

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

रेल भवन, नई दिल्ली- ११०००१, तिथि

Rail Bhavan, New Delhi – 110001, dated: 30.11.2022

No. 2022/Sec(E)/Misc.

**The Principal Chief Security Commissioners/RPF,
All Zonal Railways/Metro Railway, Production Units**

**The Principal Chief Security Commissioner/RPSF,
Force Headquarters, Dayabasti, Delhi.**

IG(Const.) – NR & ECoR

**The Director,
JR RPF Academy, Lucknow.**

Director/ZTC/KGP

CSC/RDSO, KRCL

Security Circular: 04/2022


**Sub: Instructions regarding protocol during visit of DG/RPF and other
Senior Officers to Zones/ Divisions/ Units.**

The following instructions are issued which must be adhered to by the concerned PCSCs and other field Officers in connection with the visits of DG/RPF and other Senior Officers to the field units:

1. Excessive deployment of manpower should not be done at Railway Stations and other Units where the visiting dignitaries shall be de-boarding/ boarding or visiting in the course of their inspections/ visits. Blatant display of manpower should be avoided and the personnel may not be unnecessarily withdrawn from the duty points and pre-assigned tasks.
2. Bouquets and mementos should not be presented by PCSCs/ CSCs/ Sr. DSCs/ DSCs/ Sr.CO/ COs as it is sheer waste of Government Revenue.
3. The concerned PCSC/ Sr DSC only shall be present at the Airports/ Railway Stations to receive ADG/DG. In case, the visiting officer is inspecting more than one establishment lying in the jurisdictions of two or more PCSCs/ Sr DSCs, the senior most jurisdictional PCSC may only receive the visiting officer at the Airport / Railway Station. Similar action may be taken, in respect of visits made by PCSC/ CSC/ Sr DSC/ DSC to their respective jurisdictional Units or Establishments.

4. At Railway Stations/ Workshops, the deployment of RPF should not hinder the movement of bonafide passengers/ employees during the movement of DG/RPF, ADG/RPF or other senior officers of Zones and Divisions.
5. The personnel deployed for bandobast/ maintaining order must not physically push, restrain or remove the passengers or other members of public while DG/RPF, ADG/RPF, PCSC/RPF or other senior officer are moving into or out of the platform/ station area.
6. The Officers/ Staff at concerned Divisions/ Beats will continue to man and be attentive at their respective duty points allotted to them.
7. Wastage of manpower with regard to protocol duties at Airports should also be avoided. The Liaison Officer (LO) in respect of concerned Airports that have been issued ADSI passes may only be deputed for necessary action in coordination with the concerned CISF and Airport Authorities.
8. The Controlling Officer of the Unit where the inspection/ visit is being held shall brief his staff regarding discipline, decorum and conduct, which must be observed by officers and staff.
9. Extravagant and elaborate arrangements regarding eatables, dry fruits, sweets, etc. shall be avoided by Controlling Officers of the Unit where inspection is being carried out.
10. The above instructions are illustrative and not exhaustive. It should be the endeavour of the officers where inspections are being conducted to carefully go into details of the aspects related to inspection but not to indulge in lavish arrangements, exorbitant and unreasonable preparations in the run up or during the organisation of such inspections.
11. No collections or pooling of money from officers and staff should be resorted to for making any arrangements pertaining to official visits/ inspections.
12. All the above instructions should be complied mutatis mutandis in respect of visits of PCSCs of the Zones to Division & field units as well as those of Sr. DSCs/ DSCs/ASCs/Sr. COs/Cos/ACs to their respective field establishment/ deployments.
13. It is advised that these instructions may be relayed to the field units down the line for strict compliance.

Please acknowledge the receipt of this letter.


38/11/20
(Sanjay Chander)
Director General/RPF
Railway Board