

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.90/Sec(E)PRR-1

New Delhi, dt. 17-6-96

CSCs
All Indian Rlys

CSC/RPSE
Railway Board.

STANDING ORDER No.9

Sub:- Periodicity of Inspection by Superior Officers
Instructions thereof.

In supersession of instructions issued earlier on the subject mentioned the following instructions are issued.

It is essential for the Superior Officers as well as Inspectors to tour their jurisdictions and carry out inspections frequently as possible in order to:-

- (a) ensure that the orders and instructions issued from time to time are being duly observed;
- (b) acquaint themselves with the local security conditions as the crime position of their charge;
- (c) see that the various records are up-to-date and are correctly maintained and that correspondence receives prompt attention and disposal;
- (d) develop personal contact with the members and improve their efficiency;
- (e) study whether the existing basic security arrangements against thefts, pilferages and fire hazards are adequate;
- (f) see that clothing equipments, furniture, service and residential buildings are in good order and are properly maintained.
- (g) Acquaint themselves with the problems/^ugrievances of the staff and take immediately remedial measures.

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3. The inspecting officers shall invariably ascertain and state whether the remarks made of the preceding inspection have received due attention. If the same have been neglected the officers of fault shall be brought to account.
4. The inspecting officer shall see that the inspections of officers subordinate to him have been regular, thorough, to the point, and effective, and shall record his observations in this regard in his inspection note. They will also interview officers whose work is inspected to find out their difficulties and to determine their knowledge and efficiency.
5. A complete report after each inspection and action taken thereon should be forwarded by every Inspecting Officer above the rank of Inspector to his immediate superior without delay.
6. For conducting the inspections following schedule be followed:-
- CSCs/Dy. CSCs:- Between them will complete inspection of all the offices of DSCs and ASCs, RPF Trg. School and at least 50% posts once a year. They may inspect as many out-posts as possible.
- DSCs/ASCs:- Between them will inspect all posts/out posts once a year.
- CSCs/Dy. CSCs, DSCs will make out their programmes in such a way that the posts inspected by CSCs and DSCs in one year are inspected by Dy. CSC and ASCs next year and vice versa.
7. Asstt. Security Commissioners and Inspectors should thoroughly inspect the work of their respective subordinates once in a year and in addition carry out as many casual and surprise inspections as possible.
3. CSC/RPSF will undertake detailed inspection of all Battalion and 25% of the companies once in a year.
1. For carrying out inspection of the officers of DSCs/ASCs by the higher officers the format issued vide this office letter No. 90-Sec(E)PRR/1 dt. 19.6.91 shall be used (copy enclosed as Annexure I). The format of inspection may be circulated to all DSCs, ASCs and posts for further information.

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The CSCs should submit their tentative tours and inspection programme for the whole year by the second week of January every year. They should also submit statement of half yearly review of Tours & Inspections held by superior officers in the proforma circulated vide this office letter No. 86/Sec(E)/PRR/6 dt.17.1.90 (copy enclosed as Annexure II). The half yearly review statement should reach this office by 10th February and 10th August every year.

Apart from half yearly review, the CSCs will furnish the details of inspections carried out by superior officers in the proforma circulated vide this office letter No. 86/Sec(E)/PRR/6 dt.21.4.92 (copy enclosed as Annexure III).

Kindly acknowledge receipt.

Sd/-
(Joginder Singh)
Director General/RPF.
Railway Board.