

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.97/Sec.(Cr)/45/54

New Delhi, Dated 25.07.1997.

STANDING ORDER No. 39

All the Chief Security Commissioners/RPF.

Sub: MAINTENANCE OF DOSSIERS FOR OFFENDERS UNDER RP (UP) ACT

Records of criminals arrested under the RP (UP) Act are not being maintained properly. Absence of criminal records poses a very serious handicap in prevention and detection of crime against Railway property. Besides, the provisions of RP (UP) Act for enhanced punishment of habitual criminals cannot be utilised in the absence of such record. With a view to overcoming these shortcomings, a new proforma has been devised. Copy of the proforma is enclosed herewith. The Hindi version will follow. CSCs may get the proforma translated in the regional languages wherever necessary.

2. Procedure for opening Dossier : Whenever any person is arrested under RP (UP) Act, it will be the responsibility of the officer effecting the arrest to personally fill in the Dossier proforma in respect of the arrested criminal. Inspector I/C Post will go through the Dossier before forwarding the accused to the court and supplement / correct the information on the proforma wherever necessary and will record a certificate to that effect at the end of the proforma. Number to be given to each Dossier, will be a unique number so that there is no duplication. A combination of abbreviated name of the Railway Station at which the Post is located, the serial number of the Dossier and the year in which the Dossier is opened will make this number unique. For example, if the number of RPF Post at New Delhi will be numbered as RFL/DA/57, then the number of Dossier opened at New Delhi Post will be RFL/DA/57/1997. Similarly, if the number of RPF Post at Lucknow will be numbered as RFL/LA/57, then the number of Dossier opened at Lucknow Post will be RFL/LA/57/1997.

3. The dossiers will be kept in file covers with the following information on the cover page:

- Dossier No. :
- Date of opening :
- Name of the criminal :
- Parentage :
- Type of criminal :

4. A separate register to be known as 'Dossier Register' will be started in which all the Dossiers will be serially entered. This register will also contain the columns mentioned above, for the cover page.

5. Maintenance of record at Post : Dossiers of all criminals who operate within the limit of the RPF Post area at which the Dossier is opened will be maintained at the Post level. However, where the criminal arrested is found to be operating in the areas of other Posts in the same Division, the copy of the Dossier will also be sent to the DSC. In respect of criminals who have Inter - Division or Inter - Railway involvements, one copy of the Dossier will be maintained at the Post, the second copy will be sent to the DSC's office and the third copy will be sent to the office of the CSC.

6. Maintenance of Dossiers at Divisional HQs : Dossiers of criminals who are involved in cases of more than one RPF Post will be maintained at the Divisional level also. DSC will ensure proper filing, upkeep and updating of these Dossiers. Where the criminal is involved in cases of other division also, intimation to that effect will be sent to the concerned DSC.

7. Maintenance of Dossiers in CSC's Office : It is necessary to maintain record of important criminals at the Zonal level also. Criminals belonging to notorious gangs, habitual criminals and those having Inter - Division and Inter - Zone criminal operation need to be monitored centrally by the CSC's office. The Dossiers of such criminals on being received by the CSC from the Post, will be systematically filed and constantly updated.

Information in respect of criminals having been found involved in cases of other zones, Railways should promptly be passed on to the concerned Railway.

8. Computerisation of criminal records : All the CSCs have got computers. It is therefore desired that the criminal information received from the Post in the form of Dossier should be put on the computer to facilitate proper linking, meaningful analysis and prompt retrieval of the information from the Dossiers for better prevention and detection of crime.

9. Use of Finger Prints : One copy of the finger prints of the accused arrested under RP (UP) Act will be sent to the State Finger Print Bureau to ascertain his previous involvement/ conviction. For building proper data - bank in the State FPB for those entered in the Dossier CSCs will contact the State Govts. to open a separate record of Railway criminals. The information about the arrest and conviction of criminals should be promptly communicated to the State FPB so that an authentic data bank is created. As soon as a person is convicted in the court, his finger print should be taken and forwarded to the FPB. A cross reference giving letter no. etc. should be given in the Dossier Register as well as Register No.C3 of the RPF Post.

10. Enhanced punishment under RP(UP) Act : When an enquiry into a RP (UP) Act case is completed, the Inspector I/C Post will make a reference to State FPB to ascertain if the person concerned is involved in any other case. In case a positive reply is received from the FPB, a request should be made to the court for enhanced punishment under RP (UP) Act.

11. Surveillance : On the basis of the Dossiers of RP (UP) Act criminals, the Inspector I/C RPF Post will ensure surveillance over active and notorious criminals in view of crime against Railway property. Besides, whenever any criminal is reported to be involved in the Dossier while committing offence against Railway property, the Inspector I/C RPF Post will ensure surveillance over such criminals.

12. Inter-Departmental Liaison : The Inspector I/C RPF Post will ensure liaison with the concerned State Govts. for the purpose of exchange of information and for the purpose of building up a data bank of Railway criminals in the State FPB.

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12. Inspections: The senior supervisory officers who visit the Post for casual or formal inspections will specifically go through the Dossiers and the Register and record their remarks on the register itself as token of checking. A mention about maintenance of dossiers and registers will also be made in the inspection reports.

13. The Hindi version of the Standing Order will follow. The S.O should be got translated into the regional languages and supplied to the Posts / Outposts for display on the Notice Boards. The RPF personnel should also be briefed on the contents of this S.O during Roll Call / Parades.

A. P. Durai

(A.P. DURAI) 25.2.97
DG / RPF



RAILWAY PROTECTION FORCE

PERSONAL DOSSIER OF CRIMINAL
(Standing Order No.30 dated 22.07.97)

Note : This proforma should be filled in by the I.O. personally.

CATEGORY OF CRIMINAL :

MAIN M.O. :

NAME OF THE GANG :

1. Name :

2. Parentage

3. Dossier No.

4. Cross reference No. of
register No.C-8 if any

CASE IN WHICH ARRESTED

Crime No. Date

Section of law

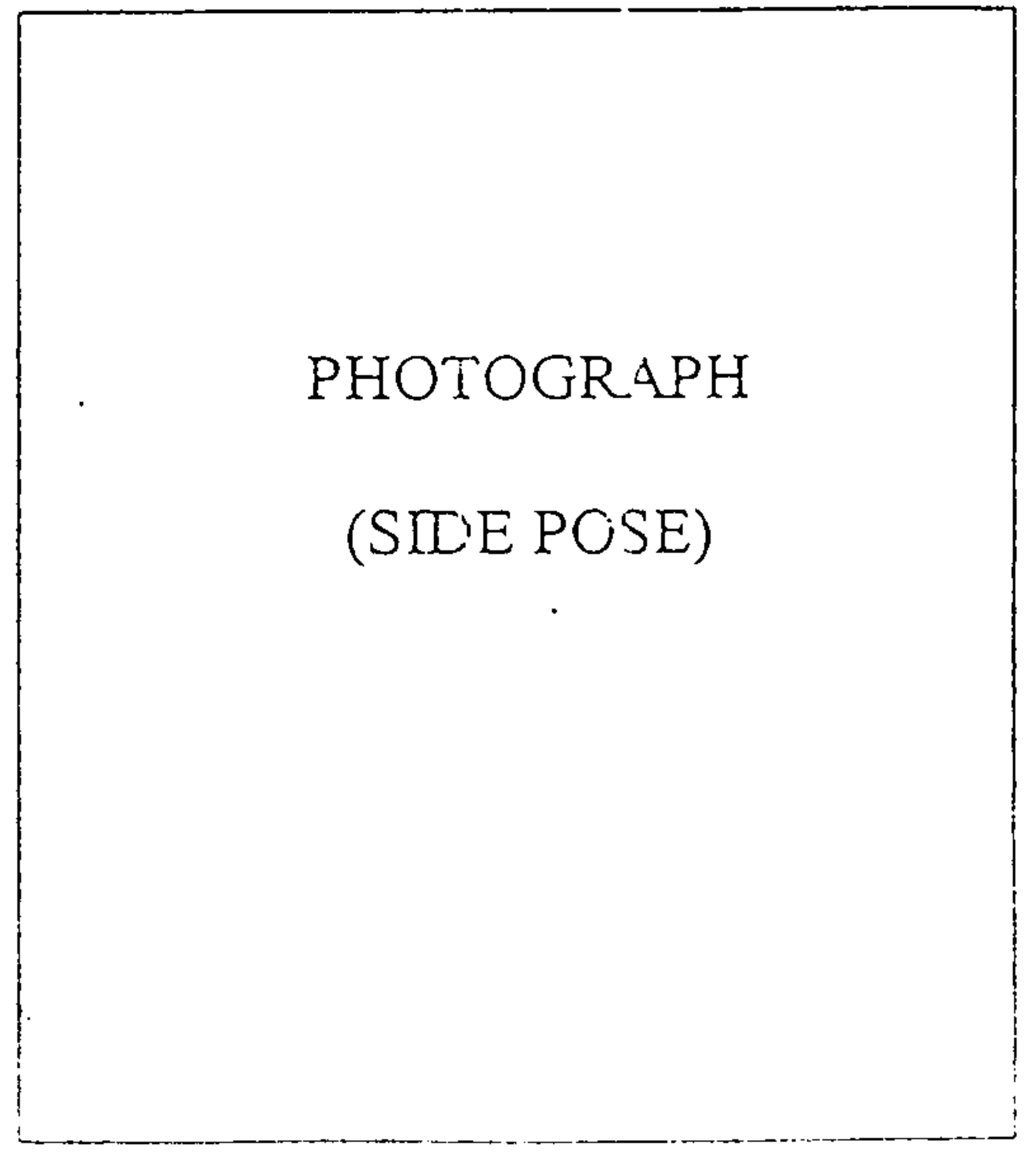
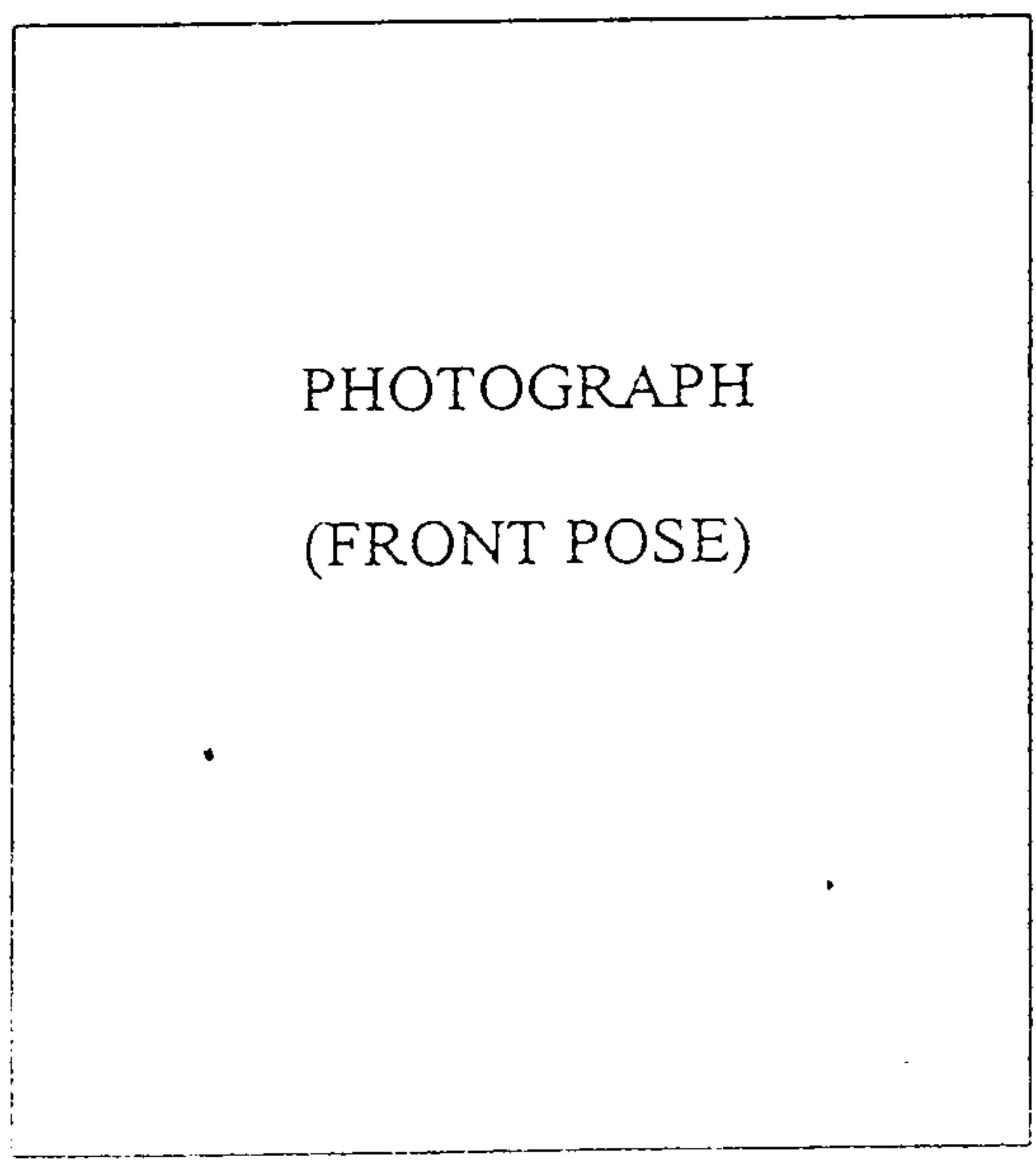
RPF Post.....

Division

Zonal Railway

PERSONAL INFORMATION

- 1. Name :
- 2. Alias :
- 3. Parentage.....
- 4. Religion..... Caste
- 5. Year of birth.....
- 6. Occupation.....
- 7. Present address.....
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.....
.....
- 8. Permanent address.....
.....
.....
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DESCRIPTIVE ROLL / PHYSICAL FEATURE

- (i) Sex : Male / Female
- (ii) Height : Feet Inches
- (iii) Complexion : Fair / Wheatish / Brown / Black / Shallow
- (iv) Built : Thin / Stout / Erect / Stooping / Medium/ Strong
- (v) Eye Type : Large / Small/Squint / Cat's eye / Red / Brown / One eye blind
- (vi) Face : Long / Round / Square/ Smiling / Scowling / Wrinkled / Pox-pitted
- (vii) Mouth : Close / Shut / Shows teeth / Large / Small
- (viii) Teeth : Normal / Protruding / Missing / Artificial denture
- (ix) Chin : Receding / Protruding / Square / Ball pointed / Long / Short/ Doubled/ Dimpled
- (x) Beard : Colour Style
- (xi) Moustaches : Colour Style / Clipped / Turned Up / Droopy
- (xii) Marks on Forearm :
- (xiii) Marks on Face :
- (xiv) Marks on Hand :
- (xv) Marks on Feet :
- (xvi) Deformity, if any :
- (xvii) Speech : Nasal / Stammer / Feminine / Coherent
- (xviii) Identification Marks: Scar / Mole / Tattoo / Leucoderma
- (xix) Language spoken :
- (xx) Any special physical feature :

DETAILS OF FAMILY MEMBERS

(Names, Address, Occupation and relation with accused)

Name	Parentage	Address	Relation

DETAILS ABOUT CLOSE RELATIVES

Name	Parentage	Address	Relation

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DETAILS ABOUT FRIENDS

Name	Parentage	Address

DETAILS OF SURETIES

Name	Parentage	Address	Amount of Surety

CRIMINAL INFORMATION

1. Modus Operandi
- (i) Nature of crime : Whether Running Train Theft, Yard Theft, Parcel Theft, Workshop Theft, Goodsheds Theft, Office Theft, Track Fittings Theft, OHE Theft & Installations Thefts etc.
- (ii) Type of implement/ weapon/ Tool used :
- (iii) Actual point of Entry/ and Retreat : Gates, Doors, Windows, Roof, Boundary walls, Through Yard etc.
- (iv) Time of commission of crime : Morning / Noon / Evening / Night
- (v) Method of crime :
- (vi) Type of commodity selected. : Booked Consignments (Sugar, iron & steel, Food grain, Elec. goods, Machinery parts, coal etc.)
Railway Materials (Coach/ Track fittings, Machinery of Electrical & Signal etc.)
- (vii) Type of place selected : Running train (At signals, unscheduled detention, slow motion, yard, goodsheds, workshops, stores etc.)

- (viii) M.O.Skill / Style/ Character : Whether posed as Railway man / labour /
adopted by the criminal : conniving with Railway employee, any
other.
- (ix) Conveyance / Transport : Truck, Matador, Jeep / Thela etc.
normally used
- (x) Dialect used : Bhojpuri / Haryani / Lucknowi / etc.
- (xi) Utterances made : Boss / Yar / Abusive words / Any other
- (xii) Any particular Telltale :
marks that is usually
leaves at the Spot.
2. His weakness such as :
Special Brand of Liquor &
Smoking or Shop he visits
3. Smoking / Addiction / to :
Drug (Brand of Cigarette/
Biri of particular Drug like
Smack Charas etc.)
4. Advocates/ Court/ Munshi :
he usually employs
5. How can he be won over :
during Interrogation

6. Whether he visits particular :
 Hospital/ Nursing Home /
 Temple / Gurdwaras, If so,
 Address

7. His Peculiar Habits :

8. His area of operation
 whether in local or outside :

9. Places where he could be :
 traced when wanted

10. Details about associates :

Name	Parentage	Address	Present Whereabouts

11. RPF personnel who can identify :

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12. Persons who can help in tracing him :

Name	Parentage	Address	Relation

13. Latest Activities :

14. His affiliation with Criminal Gang, if any (Give gang details) :

15. Receivers of Stolen Property :

Name	Parentage	Address	Relation

16. Details of cases in which previously involved :

S.No.	Crime No.	Date	U/S	RPF Post	Present Position
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Add additional separate sheets, if required)

17. Gist of interrogation :
(Detail report of interrogation be attached on separate sheet)

Date :

Signature of I.O.....

Name of I.O.

RPF Post

Checked and found complete and correct in all respects

Inspector I/C RPF

FINGER PRINTS

Case FIR No. U/S Date

RPF Post

Name of Criminal.....

Parentage

Address

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RIGHT HAND

Thumb	Index	Middle	Ring	Little

LEFT HAND

Thumb	Index	Middle	Ring	Little

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LEFT HAND	RIGHT HAND
Plain prints of four fingers taken simultaneously	Plain print of four fingers taken simultaneously

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FOOT PRINTS

Crime No..... U/S..... Date

RPF Post

Name of criminal

Parentage

Address

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SURVEILLANCE SHEET

Date and hour of visit	Result of checking	Name and Signature of officer making the visit