उत्तर मध्य रेलवे

आज़ादी का अमृत महोत्सव

प्रधान कार्यालय,
उत्तर मध्य रेलवे,
सूबेदारगंज, प्रयागराज-211015
Head Quarter Office,
North Central Railway,
Subedarganj, Prayagraj-211015

No. : GM/NCR/Headquarter/Officers Accommodation/Policy

Date 17.11.2022

All P/CHODs
NCR, Prayagraj.

Subject:- Rules for Allotment of Residential Accommodation to the Officers posted in Headquarter Office.

Reference:- Earlier Policy circulated vide Letter No. - GM/NCR/HQ's/Officers/ Housing/Policy/2008, dtd. - 22.05.2008.

****

In supersession of all the previous orders issued from time to time by this office on the subject matter, a revised policy on allotment of Residential Railway accommodation to the Officers posted in NCR/HQ is issued with the approval of the General Manager with immediate effect. A copy of the same is enclosed herewith for kind information. The Policy is also uploaded on NCR website.

Enclosure: As above

17/11/22

(Ankur Chandra)
Dy. General Manager (G)

Copy: 1. Secy. to GM – for kind information.

2. PS-1 to AGM- for kind information of AGM.

3. DRM/PRYJ - for kind information.

88
1-S

No: NCR/Quarter Allotment Policy/2022 **Dated:** 17-11-2022

NORTH CENTRAL RAILWAY

Rules for Allotment of Residential Accommodation to Officers posted in Headquarter office.

1.	**GENERAL**
1.1	In supersession of all the previous orders governing allotment of residential accommodation to officers posted in Prayagraj area, the following guidelines will govern the allotment of quarter to officers posted in Headquarter office, North Central Railway.
1.2	Authority: The rules governing the quarter allotment will be as per Master Circular 49 (revised time to time) and Rly. Board Circulars on the subject.
2.	**ALLOTMENT AUTHORITY**
2.1	SDGM/NCR will control the allotment of quarters in Headquarters' pool.
2.2	DRM/PRYJ will control the allotment of quarters in Divisional pool.
2.3	There shall be no non-pooled accommodation except the house of GM & DRM.
3.	**PRIORITIES**
3.1	Separate waiting list for different grades of officers as indicated below will be maintained for allotment of quarters in Prayagraj area according to their date of registration- (a) PHODs (b) CHODs & HAG Officers, including Principal Director of Audit (c) NF-HAG Officers (d) SAG Officers (e) NF-SAG Officers (f) SG/JAG officers (Confirmed JAG Officers) (g) Adhoc JAG Officers & Senior Scale officers (h) Junior Scale officers
3.2	Registration as well as Quarter Allotment will be done online through Quarter Allotment portal which can be accessed through NCR website (under IR personnel → IT application → NCR quarter allotment system). Details of Type of accommodation & Location are available in portal.

17/11/2022

4.	**REGISTRATION**
4.1	Registration for quarter allotment will be initiated by concerned officer through Quarter Allotment portal against corresponding grade and with submission of required documents. Only 01 application should be submitted on portal by concerned officer. Registration will be complete if necessary details are filled in application and supporting document are submitted.
4.2	A specific choice or unwillingness for a particular type or particular locality may be indicated in the application.
4.3	On promotion to a higher grade, the officer may register fresh application in corresponding higher grade. Subsequently the old application will stand deleted.
4.4	Group 'C' staff promoted to Group 'B' on Adhoc basis will not be entitled for allotment of regular quarter of Gazetted pool.
4.5	Group 'C' staff promoted to Group 'B' on regular basis and posted in Headquarters office will be entitled for registration of their names for allotment of Gazetted pool quarters.
4.6	An officer who is in authorized retention of accommodation when transferred outside Prayagraj will be allowed to continue in occupation of the same house on his return to Prayagraj.
5.	**ENTITLEMENT FOR ALLOTMENT:**
5.1	(a) Type V quarters: SAG (and above) officers, SG Officers & Confirmed JAG officers. (b) Type IV Special quarters: Senior Scale (and above) officers. (c) Type IV quarter: Jr. scale and above officers.
5.2	Type-V (Spl.) and above type houses will be restricted for allotment to PHODs / CHODs & HAG Officers only.
6.0	**ALLOTMENT :**
6.1	If officer refuses to accept the offered quarter (as per his applied choice & eligibility) his priority will be moved to bottom of that category.
7.	**OUT OF TURN ALLOTMENT:**
7.1	Any out of turn Allotment shall be made only with the personal approval of the General Manager.
8.	**OCCUPATION:**
8.1	On allotment of an accommodation, the officer's name shall be deleted from the waiting list. He will have to register afresh for betterment of quarter type if required.
8.2	If an officer fails to take possession of allotted residence within 10 days from the date of receipt of letter of allotment, the allotment letter issued to him/her will be

17/11/2022

	cancelled.
8.3	While taking over the possession of the allotted quarter, the officer shall inform Dy.GM(G), Dy.CPO(Gaz.),Dy.FA&CAO(G),Sr.DEN(Co.)/PRYJ,Sr.DEE(G)/PRYJ & Sr. DSTE/PRYJ.
8.4	In case an officer is already in occupation of another house, he should at the time of occupation of the residence (newly allotted) simultaneously vacate the residence in his occupation. If on occupation of allotted quarter, there is delay of more than 2 days in vacation of quarter occupied earlier, he will be considered as in unauthorized occupation of residence to be vacated and treated as per the extant rules for unauthorized occupation.
9.	**REPAIRS OF QUARTERS**
9.1	All types of repairs/maintenance in railway quarter will be carried out by the respective department of Prayagraj Division.
9.2	Minor repairs shall be done after occupation and will not be accepted as reason for non-occupation.
9.3	The Engineering & Electrical (General Services) departments shall attend to the essential repairs within the period of 10 days, given for occupation of quarter.
10.	**VACATION**
10.1	An officer vacating the Railway house must handover the quarter to the concerned SSE (W) and obtain vacation certificate from him.
10.2	In the vacation certificate, the record of last electric meter reading should also be got certified from SSE (Maintenance/Elect.).
10.3	Quarter vacation date should be communicated to Dy.GM(G) by the concerned SSE(W) promptly within a day following the date of vacation. Sr.DEN/Co. shall give clear instruction to concerned SSE (W) in this regard.
11.	**CHANGE OF QUARTER**
11.1	Request for change for same type of quarter will not be permitted normally. However, allottees of Type IV (first floor) can request for ground floor Type IV quarter. Likewise Type V duplex allottees can request for Type V (non duplex) quarters under betterment option.
11.2	In case, an officer desires change of same type of accommodation from one colony to another colony, he/she will have to apply and get his/her name registered under betterment option.
12.0	**RETENTION OF QUARTERS**
12.1	The retention of quarter by an officer on transfer, deputation or retirement will be permitted as per the Rly Board's extant instructions. The officer must arrange to have the necessary sanction for the retention of the quarter before relinquishing

17/11/2022

	his/her post. When the period of the retention of the quarter is not covered by appropriate sanction, the occupation will be treated as un-authorized and further action will be taken as per rule.
13.	**TRANSIT ACCOMODATION**
13.1	Transit Accommodations T1, T2, T3, T4 at Railgaon Colony and RE 75/A-1/1 & 2 near Valmiki Chauraha are available for officers posted on transfer to NCR HQr. The transit allotment will be done by Secy. to GM/NCR. More accommodations in ORH can also be allotted as Transit Accommodation to officers as per availability.
13.2	An officer who has been allotted transit rest house/accommodation will be considered for regular accommodation as per the date of registration.
13.3	The officers staying in transit accommodation will have to register their name for allotment of regular accommodation. No officer who has been allotted transit rest house/accommodation can refuse to occupy the regular accommodation on any pretext. Any such refusal will be considered as un authorized occupation of the transit accommodation and will be liable to damage rent recovery as per the extant rules.
13.4	Normally, SA Grade officers will be given preference over SG/JAG officer for allotment of transit rest house.
14.	**MISCELLANEOUS**
14.1	Whenever an officer is transferred to CORE or PRYJ division, he/she will be permitted to retain the quarter allotted to him/her till such time CORE/PRYJ division allots him/her another accommodation. This will be taken into consideration during pool balancing meeting between the three units. The accommodation thus released shall be handed over to the owning unit.
14.2	The administration reserves the right to direct an officer to occupy Govt. Accommodation if available and required in the exigencies of service and in the event of him/her refusal to occupy the same payment of House rent allowance may be stopped.
14.3	It is the responsibility of the officer to ensure that the out house/servant quarter is not put to any un authorized use or sublet.
14.4	Any vacant Railway quarter can be allotted to a railway officer/employee temporarily for some social function i.e. marriage etc. for maximum 7 days on the payment of lump sum amount, Rs. 1000/- per day. Such request should be submitted to Dy. GM (G).

17/11/2022

88/5

15.	**RIGHT TO AMEND THESE RULES**
15.1	The administration reserves the right to amend or change these rules, whenever considered necessary in administrative interest with the approval of the General Manager.
16.0	**Allotment Of Quarters To Non-Gazetted Staff (at HQ level):**
16.1	Allotment of Railway quarters to Non-gazetted staff will be governed by instructions issued by the Railway Board and revised time to time. Allotment of quarters to non-gazetted staff will be done as per date of registration. This rule will apply for fresh allotment of quarter as well as for change of quarter cases. Allotment of quarters to non-gazetted staff at Headquarters will be done by the respective departments.

17/11/2022
(DGM/G/NGP)