

CE's Circular No. 108

North Western Railway

Headquarter office  
Jaipur- 302006  
Dtd. .09.2007

No. W-493/1/1/Colony Care Committee

**Subject:** - Colony care – Setting up of colony care committees for specified colonies.

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It has been decided that Railway Colony Committees for colony care shall be appointed at important stations by Divisional Railway Manager to assist in the supervision and control of maintenance of staff quarters, roads, drains, sewerage, parks and such other staff amenities in the railway colonies and to promote and encourage such welfare measures as considered essentially necessary. The committee shall function as advisory body.

#### **CONSTITUTION OF COLONY COMMITTEES**

Committee shall consist of ADEN as chairman, one member each of both recognized unions (who should invariably be resident of the colony) to be decided by the DRM / Head of Extra divisional units in consultation with the Union. One representative each of sanitary and Electrical department will be the members and one or maximum two members can be nominated by the DRM from the Senior subordinates of other departments whose staff is mainly residing in these colonies e.g. SSE/SE (Loco) can be nominated for loco colonies. SSE/ SE(W) shall be the secretary of the committee.

#### **RECORD OF THE MINUTES OF MEETING**

A record of members present and the points on which discussion took place will be recorded in the colony committee meeting register. The register should remain in the custody of secretary of the committee and should be presented to high officials inspecting the colonies.

#### **INSPECTION BY COLONY COMMITTEE**

The chairman, secretary and other members will carry out inspection of the Railway Colony before a meeting. The inspection should normally cover following aspects-

1. Quarters: - Adequacy of maintenance of quarter with respect to white washing, painting , wood/iron work, leakage, petty repairs, sanitary fittings , etc., entries of demand register / complaint register should be scrutinized to see the compliance of complaint received from the staff.
2. Water supply: - Adequacy & quality of water supply should be checked. Chlorination register should be scrutinized. Wastage of water through open taps, unauthorized connections etc. should be seriously viewed and stopped. Water storage tank register should be scrutinized to see the date of cleaning, painting and repairs of tank etc.

3. Drainage: - Adequacy of drainage & sewerage should be examined and condition of maintenance of existing drains & sewer lines should be checked, cleanliness of drains, manhole covers should also be checked.
4. Roads: - Adequacy and condition of roads including foot paths to individual quarter should be examined.
5. Encroachments: - Encroachments by the out siders and railway staff including unauthorized extension of the quarters should be checked. Need for and maintenance of boundary walls should be examined.
6. Subletting and misuse of railway accommodation including out house, garages etc. should also be examined.
7. Cattle keeping: - Should not be allowed.
8. Horticulture: - Adequacy and maintenance of parks, trees, nurseries etc should be checked.
9. Frequency :- Committee should generally meet at an interval of three month.

**Principal Chief Engineer**