

Date: 17.05.2013

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

To  
The All Concerned

**Sub:** - Guide lines for Allotment/Retention of Railway Quarters in ADRA DIVISION.

**Ref:-**DPO/Adra's letter No: P/G/Qrs/Policy/Adra Division/Pt.II, Adra, Dtd. 16.08.10

A guide lines has been issued under reference to all Chairman, Qrs. Committee of Adra division to follow the instructions as mentioned this office letter dtd. 16.08.2010 to avoid any confusion in dealing/allotment of Quarters.

Once again it is being reiterated here with some addition of new provision as under.

1. **Out of turn allotment of quarters :-**

(i) Normally out of turn allotment of quarters is permissible under the following cases:-

- a) To the essential staff in deserving cases as per Estt. Srl. 64/2004
- b) On medical ground duly recommended by authorized Rly. Medical Officer as per Estt. Srl.132/2007

In case of employee's heart ailment having symptoms of Grade-III & Grade-IV which includes serious disabilities like Angina Grade-III & IV, etc.

(ii) As regards other ailments like Pulmonary TB and cancer of Rly. Employee himself or his/her family members (i.e. wife/husband/children).

c) To handicapped employee :-

**Procedure to be followed:-**

Request from individual employee seeking out of turn allotment of Rly. Quarters on the any ground should first be examined by the members of respective Quarters Committee and submit to concerned Branch Officer of the staff who will recommend with his justified remarks **and send the proposal to Personnel branch for obtaining the approval of DRM as per Rule.**

It may be noted that no quarters should be allotted on out of turn basis without the personal approval of DRM in terms of CPO/GRC's letter No. P/R/30/35/OUT OF TURN dtd. 08.03.90.

## 2. Under Father & Son (daughter/dependant) Rule vide Estt. Srl. No. 132/07

In case eligible dependant of retired employees and of deceased Rly. Employee (who had Rly. Quarters) appointed on compassionate ground within the prescribed period as mentioned against item no.6.6 of Estt.Srl.132/2007 may be allotted Rly. Qrs. on out of turn basis only with the approval of DRM and the proposal for such allotment should be initiated by concerned department under whom the compassionate appointee is working subject to:-

- (i) Under this rule, son, daughter (unmarried/married) wife or husband may be allotted Rly. Qrs. on out of turn basis provided that the appointee is eligible for the same and had been sharing accommodation with the retiring or deceased Rly. Employees for at least six months before retirement or death and not drawing HRA in terms of CPO/GRC's. **Estt. Srl. No. 132/07.**
- (ii) The handing over & taking over will be done in the retiring month of the Ex. employee of the quarter of out of turn allotment under father & son rule, daughter (unmarried/married) wife or husband if any subject to submission of declaration for non drawl of HRA by the retiring employee during remaining days upto the date of retirement.
- (iii) The Policy for Retention of Rly Qr. under distance of 50/55KM in Father & Son's Rule shall not be applicable for allotment in normal retirement, voluntary retirement & death cases etc. Provisions under 50/55 KM rail route policy will be applicable for cases of retention of Quarters on transfer only.

## 3. Allotment of Rly. Qrs. from general pool -

In terms of this office letter No. P/G/Divl. Qrs./Pt. I/05 dtd. 12.04.05 Rly. Qrs. lying vacant for more than 03 (three) months **shall be brought in to the general pool with the approval of ADRM** and recommendation by Quarter Committee on transfer of house to Genl. Pool then allotment will be made by general pool Quarters Committee members.

**Henceforth following guidelines shall be followed for allotment of quarters against general pool:-**

- (a) Concerned SSE (Works)/JE (Works) will intimate the position of quarters lying vacant for a period of more than 03 months to the respective/nominated Controlling Officer of General Pool of their jurisdiction with an intimation to Sr. DPO/Qr. Cell/PRIME Adra
- (b) On receipt of such vacant position of quarters, the controlling officer will notify it and allot it in order of service seniority by holding Qrs. Committee Meetings, **being adopted the guidelines of Srl.No.12**
- (c) If any Quarter of departmental pool has been notified amongst the staff within three months from the date of vacation then that specific quarter may not be taken into account of Genl. Pool.  
If there is no optee available after three times of Notification within 03 months then that specific quarter will switch over to Genl. Pool with the recommendation of Quarter Committee and approval of ADRM as per **the guidelines of Srl.No.12** to save the Revenue of Railway.
- The concerned officer of departmental pool must send a copy of the notified quarters to the concerned Chairman/ Genl. Pool for information/intimation.
- (d) The quarters of Running Pool are exempted for taken into account of Genl. Pool as per Estt.Srl.132/2007(Para-1.3).
- (e) One Rly.Qtr. should be kept reserved for SC/ST candidate in every 10<sup>th</sup> (Ten) vacant quarter of type-I&II and One Rly.Qtr. should be kept reserved for SC/ST candidate in every 20<sup>th</sup> (Twenty) vacant quarter of type-III & IV. Percentage of quarter will be followed for SC candidate first then ST candidate. **It should be followed strictly.**

The register should be maintained strictly in Genl.Pool quarter committee.

- (f) Any allotted quarter to the staff by the Genl. Pool quarter committee will be treated the pool of concerned department, where the staff is working.

(g) Controlling Officer of general pool as notified vide this office letter dtd. 12.04.05 will continue as under:-

Srl. No.	Station	Controlling Officer
1	BKSC	ARM/BKSC
2	KSX	AEN/BKSC
3	VAA	AEN/MHQ
4	MHQ	AEN/MHQ
5	ANR	AEE(OP)
6	CNI	AEN/PRR
7	PRR	AEN/PRR
8	BJE	ARM/BJE
9	RDR & DMA	AEN(East)/ADA
10	BURN	AEN(East)/ADA
11	BQA	AEN/BQA
12	GBA	AEN/BQA
13	VSU	AEN/BQA
14	CDGR	AEE(TRD)/Adra
15	ADA	DEN(East)/Adra

#### 4. Mutual Exchange of quarters

Mutual exchange of Rly. Qrs. belonging to same type and same pool shall be made with the approval of concerned Branch Officer.

**Mutual exchange of quarters involving change of pool shall be with personal approval of DRM in terms of DOP-7.** While sending the proposal to personnel department, it requires the remarks of both the chairman of Qrs. Committee & no objection from the representatives of union/association.

- (a) If a staff (already having a railway quarter) transferred to other department on any ground then the allotted quarter of the staff (who came on transfer) will be treated the pool of concerned deptt. where staff transferred and same system will be follow in out of turn allotment cases.

A same type of quarter will be released for pool balancing.

**Note:** - No mutual exchange of Rly. Qrs. shall be entertained with or from the staff retiring within 03 Years or under order of transfer to other station.

#### 5. Retention of Rly. Qrs.

Henceforth Branch Officers may deal cases of table mentioned below of item no (a), (b), (c), (d) at their level as per SOP Part-F (Estt. Matters)-2010 and item no. (e) is not delegated in the SOP Part-F(Estt. Matters) - 2010.

**Department concerned will sanction the retention permission of railway quarter for two months on transfer ground on normal rent by respective Branch Officer for the staff working under their control.**

**For further period of item no. (e) mentioned below on medical & educational ground will initiate by department concerned at their level and endorse to Personnel Department for obtaining the approval of ADRM with proper document before issue of retention order by concerning Branch Officer.**

The Security and Accounts department have follow the same system and put up the cases directly to ADRM for obtaining approval as the whole establishment regarding bill and promotion are being dealt at their office.

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In terms of SOP Part-F(Estt.Matters)-2010 and Estt. Srl. No. 57/2000 (para No. NG-11) and as per Estt. Srl.132/07, the following is the schedule of power delegated to various grades of Officers.

a)	After retirement	4+4 months- Jr. Scale/Gr. 'B' to AGM have full power for the staff working under their control.
b)	In case of death	Up to 24 months – Jr. Scale/Gr. 'B' to AGM have full powers.
c)	In case of resignation/discharge	Upto one month – Jr. Scale/Gr. 'B' Officer have full powers.
d)	Joint occupation of Railway quarters as per 1712 of IREM Vol-II 1990 Edn.	Sr. Scale officer have full powers.
e)	In case permanent Transfer	Up to 2 Months on payment of Normal rent. Next 6 Months on payment special licence fee on medical & Educational ground.

6. Allotment of Railway quarters on reservation for SCs & STs as per Estt.Srl.132/07.

- Reservation of 10% in respect of Type-I and Type-II railway quarters should be made in favour of SC & ST employees in all the areas where the number of quarters is 50 or more.
- Reservation in allotment of quarters will apply **only in non-essential categories**
- Reservation is made against the total number of quarters at a station and not against the number of quarters in a particular pool where the number of quarters is less than 50.
- Reservation percentage will be 10% for Type-I and Type-II quarters 5% for Type-III & IV quarters.  
The register should be maintained strictly in every quarter committee.

7. Allotment of Quarters on declared Condemned by Engineering Department.

If any Occupied/Allotted quarter is **declared Condemned** by the Engineering Department then a **eligible** type of quarter will be provided 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 from Concerned General Pool on priority basis and issue allotment order with the approval of ADRM.

The cases **declared Condemned** may be dealt through concerned department of the staff.

8. Allotment of Railway quarters to Surplus Staff as per Estt.Srl.132/07.

Railway employees rendered surplus and posted at a new station be allowed retention of Railway accommodation already allotted to them at their respective previous places of posting on normal rent for a period of 3 years or till allotment of Railway quarter at the new place of posting whichever is earlier. The period of 3 years shall count from the date of issue of transfer orders.

No retention permission will be allowed after three years on any ground.

The retention under surplus ground may be process through respective Branch Officer for their staff concerned & routed through Sr.DPO/Adra for obtaining the approval of ADRM/Adra.

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9. Retention Rly Qr. Under distance of 50KM by Rail Route

With a view to alleviate the hardship of those staff who join at the new place of posting but the necessity felt for retention Railway accommodation at the previous place of posting it was decided to allow retention of Rly Qrs in case of transfer from one station to another within a distance of 50 KM from old station as per Rly route and circulated to all concerned vide letter No.P/G/Qrs./Policy/Adra Division/Pt.II Adra, dt.12.03.07 effective from 06.03.07.

The above facility was extended from time to time and was valid upto 31.03.2010. The policy of Retention of Rly.Qtr. under 50 KM by rail route was discontinued w.e.f.01.04.2010. Further it was extended to only 52 staff upto 31.03.2011 vide this office letter dt. 08.09.10, who were enjoying this facilities before 31.03.2010.

The Policy of retention of Rly. Qrs. under 50/55 KM rail route is further extended upto 31.03.2014. However permission to retain quarter at previous place of posting shall be maximum of three years from the date of transfer as per terms & condition of this office letter dt.12.03.2007 or any modifications of this office letter dt.12.03.2007 till declaration of same electrified suburban area as per Estt.Srl.No.132/2007 (para.10.4).

It will be taken effect from 01.04.2013. The staff, who were enjoying the above facilities of 50/55 KM policy before 01.04.2013, also will be extended retention of railway quarter upto (three) years, if they want as per terms & conditioned of the policy of 50/55 KM rail route.

10. Constituents of Quarter Committee.

- Chairman
- Representative of SERMC nominated by GS/SERMC & circulated through Sr.DPO's Office.
- Representative of SERMU nominated by GS/SERMU & circulated through Sr.DPO's Office.
- Representative of AISC&STREA nominated by Divisional Secretary circulated by Sr.DPO's Office.
- Representative of AIOBCREA nominated by Divisional Secretary circulated by Sr.DPO's Office.

The above nominated representative of Union & Association will be valid, if the negotiation between Administration & Union/Association is alive

**11. Railway Quarters allowed to retain/allotment at former place of working and tagged station/Clubbed together on the basis of previous issued order of Sr.DPO/Adra's letter no & dated as mentioned below:-**

Srl. No	Stations	Railway Quarters allowed to retain/allotment on transfer ground at former place of working.	Authority No. Date
1	SNKR & ADRA	Tagged station	Sr.DPO's letter No. P/G/Qrs/Pt.VI, Adra Dtd.24.09.2011
2	ADRA & ANARA	Tagged station	Sr.DPO's letter No. P/G/Qrs/ANR, Adra, Dtd. 31.3.2003
3	RDR & DMA BURN & DMA	Clubbed together	Sr.DPO's letter No. P/G/Qrs/DMA/RDR/BURN, Adra, Dtd. 19.08.94
4	ADRA & BQA	Retention on transfer Within 50 KMs by rail route Policy	Sr.DPO's Letter no.P/G/Qrs/Policy/ADRA Divn./Pt.II/09,Dt.22.04.2009
5	BKSC & BJE	Retention on transfer Within 50 KMs by rail route Policy	Sr.DPO's Letter no.P/G/Qrs/Policy/ADRA Divn./Pt.II/09,Dt.22.04.2009
6	BQA-GBA PRR-CNI	Retention on transfer Within 50 KMs by rail route Policy has been decided to include the said section w.e.f. 01.12.2011.The terms and conditions as stipulated in the earlier letters dated: 09.5.2011 & 12.09.2011 will remain unchanged which is valid up to 31.03.2013 at this time.	Sr.DPO's Letter no.P/G/Qrs/Policy/ADRA Division./Pt.II/11, Dt.30.11.2011.
7	LAYABAD,TSBD	BJE, MHQ, VAA	Sr.DPO's letter No. P/G/Qrs/Pt.VI, Adra Dtd. 30.12.2010
8	PRR to TAO	PRR	Sr.DPO's letter No. P/G/Qrs/Policy/Pt.VI Adra, Dt. 31.05.2005
9	SRW,TLE,CHAS, IPTN, BDIH, MLQ,JNN,KNF, BCB	BJE, MHQ, VAA	Sr.DPO's letter No. P/G/Qrs. Pt.VI, Adra Dtd.11.07.2006
10	TLE,CHAS, BDIH, JNN, KNF, BBDA, DRGU - Bad Station	Retained their Qrs. at the former place of working	Sr.DPO's letter No. TQ/2/allotment/Bad station/2005, Adra, Dtd. 12.08.2005

**NOTE:** Permission for retention of railway quarter will not be granted automatically of Item No.1, 2, 3,7,8,9 & 10. Staff will have to apply then it may be Processed at departmental level of staff concern & only Branch Officer of the staff concerned will sanctioned the retention permission of railway quarter for the staff working under their control and issue retention order. The item no. 4, 5, 6 will be initiated at departmental level of staff concern and routed through Personnel Department with remarks of the Chairman of Qrs. Committee for obtaining the approval of ADRM before issue of retention order by concerning Branch Officer except the Security and Accounts departmental cases as the whole establishment regarding bill and promotion are being dealt at their office.



## 1. ALLOTMENT OF QUARTERS IN THE QUARTER COMMITTEE MEETING

Quarter committee is independent and the Chairman of Qtr. Committee will decide the allotment which stands final. The allotment of quarters is done as per entitlement of staff and office order may be issued on basis of following instruction in the Quarter Committee meeting with the consent of union/association in writing. No quarter will be allotted without notification of railway quarter.

(a) On receipt of vacant position of quarters, the controlling officer will notify it with minimum 10 days time limit to submit the application for notified quarters. Allotment of notified quarters shall be done in order of service seniority by holding Qrs. Committee Meetings with consent of union/association representatives in writing within a month. The notification of quarter will be done in first week of every month.

The compiled list of applicants of quarters shall be handed over to the members of quarter committee at least two days before meeting.

- (b) Once quarter is allotted as per choice of applicant, he shall occupy it within 7(seven) days. If he refuses to accept, he will be debarred from applying for same type or higher type for one year.
- (c) Only once Exchange of Rly.Qtr. will be allowed for same type or higher type(in case the staff is eligible) in the same place of posting.
- (d) If there is demand of single quarter from FRESH optee and from optee for EXCHANGE of railway quarter in the Quarter Committee Meeting then service seniority will be criteria for allotment of targeted quarter.
- (e) If any quarter has been allotted by the Qrs. Committee in exchange then the previous quarter will have to be vacated within 10(ten) days from the date of allotment of exchange quarter otherwise allotment order of quarter in Exchange will be Cancelled.
- (f) Exchange of quarter will be permitted within the same type or higher type(in case the staff is eligible)
- (g) Staff will eligible to apply only once for one or more notified quarters at a time for decision in Qr. Committee Meeting when more than one notified quarter is issued.
- (h) Essential & Non-essential quarter & category should have to identify at the departmental level & notified amongst the staff by the Branch Officer concern of their department to follow the Estt.Srl.-64/2004.
- (i) Quarter Committee representative of Union/Associations should not move/leave the meeting of Quarter Committee without any remarks in writing. If Quarter Committee Representatives of Union/Associations are unable to arrive at a unanimous/consensus decision in the quarter committee meeting then decision of Chairman/Quarter Committee will be final as per guidelines mentioned above.

No further representation to Personnel department will be accepted once signed/ conducted meeting by Qtr/committee members except initiating disciplinary measure by Administration.

- (i) One copy of allotment order in any pool of the Quarter Committee Meeting held in the division should have to handed over to attended representatives of Union/Association and a copy be sent to Prime/Qr. Cell of Sr.DPO's Office/Adra to update the position of quarter in the Prime.

**The above guidelines must be followed strictly in the Quarter Committee Meeting otherwise meeting will be treated as NULL & VOID.**

This supersedes all previous instruction/Guidelines issued earlier.

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13. Entitlement of various type of accommodation based on revised pay Scale recommended by the 6<sup>th</sup> Central Pay Commission vides Estt. Srl.No. 14/2011 as follows:- (Rly. Bd's letter No. 2008/LMB/10/16 dated 27.1.2011 (RB/L&A No. 2/211))

Sr.No.	Description	Type
1.	Staff with grade pay equal to or less than Rs. 1800/-	Type-I
2.	Staff with grade pay more than Rs. 1800/- and upto Rs.2400/-	Type-II
3.	Staff with grade pay more than Rs. 2400/- and upto Rs.4200/-	Type-III
4.	Staff with grade pay more than Rs. 4200/-	Type-IV
5.	Gazetted Officers with grade pay less than Rs.6600/-	Type-IV
6.	Gazetted Officer with grade pay Rs. 6600/-	Type-IV Special
7.	Gazetted Officers with grade pay more than Rs. 6600/-	Type-V

Note: No existing Type-IV or other types of Qrs. will be transferred from Non-Gazetted pool to Gazetted Pool merely because the number of staff eligible for such quarters in accordance with the above instructions happens to be less than the number of available quarters.

Allotment of quarter to the running staff will be followed as per Estt. Srl No. 74/2002. However a clarification has been asked for vide this office letter dated:-02.04.2012, from APO(Rulling)/GRC for current eligibility of running staff.

14. The following officers are nominated as Chairman of Quarter committee of All Department as per their jurisdiction if any nomination has left out in any Pool then it should have immediately intimate to this office within one month from the issue of this letter. No alternation/nomination will be valid without approval of DRM.

Srl. No	Designation	Jurisdiction
1	Sr.DOM/ADRA	ADA- Optg.Pool,
2	ARM/BJE	BJE-Optg,Comml & Elect(op) Pool, VAA,MHQ-Optg.Pool.
3	ARM/BKSC	BKSC- Optg,Comml & Elect(op) Pool
4	AOM(CO&S)/ADRA	PRR, BQA, BURN, ANR, ADRA-Optg. Running Pool.
5	ADME/ADA	Carriage, Loco & Ministerial/Adra,Rg.Pool-BJE,ADA
6	ADME/BKSC	Carriage, Loco & Ministerial/BKSC
7	DEN(East)/ADA	ADA Engineering
8	ADEN(E)/ADA	BURN to CJN -Engg. Pool
9	ADEN(BQA)	BQA to GSL-Engg. Pool
10	ADEN(PRR)	ANR to CNI- Engg. Pool
11	ADEN(BKSC)	BKSC to KSX - Engg. Pool
12	ADEN(MHQ)	KNF-MHQ-VAA-SDMD-TLE- Engg. Pool
13	ADEN(BJE)	SNKR to SBW- Engg. Pool
14	ASTE/ADA	Adra Settle. & BURN to CNI-S&T Pool
15	ASTE/BKSC	BKSC Settle.&BJE to KNF- S&T Pool



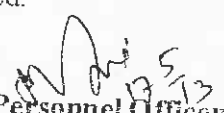
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16	ASTE/BQA at ADA	Ex.BJE to GSL - S&T Pool
17	<del>ACM/</del> ADA	ADA, BQA, PRR, VAA, BURN- Comml. Pool
18	AEE(G)/ADA	ADA, BQA, PRR, ANR, BJE, MHQ, VAA, BKSC, DMA, BURN-Elect(G) Pool
19	ADEE/TRD/ADA	ADA, DMA, BQA, CDGR-Elect (TRD) Pool.
20	ADEE/TRD/BKSC	CNI, PRR, MHQ, BKSC, BJE- Elect(TRD) Pool
21	AEE(OP)/ADA	ADA, ANR- Elect(op) Pool, Rg.Pool-ADA, ANR, ANR-TRD & TRS Pool
22	ASC/ADA	ADA Security Pool
23	ALL OC's/RPF	Road side Security Pool
24	SMRs	Road side Comml & Optg. Pool
25	Sr.DME/Diesel/BKSC	Diesel Shed Pool
26	DPO/ADA	Personnel Pool / Adra Educational Pool/Arda.

Note: Nominated Representatives of UNION/ASSOCIATION will be allowed in the quarter committee meeting.

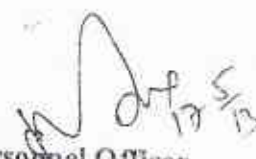
Railway Quarters allowed retaining/allotment procedure at former place of working and tagged station/Clubbed together on the basis of previous issued order of Sr.DPO/Adra's letter no & dated as mentioned above will stands continue and other order issued by this office will be superseded and treated as cancelled.

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

  
Divl. Personnel Officer  
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. PS 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 for kind information. They are requested to circulate amongst the staff for wide publication.
6. All Chairman, Qrs. Committees of ADRA Division
7. Recognized union/SERMC for information pleases.
8. Divl. Secy- AISC & STREA - Adra
9. Divl. Secy- AIOBC Association - adra
10. Divl. Secy AIRPF association - Adra
11. Recognized union/SERMU for information pleases.
12. Dy.CPO(IR) for kind information

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