

EAST COAST RAILWAY

General Manager's Office,
ECoR Sadan,
Chandrasekharapur,
Bhubaneswar-17.

No. ECoR/GA/GAZ/Qtrs.Policy/239


Dtd: 18/05/2012.

To,
All PHODs/CHODs
ECoR/BBS.

Sub: Policy on allotment of Railway Quarters to Gazetted Railway
Officers headquartered at Bhubaneswar .

Enclosed please find herewith a copy of a policy decision on allotment of
Railway Quarters to Gazetted officers of ECoR/HQ Head Quartered at
Bhubaneswar, which has the approval of General Manager.

Encl: As above (04 pages)


18/5/12
(S.K. Purohit)

Dy. General Manager.

Copy to:

1. Secretary to GM for kind information of GM.
2. PDA, CPM/RE & Chairman/RRB for kind information please.
3. Addl. Registrar/RCT & CWM/MCS & CGE/ECoR/BBS.
4. Sr. DEN(Co-ord)/KUR, Sr. DEN/Estate/KUR & Sr. DEE(G)/KUR
5. Dy. CVO (T), Dy. CSTE (HQ), Dy.CEE (G), CPRO &
DGM(Law)/ECoR/BBS.
6. AEN/Settlement, SSTE/HQ/ECoR/BBS.
7. Genl. Secy ECoROA & Genl. Secy ECoRPOA


18-5-12
Dy. General Manager.

(ORIGINAL)
GUIDELINES FOR ALLOTMENT OF QUARTERS TO OFFICERS
HEADQUARTERED AT BHUBANESWAR.

Allotment of quarters to all officers headquartered at Bhubaneswar (Hq Open line, Construction, RE, RRB, RCT, Audit and also officers posted at CRW/MCS) will be done by the General Administration Department of East Coast Railway. For this purpose, officers have to submit their applications to SDGM/ECOR/BBS. Quarters will be allotted as per the guidelines given below.

1. After an officer reports at Headquarters, he may apply to the SDGM/ECOR and get his name registered on the waiting list for the type of quarters as per eligibility. On registering his name in a particular category, the concerned officer will be furnished with his waiting list number in that category.
2. The date of registration for waiting list will be counted from the date of submission of application for allotment of quarters.
3. Options for allotment as per choice for quarters at different locations i.e Rail Kunj, Rail Vihar, Rail Kutir, MCS etc. may be submitted by the officer so that name will be registered in the waitlist maintained separately for different locations.
4. If an officer gives an option for allotment of quarters at a particular location only, say at Rail Kunj and there is no vacant quarter at Rail Kunj and there are quarters lying vacant at other locations at the time of allotment of quarter, the officer concerned shall not be considered for allotment of quarter at the locations where the quarters are lying vacant.
5. If an officer is staying at transit/ORH and the officer is allotted a quarter, he has to occupy the quarter and need to vacate the transit/ORH. If the officer wishes not to occupy the quarters for any reason, still he has to vacate the transit/ORH.
6. If an officer is allotted a quarter and refuses to occupy the same for any reason, and requests for an alternate quarter, his seniority for request for allotment of new quarter will be considered afresh from the date of the request for the alternate quarter. Refusal in case of allotment of quarter one type below entitlement, will however not affect the position of seniority in the original waiting list.
7. There will be Four separate wait lists- **Wait list – A** for PHODs/CHOD's, **Wait list – B** for SAG Officers, **Wait list – C** for SG/JAG Officers and **Wait list- D** for SS/JS Officers.
8. PHODs / CHODs shall be given preference for allotment of Quarters over other Officers.
9. Officers other than Railways (RVNL, IRCTC, and other PSUs etc) shall be considered for allotment of quarters only after fulfillment of requirement of accommodation of Railways' own officers.

10. The waiting list will be reviewed periodically. Names of officers transferred from Headquarters, in the meanwhile, will be removed from the waiting list. However, when an officer is, transferred back to Bhubaneswar within a period of Six months in the interest of administration, his original seniority in the wait list will be retained.
11. Officers may be allotted quarters one category higher or lower than their entitlement if there is no demand/excess demand in that particular category, as applicable. No officer will normally be allotted a type of quarter more than one category below his entitlement.
12. If an Officer is occupying a quarter below his entitled category, in **Transit accommodation or at ORH**, and is allotted a quarter in his entitled category, he will be obliged to occupy the same and has to vacate the Transit or ORH as the case may be. Further, his name will be brought down to the bottom of the seniority list and registered in the waitlist w.e.f. date of refusal for quarters.
13. The **out-of-turn allotment** of accommodation will be done as decided by General Manager.
14. When an accommodation is allotted to an Officer, he must occupy the same within 15 days from the date of issue of the allotment order/vacation by previous occupants failing which, it will be deemed to be refusal for accommodation and his/her request for allotment of fresh quarter shall be treated in the same manner as at para 6 above.
15. Officers staying on lease accommodation are required to vacate the same on allotment of railway accommodation as per their entitlement.
16. The occupation and vacation of residential accommodation of any type should be done in presence of the allottee, authorized representative of the Sr.SE(Works)/Hq, Sr.SE(Elect)/Hq. Fixtures and fittings, if any, provided/handed over should be clearly mentioned in the occupation register/clearance certificates with due acknowledgement of the occupant officer involved.
17. The date of taking over possession of the accommodation by the officer concerned as per allotment order should invariably be intimated to the SDGM, concerned bill-drawing unit, Data centre, Accounts unit, Sr. SE/(Works)/HQ, Sr. SE(Elect)/HQ, JE(Tele)/HQ by the allottee without any delay.
18. A 7(Seven) days notice of intimation before vacation of accommodation should be sent to S & T branch of HQ office whenever an accommodation has to be vacated by an Officer who is having DoT phone provided by Railways at his residence.
19. Recovery of rent from the officers will commence from the 16th day after the quarter is vacated by the previous occupant or from the date of issue of allotment order, whichever is later. If the quarter is occupied earlier than 16th day, the recovery of rent will start from the day of occupation.

20. An Officer wanting to change his quarter may register his request in writing, with SDGM. Separate waiting list for such requests will be maintained in each category in order of date of receipt of applications. Only one such change will be allowed to an officer during the posting at Bhubaneswar. The request will only be entertained for the eligible categories of quarters. No request for categories of quarters below eligibility will be entertained. Quarters will be allotted in proportion of 1:2 among the officers applied only for quarters and officers opted for change for quarters.
21. Officers promoted to posts with higher scale of pay on long term officiating arrangements, will be eligible for allotment of appropriate type of accommodation commensurate with their higher officiating status in lieu of their existing quarter. Request for change of quarter under the circumstances will be entertained and registered in the waiting list from the date of receipt of application. Higher type quarters, however, will be allotted to them in order of priority in the relevant waiting list concerned.
22. Officers promoted to Group-B service from Group-C will be allowed to continue occupation of their non-gazetted quarters till the time gazetted type quarters are offered to them. Once quarters under Gazetted pool is allotted in favour of the officer, who is in occupation quarters under non-gazetted pool, it would be obligatory on their part to vacate the same, failing which damage rent may be levied. Promotion in Group-B services on stop-gap post or against short term basis will not be taken into account for this purpose.
23. Should at any time an Officer, whose name has been registered for allotment of accommodation no longer needs railway accommodation, he should intimate to SDGM so that his name may be deleted from the waiting list. Such deletion would not debar the officer concerned from being paid by the Railway the house rent allowance as per extant rules. The administration, however, reserves the right to compel its officers to occupy railway accommodation at any time whenever the exigencies so demand without assigning any reason there for.
24. Handing over the vacant position of the outhouse attached to the accommodation and garage allotted to the officers should also be ensured by the outgoing officer failing which the vacation of the accommodation in question would be treated as incomplete making him liable for payment of rent as may be decided upon.
25. In case administration fails to provide quarters, the Officer concerned can request for providing Lease accommodation for which **Non-availability of quarter's certificate (NAC)** can be issued to the Officer or else, the Officer can draw HRA (House Rent Allowance) for which **(NAC)** is compulsory.
26. When an officer occupying a railway quarter is transferred out of headquarters or transferred to another post at the same station, retires or proceeds on leave, a copy of the relevant order should be sent to SDGM for information.

27. Normally **exchange** of quarters is not permissible if the officer applying for the same is **retiring within a period of two years**. The application of officers who are under orders of transfer should not be entertained for exchange of quarters.
28. Taking into consideration the number of quarters available in the officers' pool at four different locations viz. Rail Kunj, Rail Kutir, Rail Vihar and Mancheswar, the following priority will be given for allotment of quarters as per eligibility.
29. **There will be separate pool for HAG/SAG, SG/JAG and Sr. Scale/Jr. Scale Officers. The distribution of which is given below.**

1.	HAG/SAG	(i) 12 -Type-V Special(Duplex) at Rail Kunj (ii) 08 -Type-V at Rail Kutir (iii) 04 -Ty-V at Mancheswar (iv) 18 -Type-V at Rail Kunj (v) B-Type i.e Type-V qtrs. at Rail Vihar.
2.	SG/ JAG	(i) 10 -Type-V at Rail Kunj (ii) B-Type i.e Type-V qtrs. at Rail Vihar.
3.	Sr. Scale/ Jr. Scale	(i) 36 -Type-IV Special at Rail Kunj. (ii) C-Type Quarters i.e Ty-IV Spl at Rail Vihar. (iii) 16 Type-IV Quarter at MCS near S&T Godown.

Note- The above pool is transitory, and any quarters vacant in any pool with no application for the same can be transferred to other pool to save the quarters from being unused for a longer period. The inter-pool adjustment can be effected later.

30. Officers applying for retention of railway quarters are required to enclose a copy of charge relinquishing report for smooth processing of the retention of quarters cases.
31. Officers permitted to retain the railway quarter (on being transfer out of BBS), if retransferred back to BBS after expiry of the permitted period of retention, applies for regularization of the said quarters, such request will not be entertained. In such cases occupation of railway quarters beyond the period of retention will be treated as un-authorized occupation and damage rent will be charged for such period. In such case, officers have to vacate the quarter on expiry of the retention period and apply afresh for allotment of railway quarters.
32. No departure from these rules will be permitted except with specific prior approval of the GM