

S.E.Railway

**Office of the
Sr.Divisional Personnel Officer
S.E.Railway/Adra
Date: 08.12.2015**

**No. SER/P/Qtrs/Policy/Allotment/HRA/Adra Division/480
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 Letter 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 following some new Provisions and some modification with approval of DRM/Adra for guide lines to
deal Allotment of Quarters and drawl of HRA in the Adra Division.

1. Allotment of quarter can be resorted to 2 level lower than the entitlement for deciding about HRA
2. Tagging condition should not be included for drawl of HRA.
3. *The existing Policy of item No. 3(C) of this office Policy letter dated:-17.05.2013 shall be substituted as under:-*
Any vacant quarter for more than three months shall automatically go to General Pool (without any further formalities or approval etc.). Concerned SSE /Works will not give keys to any staff after vacancy of three month, without approval of ADRM/Adra.
4. Concerned station in charge of quarters (i.e. ADEN/DEN/SSE/Works) will also give certificate that no any type of quarter is lying vacant in General Pool, as SSE/Works or ADEN or DEN are the custodian of the quarters.
5. Once a staff approaches to PRIME Cell, PRIME Cell will also write his previous quarter/quarters details (still under occupation of the staff).Concerned SSE/Works should note down previously occupied quarter/s details in the register.
6. *The existing Policy of item No. 12(C) of this office Policy letter dated:-17.05.2013 shall be substituted as under:-*
If the staff does not vacate the old quarter within 10 days as per policy, the concerned SSE/Works will cancel the allotment order and endorse a copy to Chairman Quarter Committee and the controlling officer for initiating D&A action. New quarter will be treated as vacant quarter for the counting of days to bring it into General Pool. This will avoid double or triple quarter occupation.
7. If the eligible type of quarter is not vacant in any station, sub-standard/lower type is to be allotted as a transit/interim measure quarter (similar to officer).Eligibility should not be the right for an employee for the purpose of getting/sanctioning of HRA.
8. If staff is demanding HRA, we should first allot him any vacant quarter of any type, as an interim measure/transit accommodation. If any type of accommodation is not available, then only question of HRA will come.


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

1/21/15

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 please.
7. Divl. Secy- AISC & STREA -Adra
8. Divl. Secy- AIOBC Association -adra
9. Divl. Secy AIRPF association -Adra
10. Recognized union/SERMU for information please.
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, 23.10.2013.

Alotment at Rly Quarters

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

OS/ to DRM

Pl. upload this circular of a tr site of ADRA divn


09/12/15

OS/

S.E.Railway

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

Adra, Dt. 20.08.2015

To
The All Concerned
Adra Division.

Reg:-Drawl of HRA by the staff of Adra division.

With the approval of DRM/Adra, the following format is furnished for sanction of HRA for the staff of Adra division. The bill unite supervisors are advised to put up the cases for sanction of HRA as per the competency enclosed at Annexure-A duly completed the format of HRA by the staff concerned. The previous format of HRA circulated vide letter No. PB/Qtr/HRA/ADA/2013, Adra, dated:-17.05.2013 is treated as cancelled.


(P.S.Biswas)

Divisional Personnel Officer

South Eastern Railway

Sub:- Application cum Declaration for drawl of HRA.

I am submitting the following declaration for grant of HRA for arranging payment through salary bill.

1. It is to certify that I have applied for the Govt. accommodation in accordance with the prescribed procedure. Also I have not been provided with Govt. accommodation two levels below of my entitlement in terms of Estt. Srl.No. 14/2011.
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 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. & 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.
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 do hereby declare that I have been provided with Rly.Qrs. No. _____ at station for which retention permission has been obtained.
6. 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.
7. I hereby declared that I am residing in private/own house or parent's house in the following address & incurring some expenditure on rent/contributing towards house property tax. Thus I am eligible for grant of HRA in terms of Para 1703 of IREC-2005.

Therefore, sanction me HRA from the date of my application and pay accordingly; I shall be thankful to you.
Thanking you,

Yours faithfully,

Place:

Date:

Signature of the Applicant

Name _____

Design _____

Deptt. _____

Present pay ,scale of pay&G.P
Essential/Non-essential,

P.T.O

//2//

Forwarded to Chairman Qrs. Committee _____ duly certify that the declaration furnished by the employee is correct.

Signature of Unit Supervisor/Officer

Following Rly. Qtrs are lying vacant in _____ station.

(a)

Srl.No	Qtr.No	Type of Qtr.	Name of Pool	Date of vacation

Signature of Concerning ADEN/SSE(Works).
With date

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 staff concerned is eligible two levels below of his entitlement in terms of Estt. Srl No. 14/2011.

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 two levels below of his entitlement in terms of Estt. Srl No. 14/2011.

Signature of dealer
With remarks (if any)

Chairman Qrs. Committee (Dept. Pool) _____

(Cases of HRA be put up as per enclosed Annexure-A)

Competency for sanctioning HRA as per Estt. Srl No.59/2000,186/2010& Para1703/1705 of IREC-2005.

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 to be going 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


20/11/15

DS/