

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2009/Sec(Spl.)/6/22

New Delhi, dated: June,2009

The Chief Security Commissioners/RPF
All Zonal Railways.

The Chief Security Commissioner/RPSF
Railway Board, New Delhi.

The Chief Security Commissioner/RPF
ICF, Southern Railway, Chennai.

The Chief Security Commissioner/RPF,
Konkan Railway Corporation Ltd., Belapur.

Sub: STANDING ORDER NO. 90

**ISSUE OF UNIQUE IDENTIFICATION NUMBER (UIN) TO
NON-GAZETTED RPF/RPSF PERSONNEL**

It has been noticed that there is no uniform system of allotment of Unique Identification Number to RPF/RPSF personnel in Zonal Railways and Battalions as is the practice in other police forces. While most of the Zonal Railways and RPSF do not have any such system, a few who have do not follow any scientific method. It has, therefore, been decided to introduce the system of allotment of a Unique Identification Number to each serving non-gazetted RPF/RPSF personnel according to the system elaborated herein. It will be the responsibility of the concerned CSC to ensure that numbers are allotted to each individual according to prescribed procedure and the same is prominently written in the Service Book of the concerned personnel. The UIN may not be worn on the uniform. It will be mandatory to indicate the UIN of the personnel in all the official correspondences in respect of him.

PROCEDURE OF ALLOTMENT

1. Zonal Railways and RPSF will be abbreviated as -

Zonal Railway	Abbreviation
Central Railway	CR
East Central Railway	ECR
East Coast Railway	ECoR
Eastern Railway	ER
North Central Railway	NCR
North Eastern Railway	NER
Northeast Frontier Railway	NFR
Northern Railway	NR
North Western Railway	NWR
Railway Protection Special Force	RPSF
South Central Railway	SCR
South Eastern Railway	SER
South East Central Railway	SECR
Southern Railway	SR
South Western Railway	SWR
West Central Railway	WCR
Western Railway	WR

* Production Units will be part of the respective jurisdictional zone.

2. Individuals will be given alphabetical abbreviation of the Railways/RPSF followed by seven digit number. The methodology is explained as under:

- (i) Zonal Railway/RPSF will be written in abbreviated form as indicated above.
- (ii) 7 digits Unique Identification Number (UIN) will be allotted in the following manner.
 - (a) First 2 digits will indicate the year of enlistment in the RPF/RPSF. e.g. Constable enlisted in 2009 will be given first 2 digits as 09.
 - (b) Next 4 digits will indicate the personal no. which will be allotted in a sequence, i.e. from 0001 to 9999 in that particular year.
 - (c) The next digit, i.e., 7th digit will be check digit, which will be calculated as per procedure explained in Annexure "A".

To illustrate further, the following examples are given below:

- (1) A Constable recruited in NR in the year 2009 having sl.no. among recruited non-gazetted personnel of the zone in that year as 351 will be allotted Unique Identification No. as – NR 090351. The 7th digit which is **check no.** will be calculated as per procedure explained in Annexure “A”.
- (2) Ancillary staff recruited in WR in the year 2010 having sl.no. among recruited non-gazetted personnel of the zone in that year as 13 will be allotted Unique Identification No. as – WR100013. The 7th digit which is check no. will be calculated as per procedure explained in Annexure “A”.
- (3) A Sub-Inspector recruited in RPSF in the year 2015 having sl.no. among recruited non-gazetted personnel in RPSF in that year as 1015 will be allotted Unique Identification No. as – RPSF151015. The 7th digit which is check no. will be calculated as per procedure explained in Annexure “A”.



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Director General/RPF

ANNEXURE "A"

The 7th digit, which is check no., will be calculated as per following procedure:

Step 1: Write the 6 digit Unique No. for example in case of example no.(1) the no. is – 090351.

Step 2 Below this no. write 6 to 1 in descending order. In the above case it will be as under:

090351
654321

Step 3 Multiply the digits which are in the same line

0 9 0 3 5 1
6 5 4 3 2 1

0 45 0 9 10 1

step 4 add the product :

$$0 + 45 + 0 + 9 + 10 + 1 = 65$$

Step 5 Reduce the final no. as single no. by adding them:

$$65 = 6+5 = 11$$
$$= 1+1 = 02$$

Step 6 Subtract the above no. from 10 viz. $10-2 = 8$.
This digit becomes the check no. in the above case.
The complete Unique Identification No. in case of example (1) will be: **NR0903518**

Example No.2 - WR100013

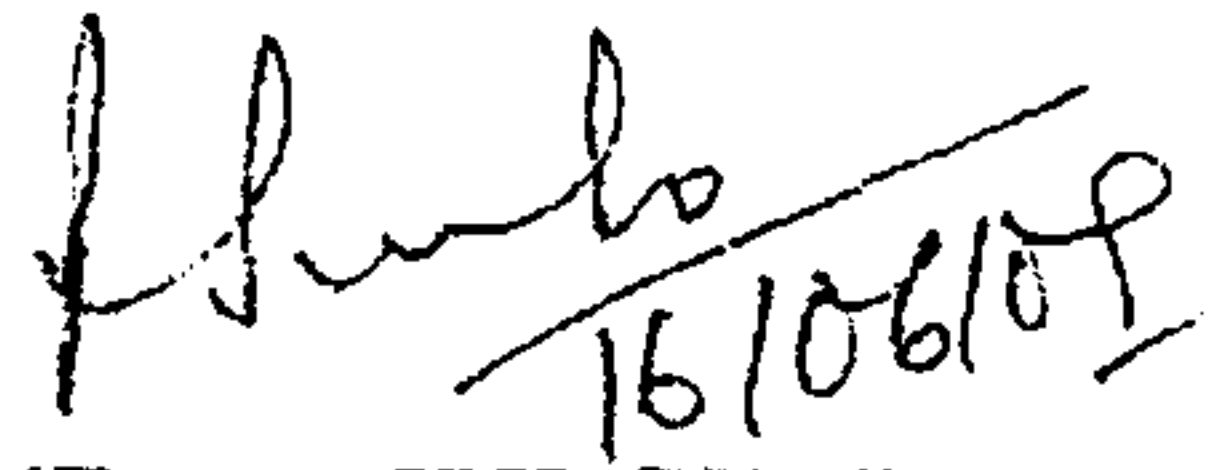
$$\begin{aligned} &= \begin{array}{r} 1 \ 0 \ 0 \ 0 \ 1 \ 3 \\ \underline{6 \ 5 \ 4 \ 3 \ 2 \ 1} \\ 6 \ 0 \ 0 \ 0 \ 2 \ 3 \end{array} \\ &= 6 + 0 + 0 + 0 + 2 + 3 \\ &= 11 \\ &= 1 + 1 \\ &= 2 \\ &= 10 - 2 \\ &= 8 \end{aligned}$$

This digit becomes the check no. in the above case. The complete Unique Identification No. in case of example (2) will be: **WR1000138**

Example No 3 - RPSF 151015

$$\begin{aligned} &= \begin{array}{r} 1 \ 5 \ 1 \ 0 \ 1 \ 5 \\ \underline{6 \ 5 \ 4 \ 3 \ 2 \ 1} \\ 6 \ 25 \ 4 \ 0 \ 2 \ 5 \end{array} \\ &= 6 + 25 + 4 + 0 + 2 + 5 \\ &= 42 \\ &= 4 + 2 \\ &= 6 \\ &= 10 - 6 \\ &= 4 \end{aligned}$$

This digit becomes the check no. in the above case. The complete Unique Identification No. in case of example (3) will be: **RPSF1510154.**


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The Chief Security Commissioners/RPF
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Railway Board, New Delhi.

The Chief Security Commissioner/RPF
ICF, Southern Railway, Chennai.

The Chief Security Commissioner/RPF,
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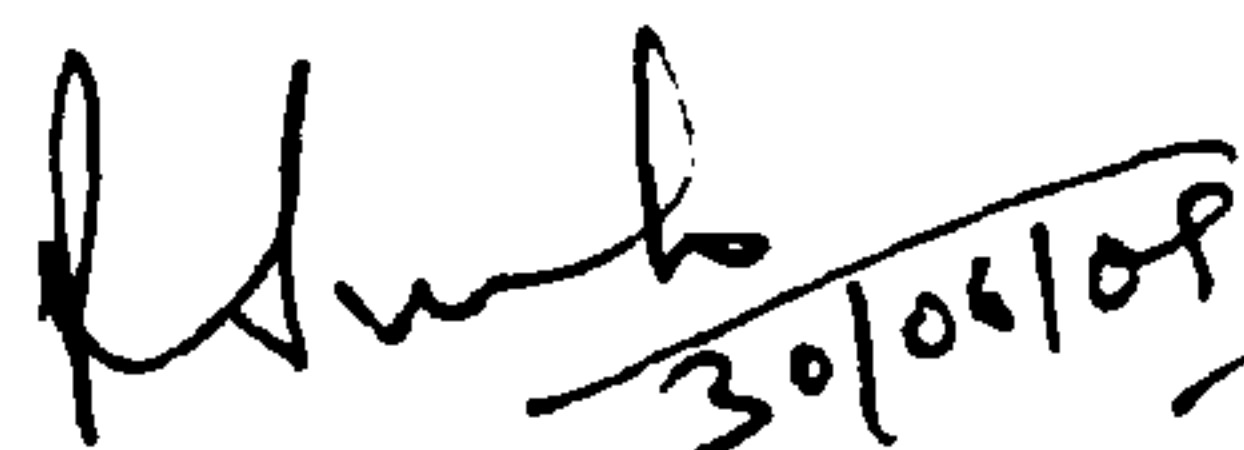
Sub: Addition/correction in Standing Order No. 90.

In continuation of Standing Order No.90 issued vide this office letter No.2009/Sec(Spl.)/6/22, dated 16th June,2009 following additions/corrections are done:

- a) RPSF will be abbreviated as SF.
- b) Battalion number, where an RPSF personnel is posted, shall be prefixed to the abbreviation SF.
- c) When the personnel is transferred from one Battalion to another, the Battalion number, which is prefixed to SF, shall change and Unique Identification Number (UIN) shall remain the same.

For example an RPSF personnel recruited in the year 2009 and posted in 3rd Battalion is allotted 4 digit personnel no. [Para 2(ii)(b) of the Standing Order No.90] as 0351. The check no., as per procedure listed in Standing Order No.90, shall be 8. The UIN of this personnel shall be 03SF0903518.

When this personnel is transferred from 3rd Battalion to 6th Battalion, the above mentioned 7 digit UIN shall remain the same and only the prefix shall change from 03 to 06. The whole sequence shall now be 06SF0903518.


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