

WHEEL & AXLE PLANT
(Indian Railways)

General Manager's Office,
Personnel Branch,
Yelahanka, Bangalore-64.

Dt. 22-2-1991

No. WAP/RN-32/831/Policy

22/2/91
CHE, COS, FA & CAO, CPO
Dy. CE, Dy. CEE, MS,
Security Commissioner.

22/2/91 Sub: Allotment of Quarters -
Non-Gazetted Staff.

The following modifications have been made in the rules for allotment of Quarters to Non-Gazetted Staff:

Para 3: The present practice of issue of Quarters Allotment Orders by 'G' Branch will be discontinued. Each individual department will issue the allotment orders and deal with other related correspondence independently pertaining to Quarters allotted to the respective departments. However, a copy of such correspondence should, invariably, be endorsed to CPO.

The individual numbers of Quarters held by each department have been communicated to the departments vide this office letter No. WAP/RN-32/831 dt. 17.9.90. These quarters will be frozen against the respective departments. The allotment of Quarters should be made as per the guidelines indicated vide this office letter No. WAP/RN-32/831/Policy dated 10.8.90, and minutes of the meeting circulated vide letter No. WAP/RN-32/831/policy of 24.7.90.

Para 5.12: Henceforth, applications for out-of-turn allotment of quarters will be dealt by the HODs of the concerned departments. While the guidelines given in the letter quoted above should be followed, the cases for out-of-turn allotment should be considered only under very special circumstances. Normally, no out-of-turn allotment should be made on the grounds of essentiality since the total number of quarters is divided at the rate of 75:25 for Essential and Non-Essential staff. As far as allotment on Medical grounds is concerned, the conditions stipulated in para 5:12:1 should be strictly adhered to. In case of allotment on out-of-turn basis, each department must meet the requirements of quarters from its own pool and personal prior approval of respective HOD be obtained in their respective pools.

(15)

Para 5.13: Remains same.

Para 5.14: In respect of cases involving change of individual quarters from one pool to another, such as allotment on compassionate grounds, CPO will deal the subject on behalf of Gil.

This issues with the approval of Gil and will take effect from 1-3-1991.

[Signature]

CPO

22-2-91

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