

RAIL WHEEL FACTORY  
(Ministry of Railways)

General Manager's Office,  
Yelahanka.  
Bangalore-560 064.

No. WAP/ADMN/RA-1/GEN-II

Dated 24.03.2004

All Officers/WAP/YNK

Sub:- Rules for Allotment of Railway Accommodation  
to Officers of RWF.

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The Occupation and Vacation of Railway Accommodation for Gazetted Officers in the East Colony shall be governed by the following Rules and corrections/changes that could be made from time to time. There are 36 Type-V and 36 Type-IV Quarters plus one GM's Bungalow in the East Colony. The eligibility for allotment of Quarters are as follows:-

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| (i) Type-V Quarters   | : All SAG Officers,<br>SG and JAG Officers and<br>Officers in Sr. Scale with a<br>Basic Pay of Rs.12000 and above. |
| (ii) Type-IV Quarters | : All Officers in Grade 7500-12000<br>and above on regular selection and<br>assuming the higher responsibility.    |
2. Officers will not be considered automatically for allotment of Quarters. They will be eligible for Quarters according to station seniority provided their application for Quarters is received in this office. The seniority will be reckoned from the date of application which they should submit after joining RWF.
  3. Officers should register their names by applying for allotment of Quarters of the appropriate type for which they are eligible to CPO/ADGM after assuming charge in RWF. Application for allotment of residential accommodation with any specific request such as floor/particular quarters etc., could be indicated by the applicant, which may be considered if possible, but however the same is not guaranteed and any refusal on this account will be governed by the penal clause as at Para No.7. A specimen form for registration of Quarters is enclosed.
  4. Such applications will be registered in their respective group and Quarters will be allotted to the applicant generally according to the date of registration on first-come first serve basis. When two or more Officers of the same group apply for Quarters on the same date, their priority will be decided on the basis of their relative seniority in service.
  5. All SAG Officers shall have priority over all other Officers in the waiting list.

Cont... 2

- 6. The Officers who are already in occupation of Quarters and who become eligible for higher type of Quarters, should register themselves for allotment of higher type of Quarters after assuming the higher responsibility.
- 7. In case an Officer, in whose favour the allotment is made, declines the offer, on the first occasion, the Officer next in the list will be considered. Refusal of accommodation on second occasion will result in the officer concerned losing his original priority for allotment and his name being transferred to the bottom of the waiting list in his group. If the Officer declines for the third time, he will not be further considered for allotment of Quarters.
- 8. When an Officer who has registered for suitable type of Quarters and is waiting for allotment is promoted and consequently becomes eligible for a higher type of Quarters, he should register himself for the higher type of Quarters after assuming the post. He will be considered for both type of Quarters and will be allotted a Quarters depending on the situation at that point of time. In case, he is allotted a lower type of Quarters, his seniority will be maintained for the higher type.
- 9. The allotment of Type-V Quarters to Senior Scale Officers with Basic Pay of Rs.12000 etc., is however subject to taking various other factors into consideration such as number of such Officers already holding the Type-V Quarters etc.
- 10. Registration for allotment of Quarters in the East Colony for Group-"B" Officers of RWF will be made only on their request which has to be made after regular selection and on assuming the charge of the post.
- 11. Gr. 'A' Officers who are having the liability of all India transfer will get preference for allotment of quarters/change over from Type IV to Type V quarters
- 12. For change of Quarters within same type, the same will be considered based on written request and a separate list for the same will be maintained and the change will be considered based on the date of such requests. Such request for any specific house shall be considered only after house falls vacant. SAG Officers will get preference over Officers in other grades for change of Quarters in the same type. For change of Quarters in Type-IV, change of quarters will be considered, based on their requests from first floor to ground floor and from first floor/ground floor to independent Quarters etc. Once the Officers are shifted to independent Type-IV Quarters, no more request for change of Quarters in same type will be entertained. However, if on a subsequent date he is allotted higher type of accommodation, he can seek another change in similar type of accommodation. Officers when allotted change of quarters, if they refuse to occupy the above, their name will be removed and they have to register for change of quarters afresh.
- 13.
  - a) When higher/other type of Quarters are allotted to officers who are already in Quarters, they have to move to the allotted Quarters and vacate the presently occupied Quarters within seven days. In case, the newly allotted Quarters is occupied within seven days and the earlier allotted Quarters is not vacated even after seven days, not only rent for both the Quarters will be deducted (in addition to the normal HRA which is not paid) from 8<sup>th</sup> day till the earlier allotted Quarters is vacated.

- b) When an officer is already in Quarters and as per his Quarters seniority, he is allotted a higher type and later on if he refuses to occupy the same after allotment, the licence fee as well as equivalent HRA amount of that officer for the Quarters which is allotted to him will be recovered from the date of allotment, from his salary till such time that Quarters is allotted to the next officer.
  - c) When a Railway Quarters is allotted to an officer who is to occupy the Railway Quarters for the first time (who is not in any type of Quarters) and if such officers declines/refuses to occupy the same after allotment, the licence fee for the Quarters which is allotted to him and the equivalent HRA will be deducted from his salary from the date of allotment till such time the Quarters is allotted to another officer.
14. However, when the Quarters is not in a fit condition for occupation due to repairs as certified by Civil Engineering Department, it shall be brought to the notice of the Allotment Authority and the same shall be occupied immediately after the repairs.
  15. Any repairs/white washing may be done, if not completed, after the occupation of the Quarters. Delay in white washing/minor repairs will not be considered adequate reason for not occupying the Quarters.
  16. Allotment, retention and change of Quarters under these rules shall be made with the approval of CPO for Type-IV quarters and GM for Type-V quarters.
  17. As per the extant instructions of the Railway Board issued vide letter No. E(G)87/QR1-21 dated 18.03.1988 officers owning houses at the place of posting will be charged licence fee to the Railway accommodation allotted to them at higher rate as specified in the Board's letter.
  18. Retention of Railway Quarters on Transfer/Retirement from WAP etc., will be governed by the orders of the Railway Board issued from time to time ( Railway Board's letter No. E(G)2000 QR 1-23 dated 01.06.01). Requests for such retention shall be given in writing so that the case can be put up to the competent authority for sanction.
  19. Notwithstanding anything contained above, the GM shall have full powers to waive these rules regarding allotment in the Administrative interest.
  20. Occupation and vacation of Railway Accommodation will be notified to the following Officers:-  
  
CPO, Secretary to GM, ADGM, Dy.FA&CAO, Dy.CE, Dy.CEE, Sr.EDPM, Secretary/Officer Club, Security Commissioner, IOW and SSE/Elec./Colony
  21. The Rules for allotment of Quarters will be again reviewed when deemed fit by the Administration.

*This issues with approval of GM/RWF.*



CHIEF PERSONNEL OFFICER