

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2003/Sec(E)/PO-2/5

New Delhi, dated: May, 2009

The Chief Security Commissioners/RPF
All Zonal Railways.

The Chief Security Commissioner/RPSF
Railway Board, New Delhi.

The Chief Security Commissioner/RPF
ICF, Southern Railway, Chennai.

The Chief Security Commissioner/RPF,
Konkan Railway Corporation Ltd., Belapur.

Sub: STANDING ORDER NO. 88

**CORE/NONE-CORE AREAS OF RAILWAY SECURITY-
GUIDELINES THEREOF**

With amendments in the RPF Act and the Railways Act, the role and responsibility of RPF have undergone a paradigm shift. In addition to the traditional responsibility of security of railway property, RPF is getting increasingly involved in the security of passengers and passenger area. In the existing internal security scenario and vulnerability of the railway system, RPF has to evolve itself to be capable enough to discharge the duties entrusted to the Force. There is tremendous burden on the personnel of the Force and it is felt desirable to identify non-core areas of railway security which may be handed over to outside agencies so that RPF can utilize available resources to the best possible extent for the core areas of railway security which can not be handed over to any non-government agency.

2. Following areas have been identified as non-core areas of railway security:-

- Guarding Railway Hospitals.
- Security of cycle/motor cycle stands in workshops/railway offices.



- Patrolling/guarding Railway Colony.
- Guarding Railway Stores (GSD/MSD).
- Guard duty in Railway Stadium.
- Guarding DRM office campus.
- Guarding GM office campus.
- Guarding other Railway offices-RRB office/RRC office/COS office/CE/Con office/CCM office.
- Guarding GM/DRM residences
- Any other unscheduled duties not connected directly with train operations.

2.1 These above mentioned activities may be outsourced to private security agencies. However, the CSC concerned will evaluate the threat perception, depending upon which decision regarding outsourcing may be taken. For example GM's office in NF Railway has to be guarded with fully armed RPF men while in some other zonal railway such a duty may be fully outsourced.

2.2 Scale of outsourcing needs to be decided by the CSC depending upon the threat perception and assessment of the level of security required.

2.3 CSC/Sr.DSC/DSC concerned may retain skeleton staff of RPF at places where security duties are outsourced in order to take care of the statutory duties to be performed by the RPF with respect to implementation of legal provisions of The RP(UP) Act, The Railways Act etc.

3. In following areas, which are of seasonal/intermittent nature, assistance of home guards may be sought to meet the demands of extra manpower:

- Traffic control, Security and Maintenance of order in the circulating area during peak passenger seasons.
- Crowd bandobast in station area when competitive exams are held in the nearby urban centres and large numbers of applicants travel by train.
- Duties in Station area including circulating area; during fairs, festivals, rallies, etc.
- Queue formation of passengers entering in general coaches at originating stations during summer rush.
- RRB/RRC examination security duties.



Home guards, while requisitioned and deployed on these duties, shall work under the command, control and supervision of RPF.

4. The firm chosen for supplying private security guards must meet certain criteria, which are summarized as under: -

- The agency should deploy preferably Ex-Servicemen below the age of 55 years for Railway Security duty.
- 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.
- The firm should give proof that during the previous year they had operated EPF accounts of employees that were at least twice the number of employees proposed to be engaged by the Railways.
- The private Security personnel provided to the Railway should be physically fit, free from any physical disabilities and smart. The agency should have a proper system of recruitment, C& A verification of their staff, a distinct uniform and proper ID cards.
- 25% of the bill amount payable to the Security Agency should be withheld and paid only when it furnishes evidence that EPF obligations have been discharged.

4.1 The private security guards to be deployed shall be imparted a week long orientation course by RPF before they are deployed on Railway Security duty. The Guards shall not be treated as having performed duty for Railways during the period of training. The expenditure on remuneration etc. of these guards during the period of training will have to be borne by the concerned Private Security Agency. Above mentioned norms should be incorporated as the Minimum Eligibility Criteria of the Tender so that unsuitable firms are weeded out.

5. **Method of Engagement:** The process of engagement of Private Security Agency should be initiated and finalized by the concerned department, e.g., Sr. DEE/Electric Loco Shed will undertake necessary action for finalizing the PSA (Private Security Agency) to be entrusted with the task of looking after the Security of the concerned Electric Loco Shed. One RPF Gazetted Officer of suitable rank shall be nominated as the technical member in the Tender Committee. The Finalizing Authority will personally ensure that while finalizing and operating the private



security contracts for their units, the extant provisions of all labour laws viz. the Minimum Wages Act, the EPF and Misc. Provisions Act, ESIC guidelines, guidelines relating to rest and leave, guidelines relating to service tax and income tax etc. are compiled with. The contract conditions should be prepared in such a way that these laws are compiled in word and spirit. Estimates must be based on these Acts/Laws and should take into account the expenditure incurred in the engagement of relievers too.

6. **Controlling Authority:** The responsibility of operating the contract for private security will lie with the concerned department, which shall exercise command and control over the Private Security Agency, e.g.,

Sl. No.	Description of contract	Concerned department
1.	Private Security of premises taken over from other agencies for future use.	Chief Engineer/Construction
2.	Provision of Private Security of Railway Hospital	MD/CMS/ In charge of Railway Hospital.
3.	DRM office/DRM residence	Officer nominated by DRM
4.	Railway Workshops	CWM/In charge of the Workshop.
5.	Railway Colony	AEN in charge of works matters of the colony.
6.	Railway Stores	Dy.CMM/ In charge of the concerned Stores.
7.	Other Railway Offices	In charge of the Offices.
8.	Private Security of GM office/GM residence	Officer nominated by the GM.

Apart from legal and financial vetting by the concerned departments, tender document shall also be vetted by the concerned RPF Authority not below the rank of DSC before issue of Tender Notice. The command and control shall include evaluation of performance of the Private Security Agency through RPF, monitoring the compliance of the conditions mentioned in the contract, passing of bill after verification of Measurement Book, Ensuring compliance of labour laws by the Private



Security Agency, imposing fine or other penal measures in case of unsatisfactory service, operation of the contract including alteration/modification/ extension/termination, entering into arbitration with the Private Security Agency, etc.

7. General Supervision over Private Security Agencies: The jurisdictional RPF unit shall be entrusted with the responsibility of general supervision over private security agency, over and above the supervisory staff deployed, if any, by the PSA concerned. The PSGDs shall report to a nominated officer of RPF before mounting for their duties and mark attendance, in addition to the maintenance of attendance register by the PSA, if any where RPF shall be responsible for conducting surprise checks to ascertain the presence, smart turn out and alertness of the Private Security Guards at their respective duty points. RPF shall also keep a watch on the conduct of the Private Security Guard etc. RPF will look into complaints against the Private Security Guards and submit enquiry reports to the concerned department for necessary action. Payment of wages of the Private Security Guards shall be affected only after certification by the concerned ASC/Inspector regarding satisfactory performance of duties by them.

All check reports of RPF officers shall be sent to the controlling officer through the concerned Sr. DSC/DSC. In addition, RPF will suggest shortcomings, if any, modification in pattern of deployment, etc. from time to time.

A handwritten signature in black ink, appearing to read 'Ranjit Sinha', with a date '15/05/09' written below it.

(RANJIT SINHA)
Director General/RPF
Railway Board