

Southern Railway

No.SA/P.554/Rly. Quarters Rules/Guidelines/Vol-I

All supervisory Officials
Salem Division.

Divisional Office,
Personnel Branch,
Salem.
Dt.29.03.2012.

Memorandum

Sub: Allotment of Quarters, Retention, Rent etc.

The Administration has issued number of instructions from time to time regarding non-observations of instructions which results in malpractices in allotment/Occupation/Retention etc., of quarters. A need was felt in order to avoid such irregularities in future and it has been decided to consolidate these instructions, incorporating all the instructions issued so far on the subject for the information and guidance of all concerned.

1. Entitlement of various types of accommodation – As per 6th Central Pay Commission. (with effect from 27.01.2011).

S.No.	Description	Type
1	Staff with Grade Pay equal to or less than Rs.1800	Type-I
2	Staff with Grade Pay more than Rs.1800 and up to 2400	Type-II
3	Staff with Grade Pay more than Rs.2400 and up to 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 Special
7	Gazetted Officers with Grade Pay more than Rs.6600	Type-V

Note. No existing Type IV or other types of quarters will be transferred from non-Gazetted pool to Gazetted pool merely because the number of staff eligible for such quarters in accordance with the above instructions happens to be less than the number of available quarters.
(Rly Bd's No. 2008/LMB/10/16 of 27.01.2011)

2. Maintenance/Occupation of Quarters Register.

Type wise registers of all the quarters under your control are to be maintained with full details, i.e. the Name of Occupant, Design/Stn, PF No., Type, Quarter No. Rent, WI, & Plinth area, the date of Occupation, date of vacation & Remarks etc., if vacant, reason thereof.

If the No. of Railway Quarters is 50 or more, a separate register should be opened showing the details of allotment of Quarters made for OC, SC & ST employees, in respect of Type I and Type II for 10% and 5% quota in Type III & IV for SC/ST.

a) For reckoning the number of quarters in a place or unit, 50 should be the total number of type I & II quarters taken together in that place or unit.

b) Reservation percentage will be applied separately to type I & type II quarters

c) Waiting lists have to be prepared separately for each type of quarters.

The above reservation in allotment of quarters will apply only in non-essential categories.

(CPO/MAS No. P (W) 555/P/Vol.V dated 17/29.3.89)

(Rly Bd No. 99-E(SCT)/I/21/I, dated 23.06.1999)

3. Registration and allotment of quarters.

(i) Type wise registers (Type – I, II, III & IV) for 'Essential staff' and 'Non-essential staff' are to be maintained separately and the applications registered according to the entitlement in the serial order based on the date of receipt of the application. The community of the employees in case of SC/STs is to be mentioned against the registrants.

(ii) The Railway quarters are mainly intended for allotment to essential staff. The details of essential staff along with prescribed percentage are already advised. When in a particular cadre the prescribed percentage has been reached, that category should be considered as non-essential for the allotment of quarters. When such non-essential are required to be allotted the quarters as per registration, prior permission of this office is to be obtained duly furnishing the details of number of staff who are in occupation of quarters and the percentage which has already been reached at PTJ, ED, SA & KRR.
(ADRM/PGT No.J/P 555/PGT/Genl./Vol.2 of 5.5.94)

(iii) No Railway employee (Gazetted or non-gazetted), shall be allotted a railway quarter if the spouse has already been allotted a quarter at the same station, unless such quarter is surrendered. This will, however, not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court. If two employees in occupation of separate quarters at the same station marry one another, they will, within one month of the marriage surrender one of the residences. This is applicable in different pools also. [Ref. No. E(G)66 QR 1-44 dated 02.07.1974]

(iv) Quarters vacated by running staff are invariably to be allotted to running staff, according to their entitlement of different types of quarters.

(Ref.Sr DPO/PGT NO. J/P.555/P/P4 of 27.5.81)

(v) Registration should be done by the employees, for allotment of quarters as per eligibility, separately for different type. If an employee who is eligible for Type-III quarters is willing to register/continue the registration in Type-II and Type-I the same can be permitted. Date of registration is the criteria to decide the priority and allotment has to be done as per priority of registration in each type of quarters.

(DPO/SA No. S/P.555/Rly.Qrs/ED dated 26.11.2010)

(vi) When an employee who has registered for allotment of quarters is transferred to a new station, the registration/priority gets cancelled. If he is transferred back to the old station, either on request or on administrative grounds he has to register a fresh for allotment of quarters.

When an employee who is in occupation of a Railway quarters gets transferred to a new station, retention of quarters is being permitted based on his request as per rules (education/sick grounds). If the employee gets transferred to the old station within the permitted period, the quarter is regularized in his favour from the date of joining the old station. In case, the employee gets transferred to the old station after the period of permission of retention, he has to vacate the quarters first and register for allotment of quarters a fresh.

(CPO/MAS No. P.(W) 555/guide file/Vol.I of 22.09.99)

(vii) Employees eligible for all Types I,II,III & IV and wishes to register for more than one Type, separate registration for each Type should be made.

(viii) Strict priority should be observed while making allotment of vacant quarters. As and when quarters are failing vacant, the same should be allotted to the next eligible employees as per registration without delay to avoid leakage of revenue. It shall be ensured that no quarters are kept vacant.

(ix) On registration, the employees should be given an acknowledgement showing their serial number/Priority of registration.

(x) The quarters allotted should be occupied within 30 days. The date of commencement of recovery of rent for Railway quarters may be made from the date of occupation of quarters or 30 days from the date of issue of memorandum whichever is earlier, instead of 16 days notified earlier.

(CPO/MAS No. P (W)555/Housing Committee/Policy dated 20.07.2004)

(xi) In case the employee who is allotted a quarter is not willing to occupy the same due to any reasons the same should be intimated to the administration, within 15 days of issue of memorandum, so that the same can be allotted to the next employee as per registration. Failing do to so, proportionate rent will be recovered from the first allottee.

4. Exchange of Quarters.

(i) Normally exchanges are not to be encouraged. If, however, exchanges can be considered in exceptional cases as the same should be done according to priority of such registration for exchange.

(ii) Exchanges between quarters belonging to different pools should not be allowed

(iii) In Type-I/1, Type-I/2, Type-I/3, Type-I/4 and Mithra Type etc are registered separately, by some supervisory officials. It may please be ensured that, the registration can only be for Type-I and allotment should be made duly interpolating the registrations for various types for fresh allotment. When allotment is to be made for a particular (Type-I/1, Type-I/2, Type-I/3, Type-I/4 and Mithra Type) change of quarters whenever registered may be given preference to the new allottees.

(DPO/PGT No. J/P.555 (P) of 20.01.95)

(iv) No change of quarters is permitted in different type of quarters, change of quarter's registration should be done specifically for each type of quarters. An employee who is seeking change of quarters should be occupying a quarters in the same type. Such registrants should be given priority in allotment of quarters for which they have registered. On promotion when the employees becoming eligible for higher type of accommodation they should register as a fresh allotment for that type. And this will not be treated as change of quarters.

(DPO/SA No. SA/P.555/Rly.Qrs/ED dated 26.11.2010)

(v) Mutual exchanges of quarters of staffs who are under orders of transfer and who are to retire within a period of three years should not be considered under any circumstances.

(Ref.Sr DPO/PGT NO. J/P.555/P/P4 of 27.8.81)

5. Sharing of Railway quarters/Govt. accommodation.

A Railway servant may be permitted to share the Government accommodation allotted to another Railway/Government employee.

A Railway quarters is allotted in favour of a Railway servant it is allotted on subsidized rent and no HRA is permissible. If the same quarters is shared by other Railway Servant (who probably pay only 50% or less of the subsidized rent) the question of giving HRA to such other Railway Servant also does not arise.

(CPO/MAS No. P (R) 54/P/Vol-VIII of 30.08.2011)

6. Allotment-Nearby stations.

(i) 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 No. P (W) 721/PNM/III dated 5.6.2000)

(ii) In the absence of registrants in the particular station, the staff headquartered at the nearby stations also to be considered first. Only, if no staff of nearby stations get the request of staff @ ED for allotment of Quarters staff of other stations are to be considered. Subject to the conditions that "Whenever the quarters are allotted to the staff of other stations an undertaking from them should be obtained to the effect that his occupation of quarters at other station will not be a hindrance to attend his official duties in time".

(Ref. CPO/MAS No. P (W) 555/III/PGT (Pilot) dt.28.7.03)

(iii) The Quarters at the following stations which are within the same city limits, but belonging to various pools, are to be treated as one unit for the purpose of allotment/change of quarters. The intention is that if an employee is transferred from anyone of these stations to the other in the same group, he/she need not vacate the quarters allotted to him/her at the old stations. Following stations will be clubbed as one unit for the above purpose.

SI NO.	Grouping Stations
1	KAY-MTP-UAM
2	CNV-PTJ-CBE-PLMD-SHI-PKM-IGU-SNO
3	SGE-SA-MGSJ-KPPR-OML-MCRD-MTDM-SAMT-SXT
4	PAS-ED-TUP-VNJ-ANU
5	KMD-KRR-TP- DG (Excl'dg)
6	KPPR-BQI-TPT
7	MPLI-MKSP

This is not applicable for earmarked/essential quarters. If there is no demand for these quarters, retention can be permitted by the competent authority only on the condition that as and when the quarters is required to be allotted to an essential staff, it should be vacated even within a short notice.

While allotting, the priority will be as follows (i) first preference will be given to employees of the pool holder department, (ii) next preference for employees from the other department from the same stations. (iii) third preference for employees from the pool holder department from other stations but within the same group, (iv) fourth preference for employees of other department and other stations within the same group. However, this policy will be applicable only when there is no quarters available for occupation in the respective stations. (DPO/SA No. SA/P.555/Qtrs/Misc of 22.09.2011)

For successful implementation of pooling of quarters, it is suggested that all quarters which are allotment of quarters henceforth be ratified with the approval of DPO/ADRM/DRM as the case may be.

7. Out of Turn allotment of Quarters, etc.

As per extant orders of the Rly Board out of turn allotment of quarters are to be made on the following cases only.

(i) **Appointment on compassionate grounds.**

The request for out of turn allotment/regularization to an eligible dependent of deceased Railway employees is considered in case he/she gets an employment/appointment within the period of Two years from the date of death of the allottee, subject to fulfillment of other prescribed conditions including that of not being a house owner.

(Rly Bd's No. E (G) 98 QR1/11 of 17.8.99)

Compassionate appointees to register for better type of accommodation as per the eligibility of deceased Railway employee, the requests for out of turn allotment of Railway quarters from the eligible dependents/specified relations of deceased Railway employees who are appointment on compassionate grounds, may be considered for allotment of Railway quarter of one type below the entitlement of the deceased Railway employee, minimum being Type-I and restricting the allotment up to Type-V or the entitled category of accommodation of the compassionate appointee, whichever is higher, subject to fulfilling the laid down conditions.

(Rly Bd's No. E (G) 2008 QRI-8 of 28.04.2009)

(ii) A Railway servant who having been allotted railway accommodation retires from service or dies in service, his/her son, daughter, wife, husband or father may be allotted railway accommodation on out of turn basis provided that the said relation is a railway servant eligible for railway accommodation and had been sharing accommodation with the retiring or deceased railway servant for at least six months before the date of retirement or death. Such persons sharing accommodation are not eligible for HRA and if they had been drawing HRA suppressing the fact that they were sharing the accommodation allotted to their father/son/husband/wife no out of turn allotment should be made to them even if they are prepared to refund the HRA.

(Rly Bd's No. E (G) 89/QRI-1 dated 7.3.89)

(iii) **TA Personnel:** All the Railway personnel serving in the Railway Engineers Groups Units (TA) should be treated as essential staff for the purpose of allotment of Railway accommodation. Further, it has been decided that from amongst the unhoused TA personnel, some of the smarter men who show leadership and enthusiasm in TA may be given preference over other TA Personnel in allotment of quarters out of turn. Such allotments, however, should not exceed 10% of the unhoused TA Personnel subject to minimum of 5 at bigger stations. In assessing the eligibility suitability of such out of turn allotments, the recommendation of the commanding officer of the TA units should be treated as final.

(Rly Bd's No. E(G)96RRI-42 of 03.11.97)

(iv) Medical grounds on the recommendation of CMS.

(v) The handicapped persons (merits of the case).

8. Vacation of quarters

(i) Staff transferred out of the station should be asked to vacate the quarters occupied by them on being relieved, or they have to apply for permission/retention. A copy of the letter will also be sent to the previous stations for record.

(ii) Cases of unauthorized occupation of quarters including subletting to other railway employees and outsiders should be reported to the concerned departmental officer in full details for taking necessary action, duly endorsing a copy to Sr DPO/DPO. (Cases should be reported individually).

(iii) Estate Officer/Allotment authority checks periodically and ensures the Railway Quarters are occupied by the allottee Railway employees only and are not sublet to others. Quarters are not occupy/retain without proper allotment/permission and any unauthorized occupation is dealt with strictly in accordance with the rules.

(CPO/MAS No.P (R) 54/P/Vol.VII of 9.4.2004)

9. (a) Flat rate of license fee (Standard Rent) for residential accommodation with effect from 01.01.2009.

Type	Slab of Plinth Area	Rate of License Fee w.e.f. 01.01.2009 - Rs. per month
I	Up to 25 sq.m.	43
	25-30 sq.m.	54
	30-35 sq.m.	65
	Above 35 sq.m.	71
II	Up to 45 sq.m.	86
	45-50 sq.m.	99
	50-55 sq.m.	109
	Above 55 sq.m.	119
III	Upto 60 sq.m.	152
	60-65 sq.m.	164
	65-70 sq.m.	175
	Above 70 sq.m.	189
IV	Upto 80 sq.m.	224
	80-90 sq.m.	249
	90-100 sq.m.	277
	100-120 sq.m.	326
	Above 120 sq.m.	413
V	Upto 150 Sq.m	614
	150-200 sq.m	770
	200-250 sq.m	1087
	250-300 sq.m	1242
	300-350 sq.m	1537
	Above 350 sq.m	1843

(i) Servant Quarters Rs.40/- (ii) Garages Rs.28/-

Rates of license fee for Type-IV quarters will also apply to officers' Transit flats.

(Rly Bd's No. F(X)I-2002/11/1 of 22.12.2008)

(b). Rates of recovery of rent for Railway accommodation allotted to Railway employees owning houses at the station of posting or near the station of their posting:-

Sl No.	Slab of Rent from owned house	Rate of rent to be charged - w.e.f.1.7.2008
(i)	If income from house does not exceed Rs.12,000/- p.m.	Normal licence fee
(ii)	If income from house exceeds Rs.12,000/- p.m, but does not exceed Rs.20,000/- p.m	Twice the normal licence fee.
(iii)	If income exceeds Rs.20,000/-p.m	Thrice the normal licence fee

(Rly Bd' No.E (G) 2008 QR1-7 of 6.08.2008)

10. Water Charges – Officers, including Construction Organisation.

Sl No.	Officers Cadre	Pro.rate w.e.f. 1.10.2006 to 30.09.2011
1	SAG and above	Rs.120
2	SG & JAG	Rs.107
3	SS	Rs.91
4	JS	Rs.76

(PCE/MAS No. W.547/A/12/Vol.VI dated 26.02,2008)

11. Water Charges – Non-Gazetted Staff.

Sl No.	Group 'C'	Water charges from 01.07.2005
1	Type -I	Rs.5/- per month
2	Type - II	Rs.15/- per month
3	Type - III	Rs.25/- per month
4	Type - IV	Rs.35/- per month

Group 'D' staff are exempted from paying water charges.

(Rly Bd's No. F (X)I-92/10/2 of 27.06.2005)

12. Rates of Damages for unauthorized occupation.

Type	Revised rates effective from 01.12.2004.		
	Class A-1	Class A-1, B-I & B-II	Class 'C' & Unclassified
I to IV	132	99	88
V & Above	192	144	128

(Rly Bd's No. F(X)I/99/11/1 dated 17.03.2005)

13. Recovery of rent in the case of Joint occupation of Quarters.—

(a) When a railway quarter is allotted to a railway servant (gazetted or non-gazetted) he will not transfer or sublet any portion of the same to any other person, whether a railway servant or an outsider, without first obtaining permission to do so from the Divisional Railway Manager or the Head of department. This permission shall as far as railway servants are concerned only be granted on the following conditions:-

- (i) No railway servant vacates a quarter for the express purpose of thus sharing another quarter;
- (ii) By this sharing, no other suitable, railway quarter, at the station, is rendered vacant;
- (iii) When a quarter is allotted to more than one railway servant, the assessed rent should be recovered proportionately on the basis of floor area occupied by each railway servant. The amount to be recovered from a railway servant should not, however, exceed 10 per cent of his emoluments or his share of the assessed rent, whichever is less. No share will be recoverable from the railway servant entitled to rent free quarters;
- (iv) The Financial Adviser and Chief Accounts officer should be informed of each case in which joint occupation is permitted under this paragraph.

(b) When outsiders are permitted to occupy the quarter jointly with railway servants, the railway servants will be considered as the occupiers of the quarter and shall pay the full standard rent of the quarter.

(c) Allottees of railway quarters may be permitted to take in sharers, irrespective of the pay drawn by them (allottees). In this respect no distinction need be made for any categories of staff.

(Chapter XVII of IREM Vol. II -1712.)

14. Occupation of higher or lower type of quarters.

If railway servants are provided with accommodation equal to or superior to that to which they are entitled, they should pay the rent due for their appropriate type of quarters for which they are eligible. If group 'C' railway servants are allotted group 'D' Staff quarters, the standard rent on such quarters subject to the maximum of 10 per cent of pay of the railway servants, should be recovered. These quarter can be allotted to group 'C' railway servants only when there are no group 'D' railway servants at the station to occupy them and no group 'C' staff quarters are available.

(Chapter XVII of IREM Vol. II -1713.)

15. Maintenance & Repairs to Quarters

The occupant must keep the quarters clean and neat. The concern supervisory officials (SSE/JE/works) will inspect the quarters as per schedule (Once in a year) and attend the complaints according to the merit of the case. However, If any repairs/complaints or water/Drainage/roof problems will occur, the occupant should report in writing or to make an entry in the complaint book which is maintained in the office of SSE/Works wherever SSE/Works HQ or in the petty repair have maintained at SM's office at way side stations. On receipt of the complaints the concern SSE/JE works to give the top priority to attend the works, according to the priority or merit of the case.

16. Retention of Railway quarters –

(a) Special provision provided in respect of the following cases

- i) Employees transferred to N.F. Railway
- ii) N.R employees posted in NDLS/Delhi area on transfer to the Rly Bd's office.
- iii) Railway Officers/staff proceeding on deputation to newly formed Railway Public Sector Undertakings/Societies
- iv) Railway Officers/staff proceeding on deputation to other PSUs etc.
- v) Railway officers/staff posted to Central Ministries at Delhi under Central Staffing Scheme.
- vi) Post-retirement engagements in Committees, Commissions etc.

b) Permanent Transfers

(i) 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 Six months	On payment of Special licence fee, i.e double the flat rate of 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".

(Rly Bd's No. E (G) 2006 QR I-14 of 05.04.2011)

In the event of transfer occurred, during the mid-school/college academic session, the permission to be granted by the competent authority for retention of railway accommodation, subject to his production of the necessary certificates from the concerned school/college authority.

Where the request made for retention of railway quarter is on ground of sickness of self or a dependent member of the family of the railway employee, he will be required to produce the requisite Medical Certificate from the authorized Railway Medical Officer for the purpose.

While recommending the cases for retention of quarters on medical grounds, the CMS/Sr DMO may be endorsed that treatment for the particular disease is available only in the health unit of the station where employee wants retention or it may be certified that the physical movement of the patient is not advisable along with reason therein.

(Sr DPO/PGT No. J/P/Genl./Vol.II of 25.08.06)

(c). Permission for retention of Railway quarters on account of request transfers.

A copy of CPO/MAS letter No. P (W)555/P/Vol.VI of 3.4.97 on the above subject is furnished for information and guidance.

Some of the Divisions have raised a doubt whether staff transferred on their own request may be allowed retention of quarters as is allowed in the case of administrative transfers.

It is clarified that the rules for retention of quarters make distinction only permanent and temporary transfers.

(d) The following cases also may be permitted to retain the railway accommodation.

Sl No.	On request by the employee / an eligible dependent/families	Period	Rent
1	Railway Audit Staff on transfer away from the railway concerned	Two months	On payment of normal rent or single flat rate of licence fee.
2	Apprentices – a serving employee who is selected as apprentice either departmentally or through the RRB	Training period/during the period of his/her apprenticeship	On payment of normal rent or single flat rate of licence fee.
3	Training - an employee deputed for training in any railway or non-railway/abroad under any aided scheme or at Govt. expenses	For the period of training, seminar, conference, etc.,	On payment of normal rent or single flat rate of licence fee.
4	Deputation and secondment in India – to another Ministry/Department of Central or state Govt.	As applicable in case of permanent transfer	
5	Deputation abroad - a) Pay and allowances of the employee is charged to Govt. of India revenues.	For the Entire period - provided family passage facility is not availed of.	On payment of normal rent or single flat rate of licence fee.
	Avails of the family passage concession – for a period of 2 months or up to the date of departure of family in India, whichever is earlier.		--do--
	b) Pay and allowances of which are borne by the Ministry of Railways	As applicable in case of permanent transfer	
6	Retention by State Govt./Union Territories employees on repatriation	For a period of 2 months from the date of relief	On payment of normal rent or single flat rate of licence fee

7	Temporary Transfer (Not more than 4 months) more than 4 months a) non-gazetted with the approval of DRM b) gazetted with the approval of GM	Entire period	On payment of normal rent or single flat rate of licence fee.
	In cases where temporary transfer is converted into permanent one	For further period as admissible on permanent transfer.	Normal rent is normally restricted to a period of 6 months (i.e. including Ty. Tfr. period)
8	Leave on medical ground, Maternity leave, any leave, Leave Preparatory to Retirement etc.	Full period/leave granted period	On payment of normal rent or single flat rate of licence fee.
9	Leave including Extraordinary leave –(employee is likely to be posted back to old station on expiry of his leave)	While on leave for a period not exceeding 120 days	On payment of normal rent or single flat rate of licence fee.
10	Leave granted to employees who retires under the provision of FR 56 (i)	Not exceeding 4 months	On payment of normal rent or single flat rate of licence fee.
11	Leave ex.India	Not exceeding 180 days- the entire period of leave or any portion thereof is spent outside India.	On payment of normal rent or single flat rate of licence fee.
12	Study leave – a) in case the officer is in occupation of quarters below his entitlement	Entire period of study leave	On payment of normal rent or single flat rate of licence fee.
	b) In occupation of his entitled type	Six months- beyond six months he may be allotted alternative Qrs. i.e one type below	--do--
	Beyond six months – not want to shift to the house below his entitlement	Beyond six months	On payment of Special licence fee, i.e double the flat rate of licence fee/rent.
13	Retirement/VR/MUF/ CR cases - (non-ear-marked Railway Accommodation) Railway employees/ Audit staff doing Railway audit work. -	For a period of 4 months	On payment of normal rent or single flat rate of licence fee.

	Educational or sickness	Next four months	On payment of Special licence fee, i.e double the flat rate of licence fee/rent
14	Resignation/Dismissal/ Removal	For a period of one month	On payment of normal rent or single flat rate of licence fee.
15	Missing Railway employees – (in favour of the families).	For period of One year –from the date of lodging of FIR	On payment of normal rent or single flat rate of licence fee
	Further period of one year- on the certification of the police authorities that the missing employee is not traceable		-- do --
16	Death case - while in service. (an eligible dependent) Railway employee/ Audit staff doing Railway audit work	24 months	On payment of normal rent or single flat rate of licence fee.
17	Powers to relax (as a special cases in the case of individuals) On medical grounds- 'severe illness', certificate with Rly medical authorities	Beyond the permissible periods – for a period not exceeding one year in any case.	Four times of normal licence fee per month.
For item No 17-Competent authority-Rly Board/AGM.(Rly Bd No E(G)99 QR1-16 of 16.3.04)			

On expiry of the permissible/permitted period indicated in all the above cases, the allotment of quarter in the name of the employee at the old station will be deemed to have been terminated automatically. Retention of quarter by the employee after expiry of the permissible period will be treated as unauthorised. During the period of unauthorised occupation the employee should be required to pay damages rate of rent in respect of the railway quarter. Realisation of damages rate of rent should not be pended on the ground that the employee has appealed or the case of the employee has been referred to the Ministry of Railways for regularisation of the excess period of retention. If the appeal of the employee succeeds he will be allowed refund as due.

'No Claim' certificate should not be given, unless the employee, after retirement, has vacated the railway quarter and cleared all his arrears of rent, electricity and other charges, etc.

In case where a railway accommodation is not vacated after superannuation of the Railway servant or after cessation of his services such as on voluntary retirement, compulsory retirement, medical invalidation or death, then, the full amount of retirement gratuity, death gratuity or special contribution to provident fund, as the case may be, shall be withheld. The amount withheld shall remain with the railway administration in the form of cash.

In case the railway accommodation is not vacated even after the permissible period of retention after the Superannuation/VR/CR/MUF or Death, as the case may be, the railway administration shall have the right to withhold, recover, or adjust from the DCRG, the normal rent, special licence fee or damage rent, as may be due from ex-railway employee and return only the balance, if any, on vacation of the Railway accommodation.

Any amount remaining unpaid after the adjustment made, May also be recovered without the consent of the pensioner by the concerned Accounts Officers from the dearness relief of the pensioner until full recovery of such dues has been made.

One set of post-retirement passes shall be disallowed for every month of unauthorized retention of Railway quarters by retired officers/staff. For this purpose, a part of a month exceeding 10 days in any calendar month shall be taken as a full month. A show cause notice to this effect may be issued to the retired employee before disallowing the complimentary passes. (Rly Bd's No. E.(W)99/PS5-1/41 of 3.11.99)

Rly Bd's No.E(G)2000 QRI-23 dated 01.06.2001)

(Item No. 15 - Missing Rly employees- Rly Bd's No. E(G)2001 QRI-17 of 17.7.2002)

(Item No. 16 - Death cases - Rly Bd's No. E (G) 98/QR1-11 of 22.1.99 & 17.08.99)

(More details please see Master circular No.49/concerned letters)

17. Competent authority

a) The DRM/ADRM is the competent authority for the following cases. All the proposals in the subject should be routed through the Personnel Branch for the approval of ADRM/DRM.

- (i) For granting of retention/regularization of quarters.
- (ii) In exceptional cases the allotment of exchange of quarters belonging to different pools in same type.
- (iii) In exceptional cases the allotment of higher type of quarters.
- (iv) For allotment of quarters on nearby station account.
- (v) Sharing of Railway quarters/ Government accommodation.
- (vi) For allotment of out of turn basis etc.,

b) The Supervisors/Branch officers are not empowered to make out of turn allotment of Railway Quarters, in any cases. Any deviation will result in automatic cancellation of the out of turn allotment. (DRM/PGT No. J/P.555/P of 3.3.93)

Shuja Mahmood
(Shuja Mahmood, IRPS.,)
Divisional Personnel Officer,
Salem.

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