



**OFFICE OF THE INSPECTOR GENERAL,  
PAKISTAN RAILWAYS POLICE,  
CPO, LAHORE**

**STANDING ORDER NO. 41/2020**

Subject: **DISTRIBUTION OF WORK AT THE CENTRAL POLICE OFFICE  
(ALL STAFF OFFICERS & HEADS OF ATTACHED UNITS):**

Pakistan Railways Police is Federal Law Enforcing Agency, headed by its Inspector-General and assisted by other officers & staff in the performance of his duties as mandated under Pakistan Railways Police Act-1977 & Rules-1980 for efficient & effective internal administration and better public service delivery. Therefore, while exercising powers under Section 9 of PRP Act-1977 and Article 10 (3) of the Police Order-2002, this Standing Order is issued to firm up and streamline the distribution of work amongst various officers & staff to achieve the following objectives:

- i. Assurance for efficient public service delivery
  - ii. Strategic Management and Advanced Scenario Planning
  - iii. Institutional and Collaborative decision making
  - iv. Empowerment and Accountability
  - v. Expeditious and timely disposal of official business
  - vi. Bottom-up management for initiatives
  - vii. Development of standards and professionalism
2. All the constituent branches/units dealing with various functions, save certain common functions, are hereby placed under the supervision of DIG/HQ & Ops, PRP, CPO, Lahore. They will be responsible for the supervision of work under their purview and to achieve the above objectives, they will perform the following generic functions:
- i. Formulation of policies with the approval of IGP/Competent Authority for expeditious disposal of official business. The routine business will



- be disposed of in accordance with the said policies. However, in special cases/new initiatives where policies are either silent or further deliberations are required; the same may be submitted/discussed with the IGP. Necessary inputs may be sought and meeting convened with other branches and functional units for broad based decision making.
- ii. Supervision for expeditious disposal of official business. A mechanism to monitor the pending cases and piled up files may be internally developed to clear the desk as early as possible.
  - iii. Welfare and facilitation of officers/officials to ensure better administration and public service delivery.
  - iv. Strict application of rules, regulations, SOPs, Standing Orders and instructions. Formulation/amendments of such instruments may be carried out to institute merit and rule-based functional administration.
  - v. Judgments of Superior Courts and expected litigations may be taken into account to ensure smooth future operations.
  - vi. Media Activism and likely public perceptions may also be envisaged for developing response plan.
  - vii. Bottom-up management style may be followed i.e. to keep the IGP informed about upcoming issues, challenges, plans, solutions and Capacity Building initiatives for soliciting approvals and systems development.
  - viii. Preparation and keeping handy of Power Point presentations on matters under purview/new initiatives for the consideration of competent authorities.
  - ix. Development of performance evaluation systems for ensuring efficient and effective administration.
  - x. Preparation of monthly performance reports for the perusal of IGP on **every 7<sup>th</sup> of the month.**
  - xi. Development of IT-based prospective plans to make their offices paperless and ensuring swift storage and retrieval of information.



3. The Organogram/Command Structure of the CPO is given at **Annexure-A**. The distribution of work amongst the officers/officials of Pakistan Railways Police, CPO, Lahore is given below:

## **1. OFFICERS**

### **1.1 Inspector General, PRP**

The Inspector General is responsible for :

- i. All Policy Matters pertaining to PRP
- ii. General Administration and Supervision
- iii. Political Intelligence matters
- iv. Internal Security of Railways network
- v. Dealing with Crime over entire Railways network
- vi. Establishment matters relating to
  - a. DIsG/AIG/SsP/DSsP
  - b. Ministerial Staff to the ranks of Office Superintendents, Head clerks, and APs.
- vii. Hearing of Appeals/Petitions against the orders of DIsG
- viii. Forwarding recommendation for grant of Medals/Rewards to Police Officers/Members
- ix. Working as Chairman of CMC Committee PRP foundation
- x. Expunction of adverse remarks of officers/subordinates
- xi. Perusal of weekly diaries of SsP/DSsP
- xii. Deal with complaints against SsP and DSsP
- xiii. Exercise any of the functions assigned to staff officers

### **1.2 Deputy Inspector General/Operations**

The Deputy Inspector General/Operations is responsible to IG/PRP for the following:

- i. Operational command of SsRP of all 08 Divisions regarding



- a. Disciplinary matters
  - b. Transfer/Postings (Inter Divisional & others)
  - c. Promotional matters (as member & approving authority)
  - d. Monitoring the general crime situation
  - e. Security matters
  - f. Encroachment of Railways lands
- ii. Procurement of equipment under PSDP
  - iii. Supervision of Special & Crime Branches
  - iv. Initiation of ACRs of AIG/A, DSP/Special Branch & DSP Security
  - v. Countersign the ACRs of SsRP, staff of Admn Branch, Special Branch, Crime Branch & Secret Branch.
  - vi. Supervising security of Key Points
  - vii. Look after the security related to all CPEC- related projects
  - viii. Deal with the religious and sectarian affairs
  - ix. Security of VVIPs and VIPs in Railways premises
  - x. Security of foreigners and foreign delegations
  - xi. Monitoring Labour Union activities in Railways
  - xii. Maintenance of dossiers on labour leaders and updating their history sheets
  - xiii. Any other duty or function assigned by the IG/PRP

### **1.3 Deputy Inspector General/Headquarters**

The Deputy Inspector General/Headquarters is responsible to IG/PRP for the following:

- i. To work as Principal Staff Officer
- ii. Dealing with matters pertaining to
  - a. Court Cases
  - b. Audit Paras/Reports
  - c. PRP Welfare Foundation



- d. Seniority
  - g. Recruitment
  - e. Training
  - f. Budget and Finance
  - g. Transportation
- iii. Oversee the matters of the CPO/PRP Lahore
  - iv. Maintenance, construction and refurbishment of all PRP buildings
  - v. Ex-Pakistan leave up to the rank of Sub-Inspector & ministerial staff on behalf of IGP
  - vi. Supervision of Stores, clothing, arms & ammunition
  - vii. Countersigning the ACR of DSP/Legal
  - viii. Countersign the Annual Confidential Reports of the ministerial staff of budget Branch & Head clerk Welfare
  - ix. References from Wafaqi Mohtasib, National Assembly and Senate concerned with CPO matters
  - x. Matters related to National Police Bureau, National Police Foundation and National Police Academy
  - xi. To monitor the monthly departmental punishments/disciplinary proceedings as per punishment matrix awarded to PRP staff all over the Divisions and put up report to IGP for perusal
  - xii. Any other duty assigned by the IG/PRP

#### **1.4 Assistant Inspector General/Administration**

The Assistant Inspector General/Administration is responsible to IG/PRP for the following:

- i. Forwarding the Establishment matters for IGP, DISG Ops and HQ respectively
- ii. Process cases of punishments and appeals
- iii. Complaints against Police Officers of the ranks of DSP and above



- iv. Preparing recommendations for grant of Medals/Rewards to Police Officers, Members,
- v. Supervision of Admn & budget Branch
- vi. Payment of GP Fund, Loan & Advances
- vii. Deal with Organization, Rules & Regulations
- viii. Working as Director PRP Foundation
- ix. Creation of Police Posts and Police stations
- x. Initiation of ACRs of DSP/Legal, DSP Security and CPO staff
- xi. Incharge of CPO's security
- xii. To work as incharge of Internal Accountability Branch (IAB)
- xiii. Any other duty assigned by the IGP/PRP

### **1.5 Internal Accountability Branch**

IAB will work under the supervision of DIG/HQrs, and comprise of AIG/Admn., DSRP (Legal), DSRP (Special-Branch) and Divisional Complaint Officers to be nominated at Divisional level by the Competent Authority CPO/PRP, Lahore.

#### **The mandate of IAB would be as follows:**

- i. Data collection from all divisional SsRP
- ii. To review punishment statements from divisional SsRP in the light of punishment matrix
- iii. For conducting inspections (Formal, Informal and surprise visits) at different divisional levels
- iv. To establish effective complaint redressal mechanism received from the public as well as high ups
- v. To work as an efficient and effective tool for performance evaluation of all the field units, allied divisions and branches at the CPO



## **2. SUBORDINATE OFFICERS AND STAFF**

### **2.1 DSRP/Legal**

The DSRP/legal is responsible to IG/PRP for the following:

- i. Deal the Legal policy matters
- ii. Supervision of Legal branches for Prosecution of all Court cases pertaining to CPO & Divisions.
- iii. Ensuring the attendance of Inspectors Legal in the Court on the date of hearing.
- iv. To give legal opinion in departmental and appeal cases
- v. Framing of Show Cause Notices/Charge Sheets issued to officers and staff from the IG's office
- vi. Looking after CPO Library
- vii. Working as Secretary PRP Foundation
- viii. To work as member of Internal Accountability Branch (IAB)
- ix. Any other duty assigned by the Competent Authority
- x. Maintain Division-wise registers of under trial High Profile/Heinous Court Cases and keep the DIG/Ops, PRP, CPO, Lahore updated on fortnightly basis

### **2.2 DSRP/Special Branch**

The DSRP/Special Branch is responsible to IG/PRP & DIG/Ops for the following:

- i. Prepare Daily Situation Report.
- ii. Monitor the activities of labour unions and provide immediate information to high-ups
- iii. Verification of antecedents of Railways labour, contractors / firms
- iv. Prepare and update the history sheets of key labour leaders
- v. Indentify the areas of corruption, fraud, mis-appropriation of



- Railways material/ spare parts, government funds, mal-practices, re-sale of Railway tickets, black-marketing and ticketless travelling
- vi. Security of VVIPs/ VIPs in Railways premises
  - vii. Collection and Collation of reports from law Enforcement Agencies and other sources
  - viii. Maintenance of confidential records of intelligence operations
  - ix. To conduct Fact Finding and Departmental Enquiries
  - x. To work as member of Internal Accountability Branch (IAB)
  - xi. Maintenance of record about religious and sectarian affairs in Railways premises
  - xii. Maintenance of record regarding Anti encroachment operations on Railways Lands
  - xiii. To monitor secret conduct and political vetting of Railways employees

### **2.3 DSP/Security**

The DSP/Security is responsible to DIG/Ops. for the following:

- I. The security of following points under the supervision of AIG (Admn) CPO/PRP and submit daily report to DIG/Ops
  - i. P.R, HQ Lahore
  - ii. CPO/PRP Lahore
  - iii. D.S Office, P.R, Lahore
  - iv. Railway Station Lahore
  - v. Mayo Gardens Lahore
  - vi. RPTS Walton
  - vii. Workshops Division & DMO, P.R, Workshops
  - viii. Royal Palm Golf & Country Club Lahore
  - ix. Railway Cairns Hospital & DMO, P.R, Lahore
  - x. Sagheer Railway Police Lines Lahore



- xi. Other allied offices of Lahore area (Key Points)
- xii. Counter-check of Security of Chinese Engineers & Foreigners

#### **2.4 Bomb Disposal Officer**

The BDO is responsible to IG/PRP & DIG/Ops for the following:

- i. To implement the orders /SOPs issued by CPO PRP Lahore
- ii. To verify Bomb threats on Pakistan Railways network
- iii. Supervision of BD arrangements on Pakistan Railways network
- iv. To inquire the matter of bomb blasts on Pakistan Railways network
- v. To carry out survey of CCTV cameras on Pakistan Railways network.
- vi. To check the BD equipments, tools and plants on Pakistan Railways network and ensure their performance
- vii. To supervise the BD checking and sweeping in case of threats
- viii. To attend the VVIPs/ VIPs movements
- ix. To supervise the BD staff on Pakistan Railways network and ensure their working
- x. To prepare a scheme of Bomb Disposal Organization over the entire Railways in the light of instructions received from the higher command and DG, Civil Defence, Islamabad
- xi. To set up Bomb Disposal Squads on the Divisions and to coordinate their peace time functions and war time operations
- xii. Training of Bomb Disposal personnel, conducting exercises and refresher courses.
- xiii. To co-ordinate the activity of the Railways Bomb Disposal Organization with Civil, Provincial Police and Military
- xiv. To supervise Bomb Disposal operations in peace/war time wherever deputed by the DIG/Ops, PRP



## **2.5 PS to IG/PRP**

The PS to IG/PRP is responsible to IG/PRP for the following:

- i. To submit letters issued by the CPO for the perusal of IGP on daily basis and compliance of the orders thereon
- ii. To arrange Tour programs of the IGP and submit to CEO/Sr. GM Railways for approval as well as arrangements of Saloon with the trains as directed by the IGP
- iii. To accompany the IGP during his visit to all the PRP Divisions to conduct Darbar/Ijlas-e-Aam/Orderly Rooms and issue minutes
- iv. To arrange meetings of all SsRP and issue minutes of the meetings under the supervision of IG/DIG/Ops
- v. Preparation of meeting papers for the IGP
- vi. To get initiation/counter-signatures on the ACRs/PERs
- vii. To maintain personal documentation of the IGP.
- viii. To make arrangements for Orderly Rooms of IGP
- ix. Any other assignment given by the IGP

## **2.6 Registrar PRP**

The Registrar PRP/CPO is responsible to IG/PRP for the following:

- i. Overall incharge of Ministerial Staff in CPO
- ii. To put up fresh receipt to IGP, DIsG & AIG
- iii. All mail routed to IGP, DIsG & AIG would be sent through Registrar
- iv. To maintain attendance register of CPO staff
- v. To maintain and updated official record of CPO and its foolproof security
- vi. To make arrangements in Committee Room for all official meetings
- vii. Any other duty assigned by the IGP, DIsG & AIG (Admn)

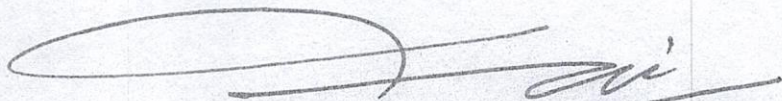


## **2.7 PSO to IGP**

The PSO to IGP is responsible to IG/PRP for the following:

- i. Managing official engagements
- ii. Preparation of meeting folders
- iii. Liaison with visitors of the IGP
- iv. Updating IGP about incidents/emergency cases
- v. Updating record of the IGP Orders/Feedback
- vi. To accompany the IGP to attend the meetings of Senate Standing Committee on Railways or any other meetings in Parliament House/Ministry of Railways on the issue of Railway Police
- vii. To attend events where presence of IGP not possible due to official engagements
- viii. To perform protocol duties at airport
- ix. Any other task assigned by the IGP

This order is hereby enforced with immediate effect. It replaces all previous instructions, orders and work distributions. In case of any anomaly or difficulty the matter may be referred to DIG/Headquarters for resolution.



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