

पूर्वोत्तर रेलवे
NORTH EASTERN RAILWAY

कार्यालय
महाप्रबंधक / यांत्रिक
गोरखपुर - 273012



Office of the
General Manager/Mech.
Gorakhpur-273012

सं०-यां / विविध / टेण्डर / 2024

दिनांक 24.09.2024

मुख्य कारखाना प्रबंधक
यांत्रिक कारखाना,
गोरखपुर / इज्जतनगर

विषय:- Police Verification of Antecedents of Contractual Staff-reg।

संदर्भ:- DO No. 2023/Sec(CCB)/Contractual Labour dated- 10.09.2024।

संदर्भित पत्र की प्रति आपके सादर अवलोकन एवं आवश्यक कार्यवाही हेतु प्रेषित है।

यथोक्त- पत्र संलग्न (06 पेज)


24/09/24
उपमुयाई / वर्क्स / मु०

सतीश कुमार
SATISH KUMAR



अध्यक्ष एवं मुख्य कार्यकारी अधिकारी,
रेलवे बोर्ड
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय,

CHAIRMAN & CHIEF EXECUTIVE OFFICER,
RAILWAY BOARD
EX OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

DO No. 2023/Sec(CCB)/Contractual Labour

10th September, 2024

ALL PHODs, ALL DRMs.

My dear General Manager,

4
12/9

मं० प्र०

Sub: Police Verification of Antecedents of Contractual Staff-reg.

Indian Railways have engaged various contractors either directly or through IRCTC to provide services both on-board and at platforms, including bedrolls, OBHS and catering staff. An alarming increase in involvement of these outsourced personnel in serious offences against passengers has come to notice of late which is a matter of grave concern as such incidents constitute a serious threat to passenger security besides damaging the reputation of Indian Railways as a safe means of transport.

In light of these concerns, it is crucial that only individuals without any criminal record/adverse antecedents are employed in passenger services and areas of mass contact. This requirement should also extend to personnel provided by contractors at other vital railway installations and critical infrastructure.

To address this issue, the provision for Police Verification (PV) of contractual staff has been mandated in the General Conditions of Contract (GCC) for Services. This concern also was previously communicated through this office's letter 2020/Sec(CCB)45/50/Misc. dated 29.01.2020, which outlines the procedure for Police Verification.

However, it has come to our attention that the guidelines are not being followed in letter and spirit. Instances have been reported where contractual labor are carrying PVs that are inappropriate, incomplete, or not in the prescribed format, thereby not adhering to the Standard Operating Procedure (SOP).

Furthermore, it is informed that the process for Police Verification has now been made on line by most state police forces. Individuals can now submit applications for PV through the online portal digitalpolice.gov.in, where police verification reports are generated following the standard procedure by the respective police authorities. It is strongly recommended that contractors be directed to use this digital platform for getting police verification of their staff conducted to ensure uniformity across Indian Railways. For those states, where the process of Police Verification has not been made on line, police verification should be submitted in the Performa/format circulated vide RB letter no. 2020/Sec(CCB)/45/50/Misc. dated 29.01.2020.

Contd.../2-

You are requested to issue necessary guidelines to your subordinate offices to ensure strict adherence to police verification for all contractual staff engaged in mass contact areas, particularly in passenger services and other vital/critical railway infrastructure. This will go a long way in ensuring that the contractual staffs are reliable and do not pose a risk to rail users and railway employees.


With best wishes,

DA: As above.

General Managers,

All Zonal Railways including PUs &
CMD/Konkan Railway.

Yours sincerely,


10.9.24
(Satish Kumar)

Arun Kumar
Director General/RPF

DO No. 2020/Sec (CCB)/45/50/Misc.

New Delhi, dated: 01.2020

Sub: - Police Verification of antecedents of Contractual Staff.

Railway, have outsourced many of their works and services to outside agencies & contractors. This has resulted in many outsiders working/operating in Railway premises and in trains.

Incidents have been reported wherein these staffs have indulged in activities which are illegal and cases have been registered against them. This concern has also been raised by State DGPS in State Level Security Committee for Railways (SLSCR) meetings with PCSCS in many of Zonal Railways.

It is worthwhile to mention that during the year-2018, 57 contractual laborers were arrested and 47 cases of passenger's offences were reported wherein involvement of these contractual workers was found. In the current year, up to October-2019, 117 cases with involvement of contractual workers have been registered with the arrest of 138 contractual laborers. The Zone-wise details of cases are enclosed.

As such, to sieve such elements, it is imperative that Police Verification of the antecedents of these contractual staff is done regularly.

The above provision is already available in Point 6.16 of "GCC for Services, 2018" issued by Ministry of Railways. The format for the Police Verification as mentioned there is enclosed.

Instructions have also been given to PCSCs regarding the measures to be taken for security of "Passengers & Passenger Area". However, if this provision regarding getting the proper Police Verification is ensured by the Contactor, then it will go a long way in ensuring that the staffs hired by the Railways to provide such services does not indulge in any malpractice.

RPF Officers have been advised to co-ordinate with SPs concerned in this regard. A tentative procedure for conducting police verification across India is enclosed alongwith a draft format for initiating police verification.

This issue with the approval of CRB.

Enclosure: As above

Yours sincerely


29/1/2020
(ARUN KUMAR)

The General Managers,
All Zonal Railways.

Including CMD/Konkan Railway.

POLICE VERIFICATION

Annexure 1

PHOTO

(Of applicant
signed by
contractor)

Sl. No.	Particulars	
1	Full Name with Aliases	
2	Parent's Names	
3	Nationality	
4	Present Address in full with Police Station & District	
5	Period of Residence	
6	Home/Permanent Address in full with Police Station & District	
7	Addresses with police stations and districts where the applicant has resided continuously for more than 6 months in the past 5 years.	
8	Aadhaar Number*	
9	The applicant has been involved in a criminal case as accused (Yes/No). If yes, then details	
10	The applicant has been arrested in connection with a criminal case (Yes/No). If yes, then details	
11	The applicant has been convicted for a criminal offence (Yes/No). If yes, then details.	

*optional

Declaration (By Applicant): I certify the above information is correct and complete to the best of my knowledge and belief.

Countersigned by:	Signature of Applicant
Contracting Railway Supervisor	Date Place
Date Place	

Police Certificate:

The details as stated above are correct & the above person does not have any criminal case registered or pending against him in any court of law as per official records available.

Counter Signature of Authorized
Signatory with Stamp

Annexure 2

Procedure for conducting police verification of contractual staff:

1. The process will start at least 45 days before engagement of the concerned staff as contractual staff for railways.
2. The form as per format enclosed (annexure 1) may be got filled up by the contracting department and copies may be sent at least 30 days in advance of engagement to:
 - (i) The Supdt of Police having jurisdiction over the permanent residence of the concerned staff.
 - (ii) The Supdt of Police having jurisdiction over the place where the concerned staff has resided for more than 6 months in last 5 years.
 - (iii) The Sr.DSCs/DSCs, RPF having jurisdiction over (i) and (ii)
 - (iv) The Sr.DSC/DSC having jurisdiction over the place where the person is to be engaged. In case of On Board staff, the Sr.DSC/DSC having jurisdiction over the primary maintenance depot of the train.
3. Sr.DSCs/DSCs mentioned in (iii) will co-ordinate with SPs concerned and get the police verification done as soon as possible and send back the soft copy of the police verification to Sr.DSCs/DSCs mentioned in (iv) who will keep it as record and also share it with the contracting officer. For the purpose of sending soft copies, all Sr.DSCs/DSCs will create an email address in the format: pvconrpf_(acronym of zone)_(acronym of the division)@gmail.com for example pvconrpf_er_hwh@gmail.com
4. The hard copy of the Police verification will be got sent to the contracting officer of the railway by the SP concerned.
5. If the police verification does not come on or before the date of engagement, the staff concerned will be engaged for one month on provisional basis. If the police verification is not received during the provisional period, he will have to be relieved from railway duty and will be re-engaged only when the police verification is received and he is found clear from criminal cases.
6. Receipt of PVC from his permanent residence or any of the places of his last residence will be treated as receipt.

contract in any manner whatsoever without obtaining prior permission of the President and if the Contractor is found to have contravened this provision it will constitute a breach of contract and administration will be entitled to terminate the contract at the risk and cost of the contractor and forfeit earnest money deposit (EMD) and performance guarantee (PG) of the contract

6.15 Medical Certificate of Fitness for Labour

The contractor shall not employ a person below 18 years of age. For the purpose of execution of work/ services under the contract, unless a medical certificate of fitness in the prescribed form (Proforma at Annexure-VIII) granted to each worker by a certifying surgeon certifying that she is fit to work as an adult, is obtained and kept in the custody of the contractor or a person nominated by her in this behalf and the person carries with her, while at work, a token giving a reference to such certificate.

6.15.1 Period of Validity of Medical Fitness Certificate: A certificate of fitness granted or renewed for the above said purposes shall be valid only for a period of one year at a time. The certifying surgeon shall revoke a certificate granted or renewed if in her opinion the holder of it is, no longer fit for work in the capacity stated therein. Where a certifying surgeon refuses to grant or renew a certificate or revoke a certificate, she shall, if so required by the person concerned, state her reasons in writing for doing so.

6.15.2 Medical Re-Examination of Labour: Where any official appointed in this behalf by the Ministry of Labour is of the opinion that any person employed in connection with the execution of any work under this contract in the age group 18 to 65 years is without a certificate of fitness or is having a certificate of fitness but no longer fit to work in the capacity stated in the certificate, she may serve on the Contractor, or on the person nominated by her/him in this regard, a notice requiring that such persons shall be examined by a certifying surgeon and such person shall not if the concerned official so directs, be employed or permitted to do any work under this contract unless she has been medically examined and certified that she has been granted a certificate of fitness or a fresh certificate of fitness, as the case may be.

EXPLANATIONS:

(1) Only Qualified Medical Practitioners can be appointed as "Certifying Surgeons" and the term "Qualified Medical Practitioners" means a person holding a qualification granted by an authority specified in the Schedule to the Indian Medical Degrees Act, 1916 (VII of 1916) or in the Schedule to the Indian Medical Council Act, 1933 (XXVII) of 1933.

(2) The Certifying surgeon must be a medical officer in the service of State or Municipal Corporation.

6.16 Police Verification of Labour employed by Contractor

The contractor is required to submit Police Verification certificates for all contractual staff that she/he will be hiring for delivery of services for Indian Railways. The format for the same is provided in the Annexure.

