

**Format to check the status of implementation of the Railway Passengers
(Manner of Investigation of Untoward Incidents) Rules, 2003, further
amended by Amendment Rules, 2007 over the Zonal Railways**

Name of Stn./Rly : _____

Date of Inspection : _____

O.A. No. (if available) : _____

Name/Designation/Stn. of dealing staff contacted for inspection : _____

Name/Designation/Stn. of other staff contacted during inspection : _____

DUTIES OF STATION SUPERINTENDENT

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
1.	If an untoward incident occurs <u>at the station</u>,		
a)	The concerned Station Superintendent shall immediately arrange medical assistance	Arranged / Not Arranged	
b)	Report the incident within twenty-four hours of the occurrence to the Divisional Security Commissioner in Form-1	Reported / Not Reported	
2.	In case of untoward incident occurs in the <u>mid-section</u>, on receipt of information		
a)	the concerned Station Superintendent shall immediately arrange medical assistance	Arranged / Not Arranged	
b)	Report the incident within twenty-four hours of the occurrence to the Divisional Security Commissioner in <u>Form-1</u>	Reported / Not Reported	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
3.	Station Superintendent shall maintain a Station Diary. On receipt of information about occurrence of untoward incident make necessary entries in the station diary	Maintained/ Not Maintained	
4.	The report in Form-1 shall contain the following information :		
a)	Kms. at which untoward incident occurred	Written/Not Written	
b)	Name of Driver of the train with Hdqr.	Written/Not Written	
c)	Name of Guard of the train with Hdqr.	Written/Not Written	
d)	Name of Train Ticket Examiner of train, if posted with hdqr.	Written/Not Written	
e)	Nature of the untoward incident i) Accidental Fall ii) Bomb Blast iii) Riot / Shootout iv) Others	Mentioned / Not Mentioned	
4.	<i>The time of occurrence of the incident</i>	Mentioned / Not Mentioned	
5.	Position of human body in relation to track	Mentioned / Not Mentioned	
6.	Whether <i>medical help</i> was given to the injured	Mentioned / Not Mentioned	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
7.	Whether train stopped or not after incident	Mentioned / Not Mentioned	
8.	Condition of doors and occupation of coach	Mentioned / Not Mentioned	
3.	Any other shortcoming noticed, details thereof.		

(Signature of the **Supervisor**)

Name : _____

Designation : _____

(Signature of Rly Board Inspector)

Name : _____

Designation : _____

(Signature of the Stn Supdt.)

Name : _____

Designation : _____

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Name of Stn./Rly : _____

Date of Inspection : _____

Case No./File No. (if available) : _____

Name/Designation/Stn. of dealing : _____
staff contacted for inspection

Name/Designation/Stn. of other staff : _____
contacted during inspection

DUTIES OF RPF STAFF / POLICE

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
1.	Obtain " <i>Inquest Report</i> " from the police investigated the incident.	Obtained / Not Obtained	
2.	Obtain " <i>Post Mortem</i> " report from the police investigated the incident, if any.	Obtained / Not Obtained	
3.	Obtain " <i>Jama Talashi</i> " report from the police investigated the incident.	Obtained / Not Obtained	
4.	Obtain a copy of the report from Station Superintendent in respect of spot of the untoward incident	Obtained / Not Obtained	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
5.	Obtain information about the untoward incident in Form-2 of the said Rules, 2003 giving details as under :	Obtained / Not Obtained	
(1)	In cases of death :		
a)	time and place the body was detected	Mentioned / Not Mentioned	
b)	Position of the body in relation to the tracks	Mentioned / Not Mentioned	
c)	Blood stains on ballast or engine, extent of the injuries and whether prima facie inflicted by a train or otherwise	Mentioned / Not Mentioned	
d)	Position of any clothing etc. found on or near the rails	Mentioned / Not Mentioned	
e)	Name of informant, his parentage and address	Mentioned / Not Mentioned	
(2)	In case of accidental falling or other untoward incidents :		
a)	Kilometerage at which the passenger fell or person was knocked down	Mentioned / Not Mentioned	
b)	Was the incident noticed by the Guard/Driver/TTE and the train stopped or was the alarm chain pulled to stop the train	Mentioned / Not Mentioned	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
c)	Was the train backed to the incident spot	Yes / No	
d)	How the injured or dead person was dealt with	Remarks	
(3)	In case of a passenger falling out:		
a)	Name, age, sex and address of the passenger, with the particulars of ticket, if any, held	Mentioned / Not Mentioned	
b)	If child, also give the name and address of the guardian at the time, and his relationship to the child	Mentioned / Not Mentioned	
c)	Where was the person or child seated or standing at the time last seen by fellow passengers	Mentioned / Not Mentioned	
d)	Owing Railway, painted number, compartment number, type description and position of the carriage from the engine	Mentioned / Not Mentioned	
e)	Condition of doors	Mentioned / Not Mentioned	
f)	Officer of the Force on train	Mentioned / Not Mentioned	
g)	Brief statement of the injured person containing cause of accident	Obtained / Not Obtained	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
h)	Name and signature of the passenger in whose presence the statement is recorded	Mentioned / Not Mentioned	
i)	In the case of a child, the name and signature of guardian	Obtained / Not Obtained	
j)	Statement of co-passengers	Obtained / Not Obtained	
k)	Type of injuries sustained by the injured i.e temporary, permanent, partial or complete disablement	Mentioned / Not Mentioned	
6.	Collect any other evidence required by the circumstances of the case	Collected / Not Collected	
7.	Officer of the Force shall complete the investigation within sixty days and submit a report to the Divisional Security Commissioner (DSC)	Complied / Not Complied	
8.	The Divisional Security Commissioner (DSC) shall submit the report to DRM/ ADRM within <i>fifteen days</i> of the receipt of report of investigation from the officer of the force.	Complied / Not Complied	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
9.	Any other shortcoming noticed, details thereof.	Remarks	

(Signature of the RPF Staff/Inspector)

Name : _____

Designation : _____

(Signature of Rly Board Inspector)

Name : _____

Designation : _____

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Case No./File No. (if available) : _____

Name/Designation of dealing staff : _____
contacted for inspection _____

Name/Designation of other staff : _____
contacted during inspection _____

DUTIES TO BE PERFORMED BY DRM OFFICE/DRM

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
1.	The investigation report along with acceptance of DRM/ADRM thereon shall be sent within <i>fifteen days</i> to the administrative in-charge of the Claim Office of the Zonal Railway where the incident has occurred.	Complied / Not Complied	
2.	Communicate the final orders passed on the report by DRM/ADRM to the Station	Communicated / Not Communicated	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
	Superintendent		
3.	Any other shortcoming noticed, details thereof.		

(Signature of the **Supervisor**)

Name : _____

Designation : _____

(Signature of Rly Board Inspector)

Name : _____

Designation : _____

(Signature of the **Officer**)

Name : _____

Designation : _____

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DUTIES TO BE PERFORMED BY CCO OFFICE

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
1.	The administrative in-charge of Claim Office of the Zonal Railway who has received the notice of claim for that particular incident shall -		
a)	arrange to collect the report from the claim office of Railway where the incident has occurred	Complied / Not Complied	
b)	and submit the same to the concerned Bench of the Railway Claims Tribunal along with the Written Statement	Submitted / Not Submitted	
2.	Any other shortcoming noticed, details thereof.	Remarks	

S. No.	Duties required to be done under the extant Rules	Whether Duties actually performed?	Remarks, if any
3.	OTHERS :		
a)	Whether Untoward Incident Cell (UIC) has been constituted in terms of Item-4 of Board's letter No. 2006/TC-III/26/45/RC dt. 27.7.2009	Yes / No	
b)	If UIC has been constituted the details (i.e. Names/ Desig/ Contact Nos. etc.) of the staff nominated		
c)	Whether UIC is properly updating the progress of untoward incident cases using web-enabled RCT module in terms of Item-4(C) of Board's letter No. 2006/TC-III/26/45/RC dt. 27.7.2009	Yes / No	
c)	Whether records of untoward incidents received from DRM/ ADRM's office have been properly maintained	Maintained/ Not Maintained	

(Signature of the **Supervisor**)

Name : _____

Designation : _____

(Signature of Rly Board Inspector)

Name : _____

Designation : _____

(Signature of the **Officer**)

Name : _____

Designation : _____