

235

EAST COAST RAILWAY

Office of the
General Manager
Rail Sadan, Chandrasekharapur,
Bhubaneswar – 751017

PCE CIRCULAR NO. – 4 of 2014

Development of Major Colonies into Model Colonies and Systematic maintenance/improvement of maintainable staff quarters in these colonies, to have zero complaints.

(All earlier PCE's Circulars on this subject are superseded)

Development of major colonies into model colonies with required staff amenities and systematic maintenance of staff quarters in these colonies, to have zero complaints for enhanced satisfaction to Railway men, is required to be given special attention and thus it has been selected as Mission Item for Engineering Deptt. To achieve this, various actions to be taken are mentioned in subsequent paras.

2.0 Categorization of Colonies

All colonies are to be categorized into A, B, C & D category as under:

- (i) 'A' Category – in Zonal HQ
- (ii) 'B' Category – in Divisional HQ
- (iii) 'C' Category – at other important establishments
- (iv) 'D' Category – small wayside stations.

3.0 Selection of major colonies for development into Model Colony

One colony of A & B category by each division to be selected in consultation with Railway staff and unions, based on the following.

- (i) Comparatively new colony (age-wise) and easier to develop as model colony.
- (ii) Comparatively better location/city where all education, medical and recreation facilities are available.
- (iii) Existing 2 or more colonies can be combined into one model colony
- (iv) Availability of vacant land for further development and construction of additional quarters, if required.

4.0 Preparation of Integrated Master Plan for model colony

In this plan, all existing staff amenities & proposed staff amenities, with modifications/dismantling/additions etc, after discussion with staff, unions, associations etc., are to be plotted. The following staff amenities may be considered, in planning.

(a) Minimum staff amenities

- (i) Boundary wall around the entire colony with one security gate
- (ii) Playground
- (iii) Proper roads with flower beds and Jogging track on one side and tree plantation on other side

- (iv) Rain water harvesting
- (v) Proper water supply system
- (vi) Proper drainage system
- (vii) Proper sewerage system with proper septic tanks
- (viii) Proper garbage disposal and dustbins
- (ix) Landscaping and parks in vacant space
- (x) Tree plantation in vacant space

(b) Additional staff amenities, based on feasibility.

- (i) Health Unit
- (ii) Community Center/Kalyan Mandap
- (iii) Shopping complex
- (iv) Stadium
- (v) Recreation club/Institute
- (vi) Additional quarters, if required, in extra land available
- (vii) Swimming pool

(c) The offices of unions, associations etc. & service buildings including telephone exchange etc., i.e., other than staff amenities, to be planned in adjacent complex i.e., away from Model Colony. Even entry of public to the Community hall etc. to be separate from the main entry.

5.0 Preparation of Detailed Plans for model colonies: Based on this Integrated Master Plan, Various Detailed Plans for different staff amenities are to be prepared based on PCE Circular no.2.

6.0 Detailed Estimate for model colonies - Based on this Integrated Master Plan and Various Detailed Plans, works in Ph – I & Ph – II are to be decided and accordingly, estimates for Ph. – I & Ph. II works to be prepared.

7.0 Sanction of Works (Phase-wise) for model colonies

- (i) Phase – I works to be got sanctioned in LAW under GM's powers and proposals to be sent in PWP for Phase – II works, after thorough review of each existing sanctioned work under PH 52 & 64 and deleting all other less important sanctioned works, so that throw-forward is reduced and adequate funds can be provided for works in Model Colonies..
- (ii) New works of construction of additional quarters (under Plan Head 51) in Phase-I & phase-II are to be got sanctioned in LAW & PWP, after review of each sanctioned work & deletion or reducing the scope of work after realistic assessment of quarters in each colony (to be worked out as per procedure given below in para 11.1).

8.0 Responsibility of Officers of division and HQ for various activities for model colonies -

| Sl. No. | Items | Responsibility of officer | |
|---------|---|---|--|
| | | by Division | by HQ |
| (a) | Selection of colonies | Sr. DPO, Sr. DEN/Estate & Sr. DFM in discussion with Unions and DRM | CGE, PCE, CPO, FA&CAO in consultation with unions and GM |
| (b) | Approval of Integrated Master Plan & Various Detailed Plans | Sr. DPO, Sr. DEN/Estate & DRM | CGE, CPO, PCE in consultation with unions and GM |
| (c) | Sanction of works in LAW for PH – 51, 52 & 64 | Sr. DPO, Sr. DEN/Estate, Sr. DFM & DRM | CE (Plg), CPO & PCE |
| (d) | Proposal for PWP for PH 51, 52 & 64 | Sr. DPO, Sr. DEN/Estate Sr. DFM & DRM | CE(Plg), CPO, PCE |

9.0 Other considerations in development of model colonies :-

- (i) ISO Certificate to be obtained
- (ii) Consultant and architects may be engaged, after above mentioned planning works are done by Railway officials.
- (iii) Green Building Concept is to be adopted
- (iv) Effectiveness of SSE/Works & JE/Works is to be enhanced as given in Para 10 below.

10. Enhancement of Effectiveness of SE/Works & JE/Works:

- (i) Effective training in expert organizations.
- (ii) Visit of exhibitions to know latest building materials etc.
- (iii) Visit of colonies being developed & maintained by reputed builders & Pvt. Organizations to know latest/best techniques.
- (iv) Provision of adequate Cash Imprest

11.0 Systematic maintenance/improvement of staff quarters in colonies, to have zero complaints

11.1 Realistic assessment of quarters in each colony by feedback from each Railway staff is to be done, considering the following points in feedback.

- (i) Whether he is satisfied with existing quarter and if not, Why
- (ii) Which colony and which station (with approx distance), he desires to stay
- (iii) Whether he has his own house and where (approx distance)
- (iv) If not, when planning to purchase and where (approx distance)
- (v) Whether he needs Railway quarter.
- (vi) Remarks if any.

11.2 The committee of Engineering (DEN/Estate or Sr.DEN/Estate), Personnel (DPO/Sr. DPO), Electrical & Finance (Sr. DFM) is to put up their recommendations for each of the very old colonies and very old quarters (age-wise) to HQ through DRM, for condemnation which are beyond

economic repairs so that further maintenance is not taken up, to these quarters. The committee will also make a list of vacant quarters, which are maintainable, i.e. not beyond economic repairs.

11.3 New quarters to be proposed in LAW & PWP, based on realistic requirement worked out in para 11.1 & 11.2 above & preferably in model colonies i.e. 'A' & 'B' category colonies.

11.4 After the approval of HQ (PCE, CEE, CPO & FA&CAO), systematic maintenance/improvement to staff quarters (maintainable) is to be taken up only for remaining important colonies and preferably in model colonies by following action.

(a) Survey of each quarter by SSE/Works, ADEN/Estate for reasonable repairs to be done

(b) Test check by DEN/Estate or Sr.DEN/Estate & HQ for repairs to be taken for a cluster of quarters & not for individual quarters.

(c) Planning various maintenance/improvement works in maintainable staff quarters for important/model colonies (within budget allotments), by each way i.e. DBM, Special Revenue, LAW & PWP etc.

12. HQ Committee for Model Colony & other important colonies-

Committee of HQ will consist of PCE, CPO, CEE, CMD & FA&CAO.

The following main areas to be considered by committee -

(a) Review of progress of works executed under PH 51, 52, & 64 & revenue.

(b) Proposal of new works (Phase - I & II) for sanction in LAW, PWP & revenue.

(c) Recommendation for best colony award/shield at GM level by making criterion of points for various important aspects for best colony shield.

(J.S. Gupta) 19/5/14
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21

Copy to :

1. Secy to GM for kind information of GM please.
2. CSTE, CMD, CEE, CPO, FA&CAO
3. DRM/KUR, SBP & WAT
4. All HODs of Engg. department
5. Sr.DEN/Co-ord/KUR, SBP & WAT. They should circulate copies to concerned Branch officers and ensure implementation.