

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2018/Sec(CCB)/210/15

New Delhi, dated 11.01.2018

In exercise of the powers conferred under Rule 28 of the RPF Rules, 1987 read with section 8 of the RPF Act, 1957 (as amended from time to time), Director General, Railway Protection Force hereby issues the following Directive, in supersession of Standing Order 108 issued vide letter of even no. dated 24.06.2011 and 20.02.2017.

Directive No.40

Subject:- Guidelines for issuing of Special Report, Supervision Note, Special Occurrence, registration of localized/unlocalized Railway Property cases and follow up of IPC offences.

1. Cases of Booked Consignment involving property valued Rs.80,000/- or more, Railway Materials Rs.40,000/- or more, shall be treated as Special Report cases and Special Report in these cases shall be issued within 24 hrs. of the report of incident. The Special Report cases involving theft of Booked Consignment valued up to Rs.2,00,000/- and of Railway Material up to Rs.1,00,000/- will be addressed to CSC of the Zone, whereas Special Report of cases involving theft of Booked Consignment valued more than Rs.2,00,000/- and of Railway Material valued more than Rs.1,00,000/- will be addressed to the DG/RPF. The brief detail of all the Special Report cases shall be sent to the Railway Board in MCR.
2. In all special report cases, place of occurrence shall be visited and Supervision Note shall be issued by a superior officer of the Force as per following chart:

Sr. No.	Designation	Type of cases (Part-I) (Booked Consignment)	Type of cases (Part-II) (Railway Material)	To whom Submitted
i.	ASC of the division/sub-division	Cases of theft of booked consignment valued Rs.80,000/- and below Rs.2,00,000/-	Cases of theft of Railway Material valued Rs.40,000/- and below Rs.1,00,000/-	CSC
ii.	Sr.DSC/DSC	Cases of theft of booked consignment valued Rs.2,00,000/- and above up to Rs.4,00,000/-	Cases of theft of Railway Material valued above Rs.1,00,000/- and up to Rs.2,00,000/-	DG RPF
ii.	Addl.CSC/Dy. CSC (2 IC)	Cases of theft of booked consignment valued above Rs.4,00,000/- & up to Rs.6,00,000/-	Cases of theft of Railway Material valued above Rs.2,00,000/- & up to Rs.4,00,000/-	DG RPF
iv.	CSC	Cases of theft of booked consignment valued above Rs.6,00,000/-	Cases of theft of Railway Material valued above Rs.4,00,000/-	DG RPF

Contd...2

11/1/18

- v. Supervision Note shall be a comprehensive document containing full details relevant to the case. Higher authorities, while forwarding the supervision note, shall comment specially on various aspects of Supervision Note 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.
 - vi. 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 continuation reports. The periodicity of continuation report will depend upon the progress of the case/further developments or monthly whichever is less. Continuation report will contain meaningful developments and final report shall be submitted when the case is finalized in court/closed.
 - vii. 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 IG/Crime & Intelligence, Railway Board in Security Directorate specifying all important developments till the finalization/closure of the case.
3. In addition to categories specified in Rule 230 of RPF Rules, 1987 following categories shall also be treated as special occurrence:
 - (a) Theft of passenger belongings where value of stolen articles of and above Rs.Two lakhs,
 - (b) All incidents of Rape in trains and Railway premises,
 - (c) All incidents of bomb explosion,
 - (d) Terrorist and extremist acts,
 - (e) Incidents resulting in registration of criminal case against Members of the Force,
 - (f) Serious cases of misconduct/indiscipline of Members of the Force and
 - (g) Any other case as directed by the Director General/RPF.
 - 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.
 - 3.2 Sr.DSCs/DSCs shall invariably visit the Place of Occurrence in instances of Attack/Assault on duty RPF personnel, find out the fact & take up the matter with concerned SRP/SP.
 - 3.3 The information should be invariably mentioned in all SORs pertaining to Crime in running train about the availability/non availability of escort.
 - 3.4 In SORs pertaining to Crime in Railway premises, it should be mentioned as to whether at the time of occurrence of crime, the Place of Occurrence (Station/Railway premises) was manned by RPF or GRP or both or none.
 4. **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.**
 - 4.1 **To further streamline the process, following procedures are reiterated:**
 - (a) After registration of a case in an 'Unlocalised Crime Register' meaningful 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.

Contd...3

1/1/15

- (b) The provisions contained in Rules 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) 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 Meeting shall be held at the Board level in 3rd/4th 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.
5. Present market/face/actual value should be taken in the account for ascertaining value of Property Stolen invariably in all cases of Booked Consignment.
6. Cases of theft/missing of Railway Property worth Rs.5,000/- registered under unlocalized head shall not be transferred from one Zone to another. Such cases should be restricted within the Zonal level itself and cases shall be closed in the Division after conducting detail enquiry at Zonal level.

However, cases wherein criminal interference is established in other Zonal Railways, and repeated incidents of such theft are reported in an organized manner, concerned Zone should give the details of such cases to that zone and intimation to the Railway Board where crime is taking place and advise to take preventive measures and detect the crime.

At the end of every month, figures of such cases shall be sent to the Railway Board in MCR with following details:

- a) No. of cases involving value of property Rs.5,000/- or less reported in one Zone with nature of property but PO is suspected in other Zone.
- b) No. of case in which enquiries have been conducted at Zonal level and closed with the approval of Sr.DSCs/DSCs.
7. If the unlocalized case (Specially Special Report) is transferred to another Zone after enquiry for localization, the accepting Zone will submit Supervision Note and the transferee Zone will send copy of the Special Report to the accepting Zone under intimation to Board along with case file (no fresh Special Report will be issued by accepting zone).
8. Enquiry in the unlocalised cases should be completed within 60 days + 30 days with permission of CSC in Special cases from the date of registration after which the case should be transferred to the concerned Zone on concrete evidences where place of occurrence is localized. If enquiry is not completed within 90 days, the case shall be treated as localized in the Zone where unlocalized case is registered.
9. (a). On receipt of case on transfer, the receiving Zone shall register the case and intimate the registration number to transferring Zone endorsing a copy to the Railway Board, within 30 days from the date of receipt so that case may be expunged from the originating Zone. If the receiving Zone, after registration of the case, finds that crime did not occur in his Zone, such disputed case of Zonal Railway shall be referred to Security Directorate within 30 days for arbitration.

Contd...4

11/1/16

(b). Case received on transfer for registration, shall not be registered under RP(UP) Act immediately. It should be registered under RP(UP) Act only when definite PO is fixed after due enquiry by accepting Zone or final decision from Railway Board is received.

10. Enquiry report of unlocalized/disputed cases should be sent to the Railway Board with top sheet indicating page number and contents of the pages, with list of en-route stations in chronological order and consolidated seal checking chart, so that documents can be examined easily.
11. Full name of Railway Stations and full form of the codes used by the seal checker should be mentioned in the report. Proper and correct code should be used in seal checking.
12. To avoid duplicate registration of unlocalized 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. NCR has 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 case registered under Localised Head by the division (Allahabad) pertaining to cases of thefts of the booked consignment reported first in the year 2006. The cases reported in the year, should be taken in the same year account.

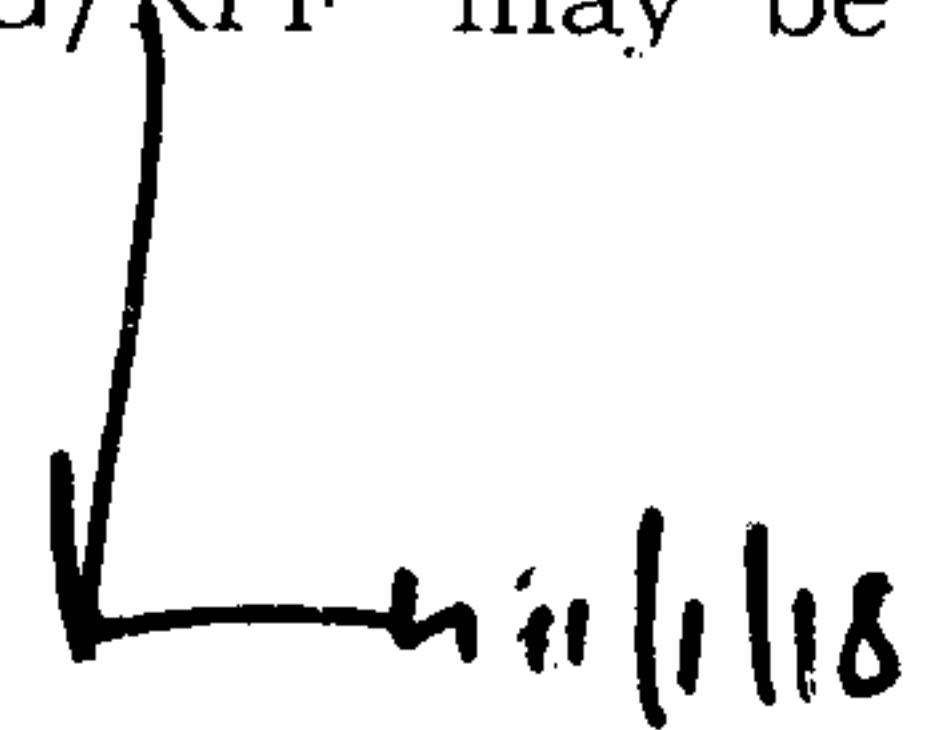
This procedure shall ensure that overall crime figure in a particular year remains same at national level despite changes at Divisional/Zonal level under heads localized and unlocalized.

13. 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.
14. **However, in view of the responsibility assigned to RPF it is necessary to coordinate properly with the GRP so that victimized passengers are given proper and expeditious help and subsequent legal action is followed up. Keeping these objectives in view, it is directed that:**

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11/1/18

- (a) RPF/RPSF Personnel on duty in running trains as well as in station premises shall keep blank FIR forms and make it available to the victim passengers. 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) 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.
- (d) 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 to ensure that cases are registered properly.
- (e) 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.
- (f) 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).



(Dharmendra Kumar)
Director General/RPF

Copy forwarded for information and necessary action to:-

- 1) Chief Security Commissioners/RPF/All Zonal Railways, ICF, KRCL, CORE, Construction and RDSO.
- 2) IG-Cum-Chief Security Commissioner/RPSF, Force Head Quarter, Dayabasti, Delhi.
- 3) Director/JR/RPF Academy Lucknow & RPF/Trg. Centre Maula-Ali.
- 4) All officers, Security Directorate, Railway Board.
- 5) All Branches, Security Directorate, Railway Board.