

Quarters allotments and Retention thereon

(Authority: RBE No. 135/2019 – MC-49)

A Railway servant is entitled is provision of residential accommodation. The rent shall be charged for all quarters occupied by railway servants. The Railway Quarters are classified into different types and the same are furnished below:

8.1 Types of Accommodation and Eligibility

Sl.No	Category of Staff	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 Grade Pay less than Rs.6600/-	Type IV
6	Gazetted Officers with Grade Pay Rs.6600/-	Type IV Spl.
7	Gazetted Officers with Grade Pay more than Rs.6600/-	Type V

The level of pay scale recommended by the 7th CPC are corresponding to Grade pay of 6th CPC holds good as per 7th CPC also.

8.2 Classification of Staff:-

For the purpose of allotment of quarters, Railway Staff are categorized into two categories, i.e. Essential and Non- Essential. Separate pools of allotments are maintained for Essential and Non-Essential staff.

8.3 Running Staff:

A 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 turn as per the separate priority register.

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

Type-II Quarters may be allotted to employees in Pay Matrix Level – 1 in case at any location, Type-II Quarters are vacant and no one entitled for it is in waiting list, subject to 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 PML-1.

Rly Bd Ir No:2018/LMB/10/16 Dt.18.04.2016.

If an officer is reverted to lower grade, his / her entitlement may be revised as per his PML. 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.

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8.4 Allotment Nearby Stations:-

If no one comes forward from the staff headquartered at the Station, the vacant quarters may be allotted to the employee of a nearby station on request.

(CPO/MAS Ir.no.P(W)721/PNM/III dated:05.06.2000)

Reservation for SCs/STs:-

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 numbers in 50 or more.

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

Two waiting lists are to be maintained, one general waiting list and another special waiting list of SC/ST Railway Employees allotment against 10% quota in Type-I and Type-II, and 5% in Type-III and Type-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.

The SC/ST employees allotted Railway Quarters on their own service length seniority in the general list are not to be adjusted against reserved quota.

For reckoning the number of quarters in place or unit, 50 should be the total number of Type-I and Type-II Quarters taken together in the place or unit.

The reservation percentage will be applied separately to Type-I and Type-II accordingly and the waiting lists have to be prepared separately for each type of Qtrs.

8.5 Out of turn allotment:

Out of turn register to be maintained separately. Based on the merits of the each case and date of registration in the out of turn register, is left the discretion of the competent authority.

The requests from the Physically Challenged person 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.

Requests from eligible dependents / specified relations of retired Railway Employees, and of deceased Railway employees who are appointed on compassionate ground, may be considered by the competent authority only on cases where the compassionate appointments have been made within the prescribed period of 24 months.

8.6 Retention of Railway Quarters:-

The retention of Railway quarters will be admissible on following various grounds.

Permanent Transfer:-

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 as under:

Sl.No	Applied for – On request by the employees	Period	Rent
1	Transfer Account	Two Months	On payment of normal rent or single flat rate of licence fee.
	Educational or Sickness account	Further period of 6 months	On payment of special licence fee, i.e. double the flat rate if licence fee / rent

Further extension beyond the aforesaid period may be granted on educational ground only, to cover the current academic session in which he / she was transferred on payment of special licence fee.

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'.

8.7 Temporary Transfer:

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.

In case where the temporary transfer is made a permanent one, the Railway employee may be allowed to retain the Railway quarters in the previous station for a further period as admissible on permanent transfer from the date in which the employee is informed about the permanent transfer.

8.8 On Deputation:

Railway employee while proceeding on deputation to any PSU including those of the Railways are permitted to retain quarters for a period of **two months** on payment of normal rent from the date in which they have joined the public sector unit.

8.9 Apprentices:

A Serving employee who is selected as apprentice either departmentally or through RRB may be allowed to retain the Railway quarters at the station from where he proceeds for training, during the period of his apprenticeship.

8.10 Surplus Staff:

Railway servants 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 will be reckon from date of issue of transfer orders.

8.11 Retirement:

The Railway servant on retirement including voluntary retirement / premature retirement / retirement on medical invalidation may be

permitted to retain the Railway accommodation for a period of **four months on payment of normal rent** and for the **next four months on educational or sickness ground on payment of double the normal rent.**

Training: An employee deputed for training in any Railway/non-Railway or abroad may be permitted to retain the Railway Quarters for the entire period.

8.12 On Demise of the Railway servant:

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 from the date immediately after the date of death of an employee.

Where the deceased employee or his / her dependents 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.

This is also applies to audit staff doing Railway Audit work.

8.13 On Resignation / Dismissal / Removal:

The employee who resigns from service or is dismissed or removed from service may be permitted to retain the Railway quarters for a period of **one month** on payment of normal rent.

8.14 Competent Authority:

The DRM/ADRM is the competent authority for the following cases. The proposal should be routed through the Personnel Branch for the approval of DRM/ADRM.

- a) For granting of retention / regularization of quarters.
- b) In exceptional cases the allotment of exchange of quarters belonging to different pools in same type.
- c) In exceptional cases the allotment of higher type of quarters.
- d) For allotment of quarters on nearby station account.
- e) Sharing of Railway Quarters / Government accommodation.
- f) For allotment of out of turn basis etc.,

Note:- The supervisors / Branch Officers are not empowered to make out of turn allotment of Railway Quarters.