

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

No.96-Sec(CCB)/MD/6

New Delhi, dated 14/10/97

STANDING ORDER No. 41

All the Chief Security Commissioners/RPF,  
Chief Security Commissioner/RPSF.

Sub :- Monthly Diaries of CSCs and DSCs.

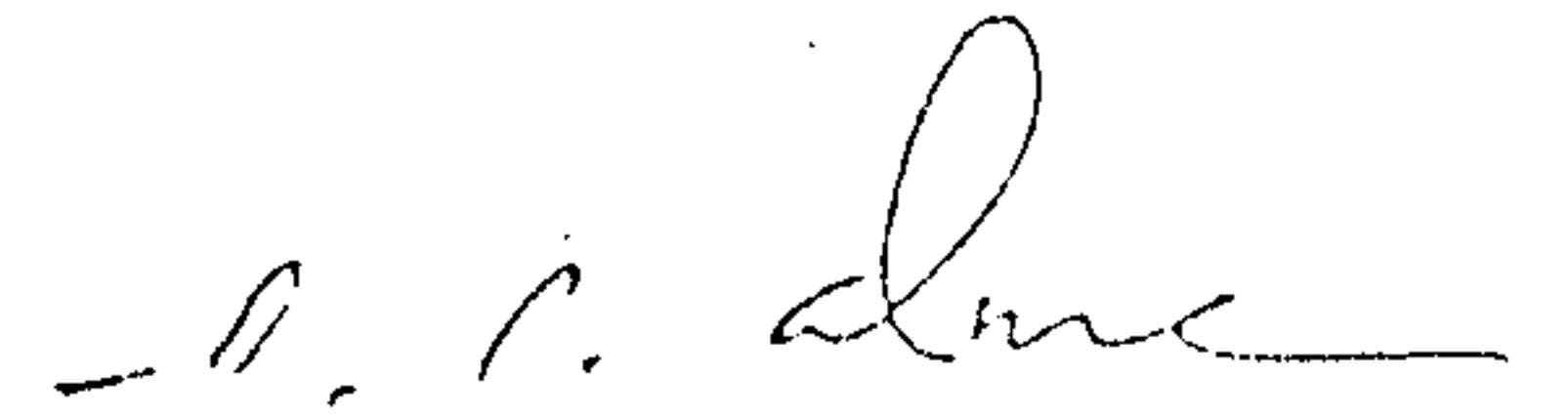
In supersession of this office orders No. 96-Sec (E)/INSP/ 3/ Diaries dated 19-04-96 & 11-6-96 and No.96-Sec(CCB)/ DSC/ Misc./ 5 dated 21-5-96, the following instructions are issued.

2. Henceforth, all the CSCs and DSCs will submit their monthly diaries in the enclosed proforma. In Part-I of the proforma date wise work diary will be given while in the Part-II item wise abstract will be prepared. It is expected that the officers will prepare the monthly diaries with due care incorporating all important aspects of their performances. Officers are free to attach detailed notes; copies of Visit Notes, proceedings of Coordination meetings, Suraksha Sammelans etc.

3. The DSC will submit his diary in the first week of the following month and send the same to his CSC. The CSC will record his observation on the diaries and forward it to DG/RPF for perusal. After perusal by the DG/RPF the monthly diaries of the DSCs will be returned to the CSCs for record in their offices. A copy of the diary along with the observation of the CSCs will also be sent by CSC to the DRM concerned.

4. The CSCs will also prepare their own monthly diaries in the first week of the following month and send it to the DG/RPF. After perusal by the DG/RPF these diaries will be kept on record in the DG's office.

5. The performance appraisal of the officers will be done on the basis of the work projected through the monthly diaries.



(A.P.DURAI) 14.X.97

DG/RPF

# MONTHLY DIARY

## PART-I

Monthly diary of \_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

for the month ending \_\_\_\_\_

Date	Time of Arrival & Departure	Place of Night halt	Details of work done

Signature of the Officer

Comments of the Supervisory Officer

## PART-II

### I. SUPERVISION

	Scheduled	Carried out	Yet to be carried out
Formal Inspections (Enclose Inspection Report)			
Surprise checks (Enclose copy of checking note)	Day		
	Night		
Scheduled checks (Enclose copy of checking note)			
Casual visits (Enclose copy of visit note)			
No. of days on tour / night halt.			
Details of leave availed			

### II. OPERATIONAL MATTERS

(A)	RPF Assistance Posts	
	i) With proper accommodation	
	ii) Make shift arrangement	
	iii) Provided with required facilities	
(B)	Action against Undesirable elements (Progress during the Month)	
	(i) Stations & Trains which have been fully cleared	
	(ii) Stations on which action is going on	
	(iii) Stations & Trains yet to be cleared	
(C)	Dossiers of Criminals	
	(i) No. of persons arrested under RP(UP) Act	
	(ii) No. of Dossiers opened	
	(iii) No. of cases in which Dossiers were not opened	

(D)	Record of Petty Offenders		
	(i) No. of persons arrested		
	(ii) No. of persons in respect of whom entry made in the register		
	(iii) No. of photographs pasted in the register		
	(iv) No. of photographs displayed in Rogues' Gallery		
(E)	Lodging of FIRs	Complaints of Passengers	Complaints of Railways
	i) No. of complaints received		
	ii) No. of complaints sent to GRP/Local police		
	iii) No. of cases registered		
(H)	Co-ordination meetings held (Enclose minutes)		

### III. WELFARE MEASURES

(A)	No. of Suraksha Sammelans held (Enclose minutes)			
(B)	No. of Orderly Rooms held			
(C)	No. of staff grievances attended to			
(D)	Welfare Centres	Existing	Opened	Proposed to be opened
(E)	New Welfare Schemes			

### IV. HUMAN RESOURCE DEVELOPMENT :

#### (A) Manpower

	DSC	ASC	Insp.	SI	ASI	HC	NK	LNK	Const.	Others
Sanctioned										
Posted										
Vacancies										

(B) Promotional Vacancies

(i) No. of vacancies :

(ii) Reasons :

(iii) Plan and target to fill in :

(C) Training

(i)	Vacancies in training institution			
(ii)	Training courses going on			
(iii)	Problems in training and efforts being made to solve them			
(iv)	Training of HCs and Constables in handling of small arms	To be trained	Already trained	Yet to be trained
(v)	Annual firing practice			
(vi)	Progress of Physical fitness programmes			

(D) Discipline

(i)	DAR Cases	Pending at the beginning of the month	Disposed of during the month	Pending at the end of the month
(ii)	No. of persons under suspension			
(iii)	No. of persons facing trial in courts			
(iv)	No. of parades held / attended			

## V. EQUIPMENT:

Modernisation

Progress in the procurement of: -

Items		Target	Progress/Achievement
Computers			
Fax Machines			
Wireless			
Telephones	P&T		
	Rlys		
Cameras			
Investigation kit			
Dragon lights			
Night vision devices			
Riot equipment			
Other Equipment/Gadgets			