

RAIL WHEEL FACTORY
(Ministry of Railways)

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

No. RWF/ADMN/RA-1/GEN/Vol-III

Dated:- June 24, 2003.

CME, COS, FA&CAO,
MS, Dy.CEE, Dy.CEE(S&T), Dy.CE,
SC & SPO/RWF/YNK.

Sub:- Recovery of Rent and HRA when allottees delay
in occupation of Railway Quarters.

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A few instances where Government revenue has been lost on account of non-occupation of Railway Quarters has been brought to the notice of this office. It is therefore felt necessary that these do not reoccur. The following instructions are issued in this connection:-

1. When Quarters are allotted to Railway employees, it is clearly stated therein that the same are to be occupied within 07 days. Any delay beyond 07 days would lead to recovery of rent from 8th day irrespective of the fact that the same is occupied or not. In addition to the above, the following may also be kindly ensured.
 - a) When higher/other type of Quarters are allotted to employees 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 is to be deducted (in addition to the normal HRA which is not paid), but a further amount equal to the HRA of that employee should be recovered from 8th day till the earlier allotted Quarters is vacated.
 - b) When an employee is already in Quarters and as per his Quarters seniority, he was allotted a higher type and later on if he refuses to occupy the same after allotment, the rent as well as equivalent HRA amount of that employee for the Quarters which was allotted to him should be recovered from the date of allotment from his salary till such time that Quarters is allotted to the next employee.

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- c) When a Railway Quarters is allotted to an employee who is to occupy the Railway Quarters for the first time (who is not in any type of Quarters) and if such persons declines/refuses to occupy the same after allotment, the rent for the Quarters which was allotted to him and the equivalent HRA should be deducted from his salary from the date of allotment till such time the Quarters is allotted to the next person.

The concerned pool holding Officers to ensure that recoveries towards recovery of HRA/Rent in the cases of the above are promptly informed to the Accounts, so that they can ensure recovery.

Every effort should be made to allot the vacant Quarters immediately to avoid revenue loss to Railway Administration.



CHIEF PERSONNEL OFFICER

Copy to:- 1) Jt. Secretary, Staff Council/RWF/YNK – for information.

“ 2) Sr. Audit Officer/RWF/YNK – for information please.

3) The Principal, Kendriya Vidyalaya, RWF/YNK- for information.