



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.CE.
- 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 GM/MCF.

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 as under:

SN.	Description	Entitlement of house
1.	Non Gazetted staff with Grade pay Rs.1800 and up to Rs.2400	Type-II
2.	Non Gazetted staff with Grade pay more than Rs.2400 and up to Rs.4200	Type-III
3.	Non Gazetted staff with Grade pay more than Rs.4200	Type-IVDS

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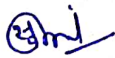


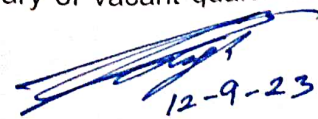
4.0 Registration Procedure:

- 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-A. The staff are requested to email the duly filled application at dyceimcfrbl@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 (vice versa). 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) for Type-II/Type-III/Type-IV DS
 - 4.4.3 Priority register for change of quarters-FF to GF(vice versa) in Type-II/Type-III/Type-IVDS.

5.0 Procedure for Priority-based Allotment:

- 5.1 The SSE/Works in-charge of East/West 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 & 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/West 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.
- 5.3 After receipt of the summary of vacant quarters, the concerned SSE's/ 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. The allotment orders shall be issued within 7 days of receipt of vacation summary of vacant quarters from SSE.




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- 5.4 While processing the file for quarters' allotment, the requests for change of quarter from FF to GF (vice versa) will be considered first. 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 working day to occupy the quarter 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 employees.

6.0 Reservation 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 falling vacant each time.
- 6.2 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)/21/1 dated 25.06.99)

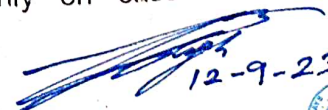
7.0 Out of turn allotment to PH quota employees and on medical grounds:

- 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 Out of Turn Allotment to dependents of deceased / Retired railway employee:

Requests from eligible dependents/specified relations of retired Railway employees, and of deceased Railway employees who are appointed on compassionate grounds, may be considered by the competent authority only on cases where the




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compassionate appointments have been made within the prescribed period of 24 months. In case the compassionate appointee had remained in occupation of the railway accommodation unauthorisedly beyond the permitted period, that in itself would not confer any right in favour of the compassionate appointee in the matter of regularization of the Railway accommodation in his/her name. Further, the Railway Administration should also initiate eviction proceedings soon after the prescribed period for retention of accommodation is over. The special dispensation allowed in favour of the eligible wards of retired/deceased employees and their scope is to be confined only to such of the wards as are regular employees. Thus, the casual labour and the substitutes with or without temporary status are excluded from their scope. The requests are to be considered as under:

- 8.1 When a railway employee who has been allotted railway quarter retired from service or dies while in service, his/her son, daughter (unmarried / married), wife, husband or father may be allotted railway quarter on out of turn basis provided that the said relation was a railway employee eligible for railway accommodation and had been sharing accommodation with the retiring or deceased railway employee for at least six months before the date of retirement or death and had not claim H.R.A. during that period. The same residence might be regularized in the name of eligible relation if he / she eligible for a residence of that type or higher type. In other cases, a residence of the entitled type or a type next below is to be allotted.
- 8.2 Request for out of turn allotment of Railway accommodation from the eligible dependents / specified relations of deceased Railway employees who are appointed on compassionate grounds may be considered of the deceased Railway employee, minimum being Type-II and restricting the allotment up to Type-IVDS failing which type IV special or the entitled category of accommodation to the compassionate appointee, whoever is higher, subjected to full filling the laid down conditions. This will be applicable to all group A, B, C (including erstwhile Gr D) Railway employees.
- 8.3 Provided that in the case where the retiring employee, including those who take voluntary retirement, or any member of his family, owns a house in the place of his/her posting, the specified relative will not be eligible for allotment of railway quarter on out of turn basis.
- 8.4 In case of appointment on compassionate grounds, Railway accommodation may be regularised where such appointee possessing minimum educational qualification undergoes induction training provided other conditions regarding eligibility etc. are fulfilled. It is, however, clarified that such an allotment shall be purely temporary and on ad-hoc basis, provided such induction training is regularised as regular appointment in due course. In case the trainee employee fails to qualify in the final examination and it subsequently discharge from service, his/her allotment of quarter shall be cancelled.
- 8.5 In the event, a quarter belonging to a particular pool is allotted to the eligible dependent of an employee on out of turn basis on retirement/death of an employee who was having a quarter in another pool, thereby causing a shortfall in the quota of quarter in that pool, the deficiency so caused in that pool of quarters should be made good at the earliest available opportunity, in order that the balance is restored at the earliest.




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Note – Notwithstanding any things in these rules, GM/MCF can by pass any or all priority list for allotment of a particular residence/quarter to any staff as deemed fit for the administration of MCF/RBL.

9.0 Retention of quarters:

- 9.1 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.
- 9.2 The prior approval of nominated Dy CE & PCE will be required for retention of quarters, except in death cases.

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

- 10.1 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 PCE/MCF.
- 10.2 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.
- 10.3 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 cancelled with the approval of General Manager.

11.0 Rules for sharing of accommodation:

Sharing may be permitted in the following cases:- on receipt of joint application from the interested employees:

- 11.1 An allottee of railway accommodation may be permitted to share the accommodation irrespective of department to which he / she may belong or the pay he / she may be drawing. The difference in status of the allottee and the sharer shall however, from a constraint, so that supervisory staff in Class – III cadres does not get permission to share accommodation with class – IV staff. However, this condition shall not apply in the case of family members or near relative of railway employees.
- 11.2 No railway staff will be permitted to share railway accommodation with his subordinate staff.
- 11.3 The allottee when granted permission to share accommodation must contain to live in house allotted to him/her and is entitled to change the proportional rent of the area used by the sharer.




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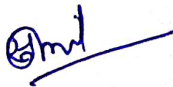
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- 11.4 The allottee will remain responsible for payment of rent and also for vacation of Railway quarters as and when he/she is transferred /retired or dismissed from the service. However, it shall be the responsibility of the sharer to hand over the quarter within one month of the death of allottee.
- 11.5 The allottee must send intimation to The Secretary Housing Committee as soon as the quarter is vacated by the sharer.
- 11.6 The permission given for sharing the accommodation can be withdrawn within a short notice if and when decided by the administration without assigning any reason.
- 11.7 An allottee who share accommodation will not be permitted any change of accommodation either of same type or higher type.
- 11.8 The sharing of quarter will be permitted only once.
- 11.9 No HRA will be paid to original allottee of the quarter as well as the person who is sharing the quarter in the case of sharing of accommodation.
- 11.10 Permission for sharing of accommodation will be granted by Secretary Housing Committee of MCF.

12.0 Recovery of rent in the case of joint occupation of quarters –

- (a) when a railway quarter is allotted to a railway servant (gazetted or non-gazetted), he will not transfer or sublet any portion of the same to any other person, whether a railway servant or an outsider, without first obtaining permission to do so from the Dy CE with the approval of PCE. This permission shall as far as railway servants are concerned only be granted on the following conditions: -
- (i) No Railway servant vacates a quarter for the express purpose of thus sharing another quarter;
- (ii) By this sharing, no other suitable, railway quarter, at the MCF, is rendered vacant;
- (iii) When a quarter is allotted to more than one railway servant, the assessed rent should be recovered proportionately on the basis of floor area occupied by each railway servant. The amount to be recovered from the railway servant should not, however, exceed 10% of his emoluments or his share of the assessed rent, whichever is less. No share will be recoverable from the railway servant entitled to rent free quarters;
- (iv) The Financial Advisor and Chief Account officer should be informed of each case in which joint occupation is permitted under this paragraph.
- (b) When outsiders are permitted to occupy the quarter jointly with railway servants, the railway servants will be considered as the occupiers of the quarter and shall pay the full standard rent of the quarter.
- (c) Allottee of railway quarter may be permitted to take in sharers, irrespective of the pay drawn by them (allottees). In this respect no distinction needs to be made for any categories of staff.

13.0 Miscellaneous:




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- 13.1 In case of any contravention in the policy with Railway Board's instructions on the subject, the Railway Board's instructions will prevail.
- 13.2 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.




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While approving the **Procedural guidelines for allotment of railway quarters to non gazetted staff of MCF/RBL**, General Manager has directed the following on PP/15:

"Allotment authority for all cases including out of turn allotment will be Dy.CE. PCE should issue suitable guidelines for out of turn allotment".

A meeting was held on 22.12.23 for finalization of suitable guidelines as per the directions of GM. Following officials attended the meeting

Rajesh Agarwal PCE Sh M K Shakarwal PCMO Sh L B S Maurya Dy CE II
MCF

The following guidelines for out of turn allotment of quarters for non-gazetted staff are proposed.

Para 8 of Master Circular No. 49(Revised) (RBE No.135/2019) issued vide letter no.E(G)2019 QR 1-1 (Master Circular) dated 20.08.2019 deals with out of turn allotment of quarters.

Guidelines for out of turn allotment of Quarters.

1. Provision made on Medical Grounds are for following two categories
 - (A) Allotment to Persons with Disabilities (handicapped employees)
 - (B) Ad-hoc allotment on medical grounds:
 - (i) Grounds for heart ailments.
 - (ii) On other medical grounds.
- i) The basic eligibility of employees for out of turn allotment of quarters should be strictly limited to the provisions given in Railway Boards letters no.E(G)66 QR 1-21 dated 12.10.1966 & E(G)85 QR 1/8 dated 05.06.1986.
- ii) Every time on allotment of quarters to non gazette staff by Dy.CE, civil engineering department will inform PCMO/MCF, the maximum number of quarters that can be allotted for handicapped employees & allotment on medical ground as mentioned above.
- iii) Civil engineering department will send all the applications to PCMO received for quarter allotment against allotment for handicapped employee & medical grounds.
- iv) PCMO/MCF under his signature can recommend name of employees for whom allotment can be made. The recommended numbers can not be more than the number of quarters to be allotted against this quota which is already suggested by civil engineering department to PCMO as above.

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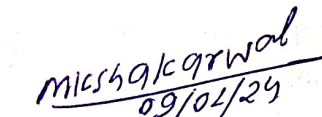
- v) Those who have not been recommended for allotment against this quota will be considered by PCMO in next allotment against this quota along with all new applications received.

NOTE: These guidelines in no way over rule RB directions. In any contradiction, RB guidelines/Letter will prevail.

2. General Manager has full authority to allot quarter as per eligibility to any employee purely on ground of administration needs or any other exigencies.

No. 182/PCE/MCF/RBL/LLJ/16A Dated 09.01.2024


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