

No. SFR/P/Qtrs/Policy/Allotment/HRA/Adra Division/480, Date: 17.10.2019  
To  
The All Concerned  
ADRA DIVISION

**Reg:-** Policy for drawl of HRA and HRA FORMAT for identified Essential and Running staff/category in view of **Estt. Srl :-75/2019 and Estt.Srl.No.103/2019** and other clarifications for allotment/retention of quarter

The following new Policy guidelines for drawl of HRA with HRA FORMAT for following mentioned identified Essential staff/category and Running staff/category and some modifications/additions in earlier Policy circular dated:- 17.05.13 & 23.10.13 is issued with the approval of DRM/Adra with immediate effect for the Adra Division.

Policy circular No. SER/P/Qtrs/Policy/Allotment/HRA/Adra Division/480, Dated:- 28.12.2016 and HRA format vide No. SER/ADA/Qtr./HRA/Policy/480, dated:- 28.12.2016, about HRA Policy and HRA format respectively, which was issued earlier by this office, may be treated as Cancelled.

- i) There are three Pools created in the Division i.e (1) Essential Pool (2) Non-Essential Pool (3) Running Pool as per guideline of Estt.Srl.No.75/2019 and Estt.Srl.No.103/2019
- ii) Essential Staff & Running staff have to apply in Application cum Declaration as per format enclosed for Sanctioning of HRA.
- iii) Allotment of quarter has to be resorted as per the entitlement of staff as per Estt. Srl. No. 14/2011 for essential staff and Estt. Srl. No. 01/2019 for running staff for deciding about HRA in the Adra Division.
- iv) Certification of departmental Pool and Concerned General Pool will not be required for entitled type of vacant quarter in case of non-essential pool staff. They have to give an application in plain paper for drawl of HRA to Sr.DPO/Adra with forwarding by concerned in-charge for drawl of HRA.
- v) If the eligible type of quarter is not vacant in concerned Pool and concerning General Pool of staff then an employee can apply in format for the purpose of getting/sanctioning of HRA as per sanctioning authority mentioned in **Annexure-A** for essential & running categories.
- vi) The condemned/dilapidated condition vacant quarters should not be taken into account for the purpose of grant of HRA.
- vii) The quarters which have just become vacant after the most recent quarter Committee Meeting may be ignored as vacant quarters for purpose of grant of HRA.
- viii) Certification of Chairman/General Pool for entitled type of quarter in the HRA Format is not required, where General Pool is not in existence.
- ix) Tagging condition should not be included for drawl of HRA.
- x) Transfer of Any Rly. quarter from one Pool to another Pool will require the sanction of DRM/Adra & it will be put up through Sr.DPO/Adra
- xi) Any vacant quarter for more than three months shall automatically go to General Pool (without any further formalities for approval etc.). Concerned SSE /Works will not give keys to any staff after vacancy of three month, without approval of DRM/Adra with the consent of Sr.DPO/Adra.
- xii) **The existing Policy of item No. 12(c)&(f) of this office Policy letter dated:-17.05.2013 shall be substituted as under:-**  
Only once Exchange of Rly. Qtr. will be allowed in same type and also only once exchange in each higher type in the same place of posting (in case the staff is eligible).
- xiii) Regularisation of retained railway quarter after returning back to the parent station will require the approval of ADRM/Adra through Sr.DPO/Adra.



# RMAT for drawl of HRA for essential staff and running staff in Adra Division

S.E.Railway

No.SER/P//ADA/Qtr/HRA/Policy/480

Adra, Dt:

**Sub:-** Application cum Declaration for drawl of HRA for Essential Pool and Running Pool staff

I, Sri \_\_\_\_\_ working as \_\_\_\_\_ under \_\_\_\_\_ beg to state that I am submitting the following declaration for grant of HRA and arranging payment through salary bill.

1. It is to certify that I have applied for the Govt. accommodation in accordance with the prescribed procedure. I have also not been provided with Govt. accommodation as per my entitlement in terms of Estt. Srl. 14/2011 OR Estt.Srl.01/2019.
2. I certify that I am not sharing accommodation allotted to my parents/ child by the Govt. and/or autonomous public undertaking of semi-Govt. organization allotted rent-free to another Govt. servant.
3. I certify that my husband/wife/children/parents/who is/are a sharing accommodation with me/allotted to another employee of the Railway/Central/state Govt./Autonomous public undertaking or any Govt. organization like municipality, Port trust etc. in/not receipt of house rent allowance from the Railway/Central/State Govt./ Autonomous public undertaking or semi-Govt. organization like municipality, port trust etc.
4. I also certify that my wife/husband has not been allotted accommodation at the same station by the Central Govt. /Railway/State Govt. an autonomous public undertaking or semi-Govt. organization such a municipality port trust etc.
5. I am not willing to accept Rly.Qtrs. below my eligibility in terms of Estt. Srl. No. 14/2011 OR Estt.Srl.01/2019.
6. I do hereby declare that I was not provided/ have been provided with Rly.Qrs. No. \_\_\_\_\_ at station for which retention permission has been obtained/ has surrendered/vacated on \_\_\_\_\_.
7. I certify that No railway accommodation is earmarked/nominated for me and for which I am eligible for grant of HRA in terms of Estt. Srl. 59/2000, 186/2010, 1706 of IREC-2005.
8. I hereby declare that I am residing in private/own house or parent's house in the following address & incurring some expenditure on rent /Contribution toward house property tax. Thus I am eligible for grant of HRA in terms of Para 1703 of IREC-2005.

I declare that I have read and understood the above provision/Conditions and given tick mark for drawl of HRA.

Thanking you,

Place:

Date:

Yours faithfully,

Signature of the Applicant

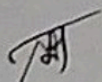
Name \_\_\_\_\_

Design \_\_\_\_\_

Deptt. \_\_\_\_\_

Present pay & scale of pay,G.P/Level  
Essential Staff/Running Staff.

Contd...p/3





Forwarded to Chairman Qrs. Committee  
furnished by the employee is correct.

//3//

duly certify that the declaration

Signature of Unit Supervisor/Offic

Forwarded to Sr.DPO/Adra with remarks that

Certified that there is no Rly. Qtrs lying vacant in my Genl. Pool jurisdiction for which the sta  
concerned is eligible of his entitlement in terms of Estt. Srl No. 14/2011 and Estt.Srl. 01/2019.

Signature of dealer

With remarks (if any)

Chairman Qrs. Committee (Genl Pool)\_\_\_\_\_

Certified that there is no Rly. Qtrs lying vacant in my depl. Pool jurisdiction for which the staff  
concerned is eligible of his entitlement in terms of Estt. Srl No. 14/2011 and Estt. Srl. 01/2019.

Signature of dealer

With remarks (if any)

Chairman Qrs. Committee (Dept. Pool)\_\_\_\_\_

Competent authority for sanctioning HRA is DRM as per Estt. Srl No.59/2000, but delegated to lower  
authority in different situation except item No.2 & 4. Annexure-A

Srl NO.	Type of application for HRA Grant being filled up specific format.	Finance concurrence of account require- YES/NO	Competent authority for sanction of HRA
1	When employee came on transfer.	NO	Br. Officer
2	When employee is going to be retired & vacate quarter	YES	DRM
3	When FRESH optee appointed.	NO	Br. Officer
4	When surrender Rly quarters or refuses quarter after allotment.	YES	DRM
5	When employee has submitted application and living in his own house or rental houses & not sharing any Rly. accommodation.	NO	Br. Officer

Contd...p/4



Following category is identified in three pools as mentioned against each department for drawl of H,

Department	Name of Pool	Name of category department wise
Personnel Branch	Essential Pool category	---Nil---
	Non-Essential Pool category	Ch. S&WI, S&WI, Ch. OS, OS, Sr. Clerk, Jr. Clerk, Steno Supdt. Typist, Ch. Typist, Typist, Peon, J/Peon, Helper-II, I, C/Manager, Sr. Cook, Asstt. Cook, Salesman, Lab. Attendant, Record Sorter.
	Running Pool category	---Nil---
Educational Deptt.	Essential Pool category	---Nil---
	Non-Essential Pool category	Sr. PGT, PGT, Sr. TGT, TGT, Primary teacher
	Running Pool category	---Nil---
Accounts Deptt.	Essential Pool category	<u>J/Driver</u>
	Non-Essential Pool category	Sr. Section Officers, Section Officer, Accounts Asstt, Jr. Accounts Asstt., Accounts Clerk, Supervisor, IOC, Gr-D
	Running Pool category	---Nil---
Medical Department	Essential Pool category	<b>Nursing, Pharmacist, Radiographer, Lab. Supdt. Desser, Physiotherapist.</b>
	Non-Essential Pool category	Ch. OS, OS, Sr. Clerk, Jr. Clerk, Steno, Typist, Amb. driver, Cook, Tailor, Attendant, Ayah, HKA Peon, Khalasi, Mali, H&MI.
	Running Pool category	---Nil---
Operating Department	Essential Pool category	<b>SCR/CHC, DTI, Inspector, Safety Counselor, SM/SS, CYM/YM, STGM, PM-A, PM-B, CM, TGM</b>
	Non-Essential Pool category	Jeep Driver, Trolley Driver, Roster clerk, station clerk, TNC, control clerk, Ch. OS, OS, Sr. Clerk, Jr. Clerk, Steno, Typist, Peon.
	Running Pool category	<b>Mail/Exp/Pass/Goods Guard</b>
Mechanical Department	Essential Pool category	<b>SSE, CLI, CMS, CCC, JE, Sr. Tech, Sr. Tech (ISO), Sr. Tech (Welder), Sr. Tech (Ac Dr.), Sr. Tech (Painter), Cr. Driver-I, II, III, AC. Driver-I, II, III, Welder-I, II, III, Mach. I, II, III, Painter-I, II, III, Carpenter, Jr. Truck driver, Tech-I, II, III, Helper, TSA, Care Taker, Cook, Masalchi.</b>
	Non-Essential Pool category	Ch. OS, OS, Sr. Clerk, Jr. Clerk, Peon, steno, typist
	Running Pool category	Loco Pilot, Loco pilot shunter, ALP
Wagon Repair Depot	Essential Pool category	---Nil---
	Non-Essential Pool category	Ch. OS, OS, Clerk, SSE, JE, Sr. Tech, Tech-I, II, III, Helper, Peon
	Running Pool category	---Nil---
Commercial Department	Essential Pool category	<b>CS, CBS, CPS, CGS, CTI (I/C), CCI, Ch. OS, Steno</b>
	Non-Essential Pool category	CCC, Sr. CC, CC, OS, Sr. Clerk, Jr. Clerk, CTI, TTI, Sr. TE, TE, Peon, Hamal, Store Khalasi, TWM, WRB.
	Running Pool category	---Nil---
Security Department	Essential Pool category	<b>Constable, HC, ASI, SI, IPF</b>
	Non-Essential Pool category	Ch. OS, OS, Sr. Clerk, Jr. Clerk, Peon
	Running Pool category	---Nil---

Contd..

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Department	Name of Pool	Name of category department wise
Electrical Department(G)	Essential Pool category	<u>Power Line</u> SSE, JE, Sr. Tech, Tech-I, II, III, Helper, Asstt. Operation <u>Train light</u> Tech-I, II, III, Helper, SSE, JE, TLF-I, II, III. <u>Air Condition</u> SSE, JE, Sr. Tech, AC Mechanic-I, II, III, Assistant(AC),
	Non-Essential Pool category	Ch. OS, OS, Clerk, Jr. Clerk, Typist, Steno, Peon, Chowkidar,
	Running Pool category	---Nil---
Electrical Department (TRD)	Essential Pool category	SSE, JE, T.W. Driver, All Technicians, Sr. Tech, Tech-I, II, III, Assistant(TRD).
	Non-Essential Pool category	Ch. OS, OS, Clerk, Jr. Clerk, Typist, Steno, Peon, Chowkidar,
	Running Pool category	---Nil---
Electrical Department (OP)	Essential Pool category	CLI, SSE, JE, Technician
	Non-Essential Pool category	Ch. OS, OS, Clerk, Jr. Clerk, Medically Decategorised CC, Helper
	Running Pool category	ALP, Sr. ALP, LP(S), Sr. ALP(S), LP(G), LP(P), LP(M/ExP), Drafted CC & LC
Engineering Department	Essential Pool category	SSE(P. way), JE(P. Way), Track man, Key Man, Mate
	Non-Essential Pool category	SSE(Works), JE(Works), Artisan Group, Helper-I, Helper-II, Ch. OS, OS, Clerk, Jr. Clerk, Typist, Steno, Peon, Chowkidar
	Running Pool category	---Nil---
Signal & Telecom	Essential Pool category	SSE(Sig) & JE(Sig) SSE(Tele) & JE(Tele) Sig. maintainer(Sr. Tech, Tech-I, II & III) Black smith-cum-hammer man(Sr. Tech, Tech-I, II & III) Cable jointer(Sr. Tech, Tech-I, II & III) TCM(Sr. Tech, Tech-I, II & III) Supdt. T.O, Helper(sig) Helper(Tele), MV. Driver, Ch. OS, OS, Ch. Typist, Steno Gr-I, Watch man.
	Non-Essential Pool category	Sr. Clerk, Jr. Clerk, Painter(Sr. Tech, Tech-I, II & III) Carpenter(Sr. Tech, Tech-I, II & III) Mason(Sr. Tech, Tech-I, II & III) Peon, Dak Runner, Record Shorter.
	Running Pool category	---Nil---

by to: -

- OS(G) to DRM for kind information to DRM/Adra
- Steno to ADRM for kind information to ADRM/Adra
- Sr.DFM/Adra for kind information
- Sr.Audit Officer/Adra for kind information
- APO/Court/GRC for kind information to Pr.CPO/GRC
- Recognized Unions & Associations/Adra Division for inf.

17.10.19  
Divl. Personnel Officer  
Sr. Divl. Personnel Officer  
S.E. Rly-Adra

17.10.19  
Divl. Personnel Officer  
Sr. Divl. Personnel Officer  
S.E. Rly-Adra



S.E.Railway

No. SER/P/ADA/Qtr/HRA/Non-Essential/Policy/480

Adra, Dt: 10.12.2019

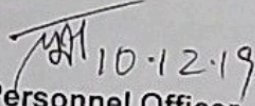
To  
The All Concerned  
Adra Division.

Reg:- HRA format of Non-Essential staff and competency for grant of HRA of Adra division.

With the approval of competent authority, the HRA format is furnished and enclosed herewith for sanction of HRA of the Non-Essential staff of Adra division. The concerned unit supervisor/ Bill clerk/OS are advised to put up the concerned cases for grant of HRA as per the competency mentioned at Annexure-B duly completed the format of HRA by Non-Essential staff concerned.

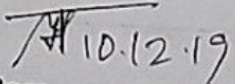
It is advised to all the concerned unit supervisor/ Bill clerk/OS to follow the above instruction strictly and **No other HRA format/application should be accepted/put up in any circumstance.**

Enc:- HRA format of Non-Essential staff

  
Divl. Personnel Officer  
for Sr. Divl. Personnel Officer  
S.E. Rly-Adra

Copy to:-

- OS(G) to DRM for kind information to DRM/Adra
- Steno to ADRM for kind information to ADRM/Adra

  
Divl. Personnel Officer  
for Sr. Divl. Personnel Officer  
S.E. Rly-Adra



Sr. Divisional Personnel Officer,  
South Eastern Railway, Adra.

Reg: Drawal of HRA in favour of Non-Essential Staff  
through Salary Bill.

Respected sir,

I, Sri/Smt./Kum. \_\_\_\_\_ Desig. \_\_\_\_\_ working under

\_\_\_\_\_ at \_\_\_\_\_ beg to state that I am a Non-Essential Staff as per  
Sr DPO/Adra's Policy Circular No.SER/P/Qtrs/Policy/Allotment/HRA/480 dated 17.10.2019. I have vacated my  
existing Rly. Qtr. No. \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_

I also declare that

1. I have not been provided with Govt. accommodation as per my entitlement in terms of Estt. Srl. 14/2011 and I also incur the expenditure as house rent for house accommodation.
2. I am not sharing accommodation allotted to my parents/ child by the Govt. and/or autonomous public undertaking of semi-Govt. organization allotted rent-free to another Govt. servant.
3. My husband/wife/children/parents/who is/are sharing accommodation with me/allotted to another employee the Railway/Central/state Govt./Autonomous public undertaking or any Govt. organization like municipality, Port trust etc. is/are not in receipt of house rent allowance from the Railway/Central/State Govt./Autonomous public undertaking or semi-Govt. organization like municipality, port trust etc.

I, therefore, request you to arrange to draw my HRA through Salary Bill.

Thanking you.

Yours faithfully

Dated:

Signature of staff

Signature of staff

Name:-

Bill Unit No:-

Employee No:-

Rate of Pay:-

Level:-

Forwarded by the concerning unit in-charge

ANNEXURE-B

Srl. No.	Type of application of Non-Essential Staff for grant of HRA	Finance concurrence of Accounts (YES/NO)	Competent Authority for Grant of HRA
1.	When employee has submitted application and living in his own house or rental houses & not sharing any Rly. Accommodation.	NO	Sr.DPO/Adra
2.	When surrender of Rly. Quarters or refuses after allotment	YES	DRM

10-12-19