

Procedural Order to be followed on GTL Division regarding transfer of Quarters, change of quarters and allotment of quarters involving other departments.

It is observed that Non Gazetted staff are applying for change of quarters belonging to other departments and also opting for mutual exchange of quarters in lieu of quarters under their occupation with quarters of staff which belong to other departments on number of occasions and many such requests are pending. Further, the quarters of one department are being allotted to the staff of other department duly taking the consent of the concerned Branch Officer and taking the approval of DRM/ADRM as the case may be but the balance is not being restored for the actual number of quarters which are ought to be maintained pool wise.

As per the directives of DRM, in order to have uniformity on the mentioned subject in accordance with the extant instructions, the following procedural order is drawn to be followed scrupulously on GTL Division regarding change of pool and mutual exchange and allotment of quarters between staff of different departments.

1. Normally exchanges of quarters are not to be encouraged. If however, exchanges can be considered in exceptional circumstances as the same should be done according to the priority of such registration of exchange. Such exchange shall be in the same pool only.
2. Exchange between quarters belonging to different pools should not be allowed.
3. Entitlement to be done based on Railway board orders which is based on G.P and instructions given regarding allotment to Running staff to be followed strictly. Type wise registration list to be maintained separately and employee who is seeking change of quarters should be occupying a quarters in the same type. Such registrants should be given priority in allotment of quarters for which they have registered.
4. Change of Quarters belonging to different pools should not be allowed.
5. Change of quarters registered in the same pool and same type and may be given preference first and the vacant quarters to allot the new employee.
6. On promotion when the employees becoming eligible for higher type of accommodation the should register as a fresh allotment for that type and this will not be treated as change of quarters.
7. Change of pool to be permitted only in the cases where sons/wards of retired/deceased railway servants are allotted quarters in out of turn basis on retirement/death of the employee who was having a quarter of some other pool but the son or ward had been appointed in the department other than the one in which the retired/deceased employee was working.(Auth Rly Bd letter No : RBE No 141/86 dt 18.08.1986).
8. If the change of pool of quarters is accepted on the condition as mentioned in (vi) above, the deficiency in the pool of quarters belonging to the wherein the retired/deceased employee was

working should be made good at the next opportunity in order that the balance is restored at the earliest.

9. All departments should carry on an exclusive exercise for this purpose for securing the no. of quarters visa-a-vis actual possessions and further process for shortfall/excess of quarters may be undertaken as the case may be.
10. Railway Board vide letter No 2018/Trans Cell/S&T/House Allotment dated 05.03.2019 have advised that quarters of a pool lying vacant for more than 3 months or so should be brought into a common pool. The process may be started from wayside station colony and progressively moved to minor and major colony. All the departmental BOs/Qtrs. Allotment authority compile the data of such quarters and surrender the railway quarter(vacant for more than 3 months) for allotment of quarters from such Common/General pool to save the revenue loss of railways.
11. More than Three months Good Vacant Rly. Qtrs. surrender for allotment as under:
 - a. GTL station/section vacant Qtrs. Surrender and send to Sr.DPO/GTL
 - b. GY station/section vacant Qtrs. Surrender and send to ADEN/GY
 - c. DHONE station/section vacant Qtrs. Surrender and send to ADEN/DHNE
 - d. DMM station/section vacant Qtrs. Surrender and send to ADEN/ATP
 - e. RC station/section vacant Qtrs. Surrender and send to ADEN/RC
 - f. AD station/section vacant Qtrs. Surrender and send to ADEN/AD
 - g. HX station/section vacant Qtrs. Surrender and send to ADEN/HX
 - h. NRE station/section vacant Qtrs. Surrender and send to ADEN/RJP
 - i. RU station/section vacant Qtrs. Surrender and send to ADEN/RU
 - j. TPTY station/section vacant Qtrs. Surrender and send to ADEN/TPTY
 - k. MPL station/section vacant Qtrs. Surrender and send to ADEN/MPL
12. After surrender of Qtrs. allotment of quarters will be done by Concern station/section ADEN from General pool and GTL station Quarters allotment will be done by Sr.DPO/DPO/GTL. Henceforth following guidelines shall be followed for allotment of qtrs. against general Pool-
 - a. General Pool Qtrs. will be will be allotted to the employees on fresh allotment basis due to save the revenue loss of railways.
 - b. If any vacant Good Qtrs.(Type-I, II, III, IV) are available in any particular Pool/Dept. then concerned BOs/Pool In-charge will allot own Pool Qtrs. first and application not forwarded for allotment of General Pool Qtrs.
 - c. Change of Qtrs. shall be in the same pool only. Change of qtrs. in general Pool acceptable only when there is no railway quarters available in Particular Pool and employee quarters to be proposed for condemnation if any.
 - d. After allotment of quarters from general pool, staff who refused an allotted qtrs. he will debar for allotment from general Pool for a period of one year.
 - e. Any allotment of quarter to the staff by the general pool, the concerned department should maintain the quarters where the staffs are working.

- f. After vacation of quarters by employee which allotted from general Pool, the said quarters to be transferred back to Original Pool and Engineering department (SSE/Works) should ensure it when employee vacate the Railway Quarters.
- g. It is also advised to Engineering departments to improve the condition of quarters when required.
