

NOTE:

No.ECoR/GA/Secy/System Impvt/

Date: 21.09.2020

Sub:- Allotment of pooled/non-pooled railway quarters, garages, etc. to gazetted railway employees in HQ area.

Ref:- 1. Board's Master Circular no.49 issued in Aug'2019.
2. This office letter no. ECoR/ GA/ GAZ/ Qtrs. Policy/ 239 dt.18.05.2012.

It has come to notice that policy under Ref (2) is not in conformity to Ref. (1). There is hence, a need to streamline this variance. Policy issued vide Ref (2) is declared invalid and void w.e.f. 01.09.2019.

All allotment/cancellation orders for quarters, garages, etc. issued after 01.09.2019 are cancelled with immediate effect, without affecting existing occupation, till ratification through GM's approval. All such allotment/cancellation orders may please be put up for post-facto approval.

Future allotment/cancellation of quarters, garages, etc. shall be done as per Ref (1) above with subsequent amendments issued by Board. All allotment/cancellation orders issued every month shall be put up for information of General Manager by 7th day of the subsequent month in future.

Deviations from Board's policy shall be done with Board's approval only.

Out-of-turn allotment shall be done with GM's approval only.


21/9/20.
(VIDYA BHUSHAN)
GENERAL MANAGER

SDGM – for nec. action please.

AGM, All PHODs- for information please.

48
225

East Coast Railway

NOTE:

No.ECoR/GA/Secy/Syst.Impvt./225
Date: 13.10.2020.

Sub: Estate Management Policy for ECoR.

It is discovered that ECoR does not have a comprehensive Estate Management Policy. Consequently, situation-specific decisions have evolved precedents. It is, therefore considered necessary to issue a Comprehensive Estate Management Policy for effective estate management and its uniform implementation. Following paragraphs detail various aspects of the Estate Management Policy :

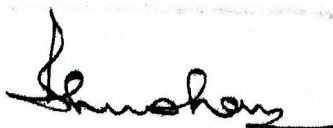
1) Allotment of Residential quarters:

- 1.1 Allotment of quarters shall be governed by Railway Board's Master Circular no.49 issued in Aug'19.
- 1.2 Out-of-turn allotment of quarter shall be done with approval of GM/ECoR.
- 1.3 Deviations from Master Circular no.49 shall require interim approval of GM/ECoR under information to Railway Board.

2) Allotment of Garages:

Even new colonies in ECoR have been designed without a garage being attached to a quarter. Garage management shall be done as follows :

- 2.1 Garages already allotted to officers must be linked to the quarters under occupation of same officer. For all future allotments, linked garage shall be an inclusive part of the quarter allotted.
- 2.2 Quarters not having linked/included garages must be assessed.
- 2.3 Across the road in front of residential blocks, a continuous shed of about 8 feet height shall be constructed. A one foot height brick wall at the end opposite to the road shall be made as a stopper. Marking of garages on the ground under the shed shall be done. These garages shall be numbered and attached to quarters nearest to them.



• 13/10/20

- 2.4 Some open spaces may be identified in the colonies for marking open parkings.
- 2.5 Officers having more than one vehicle in the family, may apply for allotment of open parking for additional vehicles. Ground rent as per extant licence fee rates shall be payable for these open parkings.
- 2.6 Officer not needing garage attached to his quarter can intimate the administration for surrender of the included garage during his occupancy of the quarter.
- 2.7 Such surrendered garages may be allotted to open parking allottees at licence fee rates.

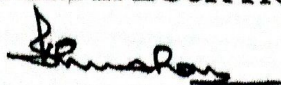
3) Management of Public Spaces:

- 3.1 All public spaces open as well as covered shall be managed by the Estate Officer.
- 3.2 These public spaces shall be accessible to all residents of the colony including their family members and guests.
- 3.3 Any officer in need of a public space for personal use for an occasion may book the space through an application to the Estate Officer. Officer booking any such public space shall handover the space back to the Estate Office in the same condition in which it was made over to him. This booking shall be for a maximum of 3 days. Exceptions shall be granted by DRM in divisions and SDGM in ECoR HQ Complex.

4) Management of Activity Centres:

- 4.1 Activity centres like Officers Clubs, Community Centres, Indoor games facilities, outdoor game fields like golf course, football ground, gyms etc. shall be managed by the nominated & elected committees for these activities as per extant rules of governing body.
- 4.2 Maintenance of these spaces shall be the responsibility of the Estate Office.
- 4.3 Decisions pertaining to utilization, allotment, booking etc. for these activity centres shall be taken by the nominated & elected committees as per their bylaws.

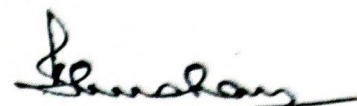
5) Management of Rest Houses and Holiday Homes:

- 5.1 The existing arrangement in vogue shall continue.
 - 5.2 Exceptions to practices in vogue shall be given with approval of ADRM/Infra in divisions and SDGM in ECoR HQ Complex.
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6) Allotment of Transit Accommodation :

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- 6.1 Transit accommodation is neither a quarter nor a rest house. It is a temporary accommodation for posted officers during the period an officer is awaiting allotment of a regular quarter; or has retained quarter at his previous station of posting and, therefore, does not want to take a regular quarter here.
- 6.2 If available, more than one transit flat can be allotted to an officer on application.
- 6.3 Vacant transit flats can be allotted to any officer for occasions like marriage of son/daughter for a maximum of 6 days.



(Vidya Bhushan) 13/10/2
General Manager

PHODs, DRMs

AGM, DGM/G

East Coast Railway

NOTE:

No.ECoR/GA/Secy/Syst.Impvt./ S2

Date: 18.03.2021.
S2

Sub:- Estate Management Policy for ECoR – Revision 1.

Ref:- 1) Policy issued vide letter no.ECoR/GA/Secy/Syst.
Impvt/ 239 dt.13.10.2020.

2) Parking Policy for Rail Sadan issued vide letter no.
ECoR/GA/Vecl/Policy(Parking)/439 dt.26.07.2017.

The following Para 7 is incorporated in Ref(1) above. This Para shall supersede Ref(2) above.

It is discovered that ECoR does not have a comprehensive Estate Management Policy. Consequently, situation-specific decisions have evolved precedents. It is, therefore considered necessary to issue a Comprehensive Estate Management Policy for effective estate management and its uniform implementation. Following paragraphs detail various aspects of the Estate Management Policy :

1) Allotment of Residential quarters:

1.1 Allotment of quarters shall be governed by Railway Board's Master Circular no.49 issued in Aug'19.

1.2 Out-of-turn allotment of quarter shall be done with approval of GM/ECoR.

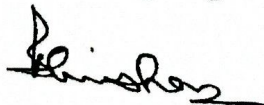
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Even new colonies in ECoR have been designed without a garage being attached to a quarter. Garage management shall be done as follows :

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18/3/21

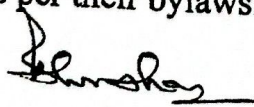
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- 4.1 Activity centres like Officers Clubs, Community Centres, Indoor games facilities, outdoor game fields like gulf course, football ground, gyms etc. shall be managed by the nominated & elected committees for these activities as per extant rules of governing body.
- 4.2 Maintenance of these spaces shall be the responsibility of the Estate Office.
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18/3/21

5) Management of Rest Houses and Holiday Homes:

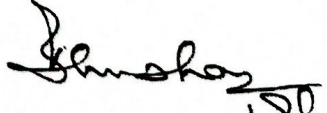
- 5.1 The existing arrangement in vogue shall continue.
- 5.2 Exceptions to practices in vogue shall be given with approval of ADRM/Infra in divisions and SDGM in ECoR HQ Complex.

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- 6.1 Transit accommodation is neither a quarter nor a rest house. It is a temporary accommodation for posted officers during the period an officer is awaiting allotment of a regular quarter; or has retained quarter at his previous station of posting and, therefore, does not want to take a regular quarter here.
- 6.2 If available, more than one transit flat can be allotted to an officer on application.
- 6.3 Vacant transit flats can be allotted to any officer for occasions like marriage of son/daughter for a maximum of 6 days.

7) Parking in Rail Sadan Complex:

- 7.1 Covered parking in basement shall be allotted seniority-wise only for ECoR owned vehicles.
- 7.2 Allotment of parking spaces in Rail Sadan shall be as per criteria below:-
 - 7.2.1 Parking shall be allotted as per seniority.
 - 7.2.2 Interse seniority of officers across services shall be as per DITS (as is done for GM's panel and as per Board's policy).
 - 7.2.3 Parking slots shall be marked at an approx. angle of 30° to vertical to enable full advantage of radius of turning of vehicles. This will make 'put-in' and 'take-out' of vehicles from parking slots, easy.
 - 7.2.4 Till parking space is scarce in Rail Sadan, we may continue to allot available slots in porticos.
 - 7.2.5 To further ease 'put-in' and 'take-out' of vehicles from parking slots, 'One-way Traffic Flow' in Rail Sadan clockwise from portico can be introduced, if needed.


(Vidya Bhushan)
General Manager

PHODs, DRMs
AGM, DGM/G

पूर्व तट रेलवे
EAST COAST RAILWAY

महाप्रबन्धक का कार्यालय / General Manager's Office
रेल सदन, चन्द्रशेखरपुर / Rail Sadan, Chandrasekharpur
भुवनेश्वर / Bhubaneswar - 751017
Dtd: 28/09/2023.

No. ECoR/GA/NG/Qtrs.Policy/539

To,
All PHODs/CHODs
East Coast Railway
Bhubaneswar.

Sub: Estate Management Policy for ECoR- Revision 2.
Ref: ECoR/GA/Secy/Syst.Impvt.52 Dt.18/22.03.2021.

With the approval of General Manager the following clauses are incorporated in "Estate Management Policy" for allotment of Ty-V /Ty-VI quarter in favour of Gazetted officers (HAG/SAG and SG/JAG).

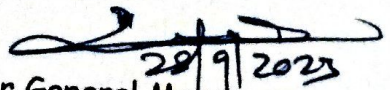
- i) The existing practice of maintaining application seniority of HAG/SAG and SG/JAG in two different pools i.e. Rail Kunj and Rail Vihar may continue.
- ii) On acceptance of a request for allotment of quarter, the existing vacant quarter in Rail Kunj pool shall be invariably allotted to HAG/SAG officers and vacant quarter in Rail Vihar pool shall be invariably allotted to SG/JAG officers respectively.
- iii) SG/JAG officers shall be allotted quarters in Rail Kunj in their earmarked quota only (7 flats at Rail Kunj) if vacant.
- iv) Separate application seniority shall be maintained for both the groups for better quarter of choice. Waitlisted officers in this list (for better quarter of choice) shall be given preference over an officer in normal waitlist, however change over request will only be considered for those officers who are already in occupation of Railway Quarter.
- v) PHODs/CHODs will be considered for out-of-turn allotment with approval of GM.


(R.R.Panda)

व.स.उ. महाप्रबन्धक / Sr.ADGM
कृते महाप्रबन्धक / For Genl Manager

Copy to:-

1. Secretary to GM for kind information of GM.
2. Secy to AGM for kind information of AGM please.
3. CWM/MCS & CGE/ECoR/BBS,
4. Sr.DEN(Co-ord)/KUR, Sr.DEN/Estate/KUR & Sr.DEE(G)/KUR
5. AEN/Settlement, SSTE/HQ/ECoR/BBS.


28/9/2023
For General Manager