

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.98/Sec (Spl.)/200/9

New Delhi dated. 3/7 - 4 - 1998.

The Chief Security Commissioners, All Indian Railways.
The CSC / RPSF, Railway Board.

STANDING ORDER No. 53

Sub: Standard of Cleanliness and house - keeping in the RPF.

It is has been observed that offices of Chief Security Commissioners and many DSCs/ ASCs/ Commandants fall below one's expectations in respect of cleanliness and up - keep. Many senior officers are not in the habit of going on round in their own offices and offices subordinate to them.

2. The following instructions have been conveyed through my visit notes time and again. They are reiterated here for compliance at all levels -

- (a) The head of the office should go on round his office at least once in a week.
- (b) Removal of cow - webs on the walls and dust on files should be done on a weekly basis.
- (c) Files should not be kept on top of the almirahs. If necessary, additional almirahs or steel racks should be provided.
- (d) Time - barred records should be disposed of annually.
- (e) Records which are not time - barred, but are required for occasional reference, should be tied up with cloth in neat bundles on which the subject and year should be inscribed outside.
- (f) Steel almirahs and racks which are in a bad shape should be got condemned and replaced .
- (g) The other steel Almirahs should be got spray - painted when they lose their colour and shine.
- (h) Name boards should be kept on the tables of all the Ministerial staff.
- (i) Wooden tables should be got laminated or covered with rexine.
- (j) Old chairs provided to Ministerial staff should be condemned and comfortable chairs procured.

- (k) The head of the office should also visit the toilets and ensure that they are maintained clean at all times and provided with naphthalene balls, air fresheners, cleaning instruments and adequate supply of water at all times.
- (l) Separate toilets should be provided for women Ministerial staff.
- (m) Adequate number of fans and proper lighting should be provided.
- (n) The lower part of the wall (below window level) should be painted with enamel paint so that dirt and stains can be washed away easily.
- (o) The Ministerial staff should be provided with waste paper baskets and no litter should be allowed to be thrown on the floor.
- (p) Spittoons should be provided at appropriate places. Spitting at other places should be prevented.
- (q) Branches of trees over - hanging the buildings or rubbing against buildings should be trimmed at least twice in a year.
- (r) During rainy season, the rain water outlets from the roofs should be inspected to prevent chocking and seepage of water into the building.
- (s) Annual painting and repairs should be planned in advance in respect of every RPF building in consultation with the Engineering Department.
- (t) Efforts should be made towards beautification of railway premises by maintaining gardens, flower pots, etc.
- (u) Rewards or trophies can be introduced as an incentive to Ministerial staff, Post Commanders and others.

Maintenance of RPF posts, Out posts, Training Institutes and RPSF locations also will be on the above lines.

(A.P.Durai)
Director General/RPF