

Through-RSMS

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

No. 2022/Sec(Spl)/200/27

New Delhi, dated:14.06.2023

Principal Chief Security Commissioners/RPF,
All Zonal Railways (Including Kolkata Metro) and PUs

Principal Chief Security Commissioner/RPSF,
Force HQ, DBSI/ Delhi – 35.

Inspectors General (Construction)- ECoR & NR.

Directors- JR RPF Academy/LKO and ZTC/KGP/SER.

Chief Security Commissioners- KRCL & RDSO.

**Sub:-Empowering and better utilization of the post of CSC in
Zonal Railways/RPSF/PUs.**

Please find enclosed herewith a copy of Directive 62 regarding Empowering and better utilization of the post of CSC in Zonal Railways/RPSF/PUs.

Necessary action may be taken accordingly.

DA/As above.

**Signed by Jyoti Kumar
Satija**

Date: 14-06-2023 15:19:22

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

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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. 62

Subject: Empowering and better utilization of the post of CSC in Zonal Railways/RPSF/PUs.

This Directive is being issued with a purpose to empower the Chief Security Commissioners of RPF/RPSF for better utilization of their services in the interest of the organization and to make them accountable for specific deliverables.

All guidelines, instructions issued so far have been included in the instructions being issued below:

A. Administration

1) The Chief Security Commissioner or the Deputy Chief Security Commissioner, as may be posted as Deputy Head of the Security Organization of the zonal railway, shall exercise all such financial, administrative and disciplinary powers as delegated to him under RPF rules or through Directives or as provided for railway servants of HOD rank under the extant Railway Rules. Disciplinary and



administrative powers of CSCs have clearly been defined in Schedule II and III of RPF Rules, 1987.

2) He/She shall –

(a) represent the Principal Chief Security Commissioner concerned at all official meetings in his absence or when especially deputed for the purpose.

(b) assist the Principal Chief Security Commissioner concerned in discharge of his functions.

3) CSC will prepare the list of bad hats of the force based on SIB report every month and send the list under his signature to IG HQ Railway Board keeping PCSC informed. If some earlier bad hats have reformed their conduct subsequently, he/she will submit a separate list for deletion of such names from the list of bad hats submitted earlier.

4) If there is no Security Commissioner/HQ or Dy.CSC posted at Zonal HQ, the CSC shall analyze the workload of the dealers, their knowledge and rules and regulations, availability of tools in doing their job and take follow up action in improving their work.

5) PCSC will accept the APAR of Non Gazetted RPF personnel as per his competence after receipt and due consideration of the working report submitted by CSC. Necessary line of submission may be made in HRMS accordingly.

6) Further, PCSC will initiate/review/accept the APARs of GOs



working under him/her after due consideration of the working report submitted by CSC. The working report of CSC may be obtained in hard copy till the requisite channel of submission is created in SPARROW.

7) They will have the authority for direct correspondence with all concerned including Railway Board, PHODs, DRMs, Sr.DSCs/DSCs on the subject assigned to them. However, concerned matter shall be processed on file and put up to PCSC for perusal/approval before initiating the correspondence.

8) He/She shall also –

(i) look after the logistics, transport, procurement and distribution of arms, ammunition, clothing, stores, modern security equipments/gadgets etc.;

(ii) He/She shall be responsible for maintenance and upkeep of arms and ammunitions, demand projection and procurement of arms and ammunitions, modernization of arms and ammunitions, periodical range classification, security of Armory or other places where arms and ammunitions are securely placed, physical verification of arms and ammunitions, monitoring of criminal cases where the arms or ammunitions of RPF had been confiscated among others.

(iii) ensure prompt and correct replies to all questions received from Parliament, Estimates Committee, Public Accounts Committee, etc., pertaining to zonal railway;



B. Railway Security and combating crime:

9) He shall act independently on matters pertaining to protection and security of railway property and to combat crime against it, prosecution of criminals, maintenance of statistics, collection of crime intelligence, its collation and dissemination, liaison with other railway departments, etc., and perform the following other function :-

(i) review the cases of losses, thefts, pilferages, shortages and misappropriation of railway property with a view to bringing down their incidence;

(ii) watch and study the trends of claims arising under clause (c)(i) and initiate appropriate measures for their prevention in conjunction with Claims Organization as well as with his counterparts on the other zonal railways;

(iii) scrutinize special report cases of crime and other important cases under the Railway Property (Unlawful Possession) Act, 1966 (29 of 1966) coming to Commissariat and issue instructions as considered necessary

10) CSCs will be responsible for sanction, implementation and continued operationalization of Station Security Plans.

11) The CSCs shall personally attend major Law & Order/ disaster/ situations/commission of serious crime forecasted or developed all of a sudden in any of the Divisions.

12) The CSCs shall analyze the trend of passenger related crimes



and issue instructions to DSCs/Sr.DSCs to plug loopholes and shall co-ordinate with DRMs for improvement in security infrastructure.

13) CSCs will collect, collate and analyze figures of death/injury on tracks, organize the joint committee meetings in the zone and monitor implementation of the recommendations of such joint committees. He will monitor the implementation of the recommendations of divisional joint committee meetings too.

14) CSCs will ensure that multi-disciplinary meetings for identification of sabotage prone areas in the division are conducted as per schedule and the recommendations are acted upon.

15) He/She shall personally visit the sections/stations where Railway Property and passenger crimes are occurring repeatedly and issue guidelines to DSCs/Sr.DSCs for prevention and better control of crime. They shall visit the scene of crime within 48 hours of occurrence of serious crime against passengers or railway property.

16) The CSC shall supervise the functioning of CW units (D&I as well as ADM) of the Divisions and at HQs and issue instructions for their better functioning.

17) He shall also effectively supervise the enquiry and prosecution of criminals both in RP (UP) Act and Railways Act cases and supervise prosecution related matters, such as, trial of the cases, execution of warrants, functioning of Malkhana and disposal of case properties after completion of trial of the cases etc.



18) CSC will be personally responsible to monitor action under Railways Act from the stage of raid/drive to apprehension, interrogation, registration, arrest, personal search, collection of evidence, preparation of complaint, production before the trial court and subsequent prosecution. The focus of monitoring may be cases on level crossing gates, cable cut cases, toutting cases, ACP, action against nuisance by eunuchs, action against seat cornering, stone pelting, trespass among others.

19) ASC of the jurisdiction will supervise the LC gate cases, cable cut cases, stone pelting cases and toutting cases under Railways Act and submit supervision note to Sr.DSC/DSC within 7 days of registration of the case. If the enquiry of these cases is not completed within 30 days, extension of time may be sought for completion of enquiry from CSC. CSC will monitor such cases and ensure that enquiry of such cases get completed within the statutory period of limitation. CSC will submit monthly report to PCSC in this regard.

20) CSC will organize, supervise and monitor public awareness programmes against drugging, stone pelting, for security of women, child rescue, action against Human Trafficking, care while boarding/de-boarding trains, not carrying inflammable material while rail travel and other matters of passenger safety, railway safety and passenger facilitation and submit monthly report to PCSC.

21) All non-special report cases of railway property and all cases of ToPB below the value of Rs. 20,000 and non-heinous passenger crime



shall be finalized by CSC.

22) CSC will visit the place of occurrence in all special report cases of theft of railway property for cases of booked consignment of value Rs 4,00,000/- upto Rs 6,00,000/- and for railway material of value Rs 2,00,000/- up to Rs 4,00,000/- and issue supervision note within 15 days of issue of the special report.

23) The CSC of the Zone shall be responsible for day to day monitoring of various Operations and initiatives being run by RPF and shall identify the shortcomings and communicate to concerned Division and monitor the compliance.

24) CSC shall be the in-charge of the Zonal Security Control Room and shall monitor and take appropriate action on messages received by it;

(i) The CSC shall be the in-charge of social media cell (content creation, public grievance redressal as well as culling out actionable inputs),

(ii) He/She will ensure monitoring, analysis and subsequent follow up action on complaints received in Rail Madad, Twitter, CPGRAM etc,

(iii) He/She will be responsible for implementation and operationalization of IT modules and tech tools. He/She shall be responsible for proper working of Cyber Cells.

(iv) He will monitor the work of Meri Saheli teams. He will ensure



analysis and subsequent follow up action on feedback received in Meri Saheli module.

25) All SIB reports, being put up to PCSC, shall be routed through the CSC, who in turn, shall highlight the important inputs and share with concerned RPF officers for follow up action.

C. Co-ordination

26) He/She shall organize and attend meetings and conferences with police including railway police, other civil departments, other LEAs, Security agencies and Intelligence Agencies to ensure better protection of railway property and take follow up action on the decisions taken therein. He/She will ensure that the SMAC meetings are attended by either PCSC or CSC. He/She will be responsible for organizing co-ordination meetings of GM with GRP chiefs at least twice every year.

D. Disaster Management

27) He/She shall be the in-charge of logistics at the time of deployment to deal with disasters/large scale law and order disturbance:

- (i) He/She shall ensure that the equipments mentioned in the para 4 of Standing Order 34 are available in working condition at the place of occurrence.
- (ii) He/She will arrange to set up the Command and Control centre for RPF at the site with proper communication facilities and provision of running of rojnamcha/log book.



(iii) He/She will oversee accommodation/messing/drinking water/sanitation facilities of the force drafted for the disaster management/crowd Bandobast duty.

(iv) CSC will ensure proper maintenance and upkeep of the equipments of Disaster management kept at the RPF posts/ in the ART. The condition of these equipments will be checked every fortnight and necessary repairs etc will be immediately done to keep these equipments in good fettle at all times.

(v) CSC will ensure conduct of mock drills regularly in every division with a frequency of at least once every month in each division either with other stake holders like sister departments of railway, police, NDRF or on their own. The lessons learnt after each mock drill will be circulated to all divisions by CSC under his/her signature after conduct of each mock drill.

E. Establishment & Training

28) CSCs will be designated as Training Managers of RPF for the Zone/RPSF. The Training Centers of the concerned Zone/RPSF shall remain under the supervision of CSC who will be responsible for running of courses, infrastructure, improvement and welfare of staff posted in Training Center. He/She shall co-ordinate with IG Training regarding training of RPF staff at JR RPF Academy, Lucknow and other Training Centres. He will supervise the functioning of Principals of ZTIs (Sr.DSCs/DSCs concerned)

29) The CSC will monitor court cases including court cases on service matters pending in various courts including high courts. He will ensure nomination of railway advocates, filing of



replies/petitions/prayers, payment of bills of advocate The CSCs shall be answerable for the above duties and shall be responsible for acts of omission and commission.

30) He/She shall supervise the duties of Staff Officer (Establishment matters) and shall exercise administrative and disciplinary control over Ministerial Staff posted in Divisions and at Zonal HQs.

F. Inspections:

31) CSCs will carry out inspections of the offices and units of the Force in the zonal railway/RPSF and suggest ways and means for their better functioning;

(i) The CSC shall inspect at least 50% of the Posts and 50% of Outposts functioning over the Zone, Reserve force units of the divisions, all SIB/CW units, QM cell, all sections of PCSC office, prosecution cell, PCSC Reserve company/Reserve line, and Dog Squads over the Zone.

(ii) CSCs will also inspect the camps of RPSF coys/detachments deployed in his/her zone and ensure that they are provided with amenities necessary for suitable working/living condition.

(iii) During annual inspections, CSC will record salient points of his inspection in the inspection register kept at the unit and remark that detailed inspection note would follow.

(iv) The CSC will conduct surprise inspections, night inspections, train escort inspections and inspection of various deployments of RPF/RPSF regularly.

(v) CSC will put his remark in the inspection register during all

his/her casual visits, surprise inspections, night checks, train escort inspections etc of a particular unit.

(vi) There should be only one register for recording remarks of inspecting officers for a year which should be opened in January and closed in December. If that register gets filled up, the Volume II of the same register may be started and so on.

(vii) Inspection notes must be issued within 10 days followed by chasing the implementation of instructions recorded in Inspection Notes.

(viii) It will be ensured that two consecutive annual inspections by PCSC/CSC should have a gap of at least 6 months.

(ix) CSC shall also ensure that ASCs/DSCs/Sr.DSCs complete their quota of inspections during the year.

G. Welfare:

32) CSC of the Zone shall be the Welfare Officer of the Zone who will be responsible for redressal of grievances of serving and retired personnel, PMSS, SBF etc and implementation of welfare schemes.

(ii) CSC will ensure 100% correct data updation in HRMS and E-Suvidha every month.

(iv) He/She will ensure monitoring of RBMS, Grievance module and other IT modules made for Establishment matters or welfare of existing/ retired staff.

H. Miscellaneous

33) In view of huge power and responsibilities being conferred on CSCs and independent handling of files by them, they must ensure that basic tenets of file management like proper file name, page



number, SOP reference, etc. is followed.

34) The PCSC will supervise the working of CSC on above parameters and make quarterly assessment of performance of the CSC posted under him. Deficiency/deviation, if any, must be pointed out to CSC in writing under intimation to DG/RPF.

35) Apart from the above, CSCs shall perform any other task as may be entrusted to them by DG/RPF and PCSC.

36) The CSCs shall be answerable for the above duties and shall be responsible for acts of omission and commission. They have to state their contributions under each head of responsibilities in their APAR for objective performance appraisal.

The above instructions are to be followed strictly.


14/6/23
(Sanjay Chander)
Director General/RPF
Railway Board

Copy to:-

1. Principal Chief Security Commissioners/RPF, Zonal Railways (incl Kolkata Metro) and PUs
2. Principal Chief Security Commissioners/RPSF
3. Inspectors General (Construction) – ECoR & NR
4. Directors, JR RPF Academy/ Lucknow and Zonal Training Center/Kharagpur/SER
5. Chief Security Commissioners/KRCL & RDSO