

Date: 20.05.2022

No. SER/P/Qtrs/Policy/Allotment/HRA/Adra Division/480,

To  
The All Concerned Branch Officer  
ADRA DIVISION**ADDENDUM/CORRIGENDUM****Reg:** - Identification of Essential staff/Non-essential category in view of **Estt. Srl :-75/2019** for drawl of HRA.**Ref:-(1)** This office Policy No. SER/P/Qtrs/Policy/Allotment/HRA/Adra Division/480,  
Date: 17.10.2019 and dated:05.03.2020(2) This office Policy letter No.SER/P/ADA/Qtr/HRA/Non-Essential/Policy/480,  
dated:-10.12.2019.

The following category of staff of different department have been modified or added as "Essential Pool category" and "Non-Essential Pool category" for drawl of HRA of this office earlier Policy letter dated:-17.10.2019 & dated:-05.03.2020 with the approval of Competent Authority & DRM/Adra.

| Department                                | Name of Pool                | Name of existing category | Name of Addition/Revised category                                                                                                                              |
|-------------------------------------------|-----------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Electric Loco shed/Ispatnagar (ELIN)/BKSC | Running Pool category       | NIL                       | NIL                                                                                                                                                            |
|                                           | Essential Pool category     | NIL                       | SSE,JE,Chemical & Metallurgical Suptd., Chemical & Metallurgical Asstt., Sr.Tech,Tech-I,II,III, Sr.Tech,Tech-I,II,III, (Ancillary),Helper, Sr.Tech(M.V.Driver) |
|                                           | Non-Essential Pool category | NIL                       | Ch.OS,OS,Sr.Clerk,Jr.Clerk, Stenographer,Ch.Typist, Lab.Asstt.II,III,Peon.                                                                                     |
| Electric Loco shed/BKSC                   | Running Pool category       | NIL                       | NIL                                                                                                                                                            |
|                                           | Essential Pool category     | NIL                       | SSE,JE,Chemical & Metallurgical Suptd.(CMS), Chemical & Metallurgical Asstt.(CMA),Sr.Tech, Tech-I,II,III,Assistant                                             |
|                                           | Non-Essential Pool category | NIL                       | Ch.OS,OS,Sr.Clerk,Jr.Clerk, Stenographer.                                                                                                                      |
| Divisional Store Depot (Sr.DMM)           | Running Pool category       | NIL                       | NIL                                                                                                                                                            |
|                                           | Essential Pool category     | NIL                       | NIL                                                                                                                                                            |
|                                           | Non-Essential Pool category | NIL                       | CDMS,DMS,Ch.OS,OS,Sr. Clerk,Jr.Clerk Cum Typist, Assistant Depot(Store),Peon/Genl. Asstt(Store),B.Peon                                                         |

Cont...p/2

*Abano*  
20/5/22

| Department            | Name of Pool                | Name of existing category                                                                | Name of Addition/Revised category                                                                                                                                                                                                                                                                       |
|-----------------------|-----------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commercial Department | Running Pool category       | NIL                                                                                      | NIL                                                                                                                                                                                                                                                                                                     |
|                       | Essential Pool category     | CS,CBS,CPS,CGS,CTI (I/C),CCI,Ch.OS, Steno                                                | CTI(I/C) and CCI                                                                                                                                                                                                                                                                                        |
|                       | Non-Essential Pool category | CCC,Sr.CC,CC,OS, Sr.Clerk,Jr.Clerk,CTI,TTI, Sr.TE,TE,Peon, Hamal,Store Khalasi, TWM,WRB. | CS,CCC now CCRS,Sr.CC now Sr.CCRC,CC now CCRC,Sr.CCTC,CCTC,RS-I now CS,RS-II now CCRS, ECRC now Sr.CCRC, Ch.OS,OS,Sr.Clerk,Jr.Clerk, Steno,CTI,Dy.TTI/TTI/Hd.TC, Sr.TE,TE,CI,Ch.CAIR,CAIR, Dy.SS(Comm),SRDI,Sr.AI, Law Assistance,Peon,J/peon, Hamal,CRS,Store Khalasi, TTE(P),TWM,WRB/RRB & Safaiwala. |
| Personnel Deptt       | Running Pool category       | NIL                                                                                      | NIL                                                                                                                                                                                                                                                                                                     |
|                       | Essential Pool category     | NIL                                                                                      | NIL                                                                                                                                                                                                                                                                                                     |
|                       | Non-Essential Pool category | As mentioned in Policy circular dated- 17.10.2019                                        | Sr. Translator, Jr. Translator, Genl. Asstt.                                                                                                                                                                                                                                                            |

All the terms & conditions including format for drawl of HRA for "Essential Pool category" and "Non-Essential Pool category" as indicated in earlier Policy letters under reference (1) & (2) will remain unchanged.

Copy 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 & necessary action

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

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