

MASTER CIRCULAR

Master Circular No. 49

Allotment of Quarters and Retention thereof on Transfer etc.

At present instructions/orders regarding allotment of quarters and/or retention thereof, in the event of transfer from one station to another are contained in a number of letters issued by this Ministry from time to time. It has been decided to consolidate all of them in one single Master Circular, for the purpose of facility and convenience.

- 2.1** One of the benefits to which the Railway employees are entitled is provision of residential accommodation, on payment of a standard rent, which is at subsidised rates. As per extant policy, separate pools of allotment are maintained for essential and non-essential staff. Actual classification as per local condition has been left to the discretion of Zonal Railway Administrations. While doing so, the Zonal Railways Administration is required to keep in mind the need for special consideration in respect of certain classes of Railway staff, for instance, women and Harijan employees, who for traditional reasons, require special protection in the matter of residential accommodation. They need special dispensation particularly when employed at small stations, where adequate housing facilities do not otherwise exist.

[Ref: No. [E\(G\)57 LG 5-1 dated 21.02.1958](#)]

- 2.2** If, in any case, a quarter belonging to a particular pool is allotted to the eligible dependent of an employee working in a different department, 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.

[Ref : No. [E\(G\)85 QR 1-14 dated 18.08.1986](#) (RBE 141/1986)]

- 2.3** Allotment of quarters to gazetted and non-gazetted staff, where two employees of opposite sexes in occupation of two separate quarters at the same station, allotted under normal rules, marry one another, shall be regulated as under: -

- a. No Railway employee (Gazetted or non-gazetted), shall be allotted a railway quarter if the spouse has already been allotted a quarter at the same station, unless such quarter is surrendered. This will, however, not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any court.
- b. Where two employees in occupation of separate quarters at the same station allotted under railway rules, marry one another, they will, within one month of the marriage surrender one of the residences.
- c. Where two employees (husband, and wife) are in occupation of separate residences at the same station, one allotted under Railway Rules and another from a different pool on account of the allottee

being an employee of another Government Department, any one of them shall surrender his/her residence within one month of the marriage.

- d. If a residence is not surrendered as required under (b) or (c) above, the allotment of the Railway residence shall be deemed to have been cancelled on the expiry of such period.
- e. In the event of either of the two employees (husband & wife) being transferred to another station, he/she (as the case may be), shall be entitled for allotment of Railway quarter under the relevant rules,

[Ref. No. [E\(G\)66 QR 1-44 dated 02.07.1974](#)]

3.1 Out of turn allotment, wherever conceded, should be done strictly on the basis of date of registration in the out of turn register to be maintained for the purposes. Placing of an employee in the out of turn list, however, is left to the discretion of the competent authority, based on merits of each case.

3.2 Requests from the handicapped persons appointed on the Railways under special schemes should also be entertained for registration in the out of turn register on merits of each case, with due regard to the degree of their disability.

[Ref. No. [E\(G\)66 QR 1-21 dated 12.10.1966](#)]

3.3 Heart ailment, having the following symptoms, should be included for ad-hoc allotment on medical grounds. The concession should, however, be restricted to self-ailment only, as indicate below: -

"Heart ailment having symptoms of Grade III and Grade IV which includes serious disabilities like Angina Grade III and IV congested Cardiac Failure Grade III and IV or Malignant Hypertension with symptoms of Grade III and IV."

With regard to eligibility for ad-hoc allotment on other medical grounds, such as Pulmonary T.B, and Cancer, illness of parents and other members of the family should be excluded, only the illness of the Government servant himself and/or members of his/her family i.e. wife/husband and the children, should alone be considered for the concession of ad-hoc allotment on these two grounds.

Existing 5% reservation of vacancies in general pool for, ad-hoc allotment on medical grounds and physical handicap would continue.

[Ref. No. [E\(G\)85 QR 1-8 dated 05.06.1986](#)]

4. 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 in cases where the compassionate appointments have been made within the prescribed period of 12 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 regularisation 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: -

- i. When a railway employee who has been allotted railway accommodation retires from service or dies while in service, his/her son, daughter, wife, husband or father may be allotted railway accommodation 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 claimed H.R.A. during that period. The same residence might be regularised in the name of the eligible relation if he/she was 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.
- ii. Provided that in 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 pasting, the specified relative will not be eligible for allotment of railway quarter on out of turn basis.

Note:

- i. Orders regarding non-drawal of house rent allowance are applicable only in cases where the dependent is employed in the station where the Railway employee has been allotted railway accommodation.
- ii. The concession of ad-hoc allotment would not be available in the case of a dependent who secures employment in the Railway after the date of retirement of parent or during the period of re-employment.
- iii. Type 'A' accommodation may be regularised in the case of eligible dependent on his request, even if, the employee is eligible for Type 'B' or higher type of accommodation.
- iv. The concession of ad-hoc allotment to the eligible dependent would not be available in case any other dependent is already in occupation of Government accommodation.
- v. Ad-hoc allotment of lower type of accommodation has to be restricted to the same area or adjoining area where retired employee is having the accommodation. However, licence fee/damages rent will have to be paid by the retired employee as per relevant rules/extant instructions if there is delay in allotment of alternative accommodation due to restriction of allotment of such colony.
- vi. The date of regularisation should be from the date of cancellation in case the eligible dependent is already in Railway service and is entitled for regularisation and not from the date of issue of the orders, which was the practice being followed till now.

- vii. Where arrears are due from retired Railway employee, a statement indicating arrears due, should be furnished to the dependent and he should be asked to furnish documentary evidence/certificate regarding payment of licence fee/damages from the office where the retired employee was working during the period in case recovery has already been made and if not he should be asked to make payment of the amount. This should be a condition of ad-hoc allotment and should be made clear in the letter sanctioning ad-hoc allotment.
- viii. The said employee, who has been sharing accommodation with the retiring or deceased employee, is not eligible for HRA. It should be ensured that no out of turn allotment of accommodation is made to such employee, in case he/she has been drawing HRA by suppressing the fact that he/she was sharing the accommodation allotted to his/her father son/ husband/ wife."

[Ref: Letters No. [E\(G\)85 QR 1-9 dated 15.1.1990](#) (RBE 7/1990), [E\(G\)90 QR 1-11 dated 15.3.1991](#) (RBE 51/1991) and [1.7.1991](#) (RBE 122/1991), [E\(G\)87 QR 3-6 dated 12.2.1988](#) (RBE 28/1988), [E\(G\)90 QR 1-18 dated 26.3.1991](#) and [E\(G\)85 QR 3-2 dated 29.8.1986](#) (RBE 154/1986)]

5. 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 is subsequently discharged from service, his/her allotment of quarter shall be cancelled.

[Ref: Letter No. [E\(G\)88 QR 1-5 dated 21.06.1990](#) (RBE 108/1990)]

6. For subletting the railway quarters to outsiders, the following action shall be taken:-
 - i. Where a railway employee has sublet the quarter fully to an outsider, he should be taken up, and eviction proceedings should be started against the sublettee to get the quarter vacated expeditiously;
 - ii. Where a railway employee has sublet a portion of the accommodation to an outsiders for a consideration, the same should be got vacated and allotted to another railway employee; and
 - iii. Where a part of the accommodation is shared by the allottee with another railway employee, with due permission of the competent authority, no action need be taken.

Further, the staff found violating the above instructions, after proper warning, should be charged penal/Market rent as the case may be - pending finalisation of the DAR or eviction proceedings. Departmental action is also required to be taken against Railway servants in such cases.

[Ref. No. E(G)79 RN 2-117 dated 9.4.1980
and E(D&A)86 RG 6-34 dated 10.4.1986 (RBE 74/1986)]

7. The Estate Officers/Allotment Authorities on the Railways, etc., should carry out checks/ inspections every six months to ensure that the houses are occupied by the allottee railway servants only and are not sublet to outsiders in contravention of the extant instructions.

[Ref. No. E(G)86 QR 1-6 dated 30.09.1986 (RBE 179/1986)]

8. Retention of Railway quarters by railway employees on occurrence of various events such as transfer, retirement, etc. is regulated as under: -

8.1 Permanent Transfers

- a. A Railway employee on transfer from one station to another 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 employees, 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 ground only to cover the current academic session on payment of special licence fee.
- b. Where the request made for retention of railway quarter 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.
- c. In the event of transfer during the mid-school/college academic session, the permission to be granted by the competent authority for retention of railway accommodation in terms of Item (a) above will be subject to his production of the necessary certificates from the concerned school/college authority.

8.2 Special provision in respect of employees transferred to N.F. Railway.

- a. A Railway employee who has all India transfer liability or, in the exigencies of public service, is posted on transfer to the N.F. Railway, excluding Katihar Division, will be permitted to retain railway accommodation allotted to him/her at the last station of his/her posting, on payment of normal rent/single flat rate of licence fee/rent for the first two months and thereafter at 1¹/₂ times the normal rent/flat rate of licence fee/rent. However, officers posted subsequently to Katihar Division will continue to get this benefit on personal basis.
- b. Staff posted to the Katihar Division of N.F. Railway will be governed by the rules and orders, as applicable to the generality of railway employees in regard to retention of quarters and payment of licence fee/rent therefor. The eligibility to these concessions of staff initially

posted on transfer to N.F. Railway Divisions other than Katihar, will cease if and when they are posted to any station in Katihar Division.

8.3 Special provision in respect of Northern Railway employees posted in New Delhi/ Delhi area on transfer to the Railway Board's Office.

An employee of the Northern Railway posted to Ministry of Railways (Railway Board) at New Delhi/Delhi area may be permitted to retain the Northern Railway quarter at New Delhi/ Delhi area for a period of 4 months on payment of normal rent/ flat rate of licence fee/rent. Further retention for another two months on the grounds of sickness or for 4 months on the grounds of education of children may be allowed subject to conditions set forth in para 8.1 above. This will be subject to :-

- a. That the employee on transfer to Board's office immediately applies for allotment of General Pool accommodation; and
- b. That when an allotment is made by the Directorate of Estates the employee accepts the allotment and moves to the accommodation within the permissible period.

8.4 An employee posted at a station in the electrified suburban area of a Railway may on transfer to another station in the same electrified suburban area, may be permitted to retain the Railway quarters at the former station on payment of normal rent/flat rate of licence fee/rent provided:-

- a. The Railway administration is satisfied and certifies that the concerned employee can conveniently commute from the former station to the new station for performance of duty without loss of efficiency; and
- b. The employee is not required to reside in an earmarked Railway quarter.

8.5 Retention of Railway accommodation by the Railway Audit Staff.

The Railway Audit Staff on transfer away from the railway concerned, may be permitted to retain the railway quarter for a period of two months on payment of normal rent/flat rate of licence fee. In the event of retirement and death, the eligibility for retention of Railway accommodation by retired Railway Audit Staff and families of the deceased Railway Audit Staff will be as under :-

- a. **Retirements** - For a period of four months from the date of retirement on payment of normal rent/flat rate of licence fee/rent and the next four months on educational or sickness account on payment of special licence fee, i.e., double the normal rent or double the flat rate of licence fee/rent.
- b. **Death** - The family of a railway audit staff who dies while in service may be permitted to retain the railway quarter for a period of six months on payment of normal rent/ flat rate of licence fee/ rent from the date immediately after the date of death of an employee.

8.6 Retention of railway quarters by apprentices.

A serving employee who is selected as an apprentice either departmentally or through the R.R.B. may be allowed to retain the Railway quarters at the station from where he/she proceeds on training, during the period of his/her apprenticeship.

Note:

- i. All transfers should be treated as permanent transfers unless the orders of transfer themselves specifically indicate that the transfers are "temporary".
- ii. In the case of house owning employees the normal rent means the rent required to be paid by the house owning employees in terms of the Ministry of Railway's letter No. [E\(G\)77 QR 1-53 dated 11.07.1984](#) and [E\(G\)87 QR 1-21 dated 18.03.1988](#) (RBE 49/1988).
- iii. A member of family means husband or wife, as the case may be, and child/children only. Dependent relatives 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 employee will have to furnish proper certificates 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 quarter on educational ground.

- v. In case an employee 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 permissible periods for retention of quarter on the ground of sickness and/or education will run concurrently, and not in separate spells.

8.7 Temporary Transfer

- a. During the entire period of "temporary" transfer an employee may be permitted to retain the quarters at former place or posting on payment of normal rent/flat rates of licence fee/rent. Temporary transfer should not, however, be ordered for a period of more than 4 months unless there are pressing circumstances.
- b. Temporary transfers of non-gazetted employees initially for a period in excess of 4 months or by extension of the temporary transfer for periods aggregating more than 4 Months should be ordered personally by an authority not lower than the Divisional Railway Manager. In respect of Gazetted employees, such temporary transfers should be ordered with the approval of the General Manager.

- c. In cases where temporary transfer is converted into permanent one, the railway employee may be allowed to retain the railway accommodation at the old duty station for further period as admissible on permanent transfer on payment of rent as prescribed therefore, from the date on which the employee is informed of the permanent transfer. This period will be over and above the period already allowed to the employee on temporary transfer.
- d. The Railway Administrations should review all cases of temporary transfer well before expiry of the period of 4 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 quarters on payment of normal rent flat rate of licence fee/rent is normally restricted to a period of 6 months.

Note: If an employee 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 railway quarter as applicable in the case of temporary or permanent transfer will count from the date of transfer of the employee from the station concerned, for the purpose of retention of quarter 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 six months as in para 7 (a) above, for retention of quarters at the original station on normal rent flat rate of licence fee/rent will not apply.

8.8 Deputation and secondment in India

- a. An employee on deputation to another Ministry/Department of Central or State Government in India may be permitted to retain the Railway quarter on the terms and conditions as applicable in the case of permanent transfer.

Services in any public sector undertaking/company under any Ministry/ Department of Central or State Governments excluding the public sector undertakings under the Ministry of Railways, will be treated as service on deputation for the the purpose of retention of quarters; and

- b. In the case of deputation and secondment to public sector undertakings under the Ministry of Railways e.g. RITES, IRCON, COFOIS, CRIS, IRFC, RCT, IRWO, CONCOR, the instructions issued from time to time will continue to apply.

8.9 Deputation abroad

An employee on deputation abroad may be permitted to retain the railway quarters as follows:

- a. For the entire period of his deputation abroad provided family passage facility is not availed of.
- b. In case an employee avails of the family passage concession he/she may be permitted to retain the quarters for a period of 2 months or upto the date of departure of family in India, whichever is earlier.

Note:

- i. "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.
- ii. 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 quarter in India.

8.10 Training

- a. An employee deputed for training in any railway or non-railway training institute/ place or to attend seminar, conference, etc., may be permitted to retain the railway quarters for the period of training, seminar, etc. on payment of normal rent/flat rate of licence fee/rent.
- b. An employee 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.
- c. When an employee already transferred from a station is deputed for training in India or abroad during the permissible period for retention of Railway quarters 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 licence fee/rent, if the training commences from a date within the first two months of transfer and special licence fee if it commences after the first two months.

8.11 Leave including Extraordinary leave

- a. A Railway employee 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 licence fee/rent provided the authority sanctioning the leave certifies that the employee concerned is likely to be posted back to old station on expiry of his leave.
- b. When an employee 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 licence 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 therefor.
- c. When an employee 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 therefor. The period of retention of quarter permissible in case of leave will not be allowed in addition.

8.12 Leave on Medical ground

- a. An employee on medical leave may be permitted to retain the quarter for the full period of leave on payment of normal rent/ flat rate of licence fee/rent.
- b. When an employee 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 licence fee/rent and thereafter for periods as admissible on transfer on payment of rent as specified in case of transfer.
- c. When an employee 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 licence 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 licence fee etc. if it is taken after the first two months.

8.13 Maternity Leave

An employee granted maternity leave may be permitted to retain the railway quarter for the period of maternity leave plus any leave granted in continuation thereof subject to a maximum of 5 months.

8.14 Leave Preparatory to Retirement

An employee granted leave preparatory to retirement may be permitted to retain the railway quarter for the full period of leave on average pay subject to a maximum of 180 days.

8.15 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.

8.16 Retention 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 on payment of normal rent.

8.17 Leave ex.India

An employee on leave ex-India not exceeding 180 days may be permitted to retain the quarter on payment of normal rent/ flat rate of licence 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.

8.18 Study leave

- a. In case the officer is in occupation of accommodation below his entitlement, for the entire period of study leave on payment of normal rent.**
- b. 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.**
- c. In case the officer does not want to shift to the house below his entitlement, he will be charged special licence fee for the entire period of study leave after the initial 6 months for which only normal rent should be charged.**

8.19 Retirement

A Railway employee on retirement including voluntary retirees may be permitted to retain the railway accommodation for a period of 4 months on payment of normal rent/ flat rate of licence fee/rent and the next 4 months on educational or sickness account on payment of special licence fee, i.e., double the normal rent or double the flat rate of licence fee/rent. This is also applicable to audit staff doing railway audit work.

8.20 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 licence fee.

8.21 Death

The family of a railway employee who dies while in service may be permitted to retain the railway quarter for a period of 6 months on payment of normal rent/flat rate of licence fee/rent from the date immediately after the date of death of an employee. This also applies to audit staff doing railway audit work

8.22 On expiry of the permissible/permitted period indicated in all the above cases, the allotment of quarter in the name of the employee at the old station will be deemed to have been terminated automatically. Retention of quarter by the employee after expiry of the permissible period will be treated as unauthorised. During the period of unauthorised occupation the employee should be required to pay damages rate of rent in respect of the railway quarter. Realisation of damages rate of rent should not be pended on the ground that the employee has appealed or the case of the employee has been referred to the Ministry of Railways for regularisation of the excess period of retention. If the appeal of the employee succeeds he will be allowed refund as due.

8.23 The General Managers of Railway Administration and the Chief Administrative Officers of Projects/Organisation etc., may assign the work relating to granting of permission for retention of quarters to one or more officers in the Headquarters/ Divisions as considered necessary. These officers will be responsible for implementing the orders regarding retention of quarters issued from time to time within the parameters laid down by this Ministry. If several officers are assigned this work in Headquarters/ Divisions, an officer of appropriate level should be entrusted with the work of periodically overseeing and co-ordinating the work done by lower authority/authorities.

[No. [E\(G\)85 QR 1-9 dated 15.01.1990](#) (RBE 8/1990)]

8.24 The re-employed doctors be allowed to retain the railway accommodation during the period of their re-employment. However, the facility of retention of railway accommodation after retirement can be given to retiring doctors only once i.e. either after their normal retirement or after.

[[E\(G\)89 QR 2-15 dated 20.12.1989](#) (RBE 313/1989)]

9. For unauthorised retention of railway accommodation Railway Administration should take following steps to discourage Railway employees: -

- i. 'No Claim' certificate should not be given unless the employee after retirement has vacated the railway quarter and cleared all his arrears of rent, electricity and other charges, etc.
- ii. While the retirement/death gratuity or special contribution to P.F., as the case may be, should be withheld in full for non-vacation of railway quarters not only after superannuation but in all cases of cessation of service, namely, voluntary retirement, death etc. Further the amount withheld should remain with the Administration only in the form of cash without conversion into any type of security lest the very purpose of withholding full D.C.R.G. should get defeated. It may also please be kept in view that the gratuity should be released as soon as the quarter is vacated so that there is neither any hardship to the retired employee or its family nor there is any claim for payment of interest on withheld gratuity for reasons of any administrative lapse.
- iii. One set of post-retirement passes should be disallowed for every month of unauthorised retention of Railway quarters by retired officers/staff. The

concerned retired officer/ staff may be allowed the privilege of post-retirement passes after the period during which the forfeited passes would have been admissible, is over. A show cause notice to this effect may be issued to the retired employee before disallowing the pass.

[Ref. No. [E\(5\)81 QR 1-51 dated 24.04.1982, 04.06.1983, and 17.01.1985](#) (RBE 20/1985) and [E\(G\)90 QR 3-6 dated 31.12.1990](#) (RBE 243/1990)]

10. In addition, separate orders also exist about:-

a.

- i. Entitlement of various types of house accommodation based on the revised pay scales recommended by Fourth Pay Commission.

No. [88/LM\(B\)/21/79 dated 24.7.1989](#) - ~~Annexure 'A'~~.

- ii. Entitlement of running staff for allotment of quarters.

No. [92/LM\(B\)/21/26 dated 15.9.1992](#) - ~~Annexure 'B'~~

No. [81/W2/21/10/Policy Dated 17.6.1986](#) - ~~Annexure 'B(i)'~~.

- iii. Hiring of accommodation for residential use of officers - Policy regarding.

No. [92/LM/B/22/1 dated 08.05.1992](#) - ~~Annexure 'C'~~

- b. Rates of licence fee (standard rent) for residential accommodation all over the country - Implementation of the recommendations of the IV Pay Commission.

- i. No. [F\(X\)I-87/11/6 dated 25.09.1987](#)
- ii. No. [F\(X\)I-87/11/6 dated 26.07.1988](#)
- iii. No. [F\(X\)I-86/11/9 dated 07.07.1989](#)
- iv. No. [F\(X\)I-86/11/9 dated 01.04.1989](#)
- v. No. [F\(X\)I-86/11/9 dated 31.05.1991](#)
- vi. No. [F\(X\)I-89/11/5 dated 15.07.1992](#)

11. While referring to this circular, the original circulars referred to herein should be read for a proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as substituting the originals. In case of any doubt, the original circular should be relied upon as authority.

12. The instructions contained in the original circulars mentioned herein have only prospective effect unless specifically indicated otherwise in the said circulars.

13. If any circular on the subject, which has not been superceded has been missed in preparing this consolidated circular, the said circular which has not been taken into consideration due to oversight, should be treated as valid and operative.

List of Letters

The consolidation has been made from the following circulars: -

1. [E\(G\)57 LG 5-1 dated 21.02.1958](#)
2. [E\(G\)66 QR 1-21 dated 12.10.1966](#)
3. [E\(G\)66 QR 1-44 dated 02.07.1974](#)
4. [E\(G\)79 RN 2-117 dated 9.4.1980](#)
5. [E\(5\)81 QR 1-51 dated 24.04.1982](#)
6. [E\(G\)81 QR 1-51 dated 4.6.1983](#)
7. [E\(G\)81 QR 1-51 dated 17.01.1985](#) (RBE 20/1985)
8. [E\(D&A\)86 RG 6-34 dated 10.4.1986](#) (RBE 74/1986)
9. [E\(G\)85 QR 1-8 dated 05.06.1986](#)
10. [81/W2/21/10/Policy Dated 17.6.1986](#)
11. [E\(G\)85 QR 1-14 dated 18.08.1986](#) (RBE 141/1986)
12. [E\(G\)85 QR 3-2 dated 29.8.1986](#) (RBE 154/1986)
13. [E\(G\)86 QR 1-6 dated 30.09.1986](#) (RBE 179/1986)
14. [F\(X\)I-87/11/6 dated 25.09.1987](#)
15. [E\(G\)87 QR 3-6 dated 12.2.1988](#) (RBE 28/1988)
16. [F\(X\)I-87/11/6 dated 26.07.1988](#)
17. [F\(X\)I-86/11/9 dated 01.04.1989](#)
18. [F\(X\)I-86/11/9 dated 07.07.1989](#)
19. [88/LM\(B\)/21/79 dated 24.7.1989](#)
20. [E\(G\)89 QR 2-15 dated 20.12.1989](#) (RBE 313/1989)
21. [E\(G\)85 QR 1-9 dated 15.1.1990](#) (RBE 7/1990)
22. [E\(G\)85 QR 1-9 dated 15.1.1990](#) (RBE 8/1990)
23. [E\(G\)88 QR 1-5 dated 21.06.1990](#) (RBE 108/1990)
24. [E\(G\)90 QR 3-6 dated 31.12.1990](#) (RBE 243/1990)
25. [E\(G\)90 QR 1-11 dated 15.3.1991](#) (RBE 51/1991)
26. [E\(G\)90 QR 1-18 dated 26.3.1991](#)
27. [F\(X\)I-86/11/9 dated 31.05.1991](#)
28. [E\(G\)90 QR 1-11 dated 1.7.1991](#) (RBE 122/1991)
29. [92/LM/B/22/1 dated 08.05.1992](#).

Supplementary Circulars and Subsequent Letters

Allotment of Railway Quarters to TA Personnel vide Railway Board's letter No. E(G)96 RR 1-42 dated 3.11.1997 (RBE 146/1997).

Power to Relax incorporated in the existing instructions vide Railway Board's letter No. E(G)99 QR 1-16 Pt. III dated 18.07.2000 (RBE 136/2000)

Instructions governing retention of Railway accommodation by Railway employees in the event of their transfer, deputation, retirement etc. has been decided to be revised/modified vide Railway Board's letter No. E(G)2000 QR1-23 dated 01/06/2001 (RBE 100/2001).