



दक्षिण मध्य रेलवे / South Central Railway

प्रधान कार्यालय/Headquarters Office,
कार्मिक शाखा/Personnel Branch,
सिकंदराबाद/Secunderabad.

No.P[R] 554/VIII

दिनांक/Date : 13.07.2023

Sr.DPOs/SC, HYB, NED, GNT, GTL & BZA
WPOs/GTPL, LGDS & TPTY
Extra Divisional Officers

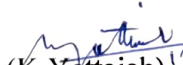
Sub: Allotment of Railway Quarters – System Improvement thereof.

In terms of Para 1702 of Indian Railway Establishment Manual, Vol.II, liability to pay rent rests with the railway employee in whose favour railway quarters has been allotted. During the preventive check conducted in one of the Divisions of the Zonal Railway by the Vigilance department revealed that one employee was in occupation of railway quarters at a particular station and he has not conveyed this information either to the Controlling Officer or to the Bill drawing Officer, resulted into drawal of HRA and non-recovery of Rent, Water and Electrical charges from the employee.

In order to avoid to re-occurrence of such cases, it is advised to follow a proper/foolproof system duly taking note of the following observations:

- (1) Once a Railway quarter is occupied or vacated by an employee, copy of the occupation/vacation memo should be marked to the concerned Supervisor in-charge. Occupation & vacation particulars along with copies of memos (rent roll) to be sent to Sr.DPO/WPO's office (Bill Drawing Officer) as the case may be, every month by SSE/Works [Quarters in-charge] without fail under clear acknowledgement.
- (2) Similarly, after receipt of the copy of occupation memo, the concerned Supervisor or Time Keeper of the Unit to ensure recovery of rent, water & electricity charges from the employee in consultation with concerned staff of Personnel department.
- (3) The office of Sr.DEE/Maintenance after generating the electricity bill of each unit, a copy to be sent to the concerned SSE/JE/Maintenance to cross check with meter reading & ensure the recovery of electrical charges.
- (4) At the time of relieving the employees from one station to another on transfer, the concerned Supervisor (in-charge) has to endorse a copy of relieving letter to SSE/Works of the concerned station under clear acknowledgement to avoid unauthorised occupation of railway quarters. SSE/Works should ensure vacation of quarter by the employee in time on transfer or after completion of the permissible time period, if any.
- (5) DEN/ADEN concerned should conduct random checks of the railway quarters under their jurisdiction to prevent unauthorised occupation, if any.

Please acknowledge receipt.


(K. Yettaiah) 13/7/2023 -
SPO/HQ

for Principal Chief Personnel Officer

Copy to Secy. to PCPO/HQ for information and necessary action.