

दक्षिण रेलवे/ Southern Railway

सं.No.U/P.555/Qrs/Allot/Common pool

मंडल कार्यालय/Divisional Office  
कार्मिक शाखा /Personnel Branch  
मदुरै/Madurai, दि. /Dt.02.11. 2021

ALL ADENs & SSE/Works/MDU Divn

विषय/sub : Allotment of vacant Qrs - reg

संदर्भ /Ref : Board's Lr No. 2018/Trans cell/S&T/House Allotment dt  
05.03.2019

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Find enclosed the copy of Board's Lr No.2018/Trans cell/S&T/House Allotment dt 05.03.2019. It is instructed that the Quarters of a pool lying vacant for more than 3 months or so should be brought into a Common Pool through a single allotment agency considered at the station of the unit that would maintain the record and allot the Qrs in accordance with the rules set out by the Railway/Division/Unit.

In this regard, in Madurai Division SSE /Works of the concerned Sections are hereby nominated as the Single allotment agency for stations other than Madurai with the following instructions:

1.Qrs. lying vacant for more than 3 months in any pools in stations other than Madurai, should be handed over to SSE/Works of the concerned Sections, to be kept under Common Pool.

2.Quarters thus brought in to the Common Pool, under the control of SSE /Works shall be allotted to employees as per their registration seniority irrespective of their Departments.

3.While allotting these Qrs. SSE/Works should mention the name of the original pool so that after vacation, these Qrs. shall be handed over to their original Pool by the employee.

4.. Registration seniority for the Qrs in Common Pool shall be maintained by SSE/Works of the concerned Section.

This has the approval of Competent Authority.

Kindly acknowledge receipt.

This is also uploaded in Railway Website address given below:-

Sr.indianrailways.gov.in->About SR->Department->Personnel->MaduraiDivision->Qrs.Section

Encl: Lr under reference

( S.Manoj)

Asst.Personnel Officer/M&E/MDU  
सहायक कार्मिक अधिकारी/एम व ई/ मदुरै

Copy to:PS to ADRM/MDU - for the kind attention of ADRM please  
Sr..DEN CO-Ordn,,Sr.DEN/Central/MDU,Sr.DEN/South/MDU  
DEN/North/MDU,  
All Supervisory Officials /MDU Divn

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
RAILWAY BOARD

NO. 2018/Trans Cell/S&T/House Allotment

Dated: 05.03.2019

The General Manager, All Indian Railways/PUs, NF(Con), CORE  
The DG/RDSO/Lucknow, DG/NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

**Sub: Allotment of House to staff\_ improving availability and simplification of process.**

In order to improve availability of Houses for Railway Employees and to simplify the process of allotment, Board (ME, MS, FC & CRB) have approved the following:

1. The quarters of a pool laying vacant for more than 3 months or so should be brought into a Common Pool. The process may be started from way side station colony and progressively moved to minor and major colony.
2. There may be a single allotment agency considered at the station of the unit that would maintain the record and allot the quarters in accordance with the rules set out by the Railway/Division/Unit.
3. Vacant Quarter shall be allotted as per the rules set out, preferably within 7/15 days of the vacancy.
4. Railway/Division/Unit may formulate necessary guidelines for implementation keeping in view the Local conditions and shall make the process transparent and preferably allot the quarters online.
5. Other rules & guidelines including policy of allotment of quarters to essential staff as issued from Board shall remain unchanged and as modified from time to time.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.

Kindly acknowledge the receipt and ensure compliance.

*Umesh Balonda*  
05.03.19

(Umesh Balonda)  
Executive Director/S&T  
Transformation Cell

NO. 2018/Trans Cell/S&T/House Allotment

Dated: 05.03.2019

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

*Sanjeeb Kumar*  
(Sanjeeb Kumar)  
Executive Director Accounts  
Transformation Cell

Copy: As per list attached.

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