

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Secret

Copy No. _____

No.96/Sec(CA)/156/SSF

New Delhi, dt. .5.96

STANDING ORDER NO. 7

Sub:- SECRET SERVICE FUND - INSTRUCTIONS OF.

The following instructions are issued in supersession of all earlier instructions on the subject:-

I PURPOSE

This Standing Order is being issued for regulation of sanction, expenditure and accountal of Secret Service Fund being sanctioned to all the General Managers (Security) of all Zonal Railways. Chief Security Commissioners/RPF on all Zonal Railways utilise this sanction on the authority delegated by General Managers.

II OBJECT

(i) The SSF will be utilised for the following:-

(a) to collect intelligence about criminals indulging in theft, pilferage, misappropriation, fraud against Railway property and of those criminals involved in Railway Property (Unlawful Possession) Act 1966 cases or to utilise intelligence for reduction in opportunities of theft/pilferage against Railway property.

(b) to collect intelligence affecting the security and functioning of the Railways which includes the intelligence about subversive and other objectionable activities including suspected sabotage and the activities of recognised/unrecognised railway unions/associations which may affect the Railway working.

(ii) The Fund shall be used for making actual payment to the sources or gifts/entertainment to the sources for the above said purposes to facilitate collection and dissemination of crime and special intelligence affecting the security and functioning of the Railways.

(iii) However, no reward shall be sanctioned to the RPF personnel out of this fund. Separate budget provisions already exist for sanction of rewards.

III

PROCEDURE FOR SANCTION

(i) The amount sanctioned by the Railway Board to all General Managers of the Indian Railways as SSF should be operated by the Chief Security Commissioners of Zonal Railways, being the field officers vested with the responsibility of control of crime and collection of special intelligence.

(ii) The Chief Security Commissioners may sanction any amount out of the total sanctioned to any of the Hqrs./Divl. Officers under their command, who will in turn utilise the amount for achieving above said purposes.

(iii) The CSCs should ensure that Hqrs./Divl. Officers before being allotted this fund should indicate in advance the specific areas for utilisation of the said fund. The sanction should be co-terminus with the approval of areas of expenditure of the fund.

IV

ACCOUNTAL

(i) Every officer sanctioned an amount from the SSF should maintain a Cash Book in his own hand writing.

(ii) The Cash Book should indicate the receipt of the amount and its expenditure on day-to-day basis with the purpose of spending the same.

(iii) Every expenditure from the sanctioned SSF should be supported by a voucher/receipt from the source and in case it is not operationally possible to do so in the interest of maintaining secrecy of the source identity, the spending officer should personally furnish a receipt/certificate for expenditure.

(iv) The Cash Book so maintained by the spending officer shall be inspected by DG/RPF and CSC/RPF or any other officers nominated by DG/RPF.

(v) All the recipients of the SSF must furnish a certificate annually indicating that all amount spent was in the interest of public service (a copy of the sample certificate attached at Annexure 'A').

V BANK ACCOUNT

No Bank Account for this fund shall be maintained by any officer.

VI Emergency expenditure

Although all sanctions from this fund shall be made after approval by the area of utilisation, emergent expenditure by the officers of the rank of IG/DIGs, Addl. CSCs, Joint Directors/Railway Board, Sr. DSCs, Sr. Commandants/DSCs, Commandants, Incharge of the Divisions may be made. They will submit the required certificate and area of expenditure subsequently.

VII SANCTIONING POWERS

The limits of sanctioning powers for SSF expenditure are as under:-

<u>Designation</u>	<u>Each Case</u>
Sr. DSCs / DSCs/ Jt. Director/Rly. Board	Upto Rs.2,000
DIG/Addl. CSC	Upto Rs.3,000
IG/CSC/RPF	Upto Rs.5,000
DG/RPF	No limit

VIII INSPECTION OF SSF ACCOUNTS

Inspection of Secret Service Fund accounts will be conducted by DG or any other officer so designated by him and who will submit a report to DG/RPF. The inspecting officer operationally controlling sanctioning/spending officer of the SSF can also inspect the expenditure made from the Secret Service Fund. The Inspecting Officers should satisfy themselves that the fund has been spent as per the area of sanction or for legitimate purposes.

IX (i) Every correspondence on the subject shall be marked 'Secret'.

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(ii) If an officer to whom SSF was sanctioned is transferred he will hand over the cash balance, if any, to the officer relieving him of the charge and a signed certificate by both relieved and relieving officer should be sent to DG or the officer sanctioning the Secret Service Fund.

(JOGINDER SINGH)
Director General/R.P.F.,
Railway Board.

Copy to information and necessary action to:-

Copy No. 1 to IG/HQ/Sh. J.L. Saddar

Copy No. 2 to 10 to all the Zonal CSCs RPF by name

Copy No. 11 to 15 to DIGs/Addl. CSCs and DIG(C&I)/RB
by name

Copy No. 16 & 17 to JDs/Rly. Board by name.

Copy to all DSCs. (Copy No.....)

TOP SECRET.

CERTIFICATE

I hereby certify that the amount actually expended by me or under my authority from Secret Service Fund in the year _____ ending 31st March _____ amounting to Rs. _____ (Rs. _____) has been adjusted and I declare that the interest of the Public Service required that the above payment should be made out of Secret Service Fund and they were properly so made.

Signature & Designation.

Place:

Date: