

South Western Railway

Divisional Office,
Personnel Branch
Bangalore-23,
Date: 31.05.2016

No.B/P.555/Policy

All Officers,
Bangalore Division

Sub: Policy for allotment of quarters to the Gazetted officers posted at Bangalore.
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Policy for allotment of quarters to Gazetted Officers posted at Bangalore has been formulated with the approval of DRM/SBC.

The said quarters allotment policy is available on SWR Website at the following link for information of all concerned:-

www.swr.indianrailways.gov.in (About us > Divisions>Bangalore>Personnel Branch)


(Suvarna Deshpande Dash)
Sr.DPO/SBC

Copy to: PS to DRM/ADRM – for kind information of DRM & ADRM
CAO/CN/BNC – for kind information
DGM (G) SWR - For kind information w.r.t to the letter No. G.214/Qrs.
Correspondence Dated 15.04.2016

SOUTH WESTERN RAILWAY

RULES FOR ALLOTMENT OF RAILWAY QUARTERS TO GAZETTED OFFICERS POSTED AT BANGALORE.

1.0 General

1.1 In accordance with the provisions contained in code Rules or Railway Boards directives for the time being in force and subject to such orders as may be issued from time to time, the following rules, modified from time to time, will govern the allotment of quarters to Gazetted Officers posted at Bangalore, Karnataka.

1.2 While quarters may be provided subject to availability thereof or where considered necessary, for special reasons, near their place of work, no Officer has a right to claim provision of Railway accommodation in particular Type of Quarters/ locality.

1.3 The Officers who are in occupation of Railway quarters are bound by these Rules and Regulations and other conditions as amended from time to time as may be prescribed by the administration.

1.4 Group 'C' Staff promoted to Group 'B' service after formation of regular panel (but not on local officiating basis) will also be entitled for registration of their names for allotment of Officers quarters in Bangalore.

1.5 Officers in occupation of Group 'C' quarters will have to register their names for allotment of Officers quarters. Till the regular allotment, Group 'C' quarters accommodation will be treated as transit accommodation.

1.6 Allotment policy: Rules brought out in Master Circular 49 (Revised) issued by Railway Board vide Letter No:E(G)2006 QR1-6, dated 20.04.2007 shall be applicable.

RBE No. 163/ 99 dated 12.07.1999 says that " In case at any point of time it transpires that some accommodation is likely to remain vacant/ unoccupied due to lack of demand, it should be made compulsory to submit applications for such types where there is surplus accommodation and consequently the employees entitled for such types would not be eligible to draw House Rent allowance"

If an officer wants to stay in his own accommodation although vacant quarters of eligible type are available, he has to take approval of DRM for the drawal of HRA.

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2.0 Allotment Authority

The allotment of quarters will be made by Divisional Railway Manager (DRM) including in case of allotment on out of turn (or) overriding priority basis which will be made on the merit of the case.

3.0 Registration Procedure

3.1 All officers joining Bangalore have to invariably apply for Railway Quarters within 7 days of joining at Bangalore. In case, applications are not received by the office of Sr DPO along with joining report within 7 days, the date of joining shall be taken as the date of application and it shall be considered as "Deemed to have Registered" for Railway quarters. In case no preference is given by the officer a quarter shall be allotted as per availability.

The officers posted at Bangalore are eligible for registration of their names for allotment of quarters in M.G. Colony, Nandi Colony and at BNC.

3.2 Application (as per format) for registration of names for allotment of Officers quarters can be submitted to Sr.DPO after assuming charge against posting order at Bangalore. A copy of the report of assumption of charge is also to be enclosed along with the application for allotment of quarters. When more than one Officer report on the same day, the registration will be made in order of seniority.

3.3 While applying for allotment of quarters, the applicant shall clearly state the Type of Qrs. & Locality of colony which he wants to be considered for allotment. This request will be considered based on the possibility of availability of that Type of Quarters/locality in future i.e., in no case the request will be considered by-passing the Officers, who are senior to him/her in the seniority list. However the Officer will not have any claim for any particular quarters in the colony.

3.4 Separate waiting list will be maintained for different Type of Qrs./Locality as per eligibility of Officers according to the date of receipt of application to the Office of Sr.DPO.

3.5. i) a) Change of quarters (Floor wise, Area wise & Up gradation) Floor wise changes shall be permitted only once (i.e from First Floor & above to Ground Floor, Ground Floor to First Floor & above). However, same floor change shall not be permitted in the same locality.

(b) Area wise changes i.e from one colony to another colony shall be permitted only once. However, allotment of quarters of higher type as per eligibility shall be permitted.

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- c) If any officer requires quarter in ground floor due to medical grounds, the requisition should be forwarded through CMS stating that on medical grounds, quarters on ground floor has to be allotted.
- (ii) After occupation of allotted quarters, if an officer desires for change of same type of accommodation (including transit accommodation) from one colony to another colony, he/ she will have to apply and get his/ her name registered which will be done from the date of submission of the application.
- (iii) If an officer requests for change of quarters with the same type of accommodation in the same locality/ same block/ colony, officers waiting for change of accommodation will be considered first, before considering the officers for initial allotments.

A separate priority for change of accommodation will be maintained for this purpose as per date of request for change. Such request for change of quarters from an officer will be considered only once. For further change of quarters, his/ her request will be considered as per normal priority.

3.6 (1) Allotment of vacant quarters shall be made on receiving the vacation memo from SSE/ Works/ SBC. When a railway quarter is vacated by an occupant, SSE/ W/ SBC after inspecting the quarter will issue vacation memo and will also advise the likely number of days required to make it fit for occupation by completing the usual works such as,

- a) If no works such as white washing/ repairs are required to be carried out in the quarter, and the quarter is fit for immediate occupation, the allotted officer has to occupy the same within 10 days (for initial allotment) or 7 days (for change of quarters) time as prescribed in the quarters policy.
- b) Norms for undertaking various categories of repair works:
- i) White washing and sundry repairs, as required (normal TDC - 10 days).
 - ii) Works required eliminating any observed/ defined deficiency other than (i) above - TDC up to one month.
 - iii) If any major rehabilitation or structural deficiency is required to be attended, the quarter shall be taken off from allotment list after taking approval of DRM.
- c) If the quarter needs attention for more than 15 days but up to one month time on repair account, the same needs to be approved by Sr.DEN/ Co-ord/ SBC and intimated to Sr.DPO within 03 days of vacation.
- d) If more than one month time is required for attending the repairs, the same needs to be approved by DRM.

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e) Due to any unforeseen reasons, if it is not possible to repair a vacant quarter within the prescribed TDC, the same shall be advised by Sr.DEN/Co-ord/ SBC to DRM and Sr.DPO for taking out the quarter from the allotment list.

2) The decision of Sr.DPO shall be final in all matters concerning to the disputes between the allottee and the service department regarding dissatisfaction about repairs carried out.

If the officer does not occupy the quarter within the permitted time, a reminder will be issued to occupy the quarter within 48 hrs. Failure to occupy, even after that will result in cancellation of allotment duly treating the same as refusal to the allotment. Subsequently, the name of the officer will be brought to the last position in the priority list.

3) When a quarter falls vacant which is within the parameters of the officers registration, the same will be allotted on his turn to him straightway without waiting for any clarification /confirmation and he will have to take occupation of the quarters within 10 days of allotment by written intimation to DRM and concerned Accounts, Personnel and Civil Engineering Officials, failing which the allotment will be deemed to stand cancelled and his name brought to the bottom of the waiting list provided that if the officer accepts the allotment in writing and request for extra time for occupation, such permission may be granted by DRM in exceptional circumstances subject to recovery of rent from 11th day, onwards after issue of allotment order.

Failure to occupy the allotted quarter on the plea of house being under repairs or unfit for habitation will not be accepted unless DRM receives a certificate to that effect personally signed by Sr.DEN/Co-ord/SBC and this will also be subject to personal satisfaction of DRM.

(4) An officer already in occupation of a quarter, on allotment of another quarter on changeover basis will be allowed 07 days time for occupation of the allotted quarter and vacation of the existing accommodation. After 07 days, stay in the original quarter will be treated as un-authorized and damage rent at the prevailing rates will be recovered for the same till its vacation.

(5) In case the applicant is not interested in taking occupation of the quarter allotted, his name will be deleted from the waiting list of that particular Type of Quarters/ locality. However, the seniority of the officer registered for other Type of Quarters/ locality will remain the same.

If the officer is occupying the quarters allotted, the officer has to state in writing that whether he/she wants to maintain his name in priority for other Type of Quarters/locality or not. If he is not submitting the declaration in writing it will be treated as the officer is not interested for any further change of Type of Quarters/Locality.

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3.7 If more than one quarter arises for allotment in any given day in same Type of Quarters/locality, preference will be given to the senior most officer in the seniority list.

3.8 If an officer desires to include in his option as exercised by him at the time of registration i.e. Type of Quarters/locality not included earlier for which he wants to be considered for allotment, the date of addition will be taken as the date of registration for the choices added in his option. In case if new blocks are added in an area and an officer wants to include his choice for these new blocks, his date of registration will be counted from original date of registration.

3.9 Mutual transfer of Quarters will not be permitted for any reason whatsoever.

3.10 Once the Officer reports (on transfer) to the place other than Bangalore, his/her application at Bangalore stands cancelled.

4.0 Date of registration in case of promotion of Officer :

4.1 If an officer has registered for allotment of quarter and before any allotment is made the concerned Officer is promoted to higher grade, the Concerned Officer has to give the intimation of assumption of the charges by sending the copy of the resumption of the charges. The seniority to which the Officer is eligible will be counted/ considered from the date of receiving the intimation (regarding assumption of charges) to the Office of Sr.DPO. The same will be applicable to the Officers who are promoted to higher grade after occupying any quarter.

5.0 Allotment Procedure

5.1 Availability of Quarters at Bangalore in Gazetted Pool.

Type	M.G. Colony	Nandi Colony	BNC	Remarks
Type V Bungalow	239 – For SRP. *	1 - For DRM ** 2 - For CRS 358 - For CAO		* & ** earmarked bungalows
Type V	383/A, 383/B, 383/C, 405/A, 405/B, 405/C, 405/D, 405/E, 405/F, 415/A, 415/B, 415/C, 415/D, 415/E, 415/F, 449/A, 449/B, 449/C, 449/D	362/A, 362/B, 362/C, 362/D, 362/E, 362/F, 368/A, 368/B, 368/C, 368/D, 368/E, 368/F, 384/A, 384/B, 384/C, 384/D, 384/E, 384/F, 401/A, 401/B, 401/C, 401/D, 401/E, 401/F	178/A, 178/B, 178/C, 178/D, 178/E, 178/F	
Type-IV Spl.		357 (G/F)		
Type-IV	361/A, 361/B, 361/C, 361/D, 361/E, 361/F, 363/A, 363/B, 363/D, 363/E, 366/A, 366/C, 366/E, 380/A, 380/B, 380/E, 464/A, 465/B, 174/A, 185/C, 178/A, 228/B, 450	357 (F/F)	184/A, 184/B, 184/C, 184/D, 184/E, 184/F	

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5.2 Allotment of vacant quarters to officers in various grades will be according to the following rules and no exception will be made without specific approval of DRM.

(a) The allotment will be in the priority as mentioned below:-

Type V: The order of priority for allotment will be as under:-

- i) ADRM & other Branch Officers of the Division.
- ii) SAG Officers working in Units other than Division.
- iii) SG/JAG (regular) Officers working in Units other than Division.

Type IV: The order of priority for allotment will be as under :

- i) JAG (Adhoc) working in the Division.
- ii) SS/Jr.S/AS working the Division
- iii) JAG(Adhoc)/SS/Jr.SS/AS working in units other than Division

(JAG (Adhoc)/SS Branch Officers will have overriding priority for allotment).

NOTE: The cases for out of turn allotment will be considered by DRM based on the merit of each case.

The above eligibility criteria shall be considered for allotment of quarters purely on the availability of quarters at all the locations. In case quarters of entitlement type is not available, Quarters shall be allotted at "One level below" the eligibility.

6.0 **Garages (Applicable to Type V/ Type IV Quarters, which are not having dedicated garages)**

6.1 An Officer allotted Type V /Type IV and owning a car should submit a separate written request for registration and allotment of garage giving registration number of the car. The car registration should be either in the name of the Officer or any family member as per pass rules.

6.2 An Officer, who is allotted a garage will release the garage if he disposes his car.

6.3 If there is no Officer owning a car on waiting list, then garage may be allotted to other Officers owning scooters grouping them in one garage in the order of priority.

6.4 Separate application with registration number of scooter should be submitted to DRM for allotment of garage.

6.5 Garage should not be used as residential accommodation or for storing material.

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7.0 Servants Quarters

7.1 Servants quarters attached to the officers flat are intended only for the residential purpose of the personal servants of the officer to whom the flat is allotted. It is the responsibility of the officer to ensure that the out-house is not put to any unauthorized use, or sublet. It is also his responsibility to get the out-house vacated when he vacates the flat only after which the certificate of vacation will be given by the SSE/W/SBC.

7.2 A maximum of 5 persons only are permitted to stay in an officer's out-house, and it is the responsibility of the officer occupying the flat to ensure this.

7.3 Immediately on occupation of the quarters, the officer has to give the full particulars of the servants staying in his out-house in the prescribed proforma to the SSE/W/SBC and identity cards with photographs should be obtained for each person. This should be done within one month of the occupation of the quarters. The persons staying in the out-house without identity cards will be treated as unauthorized occupants of the house.

7.4 Any officer whose out-house is found to be used unauthorizedly, will be liable to be taken up under D & A Rules.

8.0 Occupation of Quarter

8.1 The Administration reserves its right to make it mandatory for an Officer(s) to reside in the accommodation provided by the Railway in the interest of administration. A decision in this regard will however, be taken by the DRM.

8.2 The Officers should occupy the quarter within ten days from the issuance of the allotment order. If any work like colour washing, minor repairs, etc., are to be done before occupying, the Officer against whom the quarter is allotted has to chase and get it done.

8.3 Allotment of Railway accommodation is only meant for bonafied use of the allottee officers and should not be used for any purpose other than residence. Any violation in this respect would result in cancellation of allotment besides immediate initiation of action under RS (D&A) Rules 1968 in terms of Railway Board letter No. E (G) 2002/QR 1-3, dated 29.04.2002 (RBE No.54/2002).

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9.0 Retention of Accommodation

Retention of quarters will be governed by the extant rules laid down by the Railway Board on the subject from time to time and will be subject to specific sanction for such retention being issued by the Competent Authority. Where the period of retention of quarters is not covered by appropriate sanction the occupation will be treated as unauthorized and penal rent would be recovered as per rules. Besides, the officer concerned will expose himself for departmental disciplinary action. Eviction proceeding will be initiated under the Public Premises (Eviction of unauthorized occupants) Act 1971 to get the quarters vacated.

10.0 Upkeep of Accommodation

The occupants are responsible to keep their premises in good condition and take due care of the fitting etc., in their quarters. In case of any damage/loss of Railway property, by an act of negligence, misconduct improper use etc., on the part of the allottee or any other person including the inmates of the outhouse, the administration reserves its right to recover the full cost/repair charges from the Officer in whose favour the quarter is allotted.

11.0 Right of Access of Premises

The Administration nominated staff has the right of access to the premises at all reasonable times for carrying out maintenance etc. It is to be clearly understood that the Railway accommodation is occupied by the user at his own risk in all respect and the Administration may decline to comply with any request for white washing, repairs, etc., if unwarranted and only to suit the needs of the occupant.

12.0 Right to Amend the Rules

The Administration reserves the right to modify or deviate from these rules whenever considered necessary in Administrative interests, but such amendment/decision will be subject to DRM's approval.

13.0 Handing Over and Taking Over of Accommodation

Every Officer should take over or hand over the charge of the accommodation from/to the concerned SSE/Works/SBC. They should also hand over the fixed or movable electrical fittings like fans, geysers, special fittings, etc., to the SSE/ Elect/ (P)/ SBC. In case of quarters provided with telephone, intimation should also be given to Sr.DSTE/SBC. The concerned Officer should also intimate to DRM, Sr.DPO, Sr.DEN/ Cord, Sr.DFM etc., about the occupation/vacation of the quarters.

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SOUTH WESTERN RAILWAY

APPLICATION FOR ALLOTMENT OF QUARTERS TO GAZETTED OFFICERS

To

Divisional Railway Manager
South Western Railway
Bangalore

I _____ have reported/ posted as
_____ on _____ (date of joining).

It is requested to kindly register my name for allotment of quarters Type of
quarters / locality given below:

Type	M.G. Colony	Nandi Colony	BNC	Remarks
Type V				
Type-IV Special				
Type-IV				

(Please tick (✓) for type and colony in the boxes above as per eligibility)

Thanking you,

With regards

Signature of the Officer

Place: Bangalore

Date:

NOTE:

The allotment will be in the priority as mentioned below:-

Type V :

1. ADRM & other Branch Officers of the Division.
2. SAG Officers working in Units other than Division.
3. SG/JAG (regular) Officers working in Units other than Division.

Type IV:

1. JAG (Adhoc) working in the Division.
2. SS/Jr.S/AS working in the Division
3. JAG(Adhoc)/SS/Jr.SS/AS working in units other than Division

(JAG (Adhoc)/SS Branch Officers will have overriding priority for allotment).

The cases for out of turn allotment will be considered by DRM based on the merit of each case.

The above eligibility criteria shall be considered for allotment of quarters purely on the availability of quarters at all the locations. In case quarters of entitlement type is not available, Quarters shall be allotted at "One level below" the eligibility.

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