

URGENT/ Through RSMS

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

2022/Sec(Spl)/200/27

New Delhi, Dated: 31.07.2023

Principal Chief Security Commissioners/RPF
All Zonal Railways, PUs, KMR, CORE.

Principal Chief Security Commissioner/RPSF,
Force HQ, 6th BN/ DBSI/ Delhi – 35

IG/Const.-NR & ECoR

Director, JJR RPF Academy/LKO & IG/TC/MLY & KGP.

CSCs- RDSO & KRCL

Sub:-Empowering and better utilization of the post of ASC in Zonal Railways/RPSF/PUs.

Please find enclosed herewith a copy of Directive 63 regarding empowering and better utilization of the post of ASC in Zonal Railways/RPSF/PUs.

Necessary action may be taken accordingly.

DA: As/above

M. Singh
(Maheshwar Singh) 31.7.23
DIG/Projects/NR
Railway Board

Copy to : All officers and branches, Security Directorate/Railway Board for information.

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No. 2022/Sec(Spl)/200/27

Dated 31.07.2023

In exercise of power conferred under Rule 28 of Railway Protection Force Rules, 1987 read with section 8 of the Railway Protection Force Act, 1957, the Director General Railway Protection Force hereby issues the following Directive, namely;

Directive No. 63

Subject: Empowering and better utilization of the post of ASC in Zonal Railways/RPSF/PUs.

This Directive is being issued with a purpose to empower the Assistant Security Commissioners of RPF/RPSF for better utilization of their services in the interest of the organization and to make them accountable for specific deliverables.

The Assistant Security Commissioner is a key post for better supervision and control between executive supervisory staff (Group 'C') and Administrative officers (Group 'A'). The responsibilities of ASCs are very important for better performance of the Force. As most of the ASCs, are promoted from the rank of IPF, they have good and practical knowledge of field working.

All guidelines, instructions issued so far have been included in the instructions being issued below in the following order:

1. ASCs posted in the Division
2. ASCs posted in the Zonal HQrs
3. Assistant Commandants posted in RPSF
4. ASCs posted in JJR RPF Academy
5. ASCs posted in other Training Centres
6. ASCs posted in PUs.

1. ASCs POSTED IN THE DIVISION:

A. Administration

- The Assistant Security Commissioner shall exercise all such financial, administrative and disciplinary powers as delegated to him under RPF Rules or through Directives and Security Circulars.



- She/ he shall assist the Senior Divisional Security Commissioner concerned in discharge of his functions.
- Allocation of work distribution for each unit (Establishment, Analytical Wing, Passenger Security Cell, Prosecution Cell, Quarter Master Stores, Divisional Control, etc.), dealer wise, which are located in the Divisional Office, with approval of SrDSC/ DSC and ensure that the progress of each pending work is put up to SrDSC/ DSC every 15 days.
- Closely monitor the progress of compassionate appointments and Medical De-categorization cases pending for his jurisdiction for early (timely) completion of the process.
- Conducting the Weekly Review of Rail Madad reports, Operations like Amanat, *Nanhe Farishte*, *Narcos*, *Rail Suraksha*, *Yatri Suraksha*, *Upalabdh*, etc, Duty Deployment of RPF Posts/Outposts/Admin posts, drives ordered by Railway Board & Meri Saheli Teams and their utilization. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instructions shall be ensured and the progress of compliance be put up to SrDSC/ DSC.
- The fortnightly review of RSMS, HRMS, SR/SOR, CCTNS/ICJS and Social Media Platform should be done by ASC posted in divisional headquarters. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instruction should be ensured and the progress of compliance be put up to SrDSC/ DSC.

B. Railway Security and combating crime:

ASC posted in Open Line shall -

- Supervise all the cases of Railway Act under sections 143 (for illegal touting), 154 (Endangering safety of persons travelling by railway by rash or negligent act or omission), 160 (2) (for breaking any gate or chain of level crossing) and 174 (c) (for tampering with signal gear) and put up supervision note to Sr. DSC/ DSC within 7 days of the registration of case. SrDSC/ DSC will examine and ensure filing of prosecution report within 30 days or else she/ he will submit report and obtain extension from CSC. ASC will submit monthly report(s) to SrDSC/ DSC in this regard.
- Check the train Escort Party twice a week, including en-route checking. This should be followed with a detailed note of checking. She/ he should also review escorting of trains once a week, with respect to pattern of crime. He should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instruction be ensured and the progress of compliance be put up to SrDSC/ DSC
- Carry out at least 2 night checks out of his HQ and 4 night checks in his HQ, every month. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instructions be ensured and the progress of compliance be put up to SrDSC/ DSC.

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- ASC posted in divisional headquarters shall conduct the weekly review of passenger related crimes, ACP cases and carry out an analysis of affected trains & sections, stone pelting and stone dashing cases, RCT/UTI, etc.

C. Co-ordination

- ASC shall conduct at least one co-ordination meeting every month with his GRP counterpart, Intelligence officers and Civil Authorities of his jurisdiction by rotation as decided by Sr. DSC/DSC and to issue minutes of the meetings. She/ he should ensure that implementation of each decision is done in time till the complete disposal is done. The fortnightly progress of implementation shall be ensured and the progress of compliance be put up to Sr.DSC/DSC.
- ASC will also ensure conduct of mock drills regularly at all Posts in his jurisdiction with a frequency of at least at one Post every month either with the stake holders like sister departments of railway, Police, NDRF or on their own. Conducting such drills jointly with other departments / authorities should be preferred. The personnel at the Post shall be briefed about expected action and the relevant points of SOP should be reiterated. The readiness of equipment and availability of material should be physically checked by the ASC. The report along with '*lessons learnt*' shall be immediately sent to Sr.DSC/DSC by ASC under his signature.

D. Disaster Management

- ASC shall be the in-charge of logistics at the time of deployment to deal with disasters/large scale law & order disturbance. She/ he shall ensure that the equipments mentioned in para 4 of Standing Order 34 are available in working condition at the place of occurrence. She/ he will ensure proper maintenance and upkeep of the equipments of disaster management kept at the RPF posts/in the ART in his jurisdiction. The condition of these equipments will be checked every fortnight and necessary repairs etc will be immediately done to always keep these equipments in good condition.
- ASC shall arrange to set up the Command and Control Center for RPF at the site of disaster/large scale law & order disturbance with proper communication facilities and operationalisation of Roznamcha/ log book duly recording all important events in a sequential manner.

E. Inspections:

- ASC shall carry out Detailed Inspection of 100% of Posts/ Outposts of his jurisdiction every year and she/ he should also conduct Inspection of each RPF barrack once in every 3 months. Where only one ASC is posted in the Division, 50% units be inspected by ASC and 50% by Sr. DSC/DSC. Inspection notes should necessarily be issued within 10 days. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instruction should be ensured and the progress of compliance be put up to Sr. DSC/DSC.

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- ASC having jurisdiction over Dog squad shall conduct Casual Inspection once in a month and detailed inspection once in a year. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instructions be ensured and the progress of compliance be put up to SrDSC/ DSC. Issues related to upkeep and maintenance of Dog Kennel should be given due priority. The diet chart for the Dogs / Pups as well as the quality of diet should be checked during surprise / casual inspections of the Kennel. The daily exercise and training regimen should be supervised by the ASC.
- ASC shall inspect Malkhanas, Arms & Ammunition and Kote of RPF Posts twice a year.

F. Welfare:

- ASC shall conduct at least 2 Suraksha Sammelans each month in his jurisdiction. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. She/he should coordinate with all concerned in RPF and other departments for resolution of personal issues and those of common interest as flagged by RPF personnel during Sammelans. The fortnightly progress of instructions should be ensured and the progress of compliance be put up to SrDSC/ DSC. The matters beyond is competence or requiring attention of SrDSC/ DSC may be escalated concerned officer(s) accordingly.
- ASC shall conduct Orderly room at least once per week to take action on petty administrative matters as well as redressal of grievances at his level. She/ he should ensure that implementation of each instruction is done in time till the complete disposal is done. The fortnightly progress of instructions shall be ensured and the progress of compliance should be put up to Sr. DSC/DSC.

G. Others:

- ASC shall attend at least 2 weekly Parades in his jurisdiction.

H. Miscellaneous

- In view of huge power and responsibilities being conferred on ASCs and independent handling of files by them, they must ensure that basic tenets of file management are followed such as mentioning proper file name, numbering of pages, linking references pertaining to relevant rules and SOP, etc.
- The SrDSC/ DSC will supervise the working of ASC on above parameters and make quarterly assessment of performance of the ASC(s) posted under him. Deficiency or deviation, if any noticed, must be pointed out to ASC in writing under intimation to PCSC.
- Apart from the above, ASCs shall perform all such tasks pertaining to functioning of Division/ Zonal HQRs/ Battalion/ Training Centre, as may be entrusted to them by DG/RPF.

- The ASCs shall be answerable for the above duties and shall be responsible for acts of omission and commission. They have to state their contributions under each head of responsibilities in their APAR for objective performance appraisal.

The above instructions are to be followed strictly.

2. DUTIES OF ASSISTANT SECURITY COMMISSIONERS POSTED IN ZONAL HQRS

The Gazetted structure of Zonal HQRs comprising of GOs in different ranks and the number of ASCs posted at HQs vary across different Zones. The number of ASCs present in the Zonal structure may vary as per the workload and functional requirements of respective Zones.

However, the officers in the rank of ASCs may be posted as ASC-cum-Staff Officer to PCSC, ASC/Passenger Security, ASC/Crime Intelligence Branch and ASC/Special Intelligence Branch in the Office of PCSCs at Zonal HQRs. The brief of powers and responsibilities of such officers are enumerated as under:

1) **Staff Officer to PCSC**

- A. Powers and responsibilities of SO to PCSC are mentioned in Rule 37 of RPF Rules, 1987, which reads as under:

37.1 The Staff Officer shall assist the Principal Chief Security Commissioner concerned in the discharge of the following functions:

- Administration-** Including recruitments, deputation, training, placement, transfer, promotion, pay and allowances, budget, discipline, legal matters and data processing, reserve companies, band etc.
- Planning and Development-** Including manpower planning, career planning, appraisal of performance, job requirement, personnel's record and manuals, follow up action on inspecting notes and publicity.
- Welfare and Service** - Including grievances, employee relations, housing, education, sports, medical, provident fund, pension and other retirement and post retirement benefits, welfare schemes, funds, canteen and messes.

37.2 She/ he shall also be responsible for:

- Organizing periodical meetings required to be convened at the headquarter level.
- Maintaining liaison with other departments of the railway at headquarters, and
- Organizing ceremonial Parades, VIP visits and other matters of like nature.

37.3 She/ he shall exercise the same administrative and disciplinary powers in respect of ministerial staff posted at the Security Commissariat as prescribed for his counterparts under these rules and/or under the extant Railway Rules and shall discharge such other duties as may be entrusted to him by the Principal Chief Security Commissioner concerned.

B. To execute the above responsibilities in an effective and efficient manner, the SO will ensure the following:

- a. Proper distribution of work amongst all ministerial and executive staff working under him (with approval of PCSC)
- b. Inspection of all units working under him at least once a year. For this, she/ he will prepare inspection program at the beginning of the year, and get it approved from PCSC.
- c. Will submit inspection notes in respect of the Inspections conducted by him as well as those pertaining to the Office of Zonal HQRs to PCSC, on file.
- d. Will ensure implementation of different E- Modules/Schemes/Projects started by Railway Board, e.g., E-Suvidha, RBMS, HRMS, Asset Management Module, Grievance Redressal Module, etc.
- e. Preparation and monitoring of implementation of Works program and M & P program.
- f. Efficient management of vehicles of the Force through MTO.
- g. Supervision of works of ZQM for procurement, distribution and maintenance of Arms & Ammunitions and other store items.
- h. Will ensure compliance of all instructions issued by DG/RPF and Railway Administration related to his area of responsibilities.
- i. Will ensure efficient and smooth functioning of units functioning under him.
- j. Will coordinate with officers of different departments such as Accounts, Stores, Engineering, Mechanical, Personnel, General Administration, etc. in execution of different functions allocated to Staff Officer.
- k. Will take up all such other works as entrusted to him by PCSC from time to time.

2) Powers & responsibilities of ASC/SIB

Detailed instructions regarding operation of SIB wing in RPF are given in Revised Chapter X of Establishment Manual issued by DG/RPF vide No. 2017/Sec(Int.)/51/9/1 Pt dated 12.12.2022.

All SIB units working in divisions and HQ will work under direct supervision of ASC/SIB.

To execute the responsibilities as above, in a proper manner, ASC/SIB will ensure:

- a. Implementation of the orders, instructions, circulars and guidelines issued from Security Directorate and to provide aid, guidance and assistance to the concerned Divisional Units for their Efficient Functioning.
- b. Issue forecast and alerts in time
- c. Ensure that SMAC meetings are attended by GOs and action is completed on each point minutized in each of the SMAC meeting.
- d. Attend Co-ordination meeting with representatives of various Central and State Intelligence Organizations or Intelligence Wings of various Central and State Security agencies. She/ he will arrange to issue minutes of these meetings and follow up compliance on them.

- e. Create and operate source network of hers/ his own, arrange to collect, collate, analyse, verify data and create actionable inputs. Convey actionable input in field in real-time basis.
- f. Create capability for digital data analysis to obtain TechInt.
- g. If any important incident takes place in his jurisdiction, the same must be communicated without fail, to Intelligence Cell, Security Directorate and PCSC of the Zonal Railway by quickest possible means.
- h. Inspection of all units working under him at least once a year. For this, she/ he will prepare inspection program at the beginning of the year, and get it approved from PCSC. Will submit inspection notes to PCSC on file.
- i. Efficient management of Threat Management System.
- j. Selection and training of SIB staff as per the Directive.
- k. Prompt filling up and submission of reports, returns and documentation by all units and submission of reports and return to Railway Board as per the Directive and other advisories issued subsequently.
- l. Efficient and smooth functioning of units working under him.
- m. Will take up all such works as entrusted to him by Railway Board or PCSC from time to time.

3) Powers & responsibilities of ASC/ Passenger Security

The Passenger Security Cell of Zonal HQ which works under ASC/PS will be personally supervised by him.

Detailed instructions regarding operation of Passenger Security Cell in RPF are given in Directive 56 issued by DG/RPF vide No. 2022/Sec(CCB)/201/CIB Dt. 19.06.2022.

The Passenger Security (PS) Cell functions as a separate Cell. The duties of the Passenger Security Cell are as under:

- a. Maintenance of Dossiers and Card Indices related to crime against passengers, IPC offences and criminals. Extensive use of RSMS for maintenance and preparing reports the basis of dossiers will be resorted to. Analysis of data pertaining to the Zone as available in RSMS and as obtained from other sources e.g., from GRP, Police, etc. Relevant reports may be generated through RSMS.
- b. Monitoring of response on complaints received on Rail Madad, Twitter, Social Media, etc.
- c. Analysis of data received from 139, Rail Madad, social media (Twitter, etc.), Meri Saheli Module and culling out actionable points from them. Follow up of actionable points for enhancement of security faced by passenger in the Area of responsibility.
- d. Monitoring of cases of Passenger Offences, its registration, formulation of plans to curb such offences and arranging / attending co-ordination meetings including SLSCR meeting.
- e. Analysis of passenger crime.

- f. All issues related to Special Occurrences.
- g. Monitoring of Security Control Room.
- h. Press briefings and activities related therewith.
- i. Train Escorting.
- j. VVIP Movement.
- k. Social media content creation, outreach and analysis.

To ensure smooth working of Passenger Security Cell, ASC/PS will ensure

- a. Proper distribution of work amongst all executive staff working under him (with approval of PCSC)
- b. Inspection of all units working under him at least once a year.
- c. Putting up Inspection notes pertaining to his profile to PCSC on file.
- d. Implementation of different E- Modules/Schemes/Projects started by Railway Board, e.g., RSMS, CCTNS, Child Track Portal etc.
- e. Monitoring, analysis and subsequent follow up action on complaints received in Rail Madad, Twitter, CPGRAM, etc.
- f. Monitoring and ensuring efficient working of Zonal Security Control. Ensure immediate reporting of important cases to PCSC and Railway Board.
- g. Content creation for Twitter and other social media platforms for highlighting good works of the Zone and spreading passenger awareness programmes.
- h. Will ensure compliance of all instructions issued by DG/RPF and Railway Administration related to his area of responsibilities from time to time.
- i. Will ensure efficient and smooth functioning of units working under him.

She/ he will also be responsible for the following:

- a. Supervision of Complaint cell of the Zone.
- b. Implementation of RB instructions regarding protection of Child and Women, including efficient working of CHDs, and implementation of SOP on Child issues.
- c. Creation and updation of Dash Board for monitoring of crime situation and implementation of instructions issued by DG/RPF.
- d. Preparation for crime meeting at Zonal level and RB level for matters related to his area of working.
- e. Efficient monitoring of VSS through Zonal Control Room, and highlighting deficiencies, if any, to PCSC on day to day basis.
- f. Proper implementation of ISS, Station Security Plan
- g. Monitoring cases of stone pelting. Ensuring implementation of instructions issued in this regard from Railway Board.

4) Powers & responsibilities of ASC/ Crime

The Crime Wing of any Zone works under ASC/Crime.

Instructions regarding operation of Crime Wing in RPF are given in Directive 56 issued by DG/RPF vide No. 2022/Sec.(CCB)/201/CIB Dt. 19.06.2022.

ASC/CIB is the administrative head of both Cells of the Crime wing at Zonal HQ, i.e., Analytical and Data Management Cell and Detective and Investigative Cell. She/ he is also head of Detective & Investigative cell of Divisions and Sub- divisions.

A) Role & Responsibility of Analytics and Data Management Cell (ADM Cell) as per Directive 56 are as under:

- a. It shall be responsible for Maintenance of all statistics pertaining to crime against railway property, achievements under Railways Act, preparation of charts, graphs, maps etc.
- b. Maintenance of Dossiers and Card Indices related to crime against property, passenger offences and criminals/habitual offenders.
- c. Collections, collation and dissemination of crime summaries, statistics other information related to crime against railway property and passenger offences.
- d. Publication of Criminal Intelligence Gazette.
- e. Maintenance of records and files connected with crime and criminals/receiver of stolen railway property, their modus operandi and other connected records.
- f. Formulation of agenda and preparing and issuing minutes for various Crime Meetings.
- g. Preparation of returns regarding crime for submission to other departments.
- h. Maintenance of all statistics of cause-wise and commodity-wise claims paid the Railway Administration and a periodical analysis of figures with a view monitor the same.
- i. Study of all cases of obstruction and tampering with Railway track, signal advising corrective action.
- j. Keeping details of persons and other Railway employees who are suspected thefts and other crimes.
- k. Regular analysis of Crime data with the help of RSMS and to put up desired analytics. Culling out data from various modules of RSMS and dossiers, create actionable inputs and forward to field units for necessary action.
- l. Compilation of data under various operations mentioned in webpage <https://rpf.indianrailways.gov.in/RPF/Special Drive/drive.jsp> and subsequent action like issue of Press releases, sending monthly report to HQ, etc. Monitoring of performance of RPF under various operations mentioned above.
- m. Monitoring of cases of Untoward Incidents and their investigation with the help of RSMS or otherwise and issues related with it.
- n. Planning of Special Drives & their monitoring.
- o. Issues related with ICJS/CCTNS/SIMS, etc.
- p. Recoveries and drives against offences of Central & State Minor/Special Acts.
- q. Monitoring of enquiry into RP (UP) Act and Railway Act cases and putting Case Diaries before the Competent Authority.
- r. Assist in issues monitoring related with Special Report Cases, its supervision and monitoring.
- s. Assist in issues related with arbitration of Part-I & II crimes.
- t. All other issues endorsed by PCSC/SrDSC/DSC.
- u. All issues related with Parliament Questions, Assurances etc. pertaining to Crime.

- v. Correspondences related to all Parliamentary Committees, Commissions, Adhoc Committees, ZRUCC, DRUCC, etc.
- w. Bandobast Duties in Rallies, Bandhs, Melas, Agitations, programs of Hon'ble Minister, etc.
- x. Create and monitor data bank pertaining to receivers of stolen Railway Property-commodity wise, their harbourers and black spots.
- y. Monitoring execution of summons, warrants, action under Sections 82 and 83 CrPC, Coordination with Public Prosecutors for better prosecution of complaints filed by IOs of RPF in the Court of Law.
- z. Identification of habitual offenders and advising IOs to pray before Hon'ble Courts for more stringent punishment. Exploring possibility of use of Gangster Act or MCOCA in certain cases for dealing with organized crime.

B) Role of Detective and Investigative wing (D&I) as per Directive 56 are as under-

- a. Making thorough enquiries into cases, specially entrusted to them as decided by PCSC/Sr. DSC/DSC I/C, having wider ramification and send regular progress reports.
- b. Collection of Intel regarding the activities of active criminals and suspects involved in crime against railway property or passengers or crime under chapter -XV of Railways Act, NDPS Act or Crime of Human/Wildlife trafficking. It will also organize raids, searches, unobtrusive watch, etc. with the help of concerned RPF Post(s) and Local Police to cause arrest of wanted criminals and the recovery of stolen property.
- c. Assisting the RPF and Police in the detection and prevention of crime as advised by PCSC.
- d. Visiting the scene of a serious crime of Inter-Railway ramification and coordinating with the local RPF and police for the detection of the cases.
- e. Making enquiries of complaints entrusted by PCSC.
- f. Submission of Intelligence report pertaining to crime (against Railways passengers or regarding offences under Railways Act or crime under Crime of Human/Wilde trafficking etc) to Division I/C and PCSC.
- g. Drives to curb offences mentioned in The Railways Act.
- h. Surveillance on habitual offenders enlarged on bail.
- i. Collection and analysis of digital clues with the help of Cyber Cell to crime and identity suspects in cases of theft of railway property, passenger offences, narcotic and other smuggling, human trafficking and offences being committed through rail or in railway area or in cases interest of railway or its customers has been harmed by criminals.

To ensure smooth working of Crime Wing, ASC/CIB will ensure:

- a. Proper distribution of work amongst all executive staff working under him (with approval of PCSC)
- b. Inspection of all units working under him at least once a year.
- c. Will submit inspection notes to PCSC on file.



- d. Will ensure implementation of different E- Modules/Schemes/Projects started by Railway Board, e.g., RSMS, CCTNS, SIMS, etc.
- e. Preparation for crime meeting at Zonal level and RB level for matters related to his area of working.
- f. Organising Zonal Crime Meeting as per instructions of RB, after taking approval of PCSC
- g. Will ensure compliance of all instructions issued by DG/RPF and Railway Administration related to his area of responsibilities.
- h. Will ensure selection and training of CIB staff as per the Directive.
- i. Will ensure prompt submission of reports and return to Railway Board as per Directive.
- j. Efficient working of Dog Squads of the Zone.
- k. Will ensure efficient and smooth functioning of all units working under him.
- l. Will ensure action in respect of other tasks assigned to him by PCSC from time to time.

3. **Duties of Assistant Commandants posted in RPSF**

1) **In Battalions :**

i. **As Adjutant at Battalion HQRs :**

- She/ he shall be 2-I-C at the Battalion and she/ he will assist Commanding Officer in discharging day to day working. She/ he will be In-charge of HQR Coy.
- In case the post of CO is vacant and being looked after by some officer of other BN or local SrDSC/ DSC, she/ he will perform all day-to-day duties of CO. The financial, administrative and disciplinary powers will however, be exercised by an officer of appropriate rank as decided by the Competent Authority.
- She/ he will be looking after all establishment work of Battalion.
- She/ he will conduct and supervise weekly Parades.
- She/ he will prepare and supervise training program of Cadre Coy.
- She/ he will supervise all Ceremonial Parades / functions including Republic Day, Independence Day function and Raising Day Parade.
- She/ he will supervise various maintenance programs in Battalion premises.
- She/ he will conduct Suraksha Sammelan and ensure redressal of grievance of staff through personal hearing.
- She/ he will initiate proposals for Works Programme / M&P and other developmental works at BN HQRs and follow up the proposals.
- She/ he will get a Master Plan prepared for meeting the infrastructural requirements of the BN for the next 10 years and propose Work Programme for implementation of the Master Plan in phases.
- She/ he will plan outsourcing of various activities of the BN like outsourcing of housekeeping, outsourcing of cooking, outsourcing of vehicles and other possible outsourcing.
- She/ he will plan CCTV surveillance of the BN campus.
- She/ he will take initiatives for environment protection like tree plantation, solar power generation, rain water harvesting, waste management, maintaining green campus, production of compost manure, water recycling, among others.
- She/ he will supervise MTO and BQM branches of the BN. She/ he shall ensure that the laid down procedures are adhered to.

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ii. Duties of AC/RPSF at BN/HQr

- She/ he will assist Commanding Officer in discharging day to day working of Battalion.
- She/ he will be given charge of any unit other than Coy assign to him like BN Armoury, Kendriya Police Kalyan Bhandar, Sports Unit, Stores & Procurement, Transportation Unit, Cadre Coy and any special unit as deem fit by concern Commanding Officer.
- She/ he will supervise all Ceremonial Parades as assigned to him.

iii. Duties of AC/RPSF during visit of operation Coys

AC shall conduct detailed inspection of his Coy(s) once in a year and casual inspection of one Coy once in a month. For this purpose, she/ he will plan his visit in such a manner so that she/ he may stay in the Coy for at least five nights in a month to observe activities of the company closely. As such, an AC should be out of BN Hqrs for 18 days, including travelling time. During the visit, she/ he will check for presence of healthy working environment by interacting different staff. Any issue/grievance which is beyond the competency of the AC may be escalated to concerned SrDSC / DSC or Sr CO / CO and if required, may be forwarded to FHQ.

During the visits, AC will check the following-

Coy campus/accommodation

During the visit she/ he will check for the safety, security and basic amenities in the Coy. Any short fall with regard to facilities as per the SOP on deployment of RPSF should be brought to the notice of concerned SrDSC/ DSC and follow up the same till disposal. She/ he will also ensure checking of Barracks, Mess, etc in order to ensure proper cleanliness, hygiene and maintenance.

Office/Establishment matters

AC will check the previous inspection/visit notes of the Coy conducted by the superior officers and check for their compliance. Any shortfall may be looked into and efforts to be made for its disposal. She/ he will conduct inspection of the Coy Office and check registers/files being maintained there.

The following registers will be specifically checked:

Sl.	Register	Objective
1.	Grievance Register	To check the status of staff grievances.
2.	Suraksha Sammelan Register	To ensure whether Suraksha Sammelens are being held regularly & staff grievances are being looked into appropriately.
3.	OR register	Whether staff is being dealt in OR judiciously.
4.	Confidential Register (G4 Register)	To check whether objectionable activities of staff are being recorded.

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5.	Duty Deployment & Duty Roaster Register	To ensure whether staff is being rotated in different type of duties.
6.	Mess Security Register	Whether mess money is properly utilised.
7.	CL Register	To check CL position of staff as well as to know if all staff are granted leaves without preference.
8.	Arms Cleaning Register	Whether periodic cleaning of Arms is being done.
9.	Cash Declaration Register	Whether staff are declaring their cash before proceeding for field duties.
10.	Muster Roll Register	Whether staff are being granted leaves/ rest etc. in a fair manner as well as taking into account the fact that administrative requirements are not undermined.

She/ he should check leave plan of the staff and ensure that leave is granted to the staff without any discrimination. She/ he will ensure implementation of 'BUDDY PAIR' concept in the Coy. She/ he should ensure that reports of 'Roznamcha' should be comprehensive. This will also include reports of Day/Night/Surprise checks by Supervisory officers.

Mess

AC will check for cleanliness of mess utensils and mess store. She/ he will ensure that food is being prepared hygienically. Besides, hygiene and grooming of mess staff should also be checked. Availability of fly catcher(s) should be ensured. Quality of the food provided to the staff to be checked. AC should ensure proper utilization of mess money for availability of nutritious and healthy food for the staff. Mess registers should be checked and it should be ensured that original expenditure vouchers are available. As far as possible, all account of mess should be maintained electronically.

AC should pay his mess bills and accommodation dues during his stay in the Coy, in digital mode, to avoid any complaints. Same should be ensured for the personal staff accompanying the AC.

Inspection of Kote

During the visit, AC will check that cleaning of weapons is being done regularly. She/ he will check knowledge of SOs & staff about safe handling of Arms/ammunition and brief/debrief staff on the same to avoid any mishaps or untoward incidents. She/ he should ensure that sufficient Sentry Morchas are available for security of the Kote. She/ he will make surprise checks of duty points especially in the night and will check Stand-to practice. She/he will take all necessary steps for safety and security of arms & ammunition as well as of personnel in the camp.

Suraksha Sammelan

AC will conduct Suraksha Sammelan of Coy/out-posts staff during his visit, the following points will also be considered during Suraksha Sammelan-

- Appreciate the staff for their good work/ performance.

- Counsel the staff that is habitual offender of overstaying or remains sick deliberately.
- She/ he will check whether welfare of the staff is taken care of.
- Brief the staff on operational matters.
- Brief the staff on welfare schemes run by the Govt./Department such as RSKN, PMSS etc so that maximum benefits can accrue.
- Motivate the staff to develop new skills.
- Grievance of staff to be redressed immediately if pertains to his level otherwise to be forward to concerned authority and chase up till disposal.

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All duty beats of the Coy should be checked and problem, if any, should be solved in coordination with the local authorities. AC should ensure the regular counseling of the staff by the Coy Commander when they proceed for leave for maintaining proper discipline en-route and during their stay on leave. A regular watch and counseling may also be ensured after their return from leave. During the visit, AC shall meet with SrDSC/ DSC, Police officers, other local authorities and sister agencies to develop healthy liaison with them. She/ he should ensure and participate in PT/Yoga/Game being arranged for staff of Coy/out-post. She/ he should conduct surprise checks on duty beats i.e., Quarter guard/ camp guard/ train escort or any other duties being performed by staff of his Coy. All the guidelines of Security Circular No. 01/2022 regarding accountability of supervisory officers should be specifically adhered to. AC should take his Security Aide during his visit in the Coy and will not use staff from the Coy for his personal needs so that duty distribution of Coy is not affected.

A format of inspection for Coys at **Annexure 'A'** will be filled by ACs during their visit to Coys and will be sent to FHQ along with their monthly out turn.

Annexure 'A'

Format of Inspection for Coys by ACs/RPSF

Sl. No.		Items/Particulars	Status
1.	Basic Security Arrangements	Boundary Wall	
		Proper Lighting	
		Ample Sentry Morchas/ BP Morchas (wherever required)	
		Unauthorised access to private person	
		Single Gate Entry/Exit	
		Availability of BP Jackets & Helmets as per scale	
		Availability of Walkie-Talkies	
2.	Kote	Cleaning of Arms	
		Availability of signage	
		Handling of A/A by staff	
		Number of Surprise checks of Sentries (Day/Night)	
		Number of Stand to practice conducted by AC	

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		Number of Briefing/De-briefing of staff by the AC on safe handling of A/A	
3.	Basic Amenities	Drinking Water availability	
		Normal Water Supply	
		Electricity supply	
		Barracks condition	
		Ample Washrooms	
		Cleanliness / Maintenance of entire campus	
4.	Mess	Number of checks & Quality of food (feedback of staff may also be taken)	
		Cleanliness & Hygiene	
		Grooming of Mess staff	
		Availability of Mess Items/ Utensils	
		Checking of mess fund & mess register	
5.	Establishment Matters	checking of registers as mentioned above in para 2	
		Review of leave plan and availing of Rest by staff	
		Monthly average of casualties & shortfall according to SOP	
		No. of Orderly Rooms	
		Review of long absentee reports	
6.	Welfare	Availability of Sports activities	
		Participation by the AC in PT/Games/Yoga	
		Availability of TV/Music system & their use.	
7.	Operational Matters	No. of checking / surprise checking of Roll call	
		No. of Briefing/ Debriefing of staff on operational matters	
		Checking of Duty points (Day/ Night)	
		Checking of Duty Rotation	
		Suraksha Sammelen by the AC	

Duties of ACs/ RPSF at the office of PCSC/RPSF

At present, there is sanction strength of four ACs at FHQ whose work distribution is as under:

AC-I	AC-II	AC-III	AC CORAS
Deployment / Movement of RPSF Coys/ Lady Platoons, Coordination with Zonal & Divisional authorities regarding deployment, CG appointments, M&P and Works Programme, Arms & Ammunitions and Security related equipments of RPSF.	Welfare matters & grievances of staff pertaining to welfare issues of all Zonal Railways & RPSF	D&AR, Complaints , Rajbhasha, RTI Establishment matters such as Pension, Settlement cases, Resignation, VR, Ex-gratia etc.	Court Case matters. CORAS related matters.

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This is the broad work distribution and the ACs posted in RPSF HQrs are expected to carry out such duties as entrusted to them by PCSC/RPSF from time to time.

4. DUTIES OF DIFFERENT ASSISTANT SECURITY COMMISSIONERS POSTED AT JRRPF ACADEMY

ASC/Indoor/ JR RPF Academy

- Academy Office, All works related to Establishment – Preparation and maintenance of Budget, Pay and Allowances, Service Record, etc.
- Administrative Building, Upkeep, Maintenance, etc.
- Liaison with Press, Media, Doordarshan, etc.
- Liaison with Banking Institutes.
- Management and supervision of SOs Mess.
- Management of all Barracks including Ganga, Gomati, Godawari, SOs Hostel, Permanent Staff Barrack, Nissan Huts, etc.
- Implementation of plan pertaining to improvement of 10.12 Acres Land handed over to Academy from RDSO.
- Planning to address the problems related to water logging and drainage in academy.
- Management of Cultural Club.
- Management of Temple located in Academy campus.
- Any other Task/Duties as Assigned by the Director JR RPF Academy from time to time.

ASC/Training/ JR RPF Academy

- Indoor Training- including Supervision of progress in respect of all indoor subjects being handled by various indoor Instructors.
- Preparation of Syllabus.
- Supervision of Cyber Lab.
- Preparation of Course Calendar.
- Preparation of Course Material.
- Liaison in connection with Training and related correspondence
- Maintenance of all Registers, Returns, Statements, Statistics, etc.
- Engagement of Guest Faculty and facilitation vis-à-vis their travel, boarding, payment of Honorarium, if any. .
- Co-ordination with Training Directorate and Security Directorate/Railway Board, concerned Offices at NAIR, Other CTIs, DoPT, Training Academies other than Railway such as LBSNAA, NPA, BSF Academy, CBI Academy etc. maintaining regular coordination with FSL, CFSL, BPR&D, NCRB and other Institutes for training purposes.
- Timely intimation about Training Schedules/Courses to DIG/Training & Director/ JR RPF Academy.
- Handling all matters concerning RPF Zonal Training Centers, related correspondences, Returns, Statements, Statistics, etc.
- Maintenance and upkeep of IED Room
- Maintenance and upkeep of Model Room
- Any other Task/Duties as Assigned by the Director JR RPF Academy from time to time.



ASC/Outdoor/JR RPF Academy

ASC/ Outdoor will handle all Outdoor Training including supervision of Outdoor Instructors. Other specific duties corresponding to the mandate of ASC/ Outdoor are mentioned below:

- Quarter Guard & Armory.
- Range Classification.
- Control Room.
- Security of the Academy Campus.
- Staff Deployment, Discipline & Orderly Room.
- MT Section.
- Upkeep of Campus- Sanitation, Horticulture, Water Supply, Generator etc.
- COVID Protocol Compliance.
- Medical Needs & First Aid- Liaison with Railway Hospital & other Hospitals.
- Liaison with 3rd BN/RPSF, Lucknow and other RPSF/BNs & TCs.
- Band
- Sports Activities.
- Fire Prevention & Fire Fighting Arrangements & Disaster Management at the Academy Campus.
- Fire and Railway Fittings Model Room.
- Any other Task/Duties as Assigned by the Director from time to time.

ASC/Modernization

- All Matters & Logistics pertaining to the Online Training.
- Maintenance, Upkeep & Modernization/Upgradation of all Class Rooms.
- QM Branch.
- All procurements including under M&P etc.
- All Works including PWP etc.
- Maintenance of all Gadgets & Equipments, AMCs.
- GOs Mess.
- KPKB (CPC Canteen) & Cafeteria.
- CCTV Project.
- Campus Wi-Fi Project.
- Liaison with Police Head Quarters, Lucknow & Commissioner of Police Office, Lucknow.
- Liaison with Lucknow & Allahabad Air ports, IRITM, Army HQ, CBI & IB.
- Liaison with NR HQs and Delhi Division.
- Any other Task/Duties as Assigned by the Director from time to time.

5. DUTIES OF ASSISTANT SECURITY COMMISSIONERS POSTED AT OTHER TRAINING CENTRES

ASC posted in Training Centre as In-charge with jurisdictional Sr DSC/DSC acting as Principal TC

General supervision of Training Centre will be the prime responsibility of the officers posted as ASC, being senior most officer at the Training Centre. Among other duties, following are of key significance:



- Supervision of all training activities, Infrastructure and Procurement.
- Manpower planning pertaining to the Training Centre.
- All proposals of M&P and Works programme have to be submitted to Zonal HQrs.
- Proper projection and utilization of budget and funds and timely Audit.
- Ensuring actions as per SOPs, other directions and financial prudence.
- Enforcing discipline amongst the staff posted in Training Centres as well as in-service trainees/SI Cadets/ CT recruits.
- Modernization of Training Centre.
- Implementation of E-Office, E-Suvidha, HRMS, RBMS, LIMBS, etc.
- Regular inspection of the training infrastructure including training aids and physical infrastructure.
- Screening of instructors as per procedure laid down in the RPF Training Manual- 2022, Vol-II Chapter 32.
- Organizing training courses- Initial, Orientation, Refresher, Specialized training etc.
- Holding regular Suraksha Sammelans, Orderly Rooms for grievance redressal.
- Liaison with other stakeholders, Academicians, Police/CAPF Training Institutes, other Railway training institutes etc. to impart best training and adopt good practices of other organizations.
- Maintenance of classrooms, modern gadgets, mess, kitchens & pantries, Kendriya Police Kalyan Bhandar (CPC), etc.
- Maintenance of the ZTC and if needed, outsourcing of the catering, housekeeping, horticulture, etc.
- Submission of reports and returns to the PCSC and IG-Training through local Sr. DSC/DSC (ex-officio Principal).
- Compliance of comments/suggestion on the inspection notes.
- Any other endeavour which may be helpful for imparting training as per the need of times.
- Executing any other duties as entrusted to him by PCSC or IG/Training or Jurisdictional Sr.DSC or DSC, from time to time.

There are some Training Centres where more than one ASC is posted. The duties of ASCs under such arrangement are enumerated as under:

ASC posted in Training Centre as ASC/Indoor

- Preparation of Course Calendar for indoor classes, training modules, training/course materials.
- Maintenance of training data/statistics, question banks, etc.
- Faculty development and assessment of training needs in respect of indoor training.
- Maintenance of panel of Instructors and Expert Trainers of RPF (retired and serving) and Academicians. Police/CAPF training institutes, other Railway training institutes, Management Institutes, Master Trainers from other Forces etc.
- Arrangement of guest faculty/expert trainers.
- Maintain close coordination with other departments for imparting specialized training.
- Acting as Indoor faculty and conducting indoor classes and ensure that appropriate training standard is maintained.
- Conducting regular Suraksha Sammelans, Orderly Rooms for grievance redressal.

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- Maintenance of discipline, Office records/registers and timely payment of salary bills, stipend etc.
- Ensuring compliance of all other tasks entrusted to him by the Principal in the context of Training.

ASC posted in Training Centre as ASC/Outdoor

- Preparation of Course Calendar for Outdoor classes, training modules, training/course materials related to outdoor and arrange to obtain approval of the Principal.
- Faculty development and assessment of Outdoor training needs specific to different Courses being conducted.
- Personally supervise Outdoor training and ensure that appropriate training standard is maintained.
- Maintenance of modern gadgets, Parade ground, obstacle course, Kote/Armoury, Quarter Guard, barracks, hostels, water supply, cafeteria, etc.
- Holding regular Suraksha Sammelans, Orderly Rooms for grievance redressal.
- Compliance of comments/suggestions on the Inspection notes related to Outdoor training.
- Handle all other tasks entrusted to him by the Principal in the context of training.

6. ASCs posted in Production Units/ Workshops:

Mandate for ASCs posted at Production Units include the following:

- Dealing with all Establishment matters related to RPF staff and Ancillary staff posted at the Production Unit and handling matters such as advances, leave, settlements, pay fixation and increments, signing and issuing of LPC, pay orders and supplementary bills of arrears etc. She/ he shall also examine and clear TA bills of all RPF staff and Ministerial staff, as per competency delineated in SOP.
- Handling the Disciplinary matters within his jurisdiction as per Schedule III of RPF Rules, 1987.
- Dealing with Indents/Requisitions and Essentiality Certificates within his power as per existing SOP.
- Dealing with Muster Rolls.
- Initiating the matter of Quarter and Transit accommodation allotment and put up to SC/Sr.SC/PCSC for approval.
- To deal with Court cases pertaining to RPF and filing of affidavit timely and proper monitoring. Any irregularity must be brought to the knowledge of SC/Sr.SC/PCSC.
- Handling general correspondence with Production Unit Administration, except Principal HODs and local RPF units, except cases which require attention of SC/Sr.SC/PCSC.
- Operating of official bank accounts, General Imprest and Dog Feeding imprest. Should ensure proper maintenance of Registers of all kinds of imprests and bank accounts.
- Signing of pay orders and all bills of items purchased through Store Department or otherwise.
- Dealing with Parliamentary Questions, Audit Objections, RTI cases and put up before SC/Sr.SC/PCSC.

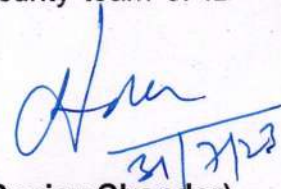
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- Arranging for and handling the responsibility of security arrangements during the visit of dignitaries, foreign official(s), Senior officials from other Railway Board and other Railways
- Organizing the Ceremonial Parades etc. as per directions from SC/Sr.SC/PCSC.
- Putting up intelligence reports requiring immediate attention before Sr.SC/PCSC.
- Ensuring smooth functioning of Security Control Room.
- Attending Weekly Parades and holding Orderly Room on earmarked day(s) of week and put up reports before SC/Sr.SC/PCSC.
- Exercising close Supervision over Armoury and Quarter Guard and carrying out/ assist in carrying out Physical verification of Arms &Ammunition, once in six months, duly observing the cycle of periodicity.
- Conducting at least one detailed Inspection yearly of Fire wing under him, if operational in particular Production Unit and entrusted to RPF and in such case, ensuring maintenance of all fire-fighting equipment and appliances in good working conditions. Casual Inspection and surprise visit shall be done at least once in month. Report may be put up before SC/Sr.SC/PCSC.
- Conducting at least one Detailed Inspection of RPF Post(s) and other units under him. She/ he shall conduct as many casual and surprise inspections, as possible, but at least once in every two months of each RPF Post(s)/Units.
- Conducting at least one-night surprise check in a week between 01:00AM to 04:00AM.
- Making regular visits to workshop and premises but at least twice in a week and liaise with officials of other departments for strengthening of security apparatus and for ensuring adherence to laid down security procedures.
- In case Dog Kennel is functioning in the PU, ASC will ensure supervision of training, daily exercise regimen followed by Dog handlers and feeding of dogs as envisaged in Standing Order 84 and other directions in this regard. She/ he shall also chalk out plan for proper utilization of dogs towards the objective of enhancement of security of the Production Unit.
- Conducting Physical verification of Malkhana, once in six months and put up report before SC/Sr.SC/PCSC.
- Put up his monthly diary before SC/Sr.SC/PCSC regularly.
- To conduct Barrack Inspection during all morning Parades and any deficiency/ improvement must be bring before SC/Sr.SC/PCSC.
- Holding musketry and Annual Range Classification for RPF personnel of the Unit.
- Holding Suraksha Sammelan along with detail/ casual Inspection or otherwise at least once a month.
- To take steps to ensure the regular modernization of Force and better welfare measurement and to bring in the notice of SC/Sr.SC/PCSC.
- To liaise with civil administration/ police and sister departments regularly for better security of Production Unit. Report of all coordination meeting should be put up before SC/Sr.SC/PCSC.
- Scrutiny of Weekly Diary of IPF to ASI every week and putting up before SC/Sr.SC/PCSC.
- Timely compliance of instructions/ directions issued by Railway Board and Production Unit administration. To ensure that such correspondence must be put up timely before SC/Sr.SC/PCSC.
- Since jurisdiction of Production Unit is very small therefore it is expected that ASC of Production Unit will conduct frequent beat checking/surprise check of the staff for better

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security of the Production Unit and after each Inspection/visit, ASC should prepare a note and put up before SC/Sr.SC/PCSC.

- ASC of PU will take action for security of railway property and control of crime against railway property, security within the boundary walls of the PU, drives under Railways Act within the PU, action under RP (UP) Act including arrest, inquiry and prosecution, Monitoring the trial of Railways Act and RP (UP) Act cases launched by RPF, monitoring execution of warrants and all matters connected thereto.
- She/ he will be responsible for timely procurement of uniform items, modern equipments and their proper utilization.
- She/ he will study the basic and procedural security arrangements of each unit within the PU as well as the PU as a whole, recommend changes and follow up on the recommendation.
- She/ he will follow up and get the recommendation of the industrial security team of IB implemented within the timeline and send compliance in time.



(Sanjay Chander)
Director General/RPF
Railway Board

Copy to:

1. Principal Chief Security Commissioners/RPF, Zonal Railways (Incl. Kolkata Metro) and PUs
2. Principal Chief Security Commissioner/RPSF
3. Inspectors General (Construction) – ECoR& NR
4. Directors, JR RPF Academy/ Lucknow and Zonal Training Center/KGP/SER
5. Chief Security Commissioners/KRCL & RDSO