

S.E. Railway

Office of the
Sr. Divisional Personnel Officer
S.E. Railway/Adra
Date: 17.06.2016

No. SER/P/Policy Retention of Qtrs/Adra Division/482

To
The All Concerned
ADRA DIVISION

Sub: - Proposal for Retention of Railway quarters on transfer ground in advance.

ADRM/Adra has desired that retention of railway quarters on transfer ground may be processed in advance/in time. Hence the staff concerned may be advised that their application may be submitted for retention of railway quarter in advance i.e. in time for sanction of their retention permission of railway quarter on transfer.

Henceforth all the cases of retention permission of railway quarters may be processed in advance for sanction of staff quarters.

This may followed strictly.

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

Copy forwarded for information and necessary action to:

1. Steno to ADRM for kind information of ADRM
2. Sr.DFM/ADA for kind information
3. All Branch Officer/Adra Division for kind information and necessary action. - They are requested to circulate amongst the Chairman concerned of their department & circulate amongst staff for wide publication.
4. Recognized union/SERMC for information pleases.
5. Divl Secy- AISC & STREA -Adra
6. Divl Secy- AIOBC Association -Adra
7. Divl Secy AIRPF association -Adra
8. Recognized union/SERMU for information pleases.

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

S. E. Railway

Office of the
Sr. Divl. Personnel Officer
S. E. Railway / Adra

Date: 14.07.2016.

to. SER/P-ADA/Qrs./Policy/482

o
he All Branch Officers,
S. E. Railway/Adra.

Sub: Regarding cases of Retention of Railway Quarters.

On the above subject matter, ADRM/Adra has given the following guidelines verbally, which are appended below:

- (1) In all cases of retention of Railway Quarters, retention permission should invariably be applied for before the current period upto which staff is allowed to stay in the quarters expires and not post-facto.
- (2) Where there is substantial time gap between order of transfer and actual release, reasons for same should invariably be mentioned by the Controlling Branch Officers.

You are hereby requested to kindly comply with the above guidelines of ADRM/Adra before sending the cases of retention of Railway Quarters to Personnel Branch in future.

Att
14/7/16
Sr. Divl. Personnel Officer
S. E. Railway / Adra

Copy to: Steno to ADRM for kind attention of ADRM/Adra.

Att
Sr. Divl. Personnel Officer
S. E. Railway / Adra

No. SER/P/Policy/Eviction/unauthorise Qtrs/Adra Division/480/4

Date:-07.03.2017

To
The All Branch Officer
ADRA DIVISION

Sub: - Eviction proceedings for unauthorized occupation of Rly. Quarters and action plan as per GM's instruction ltr. Dated:-12.01.17.

Ref:- (i) This office letter No. SER/P/Policy/Eviction/unauthorise Qtrs/Adra Division/480/4 Dated: 10.08.2016 and followed by reminder vide this office letter No. Even, dated:-30.08.2016 and dated:-27.01.2017

(ii) Secretary to GM/SER's No. GM/SOA/Housekeeping/2017, date:-12.01.17(item No. 5)

It was requested to initiate action to vacate the unauthorised quarter in your jurisdiction/pool under reference (i) vide this office letter No. mentioned above and dated:- 10.08.16 & 30.08.16 and 27.01.2017 as per as per Estt. Srl.No.132/2007. But the action taken has not yet been communicated to this office till now.

Immediate action may be taken to vacate the unauthorised occupation of Railway quarters at your level and assess the damage rent of unauthorisedly occupied Railway quarters as per Estt. Srl.No.132/2007. Further action plan may also be initiated to vacate such type of the quarters as desired by GM/SER under reference (ii).

It is requested that such type of cases of unauthorised occupation of the Railway quarters in cases of death, retirement/LARSGESS beyond permissible period should not be initiated at departmental level for out of turn allotment under father & son's rule/spouse ground and arrange eviction proceeding immediately.

Personnel department will not entertain the such type of cases for further allotment on out of turn basis for approval of competent authority.

This may please be treated as MOST URGENT

At
8/3/17
Sr. Divl. Personnel Officer
S.E. Rly-Adra

Copy forwarded for information and necessary action to:

- OS(G) to DRM for kind information to DRM/Adra
- Steno to ADRM for kind information of ADRM/Adra.
- OS/Prime for information and monitoring to concerned dealers of the department.
- Ch. OS. Court Cell to Sr. DPO's office/Adra for inf. & n/action.
- Ch. S & WI /Settlement for immediate action
- Ch. S & WI /HQ-He is advised to monitor the sectional S&WI to inform the son/daughter/widow of ex-employee about above instruction.

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

S.E. RAILWAY

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Office of the
Sr. Divisional Personnel Officer

Date: 23.03.2018

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No. SER/P/ADA/Qtr./Damage rent/Policy/480.

To

The All Branch Officer
S.E. Railway/Adra

Reg: - Deduction of damage rent in case of transfer of staff from one station to another station

In terms of Para:-11 of Estt.Srl.No:-132/2007, On expiry of the permissible/Permitted period, allotment of quarter in all the cases in the name of employee at the old station will be deemed to have been terminated automatically.

Rentention of quarter by the employee after expiry of the permissible period will be treated as unauthorised. During the period of unauthorised occupation, the employee would be required to pay damage rate of rent in respect of the Railway quarter.

Realisation of damage rate of rent should not be pended on the ground that the employee has appealed or the case of the employee has been referred to the Ministry of Railways for regularisation of the excess period of rentention.

Att
26/3/18

Sr. Divisional Personnel Officer
S.E. Railway/Adra

- Copy to OS(G) to DRM/Adra for kind information to DRM
- Steno to ADRM/Adra for kind information to ADRM
- All Chairman/Quarter Committee/Adra Division-He is requested to follow the above instruction strictly.
- ALL SSE(P.way) & SSE(Works)/Adra Division-They are advised to follow above instruction strictly.
- ALL SSE(sig)unit concerned- They are advised to follow above instruction strictly
- All Ch.OS's & OS/Bill of Sr.DPO/Adra-They are advised to follow the above instruction and should deduct the damage rent in the above such type of cases without any intimation to the staff concerned.

SV

Sr. Divisional Personnel Officer
S.E. Railway/Adra