

DISEL LOCOMOTIVE WORKS VARANASI
RAILWAY PROTECTION FORCE

Organization, function and duties:-

Organization :----

Railway Protection Force is constituted and maintained by the Central Government as an Armed Force of the Union for the better protection and security of Railway property. This Force is constituted as per Section -3 of RPF Act, 1957 (Amended 1985 & 2003). Its main function is to protect and safe guard Railway property, passenger area and passengers.

Administration of the Force-

Under section 8 of the Act, the Administration of the Force is vested in the Director General of Railway Protection Force who is also an Ex-officio Adviser to the Central Government in the Ministry of Railways, and it is under his control and directions that the administration of the Force on Zonal Railway, or within such local limits in relation to a railway as may be prescribed by notification in the official gazette shall be carried on by the Chief Security Commissioner, under the general supervision of the General Manager of the railway.

Control and supervision over the Force-

As an administrative head the Director General shall be responsible for effective control and supervision over the Force. In the discharge of his duties, the Director General shall act in conformity with the provisions made and the procedure laid down in the RPF Act, rules and in these Regulations.

Organization of Security in DLW-

{A}-Security Department of DLW is headed by Sr. Security Commissioner /RPF, assisted by the Assistant Security Commissioner along with Subordinate Officers and 194 staff is performing duties for the better protection and Security of Railway Property.

{B}-There are two RPF Posts in DLW/Varanasi having a specified jurisdiction.

**{a} RPF post DLW/Varanasi= having jurisdiction inside the Workshop
{b} RPF Post/Administration/DLW/Varanasi. Having
jurisdiction outside the Workshop.**

{C}-Fire Service Branch, Special Intelligence Branch, Crime Intelligence Branch and Security Control are also working under control of Sr. Security Commissioner/RPF/DLW.

Duties of the member of the Force:-

- (a) Promptly to execute all orders lawfully issued to him by his superior authority.
- (b) To protect and safeguard Railway Property, Rail area and Railway Employees..
- (c) To remove any obstruction in the movement of Railway property or Railway area.
- (d) To do any other act conducive to the better protection and security of Railway property, Rail area and Railway Employees.
- (e) To assist the Railway Administration in day to day working.
- (f) To co ordinate with Railway and Civil Administration to ensure the smooth functioning of Railway Administration.
- (g) To protect the vital installations inside and outside the workshop.

Powers and responsibilities of the Sr. Security Commissioner/RPF/DLW.As per 4(1)(b)(ii)of RTI---

- (1) The Sr. Security Commissioner shall be directly responsible to the Chief Security Commissioner concerned for better protection, security and smooth movement of railway property as well as for the efficient administration of the Force in his jurisdiction and shall deal with all establishment matters concerning the enrolled members of the Force placed under his control.
- (2) He shall exercise such powers in respect of establishment and other matters as are given in Schedules II to IV and under the extant Railway Rules.
- (3) The Divisional Security Commissioner shall devise ways and means for providing better protection and security to railway property in his division and matters connected therewith and shall carry out such directions as may be given to him on the subject by the Chief Security Commissioner concerned or on his behalf by any other superior officer of the Force.
- (4) He shall keep in close touch with the superior officer posted in DLW, Post Commanders and in charge of other branches for ensuring effective co-ordination amongst them and to aid, advise or direct their activities for providing better protection and security to railway property.
- (5) He shall inspect, as frequently as possible and in any case not less than once a year, the work of his Assistant Security Commissioners, all Railway Protection Force Posts, Companies, important outposts, detachments, etc. coming in his jurisdiction and take such action as may lie within his competence or issue such directions as considered necessary to remedy existing defects or to streamline the working.
- (6) His other functions shall include:-

- (a) Attending parades and kit inspections at important stations and holding monthly meetings with superior officers, Post Commanders and Company Commanders of his division to review the crime situation;
- (b) Ensuring effective and result – oriented deployment of Force placed under his command;
- (c) studying all basic security arrangements against thefts, pilferages and other crimes against railway property and suggesting such improvements to the authorities concerned may be called for;
- (d) ensuring correct accountability of crime, thorough and prompt enquiries for recovery of stolen railway property and prosecution of offenders and receivers ;
- (e) liaison with his counterparts in the Police including railway police, civil administration and other railway departments for taking effective measures for better protection and security of railway property and matters connected therewith;
- (f) keeping a watch over claims preferred and paid on account of theft, pilferages, losses and shortages of booked consignment and taking preventive measures in co-ordination with his counterpart in the Claims Prevention Office to arrest the upward trend in incidents leading to such claims noticed anywhere in his jurisdiction;
- (g) submitting to his superior officers such reports and returns as may be called for including reports on subversive and other objectionable activities affecting the security and functioning of the railway noticed anywhere in his division; and
- (h) ensuring full compliance by all concerned under his command of all directions and instructions issued by the Director General or the Chief Security Commissioner concerned under the Act and these rules.

Powers and responsibilities of other superior and subordinate officers of the DLW –

The powers and responsibilities of superior and subordinate officers posted to assist the Sr. Security Commissioner shall be such as may be specified in the Directives.

General Powers and functions of enrolled members of the Force:

- (1) The primary functions of enrolled members of the Force shall be:-
 - (a) To protect and safeguard railway property and to combat crime against it;
 - (b) To do any other act conducive to better protection and security of railway property;
 - (c) To remove any obstruction in the movement of railway property; and
 - (d) To perform other functions of an armed force of the Union and to exercise powers of a railway servant as conferred by or under the Indian Railway Act, 1890.
- (2) The other functions of enrolled members of the Force shall be:
 - (i) To identify the situations that have potentials for the commission of crime against the railway property either static or in transit or mobile and take

- remedial measures or suggest improvement in basic security arrangements of faulty procedures where necessary, to the railway administration ;
- (ii) To reduce the opportunities of thefts, pilferages, misappropriation, trades, etc., against railway property and leakage of railway revenue through surprise preventive checks or other appropriate measures like detailing of patrols in vulnerable sectors, posting of guards and pickets at black spots, escorting of affected trains, keeping open or unobtrusive watch at workshops, stores, goods-sheds, depots, parcel offices, yards and other such places and at any station or enroute the destination of railway property ;
 - (iii) To aid, co-operate and co-ordinate the measures of other railway agencies or the Police or other authorities in implementing other appropriate measures for ensuring prevention of crime against the railway property and providing for its better security ;
 - (iv) To interpose at any time or place for preventing any attempt to steal, misuse, damage or tamper with the railway property or to convert it into private use without lawful authority and to initiate action against offenders ;
 - (v) To register and take up enquiries under Railway Property(Unlawful Possession) Act, 1966, apprehend the offenders and participate in subsequent legal proceedings connected therewith ;
 - (vi) To register or to promptly pass on reports for registration to the local Police of all cognizable offences against the railway property, conduct enquiries and collect evidence for localizing the crime or which is otherwise considered necessary and render such other assistance as may be possible in investigation of such cases ;
 - (vii) To obtain intelligence relating to the commission of or intention to commit any offence specified in clauses (i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix) of sub-section (1) of Section 39 of the Code of Criminal Procedure, 1973 on the railways and to lay such information and to take such other steps consistent with law and with the orders of his superiors as shall be best calculated to bring offenders to justice and to prevent the commission of cognizable and, within his view, of non-cognizable offences;
 - (viii) To collect intelligence about subversive and other objectionable activities affecting the security and functioning of the railways as well as about the activities of criminals and suspects prying on railway property;
 - (ix) To study all cases of suspected sabotage or tampering with track or obstruction on movement of railway property with a view to suggesting preventive measures to railway administration and the Police;
 - (x) Subject to Rule 42, to assist the railway administration during strikes and lockouts as well as the Police during mob violence or civil disturbances or for maintenance of law and order and control of railway crime or when deputed any where in India in aid to civil power ;
 - (xi) To aid any other member of the Force when called upon by such other member or in the case of need in the discharge of the duty of such other

- member, in such ways as would be lawful and reasonable on the part of the member thus aided ;
- (xii) To use his best endeavors to prevent any loss or damage by fire to railway property ;
 - (xiii) To record and study all cases of fire incidents involving railway property and suggest preventive measures and to operate and maintain fire fighting equipment at railway stations, installations, etc.
 - (xiv) To guard cash offices of railway and escort their pay clerks ;
 - (xv) To take prompt measures to procure necessary medical help for any wounded or sick person under arrest or in custody ;
 - (xvi) To arrange for the proper sustenance and shelter to every person who is under arrest or in custody ;
 - (xvii) To undertake any other security duty assigned to the Force by or with the concurrence of railway administration for the execution of which necessary resources have been provided and approval of the Director General or the Chief Security Commissioner, as the case may be, obtained,
 - (xviii) Guarding of railway material, Loco carriage and store Depots/wards.
 - (xix) Manning all gates, entrances and exits to prevent entry of unauthorized persons into the railway premises, sheds, shops stores, depots etc. the security of which has been entrusted to the RPF.
 - (xx) Ensuring that the sheds, shops, Store Depots and other such premises are properly locked and sealed at the close of the day by the departments concerned and that the locks and seals are intact the next morning before the work starts.
 - (xxi) Keeping watch and checking all empty Vehicles or any rolling stock that leaves the shop or stores in order to ensure that no material is surreptitiously removed.
 - (xxii) Checking all material loaded in vehicles or otherwise passing through the gates of such premises with relevant vouchers and collecting gate passes and entering them in a register to be maintained for this purpose.
 - (xxiii) Witnessing the loading of the stores Delivery Vans or wagons and Traffic Stores Lorries and checking these when necessary even outside the Stores Depot in presence of at least two independent witnesses one of whom may be a representative of the Stores Department or a Railway servant as far as possible.
 - (xxiv) Keeping watch over the workmen while at work without interfering with their duties and seeing that no unauthorized articles for private use are made or repaired by use of railway material not actually authorize by Work order.
 - (xxv) Ensuring that no workman on duty leaves the shop or stores depot without necessary Gate Pass and proper search.
 - (xxvi) Guarding vulnerable points, plants, areas and sections specifically advised by the Railway Administration.
 - (xxvii) Providing fire fighting arrangement at such places, vital installations etc. as sanction by the Railway Administration.

- (xxviii) Supplying guards and escorts for railway cash, offices and pay clerks according to the sanctioned demand.
- (xxix) Checking separately or jointly with representatives of the concerned railway Department, of all electrical, mechanical, engineering and other railway material in sheds, shops, stores and other places.
- (xxx) Collecting intelligence about subversive and other objectionable activities by anti social elements at DLW. Collect timely information of Political/subversive nature activities of labour unions, their meetings, processions and demonstrations and also about the open and underground activities, and transmit the same through concerned officials.
- (xxxii) Promptly obey and execute all orders lawfully issued to him by any superior officer of the Force and to discharge such other duties as are imposed upon him by any law for the time being in force or cast on him by any railway rule.
- (xxxiii) Undertaking any other security duty assigned to the Force by the Railway Administration with the approval of the Director General/Chief Security Commissioner.

Channels of supervision and accountability-As per 4(1)(b)(iii)of RTI ---

The superintendence of the force shall vest in the Central government and it may issue such directions relating to administration of the Act and these rules, as it may think necessary.

Subject to the provision of rule 21, the command, supervision and administration of the Force at the Union level shall vest in the Director General who shall be responsible for the efficient functioning and management of the Force in accordance with the provisions of the Act and these rules. Being the head of the force the Director General shall take all possible steps for the co-ordinate and integrated growth of infra-structural facilities for the development and well being of the Force.

The Director-General shall scrutinize the various proposals in the budget estimates of the Force, as submitted by the General Managers of the railways to the Central Government, and make his own assessment and recommendations in respect of allotment of funds and issue such directions in this behalf to Chief Security Commissioner concerned as he may consider necessary.

The Director General shall advise the Central Government in all matters relating to the service conditions of the members of the Force and exercise of disciplinary control over them.

It shall be under directions of the Director General that the administration of the Force On the zonal railways and other railway establishment shall be carried out by the Chief Security Commissioner and he shall be their principal controller and co-coordinator

NORMS SET FOR THE DISCHARGE OF FUNCTIONS-As per 4(1)

(b) (IV) of RTI—

- (a) The RPF Act 1957(amended) in 1985 and 2003
- (b) RPF Rules 1987

- (c) Railway Property (Unlawful Possession) Act 1966.
- (d) The Railway Act 1989
- (e) Standing Orders issued from Security Directorate Railway Board from time to time
- (f) Railway Board's Circular issued from time to time..

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharge of its functions. As per 4(1) (b) (v) of RTI---

The RPF organization uses the following Rules and Regulations for discharge of its functions.

- (a) The RPF Act 1957 (Amended in 1985 and 2003)
- (b) RPF Rules, 1987.
- (c) Railway Property (Unlawful Possession) Act 1966.
- (d) The Railway Act 1989.
- (e) Railway Establishment Rules.
- (f) Standing Orders issued from Security Directorate, Railway Board from time to time.
- (g) Railway Board's Circular issued from time to time.
- (h) Indian Railway Pass Rules

STATEMENT OF THE CATEGORIES OF DOCUMENTS

HELD BY IT OR UNDER ITS CONTROL As per 4(1)(b)(vi) of RTI—

As per the Rule 268 of RPF Rules 1987, the records and registers to be maintained in the office of Superior Officers, Posts, Companies Out-posts Detachments and other units and the Performa therefore shall be such as may be specified by the Director General from time to time. The following registers are maintained by the Security Department.

Sl.No. Name of the register Who/where to be maintained

ARMS & AMMUNITIONS

- 1 Arms Stock Book.
- 2 Arsenal Distinguishing Nos.
- 3 Ammunition Stock Book.
- 4 Daily Arms and Ammunition Issue & Return Register Posts.

CRIME

- 5 Deficiency Message Register Post.
- 6 Complaint Form.
- 7 Crime register for theft of stores at Post, and Sr.SC's Office
- 8 Crime Register (Theft of fittings from shops).
- 9 Crime Register for Railway materials.
- 10 Crime Register (Pertaining to arrests in trespass & non-specific cases).
- 11 Register of Special Reports ASCs, Sr.SC's Office
- 12 Case property register Post
- 13 Register of cases arising out of thefts and losses handed over for departmental action
CSC, ASC's Office
- 14 Continuation Report Post.
- 15 Register of Railway Criminals (Confidential) ASC, IPF, SIPF in charge of post
- 16 Final report on theft Posts.
- 17 Final report on theft/loss of Railway property Posts.
- 18 Seal Memo Book Post.
- 19 Seal Checking Book.

ESTABLISHMENT

- 20 Muster Roll Posts, Offices of ASC's, Sr.SC's Offices,
- 24 Duty Roster Posts.
- 25 Enrolment Register ASC's Office,
- 26 Nominal Roll ASC, Sr.SC Offices
- 27 Posting Register -do-
- 28 C.L.Register Post, Circle, ASC, Sr.SC Offices
- 29 Leave Register other than casual Leave ASC, Sr.SC Offices.

30 Leave application form Out-post, Post, ASC, Sr.SCs Offices

- 31 Leave Certificate -do-
- 32 Calendar of Increment ASC, Sr.SCs Offices
- 33 Reward Roll Posts,
- 34 Rewards Register ASC, Sr.SCs Offices
- 35 Calendar of Retirement. ASC, Sr.SCs Offices
- 36 Regional Order Book ASC, Sr.SCs Offices
- 37 Movement Order Post, Circle.
- 38 Index of Departmental Proceedings ASC, Sr.SCs Offices
- 39 Index of T.A. Claims ASC's Office, Post.
- 40 Suspension Order ASC, Sr.SC Offices
- 41 Order or Revocation (Rule 40(5)) ASC, Sr.SC Offices
- 42 Charge Sheet (Major Penalties -do-
- 43 Order of Refusal (Rule 44 (3)) -do-
- 44 Order for Appointment of Enquiry Officer/Board of Enquiry (Rule 44 (4)).
- 45 Show Cause Notice ASC, Sr.SC Offices
- 46 Charge Sheet (Minor Penalties) -do-
- 47 Orderly Room Register -do-
- 48 Character & Service Roll ASC, Sr.SCs Offices

GENERAL

- 49 Present State of Staff Posts, ASC, Sr.SC.
- 50 Daily Diary (Roznamacha), Post.
- 51 Inward Receipt & Disposal Register Post.
- 52 Confidential Register Post, & ASC's Office
- 53 Fire Drill Register Post.
- 54 Inspection Register Posts.
- 55 Defaulters Register Post.
- 56 Register of Quarters in occupation of RPF staff Post, ASC's Office
- 57 Inspectors Weekly Diary ASC's Office, Inspector Office.
- 58 Visitors Register for Stores & Workshops Post (at the stores) or work shops.

STORES

- 59 Clothing and Equipment Stock Book of Stores.
- 60 Individual Uniform Detailed Register of Stores.
- 61 Kit Book of Every Class IV/III Member of the Staff.
- 62 Memorandum of Kit Inspection ASC, Inspector.
- 63 Memo of deductions ASC's Office.

4(1)(b)(vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policies or implementation thereof.---

A Zonal Railway Users' Consultative Committee ([ZRUCC](#)) is functioning to give suggestion at Zonal level. Similarly, at DLW level a Users' Consultative Committee (UCC) is functioning.

4(1)(b)(viii) A statement of the boards, councils, committees and other bodies constituted.—Formal and Informal Consultative Committee of Hon'ble MPs (constituted by the Ministry of Parliamentary Affairs) visits hold discussions internally. Its meetings and the minutes thereof are not open/accessible to public.

4(1)(b)(x) Monthly remuneration received by each officer and employee, including the system of compensation as provided in its regulations.—

Remuneration received by officers & employees of DLW.

4(1)(b)(xi) The budget allocation to each Department indicating the particulars of all plans, proposed expenditure, and reports on disbursements made.

DLW. Plan Head budget

Plan Head Expenditure

Ordinary Working Expenditure

Note: For details, please refer concerned DLW. page.

4(1)(b)(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes---

DLW has not under taken any specific subsidy programme.

4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorizations granted by the Institute—

Details regarding various concessions given to the passengers are published every year in the Railway Time Tables. However, one can view the same from the [Concession Rules](#) provided on the website of IR. Also, while viewing Indian Railway's "[Passenger Reservation Enquiry](#)," one can see the prevailing rules applicable. Also, a list of different categories of concessions granted on Indian Railways may be [downloaded from here](#)

4(1)(b)(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.—

Information relating to organization, its evolution, passenger information, train information, availability of accommodation, status of tickets, internet booking of tickets are available both on Indian Railways and on DLW websites.

Code and manuals are available on Indian Railways web site at [Railway Board Directorates](#)

4(1)(b)(xv) [Facilities available to public for obtaining information---](#)

Items for which Application forms/Proformas, laws, rules and procedures governing them should be posted on the website—

1. Registration of contractors/ suppliers/ vendors for expenditure Contracts for which registered/approved list is maintained.
2. Registration of contractors for earning contracts for which registered/Approval list is maintained.
3. Registration of firms Trade group wise and category wise in respect of Procurement to be done by Stores Department.
4. Registration of firms/Hospitals for medical supplies/Health care.
5. Renewal of registration/re-registration in respect of items 1, 2, 3 & 4 above.
6. Approval of vendors by RDSO (both as Part I or Part II source) along With Directorate Operating Procedure (DOP) and Schedule of Technical Requirement (STR). Similar action should be taken by CORE, DLW, CLW, ICF, RCF for approving sources for the items allotted to them.
7. Renewal of approval of vendors by RDSO (both Part I & Part II

Sources) by RDSO, CORE, DLW, CLW, ICF & RCF.

8. Up gradation of a vendor from Part II list to Part I list.
9. Licenses of RTSA & CBA.
10. PCO booth licenses.
11. Commercial plots.
12. Stacking permission.
13. Leasing for Food Plazas.
14. Registration of indents.
15. Application forms for claims compensation.
16. Appointments as consultant Doctors on contract & its renewal.

17. Appointments against Cultural quota, Sports quota, Handicap quota And Scouts & Guides quota. Vacancies/examination dates for these should also be on the Website.
18. Cases requiring appointments on compassionate grounds.
19. Status of all bill payments to contractors/ suppliers etc.
25. Recruitment by Railway Recruitment Boards and RPF/RPSF.
 - a. Employment notices indicating vacancy position, category, State (in case of RPF/RPSF only), community wise, eligibility Criteria etc.
 - b. Clear position of receipt of applications with necessary Information.
 - c. Details of rejection of applications.
 - d. Details of issue of all letters.
 - e. Date, time and venues of examinations.
 - f. Publication of results and panels.
 - g. Information regarding withholding of result or cancellation of Examination.
26. Details of Tenders/Works Contracts of value > Rs.1Crore in respect of Engineering/Mechanical/Electrical/S&T & Medical departments, and all purchases of value > Rs.20 lakhs done.

Through Stores Contracts. Additional details actual date of start of work/actual date of completion/reasons for delays, if any.

27. Monthly summary of all Works contracts/purchases as per sl. 26.
28. All Types of Licenses, permissions, clearances.
29. All applications forms/proformas should be available on website in downloadable form. After receipt of application forms, the deficiencies found about documents/information submitted.
30. Status of individual applications/matters should be made available.

It need be stressed that publication of the information as referred to above is not optional. **It is a statutory requirement which every public authority is bound to meet.**

Besides the categories of information enumerated above, the Departments/Divisions/Units may prescribe other categories of information pertaining to them to be published. Proposals for such category of information may be sent to IT Centre of NWR HQ for obtaining approval of GM. Such information should be published on NWR Website only after receipt of approval of GM.

Another important point to note is that it is not sufficient to publish the above information once. Therefore, as far as possible, the information should be updated as and when any development takes place. Particularly, in case of publication on the internet, the information should be kept updated all the time

This has the approval of GM.

4(1)(b)(xvi) The names, designations and other particulars of the Public Information Officers---

Facilities available to public for obtaining information---