

WHEEL & AXLE PLANT
(Indian Railways)

CONFIDENTIAL

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

Dt. 10-8-1990

No. WAP/RN-32/831/Policy
CME, COS, FA & CAO, CPO
Dy. CE, Dy. CEE, MS
Security Commissioner.

Sub: Allotment of Qrs. - Non-Gazetted.

The rules for allotment of quarters as recommended by the High Power Committee appointed by the GM in this behalf and as approved by him are given below. These rules will be effective from the date of issue of this circular.

2. The distribution of quarters for different pools will be as under:

	Present holding (as on 17-7-90)	Proportion-ate allotment new constn.	Variation incl.	Allotment of newly constructed			
				Type I	Type II	Type III	Type IV
Mechanical	306	314	- 8	-	4	3	1+1**
Electrical	95	102	- 7	-	4	2	1+1**
RDSO.	1	1	-	-	-	-	-
Accounts & MIS	22	18	+ 4	-	-	-	-
Stores	28	33	- 5	-	2	2	1
Personnel incl.							
Canteen	7	11	- 4	-	2	1	1
Security	8	17	- 9	-	4	3+2**	**
Medical	20	17	+ 3	-	-	-	-
Central School	9	12	- 3	-	1	1	1
Civil & S&T	24	35	-11	-	5	4	2
Common pool consisting of (Audit, Genl. Admn. Vig. Ministerial staff of - Mech., Elec., Civil & S&T as also CAs/ Stenos/Typists of all deptts.)	41+ 4*	46+ 1*	- 5 + 3*	-	2	2	1

*Since Audit is holding 3 excess number of Qrs., these will be adjusted as and when vacancies arise.

Note: 1. Allotment of Type IV Qrs. will be done after construction of 12 Type IV units at East Colony and shifting of equivalent number of officers to East Colony from West Colony.

** 2. There is no demand for Type IV Qrs. from Security Branch. Hence, the proportionate Type IV Qrs. of Security have been distributed to Mechanical and Electrical Pool at the rate of one each in lieu of equivalent number of Type III Qrs. to be transferred to Security Branch.

3. The distribution of quarters includes new construction of 18 Type III Qrs., 24 Type II and 3 Type IV Qrs. presently occupied by 3 Non-Gazetted staff at BNC.

2.1 The departments which are having a higher proportion of quarters in possession even after taking note of the availability of newly constructed quarters would not be disturbed for the present. However, a review shall be made by 31-12-90 so that anomaly in distribution of a particular Type of Quarters is brought down to the extent feasible.

3. The present practice of issuing allotment orders by 'G' Branch shall continue.

4. Recommendations for allotment of quarters shall be made by the nominated officers to their respective HODs as under:

<u>Pool</u>	<u>Alloting Authority</u>	<u>Nominated Officer.</u>
1. Mechanical & RDSO	CME	SME/HQ
2. Electrical	CME	Dy.CEE
3. Accounts & MIS	FA & CAO	Dy. FA & CAO
4. Stores	COS	Dy.COS
5. Personnel & Canteen Security, Medical & Central School	CPO	SPO
6. Civil & S&T	CE/CN	Dy.CE
7. Common Pool	CPO	Secy. to CM

4.1 The nominated officers shall ensure allotment of quarters pertaining to their pool.

4.2 The quarters allotted to each of the above 7 pools shall be listed and advised separately. The allotment should be done within the identified quarters of their pool.

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4.3 Till such time quarters are adjusted in each pool, nominated officers of the new pools shall not be able to recommend allotment of quarters. In cases where excess quarters are held in any pool, CPO will issue allotment orders for effecting equalisation. This applies for quarters getting vacated by those departments who are having excess number of quarters.

4.4 Entitlement of various types of Qrs.

Category of staff/officers and pay scales	Entitlement
i) All Group 'D' staff	Type-I
ii) All Group 'C' staff in the scales of pay, the minimum of which is below Rs.1320/- p.m.	Type-II
iii) All Group 'C' staff in scales of pay Rs. 1320-2040 Rs. 1350-2200. Rs. 1400-2300 Rs. 1400-2600	Type-III
iv) All Group 'C' staff in the scales of pay Rs.1600-2600 and Rs.1640-2900.	Type-III
v) All Group 'C' staff in scales of pay Rs. 2000-3200 Rs. 2375-3500 and all scales of pay the minimum of which is Rs.2000/- and above	Type-IV
vi) (a) All Assistant Officers (b) Senior Scale Officers getting pay below Rs.3700/- p.m.	Type-IV
vii) Senior Scale Officers drawing Rs.3700/- p.m. and above	Type-V
viii) J.A. Grade Officers and S.A. Grade officers	Type-V

5. Rules for allotment of Quarters :-

5.1 All employees requiring quarters should register their names for the appropriate type of quarters to which they are eligible at the time of application. Allotment will be done strictly according to the date of registration of applications in the respective departments. Employees who have not registered will not be considered for allotment.

5.2 Priority Registers may be maintained by the concerned HOD/nominated officer of the different pools and recommendations for allotment of quarters may be forwarded to 'G' branch for issue of allotment orders. If allotment is required to be done from one pool to another, the same should be got approved by CPO.

5.3 In case of posting in Ex-cadre posts, the staff will continue to be borne in the original department in which he had registered. He will be considered in his turn irrespective of where he is working at the time of allotment.

5.4 When more than one person has registered on the same date for the same type of quarters, the seniormost will rank first and so on.

5.5 In case of employee promoted from one grade to another in a permanent capacity, before he has been allotted a quarter, he may apply for the higher type of quarter, the date of registration being the date of receipt of his first application in the original department. His name will be borne on both the registers and he will be allotted a type of quarter whichever becomes available first according to his turn. In case a lower type is allotted to him, then the registration in the higher type will continue to be maintained till such time the higher type of quarter is allotted to him.

5.6 Whenever staff occupying lower type of quarters do not move to the higher types allotted to them, rent will be recovered from them from the higher type of quarters irrespective of the fact whether the higher type is later on given to another employee without loss of rent to the administration or not. This will also not preclude the Administration from taking any further action, if considered necessary.

5.7 Quarters, whenever allotted, should be occupied within 7 days of the issue of the Allotment Order, failing which rent will be recovered from the 8th day of issue of Allotment Order. The Allotment Order is also liable to be cancelled, if staff do not occupy quarters within 7 days of the date of allotment.

5.8 Where both the husband and wife are employees and are posted in WAP, only one of these employees according to their option should get a Quarter from their respective pools according to the eligibility of that particular staff so long as they are employees in WAP. In case both of them have already been provided with Qrs., they will be allowed to retain only one quarter.

5.9 If any employee who has registered his name does not wish to occupy the quarters offered to him temporarily for any reasons, when his turn comes, he must give this in writing, stating that he does not require the quarters at all or does not mind his name being passed over for a definite period to be specified. Good and sufficient reasons should be adduced for this request. In case he does not wish to be considered for allotment of quarters, his name will be removed from the register and he will have to register afresh and await his turn if at a later date he changes his mind and wishes to be considered for allotment of quarters once again. In case the employee concerned has no objection to his name being passed over for a specified period, his name will be suspended from the register for the duration of that period and restored thereafter in the register. A specific period must be advised by the employee initially and it will not be reduced under any circumstances.

5.10 Staff desirous of changing their quarters from one block to another or from one floor to another should register their names accordingly. Such requests will be registered in a separate register in each department. Changes of block or floor will be given precedence over fresh allottees as far as possible.

5.11 Mutual exchange of quarters:

Mutual exchange of quarters will be permitted only between the staff occupying the same type of quarters. Mutual exchange of quarters in the ground floor with the first/second floor quarters will be allowed only on medical grounds on the strength of medical certificate.

5.12 Out-of-turn allotment:

All applications for out-of-turn allotment of quarters will be decided by the GM personally and such applications should be forwarded to the GM's office with the recommendations of the HOD for orders of the GM. GM, while sanctioning such allotment will do so by allotting the quarters vacant, as existing then, irrespective of the department to which it belongs.

5.12.1 Employees desiring allotment of quarters on medical grounds, in cases where the employee himself or any one of his family members (as per pass rules) is suffering from heart ailments/pulmonary TB/Cancer/physical handicap, should submit their applications through their controlling officers to DMO. DMO will give his recommendations after examination, check up etc., as he deemed fit and forward the same to GM's office. Such names, after GM's approval, will be entered in the out-of-turn allotment register. Out-of-turn allotment will be made strictly on the basis of seniority in the out-of-turn register. Placing an employee on out-of-turn list may be left to the discretion of the competent authority based on the merits of each case.

5.13. Whenever a quarters belonging to one pool, say 'A', is transferred to another pool (pool 'B',) under special circumstances, the first quarters falling vacant in Pool 'B' of the same type should be transferred to Pool 'A'.

6. Sharing of accommodation:

6.1. Sharing of accommodation will be permitted only in exceptional and deserving cases. Such permission will be granted by CPO on the recommendation of the concerned HOD. Following are the conditions for sharing of accommodation:

6.2. Permission will be granted initially for a period of 6 months. The permission will automatically lapse at the end of 6 months unless it is renewed on a fresh application from the allottee.

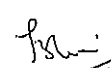
6.3- The allottee when granted permission to share accommodation must also live in the house allotted to him

6.4. The allottee will be responsible for payment of rent at the rates applicable to him. He is also permitted to charge proportionate rent from the sharer without any element of profiteering. No extra rent will be charged either from the allottee or the sharer. The details of accommodation the allottee proposed to share with the sharer and the rent he proposed to charge from him shall be intimated to the administration as soon as the permission is granted to the allottee.)

6.5. If, for any reason, the allottee happens to demit from Railway service, he will be responsible to remove the sharer on or before the stipulated date of vacation of the railway quarters, failing which he will be liable for the payment of penal rent and also DAR action.

6.6. It is obligatory for the allottee to send intimation to the competent authority who accorded permission for sharing, as soon as the quarter is vacated by the sharer.

6.7. The permission given to share accommodation can be withdrawn at short notice without assigning any reason if and when considered necessary by the administration.



(B.R. Pai)
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for General Manager