

Updated on 28-11-22 in civil section 1/2

Government of India  
Ministry of Railways  
RAIL COACH FACTORY, RAE BARELI PROJECT

No. 181/CE/RCF/RBL/DKZ

Dated 17.04.2014

PROCEDURE ORDER No. 01 of 2014

FOR ALLOTMENT, RETENTION AND OTHER RELATED ISSUE OF OFFICIAL RESIDENCE /  
QUARTERS FOR VARIOUS GRADES OF GAZETTED OFFICERS IN RCF/RBL

1. **Entitlement:** The Entitlement of various types of accommodation for the purpose of official residence/Quarters to Gazetted officers will be as follows:

Sl. No.	Description	Entitlement for Type of Official Residence/ Quarter
1.	Gazetted officers with Grade pay of Rs 4800 and above	Type-IV (Single Storey)
2.	Gazetted officers with Grade pay of Rs 7600 and above	Type-V
3.	Gazetted officers with Grade pay of Rs 10000 and above	Type-VI
4.	General Manager	Non-pooled residence for GM/RCF


① as per N/25 → ② will be read as Gazetted officer with Grade pay of Rs 7600 and above and above grade pay 10000/-

2. **CONTROL FOR ALLOTMENT:**

Chief Engineer/RCF/RBI will control the allotment of residential accommodation/Quarters for Gazetted officers in Rail Coach Factory Raebareli and there will be no separate pools within the departments in RCF. There will be no non-pooled official residence except that for General Manager/Rail Coach Factory Raebareli. All the available official residences will be in a common pool. However, General Manager may earmark any particular Residence/Quarter of any type for a particular post and convert the same as a non-pooled accommodation for a particular post considering the essentiality of a particular post.

3. **PRIORITY REGISTER:**

- 3.1 A priority register will be maintained in the office of The Chief Engineer/RCF/RBL and there will be separate priority list for each type of official residence/Quarter i.e Type-IV, Type-V and Type-VI. There will be no registration for some specific Residence/Quarter except when officer has already occupied some residence/Quarter.
- 3.2 Gazetted officer is free to register themselves on the prescribed Form at Chief Engineer's office or any of its subordinate office as specified by Chief Engineer for one or more than one type of

  
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Quarters as per his entitlement from any date after the date of his joining RCF/RBL headquartered at Lalganj. His/her name will appear in the priority list as per his date of application but his/her name will automatically be deleted from the priority list of lower type of Residence/Quarter once he is allotted and occupies a particular type of Residence/Quarter. However his/her position in priority list will remain intact for all higher type of residences than that of he has been allotted, and accepted.

3.3 If husband and wife both are posted at RCF/RBL and headquartered at Lalganj, then Official residence/Quarter will be allotted only to one of them. Where two officers in occupation of separate quarter at same station allotted under Railway Rules, marry one another, they will, within one month of the marriage surrender one of the residences. If a residence is not surrendered as required above, the allotment of the Railway residence shall be deemed to have been cancelled on the expiry of such period. In the event of either of the two officers (husband & wife) being transferred outside RCF/RBL or headquartered other than Lalganj, the allotment of Railway quarter, already allotted to one of spouse, will be transferred to the other spouse provided he/she is entitled for that type of residence. In case he/she is not entitled for that type of residence he may register for the lower type of residence as per his entitlement and if he/she is entitled for the lowest type of available residences then for the same type of residence on this ground. This or any other condition in these rules will, however, not apply where the husband and wife are residing separately in pursuance of an order of Judicial separation made by any court

3.4 Once a Gazetted officer do not accept any particular residence/Quarter allotted to him/her, he will be automatically be placed below two lower officers in the priority list. e.g if any officer is at Number 1 in the priority list, non-acceptance of any particular Quarter will automatically place him at priority No. 3 before the same residence/quarter is offered to some other officer as per the revised list. However, the officer after accepting and occupying the residence/Quarter may again register for some specific residence/Quarter for which his name will be placed at the bottom seniority. Name of Gazetted officer may register for some specific residence/Quarter once his/her wife/husband has accepted and occupied some particular residence for which his/her name will be placed at the bottom seniority.

3.5 There will be a separate priority register for Out of turn allotment in each type of Residences/Quarters based on the entitlement as mentioned in Para 4. However, no two consecutive allotment can be made in any particular type of residence/Quarters from Out of Turn allotment priority register.

3.6 It will be the duty of the Chief Engineer/RCF/RBL office to publish the priority list for each type of Quarters on monthly basis.

#### 4. OUT-OF-TURN ALLOTMENT

4.1 Gazetted officers will be entitled for out of turn allotment for any of the residence/Quarter of a lower type from the highest type he/she is normally entitled to. For out-of turn allotment, officer is required to register himself in the priority list for out of turn allotment of a particular type of residence/Quarter.

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4.2 An officer who is in authorised retention of accommodation when transferred outside RCF/RBL or headquartered other than LLJ in RCF/RBL will be allowed to continue to be in occupation of the same house on his return to RCF/RBL headquartered at LLJ if the said house is still in his/her possession. This will require only regularization of the allotment of the same house from the date of his joining at RCF/RBL headquartered at LLJ, by applying on a plain paper to Chief Engineer/RCF.

4.3 Group 'C' staff who gets promoted to Group 'B' and is posted at RCF/RBL headquartered at LLJ' should immediately register himself/herself for allotment of a house from Gazetted officers' pool. As soon as he/she is allotted a house for the first time from officers' pool he/she should vacate the quarter of non-gazetted pool under his/her occupation even if he/she does not accept and occupy the quarter offered to him/her. In case after allotment of house from officer's pool, he/she does not vacate the house of non-gazetted pool, then the extant rules of retention of house will be applicable.

If a Group 'C' staff who gets promoted to Group 'B' and is posted at RCF/RBL headquartered at LLJ', and is in occupation of railway house out of non gazetted pool, does not register himself/herself for allotment of house from officers' pool within two months after joining in Group B, then the retention of house of non-gazetted pool will be taken as unauthorized occupation of house from the date of promotion to Group 'B' and extant rules for retention of house will be applicable.

4.2 Notwithstanding any thing in these rules, GM/RCF can bypass any or all priority list for allotment of a particular residence/Quarter to any officer as deemed fit for the administration of RCF/RBL.

## 5. OCCUPATION/VACATION

5.1 If an officer fails to accept the allotment of a quarter within 5 days or fails to take possession of that residence after acceptance within 15 days from the date of receipt of letter of allotment, the allotment letter issued to him/her stands automatically cancelled. [In case officer finds himself/herself unable to accept the Quarter/Residence on the ground of Civil/ Electrical maintenance, SSE(Works)/(Electrical) will take up the works of maintenance as per rules and as feasible. In case of any dispute of acceptance of Quarter/Residence on the account of Civil/Electrical maintenance the decision of the Chief Engineer will be final and binding on the allottee officer and the SSE(Works)/(Electrical).] In addition, his/her name will be brought down in the priority list as per para 3.4 above. To safe-guard correct delivery of the allotment order, it is obligatory on the part of the officer registered to advise change of official address and CUG number promptly to residence allotment cell of Chief Engineer office whenever required.

5.2 Every officer should take over, hand over charge of the accommodation from/to the concerned SSE/JE(Works) and the concerned SSE/JE(Electrical) under acknowledgement and make over the fixed and/or movable fittings including electric fittings. He/she should also make over vacant possession of the out-houses/garages attached to the quarters. As far as possible, a week's notice of the intention to vacate a quarter should be sent to the concerned SSE/JE(Works) and the concerned SSE/JE(Electrical).

  
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## 6. CHANGE OF EVENTS IN SERVICE

6.1 When an officer is sent on deputation out of RCF/RBL or is transferred out of RCF/RBL headquartered at LLJ, or retires on attaining the age of superannuation or is dismissed/removed from service or leaves the service on any grounds, or proceeds on long leave in India/Abroad for a period exceeding 6 months at a time, It will be the duty of concerned Personnel officer and Accounts officer looking after administration (in the case of Accounts Officers) to send a copy of the said office order. This information should be followed by a copy of the handing over report when the officer is actually relieved of the post. While releasing the officers on deputation, extant instruction on retention of accommodation must be complied with.

6.2 Vacation of Accommodation: Officers in occupation of quarters are required to vacate that accommodation within the retention periods specifically allowed in the event of their:

- a. Resignation, dismissal or removal from services, termination of service;
- b. Death of allottee;
- c. Retirement;
- d. Transfer to a place outside RCF/RBL;
- e. Deputation to Govt. Undertakings, Corporations & Societies which are not Govt. Departments;
- f. Leave (other than leave preparatory to retirement, refused leave, medical leave or study leave) not exceeding 4 months;
- g. Study leave;
- h. Leave on medical grounds.

In the event of their not vacating the quarters, the occupation shall be treated as unauthorised and damage rate as applicable to individual cases, are leviable. Eviction proceedings under the Public Premises (eviction of unauthorised occupants) Act, 1972, will also be instituted, if need be, for getting the railway houses vacated.

## 7. RESPONSIBILITY TO OBTAIN AND COMMUNICATE POSITION OF VACATION.

7.1 It will be the responsibility of the concerned SSE/JE(Works) and the concerned AXEN/XEN & his office to communicate without fail all vacations of regular as well as transit accommodation to CE's office every week by Monday by sending a position of vacated house residences/Quarters during the week. Concerned. SSE/JE(Works) and concerned AXEN/XEN will further ensure that while taking the possession of the vacant houses, the possession of the garages/out- houses already in occupation of the allottee are also taken charge of in vacant position. In case of any default, the charge taking over report/vacation report will not be issued by respective SSE/JE(Works) looking after the maintenance of the railway accommodations, without mentioning the loss of Railways which is required to be recovered from the officer vacating the residence.

7.2 The occupants of Railway house should take reasonable care of the fittings in their quarters. The administration reserves the right to recover from the occupants the cost of fittings or repair thereto caused by their neglect or improper use.

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8. **EFFECTIVE DATE OF ALLOTMENT.**

An allotment shall be effective from the date on which it is accepted by the officer and shall continue to be in force until:

- a. The expiry of retention period permitted after the officer ceases to be on duty in RCF/RBL and Headquartered at LLJ for which he is entitled to a quarter/Residence at RCF/RBL at LLJ.
- b. It is cancelled by the allotting authority or is deemed to have been cancelled under any provision in these rules.
- c. The officer ceases to occupy the quarter.
- d. It is surrendered by the officer.

9. **ADMISSIBILITY OF HRA**

No officer will be eligible for house rent allowance if he occupies private accommodation unless it is certified that he has not been provided with Govt. accommodation. The administration reserves the right to direct a railway servant to occupy Govt. accommodation if available and required in the exigencies of service and in the event of his refusal, to stop the allowance.

10. **SHARING OF ACCOMMODATION**

Sharing of accommodation can be allowed from the sharer without any element of profiteering. When an officer is allotted a quarter, house rent is stopped as per extant rules. This house rent is not to be included while recovering the equivalent proportionate rent and Electric charges to be charged from the sharer. The administration is not bound to provide any additional facilities in the residence on account of sharing of accommodation.

11. **MUTUAL EXCHANGE**

Officer may apply for the mutual exchange of the official residences which may be allowed by the Chief Engineer provided this exchange does not exceeds the entitlement of the officer for the type of residence for which he/she is otherwise entitled to. This facility can be exercised by any officer only once during his posting at RCF/RBL.

12. **Retention of house during Permanent Transfer:**

12.1 Gazetted officer on transfer out from RCF/RBL or headquartered at a place other than LLJ which necessitates change of residence, may be permitted to retain the railway accommodation at the former station of posting for a period of 2 months on payment of normal rent or single flat rate of licence fee/rent. On request by the officer, on educational or sickness account, the period of retention of railway accommodation may be extended for a further period of 6 months on payment of special licence fee, i.e. double the flat rate of licence fee/rent. Further extension beyond the aforesaid period may be granted on educational grounds only to cover the current academic session in which he/she was transferred on payment of special licence fee.

12.2 In the event of transfer during the mid-school/college academic session, the permission to be granted by the competent authority i.e. Chief Engineer for retention of railway house in terms of

  
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item (a) above will be subject to production of the necessary certificates from the concerned school/college authority.

12.3 Where the request made for retention of railway house is on grounds of sickness of self or a dependent member of the family of the railway employee, he will be required to produce the requisite Medical Certificate from the authorised Railway Medical Officer for the purpose.

12.4 In case where the Officer or his/her family members etc. is receiving treatment from other stream of medicine like Homoeopathy, Ayurved, Unani etc. and the employee wishes to avail retention of Railway quarter on transfer/retirement etc. on medical grounds (subject to eligibility as per policy instructions), he may apply in writing to the concerned Medical Officer requesting for a Medical Certificate with details of sickness and subject themselves for medical examination. The Railway Medical Officer on examination of the sick person may issue a Medical certificate with his recommendations, if any, as per his/her assessment.

12.5 The retention of Rly. accommodation beyond the permissible period on medical ground may be granted by the competent authority for further period not exceeding one year in the case of "severe illness" of Officer himself/herself or any member of the Officer's family as defined in the Rly. servants (Pass Rules). "Severe illness in such cases means illness of the nature of acute debilitating disease, which requires hospitalization and/or prolonged indoor medical treatment or repeated indoor treatment to the officer or any member of his/her family, which must be duly certified by the concerned Chief Medical Director of the Railway recommending such retention of Railway accommodation". The request of the officer will be processed for personal approval of General Manager and if the General Manager is satisfied that there are adequate and reasonable grounds for permitting retention he may make his recommendations to the Railway Board with a speaking order for grant of this dispensation.

#### NOTE

- (i) All transfers should be treated as permanent transfer unless the orders of transfer themselves specifically indicate that the transfers are 'temporary'.
- (ii) In the case of house owning officer the normal rent means the rent required to be paid by the house owning officer in terms of extant instructions from the Ministry of Railways.
- (iii) A member of family means husband or wife, as the case may be, and child/children only. Dependent officer such as widow mother, dependent brother or sister are not to be included for the purpose of these concessions.
- (iv) The current academic session refers to annual academic course ending with annual examination and not till the results thereof are announced. It does not also mean the total duration of any course of study; for example, in respect of 3 years degree course, the current academic session means first or second or third year of the course, as the case may be, and not the total 3 years. An officer will have to furnish proper certificate from the recognised institution. Certificates for attending any part time course or any course not recognised by the Education Department of the State is not acceptable for the purpose of retention of railway house on educational ground.
- (v) In case an officer requests for retention of quarter on the ground of sickness of self or a family member and also on account of education of a child/children, the

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permissible periods for retention of quarter on the ground of sickness and/or education will run concurrently, and not in separate spells.

13. **Retention of house during temporary transfer**

13.1 During the entire period of 'temporary' transfer an officer may be permitted to retain the house at former place of posting on payment of normal rent/flat rate of license fee/rent. Temporary transfer should not, however, be ordered for a period of more than 6 months unless there are pressing circumstances. Temporary transfers of officers initially for a period in excess of 6 months or by extension of the temporary transfer for periods aggregating more than 6 months should be ordered personally by an authority not lower than the General Manager.

13.2 In cases where temporary transfer is converted into permanent one, the officer may be allowed to retain the official residence for further period as admissible on permanent transfer on payment of rent as prescribed therefore, from the date on which the officer is informed of the permanent transfer. This period will be over and above the period already allowed to the officer on temporary transfer.

13.3 The Railway Administration should review all cases of temporary transfer well before expiry of the period of 6 months of temporary transfer and decide whether the temporary transfer already ordered should continue to be temporary or be converted into a permanent one, to ensure that in the cases where temporary transfers are converted into permanent ones, the total period of retention of railway houses on payment of normal rent/flat rate of license fee/rent is normally restricted to a period of 6 months.

Note: If an officer already on temporary transfer to a station is again transferred to yet another station either on temporary or on permanent basis, the permissible period of retention of Official residence as applicable in the case of temporary or permanent transfer will count from the date of transfer of the officer from the station concerned, for the purpose of retention of house at the original station. In the case of permanent transfer of an employee to another station from the station where she/he was on temporary transfer, the limit of 6 months as in para (13.3) above, for retention of houses at the original station on normal rent/flat rate of license fee/rent will not apply.

14. **Retention of earmarked/non pooled accommodation in the case of transfer, deputation etc.**

Officers holding earmarked/non pooled Railway accommodation on their retirement, transfer, deputation etc. may be permitted to retain such Railway accommodation only for a period of two months on payment of normal rent. During this period of two months, if the officers concern requests for further retention of Rly. accommodation, as admissible to him/her in terms of general instructions governing retention of Rly. accommodation in the case of transfer, deputation, retirement etc. an alternative accommodation for the purpose may be allotted, if feasible, on payment of rent as per extant instructions. No retention in respect of earmarked/non-pooled accommodation should be permitted beyond the period of two months.

  
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15. **Retention of house due to Retirement:**

An Officer on retirement including voluntary retirement and those retired compulsorily, may be permitted to retain non earmarked railway accommodation for a period of 4 months on payment of normal rent/flat rate of license fee/rent and the next 4 months on educational or sickness account on payment of special license fee, i.e. double the normal rent or double the flat rate of license fee/rent. This is also applicable to audit staff doing railway audit work. The cases of retirement or medical invalidation grounds are also to be treated at par with normal retirement.

16. **Retention of house due to Resignation/dismissal/removal**

An employee who resigns from service or is dismissed or removed from service may be permitted to retain the railway quarter for a period of one month only on payment of normal rent/flat rate of license fee.

17. **Retention of house due to Death**

The family of a railway employee who dies while in service may be permitted to retain the railway quarter for a period of two years on payment of normal rent/flat rate of license fee/rent from the date immediate after the date of death of an employee. This also applies to audit staff doing railway audit work.

18. **Retention of house due to Deputation abroad**

An Officer on deputation abroad may be permitted to retain the official residence/Quarter houses as follows:

- (i) for the entire period of his deputation abroad provided family passage facility is not availed of;
- (ii) in case an officer avails of the family passage concession he/she may be permitted to retain the houses for a period of 2 months or upto the date of departure of family India, whichever is earlier.

NOTE

- (a) "Deputation abroad" means transfer of an employee for service abroad, during which period "pay and allowances" of the employee is charged to Government of India revenues.
- (b) Railway employees posted abroad in the Indian Missions against posts pay and allowances of which are borne by the Ministry of Railways will be treated as on permanent transfer for the purpose of retention of house in India.

19. **Retention of house due to Training**

19.1 An officer deputed for training in any railway or non- railway training institute/place or to attend seminar, conferences, etc. may be permitted to retain the railway houses for the period of training, seminar, etc. on payment of normal rent/flat rate of license fee/rent.

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19.2 An officer deputed for training abroad under any aided scheme such as Colombo plan etc. or at Government expenses may be permitted to retain the railway quarters for the entire period of deputation for training abroad.

19.3 When an officer already transferred from a station is deputed for training in India or abroad during the permissible period for retention of Railway Quarter at the old station, the period of retention of quarters as admissible on transfer will be automatically got extended by the period of deputation for training. The rent to be charged for the period of deputation for training will be normal rent/flat rate of license/fee/rent, if the training commences from a date within the first two months of transfer and special license fee if it commences after the first two months.

**20. Retention of house due to Leave including Extraordinary:**

20.1 An officer in occupation of railway quarter may be permitted, while on leave for a period not exceeding 120 days, to retain the quarter for the period of leave on payment of normal rent/flat rate of license fee/rent provided. The authority sanctioning the leave certifies that the officer concerned is likely to be posted back to old station on expiry of his leave.

20.2 When an officer takes leave (LAP) before he/she is ordered to be transferred, he/she may be permitted to retain the quarter for the period of leave upto the date of transfer/relief on payment of normal rent/flat rate of license fee/rent and thereafter he/she may be allowed retention of the quarter as applicable in case of transfer on payment of rent, as specified therefore.

20.3 When an officer takes leave after he/she is transferred/relieved he/she may be permitted to retain the railway quarters at the old station for the period permissible in case of transfer counted from the date of relief on payment of rent, as specified therefore. The period of retention of quarter permissible in case of leave will not be allowed in addition.

**21. Retention of house due to Leave on Medical Ground:**

21.1 An officer on medical leave may be permitted to retain the quarter for the full period of leave on payment of normal rent/flat rate of license fee/rent.

21.2 When an officer already on medical leave is ordered to be transferred to another station, retention of Railway quarter will be permitted for the period of medical leave on normal rent/flat rate of license fee/rent and thereafter for period as admissible of transfer on payment of rent as specified in case of transfer.

21.3 When an officer already relieved on transfer to another station takes leave on medical ground, the period for retention of railway quarter on transfer will automatically get extended by the period of sanctioned medical leave. During the period of medical leave normal rent/flat rate of license fee/rent should be charged if the medical leave is taken from a date within the first two months of transfer and double the flat rate of license fee etc. if it is taken after the first two months.

  
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22. **Retention of house during Maternity Leave:**

An officer granted maternity leave may be permitted to retain the railway quarter for the period of maternity leave.

23. **Retention of house during Leave granted to employees who retire under the provision of FR 56 (i):**

An employee who retires from service under the provision of FR 56 (i) may be permitted to retain the railway quarter during the period of earned leave, not exceeding 4 months sanctioned preparatory to retirement, on payment of normal rent. The concession regarding retention of railway quarters after retirement will not be available to such a retired employee, in addition.

24. **Retention of house during by State Government/Union Territories employees on repatriation:**

An employee of the State Government/Union Territory on deputation with the Indian Railways, may, on repatriation to the parent Government /Department be permitted to retain the railway quarter for a period of 2 months from the date of relief or payment of normal rent.

25. **Retention of house during Leave ex. India:**

An Officer on leave ex. India not exceeding 180 days may be permitted to retain the quarter on payment of normal rent/flat rate of license fee/rent for the entire period, provided the entire period of leave or any portion thereof is spent outside India and the competent authority certifies that the employee will be reposted to place of posting on expiry of the leave period.

26. **Retention of house during Study Leave:**

26.1 In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave on payment of normal rent.

26.2 In case the officer is in occupation of his entitled type accommodation, for the period of study leave but not exceeding six months on payment of normal rent provided that where the study leave extends beyond six months he may be allotted alternative accommodation, one type below his entitlement, on the expiry of six months or from the date of commencement of the study leave if he so desires.

26.3 In case the officer does not want to shift to the house below his entitlement, he will be charged special license fee for the entire period of study leave after the initial 6 months for which only normal rent should be charged.

27. **DAMAGE RENT**


On expiry of the permissible/permitted period indicated in all the above cases, the allotment of quarter in the name of the officer will be deemed to have been terminated automatically. Retention of quarter by the officer after expiry of the permissible period will be treated as unauthorised. During the period of unauthorised occupation the officer would be required to pay

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damages rate of rent in respect of the railway quarters. Realisation of damages rate of rent should not be pended on the ground that the officer has appealed to the Ministry of Railways for regularisation if the officer succeeds he will be allowed refund as due.

The rate of recovery will be as circulated from time to time.

**General Manager/Rail Coach Factory may in the interest of Administration add/delete/modify any or all conditions to the rules mentioned herein from the current date or with the retrospective effect without any notice to any of the affected officer.**

  
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**Memorandum**

**Addendum No.1 to procedure order no. 01 of 2014 Dated 17.04.2014**

**Sub:** For allotment, Retention and other related issue of official residence/Quarters for various grades of gazetted officers in MCF/RBL

New Para 3.7 & its sub Para 3.7.1, 3.7.2 & 3.7.3 to procedure order no. 01 of 2014 dated 17.04.2014 have been inserted w.e.f.30.08.2023.

**3.7** The allotment will be in the priority of the type of quarters as mentions below:-

**3.7.1 Type-VI Quarters-** The order of priority for allotment of type-VI Quarters will be as under-

1. PHODs
2. CHODs in NF-HAG
3. HAG Officers
4. NF-HAG Officers
5. SAG Officers

Note: - CHODs on regular posting based upon Railway Boards Order  
All Six (06) Type VI quarters are non pooled quarters

**3.7.2 Type-V Quarters-** The order of priority for allotment of type-V Quarters will be as under-

1. PHODs
2. CHODs in NF-HAG
3. CHODs in SAG
4. HAG officers
5. NF-HAG Officers
6. SAG officers
7. NF-SAG Officers
8. SG/JAG Officers

Note: - CHODs on regular posting based upon Railway Boards Order

**3.7.3 Type-IVSS Quarters-** The order of priority for allotment of type-IVSS Quarters as under-

1. SG/JAG Officers
2. Sr. Scale Officers
3. Jr. Scale Officers

Note: - SG/JAG officers will have overriding priority over SS/JS Officers.

This has the approval of competent authority i.e. GM/MCF

  
Dy.CE-I/M/MCF