Serial No. 174/2019

EASTERN RAILWAY

No. E.886/0/Vol. IX

Kolkata, Dated 26.08.2019

ALL CONCERNED

Sub: Allotment/retention of Railway Quarters.

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The copy of Director Establishment (General), Railway Board's letter No. E(G) 2019 QR 1-1 (Master Circular) dated 20.08.2019 (RBE No. 135/2019) on the above subject is attached herewith for information, guidance and strict compliance.

This Serial Circular is available on Eastern Railway's official website viz. URL No. *http://www.er.indianrailways.gov.in* under **About us → Department → Personnel → CODEs MANUALs and CPO's Serial Circulars → CPO's SERIAL CIRCULARS.**

Index No. 1062: Master circular No. 49 on allotment and retention of Railway Quarters - Revision and consolidation of updated instructions thereof.

DA: As above.

(Anjan Ray)
Dy. Chief Personnel Officer/G
for Principal Chief Personnel Officer

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सत्यमेव जयते

भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
(रेलवे बोर्ड Railway Board)

क्वार्टरों का आबंटन और स्थानांतरण पर उन्हें रोके रखने आदि पर

मास्टर परिपत्र सं. 49

(अगस्त 2019 में अपडेटेड)

Master Circular No. 49

(Updated in August, 2019)

ON

Allotment of Quarters and retention thereof on transfer etc.

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

MASTER CIRCULAR NO. 49 (Revised)
(RBE No. 135/2019)

No. E(G) 2019 QR 1- 1 (Master Circular) **New Delhi, dated 20.08. 2019**

Sub: Allotment/retention of Railway Quarters.

The instructions on the subject of allotment/retention of Railway Quarters issued by the Railway Board from time to time had been consolidated into a Master Circular and circulated vide Board's letter No. E(G)92 QR 1-20 dated 19.01.1993 and subsequently revised vide letter No. E(G) 2006 QR 1 -6 (Master Circular) dated 20.04.2007.An attempt has now been made to revise the Master Circular again as under to incorporate the changes that have taken place since then.

2. Entitlement of various types of accommodation:

2.1 General entitlement:

S.No.	Category of Staff/Officers and Grade Pay	Entitlement
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 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 Grady Pay less than Rs. 6600	Type-IV
6.	Gazetted Officers with Grade Pay Rs. 6600	Type-IV special
7.	Gazetted Officers with Grade Pay more than Rs. 6600	Type-V

2.2 Entitlement of running staff:

S.No.	Category of Staff	Grade Pay	Entitlement
1.	Second fireman	1800	Type – II
2.	Sr. Second Fireman, Fireman-I, ALP (Diesel/Elect.) Asstt. Guard, Brakesman.	1900	Type– II
3.	LP(Shntg)-II, Sr. Fireman-I, Sr. ALP (Diesel/Elect.), Sr. Asst. Guard/ Sr. Brakesman	2400	Type- III
4.	Goods Guard	2800	Type- III
5.	LP (Shntg)-I, Guard (Pass), Sr. Goods Guard, Mail Exp. Guard, LP(Goods), LP (Passenger)/ Motorman, LP(Mail/E)	4200	Type – IV

Note :

a) Since the level of pay scales recommended by the 7th CPC are corresponding to Grade Pay of 6th CPC, the above entitlement holds good as per 7th CPC also.

b) No existing Type-IV or other types of quarters 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.

c) Type-II quarters may be allotted to employees in Grade pay Rs. 1800/- in case at any location, Type-II quarters are vacant and no one entitled for it is in waiting list, subject to the condition that the license fee shall be liable to be recovered would be of type-II quarters and not as per the entitlement for the employees in Grade Pay Rs. 1800/-.

d) If an officer is reverted to lower grade, his/her entitlement may be revised as per his grade pay. However, the officer may be allowed to retain the existing quarter till such time the quarter is made available as per reverted grade pay of the officer.

(Ref: 2008/LMB/10/16 dated 27.01.2011 – (RB/L&A No.002/2011)
(Ref: 2010/LMB/10/17 dated 10.12.2014)
(Ref: 2008/LMB/10/16 dated. 18.04.2016 – (RB/L&A/002/2016)
(Ref: 2018/LMB-II/2/26 dated. 21.05.2018)
(Ref: 2018/LMB-II/2/26 dated 24.04.2018)

3. Allotment of Railway Quarters: Classification of staff as "essential and non-essential" for allotment of quarters:

a) One of the benefits to which Railway employees are entitled to is provision/allotment of residential accommodation at the place of posting,on payment of a standard rent which is at subsidised rates. For the purpose of allotment of quarters, Railway staff are categorized into two categories, i.e. essential and non-essential. Separate pools of allotment are maintained for essential and non-essential staff. As the local conditions vary, Railway Board have not laid down any rules/instructions for uniform application and the actual classification as per local conditions has been left to the discretion of Zonal Railway Administrations.

(Ref: No.E(G)57 LG 5-1 dated 21.1.1958)

b) Out of the quarters set apart for essential category staff, separate pool of quarters should be maintained for the running staff. The number of quarters in such a pool should be proportionate to the strength of running staff as against non-running essential staff. Allotment of any quarter that falls vacant in this pool will be made to "running" staff only on his/her turn as per the separate Priority Register, maintained for this purpose.

(Ref: No. E(G)69QR1-15 dated 30-10-76)

c) The quarters of the loco running staff pool, on vacation, should be allotted only to the loco running staff.

(Ref: No. E(G)79 QR 1-32 dated 20.08.80)

d) TA Personnel as Essential:

(i) All the Railway personnel serving in the Railway Engineers Group Units (TA) should be treated as essential staff for the purpose of allotment of Railway accommodation.

Ref: E(ML)74 ML 3-34 dated 6/6/74)

(ii) From amongst the unhoused TA personnel, some of the smarter employees who show leadership and enthusiasm in TA may be given preference over other TA personnel in allotment of quarters out of turn. Such allotments, however, should not exceed 10% of the un housed TA personnel subject to minimum of 5 at bigger stations.

(iii) In assessing the eligibility/suitability of such out of turn allotments, the recommendation of the commanding officer of the TA units should be treated as final.

(Ref: No.E(G)96 QR1-42 dated 3.11.97)

4. Allotment of Railway quarters – Reservation for SCs/STs:

a) 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. It is further desired that representative of SC/ST employees who have been duly recommended by the SC/ST Railway Employees Association should also be included in the housing allotment committee in all the places wherever it exists.

(Ref: No.82-E(SCT)26/2 dated 27.9.83 and
No. 2002-E(SCT)I/21/1 dated 20/11/2002)

b) Reservation in allotment of quarters will apply only in non-essential categories.

c) The 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.

d) Two waiting lists are to be maintained, one general waiting list and another special waiting list of SC/ST Railway employees for allotment against 10% quota in Type I and II and 5% in Type III and IV. The SC/ST employees who are senior enough and are covered in general waiting list in their turn will be given allotment from the general pool quota. The special list will be operated only if the accommodation provided on the general list falls short of this percentage.

(Ref: No.84-E(SCT)I/21/1 dated. 22.8.86)

e) The reserved quota is exclusively reserved quota for SC/STs and allotments made to SC/STs from the general list is not to be counted towards the reserved quota which has to be filled by allotment to SC/ST employees who are not covered against the general (unreserved) points of the roster within the vacancies of quarters to be filled up at a particular point of time. In other words, SC/ST employees allotted Railway quarters on their own service length seniority in the general list are not to be adjusted against reserved quota.

(Ref: No. 97-E (SCT)I/22/5 dated 9.10.97)

f) For reckoning the number of quarters in place or unit, 50 should be the total number of type I & II quarters taken together in that place or unit;

g) Reservation percentage will be applied separately to Type I & Type II

h) Waiting lists have to be prepared separately for each type of quarters.

(Ref: No. 99-E(SCT)I/21/1 dated 25.06.99)

5. Allotment of Railway quarters-husband and wife posted at the same station:

Allotment of quarters to gazetted and non-gazetted staff, where two employees of opposite sexes in occupation of two separate quarters at the same station, allotted under normal rules, marry one another, shall be regulated as under:-

a) No Railway employee (Gazetted or non-Gazetted), shall be allotted a Railway quarter if the spouse has already been allotted a quarter at the same station, unless such quarter is surrendered. This will, however, not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.

b) Where two employees in occupation of separate quarters at the same station allotted under Railway Rules, marry one another, they shall, within one month of the marriage surrender one of the residences.

c) Where two employees (husband and wife) are in occupation of separate residences at the same station, one allotted under Railway Rules and another from a different pool on account of the allottee being an employee of another Government Department, any one of them shall surrender his/her residence within one month of the marriage.

d) If a residence is not surrendered as required under (b) or (c) above, the allotment of the Railway residence shall be deemed to have been cancelled on the expiry of such period.

e) In the event of either of the two employees (husband & wife) being transferred to another station, he/she (as the case may be), shall be entitled for allotment of Railway quarter under the relevant rules.

(Ref. No. E(G) 73 QR 1-44 dated 2.7.1974)

f) Wife/husband of an employee sent on deputation could be considered for allotment of the same quarter, already allotted to one of the spouse, if she/he was otherwise eligible in the normal course taking her/his date of registration for quarter from the date of her/his date of registration for quarter from the date of her/his appointment/transfer/posting at a particular station.

(Ref: No.E(G)90 QR 3-16 (RBE No. 174/91) dated 10.10.91)

6 Allotment of Type II quarters to Railway employees in Grade Pay -1800/-

Type-II quarters may be allotted to employees in Grade Pay Rs. 1800/- in case at any location, Type-II quarters are vacant and no one entitled for it is in waiting list, subject to the condition that the license fee shall be liable to be recovered would be of Type-II quarters and not as per the entitlement for the employees in Grade Pay Rs.1800/-

(No.2008/LMB/10/16 dated 18.04.2016 - RB/L&A/002/2016)

7. Preference for allotment: to the eligible spouse/ward sharing accommodation with deceased/ retired railway allottee:

In the case of non-gazetted railway employees who are sharing accommodation allotted to their parents but are not eligible for retention of the same in the event of death/retirement of their parents, may be given preference for allotment of accommodation as per their entitlement or one type higher (limiting the same up to Type-III) considering their pooling of accommodation where no HRA was claimed by them provided such of the staff agrees to pay the licence fee/house rent according to type of the quarter allotted.In partial modification of the letter **(No.E(G) 2018 QR 1-10 dated. 25.10.2018 (RBE No.165/2018)**which limited it to Type-III, it has now been decided that the ceiling limit for allotment of one type higher accommodation may be extended up to Type –IV on the basis that Group 'C' employees are also entitled for Type IV accommodation.

(No.E(G) 2018 QR 1-10 dated. 27.03.2019 RBE No.56/2019)

8. Out of turn allotment of quarters:

8.1 Out of turn allotment, wherever conceded, should be made strictly on the basis of date of registration in the out of turn register to be maintained for the purpose. Placing of an employee in the out of turn list, however, is left to the discretion of the competent authority, based on merits of each case.

(Ref: E(G) 66 QR 1-21 dated 12.10.1966)

8.2 Allotment to Persons with Disabilities (handicapped employees):

Requests from the handicapped persons appointed on the Railway under special schemes should also be entertained for registration in the out of turn register on merits of each case, with the due regard to the degree of their disability.

(Ref: No.E(G)66 QR 1-21 dated 12.10.1966)

8.3 Ad-hoc allotment on medical grounds:

8.3.1 Grounds of heart ailment etc:

Heart ailment, having the following symptoms, should be included for adhoc allotment on medical grounds. The concession should, however, be restricted to self-ailment only, as indicated below:-

"Heart ailment having symptoms of Grade III and Grade IV which includes serious disabilities like Angina Grade III and IV or congested Cardiac Failure Grade III and IV or malignant hypertension with symptoms of Grade III and IV."

8.3.2 On other medical grounds:

With regard to eligibility for ad-hoc allotment on other medical grounds, such as Pulmonary T.B. and Cancer, illness of parents and other members of the family should be excluded, only the illness of the Government servant himself and/or members of his/her family i.e. wife/husband and the children, should alone be considered for the concession of ad-hoc allotment on these two grounds.

Note: Existing 5% reservation of vacancies in general pool for ad-hoc allotment on medical grounds and physical handicap would continue.

(Ref: No. E(G)85 QR 1/8 dated 05.06.1986)

8.4 **TA Personnel:**

a) All the Railway personnel serving in the Railway Engineers Group Units (TA) should be treated as essential staff for the purpose of allotment of Railway accommodation.

Ref: E(ML)74 ML 3-34 dated 6/6/74)

b) From amongst the unhoused TA personnel, some of the smarter employees who show leadership and enthusiasm in TA may be given preference over other TA personnel in allotment of quarters out of turn. Such allotments, however, should not exceed 10% of the un housed TA personnel subject to minimum of 5 at bigger stations.

c) In assessing the eligibility/suitability of such out of turn allotments, the recommendation of the commanding officer of the TA units should be treated as final.

(Ref: No.E(G)96 QR1-42 dated 3.11.97)

8.5 Out of turn allotment-Employee to son/daughter/dependent

Requests from eligible dependents/specified relations of retired Railway employees, and of deceased Railway employees who are appointed on compassionate grounds, may be considered by the competent authority only on cases where the compassionate appointments have been made within the prescribed period of 24 months. In case, the compassionate appointee had remained in occupation of the Railway accommodation unauthorisedly beyond the permitted period, that in itself would not confer any right in favour of the compassionate appointee in the matter of regularisation of the Railway accommodation in his/her name. Further, the Railway Administration should also initiate eviction proceedings soon after the prescribed period for retention of accommodation is over. The special dispensation allowed in favour of the eligible wards of retired/deceased employees and their scope is to be confined only to such of the wards as are regular employees. Thus, the casual labour and the substitutes with or without temporary status are excluded from their scope. The requests are to be considered as under:

a) When a Railway employee who has been allotted railway accommodation retires from service or dies while in service, his/her son, daughter (unmarried/married), wife, husband or father may be allotted railway accommodation on out of turn

basis provided that the said relation was a Railway employee eligible for railway accommodation and had been shaing accommodation with the retiring or deceased railway employee for at least six months before the date of retirement or death and had not claimed H.R.A. during that period. The same residence might be regularised in the name of the eligible relation if he/she was eligible for a residence of that type or higher type. In other cases, a residence of the entitled type or a type next below is to be allotted.

b) Requests for out of turn allotment of Railway accommodation from the eligible dependents/specified relations of deceased Railway employees who are appointed on compassionate grounds may be considered of the deceased Railway employee, minimum being Type-I and restricting the allotment up to Type-IV failing which Type-IV Spl or the entitled category of accommodation to the compassionate appointee, whoever is higher, subject to fulfilling the laid down conditions. This will be applicable to all Group A,B,C (including erstwhile Gr D)Railway employees.

c) Provided that in case where the retiring employee, including those who take voluntary retirement, or any member of his family, owns a house in the place of his/her posting, the specified relative will not be eligible for allotment of railway quarter on out of turn basis.

d) In case of appointment on compassionate grounds, Railway accommodation may be regularised where such appointee possessing minimum educational qualification undergoes induction training provided other conditions regarding eligibility etc. are fulfilled. It is, however, clarified that such an allotment shall be purely temporary, and on ad-hoc basis, provided such induction training is regularised as regular appointment in due course. In case the trainee employee fails to qualify in the final examination and is subsequently discharged from service, his/her allotment of quarter shall be cancelled.

e) In the event, a quarter belonging to a particular pool is allotted to the eligible dependent of an employee on out of turn basis on retirement/death of an employee who was having a quarter in another pool, thereby causing a shortfall in the quota of quarter in that pool, the deficiency so caused in that pool of quarters should be made good at the earliest available opportunity, in order that the balance is restored at the earliest.

9. General instructions:

(i) Orders regarding non-drawal of house rent allowance are applicable only in cases where the dependent is employed in the station where the Railway employee has been allotted Railway accommodation.

(ii) The concession of ad-hoc allotment would not be available in the case of a dependent who secures employment in the Railway after the date of retirement of parent or during the period of re-employment.

(iii) Type 'A' accommodation may be regularised in the case of eligible dependent on his request, even if, the employee is eligible for Type 'B' or higher type of accommodation.

(iv) The concession of ad-hoc allotment to the eligible dependent would not be available in case any other dependent is already in occupation of Government accommodation.

(v) Ad-hoc allotment of lower type of accommodation has to be restricted to the same area or adjoining area where retired employee is having the accommodation. However, license fee/damage rent will have to be paid by the retired employee as per relevant rules/extant instructions if there is delay in allotment of alternative accommodation due to restriction of allotment of such colony.

(vi) The date of regularisation should be from the date of cancellation in case the eligible dependent is already in Railway service and is entitled for regularisation.

(vii) Where arrears are due from retired Railway employee, a statement indicating arrears due, should be furnished to the dependent and he should be asked to furnish documentary evidence/certificate regarding payment of licence fee/damages from the office where the retired employee was working during the period in case recovery has already been made, and if not he should be asked to make payment of amount. This should be a condition of ad-hoc allotment and should be made clear in the letter sanctioning ad-hoc allotment.

(viii) The said employee, who has been sharing accommodation with the retiring or deceased employee, is not eligible for HRA. It should be ensured that no out of turn allotment of accommodation is made to such employee, in case he/she has been drawing HRA by suppressing the fact that he/she was sharing the accommodation allotted to his/her father/son husband/wife.

(Ref No. E(G)88 QR 1-3 dated 21.06.90
E(G)66 QR 1-11 dated 25.6.66
E(G)85 QR 3-2 dated 29.8.86
E(G)85 QR 1-9 dated 15.1.1990
E(G)90 QR 1-18 dated 26.3.91
E(G)90 QR 1-11 dated 15.3.91 & 1.7.91
E(G)91 QR1-10 dated 4.12.92
E(G)98 QR1-11 dated 17.8.99
E(G)85 QR1-14 dated 18.8.86
E(G)2006 QR1-14(B) dated 20/11/2006)

10.0 Retention of Railway quarters:

10.1 Permanent Transfer

a) A Railway employee on transfer from one station to another which necessitates change of residence may be permitted to retain the railway accommodation at the former station of posting for a period of two months on payment of normal rent or single flat rate of licence fee/rent. On request by the employee, on educational or sickness account, the period of retention of railway accommodation may be extended for a further period of six months on payment of special licence fee, i.e. double the flat rate of licence fee/rent. Further extension beyond the aforesaid period may be granted on educational ground only to cover the current academic session on payment of special licence fee. Beyond the permitted/permissible limits, however, no further extension will be allowed on any ground whatsoever. Therefore, no request or representation on this score shall be entertained. For all occupations beyond the permitted period, immediate action should be taken to cancel the allotment, declare the occupation as unauthorised and initiate eviction proceedings, charging damage rent for the over-stay.

b) Where the request made for retention of Railway quarter is on grounds of sickness of self or a dependent member of the family of the railway employee, he/she will be required to produce the requisite Medical Certificate from the authorized Railway Medical Officer for the purpose.

c) In the event of transfer during the mid-school/college academic session, the permission to be granted by the competent authority for retention of railway accommodation in terms of item (a) above will be subject to his/her production of the necessary certificates from the concerned school/college authority.

(No. E(G)2000 QR 1-23 dated 01.06.2001 – RBE No. 100/2001)

d) The retention on medical grounds is required to be supported by a medical certificate from an authorised Railway Doctor. In cases where the employee or his/her family member etc. is receiving treatment from other streams of medicines like Homeopathy, Ayurved, Unani, etc.and the employee wishes to avail retention of Railway quarter on transfer/retirement etc.on medical grounds (subject to eligibility as per policy instructions), he/she may apply in writing to the Railway Medical Officer concerned,requesting for a Medical Certificate with details of sickness and subject himself/herself for medical examination.The Railway Medical Officer on examination of the sick person may issue a Medical Certificate with his/her recommendations, if any, as per his/her assessment.

(E(G) 2002 QR 1-7 dated 13.11.2002)

e) **On educational ground - definition of "end of academic/scholastic session".**

(i) In the event of permanent transfer, retention of Railway accommodation is allowed on educational ground to cover the current academic session only (i.e. end of the academic / scholastic session) plus 15 days. The end of academic / scholastic session shall, in this case, mean "last paper of annual examination".

(No. E(G) 2006 QR 1-14 dated 05.04.2011 – RBE No. 43/2011)

(ii) Clarification on definition of end of academic/scholastic session.

(a) It is further clarified that current academic session refers to annual academic course ending with annual examination and not till the results thereof are announced. It does not also mean that the total duration of any course of study; for example, in respect of three years degree course, the current academic session means first or second or third year of course, as the case may be, and not the total three years. As such quarter retention is allowed up to last paper of annual examination for the current academic session/year (not the last paper of next academic year/session) plus 15 days.

(E(G) 2006 QR 1-14 dated. 04.01.2012)

(b) An employee will have to furnish proper certificates from the recognised institution. Certificates for attending any part-time course or any course not recognised by the Education Department of the state is not acceptable for the purpose of retention of Railway quarter on educational ground.

(Ref: E(G)85 QR 1-9 dated 15/1/90 & E(G)2006 QR1-14(A) dated 20/11/2006)

(c) If the ward of the Railway employee is studying in class 9th or class 11th, retention of railway accommodation may be allowed on educational ground to cover the current academic session and also the next academic session (examination) of the ward till the end of the academic/scholastic session of class 10th or 12th respectively plus 15 days.

(Ref : No 2017/TransCell/ProcessReform/Estt dated 29.12.2017)

f) On transfer to the same electrified suburban area:

An employee posted at a station in the electrified suburban area of a Railway may on transfer to another station in the same electrified suburban area, be permitted to retain the Railway quarters at the former station on payment of normal rent/flat rate of licence fee/rent provided:-

(i) The Railway administration is satisfied and certifies that the concerned employee can conveniently commute from the former station to the new station for performance of duty without loss of efficiency; and

(ii) The employee is not required to reside in an earmarked Railway quarter

(Ref: E(G)85 QR 1-9 dated 15/1/90)

g) General Instructions:

(i) All transfers should be treated as permanent transfers unless the orders of transfer themselves specifically indicate that the transfers are "temporary".

(ii) In the case of house owning employees the normal rent means the rent required to be paid by the house owning employees in terms of the Ministry of Railway's letter No. E(G) 77 QR 1-53 dated 11.07.1984 and E(G)87 QR 1-21 dated 18.03.1988.

(iii) In case an employee requests for retention of quarter on the ground of sickness of self or a family member and also on account of education of child/children, the permissible periods for retention of quarter on the ground of sickness and/or education will run concurrently, and not in separate spells.

(iv) A member of family means husband or wife, as the case may be, and child/children only. Dependent relatives such as widow mother, dependent brother or sister are not to be included for the purpose of these concessions.

(Ref: E(G)85 QR 1-9 dated 15/1/90 &E(G)2006 QR1-14(A) dated 20/11/2006)

10.2 Temporary transfer:

a) During the entire period of "temporary" transfer an employee may be permitted to retain the quarter at former place of posting on payment of normal rent/flat rate of licence fee/rent. Temporary transfer should not, however, be ordered for a period of more than four months unless there are pressing circumstances.

b) Temporary transfers of non-gazetted employees initially for a period in excess of four months or by extension of the temporary transfer for periods aggregating more than four months should be ordered personally by an authority not lower than the Divisional Railway Manager. In respect of Gazetted employees, such temporary transfers should be ordered with the approval of the General Manager.

c) In cases where temporary transfer is converted into permanent one, the Railway employee may be allowed to retain the Railway accommodation at the old duty station for further period as admissible on permanent transfer on payment of rent as prescribed therefore, from the date on which the employee is informed of the permanent transfer. This period will be over and above the period already allowed to the employee on temporary transfer.

d) The Railway Administrations should review all cases of temporary transfer well before expiry of the period of four months of temporary transfer and decide whether the temporary transfer already ordered should continue to be temporary or be converted into a permanent one, to ensure that in the cases where temporary transfers are converted into permanent ones, the total period of retention of Railway quarters on payment of normal rent flat rate of licence fee/rent is normally restricted to a period of six months.

Note:

If an employee already on temporary transfer to a station is again transferred to yet another station either on temporary or on permanent basis, the permissible period of retention of Railway quarters as applicable in the case of temporary or permanent transfer will count from the date of transfer of the employee from the

station concerned, for the purpose of retention of quarter at the original station. In the case of permanent transfer of an employee to another station from the station where she/he was on temporary transfer, the limit of six months as in para 10.7(d) above, for retention of quarters at the original station on normal rent flat rate of licence fee/rent will not apply.

(Ref: E(G)85 QR 1-9 dated 15/1/90)

10.3 Provision in respect of employees transferred to certain Zones/Production Units/Other units:

10.3.1 Northeast Frontier (NF) Railway:

a) A Railway employee who has all India transfer liability or in the exigencies of public service, is posted on transfer to the N.F. Railway, will be permitted to retain railway accommodation allotted to him/her at the last station of his/her posting, on payment of normal rent/single flat rate of licence fee/rent up to **30.06.2021** or till revised orders on the subject are issued whichever is earlier.

b) Since the retention of quarter at the previous place of posting in favour of the officers who have been transferred and posted to N F Railway is allowed for bona fide use of the dependent family of transferred railway officer, he/she will furnish certificate on 1st July and 1st January of every year, stating that his/her dependent family members are actually residing in the railway quarter at the last station of his/her posting. Such a certificate will also have to be furnished at the time of seeking retention.

c) If no such certificate is received by 31st January and 31st July every year respectively, the quarter controlling authority may cancel the allotment of the quarter in question.

d) The request for retention of entitled accommodation should be received within a period one month from the date of relinquishing of charge at the last station of posting.

(Ref: No. E(G) 2008 QR1-9 dated 09.01.2019 – RBE No. 04/2019)

e) By virtue of the aforesaid instructions, the officers/staff retaining Railway quarter at the previous place of posting and on completion of their tenure at NF Railway are posted to a place other than the previous place of posting (i.e. where they have been retaining the quarter), they will be eligible for permission to retain Railway quarter under their occupation as admissible in the case of permanent transfer. In other words, for the purpose of retention of quarter, the cases of such employees may be treated as if they have been transferred from the place they have been retaining the quarter and permission for retention of quarter considered as admissible in the case of permanent transfer.

(Ref. No. E(G) 97 QR 1-29 dated 15.09.98)

f) In the event Railway officer/staff on transfer from one place to another involving change of residence has been permitted to retain the Railway accommodation at

the previous place of posting as permissible under the relevant instructions and during the period of such authorised retention of Railway accommodation, the officer/staff is again transferred to N.F. Railway in that case the place where the employee is in authorised retention of Railway accommodation in terms of the permission granted in his/her favour by the competent authority may be taken as the "previous place of posting" for the purpose of retention of Railway accommodation provided that the concerned employee has not been allotted any regular accommodation at the new place of posting. These instructions shall also apply to cases where retention of quarter is/had been permitted under any other general or specific order of the Ministry of Railways.

(Ref: No.E(G)2001 QR 1-19 dated 4-10-2001)

10.3.2 **East Central Railway:**

In terms of Board's letter No. E(G) 2009 QR 1-2 dated 19.01.2018. Railway Officers/staff posted on East Central Railway were permitted to retain Railway quarters at their previous place of posting upto 31.12.2018. The said permission in favour of officers and staff who have not been allotted Railway accommodation at East Central Railway has been further extended for 01(One) year beyond 31.12.2018 i.e. up to 31.12.2019.

(Ref: E(G) 2009 QR 1 – 2 dated 14.01.2019 (RBE No. 10/2019)

10.3.3 Rail Wheel Plant (RWP), Bela, Distt-Chhapra, Saran, Bihar.

In terms of Railway Board's letter No. E(G) 2012 QR 1-15 dated. 03.12.2012 (RBE No.136/2012) approval of the Railway Board was conveyed by relaxing the existing rules/provisions permitting Railway Officers/staff posted to Rail Wheel Plant(RWP), Bela (Dist - Chhapra, Saran, Bihar) to retain Railway accommodation at their previous place of posting on payment of normal rent upto 02.12.2017. The retention period has been extended beyond 02.12.2017 upto 31.03.2020.

(Ref: E(G) 2012 QR 1 – 15 dated 29.11.2018 (RBE No. 185/2018)

10.3.4 Workshop Project - Patna.

Railway employees posted to the Workshop Project Organisation under CAO (Workshop Project), Patna should be allowed retention of Railway accommodation at the previous place of posting for a period of 5 years on payment of normal rent.

(Ref: E(G) 2007 QR 1 – 6 dated 23.07.2007 (RBE No. 98/07)

10.3.5 Modern Coach Factory, Raebareli.

In terms of Railway Board's letter E(G) 2014 QR 1-3 dated 08.09.2017 (RBE No. 124/2017) Railway officers/staff posted to Modern Coach Factory, Raebareli (erstwhile RCF/Raebareli) were permitted to retain Railway accommodation at their previous place of posting on payment of normal rent upto 10.09.2018. The retention period has been extended beyond 10.09.2018 upto 30.06.2019.

(Ref: E(G) 2014 QR 1-3 dated 06.11.2018 (RBE No. 172/2018)

10.3.6 Jammu-Udhampur-Srinagar-Baramulla (USBRL) Project.

In terms of Board's letter No. E(G) 2001 QR 1-14 dated 27.09.2010 and 14.12.2012, retention of railway accommodation at the previous place of posting in favour of officers/staff posted to Jammu-Udhampur-Srinagar-Baramulla (USBRL) Project was permitted up to March, 2018. The said period to retain Railway accommodation at their previous place of posting on normal rent has been extended up to March, 2023 or completion of the project whichever is earlier.

(Ref: No. E(G) 2001 QR 1 – 14 dated 11.06.2018 - RBE No. 84/2018)

10.3.7 Special provision in respect of Northern Railway employees posted in New Delhi/Delhi area on transfer to the Railway Board's Office.

a) An employee of the Northern Railway posted to Ministry of Railways (Railway Board) at New Delhi/Delhi area may be permitted to retain the Northern Railway quarter at New Delhi/Delhi area for a period of 4 months on payment of normal rent/flat rate of licence fee/rent. Further retention for another two months on the grounds of sickness or for 4 months on the grounds of education of children may be allowed subject to fulfilment of conditions in regard to production of certificate from the medial/school/college authorities. This will be subject to :-

(i) that the employee on transfer to Board's office immediately applies for allotment of General Pool accommodation, and

(ii) that when an allotment is made by the Directorate of Estates the employee accepts the allotment and moves to the accommodation within the permissible period.

NOTE:

Existing procedures and policy of pool balancing of flats between Railway Board and Northern Railway

a) The practice of pool balancing of flats between Railway and Northern Railway has been in vogue for last many decades and there is adjustment of houses on paper between both the pools. There has never been a physical transfer of houses between the pools in cases of excess of houses in either pool.

b) As per the existing procedure of pool balancing adopted after consonance of Northern Railway and Railway Board, the houses, which are either in mutual exchange or transfer of pools category shall be allotted by original pool holder on vacation. This policy is being followed since 1993 and in pursuance of this Railway Board has been reverting the NR houses of Northern Railway vacated by Railway Board officers.

c) The pool balancing of flats has been done on house to house basis irrespective of the type of flats.

d) Allotment of vacant houses is always done by the original pool holder only. Similar is the case when retention of houses is concerned. The original pool holder grants retention of houses in cases of retirement/transfer/deputation/retirement etc.

e) On transfer/deputation/retirement of the officer, the houses are reverted back to the original pool holder for granting necessary permission for retention and are deleted from the pool balancing list.

f) The process of pool balancing of flats between the two pools is an ongoing and a continuous process which is done in every 2-3 months and the houses in excess in either pool are adjusted gradually as and when transfer of officers takes place between Railway Board and Northern Railway.

(Ref: E(G)85 QR1-9 dated 15/1/90, 2005-G(Acc.) 5/14 dated 29.08.2005&Northern Railway's letter No. 103-G/1/RB dated17.12.1993)

10.4: Specific posting as Divisional Railway Manager (DRM/Chairman RRBs/ faculty in Training Institutes:

10.4.1 Divisional Railway Manager(DRM):

a) Railway officers on their posting as DRM may be permitted to retain railway quarter at the previous place of posting for the whole tenure as DRM plus another two months thereafter on payment of normal rent.

Ref: E(G) 2010 QR 1-1 (DRMs) (RBE No. 118/2017) dated 04.09.2017

b) In case a DRM, after completion of DRM's tenure is not posted back to the Railway/Unit where he/she has retained his/her house, he/she will be placed in the priority list just below the CHODs for house allotment as per type of house entitled for their grade. This will not entitle them, however, for preferential change in house already retained as the elevated priority is only applicable in cases where they go to a Railway/Unit where they not retained their house

(Ref: E(G)2010 QR 1-1 (DRMs) dated16.08.2018 (RBE No. 116/2018)

c) Railway officers posted as DRM may be allowed retention of 'leased accommodation' also at their previous place of posting on the line of Railway Board's Policy letter No.E(G) 2010 QR 1-1 (DRMs) dated. 04.09.2017.

(Ref No. 2017/LMB-II/4/3(RB No. 174/2017)dated. 29/11/2017)

10.4.2 Chairman/Railway Recruitment Board

(a) Permission for retention of Railway accommodation at previous place of posting to Chairman/RRB may be granted for the full tenure of posting.

(Ref. No 2018/TF Cell/EG/Policy Retention of Quarter dated: 11.01.2019)

(b) Chairman/RRB/Guwahati will be allowed retention for entire tenure on normal rent as he is treated at par with officers posted to NF Railway also headquartered at Guwahati.

(Ref. No. E(G)2014 QR 1-2 dated. 12.08.15 RBE No. 90/2015)

10.4.3 Railway Training Institutions:

Retention of accommodation at their previous place of posting should be permitted for the full tenure of posting in the Training Institutes to the Railway officers/staff posted to Railway Training Institutes as Faculty Members and Directors of the Central Training Institutes (CTIs).

(Ref. No. 2018/TF Cell/EG/Policy Retention of Qtr. dated 12.04.2018)

10.5 Post Retirement engagement in Committees/Commissions/RCT/CAT/RRT/ RLDA etc.

10.5.1 Committees/Commissions:

In cases of engagement of a retired Railway employee in Committees, Commissions and Tribunal (even the Tribunal of Railways, like RCT and RRT), he/she should vacate the accommodation within a period of two months of having joined such a Committee/Commission/Tribunal etc. However, in case of re-employment on the Railways, the extant orders will continue to be applicable."

(Ref. No. E(G)2000 QR 1-23 dated. 14.02.2002)

10.5.2 RCT/CAT:

a) Railway Board in their Meeting held on 11/10/2006 have reviewed the instructions contained in Board's letter No. E(G)2002 QR 1-5 dated 19/10/2004 regarding retention/allotment of Railway accommodation to railway employees who are re-engaged and following decisions have been taken

(Ref. No. E(G)2006 QR 1-14(B) dated 20/11/2006):

(i) Railway officers on retirement/voluntary retirement and subsequent re-engagement in RCT as Vice Chairmen/Members shall be entitled to retention of Railway quarter for a total period of four months on payment of normal rent and further period of four months on payment of special licence fee, as permissible in the case of normal retirement. The Vice-Chairmen/Members of RCT can, however avail the above benefit of retention of accommodation admissible on retirement in broken spells, if they so desire, at the time of their retirement/voluntary retirement from Railway service and the remaining part at the time of retirement from RCT. Thus, the benefit can be availed in one or more spells subject to the condition that the total period of retention does not exceed eight months.

(ii) Railway officers on retirement/voluntary retirement and subsequent re-engagement in CAT as Members shall also be entitled to retention of Railway quarter for a period of four months on payment of normal rent and a further period of four months on payment of special licence fee, as permissible in the case of normal retirement.

(iii) Railway officers re-engaged in RCT, who do not avail retention of Railway accommodation on retirement/voluntary retirement form Railway service as at (a) above shall be entitled to retention of quarter at the time of retirement from RCT for a period of 4+4 months minus the retention already availed at the time of retirement from Railway service)

(iv) The Railway officers re-engaged in RCT after their retirement/voluntary retirement and posted at the same station from where they retire shall be allowed to retain the same accommodation so long as they continue in RCT at the same station provided the occupied house is not an earmarked house.

(v) Vice Chairman of RCT not having Railway accommodation shall be eligible for allotment of Type-IV Spl., Type-V or Type-VI category of Railway accommodations and Members/RCT not having Railway accommodation shall be eligible for allotment of Type-IV Spl. Or Type-V category of accommodation on their turn at their place of posting.

(vi) Prior to authorizing retention Railway accommodation in favour of retired Members/Vice Chairman of RCT, the rental payable for the period of retention should be remitted in advance prior to retirement. Further, two serving Railway Officers with at least 2 years' remaining service should act as sureties on behalf of the Member/Vice Chairman for clearing any outstanding dues that may accrue.

(vii) Officers working as Vice Chairman/Members of the RCT as on 13/11/2003 (i.e. the date of first decision of full Board on the subject) shall be covered by these rules. To that extent orders as above are to be made applicable retrospectively.

(viii) In the case of occupation of earmarked/non-pooled accommodation at the time of retirement, retention thereof should be permitted for a period of two months only and within this period an alternative accommodation of entitled category may be allotted and retention for the balance period permitted as provided above.

(Ref. No. E(G)2006 QR 1-14(B) dated 20/11/2006)

b) The relaxation granted vide Board's letter No. E(G)2006 QR 1-14(B) dated 20/11/2006 is applicable ***in toto*** in the case of re-engagement to RRT. The abbreviation "RRT" may also be read along with "RCT" wherever mentioned in the said letter.

(Ref.(No. E(G) 2006 QR 1-14 (RBE 100) dated 19.07.2010)

c) Eligibility of the category of accommodation of Vice Chairman of Railway Claims Tribunal: In partial modification of Board's letters on the subject, it has been decided that, subject to other conditions of eligibility, Vice-Chairman/Members of Railway Claims Tribunals who have joined Tribunals after voluntary retirement may be permitted to continue to occupy the pooled accommodation in their possession when they are posted at the same station. In case of non-pooled accommodation, they may be asked to vacate the same and be provided alternative accommodation as per their entitlement.

(Ref No. 2003/LMB/10/01dated 4.11.2004 – RB/L&A/33/2004)
89/LMB/21/76-A/Pt.II dated 30.05.1990
2001/LMB/10/21 dated 26.07.2001
2003/LMB/10/01 dated 23.08.2004 – RB/L&A/31/2004

10.5.3 On appointment as Vice Chairman/Member in RLDA:

Railway officers joining RLDA as Vice Chairman/Members on permanent absorption may be allowed retention of houses for one year on the condition that RLDA shall commence construction of houses as per requirement during this period.

(Ref:E(G) 2013 QR 1-21 dated 26.03.2019 (RBE No. 55/2019)

10.6 Serving Railway employees who have been selected as apprentices either departmentally or through RRB

A serving employee who is selected as an apprentice either departmentally or through the R.R.B. may be allowed to retain the Railway quarters at the station from where he/she proceeds on training, during the period of his/her apprenticeship.

10.7 Surplus staff:

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 date of issue of transfer orders.

(Ref: No.E(G)2003 QR1-18 dtd. 8.09.2004)

10.8 Provisions for the Railway Audit staff.

Since the staff of Railway Audit Department also encounter the same difficulties of dislocation on transfer from one place to another and have to apply to the same Quarter Controlling Authorities for allotment of Railway accommodation, as the Railway employees, staff of Railway Audit Department may be extended similar facilities for retention of Railway accommodation in the event of transfer necessitating change of residence as extended to Railway employees as per para 1 of Board's letter No. E(G)2000 QR 1-23 dated 1/6/2001(para 10.1 of this Master Circular). Accordingly, the following provision is added as Item (d) under para 1 of Board's letter No. E(G)2000 QR 1-23 dated 1/6/2001 and may be deemed to be part of the instructions from that date:

"(d) These instructions will also be applicable to the employees of Railway Audit Department in allotment and occupation of Railway accommodation."

(Ref: E(G)2005 QR1-13 dated 6/7/2006)

10.9 Deputation under CSS/Personal Staff of Ministers/other Ministries etc

10.9.1 Central Staffing Scheme (CSS):

(a) Railway officers/staff proceeding on deputation to Central Ministries/Departments including UPSC, CVC and other Central organizations which are eligible for allotment of accommodation from General Pool by Directorate of Estates would be governed by instructions governing retention of Railway quarter in the case of permanent transfer, i.e., para 1 of letter No. E(G)200 QR1-23 dated 01.06.2001.

(It may be noted that the said instructions were earlier superseded vide para 6 of the circular no E(G)b2006 QR1-14 (A) dated 20.11.2016 RBE no 176/2006 and have now been restored with issue of circular no E(G) 2008 QR 1-16 Dated. 12.07.2018).

(b) Railway Officers/Staff proceeding on deputation to other Central Government Ministries under the Central Staffing Scheme may be allowed retention of Railway houses subject to the following: -

(i) Railway employees must apply for the General pool accommodation for the level of entitlement plus one level below within fifteen days of his/her joining the new post under Central Staffing Scheme.

(ii) The retention of existing Railway accommodation shall be permitted till the first house is allotted to him/her from the General pool either of the type he/she is entitled to or one level below irrespective of its location,

Or

The retention of existing accommodation shall be permitted till the time a person junior in the waiting list for General pool accommodation gets an accommodation allotted in the normal course; whichever is earlier.

(iii) The rent chargeable would be at normal rate for two months and, thereafter, on payment of special licence fee, i.e. at double the normal licence fee.

(Ref: No. E(G) 2008 QR 1-16 Dated. 12.07.2018)

(c) Deputation to State Government and Central Ministries outside Delhi where system of General Pool accommodation does not exist, rules of normal permanent transfer will be applicable.

(Ref: No. E(G)2000 QR 1-23 dtd. 1/6/2001 and 14.02.2002)

10.9.2 As personal staff of President, Prime Minister and Ministers etc:

Group 'A' and 'B' Railway officers appointed in the personal staff of President, Prime Minister and Ministers in Central Government may be permitted to retain Railway quarter for the entire tenure of the posting with President, Prime Minister and Ministers in Central Government without the requirement of registering for allotment of General Pool accommodation for which they are otherwise eligible.

(Ref: No. E (G)85 QR 1-9 dated 8/1/91)

10.9.3 Other Ministries/Departments:

An employee on deputation to another Ministry/Department of Central or State Government in India (not covered under provision 10.9.1& 10.9.2 above) may be permitted to retain the Railway quarter on the terms and conditions as applicable in the case of permanent transfer.

(Ref:No. E(G) 85 QR 1-9 dated 08.01.1991)

10.10 Deputation abroad

An employee on deputation abroad may be permitted to retain the Railway quarters as follows:

(a) For the entire period of his deputation abroad provided family passage facility is not availed of,

(b) In case an employee avails of the family passage concession, he/she may be permitted to retain the quarters for a period of two months or upto the date of departure of family in India, whichever is earlier.

Note:

(i) "Deputation abroad" means transfer of an employee for service abroad, during which period 'pay and allowances' of the employee is charged to Government of India revenues.

(ii) Railway employees posted abroad in the Indian Missions against posts, pay and allowances of which are borne by the Ministry of Railways will be treated as on permanent transfer for the purpose of retention of quarter in India.

(Ref: E(G)85 QR 1-9 dated 15/1/90)

10.11 Deputation to Railway PSUs/Non Railway PSUs/SPVs/JV/RLDA/CRIS etc:

10.11.1 Railway PSUs/CRIS/COFMOW/ IROAF and RLDA

(a) **Newly formed Railway PSUs**: Railway officers/staff posted on deputation to newly formed Railway Public Sector Undertakings/Societies may be permitted to retain Railway accommodation but this facility can be provided by the Board on merits on a request by the PSUs and will be applicable only for a period of five years from the date of incorporation of the PSU/Society.

(b) **RITES / IRCON:** Railway employees on special assignment to RITES or IRCON exclusively for Railway works only will, however, be allowed retention of Railway accommodation at the previous place of posting for a period of one year at a time and upto a maximum period of two years only.

(Ref: E(G)2000 QR 1-23 dated 1/6/2001 &E(G)2006 QR 1-14(A) dated20/11/2006).

(c) **Other than Delhi/NCR:**

Railway Officers/staff in occupation of Railway accommodation in areas ***other than Delhi/NCR*** on their deputation to Railway PSUs are permitted to retain their Railway accommodation at the place of previous posting for a period beyond 30.06.2019 up to 30.06.2021.

(Ref: E(G) 2008QR 1–15 dated 01.08.2019 (RBE No. 121/2019).

(d) RVNL:

Keeping in view that **RVNL** is a Special purpose organisation that works only for Indian Railways, Northern Railway shall permit retention of two houses in Delhi/NCR area for newly posted Railway officers on deputation to RVNL subject to payment of rent as per extant rules.

(Ref: E(G) 2008 QR 1 – 15 – Pt. Dated 26.07.2018)

(e) **RAILTEL**

Decision taken in the case of RVNL for the newly posted officers i.e. retention of two houses in Delhi/NCR areas has been extended in case of officers going on deputation to RAILTEL. This shall be subject to payment of rent as per extant rules

and subject further to the condition that RAILTEL shall either construct or deposit the funds for the construction of at least four such quarters with Northern Railway within a year.

(Ref: E(G) 2008 QR 1-15 (PSUs) dated 28.03.2019

(f) **KMRCL**

Railway officials on deputation to **KMRCL** shall be entitled to retention of Railway accommodation at the place of previous posting as admissible for other Railway PSUs in terms of Railway Board's letter No.E(G) 2008 QR 1-15 dated. 18.12.14 and 31.05.2017.

(Ref. No. E(G) 2013 RN 3-3 dated. 25.02.2016).

(g) **IRSDCL**

Officers joining **Indian Railway Stations Development Corporation Limited (IRSDCL)**, on deputation may be allowed to retain their Railway accommodation for their entire period of deputation.

(Ref.No.E(G)2013 QR 1-18 dated. 08.09.2017).

(h) NHSRCL

Railway Officers/staff who have joined or will be joining on deputation to **National High Speed Rail Corporation Limited (NHSRCL)**,may be permitted to retain their Railway accommodation at the place of their previous posting for a period of 5 years from the date of incorporation of the PSU i.e. 12.02.2016.

(Ref. No. E(G)2016 RN 2-1 dated. 04.09.2017 RBE No. 119/2017).

(i) **CRIS**

Considering the fact that CRIS is a Society which cannot make profit and all its expenditures are charged to the Railway Projects, CRIS has been separated from the group of other PSUs for the purpose of allotment/retention of Railway accommodation. It has been decided that in the event of a Railway employee proceeding on deputation to CRIS, retention of Railway accommodation at the previous place of posting will continue to be governed by clause 3 of Railway Board's instructions contained in letter No.E(G) 2000 QR 1-23 dated 01/6/2001 permitting retention of Railway quarter for a period of only two months. In the event the deputationist Railway employee is posted by CRIS at the same station (from where the employee has proceeded on deputation to CRIS) where he/she is in allotment of Railway accommodation, on a request from CRIS with a certificate that no accommodation is available in its pool for allotment to the concerned employee, the deputationist Railway employee to CRIS may be allowed to retain the Railway accommodation under his occupation so long as the employee continues to be on deputation to CRIS and posted at the same station. In case the deputationist Railway employee to CRIS is posted at a different station, Railway accommodation as per the entitlement of the said employee may be allotted for the entire period of deputation to CRIS.

(Ref: No. E(G) 2005 RN5-8 dated 9/9/2005)

(Note for information: *Fresh allotment of quarters to officers posted in CRIS at Delhi is done by NR and not by Railway Board. Thus officers posted in CRIS E(G) 2008 QR 1-16 Dated. 12.07.2018 New Delhi are not entitled for accommodation by Department of Estates under GPRA.)*

(j) **COFMOW, IROAF and RLDA**

Railway Board has decided that COFMOW, IROAF and RLDA being directly under Ministry of Railways, their officers would be clubbed with the officers of Railway Board for the purpose of allotment of houses.

(Ref: E (G) 2013 QR1-21 dated 04.02.2014)

10.11.2 Non Railway PSUs

(a) Railway officers posted to non-Railway PSUs/Statutory/Autonomous Bodies/ Societies **on mandatory basis** shall be eligible to retain Railway accommodation during the period of deputation. In such cases it shall be required that the office of Establishment Officer, Department of Personnel & Training issues a certificate that the posting of the officer concerned to PSU/Statutory/Autonomous Bodies/Society is on mandatory basis without seeking his/her option and is in public interest. In cases of employees on deputation to PSUs/Statutory/Autonomous Bodies/Societies who are allowed to retain their Railway accommodation as above, the concerned PSU/Organization shall credit to the concerned Railway Unit the amount equivalent to the entitlement for the House Rent Allowance of the Railway employee availing the retention facility plus the flat rate of licence fee prescribed by the Railway.

(Ref: No.E(G)2015 QR 1-3 dated 10.12.15 RBE No. 155/2015)

(b) **NHAI on deputation.**

(i) Railway personnel who are on deputation with NHAI (a non-Railway PSU) be allowed retention of Railway quarters in their occupation beyond permissible period and up to completion of all phases of National Highways Development Project or NHAI makes its own residential alternative arrangement, whichever event occurs earlier.

(ii) The NHAI would be required to pay the market rate of license fee (equal to damage rent) to the quarter controlling authority in the lending organisation and charge normal license fee from the personnel retaining Railway accommodation. It would be the responsibility of the borrowing organisation i.e. the NHAI to intimate this office as and when the construction of its own dwelling units is completed.

(iii) All other conditions stipulated in earlier orders regarding house retention are applicable *in toto*.

(Ref. No. E(G) 2011 QR 1-8 dated 06.06.2011 – RBE No. 82/2011)

10.11.3 SPV:

(a) The Railway employees on deputation to a SPV may be allowed to retain the Railway accommodation at the previous place of posting for a maximum period of five years from the date of setting up of the SPVs or till the completion of construction of accommodation, whichever is earlier.

Note: Towards, the rent chargeable towards retention of Railway accommodation permitted to Railway employees on deputation to PSUs, the concerned PSU/Organisation should credit to the Railway unit concerned, the amount equivalent to the entitlement for the leased accommodation of the Railway employee availing the retention facility.

Ref: E(G)2000 QR 1-23 dated 1/6/2001 &E(G)2006 QR 1-14(A) dated 20/11/2006).

b) **DFCCIL:** Railway officers/staff in occupation of Railway accommodation in Delhi/NCR area on their deputation to Dedicated Freight Corridor Corporation of India Ltd. (DFCCIL) are permitted to retain their railway accommodation at the place of previous posting for a period beyond 30.06.2019 up to March, 2020.

(Ref: E(G) 2008QR 1–15 dated 01.08.2019 (RBE No. 121/2019).

10.11.4 Joint Venture Companies (JVs) being set up by Ministry of Railways with various State Governments:

Vide letter **No. E(G) 2007 RN 2-5 dated 13.08.2018 RBE No. 113/2018,** permission was granted for retention of 02(two) quarters/State JV at Non-Metro locations and 01(One) quarter/State JV at Metro locations for the officers/staff going on deputation to Joint Venture Companies (JVs) set up by Ministry of Railways with State Governments, for a period of one year (i.e, upto 12.08.2019).

It has been decided to dispense with the distinction between Metro and Non-Metro locations and permit parity in retention of accommodation at Metro and Non-Metro locations. However, the total number of quarters has to be within the same ceiling i.e. the overall ceiling should not change.

Quarter retention permission will not be admissible for deputationists to State JVs at Delhi.

(Ref. No. E(G)2007 RN 2-5 dated 11.03.2019 RBE No. 47/2019)

10.12 On permanent/immediate absorption in PSUs/Societies etc.

(a) Railway officers/staff on their appointment in PSUs/Societies etc. on permanent/immediate absorption basis may be permitted to retain their railway quarter for a period of four months on payment of normal rent/licence fee. Retention of quarter beyond four months shall be treated as unauthorised and shall be liable for recovery of damage/penal rent.

(Ref: E(G) 2014 QR 1-2 (PSU Abspn) dated 30.10.2018 (RBE No. 167/2018)

(b) **Railway officers appointed as MD/CMD of Railway PSUs in project mode**

(i) Railway officers appointed as CMDs/MDs of Railway PSUs, which are in project mode, will be allowed to retain Railway accommodation allotted to them while in railway service for their tenure as CMD/MD at market Rent applicable to the type of accommodation under their occupation while proceeding on absorption basis to the PSU. This dispensation will be available to them for a period of 05 (five) years from the date of issue of the order (i.e. from 19.09.2018 up to 18.09.2023). No fresh allotment or change of house would be permitted to such personnel. These provisions are not applicable to the CMDs/MDs who had joined the PSUs earlier on absorption basis in any capacity.

(ii) DFCCIL and NHSRCL have been considered by the Board to be eligible for the above dispensation of PSUs in project mode that exclusively undertake Railway project, as of now in case of deputation/absorption of Railway officers.

(Ref: E(G) 2018 RN 2-6 dated 19.09.2018 RBE No.143/2018)

10.13 Training:

a) An employee deputed for training in any Railway or non-Railway training institute/place or to attend seminar, conference, etc;' may be permitted to retain the Railway quarters for the period of training, seminar, etc. on payment of normal rent/flat rate of licence fee/rent.

b) An employee deputed for training abroad under any aided scheme such as Colombo plan, etc. or at Government expenses may be permitted to retain the Railway quarters for the entire period of deputation for training abroad.

c) When an employee already transferred from a station is deputed for training in India or abroad during the permissible period for retention of Railway quarters at the old station, the period of retention of quarters as admissible on transfer will be automatically got extended by the period of deputation for training. The rent to be charged for the period of deputation for training will be normal rent/flat rate of licence fee/rent, if the training commences from a date within the first two months of transfer and special licence fee if it commences after first two months.

(Ref: E(G)85 QR 1-9 dated 15/1/90)

10.14 Various kinds of Leave

10.14.1 Leave including Extraordinary Leave

(a) A Railway employee in occupation of Railway quarter may be permitted, while on leave for a period not exceeding 120 days, to retain the quarter for the period of leave on payment of normal rent/flat rate of licence fee/rent provided the authority

sanctioning the leave certifies that the employee concerned is likely to be posted back to old station on expiry of his leave.

(b) When an employee takes leave (LAP) before he/she is ordered to be transferred, he/she may be permitted to retain the quarter for the period of leave upto the date of transfer/relief on payment of normal rent/flat rate of licence fee/rent and thereafter he/she may be allowed retention of the quarter as applicable in case of transfer on payment of rent, as specified therefore.

(c) When an employee takes leave after he/she is transferred/relieved, he/she may be permitted to retain the Railway quarters at the old station for the period permissible in case of transfer counted from the date of relief on payment of rent, as specified therefore. The period of retention of quarter permissible in case of leave will not be allowed in addition.

10.14.2 Leave on Medical Ground

(i) An employee on medical leave may be permitted to retain the quarter for the full period of leave on payment of normal rent/flat rate of licence fee/rent.

(ii) When an employee already on medical leave is ordered to be transferred to another station, retention of Railway quarter will be permitted for the period of medical leave on normal rent/flat rate of licence fee/rent and thereafter for periods as admissible on transfer on payment of rent as specified in case of transfer.

(iii) When an employee already relieved on transfer to another station takes leave on medical ground, the period for retention of Railway quarter on transfer will automatically get extended by the period of sanctioned medical leave. During the period of medical leave, normal rent/flat rate of licence fee/rent should be charged if the medical leave is taken from the date within the first two months of transfer and double the flat rate of licence fee etc, if it is taken after the first two months.

10.14.3 Maternity Leave

An employee granted maternity leave may be permitted to retain the Railway quarter for the period of maternity leave plus any leave granted in continuation thereof subject to a maximum of 5 months.

10.14.4 Leave Preparatory to Retirement

An employee granted leave preparatory to retirement may be permitted to retain the Railway quarter for the full period of leave on average pay subject to a maximum of 180 days.

10.14.5 Leave granted to employees who retire under the provision of FR 56(i)

An employee who retires from service under the provision of FR 56(i) may be permitted to retain the Railway quarter during the period of earned leave, not exceeding

four months sanctioned preparatory to retirement, on payment of normal rent. The concession regarding retention of Railway quarter after retirement will not be available to such a retired employee, in addition.

10.14.6 Retention by State Government/Union Territories employees on repatriation

An employee of the State Government/Union Territory on deputation with the Indian Railways may, on repatriation to the parent Government/Department be permitted to retain the Railway quarter for a period of 2 months from the date of relief on payment of normal rent.

10.14.7 Ex–India leave:

An employee on leave ex-India not exceeding 180 days may be permitted to retain the quarter on payment of normal rent/flat rate of licence fee/rent for the entire period, provided the entire period of leave or any portion thereof is spent outside India and the competent authority certifies that the employee will be reposted to the place of posting on expiry of the leave period.

10.14.8 Study Leave:

10.14.8.1 Retention of allotted accommodation

(a) In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave on payment of normal rent.

(b) In case the officer is in occupation of his entitled type of accommodation, for the period of study leave but not exceeding six months on payment of normal rent provided that where the study leave extends beyond six months, he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave is he so desires.

(c) In case the officer does not want to shift to the house below his entitlement, he will be charged special licence fee for the entire period of study leave after the initial 6 months for which only normal rent should be charged.

(Ref: No. E(G) 91 RN 6-1 dated22.09.1992)

Note: It is clarified that the provision for retention on account of study leave would be applicable only at the station from where the officer/employee proceeds on study leave.

10.14.8.2 Retention of leased accommodation on Study Leave.

The existing instructions regarding retention of leased/hired accommodation allotted to Railway officers on occurrence of events like transfer/deputation/retirement/death etc. have been notified vide Railway Board's letters No. 1998/LMB/12/18 dated 09.12.98 and 2001/LMB/12/21 dated 28.02.2002.

In partial modification of above instructions and subject to allotment of Government/Railway accommodation, retention of leased accommodation may be allowed as indicated below:-

(a) In case the period of Study Leave is six months or less and the officer/employee is in occupation of leased accommodation as per his/her entitlement, he/she may retain the leased accommodation for entire period of Study Leave on payment of normal licence fee.

(b) In such cases where the period of Study Leave extends beyond six months, the officer/employee may retain leased accommodation as per his/her entitlement for the period beyond six months on payment of double the licence fee or he/she may accept leased accommodation of one level below his/her entitlement in which case he/she will be liable to pay normal licence fee.

(c) While on Study Leave the leased accommodation shall be permitted to be retained till allotment of Government/Railway accommodation and any occupation there after shall be treated as unauthorized.

(Ref: E(G) 2016 QR 1-1 dated 11.01.2016 - RBE No. 06/2016)

10.15 Special provision for cases of non-pooled ear-marked accommodation in the case of transfer/retirement etc

a) There exists a policy on the Railways whereby residential accommodation is ear-marked as non-pooled for use of nominated senior officials of Railway units. Such officers, holding ear-marked/non-pooled accommodation on their retirement, transfer, deputation etc may be permitted to retain such accommodation for a period of two months only on payment of normal rent. During this period of two months, if the officer concerned requests for further retention of two months, as admissible to him/her in terms of the general instructions governing retention of railway accommodation in the case of transfer, deputation, retirement etc, an alternative accommodation for the purpose may be allotted, if feasible, on payment of rent as per existing instructions. All other general instructions governing retention of Railway quarter and charging of rent shall be applicable in such cases. It may be noted that no retention in respect of earmarked/non-pooled accommodation should be permitted beyond the period of two months.

(Ref: No.E(G) 2001 RN4-10 dated 17.09.2002).

b) In partial modification of above instructions, it has been decided that the Railway employees in occupation of non-pooled Railway accommodation at the time of their retirement may be allowed retention of the non-pooled accommodation under their occupation for a period of two months only. In the event, the concerned retired Railway employee so desires to further retain Railway accommodation, on request, an alternative Railway accommodation of his /her entitled category may be allotted at the place of his choice anywhere in India, subject to availability, for the remaining period of six months, on payment of usual rent, as charged in the case of retention of accommodation on retirement under the extant instruction (Para-5 of letter No.E(G) 2000 QR 1-23 dated 01.06.2001)

(Ref: No. E(G)2006 QR 1-14(B) dated 20/11/2006)

c) **Position in Railway Board:**

Only Chairman, Railway Board, other Board Members and Secretary Railway Board are allotted earmarked/non-pooled Railway accommodation. These officers holding earmarked/non-pooled accommodation on their retirement/transfer/deputation may be permitted to retain such accommodation for a period of 2 months only on payment of normal rent. During this period of 2 months, if the officer concerned requests for further retention of Railway accommodation an alternative Type VI accommodation specifically earmarked for this purpose in S.P. Marg Colony, New Delhi should be allotted in his/her favour for a further period not exceeding 6 months, on payment of normal rent for first 2 months and double the normal rent for the balance 4 months. In case of Secretary Railway Board, if he/she requires retention of accommodation beyond 2 months, he/she will be provided suitable Type V accommodation on similar lines. No relaxation beyond this period will be allowed on any ground whatsoever. Further, the request for retention of Railway accommodation beyond 4 months will be considered on educational or sickness account.

(Ref: No. 2001/G(Acc.)/5/17/Part IV dated 13.07.2001)

10.16 Instructions for retention of accommodation in cases of extreme medical condition:

a) Every proposal meriting relaxation to cover a group of such individuals affected by extreme hardship on medical grounds, shall be considered by the full Board in terms of laid down policy guidelines/instructions regulating the subject matter, vis-a-vis the operational and administrative needs of the Railways and decision taken by Board thereon, shall be communicated by issue of orders.

b) Notwithstanding anything contained in paras above preceding, Board may also permit retention of Railway accommodation as a special case in the case of individuals constituting a class on medical grounds which necessitate the retention of Railway accommodation beyond the permissible period".

c) The following procedure/guidelines shall be followed in processing cases for grant of retention of accommodation over and above the permissible period as laid down in the general instructions: -

(i) The individual Railway employee, who seeks retention of Railway accommodation beyond the period permissible under the general policy on medical grounds, may apply to the quarter controlling authority alongwith certificate from the Railway Medical Authorities. The quarter controlling authority shall process the request for the personal approval of the General Manager.

(ii) If the General Manager is satisfied that there are adequate and reasonable grounds for permitting further retention, he may make his recommendations to the Railway Board with a speaking order for grant of this dispensation.

(iii) The retention of Railway accommodation beyond the permissible period on medical grounds may be granted by the competent authority for a period not exceeding one year in any case.

(iv) The benefit of retention of Railway accommodation shall be admissible in the case of severe illness of Railway employee himself/herself or any member of the employee's family as defined in the Railway Servants(Pass)Rules.

(v) "Severe illness" in such cases means illness of the nature of acute debilitating disease, which requires hospitalization and/or prolonged indoor medical treatment or repeated indoor treatment to the Railway employee or any member of his/her family, which must be duly certified by the concerned Chief Medical Director of the Railway recommending such retention of Railway accommodation."

(vi) The rate of rent to be charged for the extended retention shall be at four times of the normal licence fee per month.

(vii) In the event of grant of permission for retention of Railway accommodation at the previous place of posting beyond the period provided for in the relevant instructions, the employee in whose favour retention as above has been permitted, shall not be entitled to draw House Rent Allowance at his new place of posting.

(viii) The allottee will have to vacate the premises on or before the expiry of permitted period, and in the event of occupation of quarter after the permitted period of retention, it shall be treated as an unauthorised occupation and (damage) rent will be charged from him/her.

(ix) The request of officers in SAG and above for retention of accommodation on medical grounds as specified above, shall be forwarded to the Railway Board by the General Manager while all other cases will be dealt with at AGM's level for forwarding to Board along with recommendations for consideration.

(Ref.No.E(G)99 QR 1-16 dated 16/3/2004 & 1/9/2005)

10.17 Resignation/dismissal/removal

An employee who resigns from service or is dismissed or removed from service may be permitted to retain the railway quarter for a period of one month only on payment of normal rent/flat rate of licence fee.

(Ref: E(G)85 QR 1-9 dated 15/1/90)

10.18 Family of Missing Railway employees

The family of missing Railway employees may be permitted to retain Railway quarter for a period of one year, on payment of normal rent, from the date of lodging of FIR (the period from the date from which the employee is missing till the date of filing FIR would automatically get regularised) with the police by the family of missing Railway employee. On the certification of the police authorities that the missing employee is not traceable and the whereabouts of the person could not be known, the family of the missing Railway employee may be permitted further retention of Railway quarter for a period of one year on payment of normal rent.

(Ref: No. E(G)2001 QR 1-17 dated 17/7/2002)

10.19 Retirement

a) Railway employees on retirement, including voluntary retirees and those retired compulsorily, may be permitted to retain non-ear-marked Railway accommodation for a period of 4 months on payment of normal rent/flat rate of licence fee and the next 4 months on educational or sickness account on payment of special licence fee, i.e., double the normal rent or double the flat rate of licence fee. This is also applicable to audit staff doing Railway audit work. *(Instruction regarding treating the cases of retirement on medical invalidation grounds at par with normal retirement was deleted subsequently as indicated in sub para (c) below)*

b) Beyond the permitted/permissible period, however, no further extension will be allowed on any ground, whatsoever. Therefore, no request or representation on this score shall be entertained. For all occupations beyond the permitted period, therefore, immediate action should be taken to cancel the allotment, declare the occupation as unauthorised and initiate eviction proceedings, charging damage rent for the over stay.

(Ref No. E(G)2000 QR 1-23 dated 1-6-2001)

c) In partial modification of provisions contained in Para 5 of Board's letter No.E(G) 2000 QR 1-23 dated. 01.06.2001, *(as per which cases of retirement on medical invalidation were treated at par with the cases of normal retirement,)* Board has decided that Railway employees who are retired on grounds of total medical incapacitation and in whose cases compassionate appointment of any of their family members is in process, may be allowed retention of Railway accommodation for the maximum period up to 2 years on normal rent from the date of retirement.

(Ref. No. E(G) 2012 QR 1-7 dated. 25.04.2016 RBE No. 39/2016)

10.20 Death

The family of an allottee employee who dies while in service may be permitted to retain the Railway quarter for a period of twenty four months on payment of normal rent/flat rate of licence fee/rent from the date immediately after the date of death of an employee. This also applies to audit staff doing Railway audit work. Where the deceased staff/officer or his/her dependants owns a house at the place of posting in such cases retention of Railway quarter shall however be permitted only for a period of 12 months.

(Ref No.E(G)98QR1-11 dated 2.1.99)

10.21 Re-employed Doctors:

Re-employed doctors be allowed to retain the Railway accommodation during the period of their re-employment. However, the facility of retention of Railway accommodation after retirement can be given to retiring doctors only once i.e. either after their normal retirement or after termination of re-employment.

(Ref No. E(G)89 QR2-15 dated 20.12.1989)

10.22 Consolidated clarification issued on Retention of Railway quarter:

	Queries	Decision of Board
1	Whether the period of eight months (two months on normal rent and remaining 06 months at the rate double the normal rent/special license fee) permissible under normal transfer would be applicable in addition to the relaxations granted in case of new zones/division?	Further relaxation of 02 months that is granted in case of normal transfer may also be granted in addition to the special relaxations granted from time to time in cases of officers/staff posted to new zones/Division.
2	Whether the scholastic session includes the maximum permissible period in case of transfer?	Scholastic session includes the maximum permissible period of 08 months retention allowed in case of permanent transfer. However, where the session exceeds 08 months the retention is allowed up to end of the current year session plus 15 days.
3	Whether scholastic session means the whole period/tenure of course or the ensuing session?	It does not mean the whole tenure of the course but the current session only whatever may be the tenure of the course.
4	Whether the period permissible under normal transfer would be applicable in addition to the relaxations granted in case of Training Institutes?	Further relaxation of 02 months granted in case of normal transfer may be granted in addition to the special relaxations granted.
5	Whether the earmarked quarter can be retained after retirement/transfer after	Since the earmarked quarters are meant for higher postings retention

	the permissible period of two months?	may not be allowed beyond two months under any circumstances.
6	Whether the earmarked quarter can be retained after retirement after the permissible period of two months under severe illness clause?	Retention is allowed in alternative accommodation in any place of choice for the remaining 06 months. The cases with severe illness may be covered under those alternative provisions.
7	Whether the relaxations granted under school education etc. are applicable in addition to the special dispensations etc?	Except for scholastic ground which may cover the session and go beyond the maximum permissible period of 08 months. It is inclusive of the normal permissible period.
8	Whether the period of eight months (two months or normal rent and remaining 06 months at the rate double the normal rent/special license fee) permissible under normal transfer would be applicable in addition to the relaxations granted in case of Chairman/RRBs?	Further relaxation of 02 months granted in case of normal transfer may be granted in addition to the special relaxations granted.
9	Whether the period of eight months(two months on normal rent and remaining 06 months at the rate double the normal rent/special license fee) permissible under normal transfer would be applicable in addition to the relaxations granted in case of posting to J-USRBL(both new line and open line) construction project?	Further relaxation of 02 months granted in case of normal transfer may be granted in addition to the special relaxations granted.
10	Whether re-allotment of quarter in previous place of posting is allowed in case retention is allowed or extended subsequently for the sake of availing retention facility granted post vacation?	Re-allotment of Railway accommodation will not be eligible in the previous place of posting once the same is vacated.

(Ref: No. E(G)2011 QR1-15, dated 28.04.2015 – RBE No. 38/2015)

11. Unauthorised Occupation/ Misuse/ Sub-letting:

11.1.1 Automatic termination of allotment on expiry of permitted period

a) On expiry of the permissible/permitted period indicated in all the cases, the allotment of quarter in the name of the employee at the old station will be deemed to have been terminated automatically. Retention of quarter by the employee after expiry of the permissible period will be treated as unauthorised. During the period of unauthorised occupation, the employee would be required to pay damage rate of rent in respect of the Railway quarter. Realisation of damage rate of rent should not be pended on the ground that the employee has appealed or the case of the employee has been referred to the Ministry of Railway for regularisation of the excess period of retention.

b) The General Managers of Railway Administration and the Chief Administrative Officers of Projects/Organisations etc., may assign the work relating to granting of permission for retention of quarters to one or more officers in the Headquarters/Divisions as considered necessary. These officers will be responsible for implementing the orders regarding retention of quarters issued from time to time within the parameters laid down by this Ministry. If several officers are assigned this work in Headquarters/Divisions, an officer of appropriate level should be entrusted with the work of periodically overseeing and co-ordinating the work done by lower authority/authorities.

(Ref. No.E(G)85 QR 1-9 dated 15.1.90)

11.1.2 Unauthorised occupation of Railway quarters - Prevention and removal of encroachments.

Instructions have been issued from time to time for taking necessary steps for prevention of encroachments from railway land. Railways should ensure that railway quarters/buildings or any part of a building or any premises Act, 1971 should not be occupied unauthorisedly/remain under unauthorised occupation. If any quarter or building or part of a building or any other premises be under unauthorised occupation, besides taking any administrative/disciplinary action against the unauthorised occupiers, eviction proceedings should be initiated immediately in the court of estate officer under the provisions of the said act, for removal of the encroachment and recovery of railway's dues.

(Ref. No. 86/W2(LM)/14/51 dated. 24.10.1986)

11.1.3 Unauthorised occupation of Railway quarters by GRP and recovery of rent/damage rent.

a) Railways should take up the matter of unauthorised occupation of Railway quarters by GRP with the GRP/State Governments for vacation of Railway quarters in their co-ordination meetings in a time bound manner. On vacation, the same should be allotted to the Railway staff. Where the Railway quarters are surplus (consequent to no demand for the same from the Railway staff), these can be allotted after executing proper agreement with GRP.

b) Railways should ensure that GRP pay up the rent (or the damage rent as the case may be) including water/electricity charges for the quarters within specified time failing which it should be recovered from their dues to the Railways. The damage rent for the unauthorized occupation of Railway quarters by GRP shall be as applicable to Railway employees vide Board's letter no. F(X)I/99/11/1 dated 17.03.2005 of as amended from time to time.

(Ref:No.2010/LMB/10/11 dated 29.04.2011 - RB/L&ANo.007/2011)

11.2 Misuse:

a) Railway accommodation allotted to a Railway servant is meant only for his/her bona-fide use and cannot be used for any purpose other than residence. In order to prevent misuse of Railway accommodation in any manner, a clear provision to this effect should invariably be made in quarter allotment letters issued to Railway servants. The provision should also clearly specify that any violation in this respect would result in cancellation of allotment of the accommodation besides initiation of disciplinary action under Railway Servants D&A Rules.

(Ref: No.E(G)2002 QR1-3 dated 29.04.2002)

b) Sub-rule(1) of Rule 15 of Railway Services(Conduct) Rules provides that no Railway servant shall, except with the previous sanction of the Government engage directly or indirectly in any trade or business, or negotiate for, or undertake any other employment. Also, in terms of sub-rule (3) of Rule 15 of Railway Services (Conduct) Rules, a Railway servant is required to report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency. For the purpose of these sub-rules, "Government" means the Railway Board in the case of all gazetted and non-gazetted staff in the Railways.

c) Instances have come to notice wherein commercial activities are carried on from the Railway quarters allotted to Railway servants for residential purpose. In this connection instructions have already been issued under Board's letter No. E(G)2002 QR 1-3 dated 29-4-2002 (RBE No.54/2002) clarifying, inter alia, that Railway accommodation allotted to a Railway servant is meant only for his/her bona-fide use and cannot be used for any purpose other than residence. Hence, when a request is received from a Railway servant seeking sanction of the Government under sub-rule (1) if Rule 15 or when an intimation is given by him/her regarding business/commercial activity by any member of his/her family under sub-rule(3) of Rule 15, he/she should also indicate the address from which the activity will be conducted. It should be ensured that such activity is not being conducted and/or will not be conducted from the Government/Railway accommodation. An undertaking to this effect may also be obtained from the Railway servant concerned and enclosed with the proposal being sent to Railway Board for further necessary action.

(Ref: No. E(D&A)2000/GS/1-8 dated 3/9/2002)

11.3 Sub-letting and vacation of Railway accommodation

a) Save as otherwise provided in any other law for the time being in force, no Railway servant shall sublet, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.

b) As soon as the charges of sub-letting are established by the pool holder, the allotment of quarter will be cancelled and the disciplinary authority shall initiate disciplinary proceedings against the railway servant concerned. In such cases, the competent authority may consider placing the delinquent Railway servant under the suspension also. It may also be ensured that charge sheets are issued immediately in cases where employees are likely to retire shortly or where they have already retired, since such cases are likely to become time barred for initiation of disciplinary proceedings by virtue of the misconduct being more than four years old.

c) A Railway servant shall, after the cancellation of his allotment of Government accommodation vacate the same within the time-limit prescribed by the allotting authority.

(Ref. Rule 15A of Railway Services (Conduct) Rules, 1966 read with Board's letter No. E(D&A)98 GS 1-1 dtd.19.06.98)

d) The Estate Officers/Allotment Authorities on the Railways, etc., should carry out checks/inspections every six months to ensure that the houses are occupied by the allottee Railway Servants only and are not sublet to outsiders in contravention of the extant instructions.

(Ref: No.E(G)86 QR 1-6 dated. 30.09.86)

12. Retention - Post-retirement - Withholding DCRG etc

12.1 Action to be taken by Railway administration:

To prevent unauthorised retention of Railway accommodation by the retired Railway employees, Railway Administration should take the following steps to discourage them from such action:-

a) 'No claim' certificate should not be given, unless the employee, after retirement, has vacated the Railway quarter and cleared all his arrears of rent, electricity and other charges, etc.

b) The retirement/death gratuity or special contribution to P.F.' as the case may be, should be withheld in full for non-vacation of railway quarter, not only after superannuation but in all cases of cessation of service, namely, voluntary retirement, death etc. Further, the amount withheld should remain with the Administration only in the form of cash without conversion into any type of Security, lest the very purpose of withholding full DCRG should get defeated. It may also please be kept in view that the gratuity should be released, as soon as the

quarter is vacated; so that there is neither any hardship to the retired employee or his/her family, nor there is any claim for payment of interest on withheld gratuity for reasons of administrative delay.

c) One set of post-retirement pass should be disallowed for every month of unauthorised retention of Railway quarter by retired employee in terms of provisions of Railway Servants Pass Rules. The concerned retired employee may be allowed the privilege of post-retirement passes, after the period, during which the forfeited passes would have been admissible, is over. A show cause notice to this effect may be issued to the retired employee before disallowing the pass.

d) The provisions under Sub Rule (8) of Rule 16 of the Railway Services (Pension) Rules, 1993, as reproduced below for ready reference, shall be strictly followed.

12.2 Provisions under Sub Rule 8 of Rule 16 of Railway Services (Pension Rules), 1993

a) In case where a railway accommodation is not vacated after superannuation of the Railway servant or after cessation of his services such as on voluntary retirement, compulsory retirement, medical invalidation or death, the full amount of retirement gratuity, death gratuity or special contribution to provident fund, as the case may be, shall be withheld.

b) The amount withheld under clause (a) shall remain with the Railway administration in the form of cash.

c) In case the Railway accommodation is not vacated even after the permissible period of retention after the superannuation, retirement, cessation of service or death, as the case may be, the railway administration shall have the right to withhold, recover, or adjust from the Death-cum-retirement Gratuity, the normal rent, special licence fee or damage rent, as may be due from the ex-railway employee and return only the balance, if any, on vacation of the Railway accommodation.

d) Any amount remaining unpaid after the adjustment made under clause (C), may also be recovered without the consent of the pensioner by the concerned Accounts Officers from the dearness relief of the pensioner until full recovery of such dues has been made.

e) Dispute, if any, regarding recovery of damages or rent from the ex railway employee shall be subject to adjudication by the concerned Estate Officer appointed under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 to 1971)."

(Ref: No. F(E)III/97 PN1/14 (Amendment) dated 24/5/2000)

Note:

In respect of Railway servants holding Government accommodation allotted by Directorate of Estate, procedure as specified under Rule 16(1) to Rule 16(7) of Railway Services (Pension) Rules 1993 would be applicable.

12.3 Item No. (XX) in schedule IV (Post Retirement Complimentary Pass) Rules, 1986 (2nd Edition, 1993):-

"One set of post-retirement complimentary pass shall be disallowed for every month of unauthorised retention of railway quarters by the retired officers/staff. For this purpose, a part of month exceeding 10 days in any calendar month shall be taken as a full month. A show cause notice to this effect may be issued to the concerned retired employee before disallowing the complimentary passes. The Concerned retired employee shall be allowed the Post-retirement Complimentary passes after the period during which forfeited passes could have been admissible is over.

Ref (i) No. E(G)2000 QR 1-23 dated 1/6/2001)
(ii) No. E(G)/81/QR1-51 Pt dated 04.06.1983
(iii) No.E(W)99 PS5-1/41 dated 03.11.1999).

13.0 Provisions regarding Leasing, Rental ceilings, damage rent etc

13.1 Leasing/hiring of private houses for residential use of Railway Gazetted Officers-delegation of powers to Zonal Railways.

a) In relaxation of provisions contained in Para 1917 of Indian Railway Code for the Engineering Department 2012, General Managers of the Zonal Railways, Production Units and CORE and Director General/RDSO are hereby authorized to hire/lease as per following ceiling limit on numbers of private houses for residential use of Railway Gazetted Officers subject to usual terms and conditions:-

S.No.	Power Delegated To	Ceiling on number of houses/quarters authorized.
1.	GMs of Zonal Railways	50 (Fifty only)
2.	GM of Northern Railway	100 (Hundred only)
3.	GMs of Production Units	15 (Fifteen only)
4.	GM/CORE	50 (Fifty only)
5.	DG/RDSO	05 (Five only)

b) The above said delegation of power is subject to the following:-

(i) Number of houses to be taken on lease/hire should be bare minimum and not more than the upper ceiling limit prescribed as above.

(ii) Divisional/Extra Divisional Unit, while sending the proposal to HQ for GM's approval should have the following certificate personally signed by the DRM/Head of Extra Divisional Unit:-

"This is certified that there is no vacant railway quarter or quarter likely to be vacated in the near future, as per entitlement of the officers(s) at the place of posting in this Division/Extra Divisional Unit"

Similar certificate has to be given by Dy. GM(G) for Head Quarter Officers.

(iii) Houses would be taken on lease only in case of non-availability of the Railway Quarters of the entitled type. Availability of Railway quarters of other Zonal Railway at the particular station would also be explored. Before applying for leased accommodation, the officer has to enrol himself for allotment of railway quarters. As soon as some vacant railway quarter as per his/her entitlement is offered, the officer has to vacate the leased accommodation and the lease would be terminated immediately. A Provision to this effect should be incorporated in the lease agreement.

(iv) Every lease case has to be concurred by the FA&CAO and approved by the General Manager.

c) This order will come into force from the date of issue.

(Ref: No.2005/LMB/12/Master Circular dated. 05/05/2006 and 01.06.2016(RB No.L&A/003/2016)

13.2 Revision of rental ceilings for Railway officers posted in Railway Zone and Board's office.

Uniform rental ceilings shall be prescribed for officers posted in all the Zonal Railways. Following are the revised rental ceilings applicable to different classes of cities for different grades of officers posted in all the Zonal Railways/Units.

Grade Pay	X-class Cities/Towns	Y-class Cities/Towns	Z-class Cities/Towns
less than 7600	27500	14630	9130
7600	31100	14630	9130
8700	36700	22880	11000
8900	36700	22880	12870
10000	38500	22880	12870
12000	40400	23870	12870
HAG+ Scale	43100	29370	14630

The amount of lease permissible to Railway Board officers in New Delhi shall be fixed on the basis of the proposed ceiling limits for officers of the Zonal Railways posted in X class Cities/Towns.

The leasing arrangement for Railway Board officers may continue till the officer is allotted a transit/regular accommodation as per his/her entitlement. Any excess rent paid by the officer over the above ceiling if any, shall be borne by the officers themselves, which may be recovered from their salary in addition to the quarter rent at prescribed rate. Leasing of private accommodation for Railway Board officers shall be limited to 50(fifty) houses/flats as per entitlement based on Grade Pay of Joint Directors/Directors/Executive Directors who will be eligible for hiring such accommodation.

(Ref. No. 2009/LMB-II/12/1 Vol-I dated. 11/03/2016)
(Ref. No.2009/LMB/12/1 dated. 23.11.10 RB/L&A No. 95/2010)

14.0 Revision of flat rate of licence fee (Standard Rent) for residential accommodation, all Indian Railways w.e.f. 01.07.2010, 01.07.2013 and 01.07.2016

a) The flat rates of licence fee (Standard Rent) for residential accommodation over the Indian Railways were last revised w.e.f. 01.01.2009 and notified *vide* Board's letter number of even number dated 22.12.2008. Ministry of Railways have now decided to revise the licence fee (Standard Rent) for residential accommodation all over the Indian Railways w.e.f. 01.07.2010, 01.07.2013 and 01.07.2016, as shown in the **Annexure-A, B and C** respectively.

b) The revised rates which were due w.e.f. 01.07.2010, 01.07.2013 and 01.07.2016 will be effective from 01.07.2010, 01.07.2013 and 01.07.2016 respectively and will remain in force till further orders.

c) The revision shall not apply to sub-standard accommodation.

(Ref: No. F(X)I-2002/11/2 dated 26.12.2017)

d) **Revision of flat rate of licence fee (Standard Rent) for residential accommodation all Indian Railways w.e.f. 01.07.2010, 01.07.2013 and 01.07.2016.**

e) In light of various representations received, Full Board have, *inter alia*, considered the issue of non-recovery of the arrears on quarter rent from 01.07.2010 to 30.06.2016 and in partial modification of the above circular, decided the following :-

(i) Actual recoveries of revised flat rates of licence fee (Standard Rent) be effected only from 01.07.2016 and it has also been brought out that in effect this implies write-off of a significant amount between 01.07.2010 to 01.07.2016.

(ii) A general norm of 10% increase in licence fee effective from 1st July every year (first such increase is due w.e.f. 01.07.2017 and thereafter as on 01.07.2018 retrospectively and so on over the existing licence fee as on 30th June of the each year) be effected to ensure earlier recoveries of enhanced licence fee till further revision.

(iii) All other terms and conditions mentioned in Board's letter of even no. dated 26.12.2017 will continue.

(Ref: No. F(X)I-2002/11/2 dated 11.03.2019& No. F(X)I-2002/11/2 dated 16.05.2019)

15. Revision of rates of damage for unauthorized occupation of Railway accommodation.

It was communicated *vide* Board's letter of even number dated 16.07.2018 that the revision of rates of damage for unauthorized occupation of Railway accommodation at telescopic penal charges on the lines of GPRA will be applicable from **01.08.2018**. The matter has been further reviewed by the Board and it has been decided that the revision of rates of damage for unauthorized occupation of Railway accommodation at telescopic penal charges on the lines of GPRA will now be applicable from **01.09.2018** and this will be applicable uniformly to all houses including those under Railway Board pool.

(Ref: No. F(X)I-99/11/1 dated 10.05.2018, 16.07.2018 & 14.08.2018)

(MoUD's circular on damage rent is at annexure-D)

16 Some other circulars issued by Transformation Cell regarding Quarters:

16.1 Comprehensive Housing Policy – Process reform – Conclave Sampark, Samanvay, Samvad held on December 16, 2017.

Full Board in its meeting held on 4th April 2018 considered the issue of improvement in housing policy and approved the following for implementation:-

a) Fixing of periodicity and scale/schedule of Renovation and Maintenance in the line with CPWD (CPWD Portal) practices.
b) Specification of Fixtures and Replacement Items also need to be in line with CPWD practice.
c) Implementation of telescopic penal charges in case of unauthorised retention of railway quarters in the line of GPRA (MoUD)
d) Eligibility for registration of Staff in Rs. 1800 GP for Type II House.
e) Leasing Facility to be extended to staff as per available spare quota at places with inadequate number of housing units and staff/officers desirous of opting for leased accommodation against the spare quota.

(Ref.No. 2018/TransCell/Process Reform/Estt. Dated. 05.04.2018)

16.2 Allotment of House to Staff - improving availability and simplification of process:

a) The quarters of a pool laying vacant for more than 3 months or so should be brought into a Common Pool. The process may be started from way side station colony and progressively moved to minor and major colony.
b) There may be a single allotment agency considered at the station of the unit that would maintain the record and allot the quarters in accordance with the rules set out by the Railway/Division/Unit.
c) Vacant Quarter shall be allotted as per the rules set out, preferably within 7/15 days of the vacancy.
d) Railway/Division/Unit may formulate necessary guidelines for implementation keeping in view the Local conditions and shall make the process transparent and preferably allot the quarters online.
e) Other rules and guidelines including policy of allotment of quarters to essential staff as issued from Board shall remain unchanged and as modified from time to time.

(Ref: No.2018/Trans Cell/S&T/House Allotment dated 05.03.2019)

17. Powers to relax:

Notwithstanding anything contained in the general orders, guidelines etc. in regard to allotment/retention and charging of rent in respect of Railway accommodation in Railway Board's Master Circular No.49 (No. E(G)92 QR 1-20 –Master Circular) dated19/1/1993 as further amended from time to time, the Ministry of Railways (Railway Board), for reasons to be recorded in writing, may make reasonable relaxations in public interest in all or any of the existing provisions therein regarding allotment/retention of Railway accommodation and charging of rent therefore, for a class/group of employees.

(Ref.No.E(G)99 QR 1-16 dated 16/3/2004 – RBE No. 60/2004)

18. This Master Circular is only a consolidation of the existing instructions issued on the subject of allotment/retention of railway quarters and should not be treated as a substitution of the original letters/references. In case of doubt, the original letters/references should be relied upon as authority. If any circular on the subject has been missed or not included in the Master Circular, it should not be deemed to have been superseded and should be treated as valid and operative.

19. Hindi version will follow.

20. Please acknowledge receipt.

20/8/19

(Anita Gautam)
Director Establishment (General)
Railway Board

Annexure A

Revised flat rates of licence fee for different type of railway accommodations w.e.f.:- 01.07.2010

Type	Slab of Plinth Area	Rate of Licence Fee w.e.f. 01.01.2009	Revised rates of Licence Fee w.e.f. 01.07.2010
		Rupees per month	Rupees per month
I	Upto 25 Sq.m.	43	60
	25-30 Sq.m.	54	76
	30-35 Sq.m.	65	91
	Above 35 Sq.m.	71	99
II	Upto 45 Sq.m.	86	120
	45-50 Sq.m.	99	139
	50-55 Sq.m.	109	153
	Above 55 Sq.m.	119	167
III	Upto 60 Sq.m.	152	213
	60-65 Sq.m.	164	230
	65-70 Sq.m.	175	245
	Above 70 Sq.m.	189	265
IV	Upto 80 Sq.m.	224	314
	80-90 Sq.m.	249	349
	90-100 Sq.m.	277	388
	100-120 Sq.m.	326	456
	Above 120 Sq.m.	413	578
V	Upto 150 Sq.m.	614	860
	150-200 Sq.m.	770	1078
	200-250 Sq.m.	1087	1522
	250-300 Sq.m.	1242	1739
	300-350 Sq.m.	1537	2152
	Above 350 Sq.m.	1843	2580

Note: (i) For servant's quarters and garages allotted, following flat rates may be recovered:-

Quarters	Rate of Licence Fee w.e.f. 01.01.2009	Revised Rate of Licence Fee w.e.f. 01.07.2010
Servant Quarter	40	56
Garages	28	39

(ii) Rates of licence fee for Type-IV quarters will also apply to officer's Transit flats.

Revised flat rates of licence fee for different type of railway accommodations w.e.f:-01.07.2013

Type	Slab of Plinth Area	Rates of Licence Fee w.e.f. 01.07.2010	Revised rates of Licence Fee w.e.f. 01.07.2013
		Rupees per month	Rupees per month
I	Upto 25 Sq.m.	60	72
	25-30 Sq.m.	76	91
	30-35 Sq.m.	91	110
	Above 35 Sq.m.	99	120
II	Upto 45 Sq.m.	120	145
	45-50 Sq.m.	139	170
	50-55 Sq.m.	153	185
	Above 55 Sq.m.	167	200
III	Upto 60 Sq.m.	213	255
	60-65 Sq.m.	230	280
	65-70 Sq.m.	245	300
	Above 70 Sq.m.	265	320
IV	Upto 80 Sq.m.	314	375
	80-90 Sq.m.	349	420
	90-100 Sq.m.	388	465
	100-120 Sq.m.	456	550
	Above 120 Sq.m.	578	700
V	Upto 150 Sq.m.	860	1030
	150-200 Sq.m.	1078	1295
	200-250 Sq.m.	1522	1830
	250-300 Sq.m.	1739	2090
	300-350 Sq.m.	2152	2580
	Above 350 Sq.m.	2580	3100

Note: (i) For servant's quarters and garages allotted, following flat rates may be recovered:-

Quarters	Rate of Licence Fee w.e.f. 01.07.2010	Revised Rate of Licence Fee w.e.f. 01.07.2013
Servant Quarter	56	70
Garages	39	50

(iii) Rates of licence fee for Type-IV quarters will also apply to officer's Transit flats.

Annexure-C

Revised flat rates of licence fee for different type of railway accommodations w.e.f. 01.07.2016

Type	Slab of Plinth Area	Rates of Licence Fee w.e.f. 01.07.2013	Revised rates of Licence Fee w.e.f. 01.07.2016
		Rupees per month	Rupees per month
I	Upto 25 Sq.m.	72	86
	25-30 Sq.m.	91	109
	30-35 Sq.m.	110	132
	Above 35 Sq.m.	120	144
II	Upto 45 Sq.m.	145	174
	45-50 Sq.m.	170	204
	50-55 Sq.m.	185	222
	Above 55 Sq.m.	200	240
III	Upto 60 Sq.m.	255	306
	60-65 Sq.m.	280	336
	65-70 Sq.m.	300	360
	Above 70 Sq.m.	320	384
IV	Upto 80 Sq.m.	375	450
	80-90 Sq.m.	420	504
	90-100 Sq.m.	465	558
	100-120 Sq.m.	550	660
	Above 120 Sq.m.	700	840
V	Upto 150 Sq.m.	1030	1236
	150-200 Sq.m.	1295	1554
	200-250 Sq.m.	1830	2196
	250-300 Sq.m.	2090	2508
	300-350 Sq.m.	2580	3096
	Above 350 Sq.m.	3100	3720

Note: (i) For servant's quarters and garages allotted, following flat rates may be recovered as under:-

Quarters	Rate of Licence Fee w.e.f. 01.07.2013	Revised Rate of Licence Fee w.e.f. 01.07.2016
Servant Quarter	70	84
Garages	50	60

(ii) Rates of licence fee for Type-IV quarters will also apply to officer's Transit flats.

(Ref:No. F(X)I-2002/11/2 dated 26.12.2017)

Annexure D

No.18011/1/2015-Pol.III
Ministry of Urban Development
Directorate of Estates

Nirman Bhavan, New Delhi – 110 108
Dated the 7th September, 2016

Sub: Revision of rates of damages for unauthorized occupation of general pool residential accommodation and damages for subletting of general pool residential accommodation with effect from 1.7.2016 throughout the country – Partial modification – Reg.

1. In partial modification of this Directorate's Office Memorandum of even number, dated 22nd July, 2016 on the subject noted above, the undersigned is directed to state that the matter of charging damages in cases of unauthorized occupation of GPRA quarters has been reviewed by the competent authority and it has been decided to revise the rates of damages for unauthorized occupation of general pool residential accommodation for various cities and other stations in the country as below and the revised rates of damages will be applicable to all unauthorized occupants as on 1.7.2016 and to those who are subsequently declared unauthorized occupant:

Station	Type of Accommodation and Rates of Damages to be changed for the first month				
	Type 1` to IV	Type IV (Special) to Type VI and Hostel	Type VII and Type VIII	Servant Quarters	Garages
Delhi	40 times	50 times	55 times	50 times	50 times
Mumbai a) Hyderabad Estate, Belvedere, Pedder Road, BD Road, Malahar Hill, Colba and Prabhadevi	120 times	120 times	----	50 times	50 times
b) Rest of Mumbai including Hostel at Antop Hill	50 times	50 times	--	50 times	50 times

Station	Type of Accommodation and Rates of Damages to be changed for the first month			
	Type 1` to IV	Type V and above Hostel	Servant Quarters	Garages
Station other than Delhi and Mumbai	40 times	50 times	50 times	50 times

2. Damages for unauthorized Occupation: The damages will be charged from the date of cancellation of allotment to the date the GPRA is vacated by the unauthorized allotee and the rate of damages for unauthorized occupation for each type of general pool residential accommodation shall increase in telescopic method from second month onwards i.e. for second month – damages +10% of rate of damages; for third month – damages +20% of rate of damages; for fourth month – damages + 40% of rate of damages and so on, limiting to the maximum 5 times of rates of damages charged during the first month of unauthorized occupation.

3, Damages for subletting: Telescopic method will be made applicable for unauthorized occupation in proved subletting cases w.e.f. 1.7.2016 on all unauthorized occupants as on 1.7.2016 and who will be declared unauthorized henceforth. The rates of damages will be calculated as two times of damages for first month, two times of damages + 10% two times of damages for second month; two times of damages + 20% two times of damages for third month; two times of damages + 40% two times of damages for fourth month and so on, limiting to the maximum 5 times of damages charged in such proved subletting cases during the first month.

4 A ready reckoner for calculation of damages as above is attached.

5. Water charges, Furniture charges etc. if applicable, will be charged apart from the above mentioned damages at the normal rates only.

6. This supersedes this Directorate's O.M. of even number dated 4.6.2013 regarding rates of damages for unauthorized occupation of GPRA and O.M. No.18011/2/2006-Pol.III dated 22.6.2015 regarding rates of damages for subletting of GPRA throughout the country.

7. This issues with the approval of competent authority.

(Swamali Banerjee)
Deputy Director of Estates(Policy)