

**To be given by contractor/Firm with every invoice**

Below details are only for guidance and assistance.

Sr. No.	Term&Conditions	Clause of Special condition of contract /GCC	Attached(Yes/No/Not applicable/Already submitted)
1	PoliceVerification	Railway Board-DO No.2020/Sec(CCB)/45/50/Miscdtd. 03.02.2020	
2	EPF	ClauseNo.55-B	
3	ESIC	ClauseNo.54	
4	PaymentdetailsofContractuallabour	ClauseNo.54&55	
5	Adhaarofstaffengaged	ClauseNo.14	
6	Details of labour and their payment in portal 'www.shramikkalyan.indianrailways.gov.in'	ClauseNo.55-C	
Sr. No.	Term&Conditions	Clause of Special condition of contract /GCC	
1	MB	ClauseNo.46(3)	

**Note:-**

1. The payment of contractor's bill shall only be made after verification of bank statement as per letter No. 20230200554/PC//V1/N/AGC dated 21.12.2023 showing that payment has been made directly to bank account of the labours engaged by the contractor.
2. LOA No..... Dated .....
3. Bill period ..... To .....
4. Invoice no Bill count.. 1st and Final/1st/2nd/3rd/4th/5th/6th/7th/8th/9th/10th/Or.....

Note: Aboveprescribedformat(Annexure-A1) shall be submittedbyContractor/Firmrepresentativeatthetimeof invoice /billsubmission.

Nameoffirm's representative

Firm:.....

Seal:.....

Sign &amp; Date:.....

Seal&amp;sign.....

Signature Not  
Verified

Digitally signed by

GALUP KUMAR

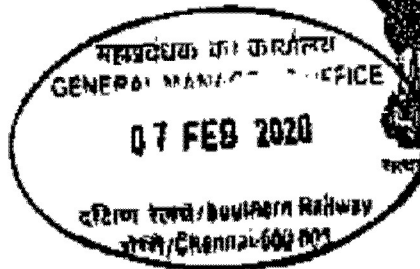
Date: 2025.02.02

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Reason: IRIS-CRIS

Location: New Delhi

Arun Kumar  
Director General/RPF



भारत सरकार  
रेल मंत्रालय, (रिलवे बोर्ड)  
रेल भवन, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  
RAIL BHAVAN, NEW DELHI-110001

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

New Delhi, dated.03/02/2020

Dear Mr. Thomas,

**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 the vicinity.

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 Police 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 workers. 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 illegal practice.

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 sample format for initiating police verification.

This issue with the approval of CRB.

Enclosure: As above

Yours faithfully,  
Mr. John Thomas  
General Manager  
Southern Railway/Chennai

With warm regards  
Yours Sincerely  
Arun Kumar  
(ARUN KUMAR)  
3/2/2020

**POLICE VERIFICATION****Annexure 1****PHOTO****(Of applicant  
signed by  
contractor)**

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

Personal

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

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

**Police Certificate:**

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

**Counter Signature of Authorized  
Signatory with Stamp**

**Procedure for conducting police verification of contractual staff:**

The process will start at least 45 days before engagement of the concerned staff as contractual staff for railways.

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.

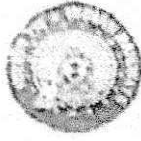
3. Sr.DSCs/DSCs mentioned in (iii) will co-ordinate with SPs concerned and get the police verification done as soon as possible and send back the soft copy of the police verification to Sr.DSCs/DSCs mentioned in (iv) who will keep it as record and also share it with the contracting officer. For the purpose 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.

SIV No. 30/2023



## उत्तर मध्य रेलवे

सतर्कता शाखा  
VIGILANCE BRANCH  
उत्तर मध्य रेलवे मुख्यालय, प्रयागराज  
NORTH CENTRAL RAILWAY HEADQUARTER OFFICE  
प्रयागराज, उत्तर प्रदेश - 211001  
SUBEDARGH, ALLAHABAD-211001

पत्र सं :- 20230200554/PC//V1/N/AGC

दिनांक :- 22.12/2023

प्रधान मुख्य यांत्रिक अभियंता  
उत्तर मध्य रेलवे  
प्रयागराज

विषय:- निविदा के अनुसार बिलिंग के लिए फर्म द्वारा प्रस्तुत bank statement से संबंधित कार्यों में पायी गयी अनियमितताओं के लिए "प्रणाली सुधार"।

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सतर्कता दल द्वारा उपरोक्त विषय पर उत्तर मध्य रेलवे के अंतर्गत आने वाले एक मण्डल में किए गए सतर्कता निवारक जाँच के दौरान यह संज्ञान में आया की निविदा शर्तों के अनुसार संबंधित फर्म द्वारा monthly bill के लिए अपने अधीन कार्यरत कर्मचारियों को वेतन भुगतान संबंधित दस्तावेज़ में Bank statement प्रस्तुत करते हैं परंतु जाँच में पाया गया की monthly bill के लिए फर्म द्वारा प्रस्तुत Bank statement व वास्तविक Bank statement के transaction में अत्यधिक अंतर पाया गया। अतः इस प्रकार फर्म द्वारा फर्जी bank statement प्रस्तुत करके बिल पास होने वाली अनियमितता को नियंत्रित करने हेतु प्रणालीगत सुधार के लिए सिफारिश निम्नवत है।

"Tender के अनुसार Monthly Bill के process के लिए फर्म द्वारा bank remittance के तहत उपलब्ध कराए गए bank statement को संबंधित bank से verified करने के उपरांत ही विल process करना चाहिए। Bank statement को Verified कराने वाले रेलकर्मों का नाम, पद नाम, मोबाइल संख्या verified कॉपी में होनी चाहिए।"

कृपया पत्र पावती के 15 दिन के अन्दर कृत कार्यवाही से इस कार्यालय अवगत कराने की व्यवस्था करे।

उपरोक्त "प्रणाली सुधार" हेतु वरिष्ठ उप महाप्रबन्धक जी द्वारा अनुमोदित है।

CWJE

CRSE/eng

CRSE/Fri

CME/PLG

CMPE/D

(हरीश कुमार)  
उप मुख्य सतर्कताधिकारी/यांत्रिक  
कृते महाप्रबंधक/ सतर्कता