

MCF/RBL



MODERN COACH FACTORY, RAEBARELI
(PERSONNEL DEPARTMENT)

Office of the,
General Manager (P)

Sub: Policy for allotment, retention and other related issues of residential quarter for non-gazetted staff of RCF/RBL.

Ref.: MCF letter no. 182/CE/RCF/RBL/LLJ/16A dated 30.06.2015.

The MCF, vide reference cited above, has issued policy for allotment, retention and other related issues of residential quarter for non-gazetted staff of MCF/RBL. The said policy letter is reviewed in light of Railway Board's Master Circular No. 49 (updated in August, 2019) and subsequent instructions.

Accordingly, a revised procedural guidelines is hereby issued in **Annexure-A** for allotment, retention and other related issues of Railway quarters to non-gazetted staff of MCF/RBL.

This is issued with the approval of GM/MCF.

No. E/MCF/RBL/NG/Quarter/Policy/2023
Dated: 30.06.2023

DA: As above.


20.06.23
(D. S. Meena)

Asst. Personnel Officer/Staff
आधुनिक रेल डिब्बा कारखाना, रायबरेली
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Annexure-A

PROCEDURAL GUIDELINES FOR ALLOTMENT OF RAILWAY QUARTERS TO NON-GAZETTED STAFF OF MCF/RBL

1.0 General:

- 1.1 The allotment and retention of Railway quarters to non-gazetted staff of MCF/RBL will be governed in terms of instructions contained in IREC, Railway Board's Master Circular No. 49 (updated in August, 2019), and Railway Board's directives issued on the subject from time to time.
- 1.2 While staff will be provided Railway accommodation at MCF subject to availability, staff have no right to claim particular type of quarters/colony.
- 1.3 The staff occupying Railway quarters are bound by these rules and regulations and other conditions as amended from time to time as may be prescribed by the MCF administration.
- 1.4 If a staff wishes to stay in her/his own accommodation even though vacant quarters of eligible type are available, she/he has to obtain requisite approval for drawing HRA in terms of provisions contained in RBE No. 163/99.
- 1.5 The Railway accommodation allotted to Railway servants is meant only for her/his bona fide use and cannot be used for any other purpose other than residence. Any violation in this respect would result in cancellation of allotment of the accommodation besides initiation of disciplinary action under Railway Servants (D&A) Rules.

2.0 Allotment Authority:


- 2.1 The priority-based allotment, change of quarters, mutual exchange of quarters, out of turn allotment to SC/ST employees, and regularization of same quarter where deceased employee was staying subject to eligibility for CG appointees will be done by nominated Dy CPO.
- 2.2 The out of turn allotment of quarters to physically handicapped employees, medical grounds and CG appointees if eligible for lower type of quarters than where deceased employee was staying against 5% general pool quarters will require approval of PCPO.

3.0 Eligibility for quarters:

- 3.1 The eligibility of staff for various types of accommodation shall be determined in terms of Para 2 of RBE No. 135/2019 and the instructions of the Railway Board issued on the subject from time to time.

4.0 Registration Procedure:

- 4.1 The application form for allotment and change of quarters are available at MCF website. The staff are requested to apply for quarters in the prescribed format. The staff are requested to email the duly filled application at


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dycpomcfrbl@gmail.com. The date & time of receipt of email will determine the priority. The staff submitting application in hard copy will rank lower in priority to all those submitting online application on the day. The priority of staff submitting application in hard copy among them will be decided based on their seniority, that is, date of entry into the grade. In case, date of entry into grade is same, date of birth will determine priority, older the staff senior in priority.

- 4.2 When a staff gets promoted and become eligible for higher type of quarters, she/he has to apply fresh for the higher type of quarters duly enclosing a copy of charge assumption.
- 4.3 The staff staying in a quarter can also register for change of quarters either for FF to GF or for old type to new type. They can't request change for both at the same time. The staff needs not to produce any supportive documents/ recommendatory letters for registering their name for change of quarters.
- 4.4 The following priority registers will be maintained for allotment of quarters:
 - 4.4.1 Priority register for Type-II/Type-III/Type-IV DS
 - 4.4.2 Priority register for out of turn (PH quota employees/medical ground/TA staff) for Type-II/Type-III/Type-IV DS
 - 4.4.3 Priority register for SC/ST employees for Type-II/Type-III/Type-IV DS
 - 4.4.4 Priority register for change of quarters-FF to GF in Type-II/Type-III
 - 4.4.5 Priority register for change of quarters-Old to New Type-II/Type-III

5.0 Procedure for Priority-based Allotment:

- 5.1 The SSE/Works in-charge of East/South colony will maintain Type wise registers of all the quarters under their control with full details, i.e., name of occupant, designation, employee number, quarter number, rent, WI,& plinth area, date of Occupation, date of vacation & remarks etc. If a quarter had/has been allotted on out of turn basis to SC/ST staff, the same should be recorded in remarks column. Similarly, if a quarter had/has been allotted on out of turn basis to PH quota employee/on medical ground, the same should be recorded in remarks column.
- 5.2 The SSE/Works in-charge of East/South colony will send a summary of vacant quarters of their respective colony twice in a month-first on the 15th day and next on the last working day of the month- to the office of Dy CE. The summary sheet should invariably include major repairs, if any, required in any quarters before allotment. Any quarters requiring more than a month of repair time shall be brought to the notice of PCE. The summary report should include short fall, if any, in number of quarters reserved for SC/ST employees.


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- 5.3 After receipt of the summary of vacant quarters, the concerned dealing clerk in the Civil department will put up the file through e-office for priority-based allotment of quarters through respective AXEN/XEN in-charge of the colony to the nominated Dy CE for approval. After approval, file will be forwarded to PCE & PCPO for perusal before issuing the allotment orders. The allotment orders shall be issued within 3 days of receipt of vacation summary of vacant quarters from SSE.
- 5.4 While processing the file for quarters' allotment, the requests for change of quarter from FF to GF will be considered first. Thereafter, request for change of quarters from old colony to new colony will be considered. Then, the vacant quarters will be allotted strictly as per priority.
- 5.5 The staff has to occupy quarters within 10 days (for initial allotment) or 7 days (for change of quarters). If the staff doesn't occupy the quarter within the permitted time, a reminder will be issued on the next day to occupy the quarters within 48 hours, failure to which allotment order shall be treated as cancelled. Subsequently, the name of staff will be brought to the last position in the priority list. The concerned SSE will include such unoccupied quarters in their summary of vacant quarters list for the next cycle.
- 5.6 The request for mutual exchange of quarters shall be permitted in rarest of rare cases. The staff retiring in next two years or have registered for transfer (ORT/IRMT) can't request for mutual exchange of quarters. The staff considered for mutual exchange of quarters shall not be allotted of higher type of quarters for next two years. Further, if a staff vacates quarters after mutual exchange, she/he will lose HRA while working at MCF.
- 5.7 Allotment of Railway accommodation is only meant for bonafide use of the allottee officers.
- 6.0 Out-of-turn Allotment to SC/ST employees:**
- 6.1 For SC/ST employees, 10% quarters in Type-II and 5% quarters in Type-III & Type-IV DS will be reserved. The percentage of reserved quarters will be applicable on total number of quarters, and not on the number of quarters falling vacant each time.
- 6.2 The SC/ST employees allotted Railway quarters on normal priority are not to be adjusted against reserved quota.(Ref: No. 97-E (SCT)1/22/5 dated 9.10.97)
- 6.3 The priority list for out-of-turn allotment to reserved category staff will be maintained separately for each type of quarters.(Ref: No. 99-E(SCT)i/21/1 dated 25.06.99)


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7.0 Out of turn allotment to PH quota employees and on medical grounds:


- 7.1 The 5% quarters in general pool will be reserved for ad-hoc allotment on medical grounds and for physically handicapped employees. (Ref: No. E(G)85 QR 1/8 dated 05.06.1986)
- 7.2 Out of turn allotment, wherever conceded, should be made strictly on the basis of date of registration in the out of turn register to be maintained for the purpose. (Ref: E(G) 66 QR 1-21 dated 12.10.1966)
- 7.3 Only the staff appointed under PH quota and medically decategorized staff drawing double the rate of transport allowance can register their name for out of turn allotment. (Ref: No. E(G)66 QR 1-21 dated 12.10.1966)
- 7.4 Only those staff, who are suffering from heart ailment having symptoms of Grade I and Grade VI which includes serious disabilities like Angina Grade I and IV or congested Cardiac Failure Grade II and VI or malignant hypertension with symptoms of Grade I and IV, can register for out of turn allotment on medical grounds. In addition, staff, who themselves/their spouse/their children suffering from Pulmonary T.B. and Cancer can register for out of turn allotment.

8.0 Retention of quarters:

- 8.1 The retention of quarters will be governed in terms of instructions contained in IREC, Railway Board's Master Circular No. 49 (updated in August, 2019), and Railway Board's directives issued on the subject from time to time.
- 8.2 The prior approval of nominated Dy CE and ex-officio Secretary, Housing Committee will be required for retention of quarters, except in death cases.

9.0 Unauthorized occupation/Misuse/Subletting of quarters, etc.:


- 9.1 A committee consisting of SSE (W), Inspector (RPF) and CSWI will periodically inspect the Railway colony to check the cases of unauthorized occupation/misuse/subletting of quarters. The committee will submit report to PCPO/MCF.
- 9.2 The cases reported on unauthorized occupation/misuse/subletting of quarters will be dealt in terms of instructions contained in IREC, Para 11 of Railway Board's Master Circular No. 49 (updated in August, 2019), and Railway Board's directives issued on the subject from time to time.
- 9.3 If an employee/her or his family members and dependents are found indulged into criminal/illegal/communal activities etc., which in view of administration may become a source of potential threat to safety & security of employees and their family members/peace & harmony of Railway colony, the allotted quarter of such Railway employee will be canceled with the approval of General Manager.


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10.0 Miscellaneous:

- 10.1** In case of any contravention in the policy with Railway Board's instructions on the subject, the Railway Board's instructions will prevail.
- 10.2** General Manager/Modern Coach Factory may in the interest of Administration add/delete/modify any or all conditions/rules mentioned herein from the current date or with the retrospective effect without any notice to any of the affected staff as per instruction issued by Railway Board or otherwise time to time. In case of any dispute in the interpretation of any these rules, GM's decision will be final.


30.06.23
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