

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(Railway Board)

N. 2009/Spl.(Spl.)100/7

New Delhi, dated:17.12.2009

The Chief Security Commissioners/RPF,  
All Zonal Railways.

G/RPSF/Railway Board.

**STANDING ORDER NO. 98**

**Sub: Secret Service Fund (SSF)**

The following instructions are issued in supersession of Standing Order No.7 :-

1. **The SSF shall be utilized for the following purpose:**
  - i. To collect intelligence affecting the security and functioning of the Railways which includes intelligence about subversive and other objectionable activities.
  - ii. To collect intelligence about criminals involved in theft, pilferage, misappropriation, fraud of Railway property and those involved in Railway Property (Unlawful Possession) Act cases.
  - iii. To collect intelligence regarding criminals involved in crime against passengers and their belongings in passenger area.
  - iv. To collect intelligence about activities of recognized/unrecognized unions/associations which may affect the Railway functioning.
  - v. To collect any other intelligence of use to Railway set-up.
2. The fund shall be used for making actual payment to the sources or gifts/entertainment to the sources for the above said purposes. **Efforts should be made to collect intelligence of actionable nature in respect of crime and criminals.**

3. However, no reward shall be sanctioned to RPF personnel out of this fund. Separate budget provisions already exist for sanction of rewards.

4. The Budget allocation made to all Zonal Railways under relevant head for SSF shall be operated by the Chief Security Commissioner of the concerned Zonal Railways and CSC/RPSF.

5. The Chief Security Commissioner may sanction any amount out of the total allocation to any of the Headquarter/Divisional officers under his command, who in turn will utilize the amount for above said purposes. It shall be ensured that **50% of the fund allocated to a Zonal Railway is allocated to the Divisions in that zonal railways as per their sanctioned strength and need. The CSC/IG, RPSF shall also allocate 50% of the fund among BNs on pro rata basis.**

#### 6. ACCOUNTAL

- i. Every officer sanctioned an amount from the SSF should maintain a Cash Book in his own handwriting.
- ii. The Cash Book should indicate the receipt of the amount and its expenditure on day-to-day basis.
- iii. Every expenditure from the sanctioned SSF should be supported by a voucher/receipt from the source and in case it is not operationally possible to do so in the interest of maintaining secrecy of the source identity, the spending officers should personally furnish a receipt/certificate for expenditure.
- iv. The Cash Book so maintained by the spending officer shall be inspected by DG/RPF and CSC/RPF or any other officers nominated by the DG/RPF regularly.
- v. All the recipients of the SSF must furnish a certificate annually indicating that all amounts spent was in the interest of public service (a copy of the sample certificate attached at Annexure 'A').

#### 7. BANK ACCOUNT

No bank account for this fund shall be maintained by any officer.

## 8. SANCTIONING POWERS

The limits of sanctioning powers for SSF expenditure are as under:


Designation	Each case
Sr. DSCs/DSCs/COs/ Director/Railway Board	Upto Rs. 5,000/-
DIG/Addl. CSC	Upto Rs. 10,000/-
IG/CSC	Upto Rs. 15,000/-
DG	No limit.

## 9. INSPECTION OF SSF ACCOUNTS

Inspection of Secret Service Fund accounts will be conducted by DG/RPF or any other officers so designated by him, who will submit a report to DG/RPF. The inspecting officers operationally controlling sanctioning/spending officer of SSF can also inspect the expenditure made from the Secret Service Fund. The Inspecting Officers should satisfy themselves that the fund has been spent for legitimate purposes.

10. (i) Every correspondence related to SSF shall be marked as "Secret".
- (ii) If an officer to whom SSF was sanctioned is transferred, he will hand over the cash balance, if any, to the officer relieving him of the charge and a signed certificate by both, relieved and relieving officer, would be sent to DG or the officer sanctioning the Secret Service Fund.

  
(RANJIT SINHA)  
Director General/RPF

  
SECRET 22/11/09  
22/12/09