above.

    It may be noted that not more than 15 % of the total training sessions organized by the Zonal Training Centres/Centers should be covered by the lectures by the visiting faculty. This restriction should be strictly followed.

2. This issue with the concurrence of Associate Finance of Transformation Cell.

48. GRANT OF HONORARIUM TO THE RAILWAY OFFICER/STAFF FOR SETTING QUESTION PAPERS AND EVALUATION OF ANSWER SHEETS IN CONNECTION WITH THE EXAMINATION CONDUCTED BY RAILWAY TRAINING CENTERS:

Officers and Sr./Jr. subordinate who are not staff in the Training Centers and required to set question papers and evaluate the answer books in connection with the examination conducted by the various Railway Training Centers may be paid honorarium as indicated below;

For setting question papers - Rs. 150/- per question paper
For a solution of answer sheet - Rs. 5/- per answer sheet.

49. GRANT OF ONE HIGHER HONORARY RANK FOR THE INSTRUCTORS OF TRAINING CENTERS:

Instructors posted at RPF Academy and other Zonal Training Centers will be conferred one higher honorary rank.

50. EMPOWERING NAIR & CTIS REVISION OF HONORARIUM FOR GUEST FACULTY:

1. In order to give a boost to quality of training being imparted to officers of Indian Railways, a need was felt to revise the rate of Honorarium to Guest Faculty being invited by NAIR & CTIs. DG/NAIR & Directors of CTIs strongly expressed this need during their meeting with CRB on 14.05.2018 at Railway Board.
   Based on the recommendations of NAIR & CTIs, Board (MS, FC & CRB) have approved the following rates of honorarium to Guest Faculty:

Description of Item/Nature of Power	As approved by Board for NAIR/CTIs
Facilities for visiting lecturer. Rate of honorarium to visiting lecturers.	a) Up to Rs. 15000/- per session of two hours for Guest Faculty of Eminence (non-railway/serving or retired) only if there are reasons to justify such payment, which should be duly recorded in writing by DG/NAIR & Directors/CTIs. No Finance concurrence is required. b) Up to 5000/- per session of up to two hours to the Govt./Railway Officer (serving and retired) of SAG and above rank. No Finance concurrence is required.

	c) Rs. 2500/- per session of up to two hours duration to the visiting lectures other than (a) & (b) mentioned above. No Finance concurrence is required.

NAIR & CTIs shall have to stay within the allotment of fund while exercising this power

2. In addition to the above, Board (CRB) has also approved the following:
   a) DG/NAIR shall exercise full powers of the General Manager, as applicable to the Institutes.
   b) Directors of CTIs shall exercise full powers of DRMs & PHODs as applicable to the Institutes.

This issue with the approval of Board & concurrence of Associate Finance of Transformation Cell of Railways Board

51. SCREENING OF INSTRUCTORS/TRAINERS (OUTDOOR & INDOOR) IN TRAINING INSTITUTIONS FOR GRANT OF TRAINING ALLOWANCE:

The Committee for selection of Instructors/Trainers in training institutions may be constituted in terms of procedure laid in Board's letter No. E(MPP)/2018/3/5 dated 19.6.2018 (RBE) No.93/2018 as under:

i) For zonal Training Institutes- Selection committee of 3 JAG officers wil be constituted with the approval of PCSC concerned. Head of the Training center will also be co-opted as fourth member.

ii) For Divisional Training Institutes level – Selection Committee of 3 Sr. Scale Officers will be constituted with the approval of DRM/ADRM concerned. Head of the training Center will also be co-opted fourth member.

52. PERIODICAL TRAINING OF RPSF COMPANIES :

The objectives of training, structure, subject wise distribution of periods and day wise programme and methodology of periodical training of RPSF Companies shall be as provided in Training Manual.

CHAPTER-IV :- POSTINGS AND TRANSFERS IN RPF

DISTRIBUTION AND TRANSFER OF THE MEMBERS OF THE FORCE

1. DISTRIBUTION:

The enrolled members of the Force shall ordinarily be employed throughout service on the zonal railway or the Railway Protection Special Force to which they are distributed on first appointment under these rules and shall have no claim as of right for transfer to another zonal railway or to the Railway Protection Special Force formations and vice versa.

1.2 ASSISTANT COMMANDANTS/ASSISTANT SECURITY COMMISSIONERS:

I. Directly recruited Assistant Commandants shall be distributed among the zonal railways and Railway Protection Special Force in such manner as may be considered necessary by the appointing authority in public interest.

II. All other Assistant Commandants promoted from the ranks shall continue to retain their lien on the parent zonal railway or on the Railway Protection Special Force.

1.3 ENROLLED MEMBERS:

I. SUB-INSPECTORS:

On successful completion of initial training, direct recruits shall be distributed amongst the zonal railways and Railway Protection Special Force in such manner as may be considered necessary by the appointing authority in public interest.

II. CONSTABLES:

On successful completion of initial training, direct recruits shall be distributed for enrolment amongst the divisions, production units and Railway Protection Special Force battalions in such manner as may be considered necessary by Principal Chief Security Commissioner concerned in public interest.

1.4 INITIAL POSTING:

A member of the Force should not be posted after initial training to his / her home division in his / her first tenure as far as possible. *However, there is no prohibition for consideration of such cases on extreme compassionate grounds.*

1.5 POSTING OF ASSISTANT COMMANDANTS/ASSISTANT SECURITY COMMISSIONERS PROMOTED FROM THE RANK OF INSPECTORS:

Keeping in view that members of the Force up to the rank of Inspectors mainly perform duty within a zone, posting of such personnel to distant zones, on being promoted to the rank of ASC/AC, sometime leads to language problem, eating habits, local customs, working methodology, etc

All the zonal railways, Units, RPSF Battalions have been divided into 05 Groups for the purpose of posting of ASCs/ACs who have been promoted from the rank of Inspector.

Group	Zones/Battalions	
A	Zones:	NR, NWR & WCR
	PUs/Other Units:	DMW/PTA, RCF/KXZ & Rae Bareli & RDSO
	RPSF Battalions:	3rd, 6th & 9th & 15th
B	Zones:	ER, SER, ECOR & NFR
	PUs/Other Units:	KMR & CLW/CRJ
	RPSF Battalions:	1st, 4th, 8th, 14th & 16th
C	Zones:	NER, ECR & NCR
	PUs/Other Units:	DLW/Varanasi, RWF Bela & RCF Harnaut
	RPSF Battalions:	2nd 10th 11th
D	Zones:	SR, SCR, SWR & SCoR
	PUS/Other Units:	ICF, RWF/Yelahanka
	RPSF Battalions:	5th & 7th
E	Zones:	CR, WR & SECR
	PUs/Other Units:	KRCL
	RPSF Battalion:	12th

Note:

Inspectors on being promoted to the rank of ASC/AC shall be asked;

I) For option for posting in any one of the above Groups for posting. Based on the vacancy position, administrative interest, seniority, etc. such officers shall, as far as possible, be posted in any of the Zone/Bn/PU, falling within the Group, opted by such officers other than his parental Zones

II) Inspectors, who refuse promotion and are posted on open line Posts, workshops, Parcel depots, Goods sheds, Scrap Depots, CIB etc. which are sensitive in nature, shall be posted to non-sensitive posts having no public dealings.

2. TRANSFERS:

General:

Transfer of members of the Force may be ordered from one place to any other place in India in the exigencies of service or for administrative reasons or to avoid local entanglements of such members or for any such other consideration.

2.1 DEFINITIONS:

I. Transfer:

I-a) Railway Protection Force:

Any regular posting from one RPF Post / Outpost / Coy / Unit of Office to another RPF Post/ /Out post /Coy / unit of Office in the same Division or in another division of the same Zonal Railway or of another Zonal Railway.

I-b) Railway Protection Special Force:

Regular posting from one Battalion to another shall be treated as a transfer. Rotation of personnel from one company to another in the same Battalion of RPSF shall not be treated as transfer.

II. Tenure:

The period of posting for various ranks in various places prescribed by DG.

III. Intermediary Grade:

A promotional grade where there is no direct recruitment.

IV. Initial Tenure:

Tenure at first place of posting on appointment to the Force.

V. Working Couple:

Both spouses employed under the Central/State Government or in Autonomous Bodies/Public sector/organization under Central/State Govts.

VI. Zone:

Means one of the 16 Zonal Railways and does not include RPSF.

VII. Difficult areas:

Stations or places identified by PCSCs and approved by DG RPF as difficult areas in view of bad climate, poor connectivity, lack of educational or medical facilities etc. List of Hard Posting/Bad climate areas are at **ANNEXURE-A.**

VIII. Home Division:

in whose jurisdiction the Home town or the place where the RPF personnel has acquired property as mentioned in rule 93.3 of the RPF Rules, 1987 is located.

IX. Pre-mature Transfer:

Transfer before completion of tenure as prescribed.

X. Competent Authority:
DG/RPF, PCSC/RPF, IG/RPSF, CSC/RPF, Addl CSC/RPF, DIG/RPSF, Sr.DSC/DSC RPF, Sr.CO/CO as the case may be.

2.2 SUPERSESSION OF EARLIER INSTRUCTIONS:

As per Directive-32 (Revised) Dated 28.12.2017 all the earlier instructions on the subject of Transfers have been superseded.

3. INTER ZONAL TRANSFERS:

3.1 SUPERIOR OFFICERS OF THE FORCE:

The Director General on the recommendations of the Principal Chief Security Commissioner concerned or otherwise may transfer any superior officer from one zonal railway to another zonal railway or from Railway Protection Special Force to a zonal railway or vice versa in the interest of administration of the force.

3.2 ENROLLED MEMBERS OF THE FORCE :

All inter-zonal railway transfers of the enrolled members of the Force shall be ordered by the Principal Chief Security Commissioner concerned after obtaining the concurrence of the Director General.

I. Directly recruited Sub-Inspectors (male) and Constables (male) shall be eligible for inter-zonal transfer on completion of 10 years of service, including training period.

II. Directly recruited Sub-Inspectors (female), Constables (female) shall be eligible for inter-zonal transfer after completion of 05 years of service, including training period.

III. Directly recruited Sub-Inspectors (male/female) and Constables (male/female) shall be eligible for inter-zonal transfer only against vacancies in their respective categories, as under;

Sr No.	Category	Eligible category for inter-zonal transfer
1	Unreserved category including OBC	Unreserved category including OBC
2	SC	SC
3	ST	ST

IV. Transfer in the rank of Sub-Inspector shall take place only against the vacancies of direct recruitment quota, depending upon the vacancies in the concerned category in the zone for which the request is made.

V. Directly recruited Sub-Inspectors (male/female) and Constables (male/female) shall be eligible for inter-zonal transfer on 'mutual transfer basis', "working couple" grounds or on the ground of 'care giver to a specially-abled child' on completion of probation period.

VI. While considering transfer on working couple" ground, preference shall be given to those cases where both husband and wife are in RPF. In case, one spouse is in RPSF, he or she shall be posted to the nearest Battalion.

VII. 'Mutual transfer', transfer on working couple' grounds or on the ground of 'care-giver to a specially-abled child' or 'on request' of enrolled member of the Force, from one zonal Railway to another shall not be considered unless application is received from the concerned personnel himself/herself and through proper channel.

VIII. No mutual transfer on request is permitted in inter divisional and intra divisional transfers.

IX. For becoming eligible for inter-zonal transfer on mutual, couple cases, care-giver, RPF staff is eligible on completion on probation period. Accordingly, inter battalion transfer on above grounds may also be considered after completion of probation period.

X. There is no prohibition for any inter divisional transfer on couple ground.

3.3 MUTUAL TRANSFER IN INTERMEDIARY GRADES:

I. There shall ordinarily be no Inter-zonal transfer in intermediary grades like Head Constable, Assistant Sub-Inspector and Inspector, save due to administrative reasons by the competent authority.

II Transfer in intermediary rank shall be allowed on "Mutual exchange basis" where seniority of both personnel shall be fixed as per Rule 99.2 of RPF Rules

III. Transfers on 'mutual exchange basis' shall be allowed only between personnel belonging to the same category i.e. General (including OBC) with General (including OBC), SC with SC and ST with ST).

IV. Transfer of an Inspector (who was directly recruited as sub-inspector) on mutual exchange basis shall be allowed only with an Inspector who was directly recruited as sub-inspector. Similarly, a promotee Inspector will only be considered for mutual transfer with another promotee Inspector.

V. Inter Battalion transfer may be considered on mutual basis irrespective of category of RPSF personnel in the same rank in view of hard nature of duties performed by RPSF.

3.4 GENERAL GUIDELINES:

I. A record of all request applications received will be maintained in a register, with an index, in the office of PCSC and Sr.DSC. The concerned PCSC, on finding the request admissible, shall obtain a "No-objection" certificate from the PCSC of the destination zone and submit the same for approval of DG/RPF along with mutually agreed lists, category wise vacancies as well as priority list of RPF personnel seeking transfer of each rank with category separately for each zone, where transfer has been sought.

II. Applicants for inter Zonal request transfer shall submit an undertaking along with application that they agree to accept the changed seniority after transfer to the other Zone.

III. Enrolled member of the Force who is facing any D&AR/Vigilance Inquiry/Criminal Case or against whom any inquiry under any criminal law/D&AR or vigilance manual is contemplated or pending will not be considered for Inter-Zonal Transfer, except on administrative ground by the competent authority.

IV. Before recommending eligible candidates for inter-zonal transfer, PCSC shall take into consideration the vacancies of Head Constables, Assistant Sub Inspector & Inspector and the adverse impact of the transfer from one zonal railway to another zonal railway on the current & anticipated vacancy position of the zone in concerned ranks.

V In case number of applicants requesting for inter zonal transfer to a particular Zone exceeds the available vacancy in that rank in the concerned zone, seniority shall be taken into consideration for considering their request for inter zonal transfer.

VI Enrolled member transferred from one zonal Railway to another zone, will not normally be allowed to seek further inter-zonal transfer before completion of 10 years in the new zone except on care giver to specially-abled child and spouse ground.

VII. Seniority of Sub-Inspectors (male/female) and Constables (male/female) on inter-zonal transfer shall be governed in terms of rule 99.2 of RPF Rules, 1987.

3.5 DETERMINATION OF SENIORITY ON INTER-ZONAL TRANSFER:

I. WHEN TRANSFER ORDERED IN INTEREST OF ADMINISTRATION :

Seniority of an enrolled member of the Force on transfer from one zone to another or to the Railway Protection Special Force and vice versa made in the interest of administration shall be regulated by the date of appointment to the grade or rank as the case may be, where the date of appointment of the transferred member of the Force is the same as that of another member of the Force already serving on that zonal railway or Railway Protection Special Force, the relative seniority shall be determined on the basis of the date of birth—the elder being the senior.

II. TRANSFER ON OWN REQUEST OR ON MUTUAL EXCHANGE:

Seniority of an enrolled member of the Force transferred on his own request or on mutual exchange from one zonal railway to another or to the Railway Protection Special Force and vice versa shall be fixed below that of all existing confirmed and officiating enrolled member of the Force in the relevant rank of that railway or Railway Protection Special Force irrespective of the date of confirmation or length of officiating service of the transferred member of the Force.

4. PERIODICAL TRANSFERS:

4.1 TRANSFER OF SUPERIOR OFFICERS WITHIN THE ZONAL RAILWAY:

Transfer of superior officers within the zonal railway may be made by the concerned Principal Chief Security Commissioner with the concurrence of the Director General.

However, this shall not restrict the power of the Director General to order transfer of any superior officer *suo moto* within a zonal railway.

4.2 TRANSFER OF ENROLLED MEMBERS OF THE FORCE:

Transfers of enrolled members of the Force may be ordered by the Principal Chief Security Commissioner concerned and other officers specified in Schedule- II.

4.3 GENERAL PRINCIPLES FOR EFFECTING PERIODICAL TRANSFERS:

I. In the interest of continuity of command, discipline and accountability, the Director General may prescribe a tenure of posting for various ranks in various places.

a) Ordinarily, no member of the Force shall be transferred from one station to another unless he has been at that station for the normal prescribed tenure nor he shall be allowed to remain at that station for more than one year thereafter without the specific approval of the Principal Chief Security Commissioner concerned in respect of enrolled members of the Force and of the Director General in respect of superior officers.

b) Provided that the members of the Force posted to bad climate areas or out of the way places may be transferred after they have served in such area or place for about two years.

III. No one shall ordinarily be so posted to his hometown nor to a place where he holds or acquires immovable property nor he be posted back in the same capacity unless it is considered essential in public interest.

IV. Members of the Force who have been transferred out of a particular place or division on complaint of corruption or misconduct shall not be posted back to that post or place or division even if they so request.

V. Members of the Force who have got adverse entries or enjoy poor reputation shall not be posted to sensitive posts till they get good entries for three consecutive years.

VI. Any member of the Force temporarily transferred to any place shall not be allowed to continue at that place for more than four months without the specific approval of the Principal Chief Security Commissioner concerned and such member shall not again be temporarily posted to the same place without an interval of two years.

VII. Where a member of the Force before completion of his normal tenure at a particular place, wishes to get himself transferred to another place so that his children may have continuity of education at the new station for next few years, such member may be allowed transfer, before completion of normal tenure, after taking into account the interest of administration.

VIII. Any members of the Force facing departmental proceedings and who is due for periodical transfer on completion of normal tenure may not ordinarily be transferred unless such transfer is in public interest or where such transfer is in the interest of expeditious finalisation of disciplinary proceedings.

IX. If a member of the Force under order of transfer applies for leave, it shall not be granted to him without prior permission of the transferring authority:

a) Provided that where a transferred member is hospitalised as an indoor patient or in such other serious cases, he may be allowed leave under intimation to the transferring authority :

b) Provided further that the provisions contained in sub-rule (2) and (3) shall not apply to members of the Force, who are going to their last posting before superannuation.

4.4 TRANSFER OF MEMBER DEPUTED FOR TRAINING:

A member deputed for training shall, as far as possible, be posted back to the place from where he has proceeded on training if he is otherwise not due for transfer or promotion.

4.5 GUIDELINES FOR PERIODICAL TRANSFERS:

I. Ordinarily, all members of the Force shall be transferred after completion of tenure. No member of the Force shall remain at a particular place / office on completion of tenure unless extension of tenure has been granted as prescribed.

II. While making routine periodical transfer, option for choices of three Divisions/Battalions, Posts/Outposts, as the case may be, should be obtained by the competent authority. However, the same shall be considered subject to administrative requirement, vacancy position, previous posting, length of service, seniority, etc.

III. While transferring members of the Force from one station to another, the fact that his / her spouse is posted at a particular station, if brought to notice by the concerned RPF personnel, should be duly taken into consideration and working couple should be posted at the same or nearest station, as far as possible, but within the constraints of administrative and operational feasibilities.

IV. Periodical transfer, on completion of prescribed tenure, shall be done in such a way that the movement of member of the Force may, as far as possible, be completed before new academic session begins so that children's education is not disrupted

V. No enrolled member of the Force shall be posted back or attached to the same Post / Outpost for at least 10 years (12 years for Inspectors). The period of 10 years shall be counted from the date of his relieving from that post.

a) *Provision of posting back of RPF staff in same Post / Outpost before 10 years in case of Constable to SI and 12 years in case of Inspectors does not apply in case of RPSF personnel.*

b) This condition of not posting back to same place (before 10 years/12 years) shall not apply to postings in Training Centres, SIB and HQ Units of Zones/Divisions.

c) RPF personnel who have satisfactorily completed their tenure in Training Centres and

SIB Units shall, as far as possible, be given choice posting

d) RPF personnel on being transferred from a post shall not be posted or attached to the outpost of the same post for the next tenure.

(Since transfer of staff has been prohibited within the jurisdiction of a Post (which also includes jurisdiction of Outpost), transfer of staff from Post to Outpost or vice-versa is not allowed.

VI. If an enrolled member of the force is posted on promotion to the same Post / Outpost / Coy / Detachment/Battalion/Office / HQ, his / her tenure will be counted from the date of joining at that place in the previous rank.

VII. Periodical transfer shall invariably be ordered on or before 31st March each year. For counting period of posting, deemed date of start of tenure shall be 31st March of the year if the transfer order is issued before 31st March in that year or the person joins new place of posting on or before 30th September in that year. In other cases, the tenure shall start from 31st March of next year.

VIII. Once the member of the Force has been transferred, he / she shall be immediately spared to join the new place of posting. Cases of non compliance of transfer order shall be informed to the authority who had issued the order within one month from the date of issue of the order for further necessary action along with reasons for non compliance of transfer order and non-reporting of such cases shall be liable for disciplinary action.

IX. Members of the Force transferred on request shall not be entitled to avail transfer related facilities like transfer Pass, Kit Pass, Journey Time, Transfer Grant, etc.

X. Particulars of enrolled member of the Force , who have undergone specialized training courses like 'Commando Course', 'Bomb Detection/Disposal Course', 'Band Course', 'Dog Handlers training', 'Driving Course', Armourer, etc. shall be mentioned in the relieving letter, so that their service are utilized in their respective fields of expertise as far as practicable.

XI. Enrolled Members of the Force posted in Dog Squad, Commando Units (upto the age of 35 years), Bomb Squad or as Artisans (Cobbler/Tailor), Armourers, Drivers and Ancillary staff shall not be generally considered for periodical transfers. However, they can be transferred on request or in administrative interest. This provision will not be applicable to RPSF.

XII. Wireless staff of RPSF shall be exempted from periodical transfers.

XIII. Service Record should immediately be forwarded to the place of posting of the concerned personnel. Transfer of Provident Fund should also be ensured without delay.

XIV. Submission of false grounds / documents by Force personnel for request transfer may be dealt under DAR.

XV. PCSCs may consider inter-divisional transfer to meet administrative exigencies at the time of promotions.

XVI. Officers of the rank of PCSC and below shall not issue any transfer orders if they are due to retire within 30 days or when they are under order of transfer. However, in extreme exigencies, one or two personnel may be transferred with the prior approval of the PCSC upto the rank of Sub-Inspector and the DG in case of Inspectors.

4.6 PERIOD OF TENURE OF RPF/RPSF PERSONNEL:

	Officer/staff	Tenure Period
I	Superior officers excluding those posted in the Railway Board and posted as faculty member in Training Centre.	3 years
II	Officers Posted in the Railway Board	5 years
III	Inspectors and sub-inspectors except posted as faculty member in Training Centre.	3 years
IV	Other enrolled members of RPF	5 years
V	Faculty member of JR Academy and other zonal training centers (excluding Director/Principal)	5 years
VI	Director of JR Academy or Director/Principal of other Training Centers	3 years
VII	Enrolled member of the Force posted in SIB (Except IPF)	5 years
VIII	All ranks in notified bad climate, out of way places and hard posting NF Railway (except KIR Divn.) and Kashmir Valley.	2 years

Transfer and posting of RPSF personnel

XI

Category	Group-A (Bn 2nd, 3rd, 6th, 9th & 15th)	Group-B (Remaining Bns except 16th BN Mahila Bn)
HQrs. Coy	5 year tenure	5 year tenure
Operational Coy	5 year tenure	10 year tenure, extendable by 5 years
Ancillary, Armourer, Wireless	5 year tenure	10 year extendable by 5 years
Drivers	10 years	10 years extendable by 5 years
Request Transfer	2 years	2 years

If a member completes 3 years either in continuous or broken spell in HQ Coy, he shall be transferred out of Battalion after 5 years i.e. for him the tenure would be 5 years in a Battalion.

Attachment :- The limitation for attachment shall be as follows (in a block of one year)

Period	Intra Battalion	Inter Battalion
Upto 30 days	CO	CSC
Upto 60 days	CSC	PCSC
Upto 90 days	PCSC	PCSC
Above 90 days	DG	DG

New Recruits Batches : Before posting of new batches, all request transfer shall be disposed off and the same in new batches may preferably be posted in Group-B Battalions.

Last Tenure : The staff having two years left in retirement may be preferably posted in Battalion of his choice.

Education Ground : One year extension in tenure may be given to staff whose wards are studying in Class 10^{th} or 12^{th}.

Inter Coy Rotation may be done every 2 years by concerned CO. For premature rotation, approval of PCSC should be obtained.

XI Provisions of Directive 32 (Revised) equally apply to all Force personnel. No exception has been made in Directive 32 (Revised) with regard to applicability of these provisions to office bearers of AIRPFA. No protection, whatsoever, is available to any office bearer of AIRPFA against transfer.

XII Total stay at a stretch at a particular station should not be more than 10 years and total cumulative stay in broken spell should not be more than 15 years. For deputation from a station, the total deputation period shall be included in the total stay at that station. Provided that a Gazetted Officer shall not be posted to the same post at that station after completing one tenure/extended tenure.

XIII Younger GOs (Direct appointed ASCS & ACs) shall be preferably posted in Naxal/Terrorist affected areas, NFR, crime affected divisions, suburban section of metro cities like Delhi, Mumbai, Kolkata and Chennai & Kashmir Valley to have exposure with other forces.

XIV ASCs/DSCs/Sr.DSCs will have atleast one posting in Northeast Frontier. Railway, Kashmir Valley and naxal affected areas.

4.7 EXTENSION OF TENURE:

I. Normally, tenure of officers and other personnel, as prescribed will not be extendable. However, in deserving cases, in administrative interest or on request of the employee, above tenures may be extended by one year as under;

a) For RPF/RPSF personnel up-to the rank of Sub-Inspector, PCSC will be the competent authority for granting extension of tenure. However, reasons shall be recorded in writing in cases where extension of tenure has been considered.

b) For extension of tenure of Inspectors and above, prior approval of DG/RPF will be required. For this purpose, proposal may be duly forwarded with justification and specific comments of PCSC concerned.

c) The officers and other personnel whose wards are passing class IX or XI (entering class X & XII) may not be posted out from their present station on completion of normal tenure provided that application of concerned RPF/RPSF personnel is received by Transferring authority well in advance before cut-off date. In case there is no other

Post available for accommodating him in same station, he/she may be retained for one year with the approval of DG/PCSC as the case may be or transferred to other post in same station. However, Transferring Authority shall examine such requests on case to case basis. Moreover, he/she will not be given extension for 2nd ward/wards subsequently studying in 10th or 12th class in the subsequent years at the same station

II. Those who give their willingness for continuing in difficult areas may be permitted to continue for a tenure not exceeding the tenure prescribed . Deputation/attachment & unauthorized absence will be excluded from these 2 years. The List of difficult areas is enclosed as **ANNEXURE-A**.

III. Aforesaid tenures shall not preclude transfer of any officer/ other personnel at any point of time in exigencies of service or for administrative reasons as envisaged under Rule 90 of RPF Rules, 1987 ("transfer of members of the Force may be ordered from one place to any other place in India in the exigencies of service or for administrative reasons or to avoid local entanglements of such members or for any such other consideration").

5. PREMATURE TRANSFER:

I. No enrolled member of the Force shall ordinarily be transferred from one station to another, unless he / she has been at the station for the normal prescribed tenure, except in administrative exigency.

II. Approval of PCSC/RPF/RPSF will be required for pre-mature transfer of any enrolled member of the Force up to the rank of Sub-Inspector and of DG/RPF in case of premature transfer of Inspectors.

6. TRANSFER /EXTENSION OF FACULTY MEMBERS POSTED AT TRAINING CENTRES /JR RPF/ACADEMY LKO:

Extension to the faculty members posted at JR RPF Academy and RPF Training Centres may be granted, not more than twice and one year at a time, with the approval of DG/RPF in case of Inspectors and Gazetted Officers and PCSCs in case of other non-gazetted personnel, as under **;**

Sl. No.	Particulars	Recommending authority for extension of tenure
1	Faculty members (gazetted officers and Inspectors), indoor as well as of RPF/RPSF Training outdoor, in RPF/RPSF Training Center.	Recommended by Principal of RPF/RPSF Training Center and forwarded to centers Railway Board by PCSC/RPF/RPSF
2	Faculty members (non-gazetted below the rank of Inspectors), indoor as well as outdoor, in RPF/RPSF Training centers	Recommended by Principal of RPF/RPSF Training centers and approved by PCSC/RPF/RPSF
3	Principal , Training Centers	Recommended and forwarded to

		Railway Board by PCSC concerned. If the Principal is of the same or higher rank than the PCSC, He will send his application directly to DG/RPF.
4	Faculty members (gazetted officers and Inspectors), indoor as well as outdoor in JR RPF Academy LKO	Recommended and forwarded to Railway Board by Director JJR
5	Faculty members (non-gazetted below the rank of Inspectors), indoor as well as outdoor, in JR RPF Academy LKO	Director/JJR
6	Director JR RPF LKO	DG/RPF

Proposals for extension may be forwarded, 04 months in advance, for extension of tenure of the faculty, with necessary justification.

7. TRANSFER FROM AND TO PRODUCTION OTHER UNITS :

I. Member of the Force posted in Production/Other Units will, on completion of their tenure, be liable for transfer to controlling / concerned Zonal Railways and vice-versa.

Production/Other Unit	**Concerned Rlys**
CLW Chittaranjan	ER
DMW Patiala/MCF Raebareilly/RCF Kapurthala RDSO	NR
RWF Yelahanka	SWR
ICF Chennai	SR
RWF, Bela/RCF Harnaut	ECR
DLW -Varanasi	North Eastern Railway
Core-Allahabad	NCR
Constructions Units	Concerned Zone

II. During their tenure in the Production Unit every person will be rotated in turn, six months as per roster. No one shall usually be deployed at the same post again till he/she has completed working in all other units of the Production Unit.

III. Once staff is posted in any PU, one bill unit may be fixed for entire tenure of staff in PU. However, staff once posted in PU may be rotated as prescribed under Directive 32 (Revised).

IV. The APAR of staff may be initiated by the officer of the Unit under whom staff completed six months in his/ her last rotation based on past and present working reports. For this purpose, working report may be simultaneously issued by concerned officer on completion of rotation by staff and on completion of financial year, if applicable

8. ADMINISTRATIVE POWERS OF SUPERIOR OFFICERS ARE PRESCRIBED IN SCHEDULE-II OF RPF RULES 1987.

9. TIMELINES FOR TRANSFERS:

9.1. The timeline chart of processing and finalizing transfer applications is as under;

Time lines for transfer					
i	Inter-Divisional/Zonal Transfer (Will be considered twice a year in June & December)	Submission of request by RPF personnel	Forwarding of request to zonal HQ by Division	Forwarding of request to Rly BD by Zone	Processing by Committee and order of transfer of by Rly Board
		By the end March	BY the end of April	By the end of May	By the end of June
		By the end September	By the end of October	By the end of November	By the end of December
	Periodical transfer	Submission of request by RPF personnel	Forwarding of request to Zonal HQ/Divisional	Proceeding by Committee and order of transfer by CSC/Sr.DSC	
		By the end January	By the end of February	By the end of March	

I PCSC/RPSF may consider request of inter-battalion transfer by the end of March in a year.

II All applications for inter zonal transfers on request on "working couple" and care giver of specially-abled child ground will be forwarded with remarks by the Divisions to zones and by Zones to Railway Board within 15 days of receipt in concerned divisional and Zonal Offices. These applications shall be considered by Railway Board as and when received.

III The priority of inter zonal transfers (on request) will be based on duration of service. If the duration of service in same, then the priority will be decided based on age.

IV The gist of applicants (i.e. sl. no, name, rank, zone, ground of transfer, date of request transfer to zone, duration of service, age, category, whether recommended by PCSCs of both zones, whether vacancy exists in concerned category in recipient zone) of inter zonal transfer on request and on mutual exchange ground received by Force HQ will be uploaded in the website twice every year, by 15th June and by 15th December respectively.

10. LAST POSTING BEFORE SUPERANNUATION:

Members of the Force having good record of service and free from disciplinary/vigilance angle, may be posted near their home town, two years

before attaining age of superannuation subject to availability of vacancy and suitability for the job, as assessed by the competent authority.

11. POSTING IN METRO CITIES/CLUSTER:

I. In cities/towns where more than 02 RPF units are located, officer and other personnel may be allowed posting for maximum 10 years at a stretch and 15 years in broken spells subject to availability of vacancy.

II. Cases of transfer of RPF staff, who have completed 10 years at a stretch and 15 years in broken spells in a city/town, shall be considered during periodical transfers i.e. such staff may be transferred out of the cities/towns, where they spent 10 years at a stretch and 15 years in broken spells, at the time of periodical transfers. While counting 10 years at a stretch and 15 years in broken spells, deputation period shall also be counted in case of Non-Gazetted RPF personnel.

III. Since, RPSF personnel are performing mobile duties and need based deployment of RPSF Coys is being done throughout the Indian Railways, the provisions of metro cities / cluster postings are not applicable to RPSF personnel.

IV. Whosoever has served for the maximum duration (senior most in station seniority) will be transferred first even if they have not completed tenure at their present places of posting.

V. With regard to instruction of posting of working couple at the same or nearest station. Vs-a-vis "instruction that staff to be transferred on completion of 10 yrs. At a stretch and 15 yrs in broken spells. It is clarified that working couple cases should be posted at same or nearest station, as far as possible, but within the constraints of administration and operational feasibilities.

As such, administration/operational feasibilities have to be kept in view while considering working couple cases. Accordingly, provision relating to transfer of working couple shall be subject to provision regarding posting in Metro cities/Cluster.

In respect of a provision that RPF personnel who have successfully served in SIB, as far as possible, may be given choice posting, it is clarified that while considering such cases of choice posting, provisions regarding posting in Metro Cities/Cluster shall have to be kept in view by the transferring authority.

VI. 1. In respect of the following Metro cities, the units falling under the areas mentioned against each shall be considered as RPF units location under the respective metro city:

Sl.No.	Metro City	Units located in the area of
1	Mumbai	Police Commissionerate Greater Mumbai, Navi Mumbai and Thane*
2	Kolkata	Districts Kolkata, North 24 Pargana, South 24 Pargana, Hooghly and Howrah*
3	Chennai	Districts Chennai, Kanchipuram and Tiruvallur*

4	Delhi	National Capital Territory of Delhi*
5	Hyderabad	Area under Grater Hyderabad Muncipal Corporation*

*and any other contiguous area decided by PCSC. If the area is to be reduced, approval of DG/RPF shall be taken.

2. In case of any other Metro City/City/town/cluster where more than 2 RPF units are located, the PCSCs concerned will identify the units located under the concerned Metro City/City/town/cluster based on the territorial jurisdiction of the respective Municipal Corporation/Municipalities.

3. The exercise of transfer of RPF personnel having completed 10 years in continuous spell or 15 years in broken spells will be completed first before undertaking the regular tenure transfers at Zonal/Divisional level. The exercise will be conducted invariably at the Zonal HQ level.

4. The RPF personnel posted in Metropolitan area/cluster in their last tenure (terminal posting before superannuation when reckoned with effect from 31st March may not be considered for transfer.

5. A list of RPF personnel in each rank completing 10 years at a stretch or 15 years in broken spells in Metro cities/clusters may be prepared in descending order of station seniority, i.e. the staff who has spent the maximum time will be on the top of the list and the staff who has spent the minimum time will be on the bottom. The names of those in the last tenure (terminal posting) will be deleted from the list.

6. The RPF personnel who have completed tenure in non metro areas and are eligible to be posted to the metro area of the same division shall be listed out in each rank. For example, For Howrah Division of Eastern Railway:
   RPF personnel who have completed tenure in-
   - Howrah division in units out of Kolkata Metropolitan region; and
   - Are eligible to be posted to units of Howrah division located in Kolkata Metropolitan region shall be listed out.

7. The RPF personnel who have completed tenure in non metro area (in respect of the same metropolitan area) of another division and are willing to be posted to the metro area of this division shall be listed out in each rank. For example, For Howrah division of Eastern Railway:

   RPF personnel who have completed tenure in-
   - Sealdah division in units out of Kolkata Metropolitan region Or
   - In Sealdah/Asansol divisions; and
   - Have given willingness to be posted to units of Howrah division located in Kolkata Metropolitan region shall be listed out.

8. RPF personnel in the list mentioned in Para 6 will be transferred based on their station seniority to such extent that the resultant outflow balances the

inflow of RPF personnel in the lists mentioned in Para 7 & 8 in each rank.

9. RPF personnel mentioned in Para 7 and 8 will not be ineligible to be posted to Metropolitan area on the ground of having spent 10 years in continuous spells or 15 years in broken spells in the metropolitan area earlier. However, their station seniority must be less than those in the zone of consideration for transfer from the list mentioned in Para 6. It must also be kept in mind that they will be liable to be transferred out of the metropolitan area on the basis of their station seniority at a later date.

   For example Mr X and Mr Y both have completed tenure in non metro area and are willing to be posted to metro area. However Mr X has spent 17 years of his career in broken spells in metro area while Mr Y has spent 13 years continuously in the same metro area earlier. The lowest station seniority in the zone of consideration in the list mentioned in Para 6 is 16 years. Mr X will not be eligible for posting back in the metro area. Even though Mr Y is eligible for posting back in the metro this year, he will have to be shifted probably in subsequent years when his station seniority will fail in the zone of consideration and therefore, will not be able to complete his tenure in the metro area unless he is serving his last tenure.

VII. A clarification issued by Railway Board vide its letter No. No.2014/Sec (Spl)/6/12 dated 22.3.2019 in reference to PCSC/ER's letter No. SC.30/33-E/TR/Policy/10/15 Years dated 10.3.2019 in connection with Directive 32 (Revised) - clarification is enclosed as **"ANNEXURE-B".**

VIII. Cases of terminal posting, Critical illness and children education:

The cases of terminal posting, Critical illness and children education be considered on Case to Case basis with Speaking Order.

12. CASES OF EX-SERVICEMEN:

I. Ex-Servicemen appointed in the rank of directly recruited SI and Constable shall be allotted after initial training:

a) His Home Zone and subsequently to Home division in case of RPF (Zonal Railway/Division under whose territorial jurisdiction the home town of the concerned SI/ Constable is located) or

b) Battalion headquarters nearest to his home town in case of RPSF

II. Directly recruited Sub-Inspectors (Ex-Serviceman) and Constables (Ex-Serviceman) shall be eligible for inter zonal transfer on completion of probation period.

III Transfer requests of Ex Servicemen for posting to their home zones and home divisions in case of RPF or Battalions headquarters nearest to their home towns in case of RPSF should be considered liberally subject to availability of vacancies and administrative exigencies.

13. APPLICATION OF EXTRANEOUS INFLUENCE:

Any extraneous influence for seeking transfer, including that which is resorted to through relatives, Hon'ble MPs / MLAs and other outsiders, shall be treated as an act of indiscipline as well as an act unbecoming of a member of the Force and defaulters may be taken up under relevant rules and instructions on the matter.

14. SENSITIVE POSTS:

Lists of Posts classified as sensitive Posts is enclosed as **ANNEXURE-'C'** to this chapter.

15. POWER TO RELAX:

Power to relax all or any of the above instructions/guidelines shall vest only with DG/RPF

ANNEXURE-'A'

Hard posting/Bad climate Area

Zone	Division	Post/Out Post	Remarks
CR	NIL		
ECR	Dhanbad	Patrathu	Bad Climate
		Barwadih	Bad Climate
		Tori	Bad Climate
	Mugalsarai	Japla	Bad Climate
		Nabinagar	Bad Climate
	Danapur	Jhajha	Bad Climate
ECor	KUR	Budhapank	Bad Climate
	WAT	Laxmipur	Bad Climate
	WAT	Kirandul	Hard Posting
	WAT	Bacheli	Hard Posting
	WAT	Dantewara	Hard Posting
	WAT	Keonjhar	Hard Posting
	WAT	Tomka	Hard Posting
ER	Asansol	Kalu Bathan	
NCR	Nil		
NER	Nil		
NWR	Jodhpur	Munabaw	Bad Climate
	Ajmer	Dungapur	Bad Climate
NFR	Whole of NFR, except KIR division		
NR		Kashmir Valley	Hard Posting
SCR	Secunderabad	Parli	Hard Posting
		Bidar	Hard Posting
		Bhallarshah	Hard Posting
	Nanded	Adilabad	Hard Posting
		Khandwa	Hard Posting
	Guntakal	Wadi	Hard Posting
SECR	Nil		
SER	CKP	Dangoposi	Bad Climate
		Banspani	
		Monaharpur	Hard Posting
		Bimalgarh	
	Ranchi	Suisa	
		Bano	
		Lohardaga	
SWR	Nil		
SR	Tiruvananthpuram	Irumpanam	Hard Posting
	Salen	Udagamandalam	Bad Climate
		Coonoor	Bad Climate
WCR	Jabalpur	Majhgaon	
		Byouhari	
		Bargaon	
	Bhopal	Rajgar Byavar	
		Ruthiyari	
	Kota	Chhabara Gugour	

		Mahidpur	
WR	Ahmedabad	Maliyamiyana	Bad Climate
		Kandla Post	Bad Climate
		Dhangandhra	Bad Climate
		Radhanpur	Bad Climate
		New Bhuj	Bad Climate

ANNEXURE-'B'

Sub: Directive 32 (Revised) – Clarification.

[Authority: Railway Board's letter No.2014/Sec (Spl)/6/12 dated 22.3.2019]

In view of the problems encountered by Eastern Railway in effecting transfer of large number of RPF personnel having completed 10 years in continuous spells or 15 years in broken spells in Kolkata metropolitan area, the following provisions are suggested for Eastern Railway for transfer of non gazetted RPF personnel having completed 10 years/15 years in Kolkata metropolitan area.(Hereinafter called Kolkata area)

1. **Transfer of IPFs:**
since inter divisional transfers are permitted in case of Inspectors, the IPFs having completed 10 years/15 years may be transferred out of Kolkata area to other parts of Eastern Railway to fill up existing vacancies in non-Kolkata areas and to replace IPFs who have completed tenure in non Kolkata area. The IPFs having completed their respective tenures in other parts of Eastern Railway beyond Kolkata area and eligible for posting in Kolkata area may be posted to Kolkata area. The IPFs not having completed 10 years/15 years but having completed the irrespective tenures in Kolkata area may be posted in exigency of administration provided other provisions of Directive 32 (revised) are nor violated. If the PCSC wants to exceed the outflow from Kolkata area as compared to the inflow into the Kolkata area, it is suggested to fill up some important posts in non-Kolkata area as per administrative exigencies.

2. Transfer of non-gazetted officers/staff below IPFs:

i) A list of RPF personnel in each rank completing 10 years at a stretch or 15 years in broken spells in Kolkata area may be prepared in descending order of station seniority, i.e. the staff who has spent the maximum time will be on the top of the list and the staff who has spent the minimum time will be on the bottom. The names of those in the last tenure will be deleted from the list.

ii) The RPF personnel who have completed tenure in non Kolkata areas of Howrah and Sealdah divisions and are eligible to be posted to the Kolkata area of Howrah division, Sealdah division and Kolkata Metro m ay be listed out in each rank.

iii) The RPF personnel who have completed tenure in ASN division, Malda division or CLW and are willing to be posted to the Kolkata area may be listed out in each rank.

iv) Officer and staff having completed 10/15 years in Cities/Towns/Clusters of Eastern Railway other than Kolkata area like Asansol, Jamalpur, Malda, CLW etc may be listed out in each rank.

v) Officers and staff other than included in the list mentioned in para (iv)having completed tenure in ASN division, Malda division and CLW and also having completed two or more tenures in these divisions/PU may be listed out in each rank.

vi) RPF personnel in the list mentioned in Para (i) may be transferred based on their station seniority to such extent that the resultant out flow balances the inflow of RPF personnel in the lists mentioned in Para (ii), (iii), (iv) and (v) in each rank.

vii. PCSC will be free to let the outflow from Kolkata area exceed the inflow into Kolkata area in any particular rank to deploy more manpower in non-Kolkata area as per administrative exigencies, subject to availability of sanctioned posts.

3. Other guidelines mentioned in Directive 32(revised) and 2018/Sec(E)/TR-3/512(Tenure) dated 22.01.2019 and No.2014/Sec(Spl)/6/12 dated: 04.02.2019 will remain the same.

ANNEXURE-'C'

Lists of Posts classified as sensitive Posts

Sr. No	Railway Board		Zonal Headquarters		Divisional Headquarters	
	Gazetted	Non-Gazetted	Gazetted	Non-Gazetted	Gazetted	Non-Gazetted
1	DG	IPF/ Intelligence	PCSC/ (IG)	IPF/CIB	Sr.DSC	IPF/(Post In-charge)
2	ADG	IPF/CCB	CSC/ (DIsG)	IPF/SIB	ASC	SIPF (Outpost In-charge)
3	All IsG	IPF/IVG	Dy.CSC (if 2nd in Command)	IPF/IVG		ASIPF (Outpost In-charge)
4	All DIsG	IPF/RB	SO to PCSC	Sub-Ordinate Officer working as reader		IPF/CIB
5	Directors		ASC/Crime			IPF/ISS
6	Dy. Director & AIG/HQ		ASC/ Intelligence			IPF/SIB
7	All ASCs					Divisional Inspector
8						Inspector Reader
9						Divisional Quarter Master

Sr. No.	**RPSF (Gazetted)**		**KRCL (Gazetted)**	**RDSO (Gazetted)**	**Production Units (Gazetted)**	**JR Academy**
	FHO Rly Board)	RPSF BNs				
1	PCSC	Sr. Commandant 3 BN/RPSF	PCSC	PCSC	PCSC/CSC/Sr.DSC/DSC (As Heads)	Director (IG)
2	CSC	Sr. Commandant 6 BN/RPSF	All ASCs	ASC	All ASCs	DIG
3	ASC	Sr. Commandant 9 BN/RPSF				Sr.CO/CO Training
4						All ASCs

CHAPTER–V :- PROMOTIONS IN RPF

1. PROCEDURE FOR PROMOTION OF ENROLLED MEMBER OF THE FORCE

1.1 The age limit, length of service and other matters relating to promotions and procedures for determining the seniority on appointment or on promotion shall be in accordance with RPF rules or where no provision has been made herein for these matters, be in accordance with the Directives.

1.2 A panel shall be drawn up preferably each year by the Departmental Promotion Committee for each specified category of posts which are required to be filled on the basis of promotion. The size of a panel drawn up in accordance with sub-rule (2) shall ordinarily be such as shall provide for all existing vacancies and vacancies anticipated within the next twelve months from the date on which the Departmental Promotion Committee is constituted plus ten percent of such total and limited to percentage, if any, specified in Schedule IV against that category.

2. PROMOTION TO THE RANK OF INSPECTOR (EXECUTIVE) :

Post of Inspector (Executive) shall be a selection post and promotion to the rank of Inspector (Executive) shall be made as per procedure for promotion provided in Rule 70 and guidelines for selection provided in Rule 71 of RPF Rules 1987. Sub-Inspectors (Executive) with 8 years regular service as Sub-Inspectors (Executive) shall be eligible for promotions to the rank of Inspector (Executive).

3. PROMOTION TO THE RANK OF SUB-INSPECTOR (EXECUTIVE):

50% of the post of **Sub-Inspectors (Executive)** shall be selection posts and promotion to the rank of **Sub-Inspector (Executive)** against these posts shall be made as per procedure for promotion provided in Rule 70 and guidelines for selection provided in Rule 71 of RPF Rules 1987. Assistant Sub-Inspectors (Executive) with 5 years regular service as Assistant Sub-Inspectors (Executive) shall be eligible for promotion to the rank of **Sub-Inspector (Executive)** on these selection posts.

4. PROMOTION TO THE RANK OF ASSISTANT SUB-INSPECTORS (EXECUTIVE):

Post of **Assistant Sub-Inspectors (Executive)** shall be a selection posts.

(A) 60% of the post of **Assistant Sub-Inspectors (Executive)** shall be filled by promotion made as per procedure for promotion provided in Rule 70 and guidelines for selection provided in Rule 71 of RPF Rules 1987. Head Constable (Executive) who have completed their Probation as Head Constable (Executive) shall be eligible for promotion to the rank of **Assistant Sub-Inspectors (Executive)** against these posts.

(B) 40% of the post of **Assistant Sub-Inspectors (Executive)** shall be filled by Limited departmental Competition (LDC) held as per guidelines provided in Rule 72 of RPF Rules 1987. Head Constables (Executive) and Constables (Executive) who have put 10 Years service in the Force on the date of notification shall be eligible to appear for the LDC. However, eligible candidates shall be allowed to appear in LDC for selection to the post of **Assistant Sub-Inspectors**

(Executive) for a maximum of FOUR times in their Service.

5. PROMOTION TO THE RANK OF HEAD CONSTABLE (EXECUTIVE):

75% of the Posts of Head Constables **(Executive)** shall be non-selection posts and 25% posts of Head Constables **(Executive)** shall be selection posts.

Non-selection posts of Head Constables (Executive) shall be filled by promotion from the rank of Constable (Executive) on the basis of seniority subject to rejection of unfit. Constables (Executive) who have completed their probation shall eligible for promotion against non-selection Posts of Head Constable (Executive).

Selection posts of Head Constables (Executive) shall be filled by Limited departmental Competition (LDC) held as per guidelines provided in Rule 72 of RPF Rules 1987. Constable (Executive) who has put 8 Years service in the Force on the date of notification shall be eligible to appear for the LDC. However, eligible candidates shall be allowed to appear in LDC for selection to the post of Head Constables (Executive) for a maximum of FOUR times in their Service.

The number of candidates called for selection under rule 71 shall, ordinarily, be three times the number required to be empanelled and their names shall be notified thirty days in advance of the date fixed for holding selection:

Provided that the name of any enrolled member who has continuously failed to qualify in three attempts shall not be taken into consideration for three subsequent selection for that rank, while calling the candidates for selection as specified above:

Provided further that a candidate whose work and conduct has been assessed as 'below average' or whose integrity has been found to be doubtful in two or more years out of the five years preceding the selection shall not be empanelled.

6. NOMINATION OF MEMBERS OF DEPARTMENTAL PROMOTION COMMITTEE:

Nomination of members of Departmental Promotion Committee for holding selections to various ranks mentioned in column (1) of the Table below shall be made by the superior officers mentioned against that rank, in column (2) of the said Table.

	TABLE	
	(1)	**(2)**
(i)	Head Constable and Asstt. Sub-Inspector	Chief Security Commissioner or Deputy Chief Security Commissioner.
(ii)	Sub-Inspector	Principal Chief Security Commissioner.
(iii)	Inspector	Director-General.

7. THE COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE SHALL BE AS UNDER:

	(1)	**(2)**
(i)	Promotion from Constable to Head Constable	Three Assistant Security Commissioners.
(ii)	Promotion from Head Constable to Assistant Sub-Inspector.	Two Security Commissioners and one Assistant Security Commissioner.
(iii)	Promotion from Assistant Sub-Inspector to Sub-Inspector	Three Security Commissioners.
(iv)	Promotion from Sub-Inspector to Inspector	Three Principal Chief Security Commissioners or Chief Security Commissioners
	* Senior Most to serve as Chairman	

7.1 All panels drawn up by the Departmental Promotion Committee shall be submitted for approval to the authority who nominated the said Committee.

7.2 If the said authority does not accept the recommendations of the said Committee, it shall record the reasons for the same and the matter shall be referred to the next higher authority, which may, for reasons to be recorded in writing pass such orders as are considered appropriate.

7.3 A panel drawn up in accordance with this rule shall remain operative for a period of one year from the date of its approval or till it is exhausted, whichever is earlier.

8. DETAILED GUIDELINES FOR CONDUCTING DEPARTMENTAL SELECTIONS U/R 70 AND 72 FOR PROMOTION OF ENROLLED MEMBER OF THE FORCE.

1) Allocation of marks for examination shall be as follows, namely:-	
Maximum marks	Qualifying marks
80	48
Provided that the mode of conducting examination shall be such as may be specified by Directives.	
2) Candidates qualifying in the examination shall be considered for assessment of service record for which marks may be awarded as specified in the Directives, and the maximum marks shall be as follows, namely:-	
	Maximum marks
Record of service	20

3) A panel shall be drawn from amongst the candidates securing sixty per cent or more marks in the order of their respective seniority in the rank.

4) Qualifying marks for candidates belonging to the Scheduled Castes and the Scheduled Tribes shall be forty marks under sub-rule (1) and fifty per cent under sub-rule (3) of RPF Rule 71.

8.1 In exercise of the powers conferred under Rule 28 of the RPF Rules 1987 read with section 8 of the RPF Act 1957 and in furtherance to Rule 70, 71 and 72 of RPF Rules, 1987, the following guidelines are issued in supersession to the Standing Order No. 87 dated 15.05.2009, Standing Order No. 87 (Modified) dated 19.08.2015, Directive 49 dated 25.02.2019 and in partial modification of Directive 51 dated 18.04.2019.

8.2 Departmental selections U/R 70 for promotion to the rank of Inspector (IPF), Sub-Inspector (SIPF) and Assistant Sub-Inspector (ASI) & under rule 72 for promotion to the rank Assistant Sub-Inspector (ASI) and Head Constable (HC) shall be held centrally as per provisions in the RPF Rules, 1987 and the guidelines given in this Directive.

8.3 Promotion Cell: A Promotion Cell shall be set up at Zonal Railway/RPSF Headquarter level under an officer nominated by the PCSC. The functions of the cell may be as follows:

a) To maintain updated record of the seniority lists, vacancy position, disciplinary cases, certified roster and APAR grading of all the candidates likely to participate in the forthcoming selections of the year. Certified Roster shall be obtained from the Personnel Department.
b) To ensure that name of any enrolled member who has continuously failed to qualify in three attempts in selection under rule 70 shall not be taken into consideration for three subsequent selections for that rank, while calling the candidates for selection.
c) To ensure that name of any enrolled member who has failed to qualify in four chances in selection under rule 72 shall not be taken into consideration for subsequent selections U/R 72 for that rank, while calling the candidates for selection.
d) To collect certificates from the concerned authorities that all the APARs to be taken into the consideration for selection and of all the candidates likely to participate in the forthcoming selections of the year, have been communicated to the members of the Force reported upon and that their representations, if any have been disposed of under clear acknowledgement of the concerned.
e) To promptly furnish relevant information sought by the PCSCs and DPC to ensure execution of the selection process meticulously.
f) To compile required declarations and willingness/unwillingness from the members of the force in the zone of consideration.
g) To obtain DAR & Vigilance clearance of the empanelled candidates well in advance, so that the promotion orders are issued well in time.
h) To assist all the eligible candidates to familiarise them on pattern of written examination. If required, a short term training program as per requirement, may be organised by the PCSCs for the said in advance to the date of examination.
i) Separate rosters will be maintained for vacancies under rule 70 and rule 72. The vacancies will be calculated on the basis of the rosters and got vetted by the personnel department before communicating to the nodal PCSC/CSC/Dy.CSC.
j) To carry out instructions given by PCSC related to selections/ promotions.

8.4 Nomination of Nodal Officers :- DG/RPF shall nominate a Nodal PCSC/CSC or Dy. CSC (whoever applicable) who will function as an Administrative Officer to supervise the entire selection process and coordinate with the other PCSCs in order to ensure timely, transparent and smooth conduct of selection. Nodal PCSC/CSC or Dy. CSC shall fix a common date for issuing notification by all zones and chairman DPC shall fix a common

date for written examination in consultation with PCSCs and the nodal officer. Instructions of Nodal PCSC/CSC or Dy. CSC related to selection shall be binding for all zones.

8.5 Notification: Nodal PCSC/CSC/Dy. CSC will decide date and procedure of notification and notifications will be issued by each zone separately for holding the selection in terms of RPF Rules and guidelines provided in this directive. Notification shall include the number of vacancies, eligibility criteria, application procedure etc., decided by the Nodal PCSC/CSC/ Dy. CSC.

8.6 Appointment of Departmental Promotion Committees (DPC): After approval of DG/RPF, Nodal PCSC/CSC/Dy. CSC shall nominate members of the DPC to conduct joint selection for promotion to the rank of IPF, SI, ASI or HC for all zones. He may nominate more than one DPC by clubbing Zonal Railways and RPSF in groups.

i. One of the members of the DPC should belong to SC/ST community.
ii. None of the members of the DPC should be directly subordinate to another member of the said committee.
iii. The senior most member of the DPC shall act as the Chairperson. However, the responsibility will devolve on all members of the Departmental Promotion Committee jointly and severally.
iv. In every DPC at least one of the members should have working knowledge of Hindi/ Rajbhasha.
v. Nodal PCSC/CSC or Dy. CSC may nominate suitable officers as Members of the DPC from any Zone/RPSF in consultation with DG/RPF.
vi. Certificate from members of the DPC: Members of the Departmental Promotion Committee shall record a certificate that none of their close relation is under consideration for promotion neither do they have any interest in any of the candidates. Close relation in this context would mean parents, sons, daughters, brothers, sisters and nephews/nieces, aunts/uncles, cousins & relative by marriage of the first order.

9. Assessment of vacancies:

a) The number of vacancies, for which selection is to be made, shall be calculated in accordance with the provision as envisaged in Rule 70.4 of the RPF Rules 1987 i.e. the total vacancies shall be a sum of the existing vacancies and vacancies anticipated in the next 12 months from the date on which the departmental promotion committee is constituted plus 10% of such total and limited to percentage, if any, as specified in Schedule IV against each category.
b) Under rule 70 all the candidates to be called for the selection who have already completed and are completing the residency period prescribed for that post within the next 12 months from the date of nomination of DPC, subject to the condition that they shall be promoted only on the date of completion of residency period of that rank, subject to the availability of vacancy, DAR & Vigilance clearance.
c) In case of selection under rule 70 it must be ensured that the number of eligible candidates to be called for category-wise (i.e., UR,SC & ST) in the ratio of 1:3. In case there are not enough eligible candidates to make up short fall, the selection shall be conducted with the shortfall.
d) The candidates on deputation shall also be eligible for selection subject to conditions specified in the Rules and this Directive.

e) Vacancies are to be assessed correctly. Inflation of vacancies so as to help such members of the force who otherwise would not have come within the zone of consideration would invite disciplinary action.

10. Mode of selection: Selection U/R 70 & 72 of the RPF Rules 1987 shall be made on the basis of a Written Examination and assessment of service record. Candidates qualifying in the written examination (50% for SC and ST & 60% for other categories) shall be considered for assessment of Service Record. Written examination shall be held through Computer Based Test (CBT) to be conducted by a hired agency.

11. Engagement of Agency to conduct CBT:

i) Chairman DPC shall engage a reputed agency for conducting CBT as well as to set the question paper, having past experience of working with Government departments/RRB/RRC, as per RRB norms. Chairman DPC shall finalize modalities of terms & conditions and procedure with the nominated/selected agency and make an agreement accordingly. If any doubt arises about fairness of hired agency they will be black listed after preliminary enquiry.

ii) Financial implication for holding CBT and other activities regarding selection shall be processed and arranged by the Nodal PCSC/CSC or Dy. CSC. The expenditure incurred on CBT and other process shall be shared by all zones proportionately in accordance to the vacancies of the zone.

12. Application by the Candidates:

1. Before applying for promotions under rule 72, candidates shall assess their eligibility for the subject selection in accordance to the extant Rules.
2. For promotions under rule 70, eligible candidates shall submit their unconditional willingness/unwillingness for the said selection.
3. The mode of application shall either be offline or online as notified.

13. Centre of CBT: Chairperson DPC shall decide the centres based on the number of candidates in consultation with the respective PCSCs.

14. Identity of candidates: The list of applicants, who are found eligible to appear in selection U/R 72 for the posts of ASI and HC and the eligible and willing candidates along with letters showing willingness / unwillingness for selection under Rule70 for IPF, SI & ASI, shall be prepared by the Zonal Railways and forwarded to the Chairperson DPC. The Chairperson shall consolidate the list and forward to the agency for allotment of Roll Numbers. List of candidates, on a proforma prescribed by Chairperson DPC, shall be circulated by concerned PCSCs at Post level and shall also be uploaded on zonal railway's website. The list of candidates should have column for Name and UIN of the candidate, date of appointment, date of enlistment, zone and other relevant information. All candidates shall bring their official photo identity card, in addition to the command certificates, bearing their signature for identification, to prevent impersonation. It shall be the responsibility of concerned PCSC to ensure that all candidates are provided with official photo identity cards in addition to command certificates bearing their signature authentication when they come for CBT. PCSC should ensure that there in no mismatch or discrepancy in candidates sent for selection vis-vs-vis lists of the candidates submitted to the DPC earlier.

15. Computer Based Test (CBT) :

a) The CBT examination shall be of 90 minutes duration. Date and timing of CBT in all zonal railways shall be same. If in any zone, number of candidates cannot be accommodated in one CBT centre, two or more CBT centres should be engaged.
b) Attendance of candidate shall be taken at CBT centre.
c) Venue and timing of the CBT shall be fixed by chairman of DPC in consultation with the hired agency depending upon the number of candidates.
f) The hired agency shall make all the logistic arrangements including CCTV recordings.
g) The Nodal PCSC/CSC or Dy. CSC shall nominate RPF officers not below the rank of Sr. Scale/Jr.Scale to act as Observer at CBT centre. The Observers may take one Group 'C' ministerial staff of his choice as Supervisor to assist him during CBT.
h) All the officers nominated as Observer as well as Supervisors shall submit a certificate that none of their family members/close relations are appearing for the said selection and that they have no interest in any of the candidates.
i) An attendance sheet for all the candidates appearing in the CBT shall be prepared which shall carry the signature of the candidates and the invigilators.
j) The entire sequence of the events in the CBT shall be video graphed/recorded on CCTV cameras as evidence for future record.
k) The Observer shall ensure that the candidates do not take any book, paper or electronic device which may be used as an unfair means into the examination hall.
l) Any candidate, invigilator or any other personnel of RPF found using / helping anyone to use unfair means or indulging in any other misconduct shall be dealt under the Discipline and Appeal Rules.
m) No candidate will be allowed to enter the examination hall beyond the stipulated time notified by DPC.

16. Documentation:

a) All the examination related works should be done with proper documentation, avoiding verbal orders at any stage of the selection process. Confidentiality must be maintained in the entire process.
b) Entire records including soft copies / digital data pertaining to selection shall be retained by the Chairperson DPC till the currency of the approved panel and after that with the office of the concerned PCSC for future references arising out of court cases, RTI cases etc., for a period of 20 years from the date of approval of panel.

17. Consideration of members under suspension or against whom departmental / criminal proceedings are pending: The members of the Force who are under suspension, against whom a charge sheet for major penalty has been issued and disciplinary proceedings are pending and those against whom prosecution under criminal charge is pending, shall also be called for selection and their suitability for promotion should be assessed as in the ordinary course. In this regard procedure and guidelines provided in Rly Bd's letter No: E (D&A) 92 RG 6-149(A) Dtd. 21/01/1993 may be followed.

18. Questions for CBT:

(i) All questions will be 'Objective Multiple Choice Type' with four alternative responses (answers). All questions will be in both Hindi and English. All questions shall carry equal marks i.e 1 (one) mark each.

(ii) Questions shall appear on the screen of the computer in such a way that each candidate faces the same Questions and has same four options for Answers but both the Questions and the Answers are differently serial numbered. This will ensure that no two candidates will have the same sequence of Questions. Not only this, sequence of four options for answers shall be different for different candidates. This arrangement will leave no scope for candidates for copying with each other.

(iii) Question paper shall consist of two Groups i.e. Group A and Group B.

a) Group A shall consist of 10 questions on official language policy and rules. It shall not be compulsory to attempt Questions from this group.
b) Group B shall contain 90 Questions on subjects enumerated in the following paragraphs of this Directive.
c) Candidates should be asked to attempt any 80 questions from the 100

Questions.

Explanation:-

If a Candidate decides not to answer any question from Group A, he has to answer 80 questions out of 90 questions from the Group B. If he answers all the questions from Group A, he has to answer only 70 out of 90 Questions from Group B. If he answers only 5 questions from Group A, he has to answer 75 out of 90 questions from Group B.

If a candidate attempts more than 80 questions, his excess answers of the last questions from Group B shall not be evaluated.

Note:

This system is to ensure that, mandatory requirement of, at least 10% of the total marks prescribed for the written test should be on official language policy and rules, but answering the same shall not be made compulsory, is met.

(iv) In accordance with the instructions and guidelines issued by the Chairperson DPC, the hired agency shall set question papers based on the topics mentioned in this Directive.

(v) 90 Questions, other than official language, shall be of following nature:

a) 10 questions will be aimed at testing the candidate's general awareness of the environment around him and its application to society; to test knowledge of current events and such matters of everyday observation and experience as may be expected of any educated person. The test will also include questions related Indian History, Art & Culture, Geography, Economics, General Polity, Indian Constitution, Sports, General Science, etc
b) 10 questions will be on General Intelligence & reasoning, Questions on analogies, similarities and differences spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.
c) Remaining questions i.e. 70 questions should be aimed at testing professional knowledge of the candidate. Questions on IPC, Cr.PC, IEA, RP (UP), Railway ACT, All Major/Minor Acts & Constitution, Human Rights, JJ Act-2015, NDPS Act, RTI Act, etc., Crime on railway, General Organization including RPF Act 1957, RPF Rules 1987, Standing Orders/Directives, Disaster Management and Fire Fighting, First Aid, Explosives and IEDs

(FFIED), Railway Service Conduct Rule 1966, Working of Commercial and other Railway departments, RSMS, Integrated Security System, Handling and operation of Modern security gadgets etc., Man power planning & management, Social Psychology, Soft skill Management or any other relevant topic etc. should be asked.

(vi) Candidates shall be awarded 01 (one) mark for each correct answer. 1/3 mark will be deducted for each incorrect answer (negative marking). No mark shall be awarded or deducted for questions not attempted.

19. Evaluation :

(a) Evaluation shall be done by the hired agency.
(b) After the completion of CBT, Agency shall make provision so that a candidate can download the answers attempted by him by logging in their user ID and password provided by agency to candidate on their mobile No. and e-mail ID before commencement of CBT.
(c) After end of CBT, answer key shall also be uploaded so that candidate can match their answers.

20. Supplementary test:

(i) Supplementary tests are required to be held only for selections to be held U/R 70 for candidates who fail to appear in the test for the following reasons inter-alia other administrative compulsions:

a) Delayed receipt of notice of selection/examination by the candidates on account of deployment in remote areas and distant locations.
b) Failure on the part of administration to spare the candidates in time to appear in the examination.
c) Concerned member of the force remaining on sick list duly complying with the provisions as envisaged in Rule 272 of RPF Rules, 1987.
d) Any other reason as deemed genuine by the Chairperson DPC, the reason should be recorded in writing.

ii) Members of the force who express their unwillingness in writing at any stage shall not be called for supplementary test nor any supplementary test is required to be held when all the members of the force falling within the zone of consideration either take the test or submit unwillingness in writing.
iii) The date of supplementary test which ideally should be held within one month of the first test, shall be notified along with the notification for the main selection.
iv) Any intentional nonappearance in the examination or false sick reporting and non compliance of provisions of Rule 272 of RPF Rules, 1987 with an intention to delay the completion of the selection process and holding a supplementary selection shall be viewed as a misconduct and will attract disciplinary proceedings.
v) The supplementary meeting of the Selection Board should as far as possible, be attended by the same officers who would have been present at the first selection.
vi) Not more than one supplementary selection due to non intimation/late intimation of dates of tests, administrative failure to relieve the staff for the test, etc., shall be held.
vii) No supplementary test shall be held for selections to be held U/R 72.

21. Records of Service:

(i) Concerned PCSCs shall promptly send the updated Service Records in all aspects along with last five years of APARs, DAR/VIG/Police/SPE/court cases clearance and the details of punishments undergoing, if any well in advance to the Chairman DPC by special messenger.

(ii) When one or more APARs have not been written for any reason during the relevant period, the concerned PCSCs should send the APARs of years preceding the period in question including the APARs of lower grade to complete five years period. If this is also not possible, all the available APARs should be sent. The DPC will consider APARs accordingly for awarding marks for record of service.

(iii) As provided under Rule 71.2 of RPF Rules 1987, a maximum of 20 marks is allotted to assessment of record of service.

(iv) PCSCs shall supply attested photo copies of APARs to the selection committee. PCSC shall further certify that all copies of supplied APARs have been provided to the staff concerned and their representations, if any, have been disposed off.

(v) The record of service shall be assessed by taking into consideration the APARs or the annual assessment entries in the CSR of preceding 5 years of those candidates who qualify CBT. Marks shall be allotted for the APAR grading as per following norm:

Grading	Marks Allotted
Outstanding	04
Very Good	3.5
Good	03
Average	2.5
Below average	00

22. Preparation of Selection Proceedings and Panel U/R 70 & 72:

a) The selection proceedings should be drawn up as soon as the examination of record of service is over. There should be no delay in drawing up the proceedings. Drawing of the proceeding should not be left to someone who is not a member of the Departmental Promotion Committee.

b) A Broad sheet containing marks of CBT and records of service should be prepared for each zone and RPSF (Executive & Ministerial) separately. All three members of the DPC shall prepare and affix their signature on the Broad sheet and the selection proceedings, which shall outline the entire selection process and the manner in which selection was conducted, the position of SC/ST reservations, etc.

c) There should be no cutting and overwriting in the proceedings.

d) Strict compliance of the guidelines issued from time to time in respect of reservation in promotion should be adhered to while preparing the promotion panel.

Panel U/R 70:

e) A list of successful candidates in the descending order of seniority shall be prepared from the broadsheet. A panel from amongst the list of successful candidates will be drawn on the basis of vacancies for each zone and RPSF (Executive & Ministerial) separately and in compliance of the provisions laid down under rules 70 and 71 of the RPF Rules, 1987 and extant rules regarding reservation policy.

Panel U/R 72:

f) A list of successful candidates in the descending order of marks shall be prepared from the broadsheet. A panel from amongst the list of successful candidates will be drawn on the basis of vacancies for each zone and RPSF (Executive & Ministerial) separately and in compliance of the provisions laid down under rules 70 and 71 of the RPF Rules, 1987 and extant rules regarding reservation policy.

g) In case two or more candidates secure equal marks out of total 100 marks (80 marks for written examination + 20 marks for record of service) seniority may be taken into consideration in such cases. Thus, the candidate/candidates higher in the seniority shall be placed above his junior in the panel.

23. Approval of the Panel:

a) The recommended panels along with selection proceedings, broad sheets, list of successful candidates, the sample question paper and correct answers and attendance sheet shall be sent by the Chairman of the DPC to the authority nominating the DPC for approval of the panel in accordance with Rule 70.7 of RPF Rules, 1987. Once the competent authority approves the panels, it should be notified immediately for information of all concerned.

b) In the event of the empanelled successful candidate being found facing disciplinary proceedings or punishment or criminal proceeding, his/her case should be made into a "sealed cover case" in which procedure as given in Rly Bd's letter No. E(D&A) 92 RG 6-149(A) dated 21.01.1993 be followed. The same will be decided on completion of the disciplinary proceedings or punishment or the said criminal proceeding.

c) A panel drawn in accordance with the Rules shall remain operative for a period of one year from the date of its approval or till it is exhausted, whichever is earlier. In working out the period of one year as the maximum life of the panel, the period covered by stay Order of the Court, if any, should be excluded.

d) The retention of the name of a member of the Force on a panel will be subject to his/her continued suitability for the post in question. Notwithstanding anything to the contrary, the removal of the name of the member of the Force from the panel would require specific approval of the authority next above the one which initially approved the panel. (Ref: Rly Bd's letter No. E(D&A) 92 RG 6-149(A) dated 21.01.1993).

e) A panel once approved should not, normally, be cancelled or amended. If it is subsequently found out that there were procedural irregularities or other defects, which may necessitate amending or cancelling the panel, then this should be done after obtaining the approval of the authority next higher than the one that approved the panel.

f) Before ordering actual promotion, the concerned authorities will have to obtain D&AR and Vigilance clearance for those empanelled candidates who are selected for promotion.

24. General:

a) Whenever a DPC is constituted, the Nodal PCSC/CSC or Dy. CSC, he shall make available all relevant guidelines and concerned circulars issued by Security Directorate to DPC well in advance.

b) The DPC shall be collectively and severally responsible for the fair and smooth selection process.

c) A checklist, of the events/steps to be followed during the selection process, shall be prepared by the DPC in order to ensure that no step in selection procedure is left out.
d) Any representation, from any of the candidates about the selection not done properly, shall be forwarded to the Chairperson of the DPC who will take necessary action to dispose of the representation.
e) Every effort shall be made by the concerned PCSCs, Nodal PCSC/CSC or Dy. CSC and DPC to ensure timely selection and promotion of enrolled members of the Force as well as filling up the vacancies in time.
f) DG/RPF may modify/alter any of the above instructions to meet circumstantial exigencies.

25. PART – B - HOLDING OF SELECTION FOR PROMOTION IN BAND CADRE:

25.1 Following instructions are issued for regulating the promotions in various ranks of Band cadre:-

25.2 The promotion to various ranks in Ban d cadre will be under rule 70 of RPF Rules, 1987. Where no specific provision has been made, the procedure for guidelines prescribed for promotion in Executive Cadre under rule 70 (Part-A of the above) will be applicable.

25.3 Selections shall be conducted centrally for all Zonal Railways & RPSF along with the selections of executive cadre.

25.4 Since, all the posts in the band cadre from HC to IPF have been specifically mentioned as "Selection" posts, selections are to be conducted for filling up all the promotional posts in the band cadre.

25.5 Written examinations are to be conducted based on the distinct syllabus prepared by RPF/TC-MLY for selections of various ranks in band cadre.

25.6 The DPC may conduct written test in offline mode if the number of candidates likely to appear in selection is less than 50.

25.7 Records and Service of only those candidates shall be evaluated who qualify in the Written Examination.

25.8 Composition of the Selection Committee shall be in terms of Rules 70.5 & 70.6. Band Master of RPF/RPSF Band of the concerned zone/RPSF or any other zone or a renowned musician / musician trained from a Govt. or Govt. recognized training school / instructor from a Govt. or Govt. recognized training school may be co-opted in the Selection Committee. Such Co-option shall be done by the officer nominating the Selection Committee.

25.9 The Principal Chief Security Commissioner concerned shall work out each year the number of vacancies in each rank and shall take steps to fill them up in accordance with these rules. Vacancies may be calculated as per the provisions of Rule 70.4 of RPF Rules 1987.

25.10 HEAD CONSTABLE/BAND

The Constables/Band who have rendered 08 years of regular service in the grade (Rs.5200 — 20200 + GP-2000/-) and have successfully completed Young Bandsmen's Course (or equivalent) shall be eligible to attend the selection for promotion as Head Constable/Band. They will be subjected to a selection test in terms of Rule 71.1 & 71.2 of RPF Rules 1987.

25.11 ASSISTANT SUB INSPECTOR/BAND:

The Head Constables/Band who have rendered not less than 08 years of regular service in the grade (Rs.5200 — 20200 + GP - 2400/-) shall be eligible to attend the selection for promotion as Assistant Sub Inspector/Band. . They will be-subjected to a selection test in terms of Rule 71.1 & 71.2 of RPF Rules 1987.

25.12 SUB INSPECTOR/BAND:

The Assistant Sub Inspectors/Band who have rendered not less than 05 years of regular service in the grade (Rs 5200 — 20200 + GP - 2800/-) shall be eligible to attend the selection for promotion as Sub Inspector/Band. They will be-subjected to a selection test in terms of Rule 71.1 & 71.2 of RPF Rules 1987.

25.13 INSPECTOR / BAND:-

The Sub Inspectors/Band with not less than 8 years of regular service in the grade (Rs 9300 -—34800 + GP — 4200/-) shall be eligible to attend the selection for promotion as Inspector/Band. They will be subjected to a selection test in terms of Rule. 71.1 & 71.2 of RPF Rules 1987.

25.14 The Allocation of marks of departmental promotion examination will be as under:-

i)

Allocation of marks for examination-Computer Based Test (CBT) shall be as follows, namely:-		Maximum Marks	Qualifying Marks
(i)	Examination-Computer Based Test (CBT) (Based on latest syllabus circulated and amended / updated from time to time by Director JR/RPF Academy)	80	48
(ii)	Record of Service	20	--

ii) A panel shall be drawn from amongst the candidates securing sixty per cent or more marks in the order of their respective seniority in the existing ranks for their promotion to the higher ranks.

iii) Qualifying marks for candidates belonging to the Scheduled Castes and the Scheduled Tribes shall be forty marks and fifty per cent

25.15 When empanelled, selected candidates of Sub-Inspector (Band Master), Assistant Sub-Inspector (Band) and Head Constable (Band) will undergo Pre promotion courses/training as prescribed in Rule 64.1 and 64.2 of RPF Rules 1987. The promotion shall be effective only on successful completion of Pre-promotion Training

(Based on latest syllabus circulated and amended/updated from time to time by Director JR/RPF Academy/LKO). However, the staff promoted to the rank of Inspector (Band Master) shall undergo orientation course.

25.16 Pre-promotion course / Orientation Courses shall be conducted at JRRPF/Academy/ LKO and RPF/TC-MLY.

25.17 All possible efforts should be made for sending the Band staff for in-service courses. However, Young Bandsmen's Course (or equivalent) is mandatory for all RPF/RPSF personnel in Band cadre before they are promoted as HC on regular basis.

a) As a onetime exemption, CTs who have rendered 8 years of regular service in the grade (Rs 5200 — 20200 + GP-2000/-) but have not attended Young Bandsmen's Course may also be considered for promotion to the rank of HC/Band subject to the condition that they will not be considered for promotion to the rank of ASI/Band until they qualify in a suitable Course as conducted by Director JR/RPF Academy.

b) Further, as a onetime exemption, HC/Band who have rendered 8 years regular service in the grade (Rs 5200 — 20200 + GP-2400/-) but have not done any of the course successfully, may also be considered for promotion to the rank of ASI/Band subject to the condition that they will not be considered for promotion to the rank of ASI/Band until they qualify in a suitable Course as conducted/coordinated by Director JR/RPF Academy.

c) Again, as a onetime exemption, ASI/Band who have rendered 5 years of regular service in the grade (Rs 5200 — 20200 + GP-2800/-) but have not done any of the course successfully, may also be considered for promotion to the rank of SI/Band subject to the condition that they will not be considered for promotion to the rank of IPF/Band until they qualify in a suitable Course as conducted/coordinated by Director JR/RPF Academy.

d) SI/Band who have rendered 8 years of regular service in the grade (Rs.9300 — 34800 + GP - 4200/-) and have qualified Course as conducted/coordinated by Director JR/RPF Academy shall only be considered for promotion to the rank of IPF/Band.

25.18 The seniority in various ranks of Band cadre shall be maintained separately for each Zone and RPSF.

25.19 DG/RPF may modify / alter / relax any of the above instructions to meet administrative exigencies.

PART C : DETAILED PROCEDURE FOR SELECTIONS AND PROMOTION OF DRIVERS IN THE RPF/RPSF

26. SELECTION AND PROMOTION OF DRIVERS IN THE RPF/RPSF:

26.1 For the purpose of conducting selections for various grades i.e. grade-III Grade-II, Grade-I and MCM in the category of Drivers in RPF/RPSF under Rule 70 & 72 of RPF rules, 1987, the following will be the allotment of marks for Examination Computer Based Test (CBT) under Rule 71.1 in case of departmental selections being conducted for the ranks inicated under Rule 70.6 of RPF Rules 1987.

26.2 The Allocation of marks of departmental promotion examination will be as under:-

i)

Allocation of marks for examination-Computer Based Test (CBT) shall be as follows, namely:-		Maximum Marks	Qualifying Marks
(i)	Examination-Computer Based Test (CBT) (Based on latest syllabus circulated and amended / updated from time to time)	80	48

ii) Candidates qualifying in the CBT shall be considered for assessment of service record for which marks may be awarded, and the maximum marks shall be as follows, namely:-

Allocation of marks for assessment of service record, namely:-		Maximum Marks
(i)	Record of Service	20

iii) A panel shall be drawn from amongst the candidates securing sixty per cent or more marks in the order of their respective seniority in the existing ranks for their promotion to the higher ranks.

iv) Qualifying marks for candidates belonging to the Scheduled Castes and the Scheduled Tribes shall be forty marks under sub-rule (i) and fifty per cent under sub-rule (iii).

26.3 Questions of examination of Computer Based Test may be asked on RPF Act, RPF Rules, Motor vehicle Act & Rules and at least 10% of the total marks prescribed for the Computer Based Test should be on offical language policy and rules but answering the same shall not be made compulsory.

26.4 The other provisions of Rule-70, 71 and 72 of RPF rules 1987 as amended from time to time will apply for these selections.

26.5 In case a candidate is short of having the minimum number of five (5) ACRs for evaluation for want of sufficient years of service in the feeder grade since his appointment to the grade, the marks awarded to him for the available ACRs should be notionally increased for the five years in proportion to the marks awarded to him for the available ACRs. The method is illustrated below:-

26.6

1) Total Number of ACRs available 2
2) Marks awarded for the 2 ACRs (say) 7
3) Proportionate marks for 5 ACRs 7/2x5= 17 ½

26.7 In the event a candidate has not secured 5 ACRs in the feeder grade for want of sufficient service in the feeder grade, ACR secured by him in the immediate lower grade preceding his promotion to the feeder grade shall be considered.

26.8 **Illustration**:- Eligibility for promotion of Driver Grade-I to Grade-MCM, 2 Years regular service in the grade of Driver Gr. I.

26.9 In the above case, a candidate with only 2 years services as Driver Gr. 1 shall have only 2 ACRs in his favour. If it is assumed that the selection is being held in July, 2005, the candidate who is eligible for promotion is appointed as Driver Grade one in January, 2003, he will have ACRs for the years 2003 and 2004. To evaluate 5 ACRs of

the candidate for the years 2000, 2001 and 2002 (as Driver Gr. II & Grade – I) shall be counted.

27 PART -D : PROMOTION OF OUTSTANDING PERSONNEL:

27.1 Notwithstanding anything contained in RPF Rules 1987, a recipient of Police Medal for gallantry and Indian Police Medal for gallantry may be given one out of turn promotion to the rank or grade higher to the rank or grade held by the recipient.

28. PART -E: PROMOTION TO SHORT-TERM VACANCIES :

28.1 Promotion to short-term vacancies may be made on an officiating basis if the exigencies of service so require.

28.2 Such promotion may be made from amongst persons who are on the panel or if there is no candidate on the panel then on the basis of seniority subject to rejection of unfit.

29. PROMOTION COURSES:

29.1 Enrolled members of the Force on being regularly selected for promotion to the rank of Head Constable, Assistant Sub-Inspector and Sub-Inspector shall undergo a special course called promotion course at any training institution of the Force a duration which may be fixed by the Director-General.

29.2 Passing of promotion course shall be essential for regular promotion which will take effect from the date on which such enrolled member of the Force reports for duty against a clear vacancy after passing the said course.

30. PROBATION PERIOD:

Every member on appointment to the Force either by direct recruitment or by promotion shall be on probation for a period of two years :

CHAPTER – VI :- MANAGEMENT OF ARMOURERS & DOG SQUAD POSTS IN RPF

PART – I

1. Considering the need for specialized handling of the Arms, Ammunition and the Armouries of the RPF and RPSF, it has been decided to set up and operate ex-cadre posts for Armourers. These ex-cadres posts shall be manned by personnel with adequate training/skills, drawn from the executive branch of RPF and RPSF.

2. Induction of staff on ex-cadre posts of Armourers shall be based on their qualifications, skills and willingness to work on these posts.

3. The total strength of the ex-cadre posts of Armourers shall be decided / revised by the Principal Chief Security Commissioner from time to time as per the work load. However, the strength of these ex-cadre posts of Armourers and the remaining posts in permanent cadre of executive shall not at any time exceed the total sanctioned strength of permanent cadre of executive.

4. The staff inducted on the ex-cadre posts of Armourers shall have a minimum tenure of 5years.

5. The staff inducted shall be eligible to go into the ex-cadre posts of Armourer on having completed probation period in the feeder grade in the executive cadre.

6. The staff posted on ex-cadre posts shall be given the grade that is next higher to their substantive grade in the parent cadre, irrespective of their years of service in parent cadre.

7. Induction of RPF/RPSF staff against the ex-cadre Posts shall be by transfer on deputation basis asunder:-

Sr. No	Post	Eligibility	Composition of the screening Committee **
1	Head constable	Constable with two years experience as Armourer after having completed Armourer Course Class – III.	1) Three ASCs/ACs, 2) An Expert in arms who has passed Armourers Course-Class I be co-opted.
2	Asstt. Sub-Inspector	Head Constable with two years regular service, must have completed Armourer Course Class – II and having three years experience as Armourer in any rank.	1) Two DSCs/Commandants, 2) One ASC/AC, 3) An Expert in arms who has passed Armourers Course-Class I be co-opted.
3	Sub-	ASI with two years	1) Three

	Inspector	regular service, must have completed Armourer Course Class – II and having four years experience as Armourer in any rank.	DSCs/Commandants, 2) An Expert in arms who has passed Armourers Course-Class I be co-opted.
4	Inspector	Sub-Inspector with two years regular service, must have completed Armourer Course Class – I and having five years experience as Armourer in any rank.	1) Three PCSCs 2) An Expert in arms who has passed Armourers Course-Class I be co-opted.

8. Staff inducted in ex-cadre posts of Armourers shall be given higher post as per strength of ex. Cadre posts of Armourers which will be decided by PCSC according to the workload.

9. Since willing and eligible staff from Executive cadre are only to be inducted in ex-cadre posts, as such their seniority in ex-cadre will remain same as that in Executive cadre as per their rank.

10. Procedure for holding selection / Screening for higher ex-cadre posts of Armourers :

		Max Marks	Min. Qualifying marks 60 %
A	Trade Test	40	24
B	Viva Voce (Test of personality comprehension, Oral Expression &Social conscience)	20	-
C	Records of service	20	-

Only the candidates qualifying in the Trade Test will be subjected to viva-voice and evaluation of record of service.

11. The staff inducted to the ex-cadre posts of Armourers shall hold their lien in their parent cadre i.e Executive.

12. The staff inducted into the Ex-Cadre posts shall not be entitled to promotions within the ex-cadre. They shall be considered for promotions only against higher posts in their parent cadre.

13. Normally the staff inducted into the ex-cadre post of Armourer shall not be reverted back to the executive unless they are promoted to higher ranks in the executive. However, in cases where a member has been promoted in his parent cadre, he shall have an option to continue in the ex-cadre till completion of his tenure or to revert back to his parent cadre in the promoted grade.

PART-II :- MANAGEMENT OF DOG SQUAD HANDLERS POSTS IN RPF

1. Considering the need for specialized handling of the Dog Squad of the RPF and RPSF, it has been decided to set up and operate ex-cadre posts for Dog Squad. These ex-cadres posts shall be manned by personnel with adequate training / skills, drawn from the executive branch of RPF and RPSF.

2. Induction of staff on ex-cadre posts of Dog Squad shall be based on their qualifications, skills and willingness to work on these posts.

3. The total strength of the ex-cadre posts of Dog Squad shall be decided by the Principal Chief Security Commissioner from time to time as per the workload. However, the strength of these ex-cadre posts of Dog Squad and the remaining posts in permanent cadre of executive shall not at any time exceed the total sanctioned strength of permanent cadre of executive.

4. The staff inducted on the ex-cadre posts of Dog Squad shall have a minimum tenure of 5 years.

5. Induction of staff against the ex-cadre posts shall be by transfer on deputation basis as under :

Post	Eligibility	Composition of the screening Committee
CT/ Dog Squad	Constable /Executive who have completed probation. Constable inducted into the Dog Squad shall be put through the initial course for dog handlers.	1) Three ASCs/ACs 2) An expert in Dog Squad be co-opted.
HC/ Dog Squad	Constable / Executive having (1) undergone initial Dog Handlers Course and (2) two years service as Dog Handler in Dog Squad	1) Three ASCs/ACs 2) An expert in Dog Squad be co-opted.
ASI/ Dog Squad	Regular Head Constable in Executive cadre having (1) undergone initial Dog Handlers course and (2) three years service in Dog Squad	1) Two DSCs/Commandants 2) One ASC/AC 3) An expert in Dog Squad be co-opted.
SI/ Dog Squad	Regular Asst. Sub Inspector in Executive cadre, and having (1) undergone initial Dog Handlers course and (2) four years service in Dog Squad	1) Three DSCs/Commandants 2) An expert in Dog Squad be co-opted.
Inspector/ Dog Squad	Regular Sub Inspector in Executive cadre and having (1) undergone initial Dog	1) Three PCSCs 2) An expert in Dog Squad

	Handlers course and (2) five years service in Dog Squad.	be co-opted.

6. Staff inducted in ex-cadre posts of Dog Squad shall be given higher post as per strength of ex. Cadre posts of Dog Squad which will be decided by PCSC according to the work load.

7. Since willing and eligible staff from Executive cadre are only to be inducted in ex-cadre posts, as such their seniority in ex-cadre will remain same as that in Executive cadre as per their rank.

8. Procedure for holding selection / Screening for higher ex-cadre posts of Dog Squad:

		Max. Marks	Min. qualifying marks 60%
A	Trade Test	40	24
B	Viva Voce (Test of personality comprehension, Oral Expression & Social conscience)	20	-
C	Record of service	20	-

Only the candidates qualifying in the Trade Test will be subjected to viva-voca and evaluation of record of service.

9. The staff inducted to the ex-cadre posts of Dog Squad shall hold their lien in their parent cadre i.e., Executive.

10. The staff inducted into the Ex-Cadre posts shall not be entitled to promotions within the ex-cadre. They shall be considered for promotions only against higher posts in their parent cadre.

11. Normally the staff inducted into the ex-cadre post of Dog Squad shall not be reverted back to the executive unless they are promoted to higher ranks in the executive. However, in cases where a member has been promoted in his parent cadre, he shall have an option to continue in the ex-cadre till completion of his tenure or to revert back to his parent cadre in the promoted grade.

12. The staff posted on Ex-Cadre posts shall be given the grade that is next higher to the substantive grade in the parent cadre, irrespective of years of service in parent cadre.

The detailed guidelines regarding Management of Dog Squads is enumerated in Standing Order – 84.

CHAPTER- VII :- UNIFORM AND ACCOUTREMENTS

1. UNIFORM AND ACCOUTREMENTS:

i) The Director General may, by order, specify from time to time dress and pattern of various /types of dresses for members of the Force.

ii) The badges of rank of all members of the Force holding their appointments on a regular basis shall be as given below

Sl. No.	Rank	Badges of rank
1.	Director General	Crossed sword and baton and the State Emblem to be worn in a manner that the point of sword is to the front.
2.	Additional Director General	Additional Director General may wear badge of Crossed sword and baton and the State Emblem to be worn in a manner that the point of sword is to the front.
3.	Inspector General & Addl. Inspector General	Crossed sword and baton and one Star to be worn in a manner that the point of sword is to the front.
4.	Dy. Inspector General	The State Emblem and three Stars to be worn in a triangle.
5.	(i) Senior Commandant (ii) Commandants who have put in 15 years of service	The State Emblem and two Stars.
6.	Asstt. Inspector General/ Commandant	The State Emblem and one Star.
7.	Deputy Commandant	The State Emblem
8.	Asstt. Commandant with one more than 5 years service or Asstt. Commandant in independent charge of a division.	Three Stars
9.	Asstt. Commandant with less than 5 years service but above 2 years service.	Two Stars
10.	Asstt. Commandant with less than 2 years service or on probation.	One Star.
11.	Inspector	Three 5-pointed Stars of *white metal with a red and blue silken bar one cm. in width.
12.	Sub-Inspector	Two 5-pointed Stars of *white metal with a red and blue silken bar one cm. in width.
13.	Asstt. Sub-Inspector	One 5-pointed Stars of white metal with a red and blue silken bar one cm. in width.

14.	Head Constable	Chevrons white cloth 3-stripes to be worn on the right upper arm and entering between the elbow and shoulder joints.

N O T E :

i) The Stars worn by superior officers shall be of white metal/silver 5 pointed (Star of India).

ii) Assistant Commandant and Adjutant in the Railway Protection Special Force shall be entitled to wear 3 Stars and 2 Stars respectively irrespective of their length of service unless they are entitled to higher badges by virtue of their length of service.

iii) Officers wearing the State Emblem and two Stars and officers wearing the State Emblem and three Stars shall wear gorget patches of dark blue woolen material with a central silver strips; and officers of higher rank shall wear similar gorget patches with silver oak-leaf pattern central stripe.

iv) Officers of and above the entitlement of State Emblem and two Stars shall wear a dark blue band of woolen material to be placed between the two lower wealts with silver embroidered Railway Protection Force crest on their peak caps with chain strap of brown leather. The above shall be worn on Pagri by entitled officers.

v) The term 'service for the purpose of badges of rank shall mean the length of non- fortuitous service rendered as a superior officer in Group 'A'.

vi) The navy blue silken bar shall be stitched to the material of the shirt by the subordinate officers. Similarly, chevron shall be stitched to the material of the shirt, jersey and, as the case may be, overcoat by under officers.

vii) Superior officers on deputation from the Indian Police Service or the State Police Services shall wear the uniform and badge of the rank held by them before their deputation or of such higher ranks to which they may be appointed by the Central Government.

viii) The appointing authority while promoting a member of the Force to short term vacancies may, looking to the nature and duration of the appointment, allow him to wear the uniform and badges of the rank of that higher appointment.

ix) All officers are forbidden to introduce or sanction for experimental or other purposes any unauthorized deviation from the specified pattern of dress, clothing, equipment and badges.

2. UNIFORM AND PLAIN CLOTHES

i) All members of the Force shall be in possession of uniform and shall invariably wear it except when specially deployed on plain clothes work.

ii) Mufti shall be worn when off duty.

iii) No superior officer or enrolled member of the Force shall appear at any time dressed partly in uniform and partly in plain clothes while on duty.

3. UNIFORM WHEN TO BE WORN :

i) All superior officers and enrolled members of the Force shall wear uniform when attending parades, orderly rooms, courts of justice, official funerals or while inspecting guards or when an inspecting officer is present in office and on all other occasions when required to do so. Official uniform or any of its items shall not be worn when off duty. However, there may not be any objection to its use in

departmental cultural shows.

ii) No member of the Force shall turn up for duty unless properly dressed nor he shall smoke nor chew 'paan' in the open when on duty in uniform.

iii) All superior officers and enrolled members of the Force shall wear with all types of uniform engraved name tabs above the right breast pocket in a manner that the lower edge of the tab shall be just above the top seam of the pocket flap. Name tab shall be of the size of 8.23x0.16 cm. of Formica or similar material suitable for engraving. Letters shall be squat type up to fourteen in number.

iv) No unauthorized ornaments or emblem, sign or mark shall be worn with the uniform.

v) Watch chains, trinkets, fountain pens, etc., shall not be worn with uniform so as to be visible. The wearing of signet ring is, however, permitted.

vi) Sun-glasses shall not be worn with uniform, except under medical advice, on the following occasions:

a) on ceremonial parades or while on VIP duty, and

b) when on quarter guard duty or inspecting a guard or attending a parade.

4. GROWTH AND DRESSING OF THE HAIR :

i) Non-Sikh personnel : The hair of the head shall be kept short. The chin and under lip shall be shaved daily unless permission to grow the same is taken in writing for a specified period. Whiskers and moustaches, if worn, shall be of moderate length.

ii) Sikh-personnel : Sikh personnel shall dress up their hair and beard properly. "Thathas" shall not be used over beard when in uniform.

iii) In the case of women serving in the Force, hair shall be neatly kept and make up, if used, shall be inconspicuous. Highly coloured nail varnish shall not be used.

5. SCALE OF UNIFORM:

i) All enrolled members of the Force shall provide themselves with the articles of uniform and accoutrements of the specified pattern mentioned below :-

Sr. No.	Items
1.	Beret Cap
2.	Pugree
3.	Leather Belt
4.	Boot High Ankle DVS/GP (Black/Brown)
5.	Derby Shoes (Black & Brown)
6.	Badge Pugree/Cap
7.	Boot Brush

8.	Boot Polish
9.	Badges Rank set (White Metal)
10.	Badges Rank Cloth (Embroidered)
11.	Force letter with Bn No (White metal)
12.	Hackles
13.	Circular felt cutting
14.	House Wife complete Set
15.	Chevron Set
16.	Formation Sign
17.	Socks
18.	Summer uniform shirt and trouser for male/female/RT (Dope
19.	Dyed Polyester Viscose/Terry cotton/KD Khaki)
20.	Name Plate
21.	Singlet white/Bush/shirt
22.	Whistle Cord
23.	Whistle
24.	Coat Blue Serge (Mufti) (for Ors only)
25.	Pant White T/C (Mufti) (for Ors only)
26.	Shirt white T/C (Mufti) (for Ors only)
27.	Short (Khaki)/Slack Khaki (for Ors Male/Female only)
28.	Running Shoe

ii) For the above mentioned items enrolled members shall be paid out-fit allowance as prescribed by the Central Government from time to time. However, articles of uniform and accoutrements not included in the above list shall be supplied to the enrolled members of the Force free of charge.

iii) All enrolled members of the Force serving at locations at an altitude of 1000 meters above sea level or more shall be entitled to an extra issue of woolen garments, The particular stations at which such extra clothing shall be admissible will be notified by the PCSCs of Zonal Railways and RPSF through specific orders and such extra clothing shall be replaced on expiry of its period of serviceability as specified by the Director General.

iv) An enrolled member of the Force on ceasing to be posed at a station for which extra issue of clothing is authorized, shall deposit the same in the stores of the RPF or the RPSF concerned.

v) The distinct uniform pattern for RPSF personnel will be as follows:

a) ASI and above : maroon shoulder tab, maroon lanyard, cross guns chromium plated brown leather belt with RPSF inscription.

b) HC and below : maroon shoulder tab, maroon lanyard, cross guns chromium plated back leather belt with RPSF inscription.

c) The RPSF Staff deployed in field for normal duties shall wear the Jungle Hat.

6. SUPERIOR OFFICERS:

i. Superior officers of the Force shall provide themselves with all articles of uniform and accoutrements of the specified pattern for which they shall be paid out-fit allowance as prescribed by the Central Government from time to time.

ii. In terms of Railway Board's letter No. PC-VII No.-64 (RBE No.141/2017)- PC-VII/2017/I/7/5/7 dated 03.10.2017, Dress Allowance of Rs. 20,000/- per annum shall be paid to superior officers of the Force in the month of July of every year.

7. KIT INSPECTION AND REPLACEMENT OF UNIFORM :

I. The life of each item of uniform supplied shall be as specified by the Director General through the Directives.

II. Periodical inspections of kit of each enrolled member of the Force shall be held by the Divisional Security Commissioner or the Assistant Security Commissioners and articles supplied free of charge which are no longer fit for use may be condemned and sent to stores for replacement.

III. If life of any supplied article has not expired, proportionate cost shall be deducted from the enrolled member concerned, provided that no deduction may be made, if the article has been rendered unserviceable owing to fair wear and tear or has been lost through no fault of the member concerned, and the amount realized shall be credited to Government.

8. DISPOSAL OF UNIFORM DUE TO TRANSFER :

All enrolled members of the Force when transferred shall take with them supplied articles of uniform except the articles distinguishing particular divisions or branches or the battalions of the Railway Protection Special Force as the case may be. The latter shall be deposited in the stores of the division or battalion concerned and re-issued to other members for the unspent period of serviceability.

9. DISPOSAL OF UNIFORM DUE TO DISMISSAL, DISCHARGE ETC :

i) All articles of clothing and equipment of an enrolled member of the Force shall be withdrawn from him when :-
   a) He is placed under suspension;
   b) He is served with order of discharge;
   c) He is removed or dismissed from Service; and
   d) His resignation is accepted.

ii) Articles of uniform withdrawn from an enrolled member of the Force placed under suspension shall be kept in safe custody by the Company Commander or Post Commander concerned for a period of four months. If within this period of four months the member is reinstated in service, his uniform shall be restored to him.

iii) If the enrolled member continues under suspension beyond a period of four months, the uniform withdrawn from him shall be transferred to the stores of the division or branch or battalion concerned and shall be restored to him at the time of his reinstatement in service.

10. RESUMING OF UNIFORM ARTICLES ON CEASING TO BE ENROLLED MEMBER OF THE FORCE :

When an enrolled member of the Force ceases to belong to the Force, his kit shall be examined and serviceable articles brought on the resumed stock and subsequently re-issued. When any such resumed article is re-issued, its authorized life period shall include the period for which such article has remained issued earlier :

Provided that the kit of a person, who was suffering from contagious disease such as T.B. etc. shall be destroyed by burning in the presence of a superior officer after obtaining the orders of the Divisional Security Commissioner or the Commanding Officer in each case :

Provided further that items of uniform shall not be withdrawn in the case of death of enrolled member while in service.

11. RETENTION OF ARTICLES OF UNIFORM ON RETIREMENT :

An enrolled member of the Force on his retirement or on superannuation shall be allowed to retain the uniform items to be worn only on ceremonial occasions or at the time of formally calling upon superior officers of Armed Forces and Central or State Police Organizations. The facility of wearing the uniform on the above mentioned occasions may be withdrawn at any time in the public interest under the orders of the Principal Chief Security Commissioner concerned.

-: o0o :-

CHAPTER – VIII :- BAND, ANCILLARY, ARTISAN & DRIVER CATEGORIES

PART-A: RPF BAND

1. RAILWAY PROTECTION FORCE BAND :

1.1 A band shall be maintained on each Zonal Railway and in each Railway Protection Special Force battalion and shall consist of such number of members of the Force as may be determined by the Principal Chief Security Commissioner.

1.2 The bandsmen shall be drawn from the regular cadre of the Force and shall play the band in addition to their normal duties till separate provision is made for the purpose.

1.3 The aims and objects for raising the band shall be :

(i) to facilitate the training of the members of the Force;

(ii) to function as the official band in all ceremonial occasions like Independence Day, Republic Day and other such important functions; and

(iii) to provide entertainment in the field of staff welfare.

1.4 The band may be permitted to play at private functions on payment of charges as may be determined by the Principal Chief Security Commissioner.

2. RECRUITMENT, TRAINING AND PROMOTION OF BAND MAN:

Recruitment, Training and Promotion etc of Band Man shall be conducted as per relevant provisions of RPF Rules 1987 and relevant chapters of RPF Establishment Manual.

3. PART-B: ANCILLARY STAFF IN RPF:

3.1 RECRUITMENT, TRAINING AND PROMOTION OF ANCILLARY STAFF:

Recruitment, Training and Promotion etc of Ancillary staff shall be conducted as per relevant provisions of RPF Rules 1987 and relevant chapters of RPF Establishment Manual.

3.2 Notwithstanding anything contained in sub-rule 48.2 (ii) and in rule 49 of RPF Rules 1987, a candidate who, in the opinion of the appointing authority, is otherwise qualified and proficient in his trade or skill may be enlisted as a Constable for that trade or skill.

4. Ancillary staff, as specified below shall form part of the enrolled members of the Force.

1) Constable (Cook)
2) Constable (Barber)
3) Constable (Safaiwala)
4) Constable (Washerman)
5) Constable (Mali)

5. PART-C: ARTISAN STAFF (TAILOR & COBBLER)IN RPF/RPSF:

5.1 RECRUITMENT, TRAINING AND PROMOTION OF ARTISAN STAFF:

Recruitment, Training and Promotion etc of Artisan staff shall be conducted as per relevant provisions of RPF Rules 1987 and relevant chapters of RPF Establishment Manual.

6. THERE SHALL BE FOUR GRADES IN THE CADRE OF ARTISAN STAFF (TAILORS AND COBBLERS) AS MENTIONED BELOW:

Artisan:

Sl. No.	Name of post	% Operative
1	Tailor & Cobbler Grade III	25
2	Tailor & Cobbler Grade II	26
3	Tailor & Cobbler Grade I	41
4	MCM (Tailor & Cobbler)	8

7. METHOD OF PROMOTIONS IN THE CADRES OF ARTISAN STAFF (TAILORS AND COBBLERS):

TABLE-I: (TAILORS)

Sr. NO	Name of the post	No. of Posts	Tech/ qualify.	Selection/ Non-Selection	Method of Appointment	Detailed method of promotion
1	Tailor Grade II	Total number of posts in RPF & RPSF as decided by Central Govt. from time to time.	Knowledge of Tailoring	Selection	By promotion	By seniority-cum-suitability through a test from among Tailor Grade III who have completed probation by a Committee of three Jr. Scale RPF Officers.
2	Tailor Gr. I	Total number of posts in RPF & RPSF as decided by Central Govt. from time to time.	Knowledge of Tailoring	Selection	By promotion	By seniority-cum-suitability through a test from among Tailor Grade II who have completed probation by a Committee

						of three Jr. Scale RPF Officers.
3	MCM	Total number of posts in RPF & RPSF as decided by Central Govt. from time to time.	Knowledge of Tailoring	Selection	By promotion	By seniority-cum-suitability through a test from among Tailor Grade I who have completed probation by a Committee of three Jr. Scale RPF Officers.

TABLE -II: (COBBLERS)

S. NO	Name of the post	No. of posts	Tech/ qualify.	Selection/Non-Selection	Method of Appointment	Detailed method of Promotion
1	Cobbler Grade II	Total number of posts in RPF & RPSF as decided by Central Govt. from time to time.	Knowledge of Leather work	Selection	By promotion	By Seniority-cum-suitability through a test from amongst Cobbler Grade III who have completed probation by a Committee of three Jr. Scale RPF Officers.
2	Cobbler Grade I	Total number of posts in RPF & RPSF as decided by Central Govt. from time to	Knowledge of Leather work	Selection	By promotion	By Seniority-cum-suitability through a test from amongst Cobbler Grade II who have completed

		time.				probation by a Committee of three Jr. Scale RPF Officers.
3	MCM	Total number of posts in RPF & RPSF as decided by Central Govt. from time to time.	Knowledge of Leather work	Selection	By promotion	By Seniority-cum-suitability through a test from amongst Cobbler Grade I who have completed probation by a Committee of three Jr. Scale RPF Officers.

Note: Mode of conducting of Test shall be as per decided by DG/RPF from time to time.

9. PART-D: APPOINTMENT AND PROMOTION OF DRIVERS IN RPF:

9.1 RECRUITMENT AND PROMOTION OF DRIVERS:

Recruitment and Promotion etc of drivers shall be conducted as per relevant provisions of RPF Rules 1987 and relevant chapters of RPF Establishment Manual.

10. THERE SHALL BE FOUR GRADES IN THE CADRE OF DRIVERS:-

Sr.No	Grade
i)	Driver Grade - III
ii)	Driver Grade – II
iii)	Driver Grade - I
iv)	Driver Grade Craftsman

11. THE PERCENTAGE OF POSTS IN EACH GRADE SHALL NOT EXCEED THE FOLLOWING :-

Sr.No	Grade	percentage of posts
i)	Driver Grade - III	25
ii)	Driver Grade – II	26
iii)	Driver Grade - I	41
iv)	Driver Grade Craftsman	08

12. BADGES OF RANKS:

i) Uniform Pattern of Head Constable for Driver – Gr.III
II) Uniform Pattern of ASI for Driver – Gr-II
III) Uniform Pattern of ASI for Driver – Gr-I
IV) Uniform Pattern of SI for Master Craftsman

13.

S. No	Description	MCM	Driver Grade-I	Driver Grade-II	Driver Grade-III
1	No of Posts	8% of the total number of posts of drivers in zonal railway or in RPSF The total number of posts in Zonal Railways or in RPSF to be decided by the Central Government from time to time depending on the work load	41% of the total number of posts of drivers in zonal railway or in RPSF. The total number of posts in Zonal Railways or in RPSF to be decided by the Central Government from time to time depending on the work load	26% of the total number of posts of drivers in zonal railway or in RPSF. The total number of posts in Zonal Railways or in RPSF to be decided by the Central Government from time to time depending on the work load	25% of the total number of posts of drivers in zonal railway or in RPSF. The total number of posts in Zonal Railways or in RPSF to be decided by the Central Government from time to time depending on the work load
2	Technical Qualification	The candidates should Posses heavy Driving license.	The candidates should Posses heavy Driving license.	The candidates should Posses heavy Driving license.	The candidates should Posses heavy Driving license.
3	Selection/Non-selection	Selection	Selection	Selection	Selection
4	Method of Recruitment	By Promotion under rule 70	By Promotion under rule 70	By Promotion under rule 70	By Promotion under rule 72 failing which by Direct recruitment .
5	In case of recruitment by promotion, deputation or transger	Promotion Under Rule 70 Drivers Grade-I who have	Promotion Under Rule 70 Drivers Grade-II who have	Promotion Under Rule 70 Drivers Grade-III who have completed	Promotion Under Rule 72(a) Constables who possess a valid heavy motor

	grade from which promotions, deputation or transfer to be made.	completed their probation	completed their probation	their probation	vehicle driving license andhave put in at least 2 years of regular service in the grade. b) Ancillary staff who posses valid heavy vehicle driving license and has put in at least five years regular service in the Grade. c)The candidates selected shall have to be medically fit inB-1 Category
6	Procedure of Selection	Through a selection Committee constituted by concerned PCSC which shall consist of three Sr. Scale officrs and one officer should be minimum of junior scale from Mechanical Department to be nominated by concerned CME	Through a selection Committee constituted by concerned PCSC which shall consist of three Sr. Scale officrs and one officer should be minimum of junior scale from Mechanical Department to be nominated by concerned CME	Through a selection Committee constituted by concerned PCSC which shall consist of three Sr. Scale officrs and one officer should be minimum of junior scale from Mechanical Department to be nominated by concerned CME	Through a selection Committee constituted by concerned PCSC which shall consist of three Sr. Scale officrs and one officer should be minimum of junior scale from Mechanical Department to be nominated by concerned CME

-: o0o :-

CHAPTER – IX :- CRIME WING IN RPF
PART – I :

The Intelligence Branch which forms part of the executive branch shall have two wings, namely (i) Crime Wing (ii) Special Wing.

1. CRIME WING SHALL FUNCTION AT RAILWAY BOARD, ZONAL AND DIVISIONAL LEVEL:

Crime wing in the Office of Director General RPF shall be called Central Crime Bureau (CCB). It shall function under a security Commissioner / ASC level officer. Crime Wing at Zonal and Divisional level shall work under an ASC and Inspector rank officer, respectively. Crime Wing at all the three levels shall have two separate wings i.e. (i)Analytics And Data Management Wing and (ii) Detective Or Investigation Wing. These wings shall perform functions as given below :

2. FUNCTIONS OF ANALYTICS AND DATA MANAGEMENT WING:

i) It shall be responsible for maintenance of all statistics relating to railway crime and passenger offences as well as preparation of charts, graphs maps etc.
ii) Maintenance of Dossiers and Card Indices relating to Railway crime, passenger offences and criminals.
iii) Collection, collation and dissemination of crime summaries, statistics and other information relating to Railway crime and passenger offences.
iv) Publication of Criminal Intelligence Gazette.
v) Maintenance of records and files connected with crime and criminals, their modus operandi and other connected office records.
vi) Preparation of agenda and minutes for various Crime Meetings.
vii) Preparation of returns in regard to crime for submission to other departments.
viii) Maintenance of all statistics of cause-wise and commodity-wise claims paid by the Railway Administration and a periodical analysis of figures with a view to monitor the same.
ix) Study of all cases of obstruction and tampering with Railway track & advising corrective action.
x) Keeping details of persons and other Railway employees who are suspected in thefts and other crimes.
xi) Periodical analysis of RSMS data and to put up desired analytics.

3. FUNCTIONS OF DETECTIVE OR INVESTIGATION WING:

i. Making thorough enquiries into cases, specially entrusted to them as decided by PCSC & send progress report.
ii. Collection of intelligence regarding the movement of active criminals and suspects within railway premises and organizing raids with the help of local police to cause arrest of wanted criminals and the recovery of stolen property.
iii. Assisting the RPF and police in the detection and prevention work as advised by PCSC.
iv. Visiting the scene of a serious crime of inter-Railway ramification, and coordinating with the Local RPF and police for the detection of the cases.

4. STRENGTH OF CCB AT RAILWAY BOARD'S LEVEL AND CRIME WINGS AT ZONAL AND DIVISIONAL LEVEL :

4.1 BOARD LEVEL:

Wing	SC/ASC	IPF	SIPF/ASI	HC/CT	Total
Analytical and Data	01	02	02	03	08
Detective	-	02	02	04	08

4.2 ZONAL LEVEL:

Wing	ASC	IPF	SIPF/ASI	HC/CT	Total
Analytical and Data	01	01	02	04	08
Detective	-	02	02	04	08

4.3 DIVISIONAL LEVEL:

Wing	IPF	SIPF/ASI	HC/CT	Total
Analytical and Data	01	02	04	07
Detective	02	03	10	15

5. ADMINISTRATIVE AND OPERATIONAL CONTROL OF CENTRAL CRIME BUREAU AND CRIME WINGS AT ZONAL AND DIVISIONAL LEVELS :

i) CCB Railway Board will be under the administrative and operational control of DIG/Railway Security.
ii) CIB at Zonal and Divisional level will be under the administrative and operational control of PCSC.
iii) Sr. DSC/DSC may utilize the Crime Wing in selected cases with the approval of PCSC concerned on case to case basis.
iv) At Zonal and Divisional level the strength of Crime Wing may vary according to size, volume, crime pattern, vulnerability and threat perception of the jurisdiction.
v) The staff deployed in CCB should be screened & selected by IG (C&I) and in Crime Wings at Zonal and Divisional level by the PCSC concerned.
vi) Each case referred to the Crime Wing must have a Crime number of jurisdictional RPF post concerned and Crime Wing Officer will work only as special investigating officer for that particular crime/case.
vii) Crime Wings at Zonal and Divisional levels will submit its report and findings to PCSC.

6. The enrolled members of the Force, employed in the Central Crime Bureau and Crime Wing shall be granted an out-fit allowance at the rates sanctioned by the Central Government from time to time.

7. In the case of enrolled members of the Force posted in the Central Crime Bureau and Crime Wing the uniform shall not be withdrawn and they shall be entitled to the aforesaid out-fit allowance in addition, for the duration of the period they work in such wings.

PART – II :- PASSENGER SECURITY CELL

1. PASSENGER SECURITY CELL:-

Policing on railway being a state subject, prevention of crime, registration of cases, their investigation and maintenance of Law and order in Railway Premises as well as in running trains are the prime responsibility of State Government which they discharge through the "Government Railway Police" (GRP)/Civil Police. After the amendment in RPF Act, 1985 in the Year 2003, the responsibility of security of passengers and passenger area has been extended to RPF. Hence RPF Supplements the efforts of GRP by providing better prevention and security of passengers and passenger area. Security of passenger belongings, detection of crime against passenger and passenger luggage, access control, train escorting, security of women and children on Railway etc.

In order to cope up with the responsibilities of security of passengers and passenger area, a Passenger Security Cell there shall function at Divisional, Zonal and Railway Board level.

2. THE FUNCTIONS OF PASSENGER SECURITY CELL SHALL BE AS UNDER:-

i) To collect and collate the information pertaining to passenger crime, criminals, analysis and maintenance of data related to such crimes
ii) Supervision and monitoring of Train escorting duties, protection of women and children, Maintenance of records in this regard to analysis & take corrective action.
iii) Periodical review of Train escort based on the vulnerability of Trains, Section, stations, etc.
iv) Real time monitoring of train escort by IPF (PS) at Divisional level.
v) To supervise, implement and monitor the status of ISS and CCTV.
vi) Supervision and monitoring of Security help line 182, Twitter, Facebook and E-mail etc.
vii) To monitor complaints received from the passengers though 182, Twitter, E-mail, Facebook, etc.
viii) Procurement and supply of modern gadgets for train escort parties.
ix) Updating the photo album of criminals of passenger crime and provide it to the train escort parties periodically.
x) Organise awareness campaigns based on the trend of crime and also to adopt proactive steps to control the crime in co-ordination with the counterparts of GRP and Police.
xi) Liaison and visit of local police jurisdictions while maintaining regular co-ordination and sharing of intelligence with counterpart GRP/Police.
xii) The passenger Security Cell will be reporting to PCSC in Zone & to Sr. DSC/DSC in Division.

3. STRUCTURAL STRENGTH OF PASSENGER SECURITY CELL:

3.1 Board level:-

ASC	IPF	SIPF/ASI	HC/CT	Total
01	02	02	04	09

3.2 Zonal level:-

ASC	IPF	SIPF/ASI	HC/CT	Total
01	01	02	04	08

3.3 Divisional level:-

IPF/Passenger Security	SIPF/ASI	HC/CT	Total
01	02	04	07

Strength of Passenger Security Cell at Zonal and Divisional level may be decided depending upon the jurisdiction and crime pattern of the region.

-: o0o :-

CHAPTER-X :- SPECIAL WING IN RPF

1. SCOPE OF WORK OF SPECIAL WING (HEREINAFTER REFERRED TO AS SW):

The Special Wing in RPF shall be responsible for generating / collecting intelligence about :-

a) Subversive activities, LWE activities, activities of terror outfits and forces inimical to national security having direct/indirect bearing on railway working.
b) inputs that have a direct/indirect bearing on improving the punctuality and safety of trains.
c) threat calls received through letters, telephone calls or social media.
d) agitational activities of trade unions/Political parties/pressure groups/contrarian forces having direct/indirect bearing on railway working.
e) congregations connected with religious festivals, events of local and national importance having direct/indirect bearing on Railway working and security.
f) any disruption planned by the vested interests in congregation to be addressed by the Hon. MR & MOSR & other VVIPs
g) VIP movement over railway system likely to affect railway working.
h) anti-social and other objectionable activities of railway employees including RPF/RPSF and non railway workers working in railway system.
i) anti-social and other objectionable activities of civilians from the railway employees.

2. THE SW IN RPF SHALL BE RESPONSIBLE FOR :-

a) development of sources among trackmen/ keymen/ gangmen/ gatemen/ patrolmen/ ESMs/ pointsmen/ gate mitras/ other railway and non railway staff living in nearby villages, schools, colleges, other establishments in or near railway premises, coolies, vendors, auto/taxi drivers, passenger associations, prominent persons in villages, mohallas, local bodies to collect human intelligence (HUMINT). The list is indicative not exhaustive.
b) addition of New Sources by developing existing Sources of other Sister Agencies like IB, MI & LIUs.
c) maintenance of dossiers of persons active in railway system with anti-social/subversive leaning/ LWE sympathizers/ OGW of terror outfits including railway employees and RPF, if any.
d) keeping a close watch on the functioning of RPF at various levels and reporting misdeeds, indiscipline, corrupt practices etc., in order to keep the image and goodwill of RPF protected.
e) Collection/ information about money laundering, gun running, drug trafficking, narco-terrorism, cross border terrorism/intrusions on railways.

f) sharing of Intel inputs having bearing on the National Security with the concerned sister Intel Agencies on real time basis. Constant and real

time co- ordination with sister agencies on SMAC platform.

g) Operation of Threat Management System (TMS).

3. SANCTIONED STRENGTH OF SW OF ZONAL RAILWAYS:

Sanctioned Strength of SW of Zonal Railways shall be as decided from time to time by the DG RPF.

4. CONSTITUTION OF SW IN THE ZONAL RAILWAY:

Constable, Head Constable, ASI, SI and IPF posted in the SW shall be designated as mentioned against each rank:

Rank	Designation in the SW
Constable	Watcher
Head Constable	Security Assistant (SA)
Asstt. Sub Inspector	Assistant Intelligence officer (AIO)
Sub Inspector	Deputy Intelligence officer (DIO)
Inspector	Intelligence Officer (IO)

i) The Social Media Analysis Cell and unit operating the TMS will be part of the SW.

5. INITIAL POSTING:

i) The RPF personnel found fit after the initial screening (first and second round) by the committee of DIG MAC, PCSC RDSO and Sr.DSC MAS will be posted against the vacancies of SW wing. If the willing RPF personnel are more in number than the number of posts in SW wing, personnel having higher seniority will be posted first.

(ii) The vacancies remaining after the initial posting and the vacancies arising in future will be filled after screening mentioned in succeeding paragraphs.

6. FILLING UP OF VACANCIES:

The vacancies mentioned in the preceding Para 1 above will be filled up after inviting applications and subsequent screening to be conducted by the PCSCs of the concerned Zones in consultation with MAC division of Railway Board.

7. INVITATION OF APPLICATIONS:

7.1 Applications for various posts in SW of the concerned Zone:

The following RPF personnel will be eligible to apply:

Designation	Maximum age of eligibility
Watcher	35 years

Security Assistant (SA)	40 years
Assistant Intelligence officer (AIO)	45 years
Deputy Intelligence officer (DIO)	50 years
Intelligence Officer (IO)	55 years

7.2 The applicants should be free from DAR proceedings/vigilance/criminal cases and should not be undergoing any penalty. They should have clean record of service.

7.3 The vacancy notice will be circulated by the PCSC of the concerned Zone among all units in the zone (including all RPF personnel of that zone on deputation or posted against ex-cadre posts). The PCSC will give wide circulation to the vacancy notice. A notice of 30 days will be given for submission of application. After completion of 30 days, a list of applications received will be circulated by the concerned PCSC to all units of his/her Zone.

7.4 The vacancy notice for the vacancies arising during the whole year will be circulated on or before 26th January of that year.

8. SCREENING:

After the applications are received, the screening of the applicants will be conducted.

i) Screening may be done to adjudge the suitability of a candidate based on the following Traits:

- Having flair for Intelligence Gathering,
- Good Inter Personal Skills,
- Proficiency in Local Language and Customs,
- Contacts in the Local Population
- Inquisitive and attentive to Details
- Perceptive and possess Ingenuity
- A good Listener and know how to keep Silent
- Able to express clearly and interestingly
- Passion for Anonymity
- Possess Great Patience
- Quick Thinker
- Inconspicuous in appearance

ii) A screening committee will be constituted by PCSC consisting of three officers of or above the rank of Security Commissioner. In the event of absence of an officer of requisite rank in the Zone, an officer of the rank of Assistant Security Commissioner will be nominated.

iii) An officer of the rank of DCIO/IB or above will be co-opted in the committee as a technical member. The matter has been taken up with Director IB for nomination of a suitable IB officer in the committee of each Zonal Railway.

iv) An observer will be nominated by DG/RPF as his representative to be present during the process of screening and submit his/her report to

DG/RPF after completion of screening.

v) The following will be the stages of screening:

(a) **Psychological test:** based on a standard questionnaire. It will be of 40 marks. The standard questionnaire duly filled up by the candidates will be handed over to the observer. He will get them evaluated and submit the list of marks to the committee. The Questionnaire may be designed by PCSC/RDSO & submitted to DIG/ MAC for approval of DG/ RPF before using it for Psychological Test.

(b) **Test of proficiency in speaking local language:** 10 marks will be evaluated by the committee. Zones, where more than one language is spoken, proficiency will be tested in any of the languages spoken. Bonus 10 marks will be awarded if the candidate is able to speak all but not less than four languages with proficiency. Bonus 5 marks will be awarded if he/she is able to speak more than two languages with proficiency.

(c) **Proficiency in IT/Computer Applications:** 50 marks will be evaluated by the committee.

(d) **Test of driving a four wheeler:** 10 marks: will be evaluated by the committee.

(e) **Record of service:** 20 marks: will be evaluated by the committee.

(f) **Test of proficiency in Intelligence Trade Craft**: 50 marks: will be evaluated by the technical member and he will submit the list of marks to the committee.

vi) The candidates obtaining 60% marks (minimum 108 marks out of full marks 180) will be declared to have qualified. The candidates declared to have qualified will be included in the merit list and subsequently posted to the extent of vacancies on the basis of their merit.

9. TRAINING:

(i) A two week long course on "**Intelligence Trade Craft"** will be conducted by concerned PCSCs in Zonal RPF Training Centres for every RPF personnel on his initial posting in SW wing after screening. The training module has already been circulated by Railway Board. PCSCs may coordinate with concerned Joint Directors SW of the concerned states to help them in training by making available the services of experienced IB personnel as trainers. The services of 25 in-house trainers (trained by IB in TOT courses conducted in 2018 and 2019; list already circulated) and 50 other RPF officers trained by IB in May 2019 may also be utilised for training. PCSCs may also approach State Police and Other Security Agencies to avail of the services of reputed Intelligence experts as trainers.

(ii) Director/JJR RPF Academy will co-ordinate with Addl. Director/Training,

IB and organize "**Training of Trainers**" courses on Intelligence Trade Craft to develop sufficient number of in-house trainers.

(iii) A weeklong refresher course on "**Intelligence Working**" will be conducted by PCSCs every year for the RPF personnel working in SW. PCSC/ RDSO will prepare the module for the refresher course and get it approved by DG/RPF before circulating it to PCSCs of Zones. Trainers within and outside of RPF may be utilized for the course.

(iv) DIG RDSO will set up a social media analytics lab in RDSO. Director JJR RPF Academy will arrange to impart weeklong training to 64 RPF (4 per zone) personnel posted in SW per annum. He will work in coordination with PCSC RDSO and may engage experts within and outside the government for imparting this training. In addition, specialised software related to training, particularly in cyber surveillance and use of social media analysis tools may be organized by the Zonal railways on regular basis for their Intel operatives.

(v) Concerned PCSCs will procure and operationalize social media analysis software and get suitable RPF staff posted in SW trained for utilizing the software. The need for separate software for zones may be obviated if the social media analytics lab at RDSO deploys software that can connect all Zonal SW units.

10. TENURE :

Although the tenure of RPF personnel in SW will be 5 years, the provisions of Directive 32 (revised) regarding tenure transfer will not be applicable on the RPF personnel working in SW. However, they will not be posted at a location where they have completed 10 years service in continuous spells or 15 years service in broken spells. In the event of SW personnel having completed 10 years/15 years at a location, they will be transferred and posted within SW in some other nearby location, however, their unique talent (knowledge of local languages, customs and traditions) that are suited and adapted to that particular local area shall, to the extent possible, be utilised in that area itself. The administration reserves the right to transfer any RPF personnel working in SW to any other location within the SW of the zone in the exigencies of service or for administrative reasons or to avoid local entanglements of such personnel or for any such other consideration. Such an action by the concerned competent authority should be recorded with adequate reasons and a detailed report should be submitted to the DIG/ MAC by the Zone within a fortnight from the date of initiation of such an action.

11. POSTING OUT OF SPECIAL WING

DG/RPF reserves the right to post any RPF staff out of SW without assigning any reason.

(i) Ordinarily, RPF personnel working in SW may not be posted out of SW prior to completion of tenure. Exceptional cases will be dealt on case to case basis with approval of DG/RPF. In such cases, PCSC concerned will send a proposal to DG/RPF with detailed reasons mentioned therein.

(ii) RPF personnel posted in SW may be posted out of SW after completion of tenure on receipt of his/her option in writing. If the concerned staff opts to continue in SW, he/she may not be posted out and the period subsequent to the completed tenure will be treated as a fresh tenure.

(iii) However, if the staff gets promoted to a higher rank, he/she will be posted out of SW only in the event of vacancy not being available in SW in that rank. In case he/she wants to come back to SW, he/she will have to clear the screening test in his/her new rank afresh.

12. WRITING OF APARs

The following channel for writing APARs of RPF personnel posted in SW wing will be followed in terms of rule 31 read with rule 17.5 of RPF rules 1987

Designation	Initiating Officer	Reviewing Officer	Accepting officer
Watcher	Intelligence Officer	Gazetted Officer (IC) of SW in the Zone	CSC
Security Assistant (SA)	Intelligence Officer	Gazetted Officer (IC) of SW in the Zone	CSC
Assistant Intelligence officer (AIO)	Intelligence Officer	Gazetted Officer (IC) of SW in the Zone	CSC
Deputy Intelligence officer (DIO)	Intelligence Officer	Gazetted Officer (IC) of SW in the Zone	DIG MAC
Intelligence Officer (IO)	Gazetted Officer (IC) of SW in the Zone	CSC	DIG MAC
Gazetted Officer (IC) of SW in the Zone (in Junior Scale)	CSC	DIG MAC	IG (C&I)
Gazetted Officer (IC) of SW in the Zone (in Senior Scale/JAG including SG)	DIG MAC	PCSC	DG

DIG/MAC and IG/(C&I) will exercise powers to write APARs as representatives of the office of DG/RPF.

13. COMMAND AND CONTROL:

The following channel of command and control will be adhered to

(i) **Administrative control:** The salary, wages, leave, TA and other administrative authority will be exercised as per the existing procedure in vogue in the zone.

(ii) **Disciplinary control:** The Gazetted Officer in-charge of SW will exercise disciplinary control over RPF personnel posted in SW as per the schedule of powers prescribed in the RPF rules 1987. Where the Gazetted Officer (IC) of SW is in Junior Scale, the powers of disciplinary authority in a higher rank will be exercised by an officer of appropriate rank posted in the Zone nominated by the PCSC by notification in this regard. The powers of Appellate Authority and Revisioning Authority against the orders of D.A. will be exercised by DIG MAC and IG (C&I) respectively as representatives of the office of DG/RPF in terms of rule 31 read with rule 17.5 of RPF rules 1987.

Further details of operational issues of Special Wing may be referred to Directive - 52

CHAPTER-XI :- ENCAMPMENT AND ACCOMMODATION IN RPF

1. RESIDENTIAL ACCOMMODATION :

Members of the Force shall be classified as "essential" for the purpose of allotment of residential accommodation as they are required to live as near the place of their duty as possible for the proper discharge of their duty.

Enrolled members of the Force with less than three years' service or who are unmarried shall normally be allotted barrack accommodation which shall be rent free.

Enrolled members of the Force, who have either been accommodated in barracks or given family accommodation or who have been offered any such accommodation but wish to stay outside under their private arrangements, shall obtain written permission from their superior officers.

Enrolled members of the Force accommodated in barracks but keeping their families away from them in other towns shall be entitled to the payment of house rent allowance as may be admissible to them under the extant Railway Rules.

Facilities/amenities in RPF/RPSF barracks shall be brought at par with those provided in running rooms.

2. LOCATION OR BARRACK AND OTHER ACCOMMODATION :

The location of barrack or residential accommodation for the enrolled members of the Force shall, preferably, be provided in separate cluster(s) away from those of other railway employees.

The barracks shall be of approved pattern with built-in space for recreation purposes besides having adequate open space for use as parade and play ground.

The enrolled members of the Force living in barracks shall be provided with steel cots, mattresses, kit boxes and lockers. Wherever twenty or more persons are accommodated in a barrack, cooking utensils for the mess and one cook and one kahar for every twenty members shall be provided.

3. MAINTENANCE AND VACATION OF RESIDENTIAL ACCOMMODATION :

If any residential accommodation is allotted to a member of the Force, he shall reside therein subject to such conditions and terms as may be specified by the Principal Chief Security Commissioner concerned and shall be responsible for maintaining it in a good state.

It shall be a condition of the service that a member of the Force shall vacate the accommodation on his ceasing to be a member of the Force or on his transfer from that place or whenever an officer not below the rank of Security Commissioner, for reasons to be recorded in writing, finds it necessary and expedient for him to do so.

If any enrolled member of the Force who is required under sub-rule (2) to vacate any premises fails to do so, such superior officer may after giving him an opportunity of being heard, direct any officer subordinate to him, with such assistance as may be necessary, to enter upon and open the premises and remove there from any person found therein and to take possession of the premises and deliver the same to any person specified in the order.

4. ALLOTMENT OF QUARTERS AND RETENTION THEREOF ON TRANSFER ETC.

Policy adopted for Allotment of Quarters and Retention thereof on Transfer etc. applicable on Officers and Railway employees shall apply on Officers and members of RPF also.

5. STANDARDIZATION OF INFRASTRUCTURE / AMENITIES / FACILITIES IN RPF/ RPSF BARRACK:

Ministry of Railways has accorded in principle approval to the Template on Barracks for provision of essential amenities/ facilities in RPF/RPSF barracks.

6. FUNDS:

Demand no. 4-410 has been allocated for incurring expenditure on repair/maintenance of barracks. Necessary demand may be timely raised by zonal railways for ensuring allocation of sufficient fund so that necessary repair/maintenance may be ensured in all the barracks at regular interval of time.

To overcome the funds problem, provision of 0.25% of every estimate may be earmarked towards security related works in the zone.

7. MAINTENANCE OF BARRACKS:

Following action should be taken for the proper maintenance of barracks:

i) Civil works:
Steps to prevent roof leakage in rainy season, water logging in the compound of barracks, seepage, sewerage system, repair of approach roads and irregular water supply. Timely white wash & painting of doors/ windows, etc. should be ensured.

ii) Electrical works:
Repair of defective electrical fittings, lights & old wirings, replacement of water coolers, charging points, fans & exhaust fans and irregular electric supply.

iii) Sanitation:
In the absence of sanctioned Safaiwala, issues relating to cleanliness are faced in barracks. Therefore, there is need to outsource Safaiwala for cleanliness in the barracks.

8. OBJECTIVE:

Following provisions should be made in RPF barracks :-

i) Adequate and clean toilet facilities
ii) Purified drinking water
iii) Proper ventilation, fans and lighting
iv) Provision of desert cooler/air conditioner,
v) Recreation room with magazine, newspaper, cable TV etc..,
vi) Provision of Wi-Fi,
vii) Sports equipment and mini Gym,
viii) Boundary wall/fencing,
ix) Standby power supply arrangement,
x) Mosquito repellant,
xi) Railway and landline phones,
xii) Well equipped kitchen with stainless steel industrial kitchen equipment,
xiii) Provision of lockers to staff for keeping their personal belongings/valuables,
xiv) First aid box and firefighting equipment, etc

9. ENGINEERING, ELECTRICAL AND GENERAL INFRASTRUCTURE:

The following items shall be provided:

i) Power back-up –Suitable power back shall be provided as per requirement so as to ensure continuous electric supply in barrack.
ii) Periodical whitewashing and regular engineering maintenance-Periodical white washing and regular engineering maintenance shall be ensured to keep the barracks in good condition. Colourful and attractive paints to be used in the barracks to generate positive energy.

iii) Electrical wiring and proper maintenance –
Electrical wiring shall be checked periodically and regular attention shall be given to light and fan points and other electrical fittings/equipment for their proper functioning.

iv) Proper illumination level –
Sufficient illumination level shall be ensured in all areas of barrack. The barracks may be provided with LED bulbs extensively in common areas like Verandah, Reception, Recreation Room, Kitchen, Dining halls, Toilet blocks, GYM, etc

v) Communication facilities -
Adequate communication facilities including railway phones as well as landline phones shall be provided for communication

vi) Provision of Rain Water Harvesting –
Provision of Rain water harvesting shall be made during construction of new barracks. It may also be made in existing barracks, wherever feasible.

10. SURROUNDING AREA:

i) Proper motorable access road to be made available
ii) Fencing/boundary wall around the barrack — 8 feet high with 2 feet barbed wire overhang.
iii) Availability of badminton/volleyball court
iv) Nearby drain should be kept clear and choking not to be allowed.
v) Prevention of noise/air pollution in the surrounding by planting tree screens, etc.
vi) Proper system of garbage removal from the surrounding.
vii) Wild growth/bushes to be cleared regularly.
viii) Standing water not to be allowed. If there is a pond nearby, prevention against breeding of mosquitoes to be taken.
ix) Source of foul smell, if any, to be eliminated.

11. ROOMS:

The following items shall be provided;

i) Space — 50 sq feet per person in the living room.
ii) Curtains — Window & door curtains should be of dark colour & should match with interiors.
iii) Mosquito repellant — Mosquito repellant shall be provided in all rooms
iv) Cooler — Provision of desert cooler, fan & pump in working condition
v) Lockers — Provision of locker/almirah for each staff.
vi) Reading light — Provision and working of individual reading lights & charging points.
vii) Foot mat/Door mat
viii) Numbering of beds
ix) Provision and working of Night Lamp.
x) Pegs for clothes
xi) Provision for standard size Box bed with provision to mount mosquito net, good quality mattresses, bed sheets, almirah and mobile/laptop charging

points

xii) Four persons per room of area 200 sq feet with ante room and attached toilet/bathroom in case of lady barracks.

xiii) Lady barracks should not be in the same premises as the Male Barrack.

xiv) Provision of drying racks/private space for drying under-garments (pulley based). The cloth drying arena should be covered by walls of sufficient height so that the drying clothes are not visible to outsiders (in case of lady barracks).

xv) Proper access control arrangements (in case of lady barracks).

12. KITCHEN:

The following items shall be ensured:

i) Branded utensil/crockery/industrial kitchen equipment.

ii) Cleaning & hygiene.

iii) Medical examination of Kitchen staff per year.

iv) Quarterly visit of Sanitary Supervisor.

v) Exhaust Fan/Chimney.

vi) System of Garbage disposal.

vii) LPG cylinder backup.

viii) Large size refrigerators, LPG connections, chimneys, exhaust fans, cleaning sinks and a separate Store Room with shelf.

ix) Stainless steel modular kitchen (for barrack having capacity more than 25).

x) Heavy duty grinder, if mess capacity is more than 25 persons.

xi) Fly catcher, exhaust fans

13. DINING HALL:

The following items shall be provided

i) Dining Table and Chair in dining hall

ii) Light & Fans

iii) Fly Catcher machine

iv) Availability of Industrial RO/Water Purifier & Water Cooler

v) Wash Basins with towel stand

vi) Energy efficient utensils for cooking & service of food in Dining Hall.

vii) Good quality airtight containers to store food items/condiments/cereal/pulses.

viii) Dining Hall & Kitchen should be properly tiled to ensure better cleaning and hygiene.

ix) Microwave Oven/Hotcase to store hot food for staff coming late from duty.

14. TOILETS AND BATHROOM:

The following items shall be provided

i) Availability of buckets and mugs in good condition

ii) Working of Flush out System

iii) Solar Water heater/ Geyser

iv) Adequate water supply
v) Towel/Cloth Hanger, Soap stand
vi) Cleanliness (part of housekeeping contract)
vii) Skid free light colored tiles should be selected. Separate Urinal and Wash basin bays should be provided in the complex.
viii) Sufficient number of Water Tanks and Hand Pump to ensure uninterrupted supply of water.
ix) Provision of sanitary pad dispensers and used sanitary & pad incinerators (in case of lady barracks).
x) Provision of washing machine in common area.
xi) Overhead tank of sufficient capacity with piped water supply in bathrooms, kitchen, wash basins and sinks.

15. RECREATION ROOM:

The following items shall be provided:

i) Lights and Fans
ii) Table and Chairs
iii) Recreation facility (Carom Board etc.)
iv) Audio-Visual System comprising LCD/LED TV, LCD Projector, Media Player and Public Address System with 50 chairs. This will serve as multi-purpose Mobilization cum Meeting/ Conference Hall during visit of senior officers, exigencies and staff training sessions etc,
v) Small Library comprising Books, Magazines and News papers in English, Hindi and local languages.

16. SAFETY AND SECURITY:

The following items shall be provided:

i) Fire Protection System
ii) First Aid Box
iii) Boundary Wall/Fencing
iv) Standard cooking gas storage/supply plant with requisite safety measures.

17. FITNESS:

The following Amenities should be provided for fitness, yoga and meditation:

i) Mini Gym with Treadmill, Bicycle and sufficient number of weights should be provided. Parade cum playground with courts for outdoor games like Volleyball, Football and Badminton.
ii) Yoga activities shall be organized in morning session in the ground.
iii) Foot massager.

18. PROVISION OF HOUSEKEEPING SERVICE BY OUTSOURCING:

Housekeeping service includes cleaning of barrack, waste collection and disposal, cleaning of bed sheets, pillow covers, blankets and curtains,

cleaning/maintenance of toilets, drains etc. Provision for separate side room for washer- man with facility for ironing cloth may be provided in the barracks for training centers and RPF Academy. Posting/outsourcing of sufficient numbers of washer man, cobbler and tailor, proportionate to the strength of trainees/staff should invariably be done for catering to the needs of trainees/staff in barracks.

19. Provision of outsourcing of catering services if sufficient number of departmental cooks are not available.

20. GENERAL:

i) Daily 'AAJ KA VICHAR' may be written on board at main entrance for encouragement of staff. A display board indicating the names and mobile numbers of the staff with their room numbers may be displayed in the reception desk for immediate mobilization and to locate them easily in emergent situation.
ii) Nails of kitchen staff should be properly cleaned and well trimmed. It may be checked weekly by Duty Officer/Mess Commander.
iii) Electric Chimney should be used in the kitchen.
iv) RO shall be with UV. It should be of industrial grade and necessary AMC should also be processed in time.
v) To cater for emergency, First aid box including Digital medical equipments like Blood Pressure recording instrument, Thermometer, Blood Sugar, etc. may be kept with Mess Officers.
vi) Room number may be displayed on door and shall be closed properly to avoid noise pollution. Flush type lock which can be operated from both sides may be provided.
vii) Door closer should be provided for closing the door. Shoe racks and Luggage racks in common area.
viii) Plantation may be done around barrack to protect from direct sun. Herbal plants may be planted and maintained properly for the well being of the staff.
ix) Civil authorities should be approached for removing the liquor shop near the barracks.
x) Bathroom floor should be lower than other floor surface to avoid water entry outside Bathroom.
xi) Dustbin may be kept in bathroom/Toilet, kitchen, living area for collection of litter.
xii) Good quality shower may be provided in bath rooms.
xiii) Many products are available in the market with brand thermocool and similar which blocks the transfer of heat inwards while applied on roofs. Same may be applied on the roof to keep the same cool during summer.
xiv) Fresh air fan may be provided in toilet & bathroom.
xv) Thermostat functioning should be checked for geyser at regular interval to avoid any unusual like bursting of the same. Thermostat checking date should be written on the geyser.
xvi) MCBs should be checked for proper functioning.
xvii) For cooking purposes, LPG/PNG shall be used. In no case, coal/wood/dung cake shall be used for cooking purposes.
xviii) Automatic cut off sensor may be provided to save electrical energy.

xix) Barrack building may be decorated with greenery.

xx) Muddy water spills over when plants are watered. Planter may be kept in steel body case/tray at the entrance/corridor. A waste disposal system may be planned to segregate bio degradable waste. The bio-degradable waste may be segregated and deposited in the compost bin or pit to decompose it naturally for recommended period to produce organic compost. The organic waste compost so produced may be utilized for kitchen garden and flowering plants.

xxi) Auto flush sensor may be provided in urinals to avoid bad odor.

xxii) If the conventional dust bin gets damaged frequently, covered durable dustbins may be kept in corridor as well as in common places.

xxiii) Smoking/alcoholism should be strictly prohibited in the barrack complex.

xxiv) Industrial vacuum cleaner may be made available for cleaning/dusting which may be performed at regular interval of time.

xxv) Different types of sceneries may be provided.

xxvi) There should be display of motivation/patriotic/energy conservation, etc. slogans

xxvii) Parking area with proper shed within the barrack complex should be available.

xxviii) Rain water harvesting plant to be installed.

21. RESPONSIBILITIES OF INSPECTOR / OUTPOST INCHARGE

Inspector/out-post in-charge should be held personally responsible for up keep of the barracks, who will be assisted by Barrack Officer nominated for each barrack. Inspector/out-post in-charge will maintain a register in which the name wise allotment of beds will be entered.

The information in regard to further detailing of items / facilities to be provided for RPF barracks is mentioned in Railway Board's Lr. No. 2017/Sec(Spl)/220/7 dated:28.02.2019

CHAPTER –XII :- CODE OF CONDUCT FOR MEMBERS OF THE FORCE

1. RULES GOVERNING CONDUCT:

The Railway Services (Conduct) Rules, 1966 as amended form time to time shall, so far as may be, apply to all members of the Force as they apply to Railway servants.

2. CODE OF BEHAVIOUR FOR MEMBERS OF THE FORCE :

2.1 All members of the Force, irrespective of their ranks, shall submit themselves to the requirement of the following code of behaviour, both on and off duty. It shall be incumbent upon all members of the Force to respect the code of behaviour and maintain an attitude of complete discipline and obedience to it. Any breach of these provisions on the part of any member of the Force shall constitute misconduct and shall be punishable under the Railway Servants (Discipline and Appeal) Rules, 1968 as applied to superior officers or, as the case may be, under section 9 or section 17.

2.2 NEGLECT OF DUTY :

No member of the Force without good and sufficient cause shall –

i) neglect or omit to attend to or fail to carry out with due promptitude and diligence anything which is his duty as a member of the Force to attend to or carry out; or

ii) fail to work his beat in accordance with orders or leave the place of duty to which he has been ordered or having left his place of duty for a bonafide purpose fail to return thereto without undue delay; or

iii) be absent without leave or be late for any duty; or

iv) fail properly to account for, or to make a prompt and true return of any money or property received by him in the course of his duty.

2.3 DISOBEDIENCE OF ORDERS :

No member of the Force shall –

i) disobey or omit or neglect to promptly carry out any lawful orders, written or otherwise, or

ii) contravene any provision of the Act, these rules or Directives containing restriction on the private lives of the members of the Force or requiring him to notify the Principal*Chief Security Commissioner concerned that he, or a relation included in his family, has business interest in his jurisdiction within the meaning of these rules and Directives.

2.4 DISCREDITABLE CONDUCT :

No member of the Force shall act in any manner prejudicial to discipline or conduct himself in such a manner which is reasonably likely to bring discredit to the reputation of the Force.

2.5 MISCONDUCT TOWARDS A MEMBER OF THE FORCE:

No member of the Force shall-

i) conduct himself towards another member of the Force in oppressive or abusive manner; or

ii) assault or misbehave with such member.

2.6 FALSEHOOD OR PREFABRICATION :

No member of the Force shall-

i) knowingly or through neglect make any false, misleading or inaccurate oral or written statement or entry in any record or document made, kept or required for the purpose of Force; or

ii) either willfully and without proper authority or through lack of due care destroy or mutilate any record or document made, kept or required for the purpose of the Force; or

iii) without good and sufficient cause alter or erase or add to any entry in such a record or documents; or

iv) knowingly or through neglect make any false, misleading or inaccurate statement in connection with his appointment to the Force.

2.7 CORRUPT OR IMPROPER PRACTICE :

No member of the Force shall-

i) in his capacity as such member and without the written consent of the Principal*Chief Security Commissioner concerned directly or indirectly solicit or accept any gratuity, present or subscription; or

ii) place himself under a pecuniary obligation to any person in such a manner as might affect the proper discharge of his duties as such member; or

iii) improperly use or attempt so to use, his position as such member for his personal gain.

2.8 ABUSE OF AUTHORITY:
No member of the Force shall:-

i) (a) without good and sufficient cause make an arrest; or

ii) (b) use any unnecessary violence towards any under trial prisoners or other persons with whom he comes into contact in the execution of his duty.

3. OFFENCES RELATABLE TO DUTIES OF ENROLLED MEMBERS:

Commission of any of the following act or acts by an enrolled member of the Force –

i) violation of any duty;

ii) willful breach or neglect of any provisions of this Act or any rule or of Directives or of any other lawful orders which he is bound to observe or obey;

iii) disobeying lawful command of superior officers;

iv) withdrawing from duty of his office without permission;

v) quitting his guard, picket, party or patrol without being duly relieved or without leave;

vi) absenting himself without proper intimation to his controlling authority or without sufficient cause overstaying leave granted to him or failing without reasonable cause to report himself for duty on the expiry of such leave;

vii) engaging himself without authority for any employment other than his duty as an enrolled member of the Force;

vii) being guilty of cowardice;

ix) being in a state of intoxication while on duty or after having been alerted for any duty;

x) malingering or feigning or voluntarily causing hurt or infirmity to himself or intentionally delaying his cure or aggravating his disease or infirmity with the intention to render himself unfit for any duty or for the service;

xi) resisting his lawful arrest or being under arrest or in confinement leaving his arrest or confinement before he is set at liberty by lawful authority;

xii) assaulting or otherwise ill-treating any enrolled member of the Force subordinate to him in rank or position;

xiii) being grossly insubordinate or insolent to his higher officer or using or attempting to use criminal force against his colleague or higher officer whether on or off duty, knowing or having reason to believe him to be such;

xiv) designedly or through neglect injuring or losing or fraudulently disposing of or unlawfully lending his arms, clothes, tools, equipments, ammunition or accouterments, or any such articles entrusted to him or belonging to any other member of the Force;

xv) taking part in procession, gherao, demonstration, shouting slogans or resorting to pamphleteering or otherwise indulging in any intimidating or coercive act or dharna, hunger strike for forcing under duress or threats any supervisory authority to concede anything or striking work;

xvi) being guilty of using insulting or threatening language in the case of Security Court or causing any interruption or disturbance in the proceedings of such court;

xvii) offering unwarrantable personal violence to any person in custody;

xviii) entering or searching without lawful authority or reasonable cause any building or place;

xix) seizing vexatiously and unnecessarily the property of any person;

xx) detaining, searching or arresting any person vexatiously and without reasonable suspicion or cause;

xxi) holding out any threat, inducement or promise not warranted by law; or

xxii) aiding or abetting or attempting to commit any of the offences under this Act or these rules or doing any act towards the commission of such offence;

shall render him liable for punishment under section 9 or section 17 or both.

4. PROHIBITION ON EXERTING EXTRANEOUS PRESSURE BY MEMBERS OF THE FORCE FOR FURTHERING THEIR INTEREST IN SERVICE MATTERS:

Members of the Force are forbidden to approach officials of other departments, members of the legislatures, or private persons for support in pressing individual claims or obtaining redressal of their grievances. All members of the Force are similarly forbidden to approach members of legislatures with a view to having their individual grievances made the subject of interpellation in the legislatures.

5. RESTRICTIONS RESPECTING RIGHT TO FORM ASSOCIATION ETC.

1) No member of the Force shall without the previous sanction writing of the Central Railway Government or of the prescribed authority.

(a) be a member of, or be associated in any way with any trade union, labour union, political association or with any class of trade unions, labour unions or political associations; or

(b) be a member of, or be associated in any way with any society, institution, association or organisation that is not of a purely social, recreational or religious nature; or

(c) Communicate with the press or publish or cause to be published any book, letter or other document except where such communication or publication is in the bonafide discharge of his duties or is of a purely literary artistic or scientific character or is of prescribed nature.

Explanation: if any question arises as to whether any society institution, association or address any meeting or take part in any demonstration organised by any persons for any political purposes or for such other purposes as may be prescribed.

6. RELATION WITH PRESS:

Subject to the restrictions specified in Section 15A, the Divisional Security Commissioners and officers of higher rank are permitted to give to the press statistical and other relevant details concerning crime against railway property and obstruction to its movement as well as details concerning all other important and sensational cases under investigation or inquiry with the Force and shall endorse a copy of such communiqué to the Public Relations Department of the Railway:

Provided that nothing contained herein shall authorise any officer to divulge the details of -

(i) any operation to be undertaken by the Force;
(ii) the intelligence on the basis of which such operation is being or was planned;
(iii) privacy of any individual; and
(iv) the judicial requirements of any case.

7. POLITICAL AND NON-MILITARY ACTIVITIES

(1) No person subject to the Act and these rules shall attend, address, or take part in any meeting or demonstration held for a political party or for any political purposes or join or subscribe in the aid of any political association or movement.

(2) No person subject to the Act and these rules shall issue an address to electors or in any other manner publicly announce himself or allow himself to be publicity announced as a candidate or as a prospective candidate for election to Parliament, the Legislature of a State or a local authority, or any other public body or act as a member of a candidate's election committee or in way actively promote or prosecute the interests of any such candidate.

-: o0o :-

CHAPTER-XIII :- PUBLIC COMPLAINTS AND INTERNAL VIGILANCE GROUP (IVG)

1. PUBLIC COMPLAINTS AGAINST THE MISCONDUCT OF THE MEMBERS OF THE FORCE :

1.1 Whenever a complaint against the misconduct of any member of the Force is received from the members of the public or where such complaint is received through a court wherein civil or criminal proceedings against a member of the Force have been instituted or otherwise, and controlling officer of such member of the Force is of the opinion that allegations are verifiable or otherwise an inquiry is called for, he may proceed to inquire himself into the complaint against a member of the Force specified in column (1) of the table below or depute any other officer as specified in the corresponding entry in column (2) of the said table:

Members of the Force against whom complaints received	Inquiry Officer
Constables/Head Constables	Of and above the rank of Inspector
Sub-Inspector/Assistant Sub-Inspector	Of and above the rank of Assistant Commandant
Inspector/Assistant Security Commissioner	Of and above the rank of Security Commissioner.
Security Commissioner or above	Principal Chief Security Commissioner or the Chief Security Commissioner or the Deputy Chief Security Commissioner, if so authorized by him.

Directions contained in CVC circulars No.03/03/16 dated 07.3.2016 may also be adhered to.

1.2 COMPLAINT CELLS :

There shall be separate complaint cells at the headquarters each of the Director General, Principal Chief Security Commissioner, the Divisional Security Commissioner and the Commanding officer for handling, monitoring and ensuring the expeditious disposal of such complaints.

Internal Vigilance Group (IVG) Monitoring Cell may also act as the Complaint Cells.

1.3 MANNER OF CONDUCTING INQUIRIES:

While conducting inquiries, the Inquiry Officer shall so far as may be possible, proceed as under :-

i) complainant shall be heard in detail and every effort shall be made by the Inquiry Officer himself to ascertain the truth by examining such of the witnesses as he may deem necessary, without insisting on the complainant himself to secure the presence of witnesses;
ii) important witnesses shall as far as possible be examined in the presence of the complainant so that he has the satisfaction of what they depose;
iii) throughout the conduct of inquiry, the Inquiry Officer shall scrupulously avoid doing anything which might create a doubt in the mind of the complainant about the objectivity and impartiality of the inquiry.
iv) the inquiry shall, as far as practicable be conducted at an appropriate public building or place in or near the complainant's place of residence.

1.4 The report of the Inquiry Officer may be treated as classified where the controlling officer for reasons to be recorded in writing so directs.

2. INTERNAL VIGILANCE GROUP (IVG) FOR RPF

2.1. Internal Vigilance Group (IVG)will work as a watch - dog and keep an eye on the activities of the members of the Force, so that highest standard of honesty and integrity is maintained. The purpose is to have a wholesome fear on the minds of RPF/RPSF personnel that there exists an agency under the control and command of DG/RPF, the head of the Force, having knowledge of all cases of corruption and is charged with the duty of detecting them and taking steps to have the offenders punished. This will also help to rouse public opinion and once the railway user is convinced that the Head of the RPF has an independent machinery to enquire into the complaints, they will be more resolute in making complaints and will also be able to display greater resistance against any pressure for succumbing to corrupt practices.

2.2. The Internal Vigilance Group (IVG) will strive to achieve the following objectives :

i) Suggest systemic improvement in the functioning of the RPF, so as to create such conditions in service as well as completely eliminate the chances of corruption.
ii) Suggest ways and means for better supervision and firmer control to prevent chances of corruption.
iii) Detect cases of corruption either suo - moto on receipt of complaint, enquire into these matters thoroughly, and pursue the matter for awarding suitable punishment to the defaulted.
iv) Suggest ways and means to create awareness amongst the rail users against corrupt practices by RPF.
v) Ensure compliance of Standing Orders/ Instructions specially those meant for helping the traveling public and streamlining operational procedure to eliminate malpractice.

3. THE SET - UP :

For achieving these objective dedicated staff to enquire into complaints of corruption is necessary. A large number of complaints are received in the Security Directorate as well as in the offices of the Principal Chief Security Commissioners, alleging malpractice, abuse of authority, connivance with criminals, harassment of passengers for extorting money, misbehavior and distortion of facts in cases etc at the hands of RPF personnel. These complaints are normally looked into by the Zonal PCSC concerned, as it is their primary duty to eradicate corruption and malpractice in their jurisdiction. The complaints of more serious nature are, sometimes, looked into by Rly. Board Vigilance/Zonal Rly. Vigilance. However there is no effective mechanism at present to do a proactive vigilance check and work as a watch - dog for 70,000 strong RPF/RPSF.

4. **Internal Vigilance Group (IVG)** of the RPF will function in the Zonal Railways under the direct supervision and control of the Principal Chief Security Commissioners. The IVG will be headed by a specially selected officer of the rank of DSC. If a DSC is not available, it will be put under the whole - time charge of an ASC. Two specially selected Inspectors will be posted in the IVG. Prior clearance from Rly. Vigilance will be obtained in respect of the staff posted to IVG. Special care will be taken to ensure that officers with high integrity and reputation are posted to IVG.

5. A special IVG monitoring cell will be set up in the office of DG/RPF. An officer of the rank of joint Director will be in - charge of this monitoring cell. The main function of the cell will be to co - ordinate the activities of IVGCells, review their performance periodically and help DG/RPF in the matters relating to Vigilance.

6. To start with the staff for IVG will be provided from the existing resources of the RPF. When the system gets stabilized and its utility has been established, regular staff will be sanctioned.

7. **FUNCTIONS:** The complaints, which the IVG will enquire into, will not be complaints of corruption only but even of misbehavior, rudeness, negligence, connivance with undesirable elements, distortion of cases, and unruly behavior in public etc. Following will be the main functions of the IVG :

(i) Assessment of scope, extent, modes and points of corruption in RPF/RPSF
(ii) Preventive action in the form of secret watch, preventive checks, surveys and raids with a view to eliminating corruption or other malpractice.
(iii) Collection of information regarding operation of gangs with the implicit or explicit connivance of RPF/RPSF.
(iv) Inquiries into complaints of Corruption and malpractice against

RPF/RPSF officers and men and their prompt disposal.

(v) Enquiries into allegations of criminal misconduct breach of discipline, negligence, corrupt - practices, abuse of authority, disobedience of Standing Orders issued from time to time, insubordination, and breaches of provisions of RPF Rules.

(vi) Elimination of delay, inefficiency and other lapses in official work particularly from the angle of corruption.

(vii) Compilation of lists of RPF/RPSF officers and men having bad reputation whose honesty and integrity is held doubtful.

(viii) Surprise raids in areas where large - scale pilferage is taking place due to complicity and / or negligence of RPF/RPSF.

(ix) Monitor progress of enquiries and quantum of punishment in enquiries initiated as a result of IVG recommendations.

8. PROCEDURE:

The following procedure will be followed by the IVG for conducting enquiries :

(i) Complaints received in DG/RPF's office will be processed by JD/Vigilance and orders of DG/RPF will be obtained for entrusting it to IVG for enquiry.

(ii) Complaints received in the office of PCSC will be examined by DSC/ASC i/c IVG to decide whether an enquiry by the Internal Vigilance Group is called for. Orders of the PCSC will be obtained in such cases.

(iii) In case any DSC/CO feels that an enquiry into complaint should be conducted by IVG, he may refer the matter to PCSC concerned who will decide whether the enquiry needed a probe by the IVG.

(iv) No enquiry will be made by the IVG into complaints containing vague and general allegations except for special reasons or when specifically ordered by DG/RPF &PCSC.

(v) In cases where the information is sent by an M.P, M.L.A, or is forwarded by them, all such complaints will be acknowledged.

(vi) A Complaint Register will be maintained in respect of each complaint received and a serial number will be given to it. ASC/DSC IVG will make physical checking of this register and record his observations once a month.

(vii) In all cases of complaints against GOs prior approval of DG/RPF will be obtained before open enquiries are taken up. However, if such enquiries are made for secret verification into specific information concerning a G.O. such prior permission would not be necessary. However immediate information about it should be sent to DG/RPF.

(viii) All complaints in which formal enquiries are to be conducted by the IVG will be registered as Preliminary Enquiry (PE)

(ix) Before starting enquiries, the E.O. will make analysis of the allegations and points on which probe will have to be conducted. He will thereafter submit a fortnightly report wherein he will briefly indicate the progress of enquiries pending with him.

(x) All Enquiry Officers will submit a fortnightly diary on the 15th and 30th

of every month, giving details of duties carried out and information/ intelligence collected by them during the fortnight.

(xi) A P.E .will normally be finalized within one month and where it is not possible, the E.O. will prepare a brief report on the progress of the P.E and the points on which enquiries remain to be carried out and will obtain PCSC's order on it. On the conclusion of enquiries of each PE, the E.O. will submit a final report.

(xii) As soon as sufficient material disclosing commission of a criminal offence is available and it is felt that the enquiry will result in prosecution, the file will be submitted to PCSC with brief report giving conclusions.

(xiii) When PCSC comes to the conclusion that it is necessary to set process of law in motion for regular registration and investigation of a criminal case, he will initiate steps to get a case registered.

(xiv) An Index Register will be maintained in PCSC's office in which the names of officers against whom enquiries have been conducted should be entered. This register will have an alphabetical index and will be kept up to date. Whenever a P. E. is registered, an entry shall be made in this register. The index sheet and the P. E. registration report will form the basis of entry in Index Register.

9. RETURNS:

The following periodical returns and statements would be submitted to DG/RPF by each Zonal IVG :

I. Programme of Vigilance and Anti - corruption work annual review in the month of January.

II. Quarterly progress report and review of programme for Vigilance and Anti - corruption work.

III. Quarterly statement regarding publicity in Press about action taken by the**IVG**

IV. Statement of public grievances redressed. **(Monthly)**

V. Statement of complaints and their disposal. **(Monthly)**

VI. Statement of pending enquiries with reasons. **(Monthly)**

10. SAVING CLAUSE :

Setting up of Internal Vigilance Group in the RPF shall not, in any way, affect the jurisdiction of Zonal Railway Vigilance and Railway Board Vigilance over the activities of RPF/RPSF personnel.

-: o0o :-

CHAPTER:- XIV :- SUSPENSION, PUNISHMENTS, APPEALS AND REVISIONS

1. RULES GOVERNING SUPERIOR OFFICERS OF THE FORCE:

1.1 Save as otherwise provided in RPF Rules 1987, the Railway Servants (Discipline and Appeal) Rules, 1968 as amended from time to time shall, so far as may be, apply to superior officers subject to the modifications that in sub-rule (1) of rule 3 of the said rules, clause (b) shall be omitted.

i) (Explanation : clause (b) of sub-rule (1) of Rule 3 of said Rules provides that Railway Servants (Discipline and Appeal) Rules, 1968 shall not apply to any member of the RPF. This stands omitted by Rule 132.1 of RPF Rules 1987)

ii) References to "General Manager", wherever they occur in Railway Servants (Discipline and Appeal) Rules, 1968 as amended from time to time, shall be substituted by references to "Director General, Railway Protection Force."

1.2 RULES GOVERNING ENROLLED MEMBERS OF THE FORCE :

The enrolled members of the Force shall, in such matters, be governed by the provisions of Chapter XI and XII of RPF Rules 1987 as amended from time to time. However, a recruit trainee, unless he has been formally enrolled as a member of the Force, shall not be governed by these rules.

2. SUSPENSION:

The enrolled members of the Force who may be placed under suspension and the authorities by whom they may be so placed, shall be as specified in Schedule III of RPF Rules 1987,

Provided that in exceptional circumstances, an Assistant Security Commissioner may place a Sub-Inspector under suspension and an Inspector may place any member of and below the rank of under officer under suspension:

Provided further that where any action is taken under the forgoing proviso, the authority suspending an enrolled member of the Force shall forthwith report to the authority competent to place such enrolled member under suspension, the circumstances under which the order was made and obtain his approval and where approval is not granted, the suspension order shall become void and in-operative *ab-initio*.

Explanation : For the purpose of this rule, where an enrolled member of the Force is officiating in a higher post, he shall be placed under suspension only by the authority competent to place an enrolled member of the Force holding such officiating rank under suspension.

3. AN ASSISTANT SECURITY COMMISSIONER MAY PLACE UNDER SUSPENSION A SUB-INSPECTOR AND AN INSPECTOR MAY PLACE ANY MEMBER OF AND BELOW THE RANK OF UNDER OFFICER RESPECTIVELY UNDER FOLLOWING EXCEPTIONAL CIRCUMSTANCES:

i) to prevent an assault by a delinquent or use of criminal force by him against any higher officer or his colleague or any enrolled member of the force subordinate to him in rank or position.

ii) Disobedience of orders or for an act of cowardice likely to result in loss of life and property.

iii) Red-handed apprehension of a delinquent while committing an act of moral turpitude where public agitation or breach of peace may be instant or imminent.

iv) Being in a state of intoxication thereby lowering the image of the Department.

v) Commission of any misconduct likely to result in en-masse indiscipline or mutinous situation amongst other members of the force.

vi) Commission of an offence or unlawful act instantly provoking reprisal from commuters or other rail users.

vii) Where the delinquent is unable to perform his duty for mental incapacity and it is expedient to deprive him of his powers.

viii) Where continuance in office is against wider public interest.

Exercise of these powers are to be restricted to situations where it is not possible to communicate with the competent authority and obtain his order without jeopardizing the situation any further.

Further, the circumstances warranting such suspensions should be reported to the competent authority within 3 days including the date of suspension and the competent authority should confirm or otherwise the said action within 15 days of the receipt of such report.

4. ANY SUPERIOR OFFICER OR AN ENROLLED MEMBER OF THE FORCE MAY BE PLACED UNDER SUSPENSION:

i) where a disciplinary proceeding against him is contemplated or is pending; or

ii) where a preliminary inquiry into allegation made has revealed a prima facie case justifying criminal or departmental proceedings which are likely to lead to his conviction or dismissal, removal or compulsory retirement from service; or

iii) where a case against him in respect of any criminal offence is under investigation, inquiry or trial; or

iv) where his continuance in office will prejudice investigation, any inquiry or trial, or

v) where his continuance in office is likely to seriously subvert discipline in the office in which he is working; or

vi) where his continuance in office appears to be against the wider public interest; or

vii) where he is suspected to have engaged himself in activities prejudicial to the interest of the security of the State.

5. Public interest shall be the guiding factor in deciding whether or not a member of the Force, including when he is on leave, should be placed under suspension:

Provided that before taking a decision on suspension, the competent authority may consider whether the purpose would be served if the member is transferred from his post or sanctioned leave :

Provided further that charge on which a member has been placed under suspension shall be furnished to him within a period of thirty days from the date of suspension after which the incumbent shall be deemed to have been reinstated if no such charge is made available to him :

Provided further that the above provision of thirty days shall not apply to cases where a member has been placed under suspension on grounds that he has engaged himself in activities prejudicial to the interest and security of the State or a criminal case involving moral turpitude is pending against him.

5.1. A member of the Force shall be deemed to have been placed under suspension by an order of the competent authority:-

i) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours; or

ii) with effect from the date of his conviction, if, in the event of a conviction for an offence he is sentenced to a term of imprisonment exceeding forty-eight hours and is not dismissed or removed or compulsorily retired from service under rule 162 consequent to such conviction.

Explanation:- The period of forty-eight hours referred to in clause (b), shall be computed from the commencement of the imprisonment after the conviction.

5.2 Notwithstanding anything contained in Rule 136 (1) of RPF Rules 1987 in cases where a detention or conviction results from an act committed by a member of the Force while acting or purporting to act in the discharge of his official duty, decision in each case shall be taken on merit.

6. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the Force under suspension, is set aside in appeal or revision and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

7. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the Force is set aside or declared or rendered void in consequence of or by a decision of a Court and the disciplinary authority on

consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the punishment of dismissal, removal or compulsory retirement was originally imposed, the member of the Force shall be deemed to have been placed under suspension by the competent authority from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders :

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merit of the case.

8. Notwithstanding anything contained in Rule 135 of RPF Rules 1987, where member of the Force is suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded in writing, direct that the member of the Force shall continue to be under suspension until the termination of all or any of such proceedings.

8.1 An order of suspension made or deemed to have been made may, at any time, be modified or revoked by the authority which made the order or is deemed to have made the order or by any authority to which that authority is subordinate.

9. The order and the period of suspension shall be recorded in the character roll and service book of the member of the Force concerned.

10. A member of the Force, under suspension or deemed to have been placed under suspension, shall draw subsistence allowance and other allowance in accordance with extant Railway Rules.

11. When a member is reinstated after suspension, the period of suspension shall be regularized in accordance with the extant Railway Rules.

12. RESPONSIBILITIES OF MEMBER OF THE FORCE DURING SUSPENSION:-

12.1 A member of the Force shall not, by reason of his suspension, cease to be a member of the Force during the period of his suspension. The powers vested in him as such member shall be in abeyance but he shall be subject to the same responsibilities, and discipline and penalties to which he would have been subject if he were on duty.

12.2 Every member of the Force shall during the period of his suspension stay at his headquarters or at such place which may be specified by the disciplinary authority and shall present himself daily for attendance to the authority nominated by the disciplinary authority:

Provided that the disciplinary authority may, for special reasons, grant permission in writing to the member to leave the station for a specified period and on revocation of such suspension the period of such absence shall be regularised as kind of leave due in case the period of suspension is treated as period spent on

duty.

12.3 An enrolled member of the Force under suspension shall deposit his arms and accoutrements with the Quarter Master or such officer as may be specified by the disciplinary authority.

12.4 A member of the Force under suspension shall not wear his uniform nor shall he be employed on ground duty nor on any such duty which might entail exercise of his power as a member of the Force nor shall he be issued arms and ammunition.

12.5 A member of the Force under suspension shall be allowed reasonable facilities for the preparation of his defence in connection with the charges levelled against him.

13. RETIREMENT WHILE UNDER SUSPENSION :

13.1 The right of voluntary retirement for a member of the Force under suspension, shall be subject to the prior approval of the appointing authority.

13.2 A member of the Force, under suspension, may not be retired on attainment of the age of superannuation. The appointing authority shall decide such cases in accordance with the provisions of the extant Railway Rules.

14. PUNISHMENT

14.1 Any of the following punishments may, for good and sufficient reasons and as hereinafter provided, be imposed on an enrolled member of the Force.

14.2 MAJOR PUNISHMENTS :

i) Dismissal from service (which shall ordinarily be a disqualification for future employment under the Government).

ii) Removal from service (which shall not be a disqualification for future employment under the Government).

iii) Compulsory retirement from service.

iv) Reduction in rank or grade.

14.3 MINOR PUNISHMENTS :

i) Reduction to a lower stage in the existing scale of pay.

ii) Withholding of next increment with or without corresponding postponement of subsequent increments.

iii) Withholding of promotion for a specified period.

iv) Removal from any office of distinction or deprivation of any special emoluments.

v) Censure.

14.4 PETTY PUNISHMENT:

Petty punishment will be awarded to the member not above the rank of a Head Constable on petty breaches of discipline and minor cases of misconduct. These cases shall be disposed of in Orderly Room held by the superior officers either at their Head quarters or at such places as may be specified by the Principal Chief Security Commissioner for this purpose.

i) Fine to any amount not exceeding seven days' pay.

ii) Confinement to quarter-guard for a period not exceeding fourteen days with or without punishment drill, extra guard duty, fatigue duty or any other punitive duty.

iii) Reprimand.

14.5 *Explanation:* The following shall not amount to a punishment within the meaning of this rule, namely:-

i) withholding of increment of an enrolled member of the Force for failure to pass a departmental examination in accordance with the rules or orders governing class or grade or rank or post or as per the terms of his appointment;

ii) stoppage of an enrolled member of the Force at the efficiency bar in the existing scale of pay on the ground of his unfitness to cross the bar;

iii) non-promotion of an enrolled member of the Force, whether in a substantive or officiating capacity, due to his failure to pass the pre-promotion course, to a rank or grade to which he is eligible or has been empanelled;

iv) reversion of an enrolled member of the Force officiating in a higher rank or a grade to a lower rank or grade on the ground that he is considered to be unsuitable for such higher rank or grade on any administrative grounds not connected with his conduct;

v) reversion of an enrolled member of the Force appointed on probation to his permanent rank, grade or post, during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation;

vi) repatriation of an enrolled member of the Force to his parent cadre or department;

vii) retirement of a member of the Force under rules 84 and 85 on grounds of unsuitability or physical and mental unfitness respectively;

viii) suspension of enrolled members of the Force under rule 134;

ix) termination of services of an enrolled member of the Force-

a. appointed on probation, during the period of probation or any extension thereof in accordance with the provisions of sub-rule (3) of rule 57; or

b. under sub-rule (4) of rule 65 for failure to qualify at the initial training course.

15. OTHER MINOR PUNISHMENTS :

15.1 Enrolled members of the Force, being railway servant shall also be subject to the following other minor punishments-

i) withholding of the privileges of passes or Privilege Ticket Orders or both for a specified period;

ii) reduction or withholding of the maximum pension admissible under the Pension Rules for a specified period.

16. DISCIPLINARY AUTHORITY :

16.1 The disciplinary authority in respect of any enrolled member of the Force for the purpose of imposing any particular punishment or the passing of any disciplinary order shall be the authority specified in this behalf in Schedule III in whose administrative control the member is serving and shall include any authority superior to such authority.

16.2 The disciplinary authority, in the case of an enrolled member of the Force officiating in a higher rank, shall be determined with reference to the officiating post held by him at the time of taking action.

17. AUTHORITY TO INSTITUTE PROCEEDINGS :

17.1 The appointing authority or any authority otherwise empowered by general or special order, may –

i) institute disciplinary proceedings against any enrolled member; or

ii) direct a disciplinary authority to institute disciplinary proceedings against any enrolled member of the Force on whom the disciplinary authority is competent to impose, under these rules, any of the punishments specified in rules 148 and 149.

17.2 A disciplinary authority competent under these rules to impose any of the minor punishments may institute disciplinary proceedings for the imposition of any of the major punishments notwithstanding that such disciplinary authority is not competent, under these rules, to impose any of the latter punishments.

18. PROCEDURE FOR IMPOSING MAJOR PUNISHMENTS :

18.1 Without prejudice to the provisions of the Public Servants Inquires Act, 1850, no order of dismissal, removal, compulsory retirement or reduction in rank shall be passed on any enrolled member of the Force (save as mentioned in rule 161) without holding an inquiry, as far as may be in the manner provided hereinafter, in which he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded a reasonable opportunity of defending himself.

18.2.1 Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an enrolled member of the Force, it may itself inquire into, or appoint an Inquiry Officer higher in rank to the enrolled member charged but not below the rank of Inspector, or institute a Court of Inquiry to inquire into the truth thereof.

18.2.2 Where the disciplinary authority itself holds the inquiry, any reference to the Inquiry Officer in these rules shall be construed as a reference to the disciplinary authority.

18.3 On receipt of complaint or otherwise, the disciplinary authority on going through the facts alleged or brought out shall decide whether it is a case for major or minor punishment. No attempt shall be made to convert cases punishable under section 16 A or section 17 into disciplinary cases nor divert cases in respect of which major punishments are imposable to the category of cases where minor or petty punishments are imposable.

18.4 Where it is proposed to hold an inquiry against an enrolled member of the Force under this rule, the disciplinary authority may order that the enrolled member shall not be transferred to any other place nor given leave without its written permission till the conclusion of the disciplinary proceedings, and the disciplinary authority shall draw up or cause to be drawn up –

i) the substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge;

ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge which shall contain,-

a) a statement of all relevant facts including any admission or confession made by the enrolled member of the Force, and

b) a list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.

18.5 The disciplinary authority shall deliver or cause to be delivered to the delinquent member, at least seventy-two hours before the commencement of the inquiry, a copy of the articles of charge, the statement of imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and fix a date when the inquiry is to commence; subsequent dates being fixed by the Inquiry Officer.

18.6 Where the enrolled member charged has absconded or where it is not possible to serve the documents on him in person or where he deliberately evades service, the procedure laid down in sections 62, 64, 65 and 69 of the Code of Criminal Procedure, 1973 shall be adopted by the Inquiry Officer for service of such documents and the same shall be deemed to be a conclusive proof of service.

18.7 For securing the presence of private prosecution witnesses, the Inquiry Officer may allow free travel passes according to their status in accordance with extant Railway Rules.

18.8 The enrolled member charged shall not be allowed to bring in a legal practitioner at the proceedings but he may be allowed to take the assistance of any other member of the Force (hereinafter referred to as "friend") where in the opinion of the Inquiry Officer, the enrolled member charged cannot put up his defence properly. Such "friend" must be a serving member of the Force of or below the rank of Sub-Inspector for the time being posted in the same division or the battalion where the proceedings are pending and not acting as a "friend" in any other proceedings pending anywhere. Such "friend" shall, however, not be allowed to address the Inquiry Officer nor to cross-examine the witnesses.

18.9 If the enrolled member charged fails to turn up on the day fixed for the start of inquiry and no reasonable excuse is offered for not being present on the fixed time and day, the Inquiry Officer may commence the inquiry ex-parte.

18.10 At the commencement of the inquiry, the party charged shall be asked to enter a plea of "guilty" or "not guilty" after which evidence necessary to establish the charge shall be let in. The evidence shall be material to the charge and may either be oral or documentary. If oral-

i) it shall be direct;

ii) it shall be recorded by the Inquiry Officer in the presence of the party charged; and
the party charged shall be allowed to cross-examine the witnesses.

18.11 If the witnesses are government officers of a rank superior to the party charged, the Inquiry Officer may, at the request of the party charged, put the questions to such officer.

18.12 All evidence shall be recorded, in the presence of the party charged, by the Inquiry Officer himself or on his dictation by a scribe. Cross-examination by the party charged or the fact of his declining to cross-examine the witness, as the case may be, shall also be recorded. The statement of each witness shall be read over to him and explained, if necessary, in the language of the witness, whose signature shall be obtained as a token of his having understood the contents. Statement shall also be signed by the Inquiry Officer and the party charged. Copy of each statement shall be given to the party charged who shall acknowledge receipt on the statement of witness itself. The Inquiry Officer shall record a certificate of having read over the statement to the witness in the presence of the party charged.

18.13 Documentary exhibits, if any, are to be numbered while being presented by the concerned witness and reference of the number shall be noted in the statement of the witness. Such documents may be admitted in evidence as exhibits without being formally proved unless the party charged does not admit the genuineness of such a document and wishes to cross-examine the witness who is purported to have signed it. Copies of the exhibits may be given to the party charged on demand except in the case of voluminous documents, where the party charged may be allowed to inspect the same in the presence of Inquiry Officer and take notes.

18.14 Unless specifically mentioned in these rules, the provisions of the Code of Criminal Procedure, 1973 and the Indian Evidence Act, 1872 shall not apply to the departmental proceedings under these rules.

18.15 The party charged shall then be examined and his statement recorded by the Inquiry Officer. If the party charged has pleaded guilty and does not challenge the evidence on record, the proceedings shall be closed for orders. If he pleads "not guilty", he shall be required to file within 10 days a written statement together with a list of such witnesses as he may wish to produce in his defence and giving therein a gist of evidence that each witness is expected to give. If he declines to file a written statement, he shall again be examined by the Inquiry Officer on the expiry of the period allowed and his statement, if any, recorded.

18.16 If the party charged refuses to produce any witnesses or to produce any evidence in his defence, the proceedings shall be closed for orders. If he produces any evidence, the Inquiry officer shall proceed to record the evidence. If the Inquiry Officer considers that the evidence of any witness or any document which the party charged wants to produce in his defence is not material to the issues involved in the case, he may refuse to call such witness or to allow such document to be produced in evidence, but in all such cases he must briefly record his reasons for considering the evidence inadmissible. When all relevant evidence has been brought on record, the proceedings shall be closed for orders after recording the statement, if any, of the party charged and obtaining any clarification, if necessary, from him.

18.17 Under no circumstances additional prosecution witnesses shall be examined after the defence has been let in unless supplementary defence witnesses have been allowed on that ground. However, if at any stage during the inquiry, it appears to the Inquiry Officer that examination of any witness who has not been produced by either party so far or recall of any witness who has already been examined is essential in the interest of justice or to clear any doubt, he may summon him for the purpose and examine him as a witness of the Inquiry Officer after recording his reasons for doing so. Such a witness may also be cross examined by the party charged, if desired.

18.18 Whenever any Inquiry Officer after having heard and recorded the whole or any part of the evidence in an inquiry, ceases to exercise jurisdiction therein and is succeeded by another Inquiry Officer who has and exercises such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him or himself record it afresh as he deems expedient.

18.19 At the conclusion of the inquiry, the Inquiry Officer shall prepare a report of the inquiry recording his findings on each of the charges with reasons therefore. The findings must be of "guilty" or "not guilty" and no room shall be allowed for "benefit of doubt" or personal surmises. A charge shall be deemed to have been proved if after considering the evidence before him, the Inquiry Officer believes the ingredients constituting the charge to exist or considers their existence so probable that a prudent man ought, under the circumstances of the particular case, to act upon the supposition that they exist.

18.20 If in the opinion of the Inquiry Officer, the proceedings of the inquiry establish charges different from those originally framed, he may record his findings on such charges:

Provided that findings on such charges shall not be recorded unless the party charged has admitted the facts constituting them and has had an opportunity of defending himself against them.

19. ACTION ON THE INQUIRY REPORT :

19.1 If the disciplinary authority, having regard to its own findings where it is itself the Inquiry Officer or having regard to its decision on all or any of the findings of the Inquiry Officer, is of the opinion that the punishment warranted is such as is within its competence, that authority may act on the evidence on record. However, in a case where it is of the opinion that further examination of any of the witnesses is necessary in the interest of justice, it may recall the witness, examine him and allow the party charged to cross-examine him and further reexamine him. After that, it may impose on the party charged such punishment as is within its competence according to these rule.

In cases where the disciplinary authority himself is not the enquiring authority, he shall forward a copy of the enquiry report to the Party Charged with the remarks of the Disciplinary Authority if any to submit his representation within 15 days.

After receipt of the representation, if any, the disciplinary authority should pass the final orders.

19.1.1 While communicating the order imposing the punishment, a copy of the findings of the Inquiry Officer shall also be given to the party charged.

19.2 Where such disciplinary authority is of the opinion that the punishment warranted is such, as is not within its competence, that authority shall forward the records of the inquiry to the appropriate disciplinary authority who shall act in the manner as hereinafter provided.

19.3 The disciplinary authority, if it is not itself the Inquiry Officer may, for reasons to be recorded, remit the case to the Inquiry Officer for further inquiry and report. The Inquiry Officer shall thereupon proceed to hold further inquiry according to the provisions of rule 153 and submit to the disciplinary authority the complete records of such inquiry along with his report.

19.4 The disciplinary authority shall, if it disagrees with the findings of the Inquiry

Officer on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

19.5 If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the minor punishments should be imposed on the party charged, it shall, notwithstanding anything contained in rule 158, make an order imposing such punishment.

19.6 If the determining authority, having regard to its findings on all or any of the articles of charge and on the basis of evidence on record, is of the opinion that any of the major punishments should be imposed on the party charged, it shall make an order imposing such punishment and it shall not be necessary to give to the party charged any opportunity of making representation on the punishment proposed to be imposed.

20. DETERMINATION OF PUNISHMENT :

In determining the punishment, the character, previous bad record and punishment of party charged shall not be taken into consideration unless in a case where they are made subject-matter of a specific charge in the proceeding itself. Offences connoting moral turpitude shall be carefully distinguished from smaller lapses of conduct. It is essential that the punishment shall be inflicted keeping in view the nature of duties expected from the member of the Force and the misconduct by him.

21. IMPOSING OF PUNISHMENT OF DISMISSAL, ETC. :

Before coming to any lower punishment, the disciplinary authority with a view to ensuring the maintenance of integrity in the Force shall consider the award of punishment of dismissal or removal from service to any member of the Force in the following cases, namely :-

21.1 Dismissal :

(i) conviction by a criminal court;

(ii) serious misconduct or indulging in committing or attempting or abetting an offence against railway property;

(iii) discreditable conduct affecting the image and reputation of the Force;

(iv) neglect of duty resulting in or likely to result in loss to the railway or danger to the lives of persons using the railways;

(v) insolvency or habitual indebtedness; and

(vi) obtaining employment by concealment of his antecedents which would ordinarily have debarred him from such employment.

21.2 Removal from service :

(i) any of the misconduct for which he may be dismissed under clause (a) above;

(ii) repeated minor misconducts;

(iii) absence from duty without proper intimation or overstay beyond sanctioned leave without sufficient cause.

22. REDUCTION IN THE RANK, GRADE OR IN THE SCALE OF PAY:

22.1 No enrolled member of the Force shall be reduced to a rank lower than that to which he was first appointed to the service nor shall he be reduced permanently in the sense that he shall never be eligible for repromotion however meritorious his subsequent service may be.

22.2 When reduction to a lower rank, grade or a lower stage in the scale of pay is ordered, the order shall also specify-

(i) the date from which it will take effect and the period (in terms of years and months) for which the punishment shall be operative;

(ii) the stage in the scale of pay (in terms of rupees) to which the enrolled member of the Force is reduced; and

(iii) the extent (in terms of years and months), if any, to which the punishment referred to at (i) above shall be with or without cumulative effect:

Provided that when the punishment of reduction to a lower stage in the scale of pay is imposed during the currency of reduction in rank, the disciplinary authority shall clearly indicate in the punishment order whether the two punishments shall run concurrently or the subsequent punishment shall be implemented after the expiry of the first punishment.

22.3 Withholding of increment :

In the case of withholding of increment as a punishment, the order shall state the period for which the increment is to be withheld and whether it shall have the effect of postponing further increments.

23. PROCEDURE FOR IMPOSING MINOR PUNISHMENTS:

23.1 The disciplinary authority may impose any of the minor punishments provided in sub-rule (3) of rule 148 and in rule 149 after –

i) informing the enrolled member of the Force charged in writing of the proposal to

take action against him and of imputations of misconduct or misbehaviour on the basis of which action is proposed to be taken and giving him a reasonable opportunity of making such representation within a period of 10 days from the date of the communication as he may wish to make against the proposal;

ii) taking the representation, if any, submitted by the party charged under clause (a) into consideration and recording a finding on each imputation of misconduct or misbehaviour.

23.2 Notwithstanding anything contained in clause (a) of sub-rule (1), if it is proposed, after considering the representation, if any, made by the party charged under the said clause (a) to withhold increments of pay and such withholding of increment is likely to affect adversely the amount of pension payable to the party charged or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period or to reduce him by more than three stages in his scale of pay, an inquiry shall be held, as far as possible, in the manner laid down in rule 153 before making any order imposing on the party charged any such punishment.

24. DEPARTMENTAL PROCEEDING FILE :

Every Departmental Proceeding File shall contain documents in the following order with an index sheet :

i) Order sheet,
ii) Preliminary papers,
iii) Charge,
iv) Statement of Prosecution witnesses,
v) Prosecution exhibits,
vi) Defence statement of "guilty" or "not guilty",
vii) Statement of defence witnesses,
viii) Written statement of defence, if any,
ix) Findings of the Inquiry Officer,
x) Order of the Disciplinary Authority,
xi) Appeal and Order.

25. PROCEDURE FOR IMPOSING PETTY PUNISHMENT:

25.1 Petty breaches of discipline and petty cases of misconduct by the enrolled members of the Force shall, as far as possible, be inquired into and disposed of in Orderly Room by an officer authorised to award petty punishment under Schedule III to any such enrolled member of the Force who is for the time being subject to his authority. Inquiries in the Orderly Room shall be held, as far as possible, at least once a week on a fixed day.

25.2 If the offence calls for more severe punishment than the officer dealing with it is authorised to inflict, he shall :

i) if at headquarters, have the delinquent member brought before the Assistant Security Commissioner or the Divisional Security Commissioner concerned as the case may be;

ii) if away from the headquarters, forward the record with his recommendations to the Assistant Security Commissioner or the Divisional Security Commissioner concerned, as the case may be, for orders and further action.

25.3 Proceedings of such inquiries shall be recorded in the Orderly Room Register.

25.4 Punishment awarded in Orderly Room may be carried out in Reserve Lines, training institutes or Posts as may be specified by the officer awarding the punishment.

25.5 Fatigue duty and any other duty shall, however, be awarded only to Constables and Naiks and may consist of any one or more of the following duties, namely:-

i) pitching and tending of tents and their mending;

ii) tending of gardens, farms, ponds, etc. of the Force;

iii) cutting of grass and mowing of lawns;

iv) clearing of jungles and cutting of wood;

v) cleaning and marking of parade ground;

vi) cleaning and dusting of arms, equipment, stores, mess, class rooms and barracks; and or

vii) repairing of huts, butts and similar other works in the Reserve Lines, Post, etc.

26. SPECIAL PROCEDURE IN CERTAIN CASES :

Notwithstanding anything contained anywhere in these rules-

(i) where any punishment is imposed on an enrolled member of the Force on the ground of conduct which has led to his conviction on a criminal charge; or

(ii) where the authority competent to impose the punishment is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules;

(iii) where the President is satisfied that in the interest of security of State and the maintenance of integrity in the Force, it is not expedient to hold any inquiry in the manner provided in RPF Rules 1987, the authority competent to impose the punishment may consider the circumstances of the case and make such orders thereon as it deems fit.

27. PROCEDURE TO BE FOLLOWED IN CASE OF CONVICTION BY A CRIMINAL COURT:

27.1 The Divisional Security Commissioner or the Commanding Officer shall go through the record of every case brought against an enrolled member of the Force in the court, and shall take departmental cognizance of every Criminal Case in which an enrolled member of the Force is convicted or acquitted or discharged (except when the case is false) and record an appropriate order.

27.2 Effect of imprisonment :

Every enrolled member of the Force punished with imprisonment or released on probation after conviction for an offence implying moral turpitude, such as theft, perjury, rape, or with imprisonment exceeding one month for any other offence or for any matter specified in section 17 shall be proceeded against for dismissal, and shall ordinarily be dismissed from service.

27.3 Effect of fine:

When an enrolled member of the Force is sentenced to fine by a criminal court, disciplinary authority may examine the circumstances of the case and, if necessary in the interest of the Force, draw up proceedings for dismissal.

27.4 Form of charge in such cases :

27.4.1 The charge in proceedings under sub-rules (2) and (3) shall be that the accused has been convicted, imprisoned or fined, as the case may be, for the offence concerned.

27.4.2 Without prejudice to the rights of the accused on final acquittal, such proceedings shall be taken up as soon as the first trial court has passed orders of conviction and disposed of immediately in order to avoid the wasteful expenditure involved in allowing the enrolled member of the Force to remain under suspension.

27.5 Proceedings in case of discharge :

When an enrolled member of the Force is prosecuted before a court but discharged for insufficiency of evidence or on any technical ground or by giving him the benefit of doubt, the disciplinary authority shall examine the possibility of instituting departmental proceedings after an objective consideration of all the facts and circumstances of the case and may take such action as deemed appropriate.

28. PROCEDURE WHEN TWO OR MORE ENROLLED MEMBERS ARE INVOLVED:

Where two or more enrolled members of the Force including those on deputation to the Force are involved in any case, the disciplinary authority may make an order directing that the disciplinary action against two or all of them may be taken in a common proceeding.

29. Provision regarding enrolled member of the Force whose services are lent to other departments of Central or State Governments, etc :

29.1 Where the services of an enrolled member of the Force are lent to any other Ministry or Department of the Central Government or to a State Government or an authority subordinate thereto (hereinafter in this rule referred to as "the borrowing

authority"), the borrowing authority shall have the powers of the authority competent to place such member under suspension and of the disciplinary authority for the purpose of conducting disciplinary proceedings against him :

Provided that the borrowing authority shall forthwith inform the authority which lent the services of the enrolled member (hereinafter in this rule referred to as "lending authority") of the circumstances leading to the orders of his suspension or the commencement of the disciplinary proceedings, as the case may be.

29.2 In the light of the findings in the disciplinary proceedings conducted against the enrolled member of the Force-

i) if the borrowing authority is of the opinion that any of the minor punishment should be imposed on such member, it may, after consultation with the lending authority, make such orders in the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, such member shall be repatriated; and

ii) if the borrowing authority is of the opinion that any of the major punishment should be imposed on such member, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such orders thereon as it may deem necessary or if it is not the disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary:

Provided that before passing such orders, the disciplinary authority shall comply with the provisions of sub-rules (4) and (5) of rule 154:

Provided further that the disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 153.

30. PROVISION REGARDING ENROLLED MEMBERS OF THE FORCE ON DEPUTATION :

30.1 Where the services of any person are borrowed for appointment as an enrolled member of the Force on deputation, the authority which appointed him as an enrolled member of the Force (hereinafter in this rule referred to as "borrowing authority") shall have the powers of the authority which lent the services of such person (hereinafter in this rule referred to as the "lending authority") for the purpose of placing him under suspension or for conducting disciplinary proceedings against him :

Provided that where an order suspending such person is made or disciplinary proceedings commenced against such person, the borrowing authority shall forthwith inform the lending authority of the circumstances leading to the order of suspension or as the case may be, the commencement of the disciplinary

proceedings against him.

30.2 In the light of the findings in the disciplinary proceedings conducted against such person –

(i) if the borrowing authority is of the opinion that any of the minor punishments specified in the rules by which such person is governed should be imposed on him, it may, after consultation with the lending authority, pass such orders in the case as it deems necessary, in accordance with the said rules:

Provided that in the event of a difference of opinion between the borrowing authority and lending authority, the services of such person shall be replaced at the disposal of the lending authority; or

(ii) If the borrowing authority is of the opinion that any of the major punishments specified in the rules by which such person is governed should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of inquiry and thereupon the lending authority may pass such orders as it may deem necessary.

31. ENTRY OF PUNISHMENT IN SERVICE ROLL:

Any punishment imposed on an enrolled member of the Force shall be entered in the service roll of such enrolled member.

32. APPEALS AND REVISION

32.1 APPEALS AGAINST ORDERS OF SUSPENSION :

An enrolled member of the Force may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

33. APPEAL AGAINST ORDERS IMPOSING PUNISHMENTS :

33.1 An enrolled member may appeal against an order imposing upon him any of the punishments specified in rules 148 and 149 under RPF Rules 1987 to the authority immediately superior to the authority imposing the punishment :

Provided that there shall be no appeal against the judgment of the Security Court or against an order of discharge of a recruit trainee who has not been formally enrolled as a member of the Force :

Provided further that appeals against the orders of a Principal* Chief Security Commissioner or the Deputy Inspector General, Railway Protection Special Force, shall lie to the Director General and against the orders of the Director General to the Central Government.

33.2 There shall be no second appeal. But when the appellate authority imposes a punishment higher than the one appealed against, an appeal shall lie to the

authority next superior to the appellate authority only if the punishment imposed by the appellate authority is higher than what was within the competence of the authority which imposed the original punishment.

34. FORM AND CONTENTS OF APPEAL :

34.1 Every enrolled member of the Force submitting an appeal shall do so separately and in his own name. An appeal forwarded through or counter-signed by a legal practitioner or a defence counsel or a "friend" shall not be entertained and the same shall be returned to the appellant with the direction to submit it directly and under his signature.

34.2 The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, or irrelevant allegations and shall be complete in itself.

35. SUBMISSION OF APPEALS :

Every appeal, whether the appellant is still in the Force or not, shall be submitted to the authority which made the order appealed against:

Provided that if such authority is not the head of the office under whom the appellant may be serving, or if he is not in service, the head of the office under whom he was last serving, or is not subordinate to the head of such office, the appeal shall be submitted to the head of such office who shall forward it forthwith to the said authority.

36. WITHHOLDING OF APPEALS:

36.1 The authority which made the order appealed against may withhold the appeal if :

i) it is an appeal against an order from which no appeal lies; or

ii) it does not comply with any of the provisions of rule 213; or

iii) it is not submitted within the period specified in sub-section (2) of section 9 and no cause is shown for the delay; or

iv) it is a second appeal where original appeal has already been decided by the competent authority:
Provided that an appeal withheld on the ground that it does not comply with the provisions of rule 213 shall be returned to the appellant and, if re-submitted within thirty days of such communication, after compliance with the said provisions, shall not be withheld.

36.2 Where an appeal is withheld, the appellant shall be informed of the fact within thirty days together with brief reasons therefore. The appellant may, thereafter

submit the appeal to the appellate authority concerned within thirty days of the date of communication of the order withholding the appeal.

36.3 A quarterly statement of all appeals withheld with brief reasons in respect of each appeal shall be furnished by the withholding authority to its superior authority.

37. TRANSMISSION OF APPEALS :

37.1 The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 215 together with the following particulars and records :

i) brief history of the case; parawise comments on the appeal;
ii) disciplinary case file in original, with all its connected papers;
iii) service book;
iv) confidential rolls folder, if maintained.

37.2 The authority to which the appeal lies may direct transmission to it of any appeal withheld under rule 215 and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

38. Consideration of appeals :

38.1 While considering the appeal, the appellate authority may, on request, grant personal hearing to the aggrieved enrolled member of the Force in case it considers it in the interest of administration and justice.

38.2 In the case of an appeal against an order of suspension, the appellate authority shall consider whether, in the light of the provisions of rules 134 and 135 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

38.3 In the case of an appeal against an order imposing any of the punishments specified in rules 148 or 149 or enhancing any penalty imposed under the said rules the appellate authority shall consider:-

i) whether the procedure prescribed in these rules has been complied with, and if not, whether such non-compliance has resulted in violation of any constitutional provisions or in miscarriage of justice;

ii) whether the findings are warranted and based on evidence on record; and

iii) whether the punishment or the enhanced punishment imposed is adequate or inadequate or severe and pass speaking orders for-

a. setting aside, confirming, reducing or enhancing the punishment, or
b. remitting the case to the authority which imposed or enhanced the punishment or to any other authority with such directions as it may deem fit in the circumstances of the case:

Provided that –

a. no order imposing an enhanced punishment shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced punishment; and

b. if the enhanced punishment, which the appellate authority purposes to impose, is one of the punishments specified in clause (a) to (d) of rule 148.2 and an inquiry under rule 153 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 153 itself hold such inquiry or direct that such inquiry be held and thereafter on a consideration of the proceedings of such inquiry pass such orders as it may deem fit.

39. IMPLEMENTATION OF ORDERS IN APPEAL :

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

40. Revision :

40.1 An enrolled member of the Force whose appeal has been rejected by a competent authority may prefer an application for revision to the next superior authority. The powers of revision may be exercised only when,-

a. in consequence of some material irregularity, there has been injustice of miscarriage of justice; or

b. fresh evidence is disclosed which could not be produced or was not available at the time of passing of the impugned order.

40.2 The procedure prescribed for consideration of appeals under rule 217 shall, so far as may be, apply to application for revision.

40.3 The superior authority while passing orders on the application for revision may at its discretion enhance punishments:

Provided that before enhancing the punishment, the aggrieved member shall be given an opportunity to show cause why his punishment should not be enhanced:

Provided further that subject to the provisions of sub-rule (2) of rule 212, an order enhancing the punishment shall be treated as an original order for the purpose of appeal, except when such an order has been passed by the Central Government in which case no further appeal shall lie. Where such order has been passed by the Principal Chief Security Commissioner, appeal shall lie to the Director General and in the case of such order by the Director General, the appeal shall lie to the Central Government.

40.4 Any authority superior to the authority making the original order may, on its own motion, or otherwise, call for the records of any inquiry and revise any order made under these rules and may:-

(a) confirm, modify or set aside the order; or

(b) confirm, enhance, reduce or set aside the punishment imposed by the order, or impose any punishment where no punishment has been imposed; or

(c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or

(d) pass such other orders as it may deem fit:

Provided that no action under this sub-rule shall be initiated after the expiry of one year from the date of the order aforesaid:

Provided further that no proceeding for revision shall be commenced until after-

(i) the expiry of the period for making an appeal specified in sub-section (2) of section 9 ; or

(ii) the disposal of the appeal, where any such appeal has been preferred :
Provided further that in a case in which it is proposed to enhance punishment further, the aggrieved member shall be given an opportunity to show cause either orally or in writing as to why his punishment should not be enhanced.

41. TIME LIMIT FOR DISPOSAL OF APPEAL OR REVISION :

41.1 Every appeal or application for revision submitted by an enrolled member of the Force shall, as far as possible, be disposed off within a period of three months from the date of its receipt by the authority competent to decide it.

41.2 When more than one enrolled member in the same case are awarded punishment against which an appeal lies, all appeals should be forwarded together. If any one of such members does not wish to appeal, the fact shall be noted.

42. PROCEDURE TO BE ADOPTED IN CASE OF DISCHARGE / TERMINATION OF TRAINEES / PROBATIONERS

If, during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that the member of the Force is not fit for permanent appointment, the appointing authority may terminate the services of a direct recruit or revert the member of the Force to the post held by him prior to such appointment:

Provided that in case of termination of services, a probationer shall be given a notice of one month to that effect or pay in lieu thereof:

Provided further that a notice or pay in lieu thereof shall not be required where the termination of service results as a consequence of the failure of the

probationer to pass the initial training course or a repeat course, if any.

A direct recruit selected for being appointed as enrolled member, till such time he is not formally appointed to the Force, is liable to be discharged at any stage if the Principal Chief Security Commissioner for reasons to be recorded in writing, deems it fit so to do in the interest of the Force.

There shall be no appeal against an order of discharge of a recruit trainee who has not been formally enrolled as a member of the Force.

43. COMPLAINTS OF SEXUAL HARASSMENT AGAINST THE MEMBERS OF THE FORCE:

43.1 As per Rule 9 (2) of Railway Servants (Disciplinary & Appeal) Rules, 1968, where there is a complaint of sexual harassment within the meaning of rule 3 of Railway Service (Conduct) Rules, 1966, the Complaints Committee established for inquiring into such complaints, shall be deemed to be the inquiring authority appointed by the disciplinary authority for the purpose of these rules and the Complaints Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these rules.

43.2 Due to availability of few lady officers in RPF cadre, RPF is not in position to formulate own Complaints Committee to inquire the complaints for sexual harassment made by working Lady RPF personnel. Therefore, as practice in vogue, such complaints may be referred to the Complaints Committee constituted/working at Zonal level for this purpose for inquiry till organization be able to form out own Complaint Committee.

It has been decided that, in terms of Rule 117 of RPF Rules, 1987, the provisions contained in Rule 9(2) of Railway Servants (Disciplinary & Appeal) Rules, 1968 shall be applied to RPF.

44. DISCIPLINARY ACTION AGAINST MEMBERS OF THE FORCE FOR FURTHERING THEIR INTEREST IN SERVICE MATTERS.

44.1 As per Rule 113.1 of RPF Rules 1987, members of the Force are forbidden to approach officials of other departments, members of the legislatures, or private persons for support in pressing individual claims or obtaining redressal of their grievances. All members of the Force are similarly forbidden to approach members of legislatures with a view to having their individual grievances made the subject of interpellation in the legislatures.

44.2 In case any member of the Force violates the extant RPF / Railway Conduct Rules by approaching external agencies, he / she may be dealt in Orderly Room by appropriate disciplinary authority and warned for future.

44.3 In case any member of the Force violates the extant provisions for the second time, a written warning shall be issued to such member with a copy place in his/her service book for future reference and recurrence of such behavior may be dealt under Rule 158 of the RPF Rules 1987.

44.4 In case such member of the Force persist on exerting extraneous pressure, disciplinary proceedings under rule 153 of the RPF Rules 1987 shall be immediately initiated against such defaulter and he/she shall be severely dealt under extant RPF / Railway Rules accordingly.

45. RATES OF HONORARIUM FOR INQUIRY OFFICERS AND OTHER ASSISTING OFFICIALS IN THE CONDUCT OF DEPARTMENTAL INQUIRES, ARISING OUT OF VIGILANCE INVESTIGATIONS AGAINST RAILWAY SERVANTS

45.1.1 Where Departmental Inquiry is conducted against gazetted officer(s) or against combination of gazetted and the non-gazetted officials (composite case) by n retired senior Railway officer not below the rank of Selection Grade.

i) <u>The rate of honorarium for Inquiry Officer:</u>

The Inquiry Officer, in such departmental inquiries, will be entitled to a fixed Honorarium of Rs.37,500/- (Rupees Thirty seven thousand five hundred only), exclusive of local transport charges, per inquiry report.

ii) <u>Rate of TA/DA for Inquiry Officer</u>

Where the duties and responsibilities entrusted to the RIO involve travelling, the rate of TA/DA, in such cases will be the same as applicable to the serving Railway Officers of equivalent rank.

iii) <u>The rate of honorarium for Presenting Officer</u>

The Presenting Officer will be entitled to a fixed honorarium of Rs.4690/-(Rs Four thousand six hundred and ninety only), per Inquiry Report in a case.

(iv) <u>The rate of honorarium for Stenographer/Typist</u>

In addition to the fixed amount of Rs.37,500/- (Rs. Thirty seven thousand five hundred only), the Inquiry Officer will be entitled for an additional amount of Rs.6,560-(Rupees Six thousand five hundred and sixty only), per Inquiry Report, provided the Stenographic/Typing assistance is arranged by the Inquiry Officer himself.

Where the services of a serving Stenographer/Typist are placed at the disposal of the Retired RIO, on his request, the serving stenographer/Typist will be eligible for honorarium @ of Rs.4,690/-(Rupees Four thousand six hundred and ninety only), per Inquiry Report in a case.

45.1.2 Where Departmental Inquiry is conducted against gazetted officer by a serving gazetted Railway officer, not below the rank of Selection Grade:

(i) **<u>The rate of honorarium for Inquiry officer</u>**

The Inquiry Officer will be entitled to an Honorarium of Rs. 21,100/- (Rs. Twenty one thousand one hundred only) per inquiry Report in A case.

(ii) **<u>Rate of TA/DA for Inquiry officer</u>**

Where the duties and responsibilities entrusted to the RIO invoice travelling, the rate of TA/DA, in such cases will be the same as applicable to the serving Railway Officers of equivalent rank.

(iii) **<u>The rate of honorarium for Presenting Officer</u>**

The Presenting Officer will be entitled to an honorarium of Rs.4690/- Rs. Four thousand six hundred and ninety only), per Inquiry Report in a case.

(iv) **<u>The rate of honorarium for Stenographer/Typist</u>**

The Stenographer/Typist assisting the inquiry Officer, in the conduct of a Departmental Inquiry, will be entitled to an Honorarium of Rs.4690/-4 (Rs.Four thousand six hundred and ninety only), per Inquiry Report in a case.

45.1.3 Where Departmental Inquiry is conducted against Group 'B' (upto Senior Scale Officers) or a combination of Group 'B', 'C' and Group 'D' officials or only Group 'C' and 'D' officials, by a Retired Railway Officer of JA grade and below upto the rank of Group 'B' Gazetted.

(i) <u>The rate or honorarium for Inquiry officer</u>

The Inquiry Officer will be entitled to an Honorarium of Rs.9375/-(Rs. Nine

Thousand Three Hundred and seventy five only) per Inquiry Report in a case, besides local conveyance allowance amounting to Rs. 950/-(Rs. Nine Hundred Fifty only) per Inquiry Report for A, A-1 and B-1 cities. The local conveyance charges for other cities shall be Rs.550/-(Rs. Five Hundred Fifty only) per Inquiry Report.

(ii) <u>The rate of honorarium for Presenting Officer</u>

The Presenting Officer will be entitled to an honorarium of Rs.3125/- (Rs. Three Thousand One Hundred Twenty Five only) per inquiry Report in a case.

(iii) The rate of honorarium for Stenographer/Typist

The RIO will be entitled to an additional amount of per Rs.2810/- (Rs. Two Thousand Eight Hundred and Ten only) Inquiry Report in a case for Clerical/ Stenographer/Typing assistance arranged by him. However, where the services of a serving Stenographer/Typing are made available to the RIO, an amount of Rs.1875/- (Rs. One thousand eight hundred and seventy five only), per departmental inquiry report, will be paid to the serving Stenographer/Typist.

45.1.4 Where Departmental Inquiry is conducted against Group 'B' (upto Senior Scale Officers) or a combination of Group 'B', 'C' and Group 'D' officials or only Group 'C' and 'D' officials, by Serving Railway officer of JA Grade and below upto Senior Supervisor level.

(i) The rate of honorarium for Inquiry Officer

The Inquiry Officer will be entitled to an Honorarium of Rs.6250-(Rs. Six Thousand Two Hundred and Fifty only) per departmental Inquiry report.

(ii) The rate of honorarium for Presenting Officer

The Presenting Officer will be entitled to an Honorarium of Rs.3125/-(Rs. Three Thousand One Hundred Twenty Five only) per departmental Inquiry report.

(iii) The rate of honorarium for Stenographer/Typist

The Stenographer/Typist, assisting the Inquiry Officer, in the conduct of Departmental Inquiry, will be entitled to an Honorarium of Rs. 1875/-(Rs. One Thousand Eight Hundred Seventy Five only) per Inquiry Report.

45.1.5 Contingency Expenditure

An amount of Rs.100/ (Rs. One Hundred only) is permitted as contingency expenditure to meet the basic courtesy requirement of serving tea/biscuits etc. for each sitting of the Inquiry. This expenditure will be incurred by the Presenting Officer and will be reimbursed to him by the Railway Administration on certification of Inquiry Officer. In the absence of Presenting Officer, the Inquiry Officer shall incur the expenditure and the same will be reimbursed to him by the Railway administration along with honorarium.

45.1.6 <u>Rate of Local Transport charges</u>

The rate of local transport charges will be the same as applicable to the serving Railway Officers of equivalent rank. For this purpose, the notified residential address of the Inquiry Officer, will be the deemed HQs of the Inquiry Officer.

45.1.7 Postage and Stationery charges

Postage and Stationery charges, on certification by Inquiry Officer shall be borne by the Railways.

45.1.8 <u>Expenses made by the Inquiry Officer</u>

Expenses made by the Inquiry Officer towards Fax and telephone call charges, shall be reimbursed to them on actuals, on certification by Inquiry Officer, subject to a maximum of Rs.250/-(Rs. Two Hundred Fifty only) per Inquiry Report.

45.2 This issues with the concurrence of Finance Directorate in the Ministry of Railways and the revised rates will be applicable to the Inquiry reports that have been submitted after issue of this letter.

46. GRANT OF HONORARIUM TO THE INQUIRY OFFICER (IO) FOR CONDUCTING DEPARTMENTAL INQUIRIES IN CASES OTHER THAN VIGILANCE INVESTIGATION HAS BEEN EXTENDED TO IOs OF RPF/RPSF VIDE LR. NO. E(G)2012/HQ1-13 DATED 03.09.2019 :

i) The issue of grant of honorarium to the RPF/RPSF Inquiry Officer conducting Departmental Inquiries in cases other than Vigilance Investigations has been considered by the Board and it has now been decided that provision of payment of honorarium to the I.O for conducting enquiries in cases other than Vigilance Investigation, will be extended to I.O of RPF/RPSF for conducting similar enquiries, on the rates as issued vide Railway Board's letter No. 2009/V-I/DAR/6/1 dated 22.9.2011 & No. 2012/V-I/DAR/6/2 dated 07.10.2015.

ii) The rates of honorarium for various posts as and when enhanced by Vigilance Directorate, will automatically be applicable to those conducting Non Vigilance cases.

iii) The rates of honorarium for conducting enquiries in Non-Vigilance cases will be applicable from the date of issue of the above referred letter.

-: o0o :-

CHAPTER –XV :- SCRIPTORY WORK IN RPF (REPORTS & RETURNS)

1. List of Reports/Returns/Periodical statements to be submitted by the offices of the Principal Chief Security Commissioners, Sr. Divisional Security Commissioners, Assistant Security Commissioners, RPF Post and Out-Posts is given at Annexure I to V. It should be ensured that the Reports/Returns/Periodical statements are submitted to the authorities indicated in the Annexures punctually.

2. In addition to the periodical Reports/Returns prescribed in the Annexures, the Principal Chief Security Commissioners may introduce such other Reports/Returns/Statements as may be considered necessary.

3. Besides the statements etc. mentioned in this Chapter and those which may be prescribed by the respective Railway Administrations may also be submitted to the authorities concerned. It should, however, be kept in view that the scriptory work should be kept to the minimum.

4. PROTOCOL FOR OFFICIAL CORRESPONDENCE:

Important correspondences with the Security Department/ Railway Board should be signed by Principal Chief Security Commissioner.

The CSC or Dy.CSC may sign letters in the absence of the PCSC from headquarters or when urgent replies are called for, but the practice of allowing all fair copies of letters to be signed by the CSC or Dy.CSC is undesirable and should be reduced to the minimum.

Whenever CSC or Dy. CSC is to sign a letter, the following procedure will be adopted

a) Once a draft has been prepared and signed by the PCSC, fair copy is to be put up to the CSC / Dy.CSC for signature due to the PCSC's absence, the fair copies should be signed as follows:

Sd/- XYZ

PCSC/XR

True copy:

ABC
Dy.CSC/XR

b) When the PCSC has passed a remark in the file indicating line on which the reply is to be sent but has not actually drafted the letter, the officer who actually drafts and signs the letter should commence with words "I am directed by the PCSC to reply etc."

c) When any officer sends a reply without the PCSC having seen the original due to his absence from headquarters or by engagement in some important work, the officer signing the reply will sign "for PCSC/RPF".

4. Thus when a letter is not signed by the PCSC himself, (a) will indicate that the views as well the language are of the PCSC, (b) will indicate that the views but not the language are of the PCSC and (c) will indicate that neither the views nor the language are of the PCSC himself.

5. The PCSC when sending letters to superior formations or the headquarters should make an effort to sign all communications himself. Similarly, all letters received from superiors should be opened and attended to by the PCSCs personally.

The PCSC/CSC/ and the Sr.DSC/DSC will be held responsible for breach of procedure by their subordinate rank. Similarly, will ensure compliance in all the correspondences made by the Security Directorate.

5. SCRIPTORY WORK AT THE FIELD UNITS:

5.1 A Standing Committee, comprising among others, the Post Commanders or Company Commanders shall be formed in every Security Commissariat for examining once in three years whether:

i) some of the returns can be altered or lumped together or even discontinued; and

ii) for standardising and updating the proforma for collection of data; with a view to reducing the load of repetitive and purposeless scriptory work in the field formations.

ANNEXURE –I

OFFICE OF THE PRINCIPAL CHIEF SECURITY COMMISSIONER

Sr. No.	Nature of Report / Return	Frequency	To whom submitted	Target date of submission
ESTABLISHMENT				
1	Statement of recruitment of Scheduled Caste and Scheduled Tribe candidates in the rank of Inspectors, Sub-Inspectors and Constable.	Half-yearly	DG/RPF	By 15th of Jan and July.
2	Establishment review consisting of D&AR cases, Appeal, Withheld Appeals addressed to DG/RPF, Suspension, Revision, Extra-Ordinary pension, Compassionate appointment, strength (Revenue posts & Work charged posts), Details of Gazetted officers, Details of Recruitment, Railway staff / RPF involved in theft and pilferage of railway property.	Monthly	Do	By 15th of Every month.
3	Pending D&AR cases statement	Quarterly	Do	By 15th of January, April, July & October
ARMS & AMMUNITION				
1	Physical verification of Arms and Ammunition	Half-yearly	Do	By end of Jan and July
2	"Firm Demands" statement of Arms and Ammunition	Yearly	Do	By 31st Jan each year
FIRE INCIDENTS				
1	Statistics of Fire incidents	Yearly	DG/RPF	15th March every year
GENERAL				
1	Tours & Inspections carried out by Gazetted officers	Half-yearly	DG/RPF	By 15th of Jan & July
2	Statement showing utilisation of Secret Service Fund	Annual	DG/RPF	1st week of May
3	Para for Annual Administration Report of the Rly. Board	Yearly	Do	By 31st August each year
IVG				
1	Performance of IVG covering Preventive Checks, complaints entrusted to IVG & Assistance by RPF in Vigilance Checks	Monthly	DG/RPF	By 10th of Every Month

ANNEXURE – II

OFFICE OF THE Sr.DSC/Sr.CO

Sr. No.	Nature of Report / Return	Frequency	To whom submitted	Target date of submission
ESTABLISHMENT				
1	Present staff Statement	Monthly	PCSC	Date to be prescribed by PCSC
5	Statement showing cases reported to other Deptts. for disciplinary action	Do	Do	Do
6	Establishment review consisting of D&AR cases, Appeal, Withheld Appeals addressed to Zonal Headquarters, Suspension, Revision, Extra-Ordinary pension, Compassionate appointment, strength (Revenue posts & Work charged posts), Details of Gazetted officers, Details of Recruitment, Railway staff / RPF involved in theft and pilferage of railway property.	Monthly	Do	By 5th of Every month.
	STORE			
	Statement showing the stock position of important items of clothing & equipment in the Divisional Stores	Half-yearly	PCSC	First week of Jan and July
	Availability and maintenance of Modern Gadgets	Quarterly	PCSC	1st week of Jan, Apr, Jul & Oct
GENERAL				
1	Physical verification of Arms & Ammunition	Half-yearly	Do	5th Jan & July
2	Annual "Forecast" Requirements of Arms and Ammunition for 3 years in advance	Annual	Do	Date to be prescribed by PCSC
3	Annual "Firm Demand" requirements of Arms and Ammunition for 1 year	Do	Do	Do
4	Inspection of Arms and Ammunition	Monthly	Do	1st week of the following Month

ANNEXURE – III

OFFICE OF THE ASC (where he has a separate Office)

Sr. No.	Nature of Report / Return	Frequency	To whom submitted	Target date of submission
ESTABLISHMENT				
1	Statement of Suspension	Monthly	Sr.DSC	1st week of the following month
2	Present staff statement	Do	Do	Do
3	Statement showing No. & brief details of disciplinary cases pending disposal	Quarterly	Do	April, July, Oct and Jan
4	Statement containing complete information about Appeal/Petition	Do	Do	Do
5	Progress report of settlement and pension cases	Half-yearly	Do	7th Jan and July
6	Statement showing cases reported to other Deptts. for disciplinary action	Do	Do	Do
7	Statement showing RPF/Railway staff involved in theft and pilferage cases	Do	Do	Do
STORE				
1	Statement showing the stock position of important items of clothing & equipment in the Divisional Stores	Half-yearly	Do	First week of Jan and July
	Availability and maintenance of Modern Gadgets	Quarterly	Sr.DSC/DSC	1st week of Jan, Apr, Jul & Oct
GENERAL				
1	Statement showing consumption of petrol in departmental vehicles under his charge	Monthly	Maintained at Unit level	1st week of the following month
2	Statement showing inspections, Tour made by ASC	Do	Do	Do
FIRE				
1	Statement of Fire incidents, losses due to fire incidents and fire fighting training imparted to Railway staff	Monthly	Do	Date to be fixed by PCSC

ANNEXURE – IV
POST
OFFICE OF THE INSPECTOR INCHARGE OF THE POST

Sr. No.	Nature of Report / Return	Frequency	To whom submitted	Target date of submission
ESTABLISHMENT				
1	Present staff statement	Monthly	Divisional Incharge	3rd of the following month
2	Statement of RPF staff/other than RPF staff involved in theft and pilferage cases	Do	Do	Do
3	Muster Roll	Do	Do	Date to be fixed by PCSC
4	Statement showing consumption of petrol in departmental vehicles under his charge	Do	Do	5th of Every month
5	Post Incharges Weekly diaries	Do	ASC/Sr.DSC/ DSC	5th of Every month
6	Daily diaries of the post	Do	Do	5th of Every month

ANNEXURE – V
OUT POST
OFFICE OF THE ASI / SI – IN CHARGE OF AN OUT POST

Sr. No.	Nature of Report / Return	Frequency	To whom submitted	Target date of submission
ESTABLISHMENT				
1	Muster Roll	Monthly	IPF/Post	To be prescribed by the PCSC
GENERAL				
2	Daily Diary	Daily	IPF/Post	On the following day
3	Out Post Incharges Weekly diaries	Do	Do	5th of Every month

-: o0o :-

CHAPTER –XVI :- SCRIPTORY WORK IN RPF (RECORDS & REGISTERS)

1. A list of registers to be maintained at different offices is given at '**ANNEXURE-'A'** and proformas of various registers have been mentioned as '**ANNEXURE-'B'** to this chapter. The periods for which these registers shall be preserved should be in accordance with the 'Periodicity of retention' prescribed in Col. 4 thereof. In addition, the Director General may introduce such other Registers and records as may be considered necessary.

2. All official record which is the property of the Government must be carefully preserved and must not be destroyed until the expiry of the period prescribed there for. In each office full details of all records destroyed from time to time shall be maintained permanently.

3. RPF Maps:

RPF Maps.- A map showing the jurisdiction of all RPF Divisions, Posts and Out-posts as well as corresponding police stations with their, position and boundaries shall be maintained at all levels i.e. at each Post, Out Post and Division.

4. Procedure for correspondence on matters connected with RPF on Railways:

There will be free exchange of correspondence between the Director General, Railway Protection Force and the Principal Chief Security Commissioners irrespective of the procedure prescribed in the 'Manual of Office Procedure of Railway Board' for correspondence between the Railway Board and the Railway Administrations.

5. Notes regarding maintenance of various records of the Railway Protection Force:

5.1 RPF A-1 (Arms Stock Book). (As enclosed)

5.2 RPF/A-1 A (Arsenal distinguishing numbers on arms).

5.3 RPF A-2 (Ammunition Stock Book): (As enclosed)

These books should be maintained at the RPF Post, RPF Armories and Training Centers.

5.4 RPF/A-3 (Daily Arms and Ammunition issue and return Register):
(As enclosed)

This register should be maintained at all Posts, Out-posts, RPF Lines and Training Centers. At Posts or Out-posts, this Register will be introduced only when the Arms & Ammunitions either drawn or deposited , otherwise the maintenance of the register should be confined to the Reserve Lines, Training Centers and battalions. Various columns in the Register are self explanatory.

5.5 RPF/E-1 (Muster Roll): (As enclosed)

The practice for maintenance of this Register differs from Railway to Railway. The procedure for preparation of salary bills is interlinked with the procedure of maintenance of Muster Roll. It being so the RPF will also use the same form for Muster Roll, as is used for other Railway Employees on the Railway.

5.6 RPF/E-2 (Duty Roster): (As enclosed)

All the duty points should be denoted by a code word and the list should be pasted on the inside cover of this register. Brief indication for filing in the roster is already given on the form itself.

The sanctioned strength should be shown on the 1st page every month at the left hand top corner. Column No. 2 (Rank & UIN) should be subdivided in two parts one of which should indicate the rank while the other should indicate the UIN Of the staff concerned. The duty roster should be filled up every day and signed by the Officer-in-charge.

5.7 RPF/E-4 (Nominal Roll): (As enclosed)

The Nominal Roll will be maintained for each category and will be updated after the general transfers duly adding the particulars of the staff who have joined during the transfers.

5.8 RPF/E-5 (Posting register): (As enclosed)

Posting register is required to be maintained in the office of Post I/C, Sr.DSCs /DSCs and PCSCs so as to monitor the relieving and joining of the staff posted to various units.

5.9 RPF/E-6 (Casual Leave Register): (As enclosed)

At the beginning of the year, an index of all the staff working at the Posts should be prepared in alphabetical order and pasted. The index should be prepared in two columns one of which will indicate the name while the other one will be for the page number. The page number against each staff should be left blank and should be entered only when the staff concerned has availed of any casual leave.

5.10 RPF/E-7 (Leave register other than casual leave): (As enclosed)

This register is required to be maintained at post level and the details will be mentioned in the SR of the staff being maintained at divisional and zonal level.

5.11 RPF/E-7 (A) (Leave Application form): (As enclosed)

The application for leave, other than casual leave, should be submitted in this form.

5.12 RPF/E-7 (B) (Leave Certificate): (As enclosed)

This certificate should be handed over to every member proceeding on leave, other than casual leave. After the member concerned resumes his duty, this certificate should be returned to Assistant Security Commissioner /Sr. Divisional Security Commissioner/Divisional Security Commissioner/ Principal Chief Security Commissioner as the case may be for record.

5.13 RPF/E-9 (Reward Roll): (As enclosed)

This is required to be maintained at Posts, Reserve Coys and Training Centres and other units.

5.14 RPF/E-10 (Reward register): (As enclosed)

This register shall be maintained in the offices of ASC, Sr.DSC/DSC & PCSCs. The particulars in this register are required to be entered on the basis of the sanction of recommended Reward Rolls.

5.15 RPF/E-11 (Calendar of retirement): (As enclosed)

This register should be maintained in the offices of Sr.DSC/DSC & PCSCs. It will be divided into 12 monthly sections and the names shall be arranged chronologically for a whole year.

5.16 RPF/E-13 (Movement Order): (As enclosed)

This will be prepared in duplicate and the duplicate copy shall be signed by the recipient. The main function of this document is to check delays in the performance of duties and unnecessary waste of time en-route. Whenever any staff of RPF below the rank of Assistant Sub-Inspector is deputed on any duty outside the station of his posting, it shall be filled in the office of origin and shall be produced before the officer where an individual is deputed for duty. The letter shall note the date and time of arrival and the date and time when he is ordered to return to his headquarters. In case of delay or other negligence, the matter shall be reported to higher authorities by the Officer-in-charge. This from may also be utilized for checking the T.A. Journal.

5.17 RPF/E-14 (Index of Departmental Proceeding/D&AR Register)
(As enclosed)

This index is required to be maintained in the offices of the ASC, Sr.DSC/DSC and PCSCs. It should be noted that the index of departmental proceeding should be reviewed every fortnight to ensure that the proceedings are not

unreasonably delayed.

5.18 RPF/E-15 (Index of TA Claims): (As enclosed)

This register will be maintained in Assistant Security Commissioner's Office, at posts, Reserve Coys. and Training Centres.

5.19 RPF/E-16 (A) Suspension Order. (As enclosed)

5.20 RPF/E-16 (B) Order of Revoke Rule 139.2 of RPF Rules, 1987 (As enclosed)

5.21 RPF/E-16 (C) Charge sheet (Major Penalties) (Rule 153 of RPF Rules, 1987) (As enclosed)

5.22 RPF/E-16 (G) Charge Sheet (Rule 158 of RPF Rules, 1987) (As enclosed)

5.23 RPF/E-16 (H) Orderly Room Register: (As enclosed)

5.24 RPF/E-17 CHARACTER AND SERVICE ROLL : (As enclosed)

5.25 RPF/E-18 INTER RAILWAY TRANSFER REGISTER : (As enclosed)

5.26 RPF/E-19 SETTLEMENT REGISTER : (As enclosed)
It will contain settlement details of all the staff who have demitted the office.

5.27 RPF/E-20 COMPASSIONATE GROUND APPOINTMENT REGISTER:
(As enclosed)
It will be useful to check the details of the progress of the compassionate ground appointment applicants and to monitor the same at divisional and zonal headquarters.

5.28 RPF/E-21 RAIL SURAKSHA KALYAN NIDHI (RSKN) REGISTER :
(As enclosed)
Various benefits being given to the staff on various heads can be maintained in one register so that proper accountal can be maintained.

5.29 RPF/E-22 POSTS REDEPLOYMENT REGISTER (As enclosed)
Since, in administrative interest posts are being transferred from one unit to another an accountal of these needs to be maintained at PCSC's/Sr.DSCs/DSCs Office which will facilitate vetting of Book of Sanction from the Accounts Department.

5.30 RPF/E-23 DEPUTATION DETAILS REGISTER (As enclosed)
Since the staff are proceeding on deputation to various organizations / units, their details need to be maintained in a single register to monitor their deputation period.

5.31 RPF/E-24 TRAINING REGISTER (As enclosed)

It will be useful as ready reckoner to identify the staff who have attended various specialized courses.

5.32 RPF/E-26 RIGHT TO INFORMATION ACT REGISTER (As enclosed)

All the cases received at divisional / zonal level can be maintained in this register.

5.33 RPF/G-1 PRESENT STATE OF STAFF: (As enclosed)

5.34 RPF/G-2 DAILY DIARY (ROZNAMCHA): (As enclosed)

A Daily Diary in form No. RPF/G-2 in duplicate, shall be maintained at all posts, Reserve Coys and other offices prescribed by the Principal Chief Security Commissioner. It shall be written under the superintendence of the Officer-In-Charge who will be responsible for the entries made therein and must sign it daily. The duplicate copy in the Diary will be retained as office copy in the office of ASC, while the original will be preserved in the office of the Inspector for 3 years.

The following matter must be recorded in it:-

(i) Report of attendance with a note in regard to the cause of absence of any member of the Force.
(ii) Distribution of daily duties and grant of leave.
(iii) Departure and return of staff on and from duty, transfer and leave.
(iv) Reports of the performance of all duties.
(v) Transfer of charge of the post.
(vi) Arrest made by the staff as well as the seizure of any property and its disposal.
(vii) Reports of offences of occurrence affecting Railway revenue.
(viii) Action taken on report.
(ix) Details of papers received and despatched.
(x) Inspection of the Posts by Inspectors and Officers.
(xi) Movement of the all enrolled members of the Force.
(xii) A list of outstanding reference and orders (to be recorded on the 1st and 16th of every month)
(xiii) Any other matter considered necessary. The Diary will be closed for the day at 24 hours.

5.35 RPF/G-3 (Inward Receipt and Dispatch Register):

This register shall be maintained at all Posts, Reserve Coys. and Training Centers. The register should be maintained in a cut book form showing receipt and compliance of orders received from different offices separately.

5.36 RPF/G-4 (Confidential Register): (As enclosed)

This register should contain information regarding following matters and should be maintained in cut book form at each Post. Inspectors and ASCs will maintain this register sub-division-wise. This register should be kept in the personal custody of the officer concerned, who shall hand it over personally to his reliever in the event of his transfer. Under no circumstances, the RPF subordinates at the Post or Divisional Office should have access to the register.

In this register the following may be recorded:-

i) Notes on Railway statistics requiring attention with special reference to crime (to be recorded yearly).
ii) Appreciation of Railway Station requiring special attention.
iii) Black spot and other vulnerable points requiring attention.
iv) Fairs requiring RPF arrangements with brief appreciation of problems involve.
v) Gangs of Railway criminals and their activities (to be recorded yearly).
vi) Receivers of stolen property.
vii) Harbourers of Railway criminals.
viii) Objectionable activities of subordinates.
ix) General appreciation on matters concerning the RPF (to be recorded annually and at the time of handing over charge).

Note-Other items, if necessary, of local importance may be prescribed by Principal Chief Security Commissioner.

5.37 RPF/G-6 (Inspection Report Book): (As enclosed)

This Book shall be maintained at Post, Out-Post, Reserve Coys, Training Centers, Sr.DSCs/DSCs office and at such other places as may be prescribed by the Principal Chief Security Commissioner. Inspection Notes, Visit Notes, Line Notes etc. shall be written or copies thereof shall be pasted in Col. 2 of this book. Action taken against each item shall be noted in Col. 3 thereof.

5.38 RPF/G-7 (Defaulters Register): (As enclosed)

This register should be maintained at Posts, Reserve Coys and Training Centers and all defaults of the staff should be entered in this register chronologically. During the inspection of unit, this register needs to be put before the officer to check the action taken on various defaults noticed.

5.39 RPF/G-8 (Register of quarters in occupation of RPF Staff): (As enclosed)

The columns in this register are self-explanatory. This register shall be maintained at Post, Reserve Coys, Training Centres, ASC's office and such other places as may be prescribed by the Principal Chief Security Commissioner.

5.40 RPF/G-9 (Inspectors Weekly Diary): (As enclosed)

At the end of the Weekly Diary, the Inspectors shall also give a list of pending

papers, with dates of receipt and reasons for delay in disposal. The Principal Chief Security Commissioner will issue necessary instructions with regard to the time, date and the manner in which it should be submitted to the authorities concerned.

5.41 RPF/G-10 (Visitors Register for Stores and Workshops): (As enclosed)

Columns in thus register are self-explanatory. This register shall be maintained at Posts at the Stores or Workshops.

5.42 RPF/G-11 (Grievances Register) : (As enclosed)

5.43 RPF/G-12 (Officers night check register) : (As enclosed)

5.44 RPF/G-13 (Modern gadgets Availability/Maintenance Register) : (As enclosed)

5.45 RPF/G-14 (Personal performance of subordinate officers) : (As enclosed)

All aspects of work of each subordinate officer can be mentioned in this register so as to assess their work at the end of the year during the Annual Performance Appraisals.

5.46 RPF/G-15 (Critical incidents record) : (As enclosed)

For each staff one page per year to be allotted and to be filled monthly & quarterly basis duly mentioning good and bad works performed by the staff which will help in his Performance Appraisal at the end of the year.

5.47 RPF/G-16 POST INFORMATION – AT A GLANCE : (As enclosed)

For each item some folios is to be allotted basing on the requirement duly making an index. The information to be filled by incharges as per the changes and it shall be handed over to the next incumbent so that he will have quick idea of the working at that post.

5.48 RPF/G-17 – REGISTER FOR DETAILS OF STAFF INVOLVED IN CRIMINAL CASES (As enclosed)

This will contain brief details of the criminal cases registered against the RPF staff mentioning the crime details.

5.49 RPF/S-1 (Clothing and Equipment Stock Book) :

This book shall be maintained by the Central Store, Bn. Stores, Divisional Stores, Reserve Coys and Training Centres. Various columns are self-explanatory.

5.50 RPF/S-2 (Individual Uniform Ledger) :

This ledger should be maintained by Divisional Stores, Bn. Stores, Reserve Coys and Training Centers.

5.51 RPF/S-3 (Kit Book) :

The Kit Book will be maintained by all Enrolled members of the Force. The Kit Book will be produced at the time of Inspection.

5.52 RPF/S-4 (Tools & Plants Register) :

This register is maintained at Posts/ASC/Sr.DSC/DSC office and PCSC office. All the equipments available / issued in that unit and its period of life should be maintained.

6. Monthly Diaries of Sr.DSC/DSCs/ASCs :

6.1 All the Sr.DSCs/DSCs,Sr.COs/COs, ASCs/ACs will submit their monthly diaries in the enclosed Proforma. In '**ANNEXURE-B'** of the Part-I Proforma date wise work diary will be given while in the Part-II as per **'ANNEXURE-C'** item wise abstract will be prepared. It is expected that the officers will prepare the monthly diaries with due care incorporating all-important aspects of their performances. Officers are free to attach detailed note, copies of Visit Notes, proceedings of Co-ordination meetings, Suraksha Sammelans etc.

6.2 The Sr.DSCs/DSCs Sr.COs/COs will submit their diary in the first week of the following month and send the same to their PCSC.

6.3 The Performance appraisal of the officers will be done on the basis of the work projected through the monthly diaries.

ANNEXURE-A

LIST OF REGISTERS TO BE MAINTAINED IN THE RAILWAY PROTECTION FORCE

Sr. No.	R.P.F. Form No.	Name of Register	Where to be maintained	Periodicity of retention
ARMS & AMMUNITIONS				
01	A-1	Arms Stock Book	Post, Reserve Coys and Training Centres.	20 Years.
02	A-1(A)	Arsenal distinguishing numbers on Arms	Post, Reserve Coys and Training Centres.	20 Years.
03	A-2	Ammunition Stock Book	Post, Reserve Coys and Training Centres.	20 Years.
04	A-3	Daily Arms and Ammunition Issue and return Register	Post, Out-post, Reserve Coys., Trg. Centres.	3 years.
ESTABLISHMENT REGISTER				
05	E-1	Muster Roll	Posts, Out posts, Offices of Sr DSC, Sr CO & PCSC's offices, Reserve Coys. and Trg. Centres	3 years.
06	E-2	Duty Roster	Post & Out-Posts	3 years
07	E-4	Nominal Roll	Sr DSC, Sr CO & Post incharges	5 years.
08	E-5	Posting Register	Sr DSC, Sr CO & Post incharges	3 years.
09	E-6	Casual Leave Register	Post, ASC, Sr DSC/Sr CO, PCSC offices	3 years.
10	E-7	Leave Register other than Casual Leave	Post, ASC, Sr DSC/Sr CO, PCSC offices	3 years.
11	E-7 (A)	Leave Application form	Out-Post, Posts, ASC, Sr DSC/Sr CO & PCSCs, Offices	Loose Sheets.
12	E-7 B	Leave Certificate	Out-Post, Posts, ASC, Sr DSC/Sr CO & PCSCs, Offices	....
13	E-9	Reward Roll Register	Post, Reserve Coys., Trg. Centres.	3 years.
14	E-10	Reward Register	Post, ASC, Sr DSC/Sr CO, PCSCs offices	3 years.
15	E-11	Calendar of retirement / Superannuation Register	Sr DSC/Sr CO, PCSCs offices	Permanent
16	E-13	Movement order	Post, Division, Reserve Coys. and Trg. Centres.	3 years.
17	E-14	Index of departmental proceedings	ASC, Sr DSC/Sr CO, PCSCs offices	3 years.
18	E-15	Index of T.A. Claims	ASC's Office, Post, Reserve Coys., Trg. Centres.	3 years.
19	E-16(A)	Suspension Order	ASC, Sr DSC/Sr. CO & PCSC Offices.	Records of disciplinary cases resulting in termination of service should be retained for a period of at least 7 years after termination of

20	E-16 (B)	Order of Revoke Rule 139.2	ASC, Sr DSC/Sr CO & PCSC Offices.	service or till the person concerned would have attained the age of 45 whichever is later. Records in respect of disciplinary cases not resulting in termination of service should be retained till the person concerned is finally settled up
21	E-16 (C)	Charge Sheet (Major Penalties)	ASC, Sr DSC/Sr CO & PCSC Offices.	
22	E-16 (G)	Charge Sheet (Minor Penalties)	ASC, Sr DSC/Sr CO & PCSC Offices.	
23	E-16 (H)	Orderly Room Register	Inspector, ASC, Sr DSC/Sr CO, PCSCs Offices	
24	E-17	Character and Service Roll.	ASC, Sr DSC/Sr CO, PCSCs Offices	Permanent
25	E-18	Inter Railway Transfer Register	Sr.DSC/DSCs/PCSCs Office	As decided by the competent authority
26	E-19	Settlement Register	PCSCs Office, Divisional Headquarters & Training Institutes.	
27	E-20	Compassionate ground appointment register	PCSCs Office, Divisional Headquarters & Training Institutes.	
28	E-21	Rail Suraksha Kalyan Nidhi (RSKN) Register	PCSCs Office, Divisional Headquarters & Training Institutes.	
29	E-22	Posts redeployment register	PCSCs Office, Divisional Headquarters	
30	E-23	Deputation Details Register	PCSCs Office, Divisional Headquarters & Training Institutes.	
31	E-24	Training Register	PCSCs Office, Divisional Headquarters, Posts/Outposts & Training Institutes.	
32	E-26	Right to information act register	PCSCs Office, Divisional Headquarters & Training Institutes.	
GENERAL REGISTERS				
33	G-1	Present state of staff	Posts, Reserve Coys., Trg. Centres, ASC, Sr DSC/Sr CO, PCSC.	3 years
34	G-2	Roznamcha (Daily Diary)	Out-post, post Reserve Coys., Trg Centres.	3 years
35	G-3	Inward Receipt and Disposal Register	Post, Reserve Coys., Training Centers, ASC, Sr DSC/Sr CO, PCSC offices	3 years
36	G-4	Confidential Register	Post, ASC's, Sr DSC/Sr CO Office	Permanent
37	G-6	Inspection Register	Posts & Out –posts, ASC, Reserve Coys., Trg Centre	3 years
38	G-7	Defaulter Register	Posts, Reserve Coys., Trg. Centres	3 years
39	G-8	Register of quarter in occupation of RPF	Posts, Reserve Coys., Trg. Centres, ASC,s office.	3 years

		staff		
40	G-9	Inspector weekly Diary	ASC's Office, Inspr. Office	3 years
41	G-10	Visitor Register for Stores and Workshops	Post (at the Stores) or W/Shops	3 years
42	G-11	Grievances Register	PCSC, Sr.DSC/DSC, Posts, Training Centres	5 Years
43	G-12	Officers night check register	Posts	5 Years
44	G-13	Maintenance register for modern gadgets	PCSC, Sr.DSC/DSC, Posts, Training Centres	5 Years
45	G-14	Personal performance of subordinate officers	Posts	5 Years
46	G-15	Critical incidents record	Posts	5 Years
47	G-16	Post Information – At a glance	Posts	Permanent
48	G-17	Register For details of staff involved in criminal cases	Sr.DSCs/DSCs & PCSC Offices	Permanent
STORE REGISTER				
49	S-1	Clothing & equipment Stock book.	Central Store, Divl. Stores, Reserve Coys. & Trg. Centres	5 years
50	S-2	Individual Uniform detail Register	Divl. Stores , Reserve Coys. & Trg. Centres	5 years
51	S-3	Kit Book Register	Every Class IV/III member of the staff, Out-posts, Reserve Coys. Trg. Centres	1 year after the man retires from service or removed from service
52	S-4	Tools & Plants Register	Posts/Divisional Stores/Central Store/Reserve Coys & Training Centres	5 Years

IMPORTANT REGISTERS/FORMATS TO BE MAINTAINED
RAILWAY PROTECTION FORCE

Form No. RPF/A-1

..... RAILWAY

ARMS STOCK BOOK

Division_____ Office/Line/Post _____

Date	Details	Receipts	Issue	Balance	Signature	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-

Form No. RPF/A-2

AMMUNITION STOCK BOOK

..... RAILWAY

Division_____ **Office/Line_____**

Sl. No.	Details	Live Ammunition			Empty Cases			Nos. fired			Damaged			Signature	Remark
		Receipt	Issue	Balance	Receipt	Issue	Balance	Receipt	Issue	Balance	Receipt	Issue	Balance		
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-	-14-	-15-	-16-

Form No. RPF/A-3

RAILWAY PROTECTION FORCE

DAILY ARMS AND AMMUNITION ISSUE AND RETURN REGISTER

दिनांक	समय इं.सं	नाम/ पदनाम	हथियार का विवरण सं. /बट नं.	गोली संख्या	इयुटी का विवरण	हथियार लेने वाले का हस्ताक्षर	वापसी दिनांक	वापसी समय E. NO.	जमाकर्ता का हस्ताक्षर	कोत कमांडर	रिमार्क
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-

MUSTER ROLL

_____ रेल / _____RAILWAY										माह_____200_____ उपस्थिति रजिस्टर																						जी 12 बी G 12 B			
										_____Office Attend For the month of _____20																						जीए 38 बी GA - 38 B			
संख्या No.	म Nam	पदनाम Designation	आकस्मिक छुट्टी Casual Leave	1	2	3	4	5	6	7	8	9	10	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	कितनी बार देर हुई Time Late	कुल नष्ट Total Time Lost	वर्ष के दौरान ली गई छुट्टी आगे लाई गई Leave take during the			अभ्युक्ति Remarks
																															सवेतन छुट्टी Leave on Full Pay	अर्धवेतन छुट्टी Leave on Half Pay	बिना वेतन छुट्टी Leave witho	

Page 1

Division_____ _____RAILWAY

Post_____

Out Post_____ Duty

Sl. No.	Rank & UIN	नाम Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

RAILWAY PROTECTION FORCE

shift	Hours	Duty Beat
A	0-8	1
B	8-16	2
C	16-24	3

RPF/E-2

REGISTER

Misc
R-Rest

e. g. A 1 will mean duty in Beat 1 during 0 to 8 hrs. and so on

For the month of _____20

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	विशेष कथन

FORM NO. E-4

NOMINAL ROLL

RAILWAY PROTECTION FORCE _____ **POST**

Full name, Designation, present address and phone number of the force member	UIN : Aadhaar No.	Educational qualification	Category :	Date of Birth : Date of Appointment : Date of Retirement :	PF/NPS No.: PRAN No. :	PAN No. : Email ID :	Date of Joining at present post	Details of previous postings
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-

Height : Blood Group :	Last PME, Place and Date	Details of family members (As per pass declaration)	Any special skills like Driving, Computer & sports etc	Permanent address and Emergency Contact No.
-10-	-11-	-12-	-13-	-14-

_____jsyos/Railway jsyos lqj{kk cy/**RAILWAY PROTECTION FORCE** **RPF/E-5**

POSTING REGISTER

Zonal/Division/Post Office _____

Force Order No. with date	Divisional Order No. with Date	Name, Rank & UIN	Transferred		Date of relieving	Date of joining	Remarks
			From	To			
-2-	-1-	-2-	-3-	-4-	-5-	-6-	-7-

_____Railway **RPF/E-6**

RAILWAY PROTECTION FORCE

CASUAL LEAVE REGISTER

Division _____ Line/Post _____

Sl. No.	Name	Rank and UIN	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Remark

_____Railway **RAILWAY PROTECTION FORCE** **RPF/E-7**

LEAVE REGISTER OTHER THAN CASUAL LEAVE

क्रम संख्या	यूनिक नंबर	नाम एवं पद	कहाँ तैनात है	प्रार्थना पत्र मिलने की तारीख	किस तरह की और कितनी छुट्टी मांग की गयी है	निरीक्षक द्वारा प्रार्थना पत्र आगे भेजने की तारीख	छुट्टी की मंजूरी मिलने की तारीख, आदेश के हवाले सहित	किस तरह की और कितनी छुट्टी मंजूर की गई	छुट्टी पर जाने की तारीख	छुट्टी से वापस आने की तारीख	बाद की कार्यवाही यदि कोई की गयी हो	विशेष रिमार्क
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-

_____ रेल /Rly.

Form No. E-7 A

छुट्टी का आवेदन पत्र

LEAVE APPLICATION FORM

विभाग / Department _____

कार्यालय / Office _____

स्टेशन / Station _____

नाम / Name _____

पदनाम / Designation _____

नियुक्ति तिथि / Date of engagement _____

वेतन दर / Rate of Pay (रु. / Rs.) _____

छुट्टी का प्रकार / अवधि

Nature of Leave / Period _____

से / From _____तक / To _____

बीमारी की अवधी का परिवर्तन / Conversion of sick Period

से / From _____तक / To _____

दिन की सं. / No. of days _____

छुट्टी का प्रायोजन / Purpose of leave _____

डाक्टरी प्रमाण पत्र (यदि हो)

Medical Certificate (if any) _____

छुट्टी fcताने के स्थान का पता

Address where on leave _____

वेतन भुगतान के लिए प्रार्थना (यदि हो) Request for

Payment of salary (if any) _____

दिनांक / Date _____

आवेदक का हस्ताक्षर / Signature of applicant

_____Railway **RAILWAY PROTECTION FORCE**

Division_____ Office_____

LEAVE CERTIFICATE

Name ---------- Father's Name ----------
---------- Rank---------- Place of Posting ---------- Date----------
From---------- To---------- is proceeding on leave.

Place---------- Signature
Date---------- (Controlling Officer's Designation /Seal)

Instructions:-

1. It is hereby instructed that during leave & en-route the applicant should maintained force discipline.
2. After availing sanctioned leave report back well in time.
3. This certificate should be deposited back dully signed by the applicant for records.

FORM NO. E-9

REWARD ROLL

REWARD ROLL OF RPF STAFF OF _____ THANA, _____DIVISION, _____ RAILWAY

Sr. No.	Name & Designation S/Shri	Post & Divn.	Brief facts of the case	Recommended by	Order of Sanctioning Officer

REWARD REGISTER

dze la[;k	Ukke vkSj inuke	dgka rSukr gSa	Ekkeys dk laf{kIr fooj.k ftlds fy;s bZuke fn;k x;k	bZuke dh jkf"k	Ekatwjh nsus okys vf/kdkjh dk uke ,ao आदेश la[;k	Hkqxrku dk gokyk o rkjh[k

FORM NO. E-11

CALENDAR OF RETIREMENT

LIST OF STAFF DUE TO RETIRE FROM SRVICE ON SUPERANNUATION FOR THE PERIOD FROM _____ to _____

Sl. No.	Name	Designation / Post	Unique Identification Number	Date of Birth	Date of Appointment	Date of Retirement	Rate of pay	PF No.	Whether in occupation of Railway Quarter or not	Leave credit of	
										LAP	LHAP

RPF/E-13

RAILWAY PROTECTION FORCE

MOVEMENT ORDER

Division_____ Post_____

Cky LknL;kssa dk uke o in	dgka tk jgs gS	dke dk fooj.k	rkjh[k o le;			Okkil vkus dh rkjh[k o le;	fjekdZ
			izLFkku dk	Ikgqapus dk	Okkilh dh vuqefr nsus okys vf/kdkjhdk uke o gLRkk{kj		

RPF/E-14

RAILWAY PROTECTION FORCE

_____/Division _____INDEX OF DEPARTMENTAL PROCEEDING

Office_____

Sl. No.	UIN, Rank, Name and Place of Posting	Name & Designation of Officer holding enquiry	Details of Charges & date of Charge -Sheet	Date of suspension with ref. to the order	Date of Starting proceedings	Punishment File No	Date of proceeding finalized	Order and date	Date of appeal	Result of Appeal with Date	Date of Revision	Date & decision of revision	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-	-14-

_____ Railway **E-15**

RAILWAY PROTECTION FORCE

INDEX OF T.A. CLAIMS

Division _____ Office _____

Month & Year	UID No. Name and Rank	Period for which T.A. has been claimed	Amount Claimed	Date of which forwarded by post
- -1-	-2-	-3-	-4-	-5-

Date of receipt at ASC's Office	Date of bill submitted	Date of payment	Remark
-6-	-7-	-8-	-9-

FORM NO.-E-16A

_____ Railway Office of the …….
RPF/……

Lr. No:- __/RPF/___/SUS/20 Date:- ……

SUSPENSION ORDER NO:-_____

Whereas, disciplinary proceeding against Shri _____, UIN No. CR-_____, CT/HC/ASI/SI/IPF of _____ is contemplated, whereas, his act was found moral misconduct. A preliminary information into allegation made has revealed a prima facie case justifying for departmental proceedings. Therefore the undersigned in exercise of powers conferred by Rule No. 133 of RPF Rules 1987, hereby place the above named under suspension with immediate effect from _____.

He will draw for the first 03 month of his suspension subsistence allowance at an amount equal to the leave salary which he would have drawn under the leave Rule applicable to him, as if had been on leave for half pay or not half average pay. In addition he will draw the dearness allowance not exceeding the amount admissible as if he had been on leave salary equal to subsistence allowance payable to him from time to time.

He will not leave his Hqrs without permission of the undersigned. During the suspension period he will give daily attendances twice at 10.00hrs. and 16.00hrs. at RPF post _____. No payment will be made to him unless he furnishes the certificate that he is not engaged in any other employment, business profession or vocation.

(Name/Rank/Designation)

SEAL

Copy to PCSC/RPF/_____ for kind information, please.
Copy to Sr. DSC/DSC/RPF/_____ for kind information, please.
Copy for information and necessary action to:-

1. Shri _____, UIN No. CR-_____, CT/HC/ASI/SI/IPF of RPF/_____(through IPF/_____)
2. IPF/_____ for information and n/a. DA:-One
3. IPF/_____ for information and n/a.

Order File & personal File.

FORM NO.-E-16 B

_____ Railway Office of the …….

RPF / _____Lr. No:- ___/___/SUS /20 Date – _____

ORDER NO –_____

Shri _____, CT/HC/ASI/SI/IPF UIN No._____ who was placed under suspension w.e. from _____- vide this office Order No. _____ dated - _____. His suspension is now revoked considering his appeal with immediate effect. He is directed to report to the IPF/_____ for further duties.

C/- PCSC/RPF/_____for kind information, please.
C/- Sr. DSC/DSC/RPF/_____ for kind information, please.

Copy for information and necessary action to:-

Shri _____, UIN No. CR-_____, CT/HC/ASI/SI/IPF of RPF/_____ (through IPF/_____)
IPF/_____ for information and n/a. DA:-One
IPF/_____ for information and n/a.

Order File & personal File.

…… RAILWAY **FORM NO. E-16 C**

RAILWAY PROTECTION FORCE

CHARGESHEET

(Under section 9 (i) (ii) of RPF Act-1957 read with Rule 153 of RPF Rules 1987)

No. ASC/ XYZ/153-___/2018 Place of issue: ……. Office/XYZ Date: _____

M E M O R A N D U M

1. Shri, - _____, Constable (under suspension) of RPF Post-_____, is hereby informed that, it is proposed to hold an enquiry against him under Rule 153 of RPF Rules-1987. The allegations, on which the enquiry is proposed to be held, are set out in the enclosed statement of allegations and the charges framed on the basis of the said allegations are specified in the enclosed statement of charges.
2. Shri _____, IPF/_____ ___is nominated as Enquiry Officer and will conduct the enquiries.
3. The enquiry is fixed on _____ at 10.00 hrs.in the office of IPF/____. You should attend the enquiry, failing which the enquiry will be conducted as Ex-parte.
4. Shri. _____, Constable (under suspension) of RPF Post-_____ while presenting himself before the enquiry officer may:
   Furnish the names and addresses of witnesses, if any, whom he wishes to call in the support of his defence.
   Furnish the list of documents, if any, which he wishes to produce in support of his defence.
   Shri. - _____, Constable (under suspension) of RPF Post-_____ is further informed that, if for the purpose of preparing his defence he wishes to inspect and take extract from any official records, so the enquiry officer not later than 08 days (at least clear one week) so that arrangements may be made to provide the facilities for the purpose. He should, however, note that if in the opinion of the enquiry officer, such records are not relevant for the purpose or it is against the public interest to allow him access to such records, he will not be permitted to inspect or take extracts from such records.
5. The attention of Shri, _____, Constable (under suspension) of RPF Post- is invited to Rule 113 and 145 of RPF Rules 1987, under which member of the Force are forbidden from bringing or attempting to bring any political or other outsider influence to bear-upon any superior authority to further his interest in respect of any matter dealt with in these proceedings.
   It will be presumed that Shri, _____, Constable (under suspension) of RPF Post-_____ is aware of such presentations and that it has been made to this at his instance and action will be taken against him for violation of the said Rules.
6. Shri, _____, Constable (under suspension) of RPF Post-_____ should acknowledge the receipt of this charge sheet on the date; it is presented to him by taking his signature or thump impression on the subject joint form.

Signature

Copy to: Shri, _____, Constable (under suspension) of RPF Post-_____ for information and necessary action (Through ASC Office/WB).

Copy to: _____ for information and n/action. DA: C/sheet + Relied upon documents _____pages.

Copy to: IPF/_____ for information and n/action.

Copy to: SR.DSC/RPF/_____ for kind information. please.

Copy to: Inspector/RPF/_____ /E.O. He will conduct the D.E. and he will submit his findings report within the stipulated time. DA: D&AR file containing ____ pages.

Annexure:

1. **ALLEGATION OF CHARGE**
2. **IMPUTATION OF CHARGE**
3. **LIST OF DOCUMENTS**

4. LIST OF PROSECUTION WITNESS

..... RAILWAY CHARGE SHEET FORM/E-16/G

Under Section 9(i) (ii) of RPF Rules 1957 read with Rule 158 of RPF Rules 1987

No. ASC/XYZ/158-30/2019 ASC Office/XYZ
Date: 00/00/0000

M E M O R A N D U M

Shri _____, SIPF/CR-_____ of RPF Thana _____ is hereby informed that it is proposed to take action against you under rule 158 of RPF rules 1987.

Shri _____, SIPF/CR-_____ of RPF Thana _____ is hereby given an opportunity to make any representation, which you may wish to make and for that purpose, you are allowed to submit your representation to the undersigned not later than 10 days.

If Shri _____, SIPF/CR-_____ of RPF Thana _____ fails to submit your representation by 10 days, it will be presumed that you have no representation to make and final order will be passed against you as ex-parte.

The receipt of the Memorandum be acknowledged Shri _____, SIPF/CR-_____ of RPF Thana _____

CHARGE:

By this act, you contravened Rule 146.2 (i) & of RPF Rules 1987.

Hence charged."

(XYZ)
.....

C/- Shri _____, SIPF/CR-_____ of RPF Thana _____ for inf. & n/action.
(Through IPF/_____)
C/- IPF/_____ for information and n/action. DA: 01
C/- Sr. DSC/RPF/_____ for kind information please.
C/- Personal file

_____ Railway Form No. RPF**/E-16 (H)**

RAILWAY PROTECTION FORCE

Division_____ **ORDERLY ROOM REGISTER** Office _____

Sr. No	Name and badge No of the Delinquent	Station Posted	Date of Offence	Nature of Offence	Name of Witness	Statement of accused before the Superior officer	Orders passed by the Superior Officer / Post incharge	Date of Compliance	Remark
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-

Form No. R.P.F. /E-17 (Modified)

मध्य रेल
CENTRAL RAILWAY

रेलवे सुरक्षा बल
RAILWAY PROTECTION FORCE

चरित्र
CHARACTER

और
AND

सेवा का विवरण
SERVICE ROLL

नाम/Name _____

अहोदा/Rank_____पद-क्रम/Grade_____

पेटी/सीना नं./Belt/Chest No._____

_____

Form No. R.P.F. /E-17 (Modified)

सेवा विवरण
SERVICE PARTICULARS

1. पेटी/सीना नं._____ नाम _____
Belt/Chest No. Name

2. (i) पिता का नाम _____
Father's Name

(ii) ekrk dk uke----------

Mothers Name

3. राष्ट्रीयता _____जाति _____धर्म_____
Nationality Caste Religion

4. अधिवास_____
Domicile as established

5. क्या अनुसूचित जाति/जन जाति का सदस्य है ? यदि है, तो उसकी / जाति / जन जाति क्या है_____
Whether a member of the Scheduled Caste / Tribe. If so, state the name of the caste/tribe.

6. ईसवी सन के अनुसार जम्न–तिथि_____शब्दों में_____अंकों में _____
Date of birth by Christian Era In words In figures

7. (i) जन्म स्थान और जिला _____
Place of birth and district
8. (ii) Card/Passport No./PAN No. _____

9. कद और सीने का नाप
Height and chest Measurements

10. शरीर पर पहचान के निशान 1._____
Personal marks of identification 2._____

11. भरती की तारीख_____ भरती का स्थान_____
Date of enlistment Place of enlistment

आदेश पुस्तक की संख्या और तारीख _____
No. and date of the order book

भरती करनेवाले वरिष्ठ अधिकारी का नाम _____
Name of the Superior Officer who made the enlistment

12. नियुक्ति की तारीख_____ नियुक्ति के समय _____
Date of appointment Rank at the time of appointment

13. नियुक्ति के समय वेतन और पदक्रम_____
Pay and grade at the tie time of appointment

14. निवास स्थान का विवरण Particulars of Residence
)क(गांव_____
(a) Village
(ख) पुलिस थाना_____
(b) Police station
(ग(सबसे निकट का डाकघर_____
(c) Nearest Post Office
(घ (सबसे निकट का रेलवे स्टेशन_____
(d) Nearest Rly. Station
(ड) जिला और राज्य _____
(e) District and state
(p) fiu dksM _____
(f) Pin Code _____

15. शैक्षिक योग्यताएं / तकनीकी _____ _____
Educational qualifications / Technical

16. भरती होने से पहले पेशा _____
Occupation prior enlistment

17. वह तारीख जिस पर रे.सु.द .नियम 1959 से परिशिष्ट 'क' फार्म में सेवा करार दिया गया _____
Date on which the service agreement in the forms in Appendix 'A' of RPF Rules, 1959, has been executed

18. निर्वाह-निधि लेख में शामिल होने की तारीख _____
Date of joint the Provident fund Account

19. निर्वाह-निधि लेखा संख्या_____
Provident Fund Account Number

20. डाक्टरी परीक्षा तारीख_____की हुई श्रेणी_____
Medically examined on Class

21. बल के सदस्य के बायें हाथ (efgyk ds fy;s nkfgus gkFk) के उंगलियों के निशान _____

Left Hand (Right Hand for female staff) thumb and Finger impressions of the member of the Force:-

कनिष्ठा	अनामिका	मध्यमा	तर्जनी	अंगुष्ठा) अंगुठा(
Little Finger	Ring Finger	Middle Finger	Index Finger	Thumb

22. वारिस का नाम और संम्बंध _____

Heritor Name and Relations

पता_____

Address

23. दल के सदस्य के हस्ताक्षर और तारीख _____

Signature of the member of the force with Date

24. पुलिस चरित्र और पूर्ववृत के सत्यापन की तारीख _____

Character and antecedents verified by police on

25. सेवा सपाप्ति की तारीख और उसके काराण _____

Date of Termination and reasons for the same

26. वरिष्ठ अधिकारी के हस्ताक्षर और तारीख _____

Signature of Superior Officer with date

Okfj'B vf/kdkjh ds gLrk{kj ,ao rkjh[k eqgj lfgr

Signature of Superior officer with date & seal

Form No. R.P.F. /E-17 (Modified)

<u>योग्यताएं और प्रशिक्षण</u>

<u>QUALIFICATIONS AND TRAINING</u>

1. नोकरी शुरु करने पर शिक्षा सम्बन्धी और अन्य योग्यताएं, अर्थात -:
   Educational and other qualification on joining i.e.
   (क) साक्षर है या निरक्षर
   (a) Literate or illiterate_____
   (ख) शैक्षिक और / या तकनीकी उपलब्धियों का विवरण । प्रत्येक परीक्षा में पढे हुए विषयों और प्राप्त श्रेणी/डिवीजन का उल्लेख कीजिए
   (b) Particulars of academic and/or technical attainments. State the subject studied and Class/Division obtained at each examination.
   (ग) अन्य योग्यताएं
   (c) Other qualifications

क्रम सं. S. No.	परीक्षा या डिग्री Examination or Degree	श्रेणी / डिवीजन Class / Division	कौन-कौन से विषय लिये Subjects taken	उतीरण होने का वर्ष Year of passing	अन्तिम परीक्षा में कोई विशेष योग्यता प्राप्त की हो और योग्यता क्रम से कोई स्थान प्राप्त किया हो तो उनका विवरण Particulars of any distinction obtained and position in the order of merit in the Final examination
-1-	-2-	-3-	-4-	-5-	-6-

फार्म नं. रे.सु.ब./ई-17 (आशोधित)
Form No. R.P.F. /E-17 (Modified)

प्रशिक्षण
TRAINING

प्रशिक्षण का स्थान Place of Training	पाठ्यक्रम Course	कितने अंक मिले Marks obtained	योग्यता क्रम में स्थान Position in order of Merit	पाठ्यक्रम की अवधि Period of Course	विशेष कथन Remarks
-1-	-2-	-3-	-4-	-5-	-6-

PROMOTIONS, REVERSIONS, REDUCTIONS, CONFIRMATION AND INCREMENTS

Name of appointment & Scale of pay	Whether substantive or officiating and whether permanent or temporary	If officiating state the substantive appointment	Date of appointment	Substantive pay	Officiating pay if any	Other emoluments falling under pay	Date of increment substantive or officiating appointment	Place of appointment	Date of termination of appointment	Reason of termination, reduction, reversion etc. (Remarks to be entered in red ink)	Order No. date with signature of head of office	Remarks about verification of service	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-	-14-

1. For temporary service necessary certificate with reference to 2408 R. II should be given.
2. With holding of increments should be noted in red ink clearly showing the period whether it will affect future increments, whether it is to be substantive appointment or officiating appointment. Reduction should also be shown similarly.

Form No. R.P.F. /E-17 (Modified)

Result of medical examination (Periodical or otherwise)

Date of Examination	Examined by whom	Result

Form No. R.P.F. /E-17 (Modified)

TRANSFERS

From	To	No. and date of the Order Book	Signature of the Superior Officer ordering the transfer

Form No. R.P.F. /E-17 (Modified)

GENERAL CONDUCT AND WORK EACH YEAR

Form No. R.P.F. /E-17 (Modified)

PARTICULARS OF GOOD WORK AND REWARDS

Form No. R.P.F. /E-17 (Modified)

PARTICULARS OF MISCONDUCT AND PUNISHMENTS

Form No. R.P.F. /E-17 (Modified)

PETTY PUNISHMENT

E-18

INTER RAILWAY TRANSFER REGISTER

..... RAILWAY

..... Headquarters **..... Year**

Sl. No.	Name of the employee	Date of appointment	Category	Name of the Railway requested for transfer	Grounds of transfer	Date of request application	Date of relieving	Force Order	Remarks
-1-	**-2-**	**-3-**	**-4-**	**-5-**	**-6-**	**-7-**	**-8-**	**-9-**	**-10-**

E-19

SETTLEMENT REGISTER

SETTLEMENT PARTICULARS OF PAYMENT OF STAFF RETIRED ON SUPERANNUATION AND OTHER THAN NORMAL RETIREMENT (VOLUNTARY RETIRED, DISMISSED, MEDICALLY UNFITTED RESIGNED, DEATH ETC.)

..... RAILWAY

..... Zone / Division

Sr. NO.	Name S/Shri	Designation & Gr. Rs.	Department	Date of birth	Date of appointment in Railway Service	Date of demission from Railway Service	Reason	PF A/C No.	Settlement Case No.	Governed by SRPF/Pension	Rate of Pay (Rs.)	Last Month Pay paid amount & Date	Amount of PF paid & Date
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-	-14-

Amount of REIS/GIS paid & Date	Gratuity / DCRG amount paid & Date	Leave salary amount paid & Date	P.P.O. No. & Date	Amount of Pension passed & Date	Commutation of pension Amount paid & Date	Family pension & relief	PLB	Whether Occupying Rly. Qrt.	Amount withheld & paid on			Residential address of the employee	Remark
									Comml. debit	Store debit	Misc debit		
-15-	-16-	-17-	-18-	-19-	-20-	-21-	-22-	-22A-	-23-	-24-	-25-	-26-	-27-

E-20

COMPASSIONATE GROUND APPOINTMENT REGISTER

..... RAILWAY

..... Zone / Division

Sl. No.	Name of the employee	Date of demission	Reasons for demission	Name of the nominee & relationship	Date of receipt of application	Date of receipt of WI's Report	Date of screening	Date of appointment	Details of offer of appointment	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-

E-21

RAIL SURAKSHA KALYAN NIDHI (RSKN) REGISTER

Exgratia

Sl. No.	Name & Designation of employee	Date of appointment	Date of demission	Reasons for demission	No. of years of service	Amount sanctioned and date	Date of receipt of amount by party	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-

Lumpsum Grant

Sl. No.	Name & Designation of employee	Reason for grant	Date of demission	Amount sanctioned and date	Date of the amount received by the party	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-

Merit Scholarship

Sl. No.	Name & Designation of employee	Ward Name	Class	Fresh / Renewal	Amount sanctioned and Date	Date of amount received by the party	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-

Vipathi Sahayata Kosh

Sl. No.	Name & Designation of employee	Reason	Amount sanctioned and Date	Details of the payment	Date of receipt of amount by party	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-

E-22

POSTS REDEPLOYMENT REGISTER

..... RAILWAY ..... Zone / Division

Sl. No.	Rank	Force Memorandum No.	From (Unit / Division)	To (Unit / Division	Has finance concurrence obtained or not	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-

E-23

DEPUTATION REGISTER

..... RAILWAY

Sl. No.	Name of the employee	Designation & Station	Place of deputation (organization)	Period of deputation	F.O. No. & Date	Date of relief	Date of completion of tenure	Extension granted, if so, details	Repatriated on	F.O. No. & Date	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-

E-24

TRAINING REGISTER

..... RAILWAY ..... Division / Post

Sl. No.	Name & Designation of the employee	Name of the training course attended	Name of the instutiton	Period of training		Remarks
				From	To	
-1-	-2-	-3-	-4-	-5-	-6-	-7-

E-25

RIGHT TO INFORMATION ACT CASES REGISTER

..... RAILWAY

Sl. No.	Date of receipt	Received from	Initial application / First appeal	Name of the applicant	IPO/DD Details	Subject	Disposal details	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-

Form RPF/G-1

SANCTIONED STRENGTH/PRESENT STRENGTH /VACANCY POSITION

Post/ Division/ HQrs.	Strength	IPF	SI	ASI	HC	CT	Driver	Ancillary	**Total**
	Sanctioned								
	Actual								
	Vacancy								
	TOTAL								

Form RPF/G-2

..... RAILWAY

RAILWAY PROTECTION FORCE

DAILY DIARY (ROZNAMCHA)

Division_____ Line/Post/OP_____

Date & TIME	Entry No	Abstracts	Details of Report	Signature
-1-	-2-	-3-	-4-	-5-

Form RPF /G-4

RAILWAY

RAILWAY PROTECTION FORCE

CONFIDENTIAL REGISTER

a) Appreciate of Railway station requiring special attention
b) Black spot and other vulnerable points requiring attention
c) Fair requiring RPF arrangements with brief appreciation of Problem involved.
d) Gangs of Railway Criminals including passenger crime offenders and their activities.
e) Receivers of stolen property
f) Harbourers of Railway Criminals
g) Objectionable activities of Subordinate.

'Note : - Other items local of importance may be included by officers.

Form RPF/G-6

INSPECTION REGISTER

INDEX

Sr. No.	Date of Inspection	Designation	Name of Inspecting Officer	Signature	Remark
-1-	-2-	-3-	-4-	-5-	-6-

………… RAILWAY **Form RPF/G-7**

RAILWAY PROTECTION FORCE
DEFAULTER REGISTER

Division_____ Office/Post _____

Sr. No	Name of the employee	UIN	Brief details of default	Date of submission of report	Date and Action initiated / taken	Date and details of punishment imposed	Date and details of punishment effected	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-

FORM RPF/G-8

QUARTERS IN OCCUPATION OF RPF STAFF
QUARTER NO. ……

Sr. No.	Name of Employee	Desig/Stn.	P. F. No.	Pool	Date of Allotment	Date of Occupation	Date of Vacation	Date of Cancelation	Reason of vacating	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-

Form RPF/G-9

_____RAILWAY

रेल्वे सुरक्षा बल / RAILWAY PROTECTION FORCE

INSPECTORS WEEKLY DIARY

Division: _____ Office : _____

Name of inspector: - Post/Unit: _____

Diary week/month ending _____ to _____

Date	Details of work done	Remarks and address by ASC
-1-	-2-	-3-

Form RPF/G-10

VISITOR REGISTER FOR STORE AND WORKSHOPS

Date	Arrival ime	Name	With whom ou want to eet	Reason	Mobile o.	Out me	Signature
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-

Form RPF/G-11

GRIEVANCES REGISTER

SNo	Date	Name of the Employee	Nature of the grievances	Action Taken	Date of redressal	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-

RPF/G - 12
OFFICER'S NIGHT CHECK REGISTER

SNo	Date & Time	Name and Rank of the Officer	Details of the Check	Signature	Remarks
-1-	-2-	-3-	-4-	-5-	-6-

RPF/G-13
MODERN GADGETS AVAILABILITY/MAINTENANCE REGISTER
(Every Gadget to be checked at regular intervals duly entering the details in this register)

Sl. No.	Description of the gadget	Total availability			Period of non working	Action Taken	Remarks
		Working	Not working	Total			
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-

G-14
PERSONAL PERFORMANCE OF SUBORDINATE OFFICERS
(For each SO one page per year to be allotted and to be filled weekly basis)
Name of the SO:_____
Post/Division:_____

Week/ Month/ Year	No. of night checks conducted	No. of defaults reported	No. of commercial inquiries made	No. of Roll call/RR Calls attended	No. of Counter checks conducted	No. of weekly parades attended	No. of RP(UP) Act cases registered/ enquired	No. of Railway Act Cases registered/enquired	No. of TOPB cases detected	Other notable performance/Goodwork
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-

RPF/G-15
CRITICAL INCIDENTS RECORD
(See Rule 106)

(For each Staff one page per year to be allotted and to be filled monthly & quarterly basis)

Name of the Staff:_____
Post/Division:_____

Month/ Quarter	Good Work done	Bad Work done	Name & Rank of Assessing Officer/ Incharge	Signature of Incharge with Date	Signature of the Staff
-1-	-2-	-3-	-4-	-5-	-6-

RPF/G-16

POST (POST INFORMATION RECORD)

(For each item some folios is to be allotted basing on the requirement duly making an index. The information to be filled by Incharges as per the changes and it shall be handed over to the next incumbent so that he will have quick idea of the working at that post)

I. Jurisdiction
   i) From Kms to Kms
   ii) Stations with Kilometre Nos and topography and activity.
   iii) Sidings with locations and activity i.e. loading/unloading material description and nature of problems arise
   iv) Police jurisdiction with phone numbers and designation of SHO.
   v) GRP jurisdiction including organogram
   vi) Excise officials jurisdiction
   vii) Forest officials jurisdiction
   viii) Railway supervisors jurisdiction (branch wise)
   ix) Nearest Hospitals
   x) Nearest Fire Brigade locations
   xi) Details of LC gates with KM Nos.
II. Major Commercial activities/problems in jurisdiction
III. Major Tourist Centres which attract many passengers
IV. Any other point of importance as per Incharge

RPF/G-17

REGISTER FOR DETAILS OF STAFF INVOLVED IN CRIMINAL CASES

Sl. No.	Name, Designation & Place of posting of the staff	UIN	Date of registration of the case	Details of the case	Action taken by the department	Disposal of the case whether acquitted or convicted	Remarks
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-

ANNEXURE-B

"MONTHLY DIARY PROFORMA"

MONTHLY DIARY PART-I

Monthly diary of _____ (Name) _____ (Designation) for the month ending _____

Date & Day	Details of work done

Signature of the Officer

Comments of the supervisory Officer

ANNEXURE-C

SUMMARY OF MONTHLY PERFORMANCE

The performance details may be furnished by 5th of Every month.

Sl. No.	Schedule	Nos.	Date	Time		Time spent	Place / Train No.	Remarks
				From	To			
1	Detailed inspection (All posts / OP once a year)							
2	Casual Inspection (All Posts once in 03 months)							
3	Inspection / Visit of Dog Kennel (once in 03 months)							
4	Night Inspection & Surprise checks (HQrs. Weekly once) (Out of HQrs. Monthly twice)							
5	Coordination Meetings with police							
6	Barrack inspection (monthly once) (HQrs. Weekly once) (Out of HQrs. Monthly twice)							
7	Checking of train escorting staff (Monthly once)							
8	Inspection of Establishment Cell / Crime Cell.							
9	Suraksha Sammelan (Monthly once)							
10	Defaulters dealt							
11	Personal visits to RPSF detachment if available in the division.							

No. of day / night online :

_____

No. of days on leave :

_____

Disposal of D&AR cases. :

_____

Modernization measures initiated :

_____

Signature of the Officer

CHAPTER – XVII :- LEAVE AND REST IN RPF

1. QUANTUM OF LEAVE :

Superior officers and enrolled members of the Force shall be governed by the leave rules applicable to railway servants of corresponding rank. Those who are on deputation to the Force shall be governed by the leave rules applicable to them as if they were not on deputation to the Force or by the terms of their appointment.

2. GENERAL CONDITION GOVERNING GRANT OF LEAVE :

i) The powers of superior officers and subordinate officers of the Force in respect of grant of leave shall be as specified below :

a) All superior officers are empowered to sanction all kind of leave to all ranks of the enrolled member of the Force working under them.

b) An Inspector may sanction full casual leave to the enrolled members of the Force working under his command.

ii) Leave of every description may be sanctioned, refused or revoked subject to exigencies of public service.

iii) No member of the Force shall leave his station even on holidays without the specific permission of authority empowered to grant him casual leave.

iv) A member of the Force before proceeding on leave shall record his leave address in office at which orders of recall or other communication will reach him with certainty.

v) Leave certificate:

A leave certificate in the prescribed form shall be issued to every enrolled member of the Force proceeding on leave, other than casual leave and such certificate shall be presented by the member personally on his rejoining from leave to the officer-in-charge of the place at which he rejoins, who shall endorse on the certificate the hour and date of rejoining and forward the same to the office where his leave account is maintained.

vi) Recall from leave:

The members of the Force on leave may be, -

a) recalled at any time by the authority empowered to sanction their leave;
b) directed to report for duty either at their headquarters or to proceed direct to the place at which their services are required:

Provided that on being recalled, the members of the Force shall be entitled to duty passes and travelling allowance as on tour by the shortest route.

vii) Return to duty from leave :

No member of the Force who has been granted leave on medical certificate can resume duty without first producing medical certificate of fitness. The authority competent to sanction leave may require a similar certificate in the case of any member of the Force who has been granted leave for reasons of his health even though such leave was not actually granted on medical grounds.

3. If a member of the Force under order of transfer applies for leave, it shall not be granted to him without prior permission of the transferring authority. However, where a transferred member is hospitalized as an indoor patient or in such other serious cases, he may be allowed leave under intimation to the transferring authority

4. RESTRICTION ON GRANT OF LEAVE :

i) Whenever mobilization of the Force under rule 241 of RPF Rules 1987 is likely or is in force or a member of the Force is detailed or is likely to be detailed for training of any type, leave of any kind including casual leave shall not ordinarily be sanctioned except on emergent and compassionate grounds by an officer not below the rank of the Divisional Security Commissioner.

ii) Leave shall not be granted to a member of the Force whose conduct is under inquiry except when it is required for hospitalization purposes or in extreme emergent cases.

5. LEAVE FOR MEMBER OF THE FORCE UNDER SUSPENSION:

In terms of Rule 143.1 of RPF Rules 1987, every member of the Force during the period of his suspension stays at his headquarters or at such place which may be specified the disciplinary authority. For special reason such members be granted permission to leave the station for a specified period.

Period of out of station permissions granted to a member on revocation of such suspension shall be regularized as kind of leave due in case the period of suspension is treated as period spent on duty.

6. SANCTION OF LEAVE TO MEMBER OF THE FORCE FACING DEPARTMENTAL ENQUIRY :

Where it is proposed to hold an inquiry against an enrolled member of the Force under RPF Rules 1987, the disciplinary authority may order that the enrolled member shall not be given leave without its written permission till

the conclusion of the disciplinary proceedings.

7. MONETARY COMPENSATION IN LIEU OF ATTENDANCE ON NATIONAL HOLIDAYS :

I. Enrolled members of the Railway Protection Force working round the clock and entitled to Public Holidays are eligible for monetary compensation for working on National Holidays.

II. Enrolled members of the RPF/RPSF who are called to attend to duty on closed days are eligible to monetary compensation for a total of not exceeding 30 days in a calendar year inclusive of the three National Holidays.

III. Enrolled members of the RPF/RPSF who are booked to attend to duty on holidays inclusive of National holidays, weekly rest days whether falling on Sunday or any other day are eligible for cash compensation in lieu of attendance on these days subject to the following conditions. Cash compensation would be admissible: -

a) Only if it is not possible to give them compensatory off for working on a closed day;

b) Only to the extent of the number of days the personnel actually worked on closed days; and

c) For a total of not exceeding 30 days in a calendar year.

8. CASH COMPENSATION FOR HOLIDAYS/CLOSED DAYS:

a) In the exigencies of public service, RPF/RPSF personnel are required to perform duty even on gazetted holidays/closed days /restricted holidays/National Holidays/weekly rest days/other holidays. Every effort should be made to grant compensatory holidays/rest in lieu of the holiday/rest foregone by the staff during the same week or within the next 30 days. It is only in emergent situation that weekly rest or compensatory rest/holiday for working on rest days or on gazetted holidays should be denied and the reason therefore should be recorded by Company Commanders/Officer-in-charge of the post. The permission to staff for leaving station on rest days should invariably be granted, if asked for. The Sr. Divisional Security Commissioner/Assistant Security Commissioner will personally ensure this and issue suitable instructions to the Company commanders/Post In-charge.

b) The cash compensation is payable for each day the personnel actually work on holidays for which it is not possible to grant compensatory off as per sub-rule (a) above.
NOTE : The total amount of cash compensation in Calendar year will not exceed one month's salary comprising basic pay, special pay (if any) and dearness allowance.

c) RPF/RPSF personnel will not be entitled to National Holiday Allowance in addition, for performing duty on a National Holiday.

d) The term 'Holiday' includes all the 16 public/gazetted holidays/Restricted holidays, weekly rest days (whether Sunday and any other day) , 2nd Saturdays and 9 National Holidays for the purpose of Cash Compensation in lieu of attendance on these holidays.

-: o0o :-

CHAPTER –XVIII :- WELFARE MEASURES, RSKN & DBMS

1. The Central Government or the Director General may, looking to the onerous and arduous nature of duties of the members of the Force, create any special fund or launch any special welfare measure or insurance scheme or any other scheme or a co-operative society and provide for funding of such measures on a continuing basis or on any other basis which may include.

i) providing for adequate living accommodation for the personnel and their families;

ii) provision of recreational facilities in the shape of indoor and out-door games and equipping recreation rooms with radio and television;

iii) provision of libraries both static and mobile;

iv) provision of canteens and departmentally run grocery and allied stores;

v) providing spare time employment for the members of the families to augment incomes;

vi) financial assistance to the families and dependents and to those who are disabled due to the rigorous of service;

vii) rehabilitation of those who retire or are medically invalidated for active service;

viii) provision of vocational training for the handicapped;

ix) provision of schools with or without boarding facilities;

x) sponsoring and running of correspondence course for the personnel both in academic and technical fields,

xi) arranging subsidized technical and vocational training for the wards of the personnel and providing employment opportunities for them;

xii) encouraging group insurance and savings schemes;

xiii) establishment of family welfare centers, crèches and maternity centers;

xiv) establishment of hospitals and dispensaries; and

xv) to alleviate distress arising from terminal and prolonged illness like tuberculosis, paralysis, cancer, etc.

3. Whenever such a scheme is launched or a special fund is constituted for the purposes of any of the measures specified above it shall be lawful for any member of the Force to participate in planning of such welfare measures, suggesting fresh schemes to meet their needs, make contributions or collect subscriptions from the beneficiaries for the purpose and to manage, operate and to administer such a scheme or a fund.

Provided that for ensuring adequate utilization of any such fund for genuine welfare needs, its management shall be vested in a committee primarily comprising of beneficiaries :

Provided further that adequate arrangements shall be made for regular audit of the fund by a committee comprising of members from different ranks of the Force.

4. CO-OPERATIVE HOUSING SOCIETY:

4.1 It shall be lawful for the members of the Force to set-up co-operative housing societies in any area or district and to secure financial assistance from public financial institutions.

4.2 The Central Government or the Director General may provide the services of expert personnel to such societies to meet their objectives.

5. WELFARE POLICY AND PROGRAMMES FOR RPF PERSONNEL:

5.1 PROMPT SETTLEMENT OF BENEFITS:

The PCSC (in cases of death while in service) should personally monitor payments/settlement of dues from the Railway and RSKN as indicated below:

a) From the Railways:

- Provident Fund
- Leave Encashment
- Death-cum-Retirement Gratuity
- Group Insurance Scheme
- Family pension
- Extra-ordinary pension (in deserving cases)
- Ex-gratia in case of death attributable to duty.

b) From the RSKN:

- Funeral Expenses.
- Lump-sum Grant
- Ex-gratia

i) It shall be the responsibility of the DSCs concerned to process these cases on day-to-day basis and get them settled within a month of the death of the concerned RPF personnel.

ii) The DSCs should also take similar action for settlement of dues in respect of retired personnel.

iii) Proposals for compassionate appointments should also be taken up in qualifying cases within a month in each case.

5.2 WELFARE ACTIVITIES:

For standardizing the welfare activities, the following guidelines are laid;

i) There are a large number of places where residential houses have been allotted to RPF/RPSF personnel in a group. Wherever we have more than 20- 25 families staying at one place, there will be scope for starting welfare activities by setting up of a Welfare Centre.

ii) Before any activity is started, PCSC/DSC should survey the requirement of the residents, take local conditions into Consideration and then decide the kind of welfare activities suitable for that welfare centre.

iii) Grants will be available from the RSKN for initial setting up of the welfare centre.

iv) A dedicated and willing officer should be made in charge of the welfare centre.

v) A group of 4-5 ladies who are willing to play a leading role in this sphere should be entrusted with the task of running the welfare centre.

vi) Services of professionals could be hired initially to train the trainers for various activities being undertaken by the welfare centre.

vii) Some of the suggested welfare activities could be setting up of vocation training centers in Typing, Computer, Tailoring, Food Preservation etc.

6. RAIL SURAKSHAK KALYAN NIDHI:

6.1 A society by the name of RAIL SURAKSHAK KALYAN NIDHI (RSKN) with his Head Quarters at Rail Bhavan, New Delhi-110001 has been set up with an objective to:-

(1) To help, aid and assist the member of the Railway Protection Force / Railway Protection Special Force personnel and their nominee (s) / families in difficulties and particularly to provide financial assistance to them in any or more of the following circumstances (as the case may be), keeping in view the death-cum-retirement benefits received by him/her from the Railway:

i) if a member of the Force dies in an encounter with anti-social elements;

ii) if a member of the Force dies otherwise on duty;

iii) if a member of the Force is rendered invalid by maiming or any other kind of disablement in the course of duty;

iv) in case of those retiring from the 6th year after the start of the Nidhi and onwards and in need of such assistance;

v) in case of natural death in harness;

vi) in case of death of any member of the Force, for arranging cremation etc.

vii) any other similar special or unforeseen circumstances, considered essential in the interests of the members of the Force, their nominees and families.

6.2 Grant of scholarship to outstanding and deserving children of the member of the Force for pursuing higher education and specially in technical and professional subjects like medical, engineering, accountancy etc. if he/she is not getting any such scholarship from any other Railway Source;

6.3 Subject to availability of funds to aid, assist the establishment and maintenance and running of schools, Training Centers and of Welfare Centers in each Division and RPF post.

6.4 Any other concession or amenity or benefit, to be determined by the Executive Committee from time to time depending on the availability of funds, may be granted to a member of his/her family; and

6.5 take such other measures as may be necessary from time to time to alleviate distress among the members of the Force and to promote their welfare.

6.6 To do all other lawful acts and things incidental to or in furtherance of the obtainment of any or all of the above objects.

6.7 All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment) Act, 1957 as extended to the Union Territory of Delhi will apply to the Samiti*.

6.8 The income and property of the Samiti*, however derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association.

* The term 'Samiti' in this context refers to Rail Surakshak Kalyan Nidhi.

7. RULES AND REGULATIONS OF RAIL SURAKSHAK KALYAN NIDHI:

7.1 TITLE : The Rules shall be called the Rules of 'RAIL SURAKSHAK KALYAN NIDHI".

7.2 DEFINITIONS: In these Rules, unless there is anything repugnant in the subject or context:

a) 'The Nidhi': means 'Rail Surakshak Kalyan Nidhi'.
b) 'Governing Body' means the Governing Body of the Nidhi.
c) 'Chairman' means the Chairman of the Governing Body of the Nidhi.
d) 'Secretary' means the Secretary of the Governing Body of the Nidhi.
e) 'Treasurer' means the Treasurer of the Nidhi.
f) 'Members' means member as admitted as such under the rules of the Nidhi.

7.3 MEMBERSHIP & SUBSCRIPTION :

(i) Admission fee	Ancillary to ASI	Rs. 1250/-
	SI to IPF	Rs. 2500/-
	ASC & Above	Rs. 3750/-
	DIG, IG, ADG and DG	
(ii)Annual Subscription		
To be deducted in two installments in the month of January & July each year.	Ancillary to ASI	Rs. 1000/-
	SI to IPF	Rs. 1500/-
	ASC/SC/Sr. SC	Rs. 2,500/-
	DIG to DG	Rs. 3000/-

Note: As per continued practice, membership of RSKN is compulsory for all serving RPF/RPSF personnel.

8. CONSTITUTION OF THE GOVERNING BODY AND OFFICE BEARERS:

The Nidhi shall be administered by the Governing Body whose member shall not be **less than 15 and not more than 30* (as at present)**. The Officer Bearers of the Samiti@ shall consist of (1) Chairman, (2) Secretary, (3) Treasurer. The Director General Railway Protection Force shall be the ex-officio Chairman of the Nidhi. **The Dy. Inspector General/MAC** / Railway Protection Force shall be the ex-officio Secretary. The Inspector General **/ P&TS** will be the ex-officio Treasurer of the Nidhi.

The composition of the Governing Body should be such as to include representatives from all Railways and all ranks in it. Each Railway should have at least one representative on the Governing Body at any time.

In the event of any casual vacancy in the Governing Body occurring due to transfer, death, retirement or ceasing to be a member of the Railway Protection Force under any other circumstances or due to any other reason the Chairman will, in consultation with the Principal Chief Security Commissioner of the Railway to which the member belonged fill the resultant vacancy.

After every two years a new governing body will be nominated by the Director

General of Railway Protection Force in consultation with all Principal Chief Security Commissioner**.

@ Samiti refers to Rail Surakshak Kalyan Nidhi.

It is up the PCSC concerned to incorporate members of the Force in different rank in the managing committee of RSKN at the Zonal level. However, as regards coopting representatives of RPF Association in the RSKN Committee, clarification issued vide Board's letter No.2010/Sec(Spl)6/1 dated 03.04.2019 will prevail.

9. THE MEETING OF THE GOVERNING BODY:

i) The Secretary shall call meeting of the Governing Body with the prior written approval of the Chairman as and when required except that one meeting of the Governing Body will be called once every year*.

* Point No. 16 Governing Body Meeting of Rail Surakshak Kalyan Nidhi.

ii) Every notice calling a meeting of the Governing Body shall set the date, time and place at which such meeting shall be held and shall contain a summary of the business to be transacted there at. The notice shall be served upon every member of the committee not less than 2 clear days before the date appointed for the meeting. All questions at the meeting of the Governing Body will be decided by majority votes each member having one vote. However, if a matter could not be decided unanimously and in the case of a tie, the person presiding shall exercise a second casting vote. Any business, which it may be necessary for the governing body to perform, may be carried out by circulation among the members of the Governing Body and approval of the members obtained which shall be as effective and binding as if such resolutions had been passed at a meeting of the Committee, provided that at least the number of members constituting the quorum record their view on the resolution. The Chairman may in the absence out of the country or out of station for long period nominate any of the members of the Governing Body to perform the functions of the Chairman in his absence.

iii) One fourth of the membership of the Governing Body shall constitute the quorum.

iv) The chairman of the Governing Body may invite any superior Officer or Member of the force or the person (s) concerned with the management and supervision of the Fund of the Nidhi to participate in any meeting of the Governing Body.

v) If a member is unable to attend any meeting of the Governing Body, the Chairman, may, on request, permit any other person to represent the member at the meeting.

10. POWERS, FUNCTIONS AND DUTIES OF THE GOVERNING BODY, THE CHAIRMAN, SECRETARY AND THE TREASURER:

The Governing Body shall be the supreme agency with power to take all measures necessary for the attainment of the objectives specified

in the memorandum of Association, except where the approval of the Railway Board or Government is required in a particular case.

The Governing Body shall have the following specific powers, duties and functions:

i) to take all steps necessary to ensure legitimate benefits to the members, their nominees and families as per objects of the Nidhi.

ii) The Governing Body shall be competent to take all decisions regarding the benefits and rights to be granted from the Nidhi and the management of the funds of the Nidhi. Decision of the Governing Body shall be final and binding on the members and it shall not be challenged in any court of law. However, such decisions are subject to review by the Governing Body on a representation by the aggrieved beneficiary or suo-moto.

iii) To decide principles in regard to the benefits and reliefs to be granted from the Nidhi which shall be approved in a meeting of the Governing Body in which a minimum of 10 members of the Governing Body shall be present. When any claim has been approved by such a meeting of the Governing Body, its implementation shall be the responsibility of the Chairman and the Secretary.

iv) To collect, invest and realize interest, dividends etc. out of the funds of the Nidhi as prudently as possible in the best interest of the Nidhi.

v) To acquire, by gift, purchase, lease or otherwise and to sell or otherwise dispose of any building properties, moveable or immoveable.

vi) To build, construct, maintain, pull down, alter, extend, improve and repair any house building structures and properties of the Nidhi.

vii) To look after, manage and supervise the management of the institution and properties of the Nidhi and to incur expenditure of money required for the furtherance of the objects of the Nidhi.

viii) To pay all rents, loan, taxes, salaries and to appoint, remove, punish and reappoint employees, agents or servants for carrying out the objects of the Nidhi.

ix) To invite and accept grants, subsidies, donations, subscriptions, gifts, and loans with or without any condition.

x) To negotiate and enter into any contract on behalf of the Nidhi and to vary and rescind such contracts.

xi) To appoint any committee or special committees with such powers and it may be deemed for certain well defined objectives.

xii) To frame, amend, or repeal any rules and regulations for furtherance of its object, and in particular to provide for the following matters:

   a. the preparation and submission of the budget estimates and the sanction of its expenditure.
   b. the maintenance of accounts.
   c. the making of investments and their sale or alterations.
   d. conduct of the business of sub-committees, panels or advisory Boards that may be constituted from time to time.
   e. The procedure for appointment of officers and staff of the Nidhi and the selection of personnel thereof.

11. The Governing Body may delegate to the Chairman or the Secretary such of the powers as may be considered necessary.

12. Subject to these rules and regulations of the Nidhi and directions if any issued by the Governing Body, the Chairman as he principal Executive officer of the

Nidhi shall be responsible for the proper administration of the affairs of the Nidhi under the directions and guidance of the Governing Body. He shall prescribe the duties of all the officers and staff of the Nidhi and exercise such supervision and control as may be necessary.

13. The Secretary shall maintain a record of the minutes of the meeting of the Governing Body and shall perform such other duties as may be required or that can be entrusted to him from time to time by the Governing Body or the Chairman of the Nidhi.

14. The Treasurer shall look after the maintenance of accounts and investments of funds of the Nidhi, Funds of the Nidhi, Accounts and Audit.

The funds of the Nidhi shall consist of the following:

i) grants and advances made by or through the Government;
ii) income from endowment of funds by Government;
iii) donations and contributions from other sources;
iv) fees and other charges paid for the services of the Nidhi and
v) other income and receipts of the Nidhi.

15. The Nidhi shall have the power to enter into arrangements with the Central and state Governments and other public or private organizations or individuals for securing and accepting endowments, grants-in-aid, donations or gifts, instituted on mutually agreed terms and conditions, provided that the conditions of such grants-in-aid, donations or gifts shall not be inconsistent or in conflict with the nature and objects of the Nidhi.

16. The bankers of the Nidhi shall be any nationalized bank. If it becomes necessary to open a bank account at a place outside India, such account shall be opened with a bank specifically approved for the purpose by the Chairman of the Nidhi.

17. All funds received shall be paid into the Nidhi account in the bank. All payments from the Nidhi shall be made by cheque ***/ RTGS / NEFT.*** The signatories shall be any two officers out of the three namely Chairman, Secretary, and Treasure of the Nidhi. This restriction is not applicable to cheques issued by Principal Chief Security Commissioner and Inspector General/RPSF for sanctioning immediate relief for funeral expenses.

18. Provided that when it becomes necessary to open a bank account at a place other than the headquarters of the Authority for meeting the expenditure on any specific programme, project or assignment the chairman may authorize any person to sign and countersign cheques ***or transfer of fund through NEFT / RTGS*** for withdrawal of funds at such other places.

19. The Nidhi shall maintain proper accounts, including the balance sheet, in such form as may be prescribed.

The accounts of the Nidhi shall be audited annually by a firm of Chartered

Accountants appointed for the purpose by the Governing Body and any expenditure incurred in connection with the audit of accounts of the Nidhi will be payable by the Nidhi. The Auditors shall have the right to demand production of books, accounts, vouchers and other documents and papers and to inspect the office of the Nidhi.

An annual report of the proceedings of the Nidhi covering all work undertaken during a year, shall be prepared and submitted to the Governing Body within six months of the end of the year.

NOTE:

A) Scale and amount of relief and assistance which may be granted from the Nidhi shall be determined by the Governing Body from time to time, and shall be dependent inter-alia upon the prevailing rate of interest on its investments and the initial capital corpus of the Nidhi.

B) The net collections received so far will form initial capital corpus of the Nidhi. Future entry fee (as per Para 9 (i) of the Directive 46 (Revised) dated 10.04.2019) will also be added to the capital Corpus of the Nidhi. The capital corpus of the Nidhi shall always be kept intact and only the income there from and the monthly contribution as well as any other income grant etc. will be utilized for the purposes stated in the objects clauses of the Nidhi.

C) Whereas benefits accruing after death will come into effect immediately after the institution of the Nidhi, other benefits shall start accruing after 1 year of the setting up of the Nidhi.

D) In the event of the nominee or nominees, being different from the members of his / her family, as defined in this rule, the Chairman of the Governing Body shall have discretion to grant such relief inclusive of the quantum as may be considered by him proper and necessary in the facts and circumstances of each case. If the Chairman of the Governing body Considers it necessary in such cases, he may also apportion part or parts of relief to the members of the family of the deceased.

E) The decision of the Chairman of the Governing Body in respect of the above matters shall be final and not questioned in any court of law.

F) Any application in regard to (2) and (3) and (4) will avoided when similar benefits have been obtained under the Staff Benefit Fund or any other scheme of the Railways.

G) For the purpose of relief, "Family" shall include the following relatives of a member of the Nidhi.
   i) Wife, in the case of a male member;
   ii) Husband in the case of a female member;
   iii) Sons including steps-sons;
   iv) Brothers below the age of 21 years and unmarried or widowed sisters;
   v) Unmarried and widowed daughters, including step-daughters;
   vi) Dependent parents.

20. Alteration or Extension of the purpose of Authority and Alteration of

the Rules :

Subject to the approval of the Central Government previously obtained, the Governing Body of the Nidhi may alter or extend the purposes for which it is established in accordance with the provisions of the societies Registration Act.

All the provisions of the Societies registration Act, 1860 as amended from time to time, as applicable to the Union Territory of Delhi, shall apply to the Authority.

21. ASSISTANCE UNDER RSKN:

21.1 DEATH:

A.	Death while in service	Lump sum grant of rupees one lakh and fifty thousand only (Rs.1.5 lakhs only)
B.	Death in course of duty attributable to duty	Death in acts of Valor in course of duty as decided by Nidhi HQrs. Lump-sum grant of rupees fifteen lakhs only (Rs. 15 lakhs only) (Any voluntary contribution of one day salary in favour of widow/ward of Martyr to be credited in RSKN Nidhi HQrs account.)

21.2 INVALIDATION BY MAIMING OR ANY OTHER KIND OF DISABLEMENT IN THE COURSE OF DUTY:

Rupees one lakh only (Rs.1 Lakh only).

21.3 DISABLEMENT FOR CAUSES OTHER THAN DUTY:

Rupees fifty thousand only (Rs.50,000/- only)

21.4 DE CATEGORIZATION DUE TO PERIODICAL MEDICAL EXAMINATION:

No benefit shall be given normally. However, when a member is declared completely unfit for all categories, a lump sum amount of Rupees fifty thousand only (Rs.50,000/-only) may be given to staff.

21.5 FUNERAL EXPENSES :

Rupees twenty thousand only (Rs.20,000/-only) in each case of death.

21.6 VIPATTI SAHAYATA KOSH (VSK):

Zonal Railway Managing Committee	Up to rupees one lakh only (upto Rs.1,00,000/- only) for treatment of family members of RPF personnel. Upto 2,00,000/- only for the RPF personnel for his/her self treatment.
Managing Committee at Nidhi HQ	Up to rupees two lakh only (upto Rs.2,00,000/- only) for treatment of family members of RPF personnel.

	Up to rupees four lakh only (upto Rs. 4,00,000/- only) for the RPF personnel for his/her self treatment.

1. Total upto Rs.2,00,000/- only in each case for treatment of family members of RPF personnel; and
2. Total upto Rs.4,00,000/- for RPF personnel for his/her self treatment.

- The purpose of grant of assistance under Vipatti Sahayata Kosh is to alleviate distress among Force personnel/ their family members due to serious illness, terminal decease, hospitalization, etc.

- Applications under Vipatti Sahayata Kosh may be decided on case to case basis as per extant guidelines issued from time to time. However, final decision for sanction of financial assistance under Vipatti Sahayata Kosh shall rest with Managing Committee.
- All applications for grant of assistance under Vipatti Sahayata Kosh shall be initially considered by Managing Committee at zonal level/RPSF. Only when Managing Committee at zonal level/RPSF has exhausted the zonal limit of Rs. 1,00,000/- for treatment of his/her dependent and Rs.2,00,000/- for his/her self treatment, and in case it is of the opinion that staff needs financial assistance beyond zonal limit of rupees one lakh/two lakhs, such cases may be forwarded by Managing Committee of the zone to Nidhi HQ for consideration of additional financial benefits under Vipatti Sahayata Kosh.
- Indicative list of diseases is enclosed as **Annexure 'A'**.

21.7 EX-GRATIA :

Ex-gratia	**Length of service**	**Amount**
On retirement, death or dismissal/removal resignation/medical de-categorisation from service	Below five years of service (only in case of death)	Rs. 2,000/-
	5 to 10 years of service	Rs. 5,000/-
	10 to 20 years of Service	Rs. 10,000/-
	20 to 30 years of service	Rs. 15,000/-
	Above 30 years of service	Rs. 20,000/-

- Ex-gratia amount will not be admissible in cases where lump-sum grant has been given to next of kin of staff who has died while in service.

22. EDUCATIONAL ASSISTANCE:

Educational Assistance: Merit scholarship shall be available to 1500 meritorious wards of the Members. PCSCs may draw a list of the meritorious wards and grant the scholarship to the number of scholarships allotted to them. Minimum eligibility marks for consideration of scholarship shall be 60%.

22.1 Amount of scholarship, duration, zone-wise allotment and ratio of scholarship:

CLASS	**AMOUNT OF SCHOLARSHIP**
For 10+2 studies (**for 11th / 12th**)	Rs. 5,000/- per annum (for 2 years)
For polytechnic courses	Rs. 6,500/- per student per annum

For 12 plus studies	Rs. 7,500/- per annum (as per duration of course)
For Post Graduation	Rs. 10,000/- per annum

23.2 Merit Scholarship scheme shall also be available to such wards who are undergoing Medical and Technical courses as per duration of these courses i.e. 5 years for medical courses and 4 years for technical courses.

23.3 The zone wise distribution of the 1500 scholarships is enclosed as '**Annexure B**'.

23.4 The applications of merit scholarship that could not be considered at the zonal level may be forwarded to Railway Board by 15th September in MS Excel in the Format mentioned against each below :-

For Scholarship during 10+2 & Polytechnic : 'Annexure-C'
For Scholarship during 12 Plus & Post Graduate : 'Annexure-D'

23.4 **Ratio of scholarships:** Ratio of scholarship in between 10+2/Polytechnic and 12th plus / Post Graduation shall be in the ratio of 70:30 as under:

- Number of scholarship for 10+2/Polytechnic (for 11th / 12th): – 1050 scholarships
- Number of scholarship for Bachelor / Post Graduation – 450 scholarships

23.5 Merit scholarship shall be admissible to only two wards of RPF/RPSF personnel.

24. EDUCATIONAL ASSISTANCE TO HANDICAPPED WARDS:

Monthly educational assistance of Rs. 1000/- p.m. to the handicapped wards for their education from the classes 7th to 12th standard and Rs.2,000/- p.m. for Bachelor Degree. The criterion shall be disability of 50% and above certified by the Zonal Railway Medical authority.

25. REMITTANCE TO NIDHI HQR:

i) Only 10% of the subscriptions collected from the staff by zonal railways shall be remitted to Nidhi HQ.
ii) Zonal Railways shall ensure remittance of 10% of the subscription and also remittance of sale proceeds of fired empty cartridges (75%) before making any request to Nidhi HQ for recoupment of their fund.
iii) 8% of surplus generated by RPF/RPSF canteens over Zonal Railways / RPSF is to be remitted to Nidhi/HQrs.
iv) All transactions shall be done by way of RTGS/NEFT.
v) Zonal Railways to ensure timely remittance of share of Nidhi HQ (i) immediately after collection of subscription from members in the months of January & July and (ii) immediately after end of financial year in the month of April (in case of canteen surplus).

26. DISBURSAL OF GROUP REWARDS:

As decided in RSKN Government Body Meeting 2009, disbursal of group rewards sanctioned by Hon'ble Ministers (above Rs. 1 lakh) will be as under:-
25% to be distributed among staff

75% to be deposited in RSKN/Nidhi HQr.

28. DETAILS OF RSKN ACCOUNT FOR NEFT TRANSFER:

Details of the Nidhi HQ RSKN Account for adopting the system of payment through "NEFT" instead of Cheque, is as under:

1. Name of Bank : Union Bank of India
2. Branch Code : New Delhi – Cantonment Branch, New Delhi, 110010
3. Account Name : RSKN
4. Account No. : 352702050000139
5. Account type : Saving
6. IFSC Code : UBIN0535273
7. Bank Contact No. : 011 -25694095, 25693914

All the transaction may be made through "NEFT".

29. OPENING OF SUBSIDIARY CANTEEN:

Interest free loan of rupees five lakhs will be admissible to each Division/Battalion from RSKN for opening up of Subsidiary Canteens under Central Police Canteen (CPC). The interest free loan will be returnable within 3 years from the date of disbursal of the interest free loan.

30. A column for entering information regarding RSKN assistance may be provided under E-Suvidha software of zonal railways.

31. Excess fund available with zones may be converted into Flexi Deposit Accounts / FDRs for earning interest on the spare funds. The issue of rebate on income tax payment was deliberated. Being welfare fund of an Armed Force of the Union, RSKN is exempted from tax liabilities under section 10 (23AA) of Income Tax Act. However, PAN card for RSKN is in the process of getting issued.

32. Zonal Railways to ensure timely submission of Annual Audit Reports of RSKN immediately Tax benefits may be availed accordingly.

33. DATA BASE MANAGEMENT SYSTEM (DBMS):

33.1 INTRODUCTION:

RPF E-Suvidha is a Database Management System Software which has been developed to keep the Service Book of each staff of RPF/RPSF in digital form as well as in data entry form. The same can be accessed by the Railway Board, Zonal Office, Divisional/Battalion Office and Post/Company Level through WAN at any time and also accessed by the individual staff through Mobile Application on Android & IOS platform.

i) **E-Suvidha can be accessed by Railway Board, Zone, Division, Post & Individual Staff (through Mobile APP).**

ii) Initially Data Entry and further updation can only be done by the Zonal HQ & Divisional HQ.

iii) **Approximately 22 Entry Forms** are available in E-Suvidha.

iv) **Various types of Reports** like Bio Data, Lists and Matrix/Counting Reports are available. That can be utilized for Transfer, Promotion, MACP, Training, Parade Statement, APAR & Award/Reward, Punishment etc purpose. The same can be downloaded in PDF form as well as Excel Sheet Format.

v) By using so many tools of BIO Data Combined Reports, proceedings can be prepared for Transfer, Promotion & MACP by downloading the report in Excel Sheet format.

vi) **Service Book**

a) Staff can also access their Service Book in digital form through Mobile Application on Android & IOS platform.

b) Service Book can also be viewed by the Administrative Authorities of Railway Board Zonal Railways and its Divisions.

vii) **Online Leave Management Module for RPF/RPSF:**

a) Individual can apply leave through Mobile APP and track his/her application.
b) Online Leave Approval by the Competent Authority.
c) Leave Status tracking at individual, IPF/Company Commander, AC/ASC & Sr DSC/CO/DSC level.

viii) Online Staff Grievance Redressal System for RPF/RPSF.
ix) Quarter Management System for RPSF Staff only.
x) I-Card Module for RPF/RPSF.

ANNEXURE 'A'

LIST OF DISEASES

1. Malignancy (Cancer all types affecting normal day to day working)
2. Congenital Anomalies as – Patient arerio – venous malformation/ Craniofacial defects, Cleft palate / lip / other congenial disorder / genetic disorder.
3. Renal disease- Acute renal failure, End stage kidney disease, Dialysis, transplant etc.
4. Health Disease – affecting normal function, Pacemaker, Bypass etc.
5. Serious burn injury with contracture etc.
6. Liver Disease – Acute hepatitis, Cirrhosis, Liver Transplant, other chronic liver disease etc.
7. AIDS and other related disorders
8. Central Nervous System diseases – Mental retardation/ cerebral palsy/ CVA brain hemorrhage/ Hydrocephalus / tumors of brain / Meningitis etc.
9. Ophthalmological conditions – Glaucoma, Retinal detachment / Cataract etc.
10. Infectious Disease – Multi drug resistant Tuberculosis / Gangrene / Leprosy / SARS / Falcuparum malaria complications/ H1N1 Severe influenza / Dengue hemorrhagic fever etc.
11. Neuron problems – Motor neuron disease etc.
12. Hematological disease as Thalasaemia major / Various blood cancer etc. / Clotting disorders.
13. Hearing disorder – Bilateral profound deafness / severe vertigo
14. Orthopedic – Road traffic accidents – resulting in grievous disease / joint replacement etc.

ANNEXURE 'B'

S. No.	Railway	No. of scholarships to be granted
1.	Central	111
2.	Eastern	176
3.	East Central	81
4.	East Coast	48
5.	Northern	152
6.	North Central	63
7.	North Eastern	72
8.	Northeast Frontier	92
9.	North Western	45
10.	Southern including ICF	94*
11.	South Central	69
12.	South Eastern	114
13.	Southeast Central	36
14.	South Western	34
15.	West Central	38
16.	Western	108
17.	RPSF	167

*Out of the 94 scholarships earmarked for SR, 10 scholarships are allotted for ICF.

ANNEXURE – "C"

SCHOLARSHIP DURING 10+2 & POLYTECHNIC

Sl. No.	Zone	Divn.	Name of the Staff	UID NO.	PF No.	Designation	Date of retirement	Name of the Ward	Relation-ship with the Employee	Board of Exami-nation	% of Marks	Going for 10+2 or poly-technic	Merit Scholarship already awarded to 2 wards of the	Recommendation of PCSC
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-	-14-	-15-

ANNEXURE – "D"

SCHOLARSHIP DURING 12 PLUS & POST GRADUATE

Sl. No.	Zone	Divn.	Name of the RPF Staff	UIN No.	PF No.	Designation	Date of Retirement	Name of the Ward	Relationship with Employee	Board of Exam	% of marks	Stream/Name of the Course/Degree/Post Graduate	Duration of Course	Merit Scholarship awarded to 2 wards of the same	Recommendation of PCSC
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-	-14-	-15-	-16-

-: o0o :-

CHAPTER – XIX :- EMPLOYMENT ON COMPASSIONATE GROUNDS

1. APPOINTMENT IN RPF/RPSF AND OTHER DEPARTMENTS OF THE RAILWAY:

i) Appointment on compassionate ground relate to the appointments made of dependents of Railway servant, who lose their lives in the course of duty or die in harness otherwise while in service or medically incapacitated/ decategorised.

ii) The circumstances in which compassionate appointments may be made and the policies relating to compassionate appointment have been/are issued by Personnel Branch from time to time, and are equally applicable to RPF staff, unless a separate provision is specifically made for RPF in this regard.

iii) Master Circular No. 16 has been issued by Railway Board compiling instructions issued on appointments on compassionate ground till date of issue of the circular.

iv) The specific instruction regarding appointment of wards/spouse of ex RPF-RPSF personnel on compassionate grounds have been issued vide Rly. Bd.'s letter No. 88-Sec(E)/RC-3/43/Pol.P dt. 12.07.2011 with the approval of Board (MS). Para 4A was added to it vide Railway Board letter No. 2014-Sec(E)/RC-3/9(CG) dt. 15.10.2015.

v) Whenever any incident happens, which requires consideration of case for appointment on compassionate ground, the process should be initiated immediately so that appointment can be given to eligible wards within 03 months of the incident.

vi) For this purpose, one competent subordinate officer should be designated as 'welfare officer' in every division/ Battalion and other units of the Force. The 'welfare officer; should be well conversant with the rules/guidelines relating to compassionate ground appointment. For this purpose, he may be got trained / sensitized through competent welfare inspector of P Branch.

vii) Whenever any such incident takes place, the 'welfare officer' of the unit should approach the eligible family/wards of the staff, and inform them about the relevant rules, guide them in submitting application as per relevant rules/guidelines.

viii) On receipt of any such application, the same should be scrutinized in the office, and if found complete in all respect, should be recorded in the "compassionate ground appointment Register"/Portal.

ix) Since Compassionate ground appointment for RPF wards involves co-ordination with P.Branch also, and keeping in view the guideline of completing the compassionate ground appointment in 90 days, the following time-line is fixed for general guidelines.

Sr.No.	Description	Time-Line
1.	Receipt of application by welfare officer.	0
2.	Scrutinizing of application and entry in 'Anukampa' portal/C.G. appointment	1-3

	Register	
3.	Complete enquiry by the welfare officer including compiling all relevant documents, and submission of report to Division/Battalion.	4-10
4.	Checking of report by division/Battalion, and forwarding to Zonal HQ/RPSF HQ for further disposal.	11-21
5.	Completing all formalities/procedures as per rules at HQ, and returning the case after approval (if found fit in all respect) to Divisional HQ.	22-29
6.	Completing formality by Sr.DSC office, and forwarding to Sr.DPO's office.	30
7.	Completion of formalities of exam screening etc, and offer appointment.	31-90

x) A 'check list' should be prepared in each zone regarding documents to be compiled/checking to be done etc for compassionate ground appointment for guidance of the welfare officer, so that the enquiry reports are made as per requirement, and cases are not delayed unnecessarily.

xi) Depending on the quantum of work, the 'welfare officer' may be given other routine works in addition to work of 'welfare officer'. However, when any case of enquiry in relation to compassionate ground appointment arises, first preference has to be given to this work.

xii) In case of RPSF, the process of compassionate ground appointment has to be completed at the place of Battalion Headquarter

1.1 Security Department should process the cases for appointment on compassionate grounds of wards/spouse of ex-RPF/RPSF personnel for suitable posts/vacancies in the Security Department itself including the Wing of RPF/RPSF.

1.2 In the case of male/female wards, efforts should be made to absorb them in RPF/RPSF itself subject to their fitness for the particular post.

1.3 Only when it is not possible to finalise the cases as per sub-para (1.1) and (1.2) above, cases of wards/spouse of ex-RPF/RPSF personnel may be forwarded to General Manager (P) for considering appointment on compassionate grounds in other Departments of Railways.

1.4 Similarly, the wards/spouse of Railway personnel working in Departments other than RPF/RPSF would also be considered, only if they are willing, for appointment on compassionate grounds in RPF/RPSF, whenever any vacancy exists.

2. AUTHORITY TO MAKE COMPASSIONATE APPOINTMENTS IN RPF/RPSF:

2.1 Principal Chief Security Commissioner of the concerned Zonal Railway and Principal Chief Security Commissioner/RPSF are competent to make compassionate appointments in RPF/RPSF through a screening committee constituted by the concerned Railway Administration.

3. PRIORITY FOR MAKING COMPASSIONATE APPOINTMENT:

3.1 The following should be the order of priority to be followed while making appointments on compassionate grounds in RPF/RPSF:

i. An eligible ward/spouse of an RPF/RPSF staff who dies in an encounter,

ii. An eligible ward/spouse of an RPF/RPSF staff who dies or is permanently crippled in the course of duty,

iii. An eligible ward/spouse of an RPF/RPSF staff who dies in harness as a result of railway or other accidents when off duty,

iv. An eligible ward/spouse of an RPF/RPSF staff who dies due to natural causes, while in service.

v (i): "An eligible Ward/Spouse of an RPF/RPSF staff who is totally medically unfit to continue in any post in Railways and seek voluntary retirement from service irrespective of left over service at the time of decategorisation. Such appointment will be given in group 'C' Post, subject to fulfilment of educational qualification and suitability in terms of Railway Board letter No. E(NG) II/95 RC-1/94 dated: 18.01.2000.

v (ii): An eligible Ward/spouse of an RPF/RPSF staff who is partially medically de-categorised and seeks voluntarily from service subject to the condition that he/she has **at** least five years or more service left **at the time of medical de-categorisation**. Such appointment will be given only in Grade pay Rs.1800/- i.e., level 1 of 7th CPC irrespective of the **higher** qualification **in terms of Railway Board letter No. E(NG)11/95/RC -1/94 dated: 14.06.2006.**

vi. An eligible ward spouse of an RPF/RPSF staff who has been missing may also be considered for compassionate appointment in terms of Board's letter No. E/(NG)II/97/RC-1/210 dated 26.07.1998 (RBE No. 164/98).

3.2 All appointments should be made strictly in the above order. Whenever, for any special reason, it is felt necessary to depart, from the priority list, the sanction of next higher authority (i.e. DG/RPF) for appointment to the posts (with grade pay Rs.1,800 and above) must be obtained giving special reasons for ignoring the priority and the list of persons being put back in priority list. Such cases should, however, be rare.

4. QUALIFICATIONS AND CONDITIONS TO BE FULFILLED FOR APPOINTMENT:

4.1 Candidates for appointment in RPF/RPSF on compassionate ground should be eligible and suitable for the post in all respect (physical measurement, age, education qualification, etc.) as per RPF Rules, 1987 as amended from time to time. No relaxation in recruitment standard (physical and educational) will be given.

4.A AGE RELAXATION IN THE MATTER OF COMPASSIONATE APPOINTMENT:

The candidate for appointment in RPF/RPSF on compassionate ground in the ranks of Constable and Sub-Inspector may be given age relaxation. The upper age limit may be relaxed as per following:

A. Spouse of the ex-employee: 35 years (for all categories viz. UR, OBC, SC, ST).

B. Ward of the ex-employee: 30 years (for all categories viz. UR, OBC, SC, ST).

The upper age limit is to be calculated on the date of application for appointment on compassionate grounds. If a candidate become overage at that point of time, compassionate appointment in Security Department will not be permissible. Candidate may be absorbed in other department of Railways.

However, DG/RPF may exercise his discretion in case of upper age relaxation in deserving cases as deemed fit.

5. PHYSICAL EFFICIENCY TEST (PET):

5.1 PET for the post of Sub-Inspector and Constable will consist of the events as given below in the table. The PET will be qualifying in nature and a candidate has to qualify in all the events to be declared qualified in ET. The minimum qualifying standard for each event is specified as under:

Event	Male	Female	Number of chances
1600 meter race	7 minutes	Not applicable	One
800 meter race	Not applicable	4 minutes 30 seconds	One
High Jump	1.00 meters	0.75 meters	Two
Long Jump	3.25 meters	2.4 meters	Two
Shot Put (Wight 16 Ibs)	4.0 meters	Not applicable	Two

5.2 The 1600 meters / 800 meters run will be held first and only those applicants who qualify in this event will further take part in the remaining events of the PET. Only those candidates who qualify in 1600 meters/800 meters race will be measured for height and chest (applicable for male candidates only). Applicants, who fail in any of the events of the PET or in physical measurement, either of height or chest, will be declared 'failed'.

5.3 PET for a post in Ancillary category will consist of 1600 meters race, Long Jump and Shot Put as mentioned in sub-para (5.1) above. The 1600 meters run will be held first and only those applicants who qualify in this event will further take part in the remaining events of PET. Only those candidates who qualify in 1600 meters race will be measured for height and chest. The PET will be qualifying in nature and a candidate has to qualify in the Race and the Long Jump or the Shot Put to be declared qualified in PET.

6. PROCEDURE FOR APPOINTMENT ON COMPASSIONATE GROUND:

6.1 Suitability test (including physical Measurement & Physical Efficiency Test) of ex - RPF/RPSF wards/spouse may be conducted along with wards/spouse of other departments of the Railways at division level by the screening committee nominated by the concerned Railway Administration.

6.2 An officer of appropriate rank from RPF/RPSF may be co-opted in the screening committee in case suitability of ex-RPF/RPSF wards/spouse along with wards/spouse of other departments is assessed by the screening committee.

6.3 Final selection to a particular post in RPF / RPSF may be done based on the performance in the suitability test including Physical Measurement & Physical Efficiency Test.

6.4 If a ward/spouse is fond unsuitable for a post in RPF/RPSF, he/she may be offered appointment to a post in any other department as recommended by the screening committee.

6.5 All candidates for compassionate ground appointment are eligible to be considered for vacancies of all departments including that of Security department.

6.6 All instructions issued by Establishment (Non-Gazetted) -Directorate for appointment on compassionate grounds will apply time to time in the cases of compassionate ground appointments of wards/spouse of Ex. RPF/RPSF personnel.

6.7 Approval for compassionate ground appointment In Grade Pay Rs. 4200/- In Security department will be done with the personal approval of General Manager. Subsequently powers are delegated to HOD.

7. GENERAL CONDITION FOR CONDUCTING SUITABILITY TEST:

Suitability test for appointment in RPF/RPSF on compassionate grounds may be conducted by the Personnel Department of the concerned railway in accordance with the procedure being followed by them. However, the instructions contained in Railway Board's letter No. 88-Sec(E)/RC-3/43/Pol.Pt. (Para-7) Dated 12.07.2011 may be followed invariably while conducting suitability test for appointment of RPF/RPSF wards/spouse on compassionate ground. DG/RPF may issue any other guidelines, if

considered necessary to facilitate smooth conduct of Physical Measurement & Physical Efficiency Test (PET).

8. INITIAL POSTING OF RECRUITS AND CADET (COMPASSIONATE APPOINTEES):

It is to advise that all RPF / RPSF wards recruited on compassionate ground may be posted to the zonal railway of their choice subject to the availability of vacancy on the opted Zonal Railways.

9. NON ACCEPTANCE OF APPOINTMENT ON COMPASSIONATE GROUND:

The cases of compassionate ground appointment are to be dealt promptly keeping in view the very basic purpose of the concept to give immediate relief to the family concerned.
Following policy guidelines shall be followed for offering compassionate ground appointment.

i) Once the final order of appointment is issued for a particular post and department, the candidate should immediately report to take up the employment. In any case this time limit should not exceed 03 months for joining by the candidate.
ii) In the event of the candidate does not accept the bearer letter of joining, the same can be despatched to his/her residential address given by the family and acknowledgment kept on compassionate ground appointment file.
iii) 02 reminders should be given. The final reminder should incorporate the point that if the candidate fails to report within the stipulated period, his/her candidature for compassionate ground appointment, as well as claim by any other family member, will no longer remain thereafter, and the case will be summarily rejected and treated as closed.
iv) In case there are any extenuating genuine ground exists for relaxing the above norms, case should be refereed to HQ.

10. UPPER AGE RELAXATION IN GROUP 'C' CATEGORY-DELEGATION OF POWER FOR APPOINTMENT ON COMPASSIONATE GROUNDS:

Competent Authority may freely relax upper age limit on the merits of the cases for appointment to Group 'C' category on compassionate ground, which are within their power of consideration.

11. COMPASSIONATE APPOINTMENT – GUIDELINES:

i) The matter that certain requests for appointment on compassionate ground made within five year from the date of death are turned down by the competent Authority merely on the grounds that the financial status of the family is sound in terms of other members in the family are working, that the family has received sufficient settlement dues etc., has come up for discussions on many occasions in the past.

ii) This aspect has been examined, and it is clarified that in future the cases of compassionate ground appointment where the request is made by the widow

/applicant within five years from the date of death of the deceased employee, either for herself or for any of her eligible ward, who is otherwise fit to be considered for appointment on compassionate ground as per rules, may not be regretted on the grounds that there are other wards in the family who are earning; that the family has received sufficient settlement dues and that the widow is drawing sufficient family pension. In such cases appointment may be offered on the principle of 'one death one appointment'. However, wherever the cases are more than five years old, an objective analysis of the financial position will be carried out by the respective Competent Authority i.e. GM/DRMs/CWMs/HODs before approving cases which are more than 5 years old.

ii.a) The above instruction will, however, not be applicable where the widow has requested for her married daughter to be considered for appointment on compassionate ground, even though the request is made by the widow within 05 years from the date of the death of the deceased employee. In such cases all the criteria laid down in Para 3 of Board's letter No. E(NG)II/98/RC-1/64 dated 06.01.2009 shall be made applicable for the GM to decide whether the married daughter could be treated as the breadwinner of the bereaved family in the circumstances of the case.

iii. a) Appointment to Married daughter : Nomination of family member of the deceased employee for compassionate grounds to spouse or any child (whether Son or daughter(Unmarried/married/divorced/widowed) subject to the conditions that the concerned child will be the bread winner of the family concerned. Powers are delegated to DRMs/CWMs for consideration of offer of appointment in such cases.

"If other instructions are silent on any aspects, the time to time instructions issued by the Establishment Directorate/ Railway Board shall be applicable to the security department cases."

-: o0o :-

CHAPTER-XX :- PHYSICAL FITNESS IN RPF

1. MEDICAL EXAMINATION:

No candidate who is not certified by the Divisional Medical Officer to be in good mental and bodily health of prescribed standard and free from any physical deformity or defect likely to interfere with the efficient performance of his duties in the Railway Protection Force shall be called in for training or appointed to the Force.

Candidates who use spectacles or have knock-knee or flat-foot shall not be eligible for appointment to the Force.

Health checkup of all RPF staff has to be undertaken twice in a year and the first round of which has to be completed on 31st March.

1.1 PHYSICAL FITNESS PROGRAMME FOR RPF PERSONNEL:

Physical fitness of RPF officers and men is of prime importance to the organization. Physically fit members of the Force would not only be more efficient in performance of their duties but would also enhance the prestige of the organization as an efficient and dependable Force. It is, therefore, necessary that due importance be given to the physical fitness of all members of the Force.

2. FOR ACHIEVING THESE OBJECTIVES, WE SHOULD PROVIDE THE FOLLOWING FACILITIES TO OUR MEN:

2.1 Sports:

Taking into consideration the number of men to be catered to and depending on the space available games and sports facilities like volley ball, badminton, basket ball, football, hockey and cricket should be provided.

2.2 Exercise facilities:

Mini gyms should be started where we have more than 20 men working or residing. Parallel and horizontal bars, dumbbells, skipping ropes, weight lifting equipments should be provided in these gyms.

At important stations multi- gyms with all the modern facilities should be provided so that those who are interested in developing expertise in this field could be benefited.

2.3 Yoga classes:

Yoga is one of the modern techniques of achieving better physical fitness. We should, therefore, start Yoga classes wherever requisite numbers of persons are available. Services of trained Yoga teacher should be utilized for this purpose.

3. Officers and men who are over-weight should be identified and got medically examined and advised suitable exercise and diet. It should be ensured that they stick to the prescribed diet and exercise. The progress in their physical fitness has to be closely monitored by recording their weight and measurements every quarter.

4. The physical condition of personnel should be described in detail in the ACRs in the column "Health".

5. The expenditure on account of various facilities like sports, exercise and Yoga etc. as mentioned above will be me t from RSKN for which proposal should be immediately prepared and amount got sanctioned.

6. In all messes, the following changes will be introduced in the dietary pattern.

i) There will be a break - fast in the morning followed by lunch at noon and dinner in the evening. The existing quantity of rice and wheat at lunch and dinner should be reduced suitably in view of the addition of breakfast.
ii) Additional dishes of vegetables and/ or pulses should be introduced to reduce the in-take of rice and wheat.
iii) A Dietician may be consulted to lay down the menu taking into account the age, physical exertion, calorific requirement, availability of local seasonal vegetables, pulses, etc.

7. RPF officers and men with protruding stomachs should be identified and served with notices to present themselves with flat stomachs within a period of three months. They may consult a doctor about the exercises they should take up and the diet they should adopt. If they do not comply, the matter should be taken up for suitable disciplinary action or barring them from further promotions. Such personnel will be informed in writing that physical fitness is a condition for taking up higher responsibilities.

8. Principals conducting promotional courses should strictly implement the out - door programme and disqualify trainees who do not pass the out - door tests.

9. No rewards should be sanctioned to the RPF men for good turn - out unless they present a trim figure in uniform.

10. Men and officers who are allotted duties to be performed in the presence of the public, VIPS, senior officers etc, should be carefully selected from the point of view of both intelligence and physical fitness.

11. Men and officers who are in the habit of drinking should be specifically counseled in writing to leave the habit in the interest of their own health and professional advancement.

12. RETIREMENT ON GROUND OF PHYSICAL AND MENTAL UNFITNESS:

While in service, all members of the Force shall remain in good mental and bodily health in accordance with the medical category as may be prescribed in the Directives. The Director General may also prescribe the periodicity for medical examination of each class and rank of the members of the Force while in service.

Whenever an appointing authority, on receipt of a report or otherwise, considers that a member of the Force has become unfit to perform his duties as a member of the Force because of his physical or mental conditions, it may order that the member be examined by a Medical Board.

Where the Medical Board considers the member to be unfit for service, the appointing authority shall communicate to the said member the findings of the Medical Board and call upon him to submit any representation as he may think proper within fifteen days of the date of receipt of such communication.

The appointing authority, on receipt of the representation, may pass such orders as it deems fit:

Provided that the case of a member of the Force who fails in the vision test or otherwise becomes physically incapable of performing the duties of the post which he occupies but is capable of performing other duties or the case of a member of the Force who is completely incapacitated for further service in the Force may be regulated in accordance with the extant Railway Rules.

13. RETURN TO DUTY FROM LEAVE :

No member of the Force who has been granted leave on medical certificate can resume duty without first producing medical certificate of fitness. The authority competent to sanction leave may require a similar certificate in the case of any member of the Force who has been granted leave for reasons of his health even though such leave was not actually granted on medical grounds.

14. Explanation: The following shall not amount to a punishment within the meaning of this rule, namely:-
retirement of a member of the Force under rules 84 and 85 on grounds of unsuitability or physical and mental unfitness respectively;

15. MEDICAL TEST OF TRAINEES OVER 40 YEARS OF AGE:

DG/RPF desires that all trainees over 40 years of age should be put though a complete medical test, whenever they go for training courses.

16. RPF STAFF REPORTING SICK – ACCEPTANCE OF PMC BY RPF PERSONNEL IN SPECIAL CASE:
In case of RPF personnel who have been permitted to live outside in a rented accommodation, as they could not be provided with Railway accommodation and are residing beyond the jurisdiction of Railway Doctor i.e. outside the radius of 2.5 kms. of Railway Hospital and / or one kms of the Railway Station of Railway Doctor's beat, Private Medical practitioner can be accepted

17. PERIODICAL MEDICAL EXAMINATION OF RPF/RPSF CONSTABLES:

Para 514(i)(b) of IRMM, 2000 Provides as under:
"514 (i) (b) Category B-1 and B 2:- On attaining the age of 45 years, and thereafter at the termination of every period of 5 years.
The employees in Railway Protection Force will be re-examined for physical fitness at the termination of every period of three years, calculated from the date of appointment until the conclusion of their service. However, Inspectors, Sub-Inspectors, and Assistant Sub Inspectors of the Railway Protection Force are to be re-examined for physical fitness and visual acuity on attaining the age of 45 years and thereafter at the termination of every period of five years." Vision test of RPF/RPSF Constables/HC is not required to be conducted during the PME.

18. IMPORTANT ISSUES RELATING TO RPF WORKING STRESSED:

Physical fitness of RPF Jawans as well as officers must be ensured. PT/Parade, Sports shall be regularly organized for RPF / RPSF personnel at RPF lines / RPSF BNs and Coys.

Morale of the Force should be high with exemplary conduct and integrity down the line. Misuse of manpower and facilities should be avoided.

19. TURN-OUT AND FITNESS OF RPF PERSONNEL.

i) RPF personnel shall wear uniform **strictly** as stipulated in RPF Rules.
ii) Any violation shall be treated as misconduct and dealt seriously by concerned senior officer. Some common violation being noticed are wearing of slippers or shoes of non-prescribed type, towels on shoulders, absence of name plates, etc. Wearing of black badges on uniform shall be treated as gross misconduct.
iii) Growth and dressing of hair of the head:
iv) It is clarified that short hair means an all-round clipped machine cut hair using zero size.
v) Overweight RPF personnel be identified by Railway doctors during Periodical Medical Examination (PME) and advised suitable exercise and diet in writing. Such personnel be also advised to reduce weight in a prescribed time which will be proportionate to his /her physical condition. For this purpose, a format of PME may be drawn by CSCs in consultation with CMDs.
vi) Physical health of RPF personnel, as identified by Railway doctors, be mentioned in Annual Performance Appraisal Report (APAR) and reflected in overall grading. Further improvements in weight reduction be mentioned in subsequent APARs.
vii) During all training programmes and promotional courses, there shall be adequate provision for sports and out-door programmes. There shall be extra periods of sports for overweight personnel.
viii) In all RPF Messes, there will be arrangements to serve morning breakfast lunch at noon and early dinner with emphasis on healthy food like fruits, green vegetables, Protein rich food with use of less oil and spices.

20.3 Upgradation of RPF Training Centers – BPR&D norms on training infrastructure for Training Centers have been circulated to all the zonal railways vide letter No. 2014/Sec(Spl)/6/4, dated 19.03.2014. Efforts shall be made to ensure optimum utilization of existing infrastructure and further strengthening of the same as optimum utilization of existing infrastructure and further strengthening of the same as per above norms so that quality of training may be further improved.

20.4 Redressal of staff grievance – Zonal Railways have already been advised to ensure that utmost priority be accorded in redressing legitimate staff grievances. Adequate and timely opportunity be provided at Post/Company, Divisional/Battalion and Zonal level to aggrieved staff for hearing of their grievances.

Instructions have been issued to inform all personnel that any RPF/RPSF staff desirous of personal appearance before DG/RPF for redressal of grievances will be permitted to avail the facility after obtaining formal permission from his/her controlling officer.

It is re-iterated that all out efforts be made to ensure redressal of individual and collective grievances of staff so that staff give their best in service of the Force/Railways.

21. MEMBERS OF THE FORCE ON SICK LIST:

21.1 No member of the force shall be taken on sick list by any Railway Medical Officer unless such member comes with a written reference known as 'Sick Memo' from his controlling officer and also gives declaration in triplicate as per the proforma at Annexure 'A'.

The controlling officer shall issue 'Sick Memo' to the member of the Force on demand, whether such member is on duty or on leave at the Head Quarters.

While issuing such memo, the controlling officer shall mention on it, if the member is required/detailed for Special duty, under transfer orders, facing DAR action and avoiding to attend department enquiry or is habitual of reporting sick, etc. In case such member is taken on sick list by Railway Medical Officer, the member shall intimate within 48 hours his Controlling officer about his being taken on sick list and submit the Railway Medical Certificate to him.

The Railway Medical Officer taking the staff on sick list shall send one copy of the declaration as indicated in this rule to the Controlling Officer of the member, the second copy of the declaration will be kept by him for his record and the third copy will be handed over to the member of the Force alongwith the Railway Medical Certificate and the member of the Force will submit the same to his controlling officer alongwith the Railway Medical Certificate.

Provided that the member who due to emergency is not able to take 'Sick Memo' from his controlling officer, may directly report to the Railway Medical Officer for treatment. The member will have to inform the Railway Medical Officer immediately, if he wants to report sick and give the declaration as per Annexure 'A' in triplicate. In case the member is taken on sick list as outdoor patient, it shall be obligatory for the member to get a 'Sick Memo' from his Controlling Officer and submit the same to the Railway Medical Officer. If the member is taken on sick list as indoor patient, the Railway Medical Officer shall intimate the controlling officer by sending him the copy of the declaration and the controlling officer will issue 'Sick Memo' on receipt of the declaration from the Railway Medical Officer. The sick certificate in any case will be issued on receipt of sick memo from the controlling officer or other equivalent or higher sources;

Provided further that a member who is on leave or on duty, away from his Head Quarters, may take 'Sick Memo' from the nearest incharge Railway Protection Force post/outpost or from Station Master/Assistant Station Master, if no Railway Protection Force post/out post is located nearby. The incharge Railway Protection Force post/outpost or Station Master/Assistant Station Master issuing a 'Sick Memo' as mentioned above shall intimate the controlling officer of the member immediately. In case the member is taken on sick list as out-door patient, he will immediately intimate his controlling officer about this fact. The attending Railway Medical Officer shall examine the member with a view to find out, if the member is fit to travel up to his Head Quarters, if so, he will issue fit to travel certificate

Provided further that a member found to be habitually reporting sick frequently on occasion on his deployment to special duty or on refusal on leave may be sent for special medical examination by competent authority to ascertain as to the genuineness of the illness

21.2 Wherever there are more than one doctor in the hospital/Health Unit Outdoor Patient Department in the department of Railway Protection Force, the issuance of Railway Medical Certificate shall be dealt with only by one authorised doctor to be nominated by the incharge of Hospital/Divisional Incharge.

21.3 Ordinarily, no Railway Medical Certificate shall be issued for more than 7 days at a time unless a member is admitted in the hospital as an indoor patient. Similarly, after discharge from the hospital a member shall not be kept on sick list for more than 14 days at a time:

Provided that in certain circumstances if the Medical Officer concerned is of the opinion that the patient will have to be kept as an outdoor patient Department case for domiciliary treatment for a longer period, the same may be done but a detailed report will have to be sent about such patient to the Chief Medical Superintendent/Medical Superintendent incharge of the division endorsing a copy of the same to the controlling officer of the patient.

21.4 A member who has been issued Railway Medical Certificate shall be examined regularly during the period of sickness by the Railway Medical Officers.

21.5 Whenever any Sick Certificate or Extension Certificate is issued by the Railway Medical Officer, the duration of sick leave recommended shall invariably be mentioned therein along with date.

21.6 Whenever any Sick Certificate, Extension Certificate or Fit Certificate is issued by the Railway Medical Officer, he shall invariably obtain the signature of the member concerned on the Certificate before handing it to him.

21.7 A member of the Force on sick list shall not leave his place of treatment without the written approval of the leave sanctioning authority except for such exercise as may be prescribed and notified in the order by the Railway Medical Officer.

21.8 To matters not covered under foregoing rules, extant provisions of Railway Rules/Indian Railway Medical Manual shall apply.

-: o0o :-

CHAPTER-XXI :- CANTEENS IN RPF

1. MESSES AND CANTEENS :

1.1 The Central Government may run messes and canteens for the benefit of the members of the Force where articles shall be sold at no profit basis.

1.2 Wherever such messes and canteens are provided suitable buildings on hire or otherwise shall be procured and financial and other paraphernalia provided for the purpose.

1.3 The Director General may prescribe the registers to be maintained and the manner in which the supervision is to be effected on such messes and canteens.

2. MANAGEMENT OF CANTEENS IN RPF/RPSF.

2.1 DEFINITIONS:

i) **CANTEEN:** Canteen is a premise established either as a Master or Subsidiary Canteen of CPC or otherwise, for storing and selling of merchandise for daily use, consumer durables, motor vehicle, beverages and food articles, etc. to its members. It includes both Dry and Wet Canteens.

ii) **FAMILY**: Family means family of the members as described in the extant Railway Pass Rules.

iii) **MEMBER**

a) A serving member of the RPF/RPSF as defined under Section 2(c) of the RPF Act 1957, including non-combatised staff of the Force, who contribute subscription towards the Rail Suraksha Kalyan Nidhi (RSKN).
b) Retired members of RPF/RPSF and family members of deceased personnel of RPF/RPSF.
c) Serving or retired members of CAPFs/CPOs who pay prescribed membership fee and having 'Canteen Membership Card'.
d)

iv) **YEAR**: Year means the financial year.

3. MANAGING COMMITTEE:

The management of Canteen shall be the responsibility of the Managing Committee consisting of the following functionaries:

a. **CHAIRPERSON**: Director of Academy/Sr.DSC/DSC/CO/Principal Training Centre

b. **VICE-CHAIRPERSON**: ASC/AC

c. **MEMBERS: -** One member each to represent each Non-Gazetted rank, including ancillary staff, as nominated by Sr.DSC/DSC/CO/Principal and approved by PCSC.

Note: At least one RPF woman staff shall be incorporated in the committee. The committee shall meet once in every three months. Fourth quarter meeting held in April every year shall discuss and pass the Annual Audit Report.

4. ESTABLISHMENT OF CANTEEN:

The Canteen shall be established under the Rule 264 of RPF Rules and governed by the provisions for opening of Master or Subsidiary Canteen laid in the Central Police Canteen Rules (Refer: cpcmha.gov.in) and as prescribed under this Directive.

4.1 DRY CANTEEN:

a) Dry Canteen wherever functioning shall cater for the items required for the use of the Canteen members and their family. The Canteen Manager shall ensure that all procurements are justified in terms of demand. Unnecessary stocking of the items in the Dry Canteen shall be avoided and quality of the items sold in the Canteen shall be ensured
b) Purchase will be made only from CPC sources.
c) No item which is not approved by CPC will be sold.

4.2 WET CANTEEN:

a) Possibility of opening Wet Canteen as a separate Canteen may be explored as per local requirement by Chairperson.
b) Wet Canteen shall function as a separate Canteen and not part of the RPF CPC Canteen and apart from beverages, it shall cater to sweets, snacks and any other articles/ items approved by the Chairperson from time to time.
c) The rates of the items sold shall be fixed by the Managing Committee from time to time and displayed in the premises conspicuously

5. MEMBERSHIP AND ISSUE OF MEMBERSHIP CARD:

5.1 No membership fee shall be collected from serving RPF/RPSF personnel being contributors towards 'Rail Surakshak Kalyan Nidhi' (RSKN).

5.2 Retired RPF/RPSF personnel and family members of deceased RPF/RPSF personnel may be provided the facility of the Canteen on showing of PPO/ Pension Book. In case they opt for issue of a Canteen Membership Smart Card, a refundable membership fee of Rs.500/- shall be paid by retired RPF/RPSF staff and family members of deceased RPF/RPSF staff. The serving and retired member of CAPFs/CPOs upto the rank of Sub-Inspector and Inspector & above shall have to pay Rs.500/- and Rs.1000/- respectively as refundable membership fee. This amount is revisable by the Director General from time to time.

5.3 Every member shall be issued with a 'Canteen Membership Smart Card' under the signature of Chairperson, containing photograph, UIN, posting details and family composition and the card shall be mandatory for all procurements from the Canteen which will be valid in all RPF/RPSF Canteens of all Indian Railways and it is non-transferrable. A separate 'Canteen Membership Smart Card' shall be issued to retired members of RPF/RPSF and family members of deceased personal of RPF/RPSF and serving and retired members of CAPFs/CPOs.

6. LOCATION AND INFRASTRUCTURE:

6.1 LOCATION:

Each Division/Battalion of the RPF/RPSF shall run a Canteen at Divisional Headquarters/Battalion HQrs to cater to the needs of the members. The RPF Academy/Training Centres shall also run Dry as well as Wet Canteen. If need arises, more than one Canteen may be run in a Division, preferably at Sub-Divisional headquarters with the prior approval of the PCSC.

6.2 INFRASTRUCTURES:

It shall be ensured by the Director/Sr.DSC/DSC/CO/Principal that 3 rooms i.e. one showroom (minimum of 20 X 15 feet area), one store (minimum of 15 X 10 feet area) and one office (minimum of 10 X 10 feet area) are made available to run the Canteen.

6.2.1. OTHER REQUIREMENTS:

a. A Computer with appropriate configuration along with printer and Internet connectivity.
b. Billing Work station with touch screen system, automatic cash drawer and Bill Printer.
c. Bar code reader.
d. CCTV surveillance system with at least 30 days recording facility.
e. POS facility for card payment
f. Telephone (Railway and BSNL).
g. Locker.
h. Refrigerator and deep freezer for Wet Canteen.

Any other equipment in addition to above may be procured as per the discretion of Chairperson.

7. CAPITAL:

The capital required for establishment of Canteen shall be arranged from any Welfare Fund available with Force as temporary loan or permanent grant. An initial interest free loan of Rs.5 lakhs may be given to the Canteen from RSKN which has to be paid back within 3 years.

8. DAY TO DAY MANAGEMENT:

8.1 It shall be the responsibility of the following functionaries, nominated/attached for tenure of not more than 3 years, to manage day to day affairs of the Canteen.

a. MANAGER: Inspector/Sub-Inspector. He / She shall be ex-officio member of the Managing Committee of the Canteen.

b. CANTEEN CLERK OR IN-CHARGE: Head Constable.

c. SALESPERSON:

DRY CANTEEN: Three constables for Canteen having 1000 members or part thereof. Additional one constable as salesperson for every additional 500 Canteen members or part thereof. Staff on supernumerary post may be utilised for this purpose.

WET CANTEEN: One constable.

9. DUTIES AND RESPONSIBILITIES OF FUNCTIONARIES OF MANAGING COMMITTEE:

9.1 CHAIRPERSON:

The Director/Sr.DSC/DSC/CO/Principal, as Chairperson, shall preside over the meetings of the Managing Committee and supervise the general administration of the Canteen, through the Vice-Chairperson. He/She shall conduct inspection of the Canteen/s under his jurisdiction once in 6 months and issue Inspection Note. He shall verify the monthly statement of transactions/affairs of the Canteen every month and pass appropriate orders.

9.2 VICE CHAIRPERSON:

a. ASC/AC, as Vice-Chairperson, shall be responsible for assisting the Chairperson in efficient running of the Canteen and with the assistance of the Manager and other functionaries; he/she shall ensure smooth functioning of the Canteen in adherence to this Directive and other extant guidelines and shall also observe canons of financial propriety.

b. He/She shall fix the Managing Committee meetings in consultation with chairperson and submit the quarterly report on the functioning of the Canteen along with audited statement of transactions/affairs done during the quarter, to the Managing Committee.

c. He/She shall be competent to sanction expenditure up to Rs 2000/- per occasion, subject to ratification by the Managing Committee at its next meeting. The prior sanction of the Chairperson shall be obtained for expenditure exceeding Rs. 2,000/- per occasion.

d. He/She shall ensure that Statement of transactions/accounts for preceding months is prepared and put up to the Chairperson by 7th of every month.

e. He/She shall ensure that the stock verification is done every 3 months and quarterly accounts are audited by internal Audit Committee, before Managing Committee meeting.

f. He/She shall inspect the Canteen once in every 3 months and also make visit as many times as possible.

g. All cheque books, passbooks and other valuable documents of the Canteen shall be kept in his/her safe custody.

h. Cheque or withdrawal forms of the Banks shall be signed by him/her.

i. He/She shall carry out other lawful instructions of Chairperson, issued from time to time, in writing.

9.3 MANAGER: INSPECTOR/SUB-INSPECTOR:

a. He/She shall be responsible for general supervision of the Canteen and shall oversee all transactions for procurement, sales and incurring expenditure.
b. He /She shall verify the periodical demand generated for procurement and maintain books of sanction for Dry and Wet Canteens separately to obtain prior sanction from Vice-Chairman/Chairman.
c. He/She shall be responsible to ensure that Canteen in-charge (HC) deposits cash and coupons on the following working day in the bank and ensure that no such amount is detained without sufficient cause.
d. He/She shall bring to the notice of the Vice-Chairperson about all items lying unsold for more than six months and obtain appropriate orders for their disposal.
e. He/She shall report all cases of damage to dead stock or merchandise, to the Vice-Chairperson.
f. He/She shall check the Canteen registers and statements once in every month and countersign the same as checked. It will be his/her responsibility to report in writing, the irregularities or discrepancies noticed during the checks so conducted, to the Chairperson/Vice-Chairperson without any loss of time.
g. Being ex-officio member of the managing committee, he/she shall attend the Quarterly meeting.
h. He/She shall process for AMC of equipment such as computer, billing work station, and CCTV surveillance system also software.
i. He/She shall also supervise the functioning of the Wet Canteen.
j. He/She shall carry out other lawful instructions of Chairperson/Vice Chairperson, issued from time to time, in writing.

9.4 CANTEEN CLERK OR IN-CHARGE: HEAD CONSTABLE:

a. He/She shall be responsible for regular and proper upkeep of cashbook and payment register.
b. He/She shall prepare bills and undertake all correspondences connected with Canteen affairs.
c. He/She shall keep account of daily cash and bank transactions and deposit the cash with the bank on the next bank working day.
d. He/She shall prepare statement of transactions and statement affairs every month and put up to the Chairperson on or before 7th of the every month. A bank reconciliation statement shall also be prepared to ensure that all card transactions are credited to the Canteen's Bank account.
e. He/She shall be responsible for preparing the vouchers and bills for expenditure so sanctioned by the competent authority.
f. Timely transfer of money to the CPC or payment to the vendors concerned shall also be his/her responsibility.
g. He/She shall regularly maintain the item-wise stock register, daily sale register and dead stock register and ensure that the items are physically available in the Canteen. He/She shall also ensure that all complementary

items are brought into register and their utilisation/ distribution to other units of Division is properly accounted for. Approval of Chairperson shall also be obtained for the same.

h. It shall be his/her duty to bring to the notice of the Manager regarding all articles lying unsold for more than 03 months.
i. He/She shall report to the Manager regarding the items damaged or rendered unserviceable or un-fit for sale without loss of time.
j. He/She shall be responsible for proper upkeep and cleanliness of the Canteen. He/she shall also ensure that the rate list is updated and the same is displayed at a conspicuous place in the Canteen.
k. Ensuring proper working and monitoring of CCTV surveillance system shall also be his/her responsibility.

9.5 CANTEEN SALESPERSON: CONSTABLES:

They shall assist the Canteen in-charge in procurement, sales, arranging articles in the show case/show room and store room and maintaining books of accounts/registers and shall be responsible for cleanliness of the Canteen and all articles therein.

9.6 WET CANTEEN IN-CHARGE: HEAD CONSTABLE:

a. He/She shall be responsible for maintaining all records and registers relating to the Wet Canteen.
b. He/She shall be responsible for the general supervision of the Canteen and to arrange for supply of articles catered by the Canteen.
c. He/She shall also be responsible for depositing with the Manager the cash/coupons received on each day against sales.
d. He/She shall bring to the notice of the Manager regarding all such perishable articles, which remain unsold for more than three days.
e. He/she shall regularly maintain the Cash book, stock register, daily sales register, dead stock register, sanction book, daily surplus register or any other record required for running of the Wet Canteen.
f. He/She shall ensure proper upkeep, hygiene and cleanliness.

9.7 WET CANTEEN SALESPERSON (IF PROVIDED) – CONSTABLE-

He/She shall be responsible to effect the sales against coupons/cash and neat display/layout/preserving of all items of food and beverages. He/She shall further ensure that proper upkeep, hygiene and cleanliness are maintained.

10. STAFF STRENGTH FOR RUNNING OF CANTEEN:

Nowhere, the CPC rules provide for any posting of staff in Subsidiary Canteens but there has been a practice of attachment of competent staff to run Canteens. Accordingly, Canteen shall be provided staff on attachment basis from the sanctioned strength of the Division/BN/Unit through a notification issued by the Chairperson with approval of PCSC. (Conferred vide MHA's letter no.-27011/ 18/ 2006-R&W dated 18.09.2006)

11. HONORARIUM:

Monthly honorarium will be admissible to staff deputed at Canteens at the following rates, which may be revised by the Director General/RPF from time to time.

Sl. No.	Functionary	Amount (in Rs.)
1	Canteen Manager	Upto 500.00
2	Canteen Clerk/In-charge	Upto 250.00
3	Salesperson	Upto 200.00

12. WORKING HOURS:

Canteen shall be opened normally for six days a week, except on Second Saturday and public holidays. The working hours shall be notified by the Chairperson from time to time, depending upon the local weather condition and other circumstances.

13. PROCEDURE AND MEDIUM OF TRANSACTION:

All items shall be sold on cash/card payment. No credit sale shall be permitted.

14. FINANCIAL POWERS:

14.1 Financial powers for expenditure out of the Canteen Fund for irrecoverable expenditure would be exercised as per Modified SOP of Railways by various officers of the Force. However, Chairperson of Managing Committee would have full powers for making payments for items purchased for sale in Canteen.

14.2 The Canteen fund shall not be utilised for those items or expenses which are normally being permitted from the Railway Corpus for the welfare of the staff or otherwise.

14.3 The Chairperson shall have powers to write off the items damaged, rendered unserviceable or unfit for sale based on the recommendations of the Managing Committee subject to post-facto approval of PCSC, if the amount exceeds more than Rs. 10,000/-. A report of items so written off may be sent to PCSC every quarter.

15. BANK ACCOUNT:

15.1 A Savings Bank account in the name 'RPF Canteen Fund Account' shall be maintained with any of the Nationalised Bank preferably at 'State Bank of India.

15.2 All the payments exceeding Rs. 1000/- shall be paid either by cheque or through net banking.

15.3 An imprest of Rs. 2000/- will be maintained in the Canteen from Canteen fund for meeting petty expenses and same will be recouped on submission of accounts after obtaining sanction of Vice-chairperson, once 75% or more of the same is spent.

15.4 The amount not required for a particular period of time shall be invested in

fixed/cumulative deposits in any of the Nationalised Banks/ Post Offices, with prior approval of the Managing Committee. The chairperson shall obtain income tax exemption on the interest accrued/earned from these deposits.

16. BOOKS OF ACCOUNTS AND OTHER RECORDS AND REGISTERS:

The following books of accounts and records and registers shall be maintained in the Canteen1.

i. Cashbook
ii. Receipt Voucher(RV) Folder
iii. Purchase Invoice(PV) Folder
iv. Expenditure Vouchers (EV) Folder
v. Misc. Correspondence file.
vi. Item-wise Stock Register
vii. Local Purchase/Approval/Sanction Register
viii. Daily Sales Register
ix. Bill book and Receipt Book
x. Dead Stock Register
xi. Managing Committee Meeting Minutes
xii. Income and expenditure Account
xiii. Statement of Affairs
xiv. Fixed Deposit Certificate
xv. Pass Book and cheque Books
xvi. AMC contracts
xvii. Any other Register/Account book deemed necessary by the Chairman/Vice Chairman/Manager.

17. DISTRIBUTION OF SURPLUS:

In order to raise funds for future expansion of the canteen, to meet incidental expenses and to meet requirement of fund for various welfare / promotional activities, canteen shall be permitted to levy on items sold, a minimum amount not exceeding 2% on the CPC rate or purchase value. Similarly, in case of wet canteen, the difference between income by sale of items and expenditure shall be termed as surplus. Amount so generated, after meeting incidental expenses shall be utilized as follows:

i) 30% shall be retained in the corpus of the canteen for capital expansion or establishing new canteens. The expenditure incurred on processing of smart card will be borne from this fund.
ii) 10% shall be distributed to Gazetted Officers Mess. Wherever GOs' mess is not available, 80% of fund so accrued will be apportioned to the Rail Suraksha Kalyan Nidhi. Rest 20% of the fund will be apportioned to the corpus of "Vatika" of RPF Officers Mess, Brar Square. Delhi.
iii) 20% shall be distributed to SOs/JCOs' Mess/s of Division/Battalion/Training Institution on the proportion bed capacity of the Mess, when there are more than one SOs Mess on the division/battalion.
iv) 30% shall be distributed to Under Officers barrack/s or Mess/s in the Division/Battalion/ Training Institute on the basis of bed capacity, when there are more than one barrack on the division / battalion.
v) 10% shall be apportioned for (a) promoting cultural activities among the Force members (b) Giving 'Force Memento' to staff on superannuation or voluntary retirement and (c) to pay Audit Fees. The unutilized amount under this head shall be transferred to Under Officers' mess / barrack fund.

18. AUDIT OF ACCOUNTS:

Audit/checking of the books of Accounts of the Canteen/s shall be done at regular intervals. A 03 fold mechanism as given below shall ensure flawless accounting and fairness.

18.1 **Internal check**: Monthly statement of purchase, sale and surplus shall be prepared and submitted for verification by Vice-Chairperson on 4th and by Chairperson on 7th of every month.

18.2 **Internal Audit**: An internal audit by a team consisting of 01 GO and 02 IsPF, nominated by PCSC in every quarter and the internal audit report is placed before the Managing Committee meeting held in each quarter.

18.3 **Annual External Audit**: A registered Chartered Accountant/ auditing firm shall be engaged for conducting auditing of the final accounts of the Canteen at the end of every financial year without fail. Annual Audit Report shall be published in the notice board of the Canteen and also placed before the Managing Committee meeting.

19. INSPECTION SCHEDULE:

Inspection of the Canteen shall be done by Chairperson, once in a year and by Vice Chairperson, once in 6 months. Inspection note shall be prepared and a copy shall be sent to PCSC.

20. GENERAL:

20.1 All procurements utilizing any Welfare Fund, Barrack Fund, Sports and Cultural Fund, Mess Fund, etc. shall be done through Canteen only.

20.2 A suggestion/Complaint book shall be placed at a counter in the Canteen during the working hours. Members and family members shall be free to record their suggestions/complaint in it, under full signature and the name. The book will be examined by the Manager on weekly basis and put up before the Chairperson every month along with monthly statement of affairs.

20.3 Power to modify all or any of the above instructions /guidelines shall vest only with DG/RPF.

-: o0o :-

CHAPTER-XXII :- REWARDS AND AWARDS IN RPF

1. POWER TO GRANT MONETARY REWARDS :

Monetary rewards may be granted out of the sanctioned grants to the enrolled members including direct recruits of the Force, non-gazetted government servants including members of State Police and the railway servants and members of the public in accordance with the provisions hereinafter contained.

2. ELIGIBILITY FOR MONETARY REWARDS :

2.1 Monetary rewards may be granted to the enrolled members of the Force for-

i) doing outstanding work requiring special courage, skill or initiative, such as–
   a. the arrest of a criminal; or
   b. securing information leading to the detection of a crime or matters connected therewith; or
   c. making exceptionally good inquiries; or
   d. an encounter with a criminal in connection with protection and security of the railway property;

ii) doing work requiring prompt, honest and intelligent observance of and obedience to orders so as to be of material assistance in the protection and security of railway property;

iii) doing extra hard work in connection with the protection and security of railway property or in connection with a big operation against hostile or lawless elements;

iv) smartness, marksmanship, diligence, praise-worthy attention to the railway users or for any other purpose which is calculated to promote the efficiency of the Force:

Provided that 'general good work' or efficient discharge of ordinary duties shall not be a ground for grant of monetary rewards nor monetary rewards be granted on request.

2.2 Monetary rewards may be granted to the non-gazetted government servants including members of the State Police and other railway servants and the members of the public as an incentive for assisting the Force-

i) in the detection of any serious case; or
ii) in the apprehension of an offender; or
iii) in resisting a criminal or an anti-social element; or
iv) for any other purpose, which is for better protection and security of the railway property.

2.3 Monetary rewards in the form of books or articles of value to be fixed through the Directives for each prize may also be granted to enrolled members (including direct recruits) of the Force for proficiency during training for every batch of trainees who pass out of the training college or training centre, as specified below :

I Prize - for all-round efficiency;
II Prize - for all-round proficiency in indoor subjects;
III Prize - for proficiency in parade, musketry and sport:

Provided that it shall be permissible to grant III prize to a trainee who has also been granted first prize and or the second prize.

3. AUTHORITIES COMPETENT TO GRANT MONETARY REWARDS :

3.1 The powers of various superior officers to grant monetary rewards under rule 234 shall be as specified in Schedule -II of RPF Rule-1987.

3.2 A monetary reward under rule 234 shall be granted by an officer competent to grant the same if he is of opinion, for reasons to be recorded in writing, that the person fulfills the requirements in this behalf.

3.3 The order granting such monetary reward shall indicate the reasons therefore and the provision of the sub-rule under which it is granted.

3.4 The procedure for payment of rewards to the recipients shall be such as may be specified by Directives.

4. MONETARY REWARDS OFFERED BY THE GENERAL MANAGER :

A superior officer of the Force may permit an enrolled member of the Force to accept monetary reward offered by the General Manager or by any other authority in case he is of the opinion that it falls within the purview of rule 234.

5. Awards of decorations and medals :

5.1 All members of the Force, irrespective of their ranks shall also be eligible to all such awards, decorations and medals to which members of other armed forces of the Union and personnel of the State Police are entitled.

5.2 The conditions of eligibility and the order of precedence of wearing of such medals and decorations shall be such as may be determined by the President from time to time.

5.3 The members of the Force shall also be eligible to receive other medals and decorations as railway servants.

6. AWARD OF DIRECTOR GENERAL'S COMMENDATION LETTER AND INSIGNIA

6.1 The Director General may issue commendation letters to such members of the Force who may have done exceedingly well in the performance of their duties in operations as well as during peace time. Such commendation letters may be issued for-

i) any conspicuous achievement during operation;
ii) doing any commendable work in natural calamities;
iii) any outstanding achievement in sports at international level;
iv) effecting any innovation which may bring significant improvement in the working of the Force;
v) maintaining clean and good record of service for 25 years;
vi) accident free driving and good record for a continuous period of 20 years;
vii) processing of difficult cases;
viii) any other conspicuous and outstanding work which may be considered of a commendable nature; and
awarded on the eve of the anniversary day of the Force.

6.2 Such awardee shall wear an insignia- a silver elliptical disc- on the flap of the pocket and below the Medal or Ribbon plate on his uniform.

7. ENTRY OF REWARDS AND AWARDS IN SERVICE RECORDS:

Rewards, or awards whether in cash or in the form of decorations, medals and commendations shall be duly entered in the Character and Service Roll of the member concerned and shall always be taken into consideration in any question affecting his placement and promotion.

8. INSTITUTION OF RAILWAY MINISTER'S MEDAL FOR BEST INVESTIGATION:

A new medal called Railway Minister's Medal For Best Investigation has been announced by the Hon'ble Minister for Railways on the occasion of 14th Raising Day Parade.

The rules governing the ward of the above medal are being circulated for information and necessary action at your end.

Rules:-

8.1 The medal shall be known as 'Railway Minister's Medal for Best Investigation'.

8.2 It shall carry cash rewards in following three categories:

Category	Cash reward
First	Rs. 1,00,000/- (rupees one lakh)
Second	Rs. 50,000/- (rupees fifty thousand)
Third	Rs. 25000/- (rupees twenty five thousand)

8.3 It shall be awarded annually to a subordinate officer of the force, of and above the rank of Assistant Sub-Inspector.

8.4 Each Zonal Railway may nominate after taking vetted by a Committee, one subordinate officer for consideration for the above award in the first week of September every year. If, in their opinion, there is no suitable case for nomination, they may send a Nil report while sending the citation details of investigation carried out be also given.

8.5 Collection of evidence, analysis of the same and presentation (complaint) of the case in the court of law timely production of witnesses and case property and ensuring conviction should be the other factors to be considered while nominating a case.

8.6 The nominations shall be scrutinised by a Committee of Officers nominated by DG/RPF and the awardee will be selected.

8.7 The recommendation shall be put up to Minister for Railways through DG/RPF and Member (Staff) for approval.

9. DG'S COMMENDATION AND INSIGNIA:

DG's Commendation and Insignia is awarded to RPF/RPSF personnel in recognition of the excellent work and outstanding services. In supersession of all previous instructions on the above subject, this Directive is issued-

9.1 To give recognition to the Commendable Service rendered by members of the Force in Operational/ Administrative/Sports and Training region.

9.1.1 CONSPICUOUS OPERATIONAL ACHIEVEMENTS:

These include:-

i) Collection of actionable intelligence leading to successful busting of gangs of railway property, touting network, etc.
ii) Proper planning and execution to nab criminals, recovery of stolen railway property and stolen passenger belongings, detection of drugging cases, etc. at various levels displaying exceptional leadership, command and control, poise, initiative and drive.
iii) Processing of difficult cases.
iv) Impressive recoveries of arms, ammunition, explosives, contrabands, etc. during the course of duty.
v) Any conspicuous achievement during operation relating to protection and security of railway property, passenger area and passengers and matters connected therewith.
vi) Conspicuous work done during railway accidents, natural calamities, etc.
vii) Lifesaving act and special contribution in extending medical aid to injured passengers thereby saving precious lives.
viii) Where gallantry medals have been recommended, such case may also be taken up simultaneously for award of DG Insignia as award of Gallantry Medal takes a long time and may or may not come through.

9.1.2 CONSPICUOUS ADMINISTRATIVE ACHIEVEMENTS :

These include:-

i) Any innovation, which brings significant improvement in the working of the force.
ii) Conspicuous efforts made in processing of difficult cases.
iii) Maintaining clean and good record for a service for 25 years where force personnel has not undergone any punishment giving due consideration to general reputation, integrity and efficiency of the person.
iv) Accident free driving and good record for a continuous period of 20 years.

9.1.3 CONSPICUOUS SPORTS/T RAINING ACHIEVEMENTS:

These include:-

i) Outstanding achievement in sports for the country at the International level/National level/winning gold medals during All Indian Police Duty Meet which have brought laurels to the force.

ii) Conspicuous efforts made towards bringing substantial improvement in training field.

9.2 PROCEDURE:

i) There will be no fixed quota for award of DG Insignia under Para 1.1 and all the recommendation will be considered on case to case basis.

ii) For recommendations received under Para 1.2 and 1.3, a maximum no. of 160 officers and men will be considered for DG Insignia and Commendation every year.

iii) For a sanctioned strength of every 500, one commendation and insignia of DG will be awarded. Based on the above norm, a break-up of quota for each Zonal Railway is given as under;

Sr. No.	Railway	Allotted Quota
1	Central	11
2	Eastern	16
3	East Central	10
4	East Coast Railway	05
5	Northern	16
6	North Eastern	06
7	North Central	06
8	North Frontier	06
9	North Western	08
10	Southern	09
11	South Central	07
12	South Eastern	10
13	South East Central	05
14	South Western	04
15	Western	11
16	West Central	05
17	ICF	01
18	JR RPF Academy	02
19	Railway Board	04
20	RPSF	15
21	CORE	01
22	KRCL	01
Total		**160**

iv) The number of recommendations to be made by each Zonal Railway should be double the number of allotted quota of the Zonal Railway.

v) 60% nominations of the RPF personnel should be upto the rank of Head Constables and the remaining 40% of the allotted quota will be given to subordinate/gazetted officers. If 40% quota is not met with from amongst the subordinate/gazetted officers, the same can be delivered to under officers and other ranks.

vi) Zonal-railways must adhere to above ratio while forwarding nominations of eligible officers and staff.

vii) Nominations of officers of the rank of DSC/CO and above will be considered at Security Directorate level in consultation with concerned Zonal Railways as applicable.

viii) Nominations of officers and staff working in Security Dte., Railway Board will be considered at Security Dte.

ix) Recommendations should be duly accompanied with Vigilance Clearance, D&AR/criminal case clearance.

x) Nominations for the award of DG's Commendation and Insignia should be sent to Security Dte., Railway Board by 31st July every year.

9.3 MISCELLANEOUS:

i) Keeping in view instances regarding loss of Disc, request will be submitted to Security Dte. through PCSC with recommendation for issue of new Disc. on depositing the cost of Disc alongwith fine (as decided from time to time) in railway treasury.
ii) A mention about the award of DG's Commendation Insignia /Commendation roll may also be made in the Service book of the individual.
iii) DG Insignia may be awarded for second time also for conspicuous and outstanding work done by Force personnel to protect and safeguard railway property, passengers area and passengers or for exceedingly remarkable performance in executing administrative work which may be considered as outstanding. On the second occasion, such personnel will receive only scroll and shall be entitled to put one star on the disc. Such officer/staff will deposit the old disc and a new disc with star will be allotted to him.

9.4 FORFEITURE OF DG's COMMENDATION DISC

i) All DG's Insignia/Commendation Roll is liable to be forfeited when the holder is held guilty of misconduct, any punishment under major disciplinary procedure, disloyalty, cowardice in action or such conduct as in the opinion of the DG, brings the Force into disrepute.
ii) The award of DG's Insignia/Commendation Roll is also liable to be withdrawn if subsequently it is found that such an award was not justified or awarded on the basis of fabricated evidence/documents.

9.5 RECOGNITION OF EXCEPTIONAL INDIVIDUAL ACT OF OUTSTANDING MERIT-

lnsignia Disc and Commendation may also be announced by DG/RPF to recognize individual act of exceptional outstanding merit and conspicuous efforts, as and when it is performed. All such cases will be immediately forwarded by PCSCs concerned to Security Dte. for issue of Commendation and Disc. In such cases of individual brilliance, service record and past punishment details will not be taken into consideration.

10. ENHANCEMENT OF MONETARY ALLOWANCES FOR THE RECIPIENTS OF PRESIDENT'S POLICE MEDAL FOR GALLANTRY AND POLICE MEDAL FOR GALLANTRY.

i) Ministry's letter No. 11026/04/08-PMA dated the 5th September, 2008 on the above subject and to convey sanction under Rule 5(e) of the Rules governing the award of President's Police Medal for Gallantry and Rule 5(a) of the Rule governing the award of Police Medal for Gallantry to the payment of the enhanced Gallantry allowance to the recipients of these Medals as indicated below with effect from the date of issue of this letter:-

Sr. No.	Name of the Medal	Gallantry Allowance	
		Existing	Revised
1	President's Police Medal for Gallantry	Rs. 1,500/- p.m.	Rs. 3,000/- p.m.
2	Each of Bar to President's Police Medal for Gallantry	Rs. 1,500/- p.m.	Rs. 3,000/- p.m.
3	Police Medal for Gallantry	Rs. 900/- p.m.	Rs. 2,000/- p.m.
4	Each of Bar to Police Medal	Rs. 900/- p.m.	Rs. 2,000/- p.m.

ii) The payment of the above allowances shall continue to be in force subject to all other terms and conditions contained in the respective Statutes and Rules governing the award of the above Medals.
iii) This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.D. No. 7/88199-E.III(A), dated the 2nd May, 2013.

11. ORDER OF PRECEDENCE OF WEARING OF VARIOUS MEDALS AND DECORATIONS:

i) It has been observed that members of the Force while putting on the medals on ceremonial occasions on their uniform sometimes do not conform and men have been noticed putting on medals to which they are not entitled.
ii) Standing Order No.101, intends to standardize the practice on ceremonial occasions by bringing to the notice of all members of the Force the extant orders in regard to the order of precedence of wearing of various medals and decorations as issued by the secretariat of the President and also general information regarding various medals.

11.1 ORDER OF PRECEDENCE OF WEARING OF VARIOUS MEDALS AND DECORATIONS :

NO.75-Pres/2001-The President has been pleased to determine the following order of Precedence of Wearing of various Medals and Decorations. This supersedes Notification No. 104-Pres/98 dated 11th November, 1989 issued from this Secretariat:

1	Bharat Ratna
2	ParamVir Chakra
3	Ashoka Chakra
4	Padma Vibhushan
5	Padma Bhushan
6	SarvottamYudhSeva Medal
7	ParamVishishtSeva Medal
8	MahaVir Chakra
9	Kirti Chakra
10	Padam Shri
11	SarvottamJeevanRakshakPadak
12	UttamYudhSeva Medal
13	AtiVishishtSeva Medal
14	Vir Chakra
15	Shaurya Chakra
16	President's Police and Fire Service Medal for Gallantry
17	President's Police Medal for Gallantry
18	President's Correctional Service Medal for Gallantry
19	President's Correctional Service Medal for Gallantry
20	President's Home Guard and Civil Defence Medal for Gallantry
21	YudhSeva Medal
22	Sena / Nao Sena / Vayu Sena Medal
23	VishishtSeva Medal
24	Police Medal for Gallantry
25	Fire Service Medal for Gallantry
26	Correctional Service Medal for Gallantry
27	Home Guard and Civil Defence Medal for Gallantry

28	UttamJeevanRakshaPadak
29	ParakramPadak
30	General Service Medal – 1947
31	SamanyaSeva Medal – 1965
32	Special Service Medal
33	Samar Seva Star – 1965
34	Poorvi Star
35	Paschimi Star
35A	OP Vijay Star
36	Siachin Glacier Medal 3
37	Raksha Medal – 1965
38	Sangram Medal
38A	OP Vijay Medal
39	SainaSeva Medal
40	High Altitude Medal
41	Police (Special duty) Medal – 1962
42	VideshSeva Medal
43	President's Police and First Services Medal for Distinguished Service
44	President's police Medal for Distinguished Service
45	President's Fire Services Medal for Distinguished Service
46	President's Correctional Service Medal for Distinguished Service
47	Meritorious Service Medal
48	Meritorious Service Medal
49	Long Service and Good Conduct Medal
50	Police Medal for Meritorious Service
51	Fire Service Medal for Meritorious Service
52	Correctional Service Medal for Meritorious Service
53	Home Guards and Civil Defence Medal for Meritorious Service
54	JeevanRakshaPadak
55	Territorial Army Decoration
56	Territorial Army Medal
57	Indian Independence Medal – 1947
58	Independence Medal – 1950
59	50th Anniversary of Independence Medal
60	25th Independence Anniversary Medal
61	30 years Long service Medal
62	20 hears Long Service Medal
63	9 Years Long Service Medal
64	Commonwealth Awards
65	Other Awards.

11.2 WEARING OF MEDAL RIBANDS:

i) Full medals Occasions for Wearing Full Medals: Will be worn on all ceremonial occasions. They will also be worn while attending official functions at RashtrapatiBhavan, Raj Bhavans, Raj Nivases between reveille and retreat .

ii) Miniature Medals:

a) Occasions for Wearing Miniature Medals

i) With mess dress, summer and winter, between retreat and reveille.

ii) With lounge suit, dinner jacket or national dress, at Officers and JCOs; mess functions, during reunions and biennial conferences, official social functions hosted by Ministers, DG or any other function when specified.

iii) **Medal Ribands**

a) Occasions when worn. On all occasions when wearing uniform, except when wearing the following:-

i) Over garments (great coat, short great coat, coat parka, smock denson or jersey pullover)

ii) Combat dress.

iii) Full medals or miniature medals.

iv) Director Generals Insignia: To be worn by those commended on all types of uniforms except those on which medal ribands or full medals or miniature medals are not worn such as combat dress, over-garments and so on. IT would be worn on the left breast pocket flap immediately above the button-hole. However, when full medals re worn it would be worn immediately below the button on the left breast pocket.

12. RAILWAY MINISTER'S MEDAL FOR BRAVERY AND RAILWAY MINISTER'S MEDAL FOR BEST INVESTIGATION:

12.1 A recipient of Railway Minister's Medal for Bravery and Railway Minister's Medal for Best Investigation may be given one advance increment in his scale of pay.

12.2 Notwithstanding anything contained in these rules, a recipient of Police Medal for gallantry and Indian Police Medal for gallantry may be given one out of turn promotion to the rank or grade higher to the rank or grade held by the recipient.

13. STANDARDIZATION OF AWARDS DURING PASSING OUT PARADE OF NEW SIS (CADET) / CONSTABLE (RECRUIT).

13.1 In any disciplined organization, the passing out parade held at the completion of initial training of SI (Cadets) / Constable (Recruits), is an important event. Similarly, proper training in itself is imperative and of prime importance to the organization. It would not only make the force more efficient in its performance, but it would also enhance the prestige of the Organization as a reliable, effective and worthy force.

13.2 **It is, therefore, decided that during the Passing out parade, awards shall be given in 3 categories, which shall be as follows**:-

a.	The Best Cadet	:	A Silver Medal & a Certificate of Merit
b.	Best in Outdoor	:	A Silver Medal & a Certificate of Merit
c.	Best in Indoor	:	A Silver Medal & a Certificate of Merit

If Parade Commander and 2 I/C of the passing out parade are not covered in any of the above three categories, they shall also be given a Silver Medal with a Certificate of Merit.

13.3 **The specification for the above Silver Medals are as follows:-**

i) Silver Medal shall be circular in shape.

*	Weight of Silver Medal (Best Cadet / Recruit)	: 50 gms.
*	Weight Silver Medal (Best Cadet / Recruit Outdoor)	: 30 gms.
*	Weight of Silver Medal (Best Cadet / Recruit Indoor)	: 30 gms.
*	Weight of Silver Medal (Parade Commander)	: 30 gms.
*	Weight of Silver Medal (2 I/C)	: 30 gms.
*	Front side: RPF Logo (embossed)	
*	Back side:	

- Name of the Training Institute (covering the entire circle) Embossed
- Training Course e.g. 38th Training Batch – Engraved.
- Best Cadet / Best Cadet (outdoor) / Best Cadet (indoor) – Engraved.

ii) Diameter of the Medal: One and three eight inches in diameter.

13.4 The Certificate of Merit should be printed on White Glazed paper as per **ANNEXURE-V**. Length and Width of the certificate shall be as given below:

Length : 27 cms Width: 24cms.

13.5 It is further, decided that a "Certificate of Proficiency" should also be given (As per **ANNEXURE-VI**) to all enrolled members of the Force, who attend various refresher & training courses conducted by JR RPF Academy, Lucknow and Zonal RPF Training Centres.

13.6 It is expected that these awards shall inspire the recruits during their training as the lodestar and being able to win an award will be a matter of great prestige for them. The institution of these awards is also expected to improve the general standards and effectiveness of training in all RPF Training Institutions by setting new standards and goals.

ANNEXURE-IV

SCHEDULE II
ADMINISTRATIVE POWERS OF SUPERIOR OFFICERS
(SEE RULE- 25 OF RPF RULES 1987)

S. No.	Nature of powers	Director General	Principal Chief Security Commissioner	Chief Security Commissioner/ Dy. Chief Security Commissioner/Principal, RPF, Academy	Divisional Security Commissioner/ Security Commissioner/Commanding Officer/Senior Security Commissioner	Assistant Security Commissioner/ Assistant Commandant of RPSF/Adjutant
1	**2**	**3**	**4**	**5**	**6**	**7**
1.	Grant of rewards (Individual)	Full powers upto Rs.4000 in any one case	Full powers upto Rs. 2000 (within the sanctioned allocation) in each case.	Full powers upto Rs.1000 (subject to availability of funds) in each case.	Full powers upto the extent of Rs.500 in each case (within the sanctioned allocation) provided that the Commanding Officer of a Railway Protection Special Force Bn may sanction rewards upto Rs.1000 in each case.	Full powers upto Rs.200 in each case (within the sanctioned allocation) provided that an Assistant Commandant/ Adjutant of a Railway Protection Special Force Bn may sanction rewards upto Rs.500 in each case.
9.2+	Group rewards	Full powers upto Rs.30000 ++	Full powers upto Rs.10000	Full powers upto Rs.5000	Full powers upto Rs.3000	Full powers upto Rs.1000

ANNEXURE-V

JAGJIVAN RAM RPF TRAINING ACADEMY LUCKNOW

CERTIFICATE OF PROFICIENCY

This is to certify that Shri/Smt./Ms._____(Name)_____, (Designation), has attended and successfully completed_____(Name of Course)_____ conducted from _____to_____.

Date :-

Seal & Signature of Director

ANNEXURE-VI

ZONAL RPF TRAINING CENTRE

CERTIFICATE OF MERIT

This is to certify that Shri/Smt./Ms._____(Name)_____, _SI(Cadet)/Constable (Recruit) on completion of the initial training course has been awarded "Best Cadet/Recruit Medal" at Passing Out Parade of Sis(Cadet)/Constables (Recruit) of Batch No._____.

Date:-
Seal & Signature of Principal

CHAPTER-XXIII:- DRILL FOR CEREMONIAL OCCASIONS AND IMPORTANT EVENTS

1. DRILL FOR CEREMONIAL OCCASIONS AND OTHER EVENTS:

1.1. RPF being an Armed Force of the Union is required to organize formal ceremonies on occasions of national importance besides local events. It has been observed that different units have evolved practices over the years which do not conform to the standard practices in vogue in CPMF's.

1.2 This chapter intends to standardize the procedures and practices on ceremonial occasions mentioned below :

I. Republic Day
II. Independence Day.
III. Republic Day Parade.
IV. Police Commemoration Day on 21st Oct.
V. Wreath Laying Ceremony
VI. Procedure for Opening and Closing ceremonies during Inter Railway divisional Sports & Games
VII. Investiture Parade
VIII. Raising Day
IX. Sainik Sammelan

2. REPUBLIC DAY AND INDEPENDENCE DAY

2.1 REPUBLIC DAY

1. The Republic Day Parade being the most important national function needs to be observed with due respect and proper ceremony. The procedure to be followed by all units and establishments of RPF is outlined in succeeding paragraphs.

2**. FLAG HOISTING:**

i. A presentable National flag will be hoisted. It will be tied with flower petals in such a manner that at the time of unfurling the loops of the ropes come loose with least resistance and the flag unfurls instantaneously, showering flower petals.
ii. Since the General Flag Hoisting at the national capital is done followed by Republic Day Parade, the timing of flag hoisting in Force establishment located at Delhi should be before the General Flag Hoisting, enabling senior officers to attend and witness the Republic Day Parade.
iii. The flag hoisting at Delhi will be done at 0800 hrs.
iv. The Chief Guest will make a brief speech about the significance of the Republic Day and the responsibility of the members of the Force in upholding the unity and integrity of the Nation. The achievements of the Force in discharging their responsibility will be highlighted.
v. The names of Officers, SOs and men who have been awarded Distinguished and Meritorious Service Medals will be read out and thereafter the assembly will be dispersed.

3. DRESS CODE

i. The dress code for Officers and SOs will be shirt Angola, khaki trousers, peak cap, cross belt (those authorized to wear sword) and mounted medals, and for other ranks it will be the prescribed ceremonial uniform with hackles.
ii. Places other than Delhi will follow ceremonial dress code as per local orders.

2.2 INDEPENDENCE DAY

1. FLAG HOISTING:

i. Independence Day after flag hoisting in the similar manner as of Republic Day the Chief Guest or senior-most officer of the Station/ Unit will read out the names of awardees of Distinguished/Meritorious Service Medal.

ii. Thereafter, he will highlight the struggle to gain independence and briefly touch upon the efforts of the Force in upholding the independence, Unity and Integrity of the Nation. The role of the Force in these aspects will be eulogized.

2. DRESS CODE:

The dress code for officer and men will be shirt, trousers khaki, peak cap, cross belt (those authorized to wear sword) and mounted medals, and for other ranks it will be the prescribed ceremonial uniform will hackles.

2.3 Divisions/Bn's and training institutions will organize sports competitions on Republic Day/Independence Day in the afternoon and Barakhana and cultural programme in the evening. The Republic Day/ Independence Day Celebrations must rejuvenate and strengthen national feelings in the hearts and minds of the members of the Force. Therefore, these ceremonies should not be a matter of routine. Enough thought and effort must go behind making these celebrations truly inspiring, After the celebrations, stocktaking should be done. Good performance should be appreciated and if any shortcoming is noticed, proper steps should be taken to rectify it.

2.4 SEQUENCE OF REPUBLIC / INDEPENDENCE DAY FLAG HOISTING PARADE

i. All ranks present in the unit/establishment will form up at the venue of flag hoisting in Hollow Square or suitable formation according to space available.
ii. A guard consisting of 1 SO, 2 HC's and 18 OR'S will form up towards the right side and front of the flag post in the formation (two lines).
iii. A senior Gazetted officer as per availability will command the assembly on arrival of the Chief Guest.
iv. The next senior officer present will receive the chief guest hoisting the flag.
v. The words of command of the guard commander of the guard will be followed for paying compliments to the Flag.
vi. On arrival of the Chief Guest guard commander gives the command guard "SAVDHAN".
vii. The Guard commander gives command "guard general salute SALAMI SHASTRA. Officers, SOs/Min. Staff and Ors will remain in attention during general salute.
viii. Guard Commander gives command, "guard BAJU SHASTRA", guard comes to BAJU SHASTRA.
ix. The officer commanding parade marches forward to the dais halts, salutes and gives the report of the parade to the Chief Guest. Thereafter, he salutes and takes his place in the ranks of Officers.
x. Chief Guest is requested and conducted to the flag post to unfurl the National Flag.
xi. As soon as the flag is unfurled, the guard commander gives command guard "RASHTRIYA SALUTE SALAMI SHASTRA",

xii. Guard comes to SALAMI SHASTRA and National Anthem is sung or played on band if available. When the flag unfurls all including the Chief Guest will salute the flag.
xiii. Guard will remain in SALAMI SHASTRA, the salutes will not be lowered till the national anthem concludes.
xiv. Guard Commander gives command guard BAJU SHASTRA. Guard comes to BAJU SHASTRA and the salutes are lowered in time with the BAJU SHASTRA movements of the guard. Guard Commander gives command guard VISHRAM.
xv. Speech by chief guest and reading out of names of officers, SOs and men who have been awarded Distinguished Service Medals and Meritorious Service Medals.
xvi. As the Chief Guest leaves the dais, the guard commander gives the command guard "SAVDHAN". The entire parade will come to attention.
xvii. After the chief guest and senior officers leave, guard commander give command guard "VISHRAM".
xviii. The parade comes to VISHRAM, the ceremony concludes and all disperse.

3. REPUBLIC DAY PARADE AT RAJPATH IN NEW DELHI

3.1 One RPF parade contingent of men or women with brass Band shall take part in the Republic Day Parade on 26th January every year at Rajpath in New Delhi.

3.2 RESPONSIBILITY:

CO/6 Bn will be responsible for preparing the band and the marching contingent for the Parade.

3.3 SELECTION OF CONTINGENTS AND BAND:

(I) **COMPOSITION:** The marching contingents will include two GOs, six SO's and 144 Ors. 24 men will be kept as reserve. A*s* regards the brass band contingent, one Inspector with three SI's and 72 Bandsmen will take part in Parade. 12 bandsmen will be kept as reserve.

(ii**) SELECTION CRITERIA**: The contingent would consist of those with a smart bearing, elegant drill movement and are preferably 6' in height.

CSC's will ensure to depute freshly passed out constable recruits and SO's below 40 yrs of age for the parade. All those selected for the parade shall be assembled at the zonal HQrs and checked for their physical fitness and drill movements before being directed for the RDP camp at 6 Bn. The same criteria may be followed for the Investiture parade, and the RDP contingent may be selected from amongst the members of the force participating in the Investiture Parade.

The parade will be commanded by a young and smart Asst. Commandant. He must be exemplary in outdoor work.

The best bandsmen and buglers drawn from various zones shall be selected.

3.4 COMMENCEMENT OF PRACTICE:

The contingent including band would assemble at 6 Bn in the last week of December. After about a weeks practice at 6 Bn the contingent will begin regular practice commence at Rajpath.

3.5 **TRAINING AND ADMINISTRATION:** CO/6 Bn will be responsible for making all administrative arrangements and the training of the contingent. One officer of the rank of Asst Commandant who is good at administering training along with other support staff may be placed at the disposal of CO/6 Bn by IG/RPSF for the purpose. They will remain with the contingent from the time they arrive in 6th Bn/RPSF, Delhi. For the transportation of the contingent for rehearsals at Rajpath the Commandant/6th Bn will provide sufficient transportation. Transport requirement may be met by hiring or by requisitioning from other RPF/railway establishments.

3.6 **PRESS REVIEW:** Director/RPF with the assistance of Director/PR/RBd, will arrange for a briefing of the press/media to be addressed by DG/ RPF or any other officer who is assigned the responsibility by DG/RPF a few days prior to the Republic Day Parade. This is to give adequate publicity about the participating contingent. The press should be invited in adequate numbers. The press Review may be followed by lunch.

3.7 **Funds:** Funds required for special diet for Republic Day Parade contingent and Band personnel provided during the rehearsals/final parade, hiring of transport, barakhana on 26th January, new uniform, band equipment etc and for other activities connected with the Republic Day Parade will be made out of government funds with the sanction of finance.

3.8 **Barakhana:** Barakhana will be organized following the Republic Day Parade. It will be attended by all RPF officers of Delhi area and other invitees as may be decided by the DG/RPF.

4. POLICE COMMEMORATION DAY:

4.1 Police Commemoration Day is observed by all police forces on 21st October every year to commemorate the sacrifice of 10 CRPF men who laid down their lives fighting Chinese aggression on 21st October 1959 at Hot spring, Ladakh (J&K).

4.2 Observance of Police Commemoration Day is fixed for 8 AM on 21st October each year. On this day police forces throughout the country pay homage to all police personnel who laid down their lives in the line of duty. The following procedure will be followed/observed on this solemn occasion: -

i) Wherever the Martyr's memorial is available, the venue for observance of Police Commemoration Day will be the Martyr's Memorial.
ii) The area will be marked for assembly rank-wise with appropriate place for guard of honour and the band.
iii) The podium will be fixed and provision of PA equipment to facilitate delivery of brief speech about the significance of the occasion and reading out of names of the Martyr's who laid down their lives since the last Police Commemoration Day.
iv) At the given time all ranks assemble at the venue and the senior-most officer of the station on arrival is given a report and escorted to the podium. All the officers and men assembled will be brought to stand at ease.
v) The senior-most officer will then deliver a brief speech about the significance of the day and will mention the valor of the 10 CRPF men who fought against the Chinese Aggression. Thereafter, the names of the martyr's as per list will be read out.
vi) The Senior-most officer moves to the position at the marker for wreath laying. The band plays SLOW MARCH upto the memorial and the senior most officer holds the wreath in his hands. The band will continue to play till the wreath is laid and the senior most officer takes position at the appointed place. (The

procedure delineated for wreath laying ceremony will be followed).

vii) The guard Commander of Samman Guard will give the command SAMMAN GUARD SHAHEEDON KO SALAMI DENGE SALAMI SHASTRA. Guard presents arms, All GOS and SOs will salute and the men will remain in attention. The RPF flag is unfurled.

viii) The guard commander gives the command SHOK SHASTRA. On completion of the motion of SHOK SHASTRA. The buglers sound last post.

ix) Once the words of command SHOK SHASTRA is given, the officer in-charge of RPF flag will slowly lower the flag to half mast, the movement of the flag will coincide with the commencement and conclusion of LAST POST.

x) On completion of the LAST POST a drumbeat will be sounded and the guard personnel will blow their heads with their chin touching their chest. Simultaneously all GOS, SOs and men will bow their heads in similar manner.

xi) Two minutes silence will be observed and within two minutes after expiry of one minute the band will play tune O GOD OUR HELP IN AGES PAST for one minute, On conclusion of the tune there will be a drumbeat, all GOS, SOs and men will raise their heads.

xii) The guard commander will give the command SAMMAN GUARD, SALAMI SHASTRA and the guard personnel will present arms. All GOs and SOs will salute and the ORS will remain in attention. Bugles will sound ROUSE call for one minute.

xiii) During this period, the RPF flag will be hoisted to full mast position. The guard commander gives the command BAJU SHASTRA.

xiv) The guard will come to BAJU SHASTRA position. All officers and SOs will bring down their hands from saluting position.

xv) The band sings 'VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO' with accompanying music.

xvi) On conclusion of the song the guard commander will give command VISHRAM. Here the ceremony concludes and all officers, SOs and men will break off and disperse.

4.3 Wherever the Martyr's Memorial is not available, the officers, SO's and men will fall-in a hollow square in front of a raised dais with provision of PA equipment and podium and following procedure will be observed:

a) The senior-most officer on arrival at the venue is received by the next senior officer and escorted to the podium.

b) A guard of honour of the strength as prescribed for wreath laying ceremony will be in position.

c) The officer commanding the assembly hands over report to the senior-most officer.

d) The parade is brought to VISHRAM and the ceremony commences with a brief speech on the significance of the day as mentioned above.

e) Thereafter, the names of martyr's will be read out by the designated officer.

f) On completion of reading out of names of martyr's, the procedure for paying homage to martyr's will be same as mentioned in para-2 above.

(Note: - it will be advisable if a temporary Memorial is erected for the occasion whenever this ceremony is taking place.)

i) This day will also be observed as 'RPF Welfare Day' and a variety of welfare activities should be planned in advance and inaugurated on this day by PCSCs/DSCs.

ii) Retired RPF officers will be invited to the parade and the oldest amongst them will also place a wreath.

iii) Widows and dependants of the men killed on duty (as included in the list of

Martyrs') will also be invited. The widows will also place wreaths at the Martyrs' Memorial.

iv) Cheques/drafts pertaining to all the benefits admissible from the government and RSKN will be presented to the widows by DG RPF/PCSC concerned at the time of parade, if these have not already been paid.

v) A meeting should be held by CSC/DSC with dependants and retired personnel to ascertain their problems and to initiate appropriate action.

5. WREATH LAYING CEREMONY:

1. Wreath Laying is a solemn ceremony wherein the officers, SOs and men of the Force pay homage to those gallant Officers, SOs and men who have sacrificed their lives on the altar of duty. This is also an occasion that reminds all ranks of the Force of the dedication and commitment expected from each one of them. The Martyr's Memorial will be suitably but solemnly decorated for the occasion.
2. Wherever regular Martyr's Memorial does not exist a suitable memorial could be improvised for the occasion.
3. The troops for the guard of honour at the Martyr's Memorial should be carefully selected keeping in view their height, smartness and elegant drill movements.
4. The strength of the guard will be 1 SO, 2 HCs and 18 CTs and they will fall in 2 rows (file formation).
5. A brass/pipe band as per availability will take position towards the right perpendicular to the guard of honour facing the Memorial.
6. There will be 4/6 buglers for sounding requisite calls during the ceremony and will be placed suitably.
7. The path of approach of the Memorial should have a marking at 15 paces from the Memorial in line with the guard of honour.
8. There will be two pairs of tall and smart men. One pair will be on both sides of the starting point at 15 paces to escort the VIP to the Memorial in slow March for Wreath laying.
9. They will hold the wreath with their right and left hand i.e., the one on left will hold with his right and the one on right will hold with his left hand, 3 paces short of the Memorial the escort will halt and hand over the wreath to the VIP, who will step ahead place the wreath salute and come back after a brief silence.
10. These escorts will peel off towards left and right on completion of Wreath laying by the VIP. In the meantime, the second pair will take position at the starting point for the next dignitary.
11. 4-armed guards in ceremonial regalia will be placed at four corners of the Martyr's Memorial with fixed bayonets.
12. TWO SOs will be positioned at the Memorial to the right side for handing over the Wreath to other Officers. The Wreaths will be kept on a small table.
13. The drill for the Wreath Laying ceremony will be as under:

i) The senior-most officer present in the station arrives at the marker. Band plays SLOW MARCH. The Senior-most officer marches in slow march up to the Memorial an**d takes the wreat**h in his hands. The band plays 'ABIDE WITH ME' till the senior-most o**fficer lays the wreath and tak**es position at the appointed place.

ii) **Guard Commander gives the co**mmand SAMMAN GUARD SHAHEEDON KO SALAMI DENGE, SALAMI SHASTRA. Guard presents arms. All GOS & SOs salute. All ORS will remain in attention. RPF flag will be unfurled.

iii) Guard Commander gives the command SHOK SHASTRA. GOS & SOs will **bring down their hands. The guard comes** to SHOK SHASTRA POSITION

EXCEPT BOWING OF THE **HEADS.**

iv) The buglers sound LAST POST. Once the word of command SHOK SHASTRA is given, the **office**r in-charge of the RPF flag will slowly bring the flag to half-mast position, the **movemen**t of the flag will be completed with the end of the note of LAST POST.

v) After completion of the LAST POST at the beat of the drum all personnel of the guard will bow the heads by touching the chin to their chest. Simultaneously, all GOS, SOs and Other Ranks will similarly bow their hands.

vi) Two minutes silence will be observed. Within this period, after expiry of one minute, the band will play the tune O GOD OUR HELP IN AGES PAST for one minute. At the end of the tune there will be a drumbeat. All GOs, SOS & ORs will bring their heads up.

vii) The Guard Commander gives the command SAMMAN GUARD, SALAMI SHASTRA. The guards will present arms. All GOS, SOs will salute. ORs will remain in attention.

viii) Buglers will sound ROUSE call for one minute. During this time the RPF Flag will be released to full mast position.

ix) The Guard Commander gives the command Baju SHASTRA. The guard will come to the BAJU SHASTRA position. Officers and SOS will bring down their hands.

x) The band sings VATAN KI RAH MEIN VATAN KE NAUJAWAN SHAHEED HO..... With accompanying music.

xi) At the end of the song, Guard Commander will give the command VISHRAM. At this command, the Wreath laying ceremony concludes. All officers will break off and disperse.

6. PROCEDURE FOR OPENING AND CLOSING CEREMONIES DURING INTER ZONAL RPF SPORTS AND GAMES:

The Procedure as outlined in the subsequent paragraphs will be followed during inter Zonal/Divisional Sports tournament with suitable modifications where required:

OPENING CEREMONY

1. The chief Guest Arrives.
2. The Chief host and the Organizing Secretary of the meet him,
3. The Band pays compliments to the chief Guest.
4. The chief host presents members of the Jury Honour and Appeal, the members of the organizing committee and Managers of the participating teams.
5. The chief Guest is then conducted to the Rostrum.
6. The opening ceremony commences with the March past by teams.
7. The Chief Guest is requested by the chief host to take the salute.
8. The contingents participating in the march past maintain an interval of 15 paces between one another. All participants are dressed preferably in white athletics singlet, white trousers and P.T. shoes. Each contingent is preceded by a person carrying a placard bearing the name of the team and is led by the Captain of the team carrying its flag.
9. The placard bearer marches 5 paces ahead of the flag bearer who, in turn is 5 paces ahead of his team.
10. The teams march past in alphabetical order, the only exception being that the winner of the previous year lead and the host team comes last in the order of march.
11. The contingents pay compliments to the chief Guest when they approach the

rostrum by turning their heads to the right and by dipping the zonal Flags (3' 2' on a 8' pole) to the right at an angle of about 50 degrees, on the command "Eyes Right" (Dahine Dekh) given by the captain of each team.

12. After passing the Rostrum, the captains gives the command "Eyes Front" (Samne Dekh) and also bring the flag to the carry position.
13. Each team, after completing its march, forms up in column of three behind its placard and flag round the athletic track facing inward.
14. The band stops as the last team comes to a halt.
15. After a brief pause the Band resumes playing and the teams march inwards and come to a halt in a semicircle facing the Tribune of Honour and stand at ease.
16. The Chief host delivers a short speech of welcome from the rostrum. At the conclusion of his speech, the chief host requests the Chief Guest to declare open the meet in the following words: "I have the honour to request (THE CHIEF GUEST) TO PROCLAIM THE ..... INTER DIVISIONAL/ZONAL ..... MEET OPEN".
17. The Chief Guest declares the meet open with the words: "I PROCLAIM THE ..... INTER DIVISIONAL/ZONAL .... MEET OPEN".
18) Immediately a fanfare of trumpets is sounded; the teams come to attention and flags are unfurled.
19) As soon as the fanfare is over, pigeons and balloons are released and general jubilation is expressed by firing of Feu - de - joie, very light Pistols (multi coloured), crackers, Fireworks and playing of joyous music on the Shehnai and beating of drums.
20) The captain of the host Zonal/Divisional team gives the command "Team Captains"..... Quick March". The captains carrying their flags march forward 15 paces, forming an inner semi cirde in front of the Tribune of honour.
21) The Captain of the host Sector team advances further to the foot of the Tribune of honour where he comes to a halt and plants his flag in the ground. The other captains also rest their flags on the ground.
22) The captain of the host team then mounts the Tribune of Honour and facing the Chief Guest raises his right hand while holding a corner of his flag with the left hand.
23) The members of all teams raise their right hands and the captains dip their flags as the captain of the host team pronounces the following oath on behalf of all the assembled players:
"HUM SHAPATH LETE HAIN KI ANTER MANDAL/KSHETRIYA RAILWAY SURAKSH BAL KHEL KOOD PRATIYOGITA MEIN SABHI NIYAMON KA PALAN KARTE HUE PRATIYOGITA ME SACHHI BHAWNA SE BHAG LENGE AUR APNI SANSTHA KE YASH AUR KHEL KOOD SAMMAN KE LIYE USME SAMMILIT HONE KE ICHHUK HAIN".
24) On the conclusion of the Oath, the flags are raised and team captain of the host team steps down from the Tribune of Honour.
25) The team captains rejoin their respective teams on the words of command 'Team Captains... About Turn Quick March'.
26) The Chief Guest resumes his seat.
27) The athletes march away in column by the shortest route in the same order in which they entered the stadium followed by the Band.

VICTORY CEREMONY:

28) Medals shall be awarded as soon as possible after each event is over.
29) The competitors who are adjudged First, Second and third take their places in their sports costume on the victory stand. The winner stands slightly above the second who is on his right and the Third who is on his left. Trumpets are sounded.
30) The victors are awarded Medals by the distinguished visitors at the request of

the CSC/DSC/Senior most officer of the host Div/Zone.

CLOSING CEREMONY:

31) The Chief Guest arrives. He is received by the Chief Host.
32) The Band pays compliments to the Chief Guest..
33) The Chief host presents members of the jury of Honour and appeals, members of the Organizing Committee and managers of the participating teams.
34) The Chief Guest is conducted to his seat
35) The Chief Guest is requested by the chief host to take the salute at the march past of athletes.
36) The champion team in athletic leads the march past while the host team comes Last, the other teams march past in alphabetical order.
37) The teams then form a semi-circle facing the Tribune of Honour.
38) The chief host requests the Chief Guest to give away the trophies.
39) The Chief Guest gives away the trophies.
40) The chief host then thanks the Chief Guest.
41) 'Retreat is sounded and simultaneously flags are lowered.
42) Team captains dip the flags carried by them and bring them to the carry Position as soon as the retreat is over.
43) The Meet flag is then folded and carried at the slow march by four athletes of the host team up to the dals; the flag is folded and handed over to the Chief Guest by the CSC/DSC who in turn hands it back for safe custody with the following declaration: **I DELIVER THIS FLAG. TO YOU FOR SAFE CUSTODY UNTIL SUCH TIME AS IT IS AGAIN FLOWN AT THE NEXT RPF INTER DIVISIONAL/ZONAL COMPETITION".**
44) The chief host receives the flag and replies: - "THIS DUTY I WILLINGLY UNDERTAKE TO PERFORM'.
45) The Band pays compliments to the Chief Guest.
46) The Chief Guest departs.
47) Now, at the sound of a drum beat the flag bearers form up in a line on the right of the Tribune of Honour.
48) Immediately at the sound of the second drumbeat, the competitors fall in behind these flags in one file behind each flag but in mixed groups, irrespective of their Divisions/Zones. The competitors now march out, waving out to the spectators as they go out of the arena by the assigned route.

49) **TEAM GAMES:**

In respect of team events such as hockey, football, basketball, volleyball, Wrestling, kabbadi, judo, weightlifting etc. the procedure to be followed for opening and closing ceremonies would be as under:

i) Before the arrival of the chief guest, the contending teams on the opening day of the match would be formed up in the center of the playing, field together with the referee /umpire.

ii) On the arrival of the chief guest he will be received by the chief host and introduced to the members of the contending teams as well also to the referee /umpire ill) The chief guest returns to his seat and the game /event starts. IV) For closing ceremony the contending teams together with the referee /umpire would be introduced to the chief guest before the start of the game or if this is not possible for some reason then the teams may be introduced to the chief guest during the Interval.

50) **PRIZE DISTRIBUTION CEREMONY:**

I) The chief guest would be requested to give away prizes to the teams, by chief host, who will escort the former to the place from where the prizes are to be distributed.

II) The chief guest may be requested to declare the game closed.

III) At the end of the prize distribution ceremony, three cheers will be given in honor of the guest of honor.

IV) The ceremony closes.

7. INVESTITURE CEREMONY

1. Investiture Ceremony is an occasion to recognize and honour the meritorious, distinguished and gallant members of the force for their deeds of valour in the service of the Nation and in enhancing the image of the Force.
2. Therefore, the giving away of these honors should be with due ceremony and grandeur so that it evokes a sense of pride in the recipients and the audience.
3. President's Police Medal for Gallantry, Police Medal for Gallantry, President's Police Medal for Distinguished Service, Police Medal for Meritorious Service, Railway Minister's Medal for Bravery and for best investigation will be awarded during the Investiture Parade every year.
4. On the occasion of the Investiture parade, the medals are given away by the Chief Guest after the welcome address. Normally the Hon'ble Minister for Rallways shall be invited to glve away the awards.
5. The medal to be presented will be arranged in the order of presentation and kept on a table beside the dais.
6. The medals for presentation of awards will be placed in velvet in laid special tray designed for the ceremony and handed over to the VIP for pining on the awards.
7. CO/6Bn/RPSF under the supervision of IG/RPSF will be responsible for the Investiture ceremony, who will detail suitable officers for the conduct of the ceremony.
8. Female personnel will be detailed by name to escort the widows of the posthumous awardees.
9. Proper hooks for pinning of the medal shall be stitched above left side breast pocket of the uniform. Widows/Parents of posthumous awardees will be presented the medal in hand.
10. The awardees at the commencement of the investiture ceremony are lined up in a manner so that the person whose name is being read out is in front of the dias and the next in line at a convenient distance. As soon as and the name is called the awardees marches forward to the dals to receive the award and the next in line takes position while the medal is being presented to the first recipient. Thus the procedures will continue till all the awardees have been presented with the medal.
11. For gallantry awardees the investiture ceremony of presentation of medals commences with the reading out of briefs citations of the gallant act of velour, which led to the award. Similar procedure will be followed in case of police Medal for gallantry.
12. Where the award is posthumous the widow, father or mother as the case may be would be duly escorted to the dais to receive the medal on behalf of the deceased. In this case also the next of kin of the awardees stands in front of the dais while citation is being read out.

    The widow, father, mother as the case may be of the deceased gallant RPF men chosen for the award should be received and accommodated with due honours and they should be well cared for.
13. On conclusion of the investiture ceremony, the awardees will be photographed with the Chief Guest which will be followed by tea with the chief guest. 14. The drill for the occasion as laid down in the Police Drill Manuel for Ceremonial

Parades will be followed.

14. DRESS ORDER FOR DIFFERENT RANKS:

(I) FOR THE PARTICIPANTS

1. GOs - Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt, Medals and Sword.
2. SOS-Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross Belt, Medals, Sword and ceremonial gear.
3. ORs - Angola/TC Shirt, 'TC Khaki Trousers with Medals and ceremonial gear including pagri.

(II) FOR THE MEDAL RECIPIENTS:

1. GOS- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt, Medals and Sword.
2. 2. SOS- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt and Medals.
3. ORS- Ceremonial Dress with Medals.

(III) FOR ALL RANKS WITNESSING THE PARADE:

1. GOS- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt, Medals. Officers above the rank of DIG would also put on Sword.
2. SOS- Angola/TC Shirt, TC Khaki Trousers with Peak Cap, Cross-Belt and Medals.
3. ORS- Ceremonial Dress with Medals.

8. RAISING DAY

1. RPF Raising Day is being celebrated every year on the 20th of September each year i.e. the day on which the Force was given the Status of Armed Force of the Union. It is a prestigious event as it highlights the performance, morale, discipline and effectiveness of the Force. It is therefore, necessary to celebrate RPF Raising Day at the Zonal/ Divisional Headquarters and the BNs without exception. Guidelines for holding the Raising Day are indicated below. The guidelines are indicative and not exhaustive. CSCS/DSCS/COs are free to include other suitable items keeping in view the peculiarities of their area.
2. Raising Day Parade may also be organized centrally and combined with Investiture Parade or held separately,
3. Guidelines for Ceremonial Parade as prescribed in the Police Drill Manuel shall be followed.
4. The DG's Insignia will be presented at the Raising Day Parade organized by the Zonal Railways/RPSF,
5. The following guidelines are suggested for making the Raising Day a success:
   - Preparation for the Raising Day should be planned in advance.
   - Supply of uniforms to RPF personnel for the year should be got done before the Raising Day.
   - All the RPF buildings should be white washed and spruced up.

   - Raising Day Celebrations may go on for 2-3 days Retired personnel of all ranks, residing in the city where the Parade is held, should be invited. Widows and dependants of deceased RPF personnel should be invited.

- Welfare Exhibition should be organized.
- New initiatives to help the traveling public should be started. For assessing the needs of the public for this purpose, "Public Opinion Survey" should be conducted in which the passengers may be interviewed at Railway Stations and in running trains. It would help in better planning of new initiatives.

- Modernization programmes should be got inaugurated so that they get proper publicity and importance.
- Seminars should be organized at Zonal/ Divisional level, in which members of the force from all ranks should participate. In these seminars performance of RPF and methods for bringing out improvement in our working should be discussed. GRP, Local Police and railway staff should be invited to participate.
- Bara Khana followed by Cultural Show should be organized.
- Arrangements should be made for giving wide publicity to the Raising Day Parade at Central Level as well as Zonal/Divisional level. Newspaper and Electronic media should be invited to cover the function. The CSC and DSC should hold Press Conferences. News handouts along with photographs should be given in the press Conference. Newspapers advertisements should also be given through DPR/CPRO at the Central /Zonal Level.

9. SAINIK SAMMELAN

Sainik Sammelan is a regimental forum where men express their views and suggestions for betterment of the Unit administration and welfare. Sainik Sammelan will be held at post/coy level monthly, at the Division/BN level quarterly and by other senior officers while visiting the men in the field/units. The arrangements/procedure for the Sainik Sammelan will be as follows:

I) The venue of the Sainik Sammelan should be in the open or in a spacious auditorium or a hall,

II) There should be a raised platform where the Officer holding the sammelan and the next senior officer will sit and from where the men present can see them while addressing and the officers holding SAINIK SAMMELAN can see the men he is addressing.

III) Other officers will be towards the right side of the raised platform and the SO's will be towards the left side of the platform and the men will be seated in front of the dais or platform on chair or on dury (carpet) as per availability.

IV) The under officers should be at the rear of CTs and should be provided with chairs/benches to sit.

V) The strength present should be seated coy wise and small tabulates should be displayed to indicate the coy or branch.

VI) When the senior officers like DG, ADG, IG addresses, the next senior will be positioned towards the right a step back and other senior officer will be on the left side of the dais facing DG, ADG, IG as the case may be.

VII) The seating arrangements on the dais should be presentable; a tablecloth with RPF crest will be spread on the table for the officer addressing the Sainik Sammelan.

VIII) The Crest should be so embroidered that it is visible to the audience on the front hangings of the tablecloth.

IX) A presentable writing pen, pad, Sainik Sammelan register and statement of officers and men present should be kept with stationery/white paper on a clip board for taking notes etc.

X) A stenographer would be in attendance to record the proceedings of the Sammelan.

XI) On arrival of the officer holding Sainik Sammelan, the 2nd I/C of the Unit/establishment will call Sainik Sammelan to attention and report to the

officer holding Sainik Sammelan and hand over the details of officers, SOs and men present in the Sainik Sammelan.

XII) After reporting he will salute, take two steps to the right, turn about and escort the officer holding Sainik Sammelan to his seat. He will then move to his designated seat.

XIII) As soon as the senior officer holding the Sainik Sammelan comes to his seat the buglers will sound the Sammelan call. All officers, SOs who is seated will remain in attention in sitting position.

XIV) After the bugle the senior officer will salute as a gesture of acknowledging the compliments and will commence addressing the sainik Sammelan and put forward whatever he has to say,

XV) Thereafter, points raised during the previous Sainik Sammelan will be reviewed and stock of action on these points will be taken.

XVI) In the case of Sainik Sammelan of DG, ADG, IG & DIG, the points of the previous Sainik Sammelan may not be taken up but the men would be asked by them to put forward their suggestions or points.

XVII) In order to present satisfactory replies to the queries and the points being raised in the Sainik Sammelan, it will be necessary that all such points are complied well in advance and examined and a detailed note prepared as to the position of each point to enable logical response and appropriate decisions.

XVIII) PA equipment should cater arrangements for men to deliver their points audibly so that it could be heard by everyone present in the Sainik Sammelan.

XIX) On conclusion of the Sainik Sammelan buglers will sound conclusion of Sainik Sammelan. The 2 I/C will call the Sainik Sammelan to attention and pay compliment to the senior officer holding the Sainik Sammelan. After senior officer leave he will disperse other officers and order SM to take charge.

XX) The dispersal of SO's and men will be in an organized manner after the departure of senior officers.

11. GUARDS OF HONOUR

11.1 Guard of Honour shall be detailed to :–

(i) attend the arrival and departure by railway train of the President, Vice-President, Prime Minister and the Governor of a State; and

(ii) for the Independence and Republic Day celebrations or other ceremonial functions of national importance.

11.2 Guard of Honour shall not be detailed for the reception of any other dignitary without the express orders of the Director-General:

Provided that no Guard of Honour shall be supplied after "Retreat" or before "Reveille":

Provided further that all other instructions or orders issued by Central Government in the Ministry of Home Affairs to other armed forces of the Union regarding detailing of ceremonial and security guards shall also apply mutatis-mutandis to ceremonial guards to be provided by the force.

11.3 COMPLIMENTS WHERE NOT ENTITLED:

An officer below the rank of Principal Chief Security Commissioner is not entitled to the compliment of the bugle sounding the salute or the drum beating a ruffle when a guard "present arms" to him. Similarly, an officer not in uniforms is not entitled to the compliments of a guard turning out except on occasions specified in Para-11.1 above.

12. The Staff Officer or Personal Assistant shall assist the Principal Chief Security Commissioner concerned in the discharge of duty to organize ceremonial parades, VIP visits and other matters of like nature.

13. All superior officers and enrolled members of the Force shall wear uniform when attending parades and on ceremonial parades. Sun-glasses shall not be worn with uniform, except under medical advice, on ceremonial parades or inspecting a guard or attending a parade

14. A MEMBER OF THE FORCE ALLOWED TO WEAR UNIFORM ON CERTAIN OCCASIONS :

An enrolled member of the Force on his retirement or on superannuation shall be allowed to retain the uniform items to be worn only on ceremonial occasions or at the time of formally calling upon superior officers of Armed Forces and Central or State Police Organizations. The facility of wearing the uniform on the above mentioned occasions may be withdrawn at any time in the public interest under the orders of the Principal Chief Security Commissioner concerned.

CHAPTER-XXIV:- MOBILIZATION & DEPLOYMENT OF RPSF

1. MOBILIZATION & DEPLOYMENT OF COMPANIES:

RPSF is the Specialized Armed Wing of RPF and is, therefore, required to act as a Striking Force and as a back-up for the RPF in facing serious problems of Railway Crime, Anti-Social Elements, Agitation, Terrorism, Insurgency etc. affecting the operations of Railways.

The following guidelines shall be followed for the deployment of RPSF:

1.1 DUTIES TO BE PERFORMED BY RPSF –

i. RPSF may be utilised for guarding vital installations of the railways.
ii. The RPSF may be deployed for assisting RPF in escorting goods train in Crime Prone Areas where high profile presence of Force is needed for reasons of volatile situations i.e., criminal belt or organised criminal gangs or insurgents/extremists.
iii. RPSF can be utilised to help RPF and Commercial Staff as part of a Combined Task Force for short periods in performing ACP/HPD duties and Ticketless Travelling raids in situations/areas where violence is apprehended as a result of such raids.
iv. RPSF may be deployed to combat mob violence against the safety and security of Railway Property where there is delay in the arrival of police or the Magistrate.
v. RPSF may be deployed for making arrangements during strikes and lookouts for ensuring security of Railway Property and providing protection to loyal worker and for maintenance of law and order with assistance of local police.

vi. In all deployments, a local RPF officer must accompany the RPSF contingent.

1.2 REQUISITIONING OF RPSF & ACCOMMODATION :

i. While requisitioning RPSF, Principal Chief Security Commissioner should specifically mention the purpose for which the RPSF in being requisitioned, the duration of duties and the specific place of deployment i.e. Company Headquarters. The Commandant concerned will keep a watch and promptly report to PCSC/RPSF any violation of the conditions by requisitioning officer.

ii. Neither the temporary Headquarter of deployment nor the nature of duties etc. will normally be changed without the prior approval of PCSC/RPSF or DG/RPF. However PCSCs may deploy RPSF staff for a specific time period not exceeding one week at a time in their jurisdictions as per their requirement.

iii. Proper accommodation for the RPSF must be earmarked before-hand which inter-alia includes barracks, kitchen and toilet facilities.

iv. A safe place for keeping the Arms and Ammunition must be identified. Armoury must be jointly inspected by the concerned Inspector in-charge the RPF Post and the Company Commander RPSF. However, where deployment is under emergent conditions, such inspection will be held subsequently. In any case, the emphasis is that, a secure place ought to be provided for the safety of Arms and Ammunition.

1.3 PROCEDURE OF DEPLOYMENT & MOBILIZATION –

i. RPSF will not be deployed in less than Section strength (11 Constables/Head Constables). Under no circumstances this strength should be divided into further smaller teams. In all deployments, a local RPF officer must accompany the RPSF contingent.

ii. Wherever new deployment of RPSF is being done, Assistant Commandant/RPSF should go to the Company Headquarters preferably along with the Company. However, if such visit is not possible due to any unavoidable reason, the officer must visit the Company Headquarters within a fortnight and personally look into the problems of logistics and duties. He should go to the locations of the Platoons and Sections if they have been located away from the Company.

iii. Sr. DSC/DSC in whose jurisdiction the force has been deployed must visit the Company Headquarters at the earliest opportunity but not later than a month.

iv. The Commanding Officer of the Battalion must visit the Company Headquarters once in three months.

v. PCSC/CSC/RPSF should inspect the Battalions at regular intervals and should pay visits to Companies deployed in the Zones.

vi. PCSCs of Zonal Railways should visit the RPSF men deployed in their areas to look after their comfort as well as to review the performance.

vii. RPSF shall not be deployed for routine duties, which are normally performed by RPF and shall only be utilised as a striking force. RPSF should not be deployed for track patrolling, colony patrolling, guarding bungalows of railway officers and escorting of mail/express or passenger trains. However, it may be deployed for controlling heinous crime on running trains under supervision of RPF officer not below the rank of Sub-Inspector. Such deployment should be made for specific time period not exceeding one week at a time.

viii. In case of any order for movement of Coy (s) issued by Security Dte. of Railway Board, concerned Coy Commander will not require any further permission from Zonal or Divisional RPF Officers for its compliance. Any direct

or indirect attempt by CSCs to stall movement of Coy(s) shall be viewed seriously. Local RPF officers are expected to facilitate prompt movement of Coy(s).

1.4 EQUIPMENT –

i. Each RPSF Company should be equipped with torches including Power Torch, bullet proof jackets and helmets, protective pads, poly-carbonate or cane shields and lathis, binoculars, night vision devices and Very-Light Pistol, wireless sets besides their normal equipment.

ii. The scale of such equipment will be laid down by the DG/RPF considering the nature of duties being performed by the Battalions in different parts of the country as well as the availability of resources.

CHAPTER-XXV:-PROMOTIONS AND TRANSFERS OF MINISTERIAL STAFF IN RPF DEPARTMENT:

PART-A: PROMOTIONS OF MINISTERIAL STAFF IN RPF

The ministerial cadre presently posted with the Security Department shall be subject to the control of Principal Security Commissioner who shall be their head of the department. The rules regarding recruitment and other conditions of service relating to the ministerial staff shall be in accordance with the rules and procedure laid down in the Establishment Code and the circulars and guidelines issued by the concerned PCPOs from time to time.

In view of the strictly confidential and technical nature of work which the ministerial staff shall be required to handle, the Force may have a ministerial cadre of its own and the ranks of the cadre shall be as under and these rules are governed by the ministerial staff whose cadre is being maintained in Security Department:

Sl No	Rank	Mode of filling up	Revised classification	Pay Band
1	Multi Tasking Staff	100%-DR	DR	Level-1 (GP-1800)
2	Office Clerk	50% DR 33.33% - Promotion (Non-matriculate quota) 16.67% LDCE (Matriculate quota)	DR/Selection	Level-2 (GP-1900)
3	Sr.Clerk	20%-DR 66.2/3%-Promotion 13.1/3% - LDCE	Non-selection/ seniority cum suitability	Level-5 (GP-2800)
4	Office Superintendent	20%-LDCE 80%-promotion	Non-selection/ seniority cum suitability	Level-6 (GP-4200)
5	Chief Office Superintendent	100%-Promotion	Non-selection/ seniority cum suitability	Level-7 (GP-4600)

1. PROMOTION OF MULTI TASKING STAFF TO THE RANK OF OFFICE CLERK:

MTS are eligible for promotion to Gr.C Posts if they possess the prescribed educational qualification and residency period. For 33.1/3% quota, all staff

having completed three years and above regular service and for 16.2/3% quota, all staff with minimum of two years of regular service are eligible to appear for the selection.
For 33.1/3% quota – normal selection as per the seniority and who gets 60% of pass marks (50% in case of reserved categories) in the aggregate including marks of written examination and record of service will be eligible for empanelment. Panel shall be made as per the seniority with those who secure 80% and above marks classified as outstanding in the order of their seniority allowing them to supersede not more than 50% of total field of eligible staff.

For 16.2/3& quota – normal selection without seniority and 60% pass marks in the aggregate including marks of written examination and record of service(50% in case of reserved categories). Panel shall be made as per the merit.

2. PROMOTION OF NON-GAZETTED STAFF – POLICY AND PROCEDURE

At present the orders relating to promotion of non-gazetted (Group 'C') staff to
non-selection/selection posts are contained in Chapter II of Establishment Code as below for the information and guidance:

2.1 Non-selection posts are posts, grades or classes which have not been declared as —Selection Posts‖ i.e., Sr.Clerk, Office superintendent and Chief OS. For non-selection posts, a suitability test may be held to judge the suitability of the eligible candidates.

2.2 —Selection Posts‖ are posts, grades or classes which have been declared as such by the Railway Board and to which promotion are made on the basis of selection as per the procedure in force for filling up the selection posts i.e., Office Clerk .

3. CONSTITUTION OF SELECTION BOARDS FOR SELECTION/NON-SELECTION POSTS:

i. Selection Boards shall be constituted for the purpose of making recommendations to the competent authority in respect of the railway servant considered by it as suitable for filling a selection/non-selection post.

ii. Selection boards may be constituted on the orders of the competent authority and selection boards shall consist of not less than three officers, one of whom should be a Personnel Officer.

iii. When a selection board consists of three officers, none of them of the members be directly subordinate to any other.

iv. The selection board will consist of officers not lower in rank than senior scale.

v. Every effort should be made to include a SC/ST officer in the selection board. However, inclusion of an SC/ST officer is not necessary when selection is conducted to fill up unreserved vacancies only.

vi. When a selection post is to be filled, the authority empowered to

constitute the selection board shall nominate the officer who shall act as the chairman of the board.

vii. The test should be conducted in a confidential system with roll numbers

The selection Board should consist of JA Grade Officers for selection to the posts carrying GP Rs.4200 and above, and officers in the rank of Sr.Scale should be nominated for the posts carrying GR.Rs.2800 and below.

4. PROMOTION FOR FILLING UP OF THE SELECTION POSTS:

Selection posts shall be filled by a selection made by a duly nominated selection Boards and selection shall consist of written test and record of service to assess the professional ability of the candidates for which a reasonable advance notice should be sent. Candidates should be called for in 1:3 ratio of the vacancies.

5. PROMOTION FOR FILLING NON-SELECTION POSTS:

5.1 Non-selection posts will be filled by promotion of the senior-most suitable Railway employees, the suitability, whether of individual or a group of employees, being determined by the authority competent to fill the posts on the basis of the record of service and/or departmental tests as considered necessary. The categories where such tests are to be conducted should be specified by the Railway Administration in advance.

5.2 A senior employee may be passed over only if he/she has been declared unfit for holding the post in question.

5.3 When a senior Railway employee is passed over, the authority making the promotion shall record briefly the reasons for such supersession.

6. ASSESSMENT OF VACANCIES:

6.1 The calculation of vacancies for promotion to non-selection posts should be made on the basis of the number of existing vacancies plus those anticipated to arise during the next one year for non-selection post and 15 months for selection posts.

6.2 The concept of anticipated vacancies connote the following type of vacancies:-

i. Vacancies on account of normal wastage, viz; retirement or superannuation;
ii. Vacancies likely to be caused as a result of staff having given notice for voluntary retirement provided the same are likely to be accepted;
iii. Vacancies in higher grade in the channel, the filling of which will result in the need to make consequent appointments from the proposed panel;
iv. Vacancies likely to be caused due to staff approved to go on deputation to other units;
v. Number of staff already empanelled for ex-cadre posts;
vi. Vacancies likely to arise due to creation of additional posts in higher grade and also in the same grade. This may include only those proposals which have been concurred in by the Accounts and approved by the competent authority; and
vii. The vacancies arising out of cases where staff are likely to go out on transfer to other Railways/Divisions during the period under consideration.

7.1 The minimum m period of service for eligibility for promotion should be two years in the immediate lower grade irrespective of whether the employees belong to reserved community or not.

7.2 Service for this purpose shall be the service rendered on regular basis.

7.3 The condition of two years minimum service has to be satisfied at the time the promotion is actually made. Thus employees who are regular in the relevant lower grade can be considered according to the procedure laid down but a person, who is empanelled, can actually be promoted only when he completes two years service in the immediate lower grade. Accordingly, a suitable note to this effect should be inserted in all suitability lists which included names of candidate who have not completed two years of service in the lower grade at the time suitability was adjudged.

7.4 If by virtue of operation of the above, a junior is eligible for promotion to the relevant next higher grade, his/her senior also will be eligible for promotion even though he/she might not have put in a total of two years service in the immediate lower grade.

7.5 In cases where promotion could not be made on account of a Stay Order or injunction of the Court of Law and the employees in the meantime becomes due for promotion to higher grade but could not be promoted on account of non-fulfillment of two years service in the immediate lower grade, relaxation can be granted in such cases with the personal approval of General Manager.

7.6 If the post is to be kept unfilled due to candidates with two years service in the immediate lower grade not being available the posts should be downgraded and operated in the lower grade.

8. SELECTION/SUITABILITY TEST, NUMBER TO BE CALLED, CONTINUATION/SUPPLEMENTARY TEST, INTERVAL BETWEEN TWO TESTS ETC :-

8.1 The number of eligible candidates to be considered at a selection/suitability test should be the same as the number of vacancies calculated for this purpose for non-selection posts and in 1:3 ratio for selection posts. While calculating the vacancies, it may be ensured that the number of vacancies notified for selection should be calculated category wise.

8.2 Next selection/suitability test should be held after a gap of not less than one year.
All eligible staff, including those who failed in the earlier test should be called. Period of one year is reckoned from the date of announcement of results.

8.3 An employee failing in a selection/suitability test should be considered only for a fresh test after a lapse of one year and not in a supplementary test or suitability/selection test held in continuation of the earlier one which has to be done within one year.

8.4 If a person fails in selection/suitability test but is called up again for a selection/suitability test after a time lapse of one year and he/she passes the same, he/she should be given preference for promotion over his/her junior, who

had passed the test earlier but is still waiting to be promoted for want of a vacancy.

8.5 If a Railway servant is promoted after qualifying in a selection/suitability test and is subsequently reverted on grounds of unsuitability, he/she should not be further promoted to the said post, irrespective of time limit, till he qualifies afresh in a test and held next for promotion to such a post.

8.6 Once an employee has been placed on a merit list he should not be denied the promotion simply because of subsequent adverse confidential Report. However, it is open to the Administration to revert him on the ground of general unsuitability, in case his work is found unsatisfactory after promotion, which also applies to promotion to non-selection Posts mutatis mutandis.

8.7 However, a person promoted after being found/declared suitable cannot be reverted for unsatisfactory work after 18 months without following the procedure prescribed in the Discipline and Appeal Rules.

9. QUESTION PAPERS:

Question papers are required to be prepared in bilingual form for all the Departmental tests. The staff will have the option to write their answers in Hindi. At least 10% of the total marks prescribed for the test should be on Official language policy and rules, but answering the same shall not be made compulsory.

10. MODE OF EXAMINATION:

10.1 The question paper will be 100% objective type and the mode examination will be CBT.

10.2 All the questions will be of multiple choice only.

10.3 A large question bank may be created from which the questions can be selected randomly for conducting CBT.

10.4 There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.

10.5 Responsibility for evaluation shall be with the officer/agency nominated for evaluation.

11. ASSESSMENT OF MARKS:

Written examination - 85 Marks
Record of service - 15 Marks

For non-selection posts - The candidates who secure 60% of marks in aggregate including marks of written examination and service of record (50% in case of reserved categories) will be eligible for empanelment. Panel shall be issued as per the seniority with 80% and above classified as outstanding in the order of seniority allowing them to supersede not more than 50% of the total candidates in the field of eligibility.

For selection posts – The candidates who secure 60% pass marks in the aggregate including marks of written examination and record of service (50% in case of reserved categories) will be eligible for empanelment. Panel shall be made as per the merit.

12. REPRESENTATION AGAINST SELECTION/SUITABILITY TEST/LIST:

12.1 A selection/suitability list once approved should not be normally cancelled. If after the announcement of the merit list, procedural irregularities or other defects are found and it is considered necessary to cancel or amend such a list, this should be done after obtaining the approval of the authority next higher than the one who approved the merit list.

12.2 Representations, if any, in this regard should be submitted to the competent authority within a period of two months from the date of announcement of the merit list. However, the authority that approved the list or higher authority may use his discretion and take such action as is considered necessary if he is satisfied that an irregularity has occurred and on that account some staff have been put to hardship.s

13. EFFECT OF REFUSAL OF PROMOTIONS:

13.1 The following principles may be followed in respect of staff who refuse promotion on transfer from one station to another:-

i. The employee concerned should give in writing his refusal to accept promotion accepting the condition that he would not be eligible for promotion to that post for a period of one year. Employee who refuses promotion for a period of one year on account of some unavoidable domestic reasons should not be transferred for that year.

ii. At the end of the one year period, if the employee still refuses promotion, his name will be removed from the suitability list and he will be required to appear against for a suitability test before being promoted to that post. In such cases, the Railway Administration can transfer the employee should they consider it necessary to do so.

iii. An employee who refuses promotion on transfer will not lose seniority to another employee promoted to the same promotion category during the one year penalty as a result of fresh suitability test subsequently held.

iv. It is left to the Administration to entertain requests from employees for postponement of promotion for a very short period on account of some domestic difficulty or other humanitarian considerations. The employees concerned should be promoted after that period if there is a vacancy. They will take their seniority only from the date of their promotion.

13.2 Staff promoted at the same station cannot decline such promotion. Refusal to accept the promotion in the higher grade, whether on short term or long term basis should be treated as refusal of duty entailing action under Discipline and Appeal Rules against the recalcitrant staff. However, action under Discipline and Appeal Rules for good and sufficient reasons may be initiated for refusal of ad hoc promotion only in those cases where such refusal affects train operations. Other conditions like debarment for one year etc. specified in Railway Board's instructions would apply.

13.3 It is for the competent authority to decide in which cases D&A action is necessary and in which cases the difficulties or reasons given by the employees concerned are genuine. In the latter type of cases, the competent authority can always accept the request of the staff and allow them to continue in the existing grade.

13.4 In the case of an employee who neither gives the refusal in writing nor joins duty on being promoted, it should be treated as refusal of promotion and action taken accordingly.

13.5 Refusal of promotion has relevance to a particular grade at any station and not to a particular post at a particular station.

14. FILLING UP OF THE VACANCIES OF OFFICE SUPERINTENDENTS UNDER LDCE QUOTA:

Concerned PCSCs shall co-ordinate with the PCPOs for inclusion of the vacancies of Office Superintendent under LDCE quota of Security Department and names of willing staff in the selections to be conducted at railway level by the Personnel department**.**

PART-B: TRANSFER OF MINISTERIAL STAFF

1. Transfer may be ordered either on a temporary basis or on a basis otherwise than temporary on the basis of the administrative reasons. Wherever the transfer of a Railway servant is temporary, the same should be mentioned in the transfer order.

Transfers otherwise than on temporary basis, are necessitated by administrative requirements or occasioned by consideration of requests received from the Railway servants.

Transfer of a Railway servant, ordered as a result of his promotion should be carried out by the employee as early as possible in his own interest.

A competent authority may also transfer a Railway servant from one post to another, provided:

1. On account of inefficiency or misbehavior; or

2. On his written request.

Transfers are ordered in certain cases at the instance of the Vigilance Organization/Special Police Establishment, to facilitate proper enquiries being made etc. In order to ensure that there is no harassment and/or victimisation on this account, the Competent authority may hear representations of genuine grievance, if any made, before a final decision is taken to effect the transfer.

2. TRANSFER ON THE BASIS OF REQUESTS:

The requests are normally based on family convenience, sickness or educational facilities, etc. Such requests should be registered as per the practice already prevalent and processed.

Ordinarily a Railway servant shall be employed throughout his service on the Railway or the Railway establishment to which he is posted on first appointment and he shall have no claim, as of right, for transfer to another Railway or establishment. However inter zonal/departmental transfers are allowed as per the rules and guidelines issued by the Personnel department from time to time.

While transferring Railway servants from one station to another, the fact of an employee's spouse having been posted at a particular station should be

ept in view. Requests for transfer to a station where a Railway servant's spouse is working should also be considered sympathetically as far as possible, having regard to the administrative convenience and the merits of each case.

NOTE:

1. All the selections and suitability test will be held centrally and a nodal officer of suitable rank will be nominated by DG/RPF for this purpose who will in turn nominate the Selection Committees for joint selections for promotion in the cadre of Ministerial staff working in Security Department in all Zonal Railways in co-ordination with the Concerned Personnel Branch Officers.

2. Ministerial staff are liable to be transferred after working for a period of 10 years at a stretch or 15 years in broken spells at a place subject to the availability of vacancies and administrative exigencies.

3. The instructions regarding Promotions and Selection of ministerial cadre issued by the Establishment Directorate/Railway board from time to time shall be applicable to the security department cases also.

-: JAI HIND :-