

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलव बोर्ड/RAILWAY BOARD)

No. 2022/Sec(CA)/56/1

New Delhi, dated 04.07.2022

Principal Chief Security Commissioners/RPF & RPSF,
All Zonal Railways, PUs and other Units

Inspectors General (Construction) - ECoR & NR

Directors

JR RPF Academy/Lucknow & RPF Training Centre/ Moula Ali &
Zonal Training Center/ Kharagpur/SER

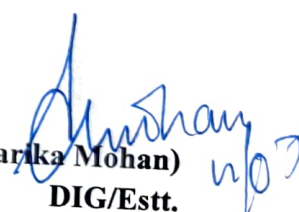
Chief Security Commissioner/KRCL & RDSO

Sub: Directive No. 57-reg.

Please find enclosed copy of Directive No. 57, guidelines for conducting Suraksha Sammelan for RPF Personnel.

It is requested that guidelines for conducting Suraksha Sammelan/Sanik Sammelan may be strictly followed by all RPF officers and staff.

DA: As above.


(Sarika Mohan)
DIG/Estt.
Railway Board

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली- ११०००१, तिथि

Rail Bhavan, New Delhi – 110001, dated 28.06.2022

No. 2022/Sec(CA)/56/1

Directive No. 57

Sub: Guidelines for conducting Suraksha Sammelan for RPF Personnel.

1. Introduction:

1.1 The Armed Forces have a distinct command structure across different ranks and discipline is the corner stone of any organization, especially the Force. At times, this command structure itself limits the communication, formal or informal, amongst different ranks in the Forces. In order to communicate about various issues, ranging from personal and welfare oriented issues to such matters requiring the attention at the Unit level and also those affecting the organization, a formal and structural mechanism becomes essential.

1.2 Suraksha Sammelan / Sainik Sammelan is a regimental forum where Officers and Staff put up their grievances, discuss issues related to the service, point out welfare related measures as well as express their views and suggestions for betterment of RPF personnel and for overall development of the organization. Though it is desirable that such interactions through Suraksha Sammelan may be as frequent as possible but instructions are given to Officers to organize these Sammelans at Post/Coy levels at least on monthly basis. Similar instructions are issued from time to time to hold such Sammelans at the Division/Battalion levels at least on quarterly basis. Further, senior Officers of Zone and Force Headquarters also conduct such Sammelans during their visits to Battalion HQRs, Divisional HQRs or other Units.

1.3 Through the mechanism of Suraksha Sammelan, RPF personnel directly connect with their Superior Officers and communicate freely for redressal of their concerns regarding welfare, health, living conditions, safety, personal issues in their service and personal lives. The RPF staff may also raise such issues which they may be facing at the station of their posting or at their respective home towns. The system of Suraksha Sammelans is also utilized for the boosting up the morale and spirits of the personnel exhorting them for better achievements for themselves and the Organization.

2. The following procedure will be adopted for conducting the Suraksha Sammelan/ Sainik Sammelan:

(A) **Venue:** The venue of Suraksha Sammelan / Sainik Sammelan should be in the open or in an auditorium, spacious enough to accommodate the troops participating in the Sammelan. Such auditoriums / Railway Institutes are available in Divisional set-ups as well as in Reserve Lines where the Suraksha Sammelans can be comfortably organized. Due care may be taken in respect of cleanliness of the premises where Suraksha Sammelan is being conducted.

(B) **Seating Arrangement:**

i. **Turn-out and Discipline :** The Reserve Inspector / HQR Inspector may check the turn-out of Officers / staff who shall attend the Suraksha Sammelan. She/he shall also brief the personnel about discipline and decorum of the Force.

ii. **Platform / Stage:** There should be an arrangement for an alleviated platform/stage where the Officer holding the Sammelan and the next superior Officer(s) will be seated and in the course of addressing the Sammelans, the Officers are clearly visible to the troops who are being addressed. At the same time the Officer(s) addressing the Sammelan can have a clear view of Officers and men who are being addressed.

iii. **Seating arrangement on the Stage:** The senior most Officer addressing the Sammelan will be seated in the middle of platform / Dais / stage and the next senior will be positioned towards the right, a step back and other senior Officer(s) will be on the left side of the dais.

When the senior Officer like DG, ADG or IG addresses the Sammelan, 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.

iv. **Arrangement at Dais:** 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. The Crest should be so embroidered that it is visible to the audience on the front hangings of the tablecloth.

On the wall / background at the behind the senior Officer addressing Suraksha Sammelan, the tagline of RPF "सेवा ही संकल्प" ("**Sewa Hi Sankalp**") may be displayed in appropriate size so that the members of Force may connect with the spirit of the tagline.

v. **Stationery Items:** A pen, pencil, clip board and the writing pad shall be kept on the table for the senior Officer to jot down any relevant points, if required.

vi. **P.A. Arrangements:** P A arrangements shall be made and mike system, etc. may be duly checked before arrival of the senior Officer. It should be ensured that the personnel sitting the rear are able to hear the Address.

vii. **Suraksha Sammelan Registers and Minutes:** Relevant registers regarding Suraksha Sammelan of Officers shall be kept at the table for reference. Action taken on the Minutes issued regarding previous Suraksha Sammelans may also be kept along. Statement of Officers and staff in various ranks present for the Sammelan should also be kept for perusal of the senior Officer.

viii. **Stenographer:** Stenographer or a competent Officer shall be available at the venue to take record of the proceedings of Suraksha Sammelan.

ix. **Agenda Points:** The 2 I/C of the Unit shall speak to the Officers and staff attending the Suraksha Sammelan and take note of the issues that are being raised, their background, etc. He should make the Zonal Incharge or the Divisional Incharge, as the case may be aware about the entire gamut of issues being faced by the Officers / staff of the Unit where Suraksha Sammelan is held. This shall help consolidating the points and presenting proper replies / considered response to the senior Officer addressing the Sammelan.

x. **Seating arrangement for Officers / staff:** The Officers and staff attending the Sammelan may be from different Posts / Units of the Division so that wider representation is ensured. The Officers / staff will be seated in the front of the Dais / Platform, preferably on chairs / benches or on clean *durries* / carpets.

Subordinate Officers will be seated on the left side of the Platform / Dais and the personnel will be seated right in front of Dais. While the Constables will be seated in the front nearer to the Dais / Platform, the Head Constables will be placed in the rear.

xi. **Demarcation of different Sub-Units:** The strength present should be seated Post-wise / Coy-wise and same should be so arranged through display of small placards so that the Posts / Coys / Branches are distinctly indicated.

(C) Decorum to be observed on arrival of Superior Officer:

i. On arrival of the Officer holding Sainik Sammelan at the venue, he will be ushered in by the usherers in ceremonial uniform, accompanied by the next senior most Officer and the Unit Incharge.

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 the Officers, Subordinate Officers and the staff present in the Sainik Sammelan in form of the statement.

ii. 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.

iii. 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.

iv. After the bugle the senior Officer will salute as a gesture of acknowledging the compliments.

v. **Playing the RPF Amrit Geet (Force Anthem):** RPF Amrit Geet will be played following the acknowledgement of compliments by the senior Officer. All Officers and staff present during the Sammlen will stand in attention, as a mark of respect to the Force Anthem. The Officers and personnel well-versed with lyrics and tune may sing along. On culmination of the RPF Amrit Geet, the Officers including 2nd I/C to the senior most Officer at Suraksha Sammelan will salute. Thereafter, the Officers and Jawans will get seated at their designated places as mentioned above.

(D) **Addressing the Sammelan:** The Senior Officer will commence the Suraksha Sammelan and address the Officers and Jawans. The address may be in form of briefing the Jawans regarding new policies, welfare measures, security measures or any other issues related to working of the Force. The address may elicit responses of the personnel regarding the new policies or steps taken by the administration. The address may also be for advising the personnel or listening to their grievances / hardships faced in the course of performing their duties or at barracks.

(E) **Minuting the proceedings of Suraksha Sammelan:** As a subsequent action after culmination of Suraksha Sammelan, the proceedings of the Suraksha Sammelan which are noted down by the Stenographer / Officer may be put up as a draft for approval of appropriate authority. Same may be forwarded to the office of Officer who conducted the Suraksha Sammelan and after approval same may be issued for all concerned to note and take action.

(F) **Closing of Suraksha Sammelan:**

i. On conclusion of the Suraksha Sammelan the 2nd I/C of the Unit will take over the mike and call the Officers / staff at Sammelan to stand in attention. National Anthem will be played. On conclusion of same, the buglers will sound conclusion of Sainik Sammelan. The 2nd I/C will then call the Sainik Sammelan to pay compliments to the senior Officer holding the Sainik Sammelan while the Officers and staff remain in attention. After senior Officer leaves, the 2nd I/C will disperse other Officers and staff and order the Reserve Inspector or HQR Inspector to take charge for ensuring that the staff disperse in a disciplined manner.

ii. The dispersal of SO's and men will be in an organized manner after the departure of senior Officers.

iii. The Officers / staff may either assemble at the designated place where arrangement of tea, etc. is there or disperse, as the case may be.

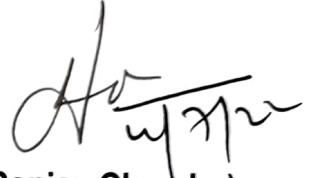
(G) **Holding the Suraksha Sammelan in Online Format:**

Following the COVID related restrictions, the system of holding Suraksha Sammelans through online platforms has come into practice. Senior officers have been holding Suraksha Sammelans through online mode wherein the Officer addressing the Sammelan may not be physically present at the venue and yet the officers / staff present at single or multiple venues are addressed. However, other

senior officers in the command structure are present at the venues where the officers / staff assemble duly following the prevalent COVID protocols.

The instructions pertaining to procedure for conducting the Suraksha Sammelans and directions pertaining to maintaining discipline, etc. as elaborated in points (A) to (G) above, wherein the officer is physically present, have to be followed as it. These may be ensured by the senior most officer(s) present at the venue(s) despite the fact that the senior officer addressing the Sammelan may not be present at the venue(s).

Guidelines for conducting Suraksha Sammelan / Sainik Sammelan may be strictly followed by all RPF Officers and staff.



(Sanjay Chander)
Director General (RPF)
Railway Board

Copy to:

Principal Chief Security Commissioners/RPF & RPSF,
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