

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

No.2011/Sec (Cr)/45/63

New Delhi Date: 28-06-2011

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.

Director  
J.R.RPF Academy, Lucknow.

IG-cum-CSC/RPF  
CORE,1, Nawab Yusaf Road,  
Civil Line, Allahabad.

**Sub: - Standing Order No.108.**

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Please find enclosed herewith a copy of Standing Order No. 108 issued in supercession of Standing Order No. 91 circulated vide Railway Board's letter No 2008/Sec (Cr)/45/157 dated 24.06.2009 in regard to instruction for issuing Special Report cases in offences of Railway property for information and necessary action.

An acknowledgement of this Standing Order may please be sent to this office.

DA: As Above

  
28/6/11  
**DIG/Railway Security  
Railway Board**

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(Railway Board)**

No.2011/ Sec (Cr)/ 45/ 63

New Delhi, dtd 24.06.2011

**SUB:- STANDING ORDER NO.108**

**In supercession of Standing Order No. 91 issued vide letter No. 2008/Sec(Cr)/45/157 dtd 24.06.2009, following instructions are issued for issuing special report cases in offences of railway property related to the cases of theft / pilferage/ extortion/ robbery/ dacoity/ dishonest misappropriation & criminal breach of trust.**

1. Cases of thefts/ pilferage/ extortion/ robbery/ dacoity/ dishonest misappropriation & criminal breach of trust involving property valued Rs. 40,000/- or more in case of booked consignments and involving property worth Rs. 20,000/- or more in case of Railway Materials shall be treated as special report cases.

2. In addition to categories specified in Rule 230 of RPF Rules 1987, following categories shall also be treated as special occurrence:

- (a) All incidents of bomb explosion.
- (b) Terrorist and extremist acts.
- (c) Incidents resulting in registration of criminal case against Members of the Force.
- (d) Serious cases of misconduct/ indiscipline of Members of the Force.
- (e) Any other case as directed by the Director General/ RPF.

3. In all special report cases, place of occurrence shall be visited by a superior officer of the force as per following chart:

<b>Officer to visit the PO and issues Supervision Note</b>	<b>Type of cases (Part-I)</b>	<b>Types of cases (Part-III)</b>
By ASC of the division	Case pertaining to booked consignment valued Rs. 40,000/- and up to Rs. 60,000/-.	Cases pertaining to theft of Railway Material valued Rs. 20,000/- and up to Rs. 40,000/-
By Sr.DSC/ DSC of the division	Cases pertaining to booked consignment valued above Rs. 60,000/- and up to Rs. 2,00,000/-	Cases pertaining to theft of Railway Material valued above Rs. 40,000/- and up to Rs. 1,50,000/-
By CSC of the Zone	Cases pertaining to booked consignment valued above Rs. 2,00,000/-	Cases pertaining to theft of Railway Material valued above Rs. 1,50,000/-

3.1 In all cases of special occurrence, jurisdictional ASC shall visit the place of occurrence immediately. Concerned DSC/Sr.DSC shall visit at the earliest in cases of serious nature.

4. Special Report and Special Occurrence Report shall be submitted by the DSC/Sr.DSC addressed to the Director General/RPF with a copy to the Chief Security Commissioner and other concerned authorities within 24 hours of the incident. These reports will be faxed to the Railway Board Security Control followed by confirmation copy.

5. Supervision Note shall be a comprehensive document having full details of relevant information. Higher authorities, while forwarding the supervision note, shall comment specially on various aspects of report which should highlight defects in the Supervision Note, action required to be taken etc. Supervision notes shall be examined thoroughly in the Security Directorate and put up to the Director General/RPF.

5.1 Supervision Note will be issued within 15 days of the issuance of Special Report. Special Report and Supervision/Special Occurrence Report will be followed by the continuous continuation report. The periodicity of continuation report will depend upon the progress of the case/further developments. Continuation report will contain meaningful developments and final report shall be submitted when the case is closed.

5.2 Continuation reports will be sent by the DSC/Sr.DSC to the Chief Security Commissioner who shall ensure that progress is received at due intervals and cases are monitored properly. Final report will be sent by the Chief Security Commissioner to the Deputy Inspector General/Railway Security in Security Directorate specifying all important developments till the finalization/closure of the case.

**6. Procedure for registration of crime affecting railway property and further follow-up are clearly specified in Chapter 14 Rules 221 to 232 of RPF Rules, 1987. These procedures must be followed in letter and spirit.**

**6.1 However, to streamline the process following procedures are reiterated:**

- (a) After registration of a case in an 'Unlocalised Crime Register' meaning inquiry shall be done by the Post/Division concerned and transfer of the case shall be strictly in accordance with provisions of Rule 226 to 227.
- (b) The provisions contained in Rule 226 and 227 permit transfer from one Division/Zone to another Division/Zone only once. In accordance with Rule 227.2, the decision of the CSC in any inter-divisional disputed case of his Zonal Railway and of the Director General in an inter-zonal disputed case shall be final. Therefore, zonal Chief Security Commissioners cannot further transfer the case either to zone from where the case is received on transfer or to some other zone.

- (c) Unlocalised cases transferred from one Division/Zone to other Division/Zone are not being registered due to lack of reconciliation at Divisional, Zonal and Board levels.

As specified in Rule 227.3, Reconciliation Meetings shall be held without fail during January, April, July and October of each year at Divisional, Zonal and Board levels. Reconciliation Meetings shall be held at the Board levels. Reconciliation Meeting shall be held at the Board level in 3<sup>rd</sup>/4<sup>th</sup> weeks of above mentioned months by the DIG/RS. He shall fix up the dates in advance and convey it to the Zonal Railway so that they can finish reconciliation at their level well in time.

7. To avoid duplicate registration of unlocalised cases over various Divisions/Zones, registration/deletion shall be done simultaneously by the concerned units. After localization, the crime number shall be given of the year of reporting by the localizing unit and it shall be reconciled from the transferring unit so that transferring unit expunges it from the year of reporting and localizing unit registers it in the same year of reporting. To illustrate further an example is given below:

*A case is registered in Lucknow Division of Northern Railway vide Crime No. 2006/NR/LKO/UL-05/BC. The first digit (2006) is the year of reporting, NR indicates zonal railway (in this case Northern Railway) where the case is registered in Lucknow Division under unlocalized Head at Sl.No.5 related to theft of booked consignment.*

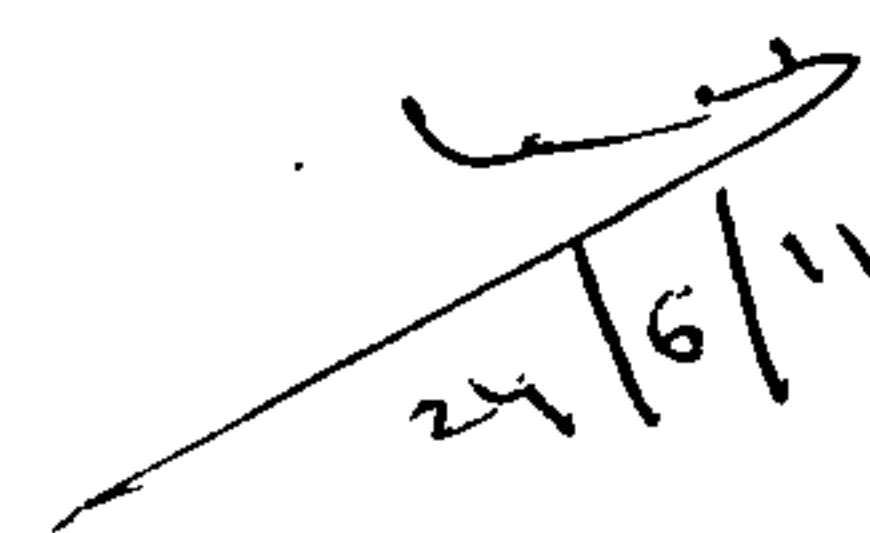
*After completion of inquiry, the case is transferred to North Central Railway through CSC/NR. After reconciliation, NCR agrees to register the case under Localized Head in Allahabad division. They may register this case by giving number like 2006/NCR.ALD/LC-11/BC and ensure that this case is expunged from the record of Lucknow division of Northern Railway. In this example LC-11 indicates that it is the 11<sup>th</sup> case registered under Localised Head by the division (Allahabad) pertaining to cases of thefts of the booked consignment reported first in the year 2006.*

7.1 This procedure shall ensure that overall crime figure in a particular year remains same at national level despite changes at Divisional/Zonal level under heads localized and unlocalized.

8. The charter of duties of RPF has been widened to cover the security of railway passengers and passenger area by amendments in the RPF Act in the year 2003. However, commensurate legal powers have not been given to the RPF as a result of which registration of IPC offences, required investigation and prosecution have to be done by the Government Railway Police of the concerned State Government.

**8.1 However, in view of the responsibility assigned to RPF it is necessary to coordinate properly with the GRP so that victimized passengers are facilitated to the maximum possible extent and proper legal action is followed-up. Keeping these objectives in view, it is directed that:**

- (a) RPF/RPSF personal on duty in running trains as well as in station premises keep blank FIR forms and make it available to the victim passengers on demand. They shall facilitate the passengers to fill it up and acknowledge its receipt when the victim is unwilling to break his/her journey. Filled up FIRs shall be deposited at concerned RPF Post with entry in G.D.
- (b) Jurisdictional Post-In-Charge/RPF shall ensure that FIR forms are forwarded to the concerned GRP authority and the case is registered.
- (c) All cases of IPC offences against passengers should be conveyed to the Railway Board Security Control through Divisional/Zonal Security Control immediately.
- (d) Jurisdictional Post-In-Charge/RPF shall forward the brief details of the IPC offences to the DSC/Sr.DSC within 24 hrs who shall in turn forward it to the CSC within 7 days.
- (e) ASC/Passenger Security or any other superior officer nominated by the CSC shall maintain a record of all IPC offences in trains as well as in railway premises. He shall coordinate with the office of the district SRP and zonal DIG/ IG to ensure that cases are registered properly.
- (f) When such cases are transferred to other States on the ground of jurisdiction, the coordinating RPF officer shall forward the details to the concerned zonal CSC who, through his coordinating officer, shall ensure further follow-up action in his jurisdiction till registration of the case by the concerned GRP.
- (g) In case of any difficulty, CSC should coordinate with his counterpart in the GRP. If it is not sorted out at their level, intervention of DG/RPF may be sought through IG (C&I).

  
24/6/11

(P.K.MEHTA)  
DIRECTOR GENERAL/ RPF