

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

(ARUN KUMAR)

**The General Managers,
All Zonal Railways.**

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.