

S.E.Railway

Office of
Sr. Divisional Personnel Officer/Adra.

No. P/G/Qtrs/Policy/Allotment/Retention/Adra Division/13

Date: 23.10.2013

To

The All Concerned

ADRA DIVISION

Sub: - Inclusion/Modification in the earlier Guide lines for Allotment/Retention of Railway Quarters in ADRA DIVISION issued to All Concerned vide Sr.DPO/ Adra's No:-P/G/Qtrs/Policy/Allotment/Retention/Adra Division/13, Dated: 17.05.2013.

A Policy has been issued to All Concerned vide Sr.DPO/ Adra's No:-

P/G/Qtrs/Policy/Allotment/Retention/Adra Division/13, Dated: 17.05.2013 as guide lines to avoid any confusion in dealing Allotment /Retention of Quarters in the Adra Division.

Now in continuation to earlier Policy vide letter no & dated mentioned above, it is being included some new Provisions and some modification as mentioned below for guide lines to deal Allotment/Retention of Quarters in the Adra Division.

1. If any representative of Union & Association does not attend in the Quarter Committee Meeting in spite of prior intimation or noting then the Quarter Committee Meeting should not be postponed and Chairman/ Quarter Committee Meeting will take decision with other attended Representative of Union & Association as per Guideline mentioned in the item No. 12 of the Policy Circular of Sr.DPO/Adra's letter dt: 17.5.2013 and office order will be issued accordingly to prevent the cancellation of Quarter Committee Meeting and long days lying vacant of quarter.
2. Left out quarter committee Chairman and New proposal for changing of Chairman/Quarter Committee in the some places for better convenience of staff.

<u>Left out/New quarter committee Chairman</u>	<u>Jurisdictions</u>	
	<u>Existing</u>	<u>Revised</u>
DRM	-----	Officer's Pool Quarters of Adra Division and office Order will issue through Engg. Deptt.
AOM/Control/ Adra	-----	Optg. Running Pool/Adra
AOM/Control/ Adra	-----	All the Non Running category of Optg. Pool/Adra
Sr.DOM/Adra	Optg Pool/Adra	-----
ADME/Adra	Carriage, Loco & Ministerial/Adra, Rg.Pool-BJE,ADA	C&W Pool/Adra,PRR,BQA,BJE Loco/Rg.Pool/Adra, BJE. Ministerial Pool/Adra.
ADME/BKSC	Carriage, Loco & Ministerial/BKSC	-----
ADME/C&W/BKSC	-----	C&W, Loco Rg./BKSC & Ministerial Pool/BKSC

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<u>Left out/New quarter committee Chairman</u>	<u>Jurisdictions</u>	
	<u>Existing</u>	<u>Revised</u>
Sr.DME /Diesel/BKSC	Diesel Pool/BKSC	_____
ADME-II/Diesel/BKSC	_____	Diesel shed Pool/BKSC
AWM/WRS/Adra	_____	WRS Pool/Adra
Controlling Officer	_____	Education Pool/BJE
DMO/Pediatric /Adra	_____	Medical Pool/Adra
Doctor incharge	_____	Medial Pool in Road side Health Unit

Note:- If any department will not follow the instruction/Guidelines of the Policy letter dt:17.05.2013 or till any modification issued by Sr.DPO/Adra with the approval of Divisional authority then the allotment of quarters by Quarter Committee will be treated as Null & Void.

3. Now request from individual employee seeking out of turn allotment of Rly. Quarter on any ground, the application should first be forwarded by supervisor concerned of the staff and submit to concerned Branch Officer of staff, who will recommend with justified remarks and send the Proposal to Personnel Branch for obtaining the approval of DRM as per rule.

The earlier instruction should be treated as cancelled, mentioned in first Para for **Procedure to be followed** of the item no.1 of the Local Policy circulated to All Concerned vide Sr.DPO/Adra's letter No.P/G//Qtrs/Policy/Allotment/Retention/Adra Division/13, dtd 17.05.2013.

4. If any Occupied/Allotted quarter is **declared Condemned** by the Engineering Department then an equivalent type of quarter will be provided on demand from Departmental Pool by Chairman Quarter Committee of the concerned staff with a copy to personnel department & Union/Association without holding any Quarter Committee Meeting (As per service seniority if more than one such type of staff are available in the same pool).

If Departmental Pool unable to provide the quarters to staff concerned whose quarter was **declared Condemned** then the specific type of quarter should be provided by Chairman/Genl. Pool from Concerned General Pool's Quarter on Priority basis.

The quarter cases declared **Condemned** may be dealt through concerned department of the staff & when unable to provide the quarter from department Pool, endorse the file to Chairman/Genl. Pool to allot to the specific type of quarter without holding meeting with a copy to Sr.DPO/Adra & Union/Association.

Chairman/Genl. Pool is suggested to allot the specific type of quarter without holding meeting with a copy to Sr.DPO/Adra & Union/Association, Whose quarter declared Condemned quarter by Engg. Deptt. on priority basis in the Genl. Pool Quarter and issue order with approval of ADRM.

The above Policy item No.4 has been adopted keeping in view the GM's instructions communicated by CPDE/GRC vide letter No. Works/SQ/Genl, Dated: 01.07.2013 to maintain the uniform Policy in this Division.

The concerned ADEN should send list of condemned quarters as & when declared to the notice of Chairman of Quarter allotment Committee of departmental Pool.

The earlier instruction may be treated as cancelled, mentioned in the item no.7 of the Local Policy circulated to All Concerned vide Sr.DPO/Adra's letter No.P/G/Qtrs/Policy/Allotment/Retention/Adra Division/13, dtd 17.05.2013, in view of the above modification.

5. Termination for retention of Rly. Quarter will be automatic immediately after expiry of permission period. It will be mandatory to mention the condition in the retention order about deduction of the damage rent automatically after expiry of retention period as per Estt. Srl.132/2007.
6. Allotment of Rly. Quarter on out of turn basis under father & son' rule is not applicable for the applicant who is appointed under LARSGES Scheme as per Estt. Srl. 03/2004.
7. The staff of Elect. Running wing and Diesel Running wing is eligible to apply in their jurisdiction in both the Pools of Diesel Running and Elect. Running for allotment or exchange the existing quarter. Quarter will be allotted as per guidelines mentioned in Para- 12 of the Policy dt: 17.05.2013 by Chairman/Quarter Committee. (Ref:-PNM item no.08 & 072 of SERMC held on 18-19.07.2013 and Part PNM on 31.07.2013.)
8. Merger of two units of adjacent type-I quarters to Convert the same in one unit of type-II quarters and allot to the one staff as per Railway Board's circular based on the acceptance of recommendation of 6 th Pay Commission,
Staff with grade pay more than Rs.1800/- and upto 2400/- are entitled to type-II quarters and staff with grade pay equal to or less than Rs.1800/- are entitled to type-I.

The following condition will be applicable for Merger of two units of adjacent type-I quarters to Convert the same in one unit of type-II quarters to the one staff.(Ref:- CP&DE/GRC' lr.no.PNM/SERMC/Zonal/Multi-Storied/Type-I QTRS/638,Dtd:- 12.08.2013 with the approval of PCE.)

- (i) The existing type-I quarters are surplus to the requirement, merger of which will not created any shortage.
- (ii) There is shortage of Type-II quarters.
- (iii) Proposed merger of Type-I quarters may be permitted, if they are adjacent to each other and common entry is feasible.

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- (iv) Addition, alterations will be done so that it becomes one unit and cannot be used any more as separate units i.e. the separation wall should be replaced by an opening and converted type-II quarters will have only one entry. The existing separate entry should be closed by brick wall/window.
- (v) Merger is economical and not costing more than Rs.20, 000/-(twenty thousand).
- (vi) Quarters have adequate residual life and at present are livable.
- (vii) Area after merger does not exceed the limit of entitlement.
- (viii) Revised rent according to the present area of the quarters is recovered from the allottee.
- (ix) A common electric meter will be provided for recording electric consumption.

Such Allotment of two Types-I units of adjacent type-I quarters will be done by Chairman/Quarter Committee as nominated in their pool as per guidelines of the Policy letter dated: 17.05.2013.

Further department concerned of the allottee of two Type-I units of adjacent type-I quarters will process for Engg. Work & common electric meter and endorse the file of such type of cases for approval of DRM with the recommendation of Sr.DEN (Co).

Previous issued order of Sr.DPO/Adra's letter no & dated as mentioned above will stand continue and other earlier order issued by this office, which has not been mentioned above related with above Policy will be superseded and treated as cancelled.

The whole issues are with the approval of DRM/Adra.

M.R. Parui
22/1/13

(M.R.Parui)
Asstt. Personnel Officer-I
for Sr. Divl. Personnel Officer
S.E. Rly-Adra

Copy forwarded for information and necessary action to:

1. PS to DRM for kind information of DRM.
2. Steno to ADRM for kind information of ADRM.
3. Sr.DFM/ADA for kind information.
4. Sr. Audit Officer/ADA for kind information.
5. 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.
6. Recognized union/SERMC for information pleases.
7. Divl. Secy- AISC & STREA -Adra
8. Divl. Secy- AIOBC Association -adra
9. Divl. Secy AIRPF association -Adra
10. Recognized union/SERMU for information pleases.
11. Dy.CPO(IR) for kind information.
12. OS/Prime:-He is advised to follow the instructions of this letter & the Policy vides letter dated: - 17.05.2013.

M.R. Parui
22/1/13

(M.R.Parui)
Asstt. Personnel Officer-I
for Sr. Divl. Personnel Officer
S.E. Rly-Adra