

दक्षिणमध्यरेलवे
SOUTH CENTRAL RAILWAY



महाप्रबंधक का कार्यालय
General Manager's Office,
3rd मंज़िल, रेल निलयम
3rd Floor, Rail Nilayam,
सिकंदराबाद – 500025.
Secunderabad – 500025

No.G.265/Quarters Policy/2025

Date:16.06.2025

All Concerned

Sub: Quarters allotment policy of Officers working in
Secunderabad/Head Quarters area- Reg

** ** *


In supersession to earlier policy dated 10.10.2024, a revised policy on allotment/vacation/retention of Railway Quarters is herewith issued and the same is enclosed for strict compliance of officers working at Secunderabad/HQrs area.

Further, it is advised that in view of the latest policy, officers may submit their fresh willingness for allotment of initial / change over quarters (as applicable), the same will be accordingly registered.

This policy will come into effect from the date of issue.

This is issued with the approval of General Manager.

Encl : AA.


(B Srinivasa Rao)
Dy.Secy. (Confdl.)
for SDGM/SCR
16.6.25

Policy for allotment of Railway Quarters to the SCR Railway Officers working in Secunderabad

1.0 Allotment authority

1.1 SDGM is the allotment authority for all types of Quarters except the cases considered on 'out of turn' basis or in deviation to the Policy, which would be decided by the General Manager on merits of each case.

1.2 Any request for out-of-turn allotment in exceptional cases are to be forwarded to SDGM with recommendations of PHOD/DRM concerned.

2.0 Who are considered for allotment

Officers posted to work in Secunderabad area including officers of SCR HQ, SC & HYB Divns, Audit, RE & RPSF, are considered for allotment of Railway Quarters from Gazetted Pool.

3.0 Registration for initial allotment

Application for registration of Railway Quarter is to be submitted in the format given in Annexure-A to SDGM. Officers joining Secunderabad area on transfer shall apply for registration **only after reporting to office**. The process for allotment shall commence only on the date of receipt of request for registration by this office.

4.0 Entitlement- Type of Quarters

4.1 Entitlement of Officers to various types of quarters is as per the directives of Railway Board communicated vide RB letter No. 2024/LMB-II/2/2020, dated 26.12.2024.


Grade Pay	Eligible type of accommodation
Officers in Level 8 to 11	Type-IV
Officers in Level 12 to 13A	Type-V
Officers in Level 14 & above	Type VI

4.2 Sr.Scale and Jr. Scale Officers can be considered for Type- V Quarters provided that the quarter is vacant for more than 6 months and there is no demand from any other eligible officers at that point of time.

5.0 Locations/Areas

5.1 The contact details of the Supervisors of various locations where Railway Quarters in Gazetted pool are available are detailed below:

Pool	Areas/Colonies covered in the pool	Supervisory Officials			
		Engineering		Electrical	
		Supervisor	Phone No.	Supervisor	Phone No.
Secunderabad Area	Rail Nilayam Colony	SSE/W/RN	86023	SE/EL/RN	86014
	Lancer Colony	SSE/W/GOC	86022	SE/EL/CKL	85189
	Lancer Lines	SSE/W/GOC	86022	SE/EL/CKL	85189
Lallaguda	Lallaguda	SSE/W/SLGD	89465	SE/EL/SLGD	89441
Bhoiguda	Bhoiguda	SSE/W/CKL	86021	SE/EL/CKL	85189


16.6.25
DS/Confdl.

5.2 Non-Pooled Accommodation

The following Railway Quarters in Secunderabad area are earmarked for allotment to incumbents holding specific post(s).

Earmarked for allotment to the incumbent holding the Post of	Bungalow No. and Area
General Manager	Rail House (Bungalow No. 99) at Lancer Lines
DRM/SC	Bungalow No.1 at South Lallaguda
DRM/HYB	Bungalow No. 99/1 at South Lallaguda
Commissioner of Railway Safety, South Central Circle, Sec'bad	Bungalow No. 302 at South Lallaguda
AGM & PHODs	Nos 1018, 1019, 1020 (South Lallaguda) & Nos 628 (Rail Nilayam Colony)

6.0 Priority for allotment of Bungalows:-

6.1 The following order of priority as laid down by Railway Board, shall be followed in the allotment of quarters.

- PHODs, CHODs & PDA.
- HAG officers.
- Non-Functional HAG & SAG officers.
- Non Functional SAG & SG Officers
- JAG, SS,JS Officers

6.2 Chairman/Members of RCT will be allotted as per their entitlement.

6.3 Within each category, the priority will be reckoned based on the date of receipt of their registration request in the office of SDGM. In case the registration is on the same day, the priority will be based on the date of joining the Indian Railways.

6.4 Any out of turn requests shall be dealt with by GM on the merits of the case.

7.0 Procedure for allotment of Quarters

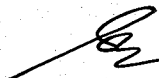
7.1 Initial Allotment

7.1.1 The allotment of a quarter will be issued only *after receipt of fitness certificate from DEN/Estates as "Ready to Occupy".*

7.1.2 On receipt of the request from the newly joined Officer, the initial allotment will be made, from the available vacant quarters based on entitlement and priority *irrespective of the locality or individual quarter No.*

7.1.3 The officer will be offered either his level of entitlement or one level below, if the entitled level of quarter is not available at that point of time.

7.1.4 *The allotted quarter shall be occupied within 21 days of the issue of allotment letter failing which the allotment is deemed to have been summarily cancelled & treated as non-est on 22nd day and in this regard, no separate cancellation letter will be issued.* Further, the officer will be debarred for a period of one year and would also make him ineligible for transit accommodation beyond three months. During the said 21 days, minor repairs such as replacement of old mosquito mesh-nets/isolated broken tiles, minor plumbing items, door/shelf repairs, one round of brightening etc., may be carried out as per necessity and justification. *In no case, structural changes/alterations/modifications/special repairs to the*


16.6.25
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quarters including provision of false ceiling, fancy items (having low utility & high value), re-tiling without adequate justification etc., shall neither be sought nor permitted.

7.1.5 Immediately on allotment of Quarters, i.e. issue of allotment date, name of the Officer will be deleted from the waiting list.

8.0 Waiting List

8.1 For initial allotment

Waiting lists will be maintained in the order of priority for allotment as mentioned in Para 7 above without any specific area or quarter No.

8.2 For Changeover

Notwithstanding Para 8.1, *for change of quarters*, the waitlist of existing occupants will be maintained in the order of priority for specific quarter to the extent of *three choices* only.

9.0 Changeover of Quarters

9.1 Initial allottee of entitled accommodation will be eligible to apply for change of accommodation after *one year of allotment*, and if the initial allotment is of lower than entitled accommodation, change can be requested after *six months of allotment*.

9.2 However, in case of promotion to higher grade resulting in eligibility for higher type of accommodation, or lateral movement on administrative grounds, the officer can immediately ask for changeover.

9.3 Other than transfer/shift on administrative grounds, only one change of quarter shall be allowed in the same category of quarters during the officer's tenure at SC Area, based on availability.

9.4 Similarly, only one change shall be permitted for moving to higher type of accommodation during the tenure at SC area, based on availability.

9.5 In case of request received for changeover clashing with initial request from a newly joined officer, the request for changeover will be prioritized, provided the changeover request is otherwise confirming to the above rules.

9.6 In case an allottee fails to occupy *within 21 days of the issue of allotment letter, the allotment is deemed to have been summarily cancelled & treated as non-est on 22nd day and in this regard, no separate cancellation letter will be issued. Further, the officer will be debarred for a period of two years.* During the said 21 days, minor repairs such as replacement of old mosquito mesh-nets/isolated broken tiles, minor plumbing items, door/shelf repairs, one round of brightening etc., may be carried out as per necessity and justification. *In no case, structural changes/alterations/modifications/special repairs to the quarters including provision of false ceiling, fancy items (having low utility & high value), re-tiling without adequate justification etc., shall neither be sought nor permitted.*

10.0 Procedure for vacating Quarters

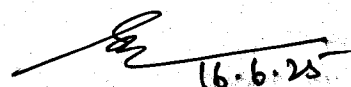
10.1 Officers who want to vacate the Quarter under their occupation on their transfer/retirement *etc.* shall apply in writing to SDGM for necessary permission to vacate the same.

10.2 Requests of Officers, who want to vacate the Quarters on reasons other than retirement or transfer, shall be recommended by the respective PHOD /DRM.

11.0 Retention of accommodation

11.1 Officers wishing to retain the quarters on transfer, retirement *etc.* shall address the request to SDGM and submit the same to Dy.CPO/GAZ for obtaining the sanction of the competent authority in advance.

11.2 Retention of the quarter without the sanction of the competent authority is treated as unauthorized occupation of the quarter attracting levy of damage rent as per telescopic charges as applicable for GPRA rates besides initiation of eviction proceedings.


16.6.25
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12.0 Transfer of Officers - Regularisation of quarters

Railway Quarters retained by an officer on his/her transfer to an outstation will be regularized from the date of joining back Secunderabad provided the officer assumes charge on or before the expiry date of permission so granted to retain the quarter.

13.0 Validity of registration in case of Transfer

13.1 On transfer of an officer from Secunderabad, his / her name will be deleted from the waiting list.

13.2 The Officer will only be permitted to retain the accommodation under his/her occupation on the day of transfer and no request for change over will be permitted during the period of retention. In case, the officer joins back Secunderabad and wishes to move to another quarter of same/higher type, he/she has to register afresh for such accommodation after joining.

14.0 Responsibility of Occupants of Railway Quarters

Allotment of Railway accommodation is only meant for bonafide use of the allottee Officer and should not be used for any purpose other than residence. Any violation in this respect would result in cancellation of allotment besides initiation of action under RS (D&A) Rules, 1968 in terms of Railway Board's letter No. E (G) 2002/QR1-3 dated 29.04.2002 (RBE No. 54/2002).

15.0 General Instructions

15.1 Type VI Railway accommodation at South Lallaguda 1018, 1019 & 1020 and 628 of Rail Nilayam colony are earmarked to PHODs/AGM. In case of request of above quarters by any other officer, the same will be only with the approval of the General Manager. Retention of these 04 earmarked accommodation arising out of reasons such as retirement, transfer or on any other administrative account is permissible only for two months on payment of normal rent. In case of further retention, non-earmarked accommodation will be provided subject to eligibility and availability.

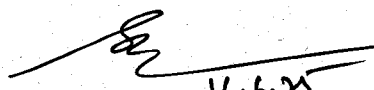
15.2 The officer on deputation/transfer to any Railway and non-Railway PSUs including non-SCR Units in HQrs area will be permitted retention of accommodation up to **Type-V category**, for the period of transfer or deputation subject to his/her entitlement and demand and availability of quarters. They will not be permitted change of quarter during their entire deputation period, out of SCR.

15.3 Retention of Railway Quarters on Medical Grounds is governed by extant Board's instructions and General Manager shall be the final authority to take a decision, duly considering allotment of lower type of accommodation in deserving cases.

15.4 Where an allottee, who in occupation of an accommodation, is allotted another accommodation and he occupies the new accommodation, the allotment of former accommodation shall be deemed to have been cancelled from the date of physical occupation of the new accommodation or 15 days from allotment order whichever is earlier and damage rent charges for the former accommodation will be recovered from 16th day of allotment/date of occupation of new accommodation till vacation.

15.5 In case both the spouses are working at the same place residing in one railway accommodation and if the spouse in whose name the railway accommodation is allotted gets transferred, the same accommodation may be allotted to the other spouse subject to eligibility of the other spouse and having complete occupation of six months.

15.6 Regularisation of accommodation in case of re-transfer of back to SCR shall not be normally permitted. It shall be considered only in cases where re-transfer takes place within the permissible period of retention. The regularisation of the same accommodation shall be considered only if the application for quarter is submitted after joining at Secunderabad and his/her turn for allotment comes


16.6.25
D S Gondal

up and subject to payment of damage charges, due if any. This will be decided on the merits of the case by SDGM.


15.7 Any scenario not covered in this circular or if any doubt arises as to the interpretation of any of these provisions, the decision of the General Manager shall be final and binding.

Encl: Annexure 'A' -

Proforma Application for Initial Allotment of Quarters

Annexure 'B' -

Proforma Application for change of Quarters


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Annexure –A

Proforma Application for Initial Allotment of Quarters

To,

SDGM/SCR

Sub: Application for initial allotment of Quarters –Reg

Please arrange to register my request for allotment of Railway quarters with details as under;

Name :

Designation :

PF. Number :

Rate of Pay /Level :

Date of joining SC Area :

Bill Preparing officer :

Entitlement for Type :

Preferred Location :

(mention- South LGD, Rail Nilayam, Lancer Colony, Lancer Lines, Bhoiguda or ANY)

It is hereby declared that I have perused all the instructions given in the Allotment policy circulated vide letter No: _____ dated _____ and shall abide by the same.

Date:

**Signature of the applicant
Designation**

Acknowledgement(office)

Date of Receipt : _____

Signature of recipient : _____

Proforma Application for change of Quarters**To,
SDGM****Sub: Application for change of Quarters –Reg**

Please arrange to register my request for allotment of Railway quarters on change over basis details are as under;

Name :**Designation :****PF Number :****Rate of Pay /Level :****Details of Existing quarter :****Date of occupation of Existing quarter
(No. Type, Location) :****Bill Preparing officer :****Entitlement for Type :****Preferred Quarter No. Type and Location :****(mention- South LGD, Rail Nilayam, Lancer Colony, Lancer Lines, Bhoiguda or ANY)**

It is hereby declared that I have perused all the instructions given in the Allotment policy circulated vide letter No: _____ dated _____ and shall abide by the same.

Date:**Signature of the applicant
Designation****Acknowledgement(office)****Date of Receipt : _____****Signature of recipient : _____**