

**POLICE VERIFICATION**

( Photo of  
applicant,  
signed by  
Contractor)

| Sl.No | Particulars   |
|-------|---|
| 1     | Full Name with Aliases  |
| 2     | Parent's Name   |
| 3     | Nationality   |
| 4     | Present Address in full with Police Station and District.   |
| 5     | Period of Residence   |
| 6     | Home/ Permanent Address in full with Police Station and District.   |
| 7     | Address 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 that the following information is correct and complete to the best of my knowledge and belief.

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

**Police Certificate:**

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

Signature of Applicant

Date:

Place:

Counter Signature of Authorized  
Signatory with Stamp

**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 - I) 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 the Sr.DSCs/DSCs will create an email address in the format: pvconrpf\_cbe@gmail.com(acronym of zone)\_(acronym of the division)@gmail.com for example pvconrpf\_sr\_cbe@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.