

DO'S & DON'TS FOR SECURITY DEPARTMENT

DO's

- Ensure safety & security of Railway Personnel & Rly. Property.
- Any suspicious thing noticed immediately inform to the higher authority.
- Ensure safety of Railway Property.
- Ensure to keep proper record for entry and exit of the persons, materials & vehicles in the Railway premises, workshops etc.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.

DON'Ts

- Do not allow any unwanted things inside the Railway Township, offices & workshop. Do not allow anybody in the office without entry in the visiting register.
- Do not allow anybody inside Railway workshop/township without valid identity. card/authority card.
- Do not allow vehicle & materials inside the workshop and Railway premises without proper entry in the register at RPF post entry gate.
- Do not allow passing any material & vehicle from the Railway workshops/sheds/ township without proper gate pass & other relevant documents and also without entry in the RPF gate register.