

NORTH WESTERN RAILWAY

No. G/HQ/JP/57/0

**Headquarters office,
Jaipur.**

Date: 05.10.06.

**All PHODs/CHODs
DRM JP.**

Sub:- Housing Policy on N.W. Rly.

Ref:- This office letter no. G/HQ/57/1 dated 31.7.2000.

With reference to this office letter cited above, a fresh policy/direction for allotment of Railway accommodation in the Zone is enclosed herewith for information and necessary action please.

This has the approval of competent authority.

Encl: As above.

**(M.K. Sharma)
For SDGM/NWR**

RULES FOR ALLOTMENT OF RAILWAY QUARTERS TO OFFICERS IN JAIPUR AREA

Preamble

In the past from time to time, quite a few orders have been issued on the matter of allotment of Officers' quarters, change of quarters, Servants Quarters, garages etc. For convenience of Officers as well as the Administration, it was considered necessary to compile all those orders and issue a single order. All concerned are requested to go through these orders and keep in view while submitting their application. The rules are applicable to all the officers of NWR with prospective effect.

1. General

1.1 Pools

The eligibility for various types of Railway quarters/ Bungalows is as under: -

S. No.	Category and Grade of Officers	Eligibility for
1 -- A	All Asstt. Officers	Type -- IV
1 -- B	All Sr. Scale Officers, whose basic pay is less than Rs. 12,000	Type -- IV
2.	All Sr. Scale Officers, whose basic pay is Rs. 12,000 or more and JA Grade	Type IV Spl. & V
3.	SAG & above	Type V & above

1.2 Allotment of Railway accommodation will be made by SDGM.

1.3 The Type -- V houses and above in Ganpatinagar Railway colony will be kept exclusively for allotment to PHODs and CHODs, who will be treated on par for this purpose.

1.4 Nominated houses: -

GM - NWR's House Panipech
DRM/JP - Rail Sadan Loco colony

1.5 Other houses will be allotted as per priority of registration.

1.6 In accordance with the provisions contained in the code rules or Railway Board's directives for the time being in force and subject to such orders as may be issued from time to time, the following rules will apply for allotment of quarters to officers posted in Jaipur area.

1.7 While quarters may be provided subject to availability thereof or where considered necessary for special reasons near their place of work, no Railway officer has a right to claim provision of Railway accommodation.

- 1.8 The officers who are in occupation of Railway quarters are bound by the rules and regulations and other conditions as amended from time to time or as may be prescribed hereafter by the Administration.
- 1.9 The Railway may hire private flats as accommodation for its officers posted in Jaipur areas as and when required in accordance with the policy of Railway Board. Names of Officers occupying accommodation leased by Railway will be kept in the waiting list as per priority of registration of his/ her entitlement. In case the officer does not occupy the house allotted as per entitlement, his name will be removed from the priority list.

2. Out-Of-Turn-Allotment

- 2.1 Not with standing anything in these rules an allotment of residence may be made on out-of-turn basis by GM.

3. Application of Allotment

- 3.1 An officer on joining duty on any working post in Jaipur is entitled to register his/her name for the allotment of a house from the date of joining the working post.
- 3.2 For the purpose of registration, the officer is required to send an application to ADGM direct. The ADGM will maintain a register in which he/she will enter the names of the applicant in a serial order under the respective category of officers waiting for accommodation and issue acknowledgement.
- 3.3 When a flat has been allotted to an officer, he must intimate the acceptance or rejection of the offer within four days from the issuance of the allotment letter. He should also intimate the date of occupation to ADGM, Accounts Officer and Pay Bill concerned.
- 3.4 A 7 (seven) days notice of intimation before vacation of accommodation should be sent to S&T branch of HQ Office whenever an accommodation has to be vacated by an officer who is having DoT phone provided by Railways at his residence.
- 3.5 An officer vacating the Railway accommodation must hand over the charge of the accommodation and its keys to the concerned IOW, otherwise he/she is liable to pay for any missing fittings or damages to the bungalow/quarter etc. He/ She should inform details of vacation to the concerned electrical department supervisor also.
- 3.6 Rent for Railway accommodation will become due from the date after four days from the date of allotment or from the date of occupation, whichever

is earlier. If the accommodation is not vacant on the date of allotment, the rent will become due from the fourth day after the accommodation is made available for occupation.

- 3.7 When an officer occupying a Railway quarter in Jaipur is transferred out of Jaipur, a copy of the transfer order should be sent to the ADGM.

4. Principles for Allotment

The priority for allotment will be in the following order: -

- (i) AGM
- (ii) Principal HOD's and CHOD's (at par)
- (iii) HOD's and other SAG officers
- (iv) JAG officers and Sr. Scale officers with basic pay of Rs. 12,000/- and more.
- (v) Sr. Scale officers with basic pay less than Rs. 12,000 -, Jr. Scale officers and Class-II officers.

- 4.1 Allotment of accommodation under the above categories will be made on the basis of registration.
- 4.2 AGM's and Principal HOD's and CHOD's will have first priority of allotment.
- 4.3 If an officer who is not in occupation of Railway accommodation is promoted to higher grade, his seniority on the waiting list in the lower grade will be maintained and if his turn comes for allotment of accommodation in the lower grade earlier than that in the higher grade, he will be allotted accommodation of the lower type as a transit accommodation, till such time his turn comes for accommodation of higher type. He will however, be required to submit another application so that his name can also be registered in the category of officers which he has attained on account of his promotion.
- 4.4 Name of officers transferred from Jaipur will be removed from the waiting list. In case an officer is posted back to Jaipur within six months of his transfer in the interest of administration, his/her name will be re-entered and his/ her original position in the waiting list restored.
- 4.5 If an officer is transferred back to Jaipur after a period exceeding six months and is occupying a house unauthorizedly, whether eviction proceedings have been started against him or not, the house occupied by him will not be regularized. On assuming charge in Jaipur, he will have to make a fresh application and will be allotted a house in turn. If he does not vacate the house unauthorizedly occupied, he will have to continue to pay penal rent as prescribed under the Rules till he vacates the house

unauthorizedly occupied or allotment of the same house is made on his own turn.

- 4.6 Adhoc promotees to Group B service and posted in Jaipur may register their name for allotment of officers' quarter. However, such officers will be considered for allotment of transit quarters only on completion of two years continuous service in Group B. The date on which they complete two years continuous service in Group B or the date of receipt of application for allotment of quarters, whichever is later, will be taken as the date of registration for allotment of transit quarters. When an adhoc promotee gets confirmed in Group B on formation of panel, he will be considered for allotment of regular quarters also and the date on which the panel is declared will be taken as the date of registration for regular quarters and also transit quarters if he had not completed two years continuous service in Group B. If an adhoc promotee is in occupation of officers quarter and is reverted to Group C, he will have to vacate the quarter and for its retention, rules applicable for retention on transfer will apply.
- 4.7 Officers' quarters at Ganpatinagar Railway Colony area have been earmarked for officers of PHOD's/ CHOD's grade and above. The quarter in other areas have been earmarked for SAGs/ JA Grade, Sr. Scale and Jr. Scale Officers and if PHODs/ CHODs and above officers have specially requested for allotment of a Railway accommodation in Panipech, Jaipur it can be considered by SDGM.
- 4.8 Separate waiting list for different grades of officers, as indicated in Para 4 will be maintained for allotment of quarters in Jaipur area according to their date of registration.

5. Allotment of Accommodation

- 5.1 The following principles will be adopted for allotment of accommodation for the time being due to shortage of accommodation: -
- 5.1 (i) Type VI and above: Priority for such accommodation will be maintained for AGM, PHOD's and CHOD's from date of registration. PHOD's and CHOD's will be treated on par for the purpose.
- 5.1 (ii) Type V: The available houses will be allotted in the ratio of 3 for SAG to 1 for combined waiting list of Selection/ JA Grade.
- 5.1 (iii) Type IV Spl: The available houses will be allotted in the ratio of 5:1 between Selection Grade/JA Officers to Senior Scale Officers drawing Rs. 12,000 & above.
- 5.1 (iv) Type IV: The available houses will be allotted in the ratio of 5:1 among Senior Scale and Asstt./Junior Scale Officers.

- 5.1 (v) Whenever officers residing in quarters lower than their entitlement have registered for change of accommodation the change will be permitted in the ratio of 1:1.
- 5.2 Pool Balancing: Division/ HQ Pools: In case any officer occupying a Division pool quarter is transferred to headquarters office, 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 Headquarter Pool transferred to Division, Pool balancing will be done at the earliest opportunity.
- 5.3 Transit leased accommodation:
- 5.3 (i) An officer who has been allotted transit or leased accommodation will be considered for regular accommodation according to the date of registration.
- 5.3 (ii) 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 unauthorized occupant of that transit accommodation and will be liable to be penalized by way of recovery of damage rent as prescribed by Railway Board from time to time.
- 5.3(iii) Normally the accommodation in the Rest House at Loco Colony 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.
- 5.3(iv) The transit flats on Loco Colony will be allotted to Sr. Scale and Jr. Scale Officers according to their priorities as per date of registration.
Allotment of Rest house to be used as transit accommodation will be done by DGM/G.
- 5.3 (v) Officers are entitled to take houses on lease as per extant rules. Allotment of leased accommodation is dealt with by Chief Engineer/ General.
- 5.4 Change of locations:
- 5.4 (i) 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.
- 5.4 (ii) 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.

6. Additions/Alteration to the Accommodation

- 6.1 Additions/ alteration to hired/ Railway accommodation should not be done without prior permission of the Administration.

7. Policy for Servants Quarters

- 7.1 Servants' quarters attached to the officer flat are intended only for the residential purpose of the personal servants of the officer to whom the flat is allotted. It is the responsibility of the officer to ensure that the outhouse is not put to any unauthorized use. It is also his responsibility to get the out-house vacated when he vacates the flat only after which the certificate of vacation will be given by the IOW.
- 7.1 (i) A maximum of 6 persons only will be permitted to stay in an officers' outhouse and it is the responsibility of the officer occupying the flat to ensure this.
- 7.1 (ii) Servants are permitted to keep their parents with them provided the total number of members does not exceed six (including children of all age groups.)
- 7.2 Immediately on occupation of the quarters in Jaipur the officer has to give the full particulars of the servants staying in his outhouse in the prescribed proforma to the IOW Jaipur. Identity cards with photograph should be obtained from IOW for each person. This should be done within one month of the occupation of the quarters. The persons staying in the outhouse without identity cards will be treated as unauthorized occupation of the outhouse and dealt with as per rules.

8. Garages

An officer owning a vehicle should submit his written request to SDGM for registration and allotment of garage giving the registration number of the vehicle. A photocopy of the R.C. Book shall be submitted along with the application.

- 8.1 Allotment of garages: Allotment of garages will be made in the priority listed in Para 4.
- 8.2 An officer who is allotted a garage will release the garage if he disposes off his car.
- 8.3 Garage should not be used as residential accommodation or for storing material etc. Misuse of garage may result in cancellation of the allotment.
- 8.4 Allotment orders for garages will be issued only after the receipt of copy of registration of vehicle in his/spouse or child's name.

9. Cancellation or Registration

- 9.1 If an officer whose name is registered for allotment of quarters is not interested in Railway accommodation at a later date, he should inform SDGM of the same for deletion of his name from the waiting list.

10. Upkeep of Accommodation

- 10.1 The occupants are responsible to keep their premises in good condition and take due care of the fittings etc. in their quarters. In case of any damage/ or loss or Railway Property, by an act of negligence, misconduct improper use etc. on the part of the allottee or any other person including the inmates of the outhouse, the administration reserves its right to recover the cost/ repair charges from the allottee.

11. Retention of Accommodation

- 11.1 Retention of quarters will be governed by the extant rules laid down by the Railway Board on the subject and will also be subject to specific sanction for such retention being issued by the competent authority.
- 11.2 Retention of quarters by an officer on transfer, deputation study leave, leave retirement and heirs of a deceased Railway servant will be permitted only in case where it is absolutely justified keeping in view the rules laid down by the Railway Board. The officer must arrange to have the necessary sanction for retention of quarter before relinquishing his post. Where the period of retention of a quarter is not covered by appropriate sanction the occupation will be treated as unauthorized and rent would be recovered as per rules. Besides, the officer concerned will expose himself for departmental disciplinary action. Eviction proceedings will be initiated under Public Premises (Eviction of unauthorized Occupants) Act 1971 to get the quarters vacated.
- 11.3 Audit Officers should vacate the Railway accommodation when they cease to be in Railway Audit. However, they will be permitted to retain the quarters as in the case of Railway officers as per the extant rules on the subject.
- 11.4 When an officer retires or is transferred out of Jaipur area, it is his/her responsibility to inform SDGM about his transfer/ retirement and permission if need be to retain the quarters occupied by him should be obtained will in advance failing which his continued stay in the Railway quarters will be treated as unauthorized and action taken under Public Premises (Eviction of unauthorized occupants) Act 1971. Postfacto sanction in case of very exceptional circumstances will be at the discretion of the General Manager.

12. Sharing or Subletting of Accommodation

- 12.1 Prior sanction should be obtained for accommodating guests, relatives or friends. Only in the case of close relatives such as parents/brother/sisters of the employees or his wife/her husband (if the employee is a lady) or any other non-dependents, permission will be accorded by the administration on the merits of each case. Subletting of quarters or harboring persons who are not entitled to live in Railway accommodation is strictly forbidden. Any person transgressing this condition will render himself liable to such penal action as the administration may deem proper in circumstances of the particular case besides immediate revocation of the allotment of Railway quarter to him.

13. Joint Occupation of Railway Quarter by Two or More Employees

- 13.1 In case where permission has been granted for an employee with the approval of the controlling officer for sharing the residence allotted to him with (a) Govt. servant who is eligible for accommodation in the HQ's/Divisional pool and (b) a close relative, the allottee remains responsible for payment of the rent and is allowed to charge proportionate rent from the sharer. The Government servant sharing the accommodation with the allottee is also not debarred from drawing house rent allowance. In such cases, the responsibility for handing over vacant possession of the quarter, its out-houses, garage will be that of the original allottee and the IOW should not give a vacation certificate unless he has received vacant possession in this manner from the original allottee.
- 13.2 A quarter may be allotted to more than one employee. In such a case, the assessed rent may be recovered proportionately on the basis of floor area occupied by each employee. The amount to be recovered from each employee should not, however, exceed 10% of his share of the assessed rent (on the floor area basis) whichever is less.

14. Right of Access to Premises

- 14.1 The Administration's staff has the right of access to the premises at all time for carrying out maintenance etc. It is to be clearly understood that the Railway accommodation is occupied by the user at his own risk in all respect and the administration may decline comply with any request for white-washing repairs etc. if unwarranted and to suit the needs of the occupant.

15. Right to Amend the Rules

- 15.1 The Administration reserves the right to amend or deviate from these rules wherever considered necessary in administrative interests, but such amendment/ decision will be subject to General Manager's approval.

North Western Railway

Headquarter Office
Jaipur
Dated: 09/07/19

No. C. HO/1/Allotment/Vol X

ALLIHO/CTIHO
DRM/11

Amendment no. 1

Subj. Amendment in Housing Policy of NWR.
Ref. This office letter no. G/HQ/HP/S/0 Dated: 05.10.2006

The following amendment is being issued to the Housing Policy of NWR

1. Para E 3 of the rules may be replaced with the following:

The type V bungalows in Jagatpura Railway Colony will be kept exclusively for allotment to PHODs/CTIHOs and HAG officers. The PHODs/CTIHOs will have overriding priority. HAG officers will be considered based on their priority as per their date of registration."

2. Para F viz Principles for allotment be replaced with the following:

The priority for allotment of houses will be in the following order as per entitlement:

- (i) AGM
- (ii) PHODs/CTIHOs (at par)
- (iii) HAG officers other than PHODs
- (iv) HO and other SAG officers
- (v) JAG/SG Officers in level E2 and above
- (vi) Senior Scale/ Junior Scale/ Group B officers

3. Para E7 may be read as:

"If the PHODs/CTIHOs and HAG officers have specially requested for allotment of Railway accommodation at Rail Nikunj, Jagatpura /Campati Nagar/Pandipoh Jaipur then the same may be considered by SDGM."

Other parts of the above referred housing policy, dated 05.10.2006 remain unchanged

This issues with the approval of General Manager

(Signature)
Chief Engineer
NWR
Jaipur