

No.WPO/57/Rly.Qtrs.(General Rules)/2013

To  
All BRANCH OFFICERS,  
Waltair Division,E.Co.Railway,  
Waltair.

Sub: General Guidelines/Rules for Allotment of Rly.Qtrs.,- Waltair division.

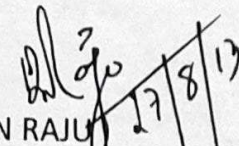
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Enclosed please find herewith the General Guidelines & Rules are framed in accordance with RBE No.35/2007 for smooth and effective functions of DQC & SQC of this division.

The above guidelines are to be strictly adhered to. Any deviation will be viewed very seriously.

This has the approval of DRM/WAT.

Enc: As above in 3 pages.

  
( K S N RAJU )  
Divil. Personnel Officer-I/WAT.

Copy to: Ch.OS (G) for kind information of secretariat's of DRM/ADRM please.

Copy to: Ch.OS( Welfare) of DPO/WAT.,

Copy to Divil. Coordinator/ ECoRSU & ECoRSC for information please.

Copy to: President SC/ST Assn. WAT. For information please.

Copy to: President OBC. Assn. WAT. For information please.

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# EAST COAST RAILWAY

## WALTAIR DIVISION

### GENERAL GUIDELINES FOR ALLOTMENT OF RAILWAY QUARTERS.

(I) To facilitate the allotment of Railway Quarters to the Railway Staff (Gaz.Officers/ Non-Gaz. staff), two nominated committees have been formed. The Committees are:

(a) Divisional Quarters' Committee(DQC); (b) Sub.Quarters' Committee(SQC).

#### **Constitution of Divisional Quarters' Committee :**

- (i) Chairman : Sr.Divl.Engineer(Co.ord.)
- (ii) Secretary/Convener : Divl.Personnel Officer  
: All Branch Officers  
: 3 Representatives from ECoRSU  
: 3 Representatives from ECoRSC  
: 1 Representative from SC& ST assn & OBC assn each
- (iii) Members

#### **Functions of Divisional Quarters' Committee :**

- (i) To apportionate the Newly Built quarters with the Approval of ADRM.
- (ii) Quarters which are surrendered to the General Pool by the SQC, will re-distribute to the different departments as per the requirement. Such quarters will be allotted by the SQC only.

#### **Constitution of Sub.Quarters' Committee at Department & Station Level:**

- (i) Chairman : Branch Officer/Sub-Divl. Officer or Officer nominated by the B.O.  
: 1 Representative from ECoRSU  
: 1 Representative from ECoRSC
- (ii) Members : 1 Representative from SC& ST assn..  
: 1 Representative from OBC assn..

N.B: The purpose of keeping SC /ST & OBC Assn. representatives in the Committee is to look after the interest of SC/ST & OBC Communities only.

#### **(II) Functions of Sub-Divisional Quarters Committee:**

- (i) The decisions of Divisional Quarters Committee are to be implemented.
- (ii) Allotment of quarters to individual staff (other than Officers) in accordance with extant rules.
- (iii) Quarters Committee Meeting shall be called for as and when required by Chairman, with an advance Notice.
- (iv) Chairman will issue allotment orders to individuals with the approval of the Committee.

#### **(III) Eligibility & Criteria for allotment of quarters:**

Consequent upon the revision of the pay scales by the implementation of 6<sup>th</sup> Central Pay Commission, 2006, the revised entitlement of the staff Quarters as below:

| S.No | Staff with Grade Pay                        | Entitlement of Quarters |
|------|---|-------------------------|
| 1    | Grade Pay equal to or less than ₹1800/-     | Type - I                |
| 2    | Grade Pay more than ₹ 1800/- & upto ₹2400/- | Type - II               |
| 3    | Grade Pay more than ₹2400/- & upto ₹4200/-  | Type - III              |
| 4    | Grade Pay more than ₹ 4200/-                | Type - IV               |

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(IV) Norms for allotment of Quarters:

- a) Allotment will be done by the Sub Quarters Committee from the pool only.
- b) No Qtr. Will be allotted by the SQC without notifying the vacant Qtrs. in the notice board duly calling the applications from the eligible staff [giving minimum 07 days time].
- c) The Staff who required the quarter, should apply to the concerned Branch Officer/Chairman of SQC and allotment will be made to the eligible staff strictly as per the Seniority/Station seniority whichever admissible.
- d) No out of turn allotment will be made by SQC as powers for out of turn are vested with DRM. However, the proposal if any, should invariably be mooted by Branch Officer and should be routed through ADRM for final decision of DRM.
- e) Exchange of Quarters between two departments should invariably put up through concerned Branch Officers for final decision of ADRM.
- f) No Qtrs., can be allotted by DQC for any individuals.
- g) Quarter will be allotted by the respective Sub. Quarters Committee on request of the staff on the basis of seniority/station seniority essentiality. Priority shall be 85% in favour of essential category and 15% in favour of non-essential category.
- h) Staff can apply for particular type of quarter, where he/she is eligible considering on their Grade Pay. However, if the employee seeks allotment to a lower type of quarter than their eligibility, may also apply for lower type of quarter.

(V) The applications from SC & ST employees in non-essential categories shall be registered separately and shall be allotted to the extent of 10% of the total No. of Type-I & II quarters concerned to that pool in the ratio of 2:1 to SC & ST community staff respectively. This reservation will be applicable only to those pools where there are 50 or more quarters in those pools. In respect of 5% of the total No. of quarters of that pool in the ratio 2:1 to SC & ST respectively. In case ST employees are not available, the same may be allotted to SC candidates and if none of reserved communities are available, unreserved staff may be allotted to avoid loss of revenue.

(VI) In respect of T.A. personnel 5% of the total No. of quarters of that pool shall be allotted.

(VII) Physically handicapped employees also may be given preference.

**General Rules:**

- (i) The representatives of the Sub. Quarters Committee shall be spared for the scheduled meeting by granting special casual leave & if it is within the office by sparing suitably.
- (ii) Any Member absents to attend the Meeting without intimation assigning sufficient reasonable grounds, the Meeting may be conducted as scheduled.
- (iii) If any Member walks out from the Meeting the decisions arrived at with the remaining Members will be final if the decisions are in accordance with the framed rules.
- (iv) If any Member given the dissent on a particular item, the case has to be referred to DRM/ADRM by the Chairman of the Quarters Committee, provided the dissent note is within the frame work of the rules.

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- (v) Even though the quarters are assigned, the allotment order shall be issued by the concerned Branch Officer/Chairman SQC and the staff who occupies the quarters without allotment order will be treated as unauthorized occupants. There can be no option for the employees in respect of assigned quarters.
- (vi) The number of quarters in a pool shall not be disturbed without the approval from ADRM. The pool of quarters in each category also shall not be disturbed without prior approval from ADRM. Any changes in the pool shall be put up to ADRM by the Departmental Officers through DPO duly recommended by Branch/Station Quarters Committee.
- (vii) No application for allotment of quarters will be entertained before reporting to duty in the station of posting.
- (viii) A person who is already in a quarter submits an application either for change of locality or for better type or for more convenient type may be considered, provided there is no other senior waiting for fresh allotment of quarters in that locality. This should be done in the SQC meeting only after due notification (i.e. minimum 07 days notice) to avoid complaints if any from the senior staff.
- (ix) A person living in a lower type than the type of quarter for which he is entitled will not be allotted higher type to which he is eligible unless he applies for the same & as per seniority.
- (x) Normally exchange or mutual exchange of quarters is not permissible, if the applicant is retiring within a period of one year or under the orders of transfer. However, in normal cases, on special circumstances, when staff belongs to two different departments have applied for mutual exchange of equivalent type of quarters, the mutual exchange of quarters may be done with the personal approval of ADRM, which should be routed through Branch Officers concerned.
- (xi) Proposal for mutual exchange of Qtrs., should be routed through both the Branch Officers concerned.
- (xii) If a quarter is vacant in a particular department for more than 30 days and not required by a particular department should be handed over to Chairman/DQC for re-distribution to required departments with the approval of ADRM to avoid leakage of revenue and hardship to the awaiting staff in other departments.
- (xiii) Any person who has been offered a house appropriate to his entitlement, refuses the accommodation once, will be brought down to the bottom of the seniority list and if refuses twice will be debarred for further allotment. The unwillingness should be given within 10 days from the date of allotment of Quarters.
- (xiv) Waiting list for each type of quarter will maintain separately by the department concerned.
- (xv) A separate pool of quarters shall be maintained for Essential Running Staff and the quarters which fall vacant in this pool will be allotted to running Staff only in their turn. A separate priority register shall be maintained for this purpose. Allotment shall be made through the concerned Quarters Committee only.
- (xvi) Copies of all individual allotment orders shall be forwarded to all concerned including the Bill Compiling Unit, SSE/Housing & Electrical and Water Works for proper immediate recovery of House Rent & Electrical Charges etc..
- N.B: Other terms and conditions as published by the Rly. Board in the RBE No.35/2007 Dt.20-04-2007 will remain unchanged and other instructions issued from time to time remain in force.

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27/8/17