

# **Rules for allotment for Residential Accommodation to Gazetted Officers in Delhi Area**

## **1. GENERAL**

	<p>In supersession of the rules presently in force, governing the allotment of residential accommodation for Gazetted officers in New Delhi/Delhi area, the new set of rules have been compiled for information and guidance of all concerned. The instructions issued by the Railway Ministry governing retention of railway accommodation have been incorporated. These will obviously undergo amendments/modifications as and when revised instructions are issued by the Ministry. These rules are applicable to all the officers of Northern Railway (including Delhi Division and Medical Department) posted at Delhi. These are also applicable to Delhi based officers of COFMOW, IRCOT and CRIS who form a part of Northern Railway housing pool. Officers of the Audit Department attached to Northern Railway and who are based at Delhi, will also be governed by these rules except where specific instructions exist in respect of retention of accommodation.</p>
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## **2. CONTROL FOR ALLOTMENT**

<b>2.1</b>	<p>SDGM/Dy.GM(G) will control the allotment of residential accommodation in Delhi area except for the officers mentioned in the succeeding sub-paras. The accommodation for this purpose has been divided into:</p> <ul style="list-style-type: none"><li>i) Headquarters pool;</li><li>ii) Divisional pool for Delhi Division;</li><li>iii) Medical Pool (Central Hospital); and</li><li>iv) Divisional Medical Pool.</li></ul> <p>The existing distribution of accommodation in these pools has been shown in <a href="#">Annexure-B</a>. Any change/adjustment arising out of transfer of officers from one pool to the other will be carried out only under orders from SDGM/DGMG.</p>
<b>2.2</b>	<p>The allotment of residential accommodation to officers upto selection grade working in Delhi Division and its attached offices in Delhi area including Tughlakabad and Shakurbasti sheds will be controlled by Divisional Railway Manager/Delhi.</p>
<b>2.3</b>	<p>The allotment of residential accommodation to all the Medical Officer upto selection grade, working in Central hospital/New Delhi and its attached dispensaries in New Delhi area shall be controlled by MD/Central Hospital. Divisional Medical Hospital and its attached dispensaries in Delhi area will be controlled by Chief Medical Supdt./Delhi Division.</p>

### 3. OUT-OF-TURN ALLOTMENT

<b>3.1</b>	<p>General Manager, Addl. G.M., CAO/COFMOW, PHODs/CHODs including SDGM,CRS/DLI and DRM/Delhi are entitled for out-of-turn allotment of independent bungalow type of accommodation. CSC, CSO and PDA are also entitled for independent bungalow type accommodation provided their seniority with reference to date of increment in time scale is comparable with the seniority of PHOD &amp; CHOD. The bungalow type accommodation comprises of Type-VI and above. Date of registration will be criteria for giving priority amongst above officers.</p> <p>However, at the time of posting of above officers if it is not possible to allot them an independent Type-VI bungalow according to their position in the priority list, the above officers will be entitled for Type-V or Type-VI flat on out of turn basis.</p> <p>The priority of HAG Officers not posted as PHOD/CHOD will be below PHOD/CHOD but above SAG Officers for Type-VI bungalow in SP Marg.</p>
<i>(Authority Dy. GM/G's Letter No. 103-G/O/Policy/Pt.IV dated 06/12/04 &amp; 22/08/05).</i>	
<b>3.2</b>	<p>There shall be no non-pooled accommodation. However, the essential officers shown as per <a href="#">Annexure C</a> will be provided transit accommodation "out-of-turn" but they will take their turn alongwith other officers for allotment of regular accommodation.</p>
<b>3.3</b>	<p>SA grade officers will be considered on priority for allotment of type-IV spl./type-IV/Transit accommodation to the extent that the claims of an officer in the lower pool who has been overlooked, consequent to such an allotment, shall not be superseded for the second time.</p>
<b>3.4</b>	<p>Notwithstanding any thing in these rules, an allotment of residence may be made on out-of-turn basis by GM.</p>

### 4. APPLICATION OF ALLOTMENT

<b>4.1</b>	<p>An officer on joining duty in any working post in Delhi area is entitled to register his name for the allotment of a house from the date of his joining the working post or from the date of his application whichever is later. Officers while applying should give their preference for the colonies in which they would eventually like to reside both for transit and regular allotments and once this choice of preference of colonies is given by an officer, subsequently any change in the preference will lead to a fresh registration in the</p>
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	colony, then being requested. The original date of application for registration containing preference of the colonies as submitted by the officer will remain inviolate. It is further clarified that with the allotment of a regular house in any of the preferred colonies, the old date of registration according to which the allotment has been offered, will cease to exist.				
<b>4.2</b>	<p>The entitlement for allotment of different type of houses to officers in different scales will be as under :</p> <table border="1"> <tr> <td>a. All SAG/JAG/SG officers and Sr.Scale officers drawing pay of Rs.12000/- or more</td> <td>Type-V Type-IV Spl.</td> </tr> <tr> <td>b. All Asst. scale officers and Sr. Scale officers drawing a salary less then Rs.12000/-</td> <td>Type-IV</td> </tr> </table> <p><i>(Authority Rly. Bd. letter No.98/LMB/10/62 dated 10/01/2000.)</i></p> <p>Instructions for allotment of type-VI &amp; above houses are mentioned in para 3.1 and 5.2 (a). The details of houses under various categories are given in <a href="#">Annexure-I</a>. Individual number under each type are indicated in <a href="#">Annexure-AI</a>.</p>	a. All SAG/JAG/SG officers and Sr.Scale officers drawing pay of Rs.12000/- or more	Type-V Type-IV Spl.	b. All Asst. scale officers and Sr. Scale officers drawing a salary less then Rs.12000/-	Type-IV
a. All SAG/JAG/SG officers and Sr.Scale officers drawing pay of Rs.12000/- or more	Type-V Type-IV Spl.				
b. All Asst. scale officers and Sr. Scale officers drawing a salary less then Rs.12000/-	Type-IV				
<b>4.3</b>	For the purpose of registration, the officer is required to send an application to ADGM directly in the prescribed form. ADGM will maintain a register in which he/she will enter separately according to pool mentioned in above in serial order and issue acknowledgement.				
<b>4.4</b>	In the event of promotion leading to entitlement of higher type of accommodation, the officer concerned will have to repeat registration afresh. However, his/her priority will run concurrently in both the categories in which he/she has registered and he/she will be allotted house out of his/her respective pool according to his/her turn. His/her priority for the higher pool will remain intact.				
<b>4.5</b>	Name of officers waiting for allotment when transferred out of New Delhi/Delhi area (except in case of temporary transfer) will be removed from the waiting list. In case, an officer is re-posted to Delhi area within one year of transfer there from, his/her name will be reinstated in the waiting list, restoring his/her initial position.				
<b>4.6</b>	The above rule will also apply to officers who vacated their accommodation of Delhi and are reposted to Delhi again within one year from the date of their transfer.				
<b>4.7</b>	An officer who is in authorised retention of accommodation when transferred outside Delhi area will be allowed to continue to be in occupation of the same house on his return to Delhi.				
<b>4.8</b>	Group 'C' staff who gets promoted to Group 'B' should immediately register himself/herself for allotment of a house from officers' pool. As soon as he/she is allotted a house from officers' pool he/she should vacate the quarter of non-gazetted pool under his/her occupation. In case after allotment of house from				

	<p>officer's pool. he/she does not vacate the house of non-gazetted pool, then the extant rules of retention of house will be applicable.</p> <p>In future if a Group 'C' staff, in occupation of railway house, does not register himself/herself for allotment of house from officers' pool within two months after promotion of Group 'B' (if posted at same place), then the retention of house of non-gazetted pool will be taken as unauthorized occupation of house from the date of promotion to Group 'B' and extant rules for retention of house will be applicable.</p>
	<i>(Authority GM/Engg. Letter No. 716-W/o/1/CS/Pt.III dt. 03/12/03)</i>
<b>4.9</b>	No preference for allotment of a particular unit in any particular railway colony will be given and the officer has to accept the house offered to him/her as falling vacant in any colony opted by him/her failing which his/her name will be brought down in the waiting list.

## 5. ALLOTMENT OF ACCOMMODATION

<b>5.1</b>	Although normally houses will be allotted to officers from groups of houses meant for them, the Administration reserves the right to allot a house to an officer outside his/her group in the event of such a necessity arises. In such cases, however, the officer to whom a house is allotted from outside the group will be entitled to register for a house appropriate to his/her status.
<b>5.2</b>	<p>The following principle will be adopted for allotment of accommodation for the time being due to shortage of accommodation:</p> <ol style="list-style-type: none"> <li>a) Type-VI &amp; above : Priority for allotment of type-VI &amp; above accommodation for SAG officers is maintained from Date of Increment in Time Scale (DOITS) - Instructions for allotment of Type-VI bungalow for PHOD/CHOD are mentioned in para 3 above under the caption out of turn allotment.</li> <li>b) Type-V houses will be allotted in the ratio of 2 for SA Grade officer to 1 for combined pool of Selection/JA Grade and Sr. Scale officers drawing Rs. 12,000/- and above. Ratio between Selection Grade/JA Officers to Sr. Scale Officer drawing Rs. 12,000/- &amp; above shall be 5:1 out of their quota.</li> <li>c) Type-IV Spl. houses in various localities will be allotted in the ratio of 5:1 among selection grade/JA grade and Sr.Scale officers drawing Rs.12,000/- &amp; above, respectively.</li> <li>d) In the pool of residence for Asstt./Junior and Senior Scale Officers (Pool C) the available type-IV houses will be allotted in the ratio of 3:2 among Asstt./Jr.Scale and Senior Scale Officers.</li> </ol>

**5.3****Allotment of quarters where two officers of opposite sexes in occupation of two separate quarters at the same station.**

Allotment of quarters where two officers 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 shall be allotted 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 employee in occupation of separate quarter at same station allotted under Railway Rules, marry one another, they will, within one month of the marriage surrender one of the residences.
- c. Where two employees 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 Govt. 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, already allotted to one of 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 appointment/transfer/posting at a particular station.

*(Master Circular No.49 & Board's letter No.E(G)90 QR3-16 dated 10/10/91)*

**5.4****OUT-HOUSES**

Entitlement to out-houses will be as under:

- General Manager - All out-houses within the compound.  
PHODs - Two out-houses.  
JA Grade - One out-house

The above ceiling limit is subject to availability of out-houses attached to the allotted bungalow i.e. if allotted house has lesser number of out-houses, then no other out-house shall be allotted to that officer at any other place or with any other bungalow.

Two out-houses are attached with every Type-VI bungalow in S.P. Marg. On allotment of Type VI house to PHOD/HOD (HAG/SAG), automatically these 2 attached out-houses will be allotted to them. If PHODs (CAO/COFMOW, Coordinating PHODs, SDGM, CRS/DLI & DRM/DLI – as per para 3.1 of rules for allotment for residential accommodation to Gazetted Officers in Delhi area) are

	<p>given Type-V house on priority then one out-house will automatically be allotted with allotment of house and one extra outhouse will be given on priority with respect to SAG &amp; other officers and its priority will be counted with respect to date of allotment of the house.</p> <p>SAG/JAG officers of Northern Railway occupying Type-V house in S.P. Marg will be given one out-house automatically along with allotment of house. They can apply for extra out-house. The ratio of extra out-house between SAG and JAG would be 3:1.</p>
	<i>(Authority Dy.GM/G' letter No. 103-G/0/Policy/Pt.III dated 05/08/02).</i>
<b>5.5</b>	<p><b>GARAGES</b></p> <p>For the officers residing in multi-storeyed flats, in C.P. area, car/scooter garage will be allotted against specific request of the officer indicating particulars of the motor/scooter vehicle owned by the officer in his/her own name.</p>

## 6. POOL BALANCING : DIVISION/H.Q. POOLS

	<p>In case any officer occupying a Delhi Division pool quarter is transferred to Headquarters office or to any extra Divisional Office located in Delhi, the quarter occupied by that officer will be transferred to the General pool. The procedure ante will be followed in the case of officers occupying quarters under the General Pool transferred to Division. Pool balancing will be done at the earliest opportunity. Similar pool balancing will be done with medical pools.</p>
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## 7. TRANSIT/LEASED ACCOMMODATION

<b>7.1</b>	Houses indicated in Annexure A under the title Transit accommodation are in the pool of transit accommodation.
<b>7.2</b>	An officer who has been allotted transit or leased accommodation will be considered for regular accommodation, according to the date of registration.
<b>7.3</b>	An officer who has been allotted transit accommodation, if allotted regular accommodation on his/her priority reckoned from the date of registration for regular accommodation

	refuses to occupy the regular accommodation on any pretext, will be considered unauthorised occupant of that transit accommodation and will be liable to be penalised by way of recovery of damage rent as prescribed by Railway Board from time to time.
7.4	Normally the accommodation in the Rest House at SERoad will be given to Administrative Officers, SA grade officers being given preference over SAG/JA grade officers. This accommodation provided in the Rest House will be treated as transit accommodation.
7.5	The transit flats on SERoad will be allotted to Sr.Scale and Jr. Scale officers according to their priorities as per date of registration.
7.6	SA grade officers will be allotted type-IV Spl./type-IV accommodation as transit flats if Rest House accommodation at SERoad is not available subject to provision in Para 7.3.
7.7	Officers are entitled to take houses on lease as per extant rules. Allotment of leased accommodation is dealt with by Chief Engineer/General.

## 8. RAILWAY BOARD OFFICERS TRANSFERRED TO N.R.LY.

	Officers on transfer from Railway Board will have to register their names as usual and they will be allotted quarters in their turn.
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## 9. CHANGE OF LOCATIONS

9.1	In case, an officer desires change of same type of accommodation (including transit accommodation) from one colony to another colony, he/she will have to apply and get his/her name registered which will be done from the date of submission of the application. Such officers will be in the same queue as officers waiting for initial allotments without any preferences except as indicated in para 9.2.
9.2	In case of request for change of house with the same type of accommodation in the same locality/same block/ Colony, officers waiting for change of accommodation will be considered first before considering the officers for initial allotments. A separate priority for change of accommodation will be maintained for this purpose as per date of request for change.
9.3	All allotments of quarters will be advised in writing to the allottees by the ADGM with copies to the Sr.DEN/Estate/Delhi, Sr.DEE/G/Delhi, APO/Bills, Sr.DSTE/Delhi, FA&CAO/EG and Dy.CAO/G. In the case of quarters under the Medical Pool and Divisional Pool, allotment letters will be issued by Medical Director/Central Hospital, CMS/Delhi or DRM/Delhi as the case may be with a copy to ADGM. Copies of allotment letter shall also be endorsed to concerned IOW and Electrical Foreman.

## 10. OCCUPATION/VACATION

10.1	If an officer fails to accept the allotment of a quarter within 5 days or fails to take possession of that residence after acceptance within 15 days from the date of receipt of letter of allotment, the allotment letter issued to him/her stands automatically cancelled. In addition, his/her name will be brought down in the waiting list to the bottom. To safeguard correct delivery of the allotment order, it is obligatory on the part of the officer registered to advise change of official address promptly to allotment cell whenever required.
10.2	Every officer should take over, hand over charge of the accommodation from/to the IOW/Estate under acknowledgement and make over the fixed and/or movable fittings including electric fittings. He/she should also make over vacant possession of the out-houses/garages attached to the quarters. As far as possible, a week's notice of the intention to vacate a quarter should be sent to the IOW/Estate and the Electrical chageman.

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## 11. CHANGE OF EVENTS IN SERVICE

11.1	When an officer is sent on deputation in Delhi area or is transferred out of Delhi area, or retires on attaining the age of superannuation or is dismissed/removed from service or leaves the service on any grounds, or proceeds on long leave in India/Abroad for a period exceeding 6 months at a time, Dy.CPO(G), Dy.CAO(G) (in the case of Accounts Officers) and CAO/COFMOW will advice thereof to the ADGM as well as Sr.DEN/Estate, Sr.DEE(G)/Delhi. This information should be followed by a copy of the handing over report when the officer is actually relieved of the post. While releasing the officers on deputation, extant instruction on retention of accommodation must be complied with.
11.2	Vacation of Accommodation : Officers in occupation of quarters are required to vacate that accommodation within the retention periods specifically allowed in the event of their:  <ul style="list-style-type: none"><li>a. Resignation, dismissal or removal from services, termination of service;</li><li>b. Death of allottee;</li><li>c. Retirement;</li><li>d. Transfer to a place outside Delhi;</li><li>e. Transfer to Ministry of Railways or another Ministry in Delhi;</li></ul>



- f. Deputation to Govt. Undertakings, Corporations & Societies which are not Govt. Departments;
- g. Leave (other than leave preparatory to retirement, refused leave, medical leave or study leave) not exceeding 4 months;
- h. Study leave;
- i. Leave on medical grounds.

In the event of their not vacating the quarters, the occupation shall be treated as unauthorised and damage rate as applicable to individual cases, are leviable. Eviction proceedings under the Public Premises (eviction of unauthorised occupants) Act, 1972, will also be instituted, if need be, for getting the railway houses vacated.

**12. RESPONSIBILITY TO OBTAIN AND COMMUNICATE POSITION OF VACATION.**

It will be the responsibility of the Sr.DEN/Estate & his office to communicate without fail all vacations of regular as well as transit accommodation to ADGM's office every week by Monday by deputing the I.O.W. concerned. Sr.DEN/Estate will further ensure that while taking the possession of the vacant houses, the possession of the garages/out-houses already in occupation of the allottee are also taken charge of in vacant position. In case of any default, the charge taking over report/vacation report will not be issued by respective IOWs looking after the maintenance of the railway accommodations in various localities.

**13. LOSS TO RAILWAY PROPERTY-RESPONSIBILITY OF OCCUPANT.**

The occupants of Railway house should take reasonable care of the fittings in their quarters. The administration reserves the right to recover from the occupants the cost of fittings or repair thereto caused by their neglect or improper use.

#### 14. EFFECTIVE DATE OF ALLOTMENT.

	<p>An allotment shall be effective from the date on which it is accepted by the officer and shall continue to be in force until:</p> <ol style="list-style-type: none"><li>a. The expiry of retention period permitted after the officer ceases to be on duty in an office in Delhi area in which post he is entitled to a quarter on the Northern Railway.</li><li>b. It is cancelled by the allotting authority or is deemed to have been cancelled under any provision in these rules.</li><li>c. The officer ceases to occupy the quarter.</li><li>d. It is surrendered by the officer.</li></ol>
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#### 15. ADMISSIBILITY OF HRA

	<p>No officer will be eligible for house rent allowance if he occupies private accommodation unless it is certified that he has not been provided with Govt. accommodation. The administration reserves the right to direct a railway servant to occupy Govt. accommodation if available and required in the exigencies of service and in the event of his refusal, to stop the allowance.</p>
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#### 16. SHARING OF ACCOMMODATION

	<p>Sharing of accommodation can be allowed from the sharer without any element of profiteering. When an officer is allotted a quarter, house rent is stopped as per extant rules. This house rent is not to be included while recovering the proportionate rent to be charged from the sharer</p>
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#### 17. ALTERNATIVE ACCOMMODATION

	<p>In case any allotted residential accommodation is required to be vacated in the interest of the Administration, the existing allotment will be cancelled and alternative residential accommodation, as available will be allotted to officer.</p>
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## 18. MUTUAL EXCHANGE

<b>18.1</b>	Mutual exchange of residence under occupation of officers transferred from Northern Railway to Railway Board and other Ministries of Govt. of India with offices at Delhi will be permitted only when it is sanctioned by the Competent Authority of both the pools. The mutual exchange will be subject to the instructions issued on the subject from time to time.
<b>18.1.1</b>	The mutual exchange of N.Rly. houses under occupation of an officer working in the Ministry of Railway or other Central Ministries with posting at Delhi/New Delhi, will terminate as soon as such officer is transferred out of Delhi area or because of occurrence of an event ceasing his entitlement for allotment of residential accommodation either from Ministry of Railway or Directorate of Estates.
<b>18.1.2</b>	In case of officers holding N.Rly. accommodation on mutual exchange basis, retires from Railway Services/Central services on superannuation or dies while in service, the mutual exchange will stand terminated from the date of occurrence of any of such events and further retentions of such houses will be subject to rules and regulations as prevalent over Northern Railway.
<b>18.2</b>	In the event of termination of the mutual exchange, retention of N.Rly. house will be permitted only for a period of 2 months on normal rent. No further retention is admissible and retention of N.Rly. houses beyond this period will be treated as unauthorised.
<b>18.3</b>	License fee at normal rates plus other charges of such exchanged houses will be payable directly to the Directorate of Estate/Railway Board in case of Northern Railway houses and FA&CAO/N.Rly. in case of C.P.W.D. house.

## 19. RETENTION OF ACCOMMODATION

### 19.1 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 2 months on payment of normal rent or single flat rate of licence fee/rent. On request by the employees, on educational or sickness account, the period of retention of railway accommodation may be extended for a further period of 6 months on payment of special licence fee, i.e. double the flat rate of licence fee/rent. Further extension beyond the
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	aforesaid period may be granted on educational grounds only to cover the current academic session in which he/she was transferred on payment of special licence fee.
(b)	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 house in terms of item (a) above will be subject to production of the necessary certificates from the concerned school/college authority.
(c)	Where the request made for retention of railway house is on grounds of sickness of self or a dependent member of the family of the railway employee, he will be required to produce the requisite Medical Certificate from the authorised Railway Medical Officer for the purpose.
(d)	In case where the employee of his/her family members etc. is receiving treatment from other stream of medicine like Homoeopathy, 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 may apply in writing to the concerned Medical Officer requesting for a Medical Certificate with details of sickness and subject themselves for medical examination. The Railway Medical Officer on examination of the sick person may issue a Medical certificate with his recommendations, if any, as per his/her assessment.
	<i>Authority : Rly. Bd. letter No.E(G)2000 QR1-23 dated 01/06/2001 &amp; Rly.Bd. 's letter No.E(G)2002 QR1-7 dated 13/11/2002.</i>
(e)	The retention of Rly. accommodation beyond the permissible period on medical ground may be granted by the competent authority for further period not exceeding one year in the case of "severe illness" of Rly. employee himself/herself or any member of the employee's family as defined in the Rly. servants (Pass Rules). "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 Rly. 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". The request of the officer will be processed for personal approval of General Manager and if the General Manager is satisfied that there are adequate and reasonable grounds for permitting retention he may make his recommendations to the Railway Board with a speaking order for grant of this dispensation.
	<i>Authority : Rly. Board letter No.E(G)99 QR1-16 dated 16/03/04 &amp; 01/09/05</i>

**NOTE**

a.	All transfers should be treated as permanent transfer unless the orders of transfer themselves specifically indicate that the transfers are 'temporary'.
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b.	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 extant instructions from the Ministry of Railways.
c.	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.
d.	The 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 the total duration of any course of study; for example, in respect of 3 years degree course, the current academic session means first or second or third year of the course, as the case may be, and not the total 3 years. An employee will have to furnish proper certificate 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 house on educational ground.
e.	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 a 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.

### 19.1.2 Retention of house during temporary transfer

( a )	During the entire period of 'temporary' transfer an employee may be permitted to retain the house at former place of posting on payment of normal rent/flat rate of license fee/rent. Temporary transfer should not, however, be ordered for a period of more than 6 months unless there are pressing circumstances.
( b )	Temporary transfers of non-gazetted employees initially for a period in excess of 6 months or by extension of the temporary transfer for periods aggregating more than 6 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 house 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 Administration should review all cases of temporary transfer well before expiry of the period of 6 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 houses on payment of normal

rent/flat rate of license fee/rent is normally restricted to a period of 6 months.

## **NOTE**

	<p>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 houses 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 house 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 6 months as in para (d) above, for retention of houses at the original station on normal rent/flat rate of license fee/rent will not apply.</p>
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### **19.1.3 Retention of earmarked/non pooled accommodation in the case of transfer, deputation etc.**

	<p>Railway officers holding earmarked/non pooled Railway accommodation on their retirement, transfer, deputation etc. may be permitted to retain such Railway accommodation only for a period of two months on payment of normal rent. During this period of two months, if the officers concern requests for further retention of Rly. accommodation, as admissible to him/her in terms of general instructions governing retention of Rly. 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 extant instructions. No retention in respect of earmarked/non-pooled accommodation should be permitted beyond the period of two months.</p>
	<p><i>Authority : Rly.Bd.'s letter No.E(G)2001 RN4-10 dated 17/09/2002.</i></p>

### **19.1.4 Retirement**

	<p>A Railway employee on retirement including voluntary retirement and those retired compulsorily, may be permitted to retain non earmarked railway accommodation for a period of 4 months on payment of normal rent/flat rate of license fee/rent and the next 4 months on educational or sickness account on payment of special license fee, i.e. double the normal rent or double the flat rate of license fee/rent. This is also applicable to audit staff doing railway audit work. The cases of retirement or medical invalidation grounds are also to be treated at par with normal retirement.</p>
	<p><i>(Authority Rly. Board's letter No.E(G)2000 QRI-23 dated 01/06/2001).</i></p>

### **19.1.5 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 license fee.
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### 19.1.6 Death

	The family of a railway employee who dies while in service may be permitted to retain the railway quarter for a period of two years on payment of normal rent/flat rate of license fee/rent from the date immediate after the date of death of an employee. This also applies to audit staff doing railway audit work.
	<i>Authority : Rly. Bd.'s letter No. E(G)98 QR1-11 dated 22/01/99 &amp; 17/08/99.</i>

### 19.1.7 Railway officers/staff posted to Central Ministries at Delhi under Central Staffing Scheme and departments which are eligible offices for allotment of accommodation from General Pool by Directorate of Estates.

	<p>Railway Officers/Staff proceeding on deputation to other Central Government Ministries, UPSC, CVC and other bodies under the Central Staffing Scheme may be allowed retention of Railway houses subject to the following conditions. Officers who are on deputation to Central Govt. Statutory/Autonomous/other bodies not covered under Central Staffing Scheme but which are eligible offices for allotment of accommodation from General Pool by Directorate of Estate are also covered in the aforesaid instructions:-</p> <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. 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 of one level below irrespective of its location,</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>c. 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.</li> </ol> <p>Deputation to State Government and Central Ministries out side Delhi where system of general pool accommodation does not exist, rules of normal permanent transfer will be applicable.</p>
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	<i>(Authority E(G)2000 QRI-23 dated 01/06/2001, 14/02/2002 &amp; 19/04/2004).</i>

**19.1.8 Group ‘A’ & ‘B’ Railway Officers appointed in the personal staff of President Prime Minister and Minister in Central Government.**

	Group ‘A’ & ‘B’ Railway Officers appointed in the personal staff of President, Prime Minister and Minister 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.
	<i>(Authority E(G)2003 QRI-19 dated 02/09/2005).</i>

**19.1.9 Railway officer/staff proceeding on deputation to newly formed Railway Public Sector Undertakings/Societies.**

	Railway officer/staff posted on deputation to newly formed Railway Public Sector Undertaking/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. Rent chargeable will be at normal rate (flat rate of licence fee) for a period of two months. On request of the employee, the period of retention of railway accommodation may be extended for an overall period upto five years from the date of incorporation of the PSU/Society, on payment by the PSU/Society to the Railways, an amount equivalent to the house rent allowance admissible to the officer plus the flat rate of licence fee prescribed by the Railways from time to time in respect of the said Railway accommodation. The concerned PSU/Society may, however, recover normal licence fee from the Railway employee.
	<i>(Authority E(G)2000 QRI-23 dated 01/06/2001).</i>

**19.1.10 Railway Officers/Staff proceeding on deputations to other PSUs etc.**

	Railway officers/staff posted on deputation to other Railway and non-Railway PSUs/Societies already established for more than five years would be permitted to retain the Railway quarters only for a period of two months on normal rent chargeable from the date they have joined Public Sector Unit. After this period, they will be treated as unauthorised occupants and action taken accordingly.
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**19.1.11 Retention of Railway quarter in the event of post retirement engagement in RCT.**



(a)	Vice-Chairman/Member of RCT who voluntarily retired from railway service and are with RCT at the same stations, will continue to occupy the house they were occupying when in railway service and will continue in the same house till they are in RCT.
(b)	In case of non-pooled houses occupied by them, they should be provided alternative accommodation as per their entitlement in the RCT etc.
(c)	When the Vice-Chairmen/Members of RCT retire, they shall be entitled for retention of house for 4 + 4 months as applicable for other railway officers.
	<i>Authority : Rly.Board's letter No. E(G)2002 QR1-5 dated 19/10/2004.</i>

#### 19.1.12 Post retirement engagements in committees, Commissions etc.

	In cases of engagement of a retired Railway employee in Committee Commission and Tribunal, he/she will not be entitled to any Railway accommodation and 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.
	<i>(Authority Rly. Board's letter No. E(G)2000 QR1-23 dated 01/06/2001).</i>

#### 19.1.13 New Zones

	The officers/staff transferred to the newly created zones/division are permitted to retain Railway accommodation at their previous place of posting. At present retention is permitted upto 31/03/06. However, in this regard they will submit a certificate issued by an officer not below the rank of SDGM that the officer had applied for Railway accommodation at the new zones and the Regular/Leased house is not available. The rate of rent chargeable will be at normal/licence fee during the retention period.
	<i>Authority : Rly. Bd.'s letter No. E(G)2003 QR1-6 dated 24/03/2005 &amp; 30/06/05.</i>

#### 19.1.14 Special provision in respect of employees transferred to N.F.Railway

	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 house allotted to him/her at the last station of his/her posting on payment of normal rent/ flat rate of licence fee.
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	The officer has to submit a certificate on 1st January and 1st July of every year stating that his/her dependent family members are actually residing in Rly. quarter at the last station of his/her posting. Such a certificate will also have to be furnished at the time of seeking retention. If no such certificate is received by 31 <sup>st</sup> January and 31 <sup>st</sup> July every year respectively the quarter controlling authority may cancel the allotment of the quarter in question. At present these instructions are applicable up to 30/06/2008.
	<i>Authority : Rly. Bd. 's letter No.E(G)2005 QR1-3 dated 12/09/05</i>

#### **19.1.15 Deputation to CRIS**

	Railway employee proceeding on deputation to CRIS are allowed retention of Railway accommodation at the previous place of posting for a period of two months only. However, 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.
	(Authority Railway Board's letter No.E(G)2005RN5-8 dated 09/09/05.)

#### **19.1.16 Retention of Railway quarter at the previous place of posting by the Railway officers/staff posted as faculty of the Training Institutions.**

	Officers and staff on their posting to training institutes as faculty members may be permitted to retain Rly. quarters at the previous place of posting for a maximum period of two years from the date of relief on payment of normal rent/flat rate of licence fee.
	<i>Authority : Rly. Bd. 's letter No. E(G)98 QR1-10 dated 02/06/2003.</i>

#### **19.1.17 Retention of Railway accommodation at the previous place of posting to the staff rendered surplus**

	Retention of Railway accommodation at the previous place of posting to the staff rendered surplus and posted to other stations will be allowed for a period of 3 years from the date of issue of transfer orders or till allotment of Railway quarter at the new place of posting whichever is earlier.
	<i>Authority : E(G) 2003 QR1-18 dated 08/09/2004.</i>

**19.1.18 Retention of Railway accommodation at the previous place of posting in favour of the officers/staff posted to Jammu/Udhampur-Srinagar New Line Construction Project.**

	Officers/Staff posted to Jammu/Udhampur-Srinagar New Line Construction Project including those stationed at Jammu under this project are permitted retention of Rly. accommodation at the previous place of posting up to 15/08/2007.
	<i>Authority : Rly. Bd. 's letter No. E(G)2001 QRI-14 dated 12/07/2004</i>

**19.1.19 Permission for retention of Railway accommodation in favour of the families of the missing Railway employees.**

	Family of missing Rly. employee may be permitted retention of Railway quarters 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.
	<i>Authority : Rly. Bd. 's letter No. E(G)2001 QRI-17 dated 17/07/2004.</i>

**19.1.20 Retention of Railway accommodation at the previous place of posting – Clarification regarding**

	Railway officers/staff on transfer from one place to another involving change of residence are authorised to retain the accommodation at the previous place of posting initially for a period of two months and further on request on medical/educational grounds for another six months. During the period of such authorised retention of Railway accommodation, if an officer/staff is again transferred to somewhere else, he will be entitled to retain the accommodation under the extent orders. In such 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.
	<i>Authority : Rly. Bd. letter No.E(G)2001 QRI-19 dated 04/10/2001.</i>

**19.1.21 Special provision in respect of Northern Railway employees posted in New Delhi/Delhi area on transfer to the Railway Board's office**

	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 house 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 ground of sickness or for 4 months on the grounds of sickness or for 4 months on the grounds of education of children may be allowed subject to conditions set forth in para 1.1. above. This will be subject to:-
(a)	that the employee on transfer to Board's office immediately applies for allotment of General Pool house; and
(b)	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.
	<i>(Authority Master Circular No.49 para 8.3)</i>

### 19.1.22 Deputation abroad

	An employee on deputation abroad may be permitted to retain the railway houses 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 houses for a period of 2 months or upto the date of departure of family in India, whichever is earlier.

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### NOTE

(a)	"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.
(b)	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 house in India.
	<i>(Authority Mater Circular No.49 para 8.)</i>

### 19.1.23 Training

(a)	An employee deputed for training in any railway or non- railway training institute/place or to attend seminar, conferences, etc. may be permitted to retain the railway houses for the period of training, seminar, etc. on payment of normal rent/flat rate of license 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 Quarter 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 license/fee/rent, if the training commences from a date within the first two months of transfer and special license fee if it commences after the first two months.

#### 19.1.24 Leave including Extraordinary

(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 license 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 license 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 therefor. The period of retention of quarter permissible in case of leave will not be allowed in addition.
	(Authority Master Circular No.49 para 8.11).

#### 19.1.25 Leave on Medical Ground:

(a)	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 license fee/rent.
(b)	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 license fee/rent and thereafter for period as admissible of transfer on payment of rent as specified in case of transfer.
(c)	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 license fee/rent should be charged if the medical leave is taken from a date within the first two months of transfer and double the flat rate of license fee etc. if it is taken after the first two months.
	(Authority Master Circular No.49 para 8.12).

#### **19.1.26 Maternity Leave:**

	An employee granted maternity leave may be permitted to retain the railway quarter for the period of maternity leave.
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#### **19.1.27 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.
	(Authority Master Circular No.49 para 8.14).

#### **19.1. 28 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 4 months sanctioned preparatory to retirement, on payment of normal rent. The concession regarding retention of railway quarters after retirement will not be available to such a retired employee, in addition.
	(Authority Master Circular No.49 para 8.15).

#### **19.1.29 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 or payment of normal rent.
	(Authority Master Circular No.49 para 8.16).

#### **19.1.30 Leave ex. India:**

	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 license fee/rent for the entire period, provided the entire period of leave or any portion there of is spent outside India and the competent authority certifies that the employee will be reposted to place of posting on expiry of the leave period.
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(Authority Master Circular No.49 para 8.17).

### 19.1.31 Study Leave

(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 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 if he so desires.
(c)	In case the officer does not want to shift to the house below his entitlement, he will be charged special license fee for the entire period of study leave after the initial 6 months for which only normal rent should be charged.
	(Authority Master Circular No.49 para 8.18).

### 19.1.32 Retention of railway houses by apprentices.

	A serving employee who is selected as an apprentice either departmentally or through the RRB may be allowed to retain the railway house at the station from where he/she proceeds on training, during the period of his/her apprenticeship.
	(Authority Master Circular No.49 para 8.6)

## 20. DAMAGE RENT

	<p>On expiry of the permissible/permitted period indicated in all the above 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 damages rate of rent in respect of the railway quarters. Realisation of damages rate of rent should not be pended on the ground that the employee has appealed to the Ministry of Railways for regularisation if the employee succeeds he will be allowed refund as due.</p> <p>At present the rate of damage rent are as follows:-</p> <p>Type - I to IV           Rs. 132 per sq. mtrs. per month. Type - V &amp; above   Rs. 192 per sq. mtrs. per month.</p>
	(Authority Railway Board's letter No.F(X)I-99/11/1dated 17/03/2005)

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## 21. OFFICERS AUTHORISED TO GRANT RETENTION PERMISSION

	<p>The General Manager of Railway Administration and the Chief Administrative Officers of Project/Organisation 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. (Board's letter No.E(G)85QR1-9 dated 15.1.90).</p>
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