

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2018/Sec(E)/TR-1/1(pt-1)

New Delhi, dated: 05.04.2023

**The Principal Chief Security Commissioner/RPF,
All Zonal Railways, Kolkata Metro, PUS & CORE**

**The Principal Chief Security Commissioner/RPSF,
Force Headquarter, Dayabasti, Delhi.**

Director JR RPF Academy/LKO, ZTI- KGP.

**IG/Con/NR & ECOR
CSCs- KRCL, RDSO**

**Sub:- Directive 61, SOP regarding the role of Sr. DSC/DSC/ASC for smooth
administration of Training Centers.**

Please find enclosed herewith a copy of Directive 61, SOP regarding the role of Sr. DSC/DSC/ASC, which is self explanatory.

Necessary action may be taken accordingly.

DA- As above

**JYOTI
KUMAR
SATIJA**

Digitally signed
by JYOTI KUMAR
SATIJA

Date: 2023.04.05
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(Jyoti Kumar Satija)
**DIG/Projects/NR
Railway Board**

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

No.2018/Sec(E)/TR-1/1(pt-1)

New Delhi, dated: 31.03.2023

NOTIFICATION

In exercise of power conferred under Rule 28 of Railway Protection Force Rules, 1987 read with section 8 of the Railway Protection Force Act, 1957, the Director General Railway Protection Force hereby issues the following Directive, namely;

DIRECTIVE No. 61

Sub: SOP regarding the role of Sr. DSC/DSC/ASC for smooth administration of Training Centers.

The roles of the jurisdictional Sr. DSCs/DSCs (nominated as Ex-Officio Principal and hereinafter referred to as "Principal") and those of the Officers posted as Vice Principals in the rank of Sr. DSC/DSC/ASC at the Training Centres regarding exercising the administrative and establishment powers including D&AR are as under:-

(A) Change of Designation:-

(i) The following Jurisdictional Sr. DSCs/DSCs are re-designated as Ex-Officio Principals (hereinafter referred to as "Principals") and existing Principals as Vice-Principal of the Training Centre.

S.No.	Zonal Railway	Location of Zonal RPF Training Centre	Jurisdictional Sr. DSCs/DSCs
1	CR	Nasik Road	Bhusawal
2	ER	Kancharapara	Sealdah
3	ECR	Mokamaghat	Danapur
4	NCR	Subedarganj	Prayagraj
5	NFR	Domohani	Alipurduar
6	NWR	Bandikui	Jaipur
7	SR	Tiruchirapalli	Tiruchirapalli
8	SCR	Maula-Ali	Hyderabad
9	WR	Valsad	Mumbai Central



(ii) Similarly, DIG-cum-CSC, NER, Gorakhpur and Sr.CO/CO-2BN/RPSF/Gorakhpur are designated as Ex-Officio Principal (hereinafter referred to as "Principal") of the RPF/TC/NER, Gorakhpur & RPSF/TC, Gorakhpur respectively, and the existing Principals are re-designated as Vice- Principals.

(B) Duty & Responsibility of the Principals and Vice Principal will be as under:-

Principal	Vice Principal
- Supervise all Training Activities, Infrastructure, Procurement, Manpower Planning etc. of the Training Centre. - Ensure that only staff with proven integrity and those who are willing, skilled, capable, and self-motivated are posted in the Training Centre as Instructor and they should be got screened subsequently as per procedure laid down in the RPF Training Manual-2022, Vol-II Chapter 32. - All Proposals of M&P and Works Programme are submitted timely, and they are sanctioned at appropriate level. - Budget and Funds are utilized properly and Audit is conducted timely. - Maintenance of Financial Prudence & Discipline. - A Vigilant eye is kept over all financial transaction etc. - Modernization of Training Centre - Ensure implementation of e-Office, e-Suvidha, HRMS, RBMS, LIMBS etc	- Preparation of Course Calendar, Training Modules, Training/Course Materials & obtain approval through the Principal. - Maintenance of Training data /Statistics, and Question Bank. - Faculty Development. - Evaluate Training Need. - Maintenance of Panel of Instructors and Expert Trainers of RPF (retired and serving) and Academicians, Police/CAPF Training Institutes, Other Railway Training Institutes, Management Institutes, Master Trainers, Outdoor Trainers from other Forces etc. - Arrangement of Guest Faculty/Expert Trainers. - Maintain close coordination with other departments for imparting specialized training. - Liaison with Other TCs and ZTIs. - Organizing of Training:- Initial, Orientation, Refresher, Specialized training etc. - Attending Outdoor training and Indoor class lectures and ensure that appropriate training standard is maintained. - Submission of Reports and Returns to the PCSC and IG-Training through the Principal.

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• Frequent Visit and Inspection of the Training Centre and issue Visit/Inspection Notes. • Conducting of Suraksha Sammelan and Redressal of Grievances. • Maintain liaison with other Branches of Railway for getting the proposals etc. sanctioned. • Maintain liaison with other Stakeholders, Academicians, Police/CAPF Training Institutes, Other Railway Training Institutes, Management Institutes, Master Trainers, Outdoor Trainers from other Forces etc. to upgrade the standard of training imparted at the Training Centre. • Maintenance of the ZTC and Outsourcing of the Catering, Housekeeping, Sanitation, Horticulture & Other Maintenance Contracts as per need of the ZTC. • Ensure all-round Discipline is maintained and Morale of the RPF personnel at ZTC are high. • Any other endeavor which may be helpful for imparting training as per the need of times.	• Maintenance of Classrooms, Modern Gadgets, Parade Ground, Obstacle Course, Kote/ Armory, Quarter Guard, Mess, Barracks, Hostels, Kitchens & Pantries, Water Supply, Cafeteria, Kendriya Police Kalyan Bhandar (CPC) etc. • Conducting of Suraksha Sammelan and Redressal of grievances. • Maintenance of Discipline, Office Records/Registers and timely payment of Salary bills, Stipend etc. • Implementation of e-Office, e-Suvidha, HRMS, RBMS, LIMBS etc. • All Proposals of M&P and Works Programme are prepared and submitted timely. • Prepare proposals for modernization of the Training Centre. • Procurement of T&P and Training Equipment etc. • All works of Store Procurement and Contractual work. • Maintenance of Budget & Funds and Audit thereof. • Maintenance of Financial Prudence & Discipline. • Compliance of comments/suggestion on the Inspection Notes. • All other tasks entrusted to him by the IG-Training, PCSC and Principal in the context of Training.
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A system of Monthly DO letters from Principals to IG/Trg in a format proposed by IG training and approved by DG will be put in place within 30 days from issue of this directive to keep tab on performance of the Zonal RPF Training Centre and highlight issues if any.

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(C) Administrative & Establishment:-

Leave, Pay and Allowances etc. to the Officers and Staff of the Training Centres	Leave etc. to the Vice Principal of the Training Centre	Financial and Other Matters
Vice Principal of the Training Centre	Principal	- Principal may utilize powers of Model SOP of corresponding rank and he may also utilize the powers related to the Training Centre matters as given in the Model SOP. - Vice Principal may utilize the powers as given in the Model SOP to the corresponding ranks.

Note: - Inspector may sanction Casual Leave to the staff working under them.

(D) APAR:-

Rank	Initiating Authority	Reviewing Authority	Accepting Authority
Vice Principal of the Training Centre	As decided by the letter issued by Confidential Section of Railway Board		
ASC of the Training Centre			
Inspectors of the Training Centre	Vice Principal (Working Report from the ASC –in-charge, if any, may be obtained before initiating APAR)	Principal	IG-cum-PCSC

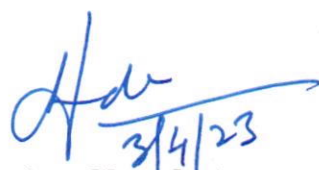
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Up to the rank of Sub-Inspector of the Training Centre	Inspector I/C	Vice Principal (Working Report from the ASC –in-charge, if any, may be obtained before reviewing APAR)	Principal
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Note:- There will be no change in the system of sanctioning of leave etc or writing of APAR of the DIG-cum-CSC/NER-Gorakhpur, Sr.CO/CO-2BN/RPSF/Gorakhpur and Jurisdictional Sr. DSC/DSC (nominated as Principal). However, a working report from the IG-Training must be obtained by the Zonal IG-cum-PCSC/PCSC RPSF before initiating the APAR of the concerned officers and the same may be forwarded to the DG- RPF with the APAR.

(E) D&AR:- The Disciplinary powers , as given in Schedule –III of the RPF Rules 1987, will be vested in the Superior Officers at the Training Centres in accordance and commensurate with their ranks. However, in the event of the Principal being Sr.DSC/DSC and the Vice Principal being also in the DSC rank, the Principal will exercise the disciplinary authority as mentioned in Col.-6 of the said Schedule-III and the Vice Principal will have the disciplinary powers as laid down in Col.-7 of the same Schedule.

The Provisions for appeal /appellate authority and revision/revisionary authority will be governed by the existing provisions in the RPF Rules and the commensurate provisions in the Schedule-III of the RPF Rules, 1987.


 (Sanjay Chander)
 Director General/RPF
 Railway Board