



GOVERNMENT OF INDIA :: MINISTRY OF RAILWAYS  
SOUTH CENTRAL RAILWAY :: VIJAYAWADA DIVISION

Divisional Office,  
Commercial Branch,  
Vijayawada.  
Date: 22.07.2020.

No. B/C.137/Untoward incidents/19-20

Station Director/BZA,  
All SMRs of BZA Division,  
All CCl's of BZA Division.

Sub: Railway Passenger's (Manner of Investigation of untoward incidents) Rules, 2020 – Revised.  
Ref: Dy.CCM/CI & HQ/SC Ir no. C.137/Court/Genl/Manner of Investigation Corres/19-20 dtd: 29.06.2020.

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A copy of the above cited letter is reproduced below for strict compliance:

As per para 5 of Railway Passengers (Manner of Investigation into Untoward Incidents) Rules, 2020, the additional duties of SS are given and the same are reproduced below:

“The Station Superintendent on receipt of information about the occurrence of untoward incident under Rule 3, shall-

- (i) Maintain a separate exclusive register for recording the untoward incidents.
  - a) Assign a Unique Identification Number to each untoward incident and mention the untoward incident in the said register against this unique identification number.
  - b) The untoward incident register should be closed at 23:59 hrs every day so that untoward incident happening thereafter can be added in the register against that day.
- (ii) Make a brief report in respect of spot of the untoward incident and forward copies thereof to the Divisional Office, Zonal Railways, Police and Divisional Security Commissioner of the Force.
- (iii) Submit a fortnightly status report of untoward incidents including compliance of Rule-4 to Divisional Commercial Manager in-charge/Senior Divisional Commercial Manager.

Further, creating the Unique ID number is given at the end in Form 1 (refer Rule 4) Report of Untoward incident and the same is reproduced below:


“For creating the Unique ID Number, the alphabetical and numerical code of Station/Division/Zone/Year/Month/Incident serial number mentioned in the register can be written in a continuous manner.

For example: If the incident falls within the area of Kathgodam Station under Izzar Nagar Division of N.E Railway and the incident happened in the month of October,2017, the Unique id will be as follows:

KGM/04305472/IZN/NER/2017/October/Serial Number”

Hence, it is requested to advise all concerned in your jurisdiction comply with the Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2020

Encl: Copy of Form-I

  
(G. Somasekhar Naidu)  
DCM/I/BZA  
For Sr.DCM/BZA

Copy to: Sr.DOM/BZA for information please.  
Copy to: CCOR/BZA for information and necessary action.

Railway where the incidence has occurred, shall initially have the claim examined by presenting officer (Railway Claims Tribunal) and associated legal branch and on the basis of their submission, and recommendation of Divisional Railway Manager as provided under sub-rule (3) of Rule 16 and pass a speaking order, whether the claim is to be admitted or contested and shall submit the same to the concerned Bench of the Railway Claims Tribunal along with the Written Statement.

**FORM -1****(Refer Rule 4)****REPORT OF UNTOWARD INCIDENT**

1. Unique Identification Number of the Untoward Incidents:
2. Kilometer at which untoward incident occurred:
3. Name of Driver of the train with Headquarter:
4. Name of the Guard of the train with Headquarter:
5. Name of the Train Ticket Examiner of train, if posted, with Headquarter:
6. Nature of the untoward incident:
  - (a) Accident fall
  - (b) Bomb blast
  - (c) Rioting
  - (d) Shootout
  - (e) Arson
  - (f) Dacoity/Robbery
  - (g) Violent attack
  - (h) Terrorist act/attack
  - (i) Run over/trespassing
  - (j) Suicide
  - (k) Others
7. Date and time of occurrence:
8. Position of the injured dead body in relation to the tracks along with photographs:
9. Whether medical help was given to the injured/victim:
10. Whether train stopped or not:  
Condition of doors and occupation of coach:

Signature

Name and designation

Date :

\*\* For creating the Unique ID Number, the alphabetical and numerical code of station division/zone/year/month/incident serial number mentioned in the register can be written in a continuous manner.

For example: If the incident falls within the area of Kathgodam Station under Izzat Nagar division of N.E Railway and the incident happened in the month of October, 2017, the Unique ID will be as follows:

**KGM/04305472/IZN/NER/2017/serial number.**