

East Central Railway

Office of the
General Manager
Hajipur

No.ECR/ADM/Rail Qtrs/Allotment Policy/002

Dated 29.09.2025

**All P/CHODs,
CAO/C/N, S & RSP**

Sub: Modification of Para-3.2, 4.3, 4.4, 5.1, 6.2, 6.3, 6.6, 10.1, 10.2 & 10.3 of policy for allotment of Type-V quarter at PRP, Digha

Ref.: This office letter No. ECR/ADM/Rail Qtrs./Allotment Policy/0003

The policy for the allotment of officers' quarters was issued through this office letter dated 29.05.2019. Subsequently, paragraphs 6.2 and 6.3 were revised via letter dated 18.11.2019. Further amendments were made to paragraphs 3.2, 6.2, and 6.3 through the letter dated 21.04.2021. Additionally, paragraph 17.8 was revised, and a new provision, 17.9, was introduced.

To rationalize the allotment process for Type-VI and Type-V quarters, the following modifications to the aforementioned policy are issued with immediate effect:

1.0 Para 3.2 of the revised policy circulated vide this office letter dated 21.04.2021 is modified as follows:

Para	Existing Provisions	Modified Provisions
3.2	Separate waiting list for different grades of officers as indicated below will be maintained for allotment of quarters in Hajipur/Patna/Sonpur according to their date of joining on a post & registration:- (a) PHODs/CHODs, including Principal Director of Audit (b) HAG (c) NF-HAG (d) Other SAG officers. (e) NF-SAG/SG/JAG officers. (f) Senior Scale officers. (g) Junior Scale Officers.	<i>A separate waiting list for different grades of officers, as indicated below, will be maintained for allotment of quarters in Hajipur/Patna/Sonpur, based on their date of joining the post and registration:</i> (a) PHODs/CHODs, including PDA and PCSC (Irrespective of grade) (b) Ex. DRMs (Overriding priority over Sr. No. (C) & (D) to facilitate them vacation of DRM bungalow) <i>{Ref:- RB letter no. E(G) 2010 QR1- 1(DRMs), dated 16/08/2018}</i> (c) HAG (d) NF-HAG (e) SAG/NF-SAG/DIG (RPF) & equivalent (f) SG/JAG officers. (g) Senior Scale officers. (h) Junior Scale Officers.

2.0 Para 4.3 and 4.4 of the revised policy circulated vide this office letter dated 21.04.2021 is modified as follows:

4
29/09/25

Para	Existing Paras	Modified Paras
4.3	Application for registration of names for allotment of quarters shall be submitted to Dy. General Manager (G) in the prescribed Performa in DGM (G)'s office . The application will be registered strictly as per the date of receipt of application only. Priority for different grades will be maintained as per date of receipt of application only. When more than one officer reports on the same day, the registration will be made in order of seniority of the officers. <i>Format of application is at Annexure-'A'</i>	<p>Applications for quarter allotment shall be submitted to the Dy. General Manager (G) in the prescribed format at the DGM(G)'s office. Applications will be registered strictly based on the date of receipt. Priority for different grades will be determined by the date of e-receipt in this office. In cases where multiple officers apply on the same day, registration will be done in order of seniority. <i>Format of application is at Annexure-'A'</i></p> <p>Applications will be considered for Patna/Danapur/Sonpur (The quarters offered at Sonpur on pool balancing basis and accepted by SDGM), treated as a single pool, with no consideration for specific location preferences. Allotments will be made according to priority. If an officer refuses the offer, the quarter will be offered to the next eligible officer.</p> <p>Note:</p> <p>(a) However, if an officer has opted for quarter allotment in the Patna/Danapur area only, and is offered a quarter in the Sonpur area according to priority, the priority of the officers concerned shall remain intact, if refusal is received in such cases. Similarly, if an officer has opted for quarter allotment in the Sonpur area and is offered a quarter in the Patna/Danapur area according to his/her turn, and he/she refuses the offer, his/her priority shall also remain intact.</p> <p>(b) In all other cases, if an officer refuses the quarter offered for allotment, the said officer's priority shall be moved to the bottom of the list.</p>
4.4	Separate waiting list will be maintained for different Type of quarters and Locality as per eligibility of officers according to the date of receipt of application to the office of DGM(G) and will be uploaded on ECR portal.	A separate waiting list will be maintained for each type of quarter as a single pool, based on officer eligibility and the date of receipt of application in the office of DGM(G) through E-office. The list will be uploaded on the ECR portal.

3.0 Para 5.1 of the revised policy circulated vide this office letter dated 21.04.2021 is modified as follows:

5.1	Entitlement for various types of accommodation would be as per Railway Board's letter	Entitlement for various types of accommodation would be as per Railway Board's letter No.2008/LMB/10/6, dated 27.01.2011 and
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29/09/20-

No.2008/LMB/10/6, dated 27.01.2011 and 2013/LMB/10/16 dated 11.12.2013	2013/LMB/10/16 dated 11.12.2013 and 2024/LMB-II/2/20 dated 26.12.2024
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4.0 Para 6.2 of the revised policy circulated vide this office letter dated 21.04.2021, are modified as follows:

Para	Existing Provisions	Modified Provisions
6.2	<p>Type-VI Bungalow/Quarter One bungalow shall be earmarked for GM as non-pooled. The order of priority for allotment is as under:-</p> <ol style="list-style-type: none"> PHODs & CHODs*, (including Principal Director of Audit. Ex. DRMs posted at Headquarter. HAG NF-HAG Other SAG officers <p>* Coordinating HODs on regular posting based on Railway Board orders.</p> <p>Note:</p> <ol style="list-style-type: none"> As the number of Type-VI bungalows is limited, officers who have retained quarter at previous place of posting will be allotted transit accommodation only. <p>Retention has been granted to all officers on permanent transfer and retirement.</p>	<p>The "Ramayan" Type-VII Bungalow has already been earmarked for the GM as non-pooled.</p> <p>Type-VI duplex type Bungalow no. 1-B at PRP has already been notified as AGM/ECR's camp office cum transit residential accommodation of AGM/ECR.</p> <p>The order of priority for allotment of Type-VI at PRP, Digha, Patna is as follows:</p> <ol style="list-style-type: none"> PHODs/CHODs, including PDA and PCSC (Irrespective of grade) for Type-VI Duplex type Bungalows /Quarters) Ex. DRMs (Overriding priority over Sr. No. 3 & 4 to facilitate them vacation of DRM bungalow) {Ref:- <u>RB letter no. E(G) 2010 QR1- 1(DRMs), dated 16/08/2018</u>} HAG SAG/NFSAG/DIG (RPF) & equivalent. <p>* Coordinating HODs on regular posting based on Railway Board orders.</p> <p>Note:</p> <p>(a) All the Type-VI duplex type bungalows, except 1-B at PRP, Digha, Patna will henceforth be treated as non-pooled and will be allotted exclusively to P/CHODs, including Principal Director of Audit and PCSC (irrespective of grade). Upon permanent transfer or retirement, officers occupying these quarters will be considered for out-of-turn allotment of alternative accommodation in Type-VI (excluding the above-mentioned Type-VI duplex quarters) or Type-V quarters at Patna, if they apply for retention of the quarter, subject to availability. This out of turn allotment of alternative accommodation will not require any specific approval. The officer allotted alternate accommodation shall have to vacate bungalow within 01 month from the date of allotment of new alternate accommodation. In case, there is no availability of alternate Type-VI/V accommodation, the officers will continue to retain the quarters till such time alternate accommodation in Type VI/V Quarter) is provided.*</p>

4
29/09/25

Para	Existing Provisions	Modified Provisions
		<p><i>*All out efforts shall be made to provide Type-VI quarter as an alternate accommodation. However, in case of unavailability of Type-VI Quarter, the officer shall have to move to the Type-V quarter only.</i></p> <p>(b) <i>Other Type-VI quarters at PRP/Patna as well at DNR will be treated as pooled for considering allotment to the eligible officers.</i></p> <p>(c) <i>The allotment of quarters to doctors shall not be done at PRP henceforth in general, except for the doctors posted at ECR HQ.</i></p>

5.0 Para 6.3 of the revised policy circulated vide this office letter dated 21.04.2021, are modified as follows:

Para	Existing Provisions	Modified Provisions
6.3	<p>Type-V Quarters</p> <p>(a) Priority of allotment will be</p> <ol style="list-style-type: none"> 1. All PHODs/CHODs including Principal Director of Audit- will be allotted out of turn. 2. Ex. DRMs Posted at Headquarters 3. HAG 4. NF-HAG 5. SAGs 6. SG/JAG (Confirmed with more than 3 years' service in grade) <p>(b) When these quarters/Bungalows are available for allotment & none of the above officers are in waiting list or willing to occupy them, the same will be allotted to Adhoc JAG officers.</p> <p>(c) Whenever type-VI quarter is vacant & the officer concerned is in occupation of quarter of below his entitlement, he may be requested to occupy type-VI. On his refusal, to occupy the same, SAG next in priority will be allotted type-VI quarter.</p>	<p>The priority of allotment of Type-V quarter will be as follows:</p> <ol style="list-style-type: none"> 1. PHODs/CHODs, including Principal Director of Audit and PCSC (Irrespective of grade) for Type-VI Duplex type Bungalows /Quarters) 2. Ex. DRMs (Overriding priority over Sr. No. 3 & 4 to facilitate them vacation of DRM bungalow) {Ref:- RB letter no. E(G) 2010 QR1- 1(DRMs), dated 16/08/2018} 3. HAG 4. SAG/NFSAG/DIG(RPF) & equivalent 5. SG/JAG (Confirmed with more than 3 years service in grade) <p>Note:</p> <p>(a) When these quarters/bungalows are available for allotment and none of the above officers are on the waiting list or willing to occupy them, they will be allotted to Ad-hoc JAG officers.</p> <p>(b) When a Type-VI quarter is vacant and the officer concerned is occupying a quarter below their entitlement, they may be requested to occupy the Type-VI quarter. If they refuse, the next SAG/NF-SAG officer in priority will be allotted the Type-VI quarter.</p> <p>(c) <i>Usually Type-VI quarters are not available for allotment to NF-HAG/SAG officers due to less availability of type-VI quarters vis-à-vis the number of entitled officers,</i></p>

4
29/09/25

Para	Existing Provisions	Modified Provisions
		<p>henceforth all type-V quarter of Block-C are being earmarked for allotment to NF-HAG /SAG/NF-SAG officers only when vacated by the present residents on transfer etc. These will be allotted to SG/JAG & JAG (Ad-hoc) only when there is no officer in NF-HAG /SAG/NF-SAG left for allotment, either due to list getting exhausted or unwillingness.</p> <p>(d) All type-V quarters in Block-A are being earmarked for allotment to SG/JAG officers only, when vacated by the present residents on transfer etc. Similar to the provisions of Block-C, quarters in Block-A will be allotted to NF-HAG/SAG/NF-SAG officers only when there is no officer in SG/JAG & JAG (Adhoc) left for allotment, either due to list getting exhausted or unwillingness.</p> <p>(e) Quarters in Block-B will continue to be allotted to all officers of NF-HAG, SAG, SG/JAG & JAG (Ad-hoc) as per usual combined priority.</p> <p>(f) Provisions contained in (d) & (e) as above shall remain in force till such time adequate numbers of quarters are constructed and available for allotment, or till further modification in this policy.</p> <p>(g) <u>The allotment of quarters to doctors shall not be done at PRP henceforth in general, except for the doctors posted at ECR HQ.</u></p>

6.0 Para 6.6 of the original policy issued vide letter dated May 29, 2019, are modified as follows:

Para	Existing Provisions	Modified Provisions
6.6	Allotment of Railway quarters at Karbigahiya, Patna: Preference will be given to the doctors posted in Central Cum Super Speciality, Hospital and allotment will be in the ratio 2:1 (i.e. 02 doctors: 01 other than doctors)	<p>(a) These quarters will be given to doctors posted at the Central Cum Super Speciality Hospital.</p> <p>(b) If no doctors are on the waiting list and a quarter remains vacant for over 6 months, it will be considered for allotment to other officers (other than doctor) according to their priority, with one quarter reserved for doctors.</p>

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29/09/20

7.0 The provisions under Para 10 of the policy circulated vide this office letter dated May 29, 2019, is amended as follows:

Para	Existing Paras	Modified Paras
10.1	After occupation of allotted quarters, if any officer desires for change of same type of accommodation (including transit accommodation) from one colony to another colony, he/she will have to apply and get his/her name registered which will be done from the date of submission of the application.	<i>After occupying allotted quarters, if an officer desires to change to the same type of accommodation (including transit accommodation), they must apply and get their name registered.</i>
10.2	If an officer requests for change of quarters with the same type of accommodation in the same locality/same block/colony, officers waiting for change of accommodation will be considered first, before considering the officers for initial allotment.	<i>Deleted.</i>
10.3	A separate priority for change of accommodation will be maintained for this purpose as per date of request for change. Such request for change of quarter from an officer will be considered. For further change of quarters, his/her request will be considered as per normal priority.	<i>The combined priority list for change of accommodation and initial allotment will be maintained based on the date of receipt of the requests in this office through e-receipts for change or initial allotment, as the case may be.</i>

8.0 The revised format for applying for allotment of officers' quarters is attached herewith.

The provisions of the above policy shall come into force with immediate effect. Additionally, the provisions regarding the existing retention of quarters shall also be governed by the concerning Paras of the revised policy. All the quarter retentions previously granted shall be dealt accordingly.

This has the approval of competent authority.


29/09/25
(Abhishek Kumar)
Dy General Manager (G)

Copy for information and necessary action to:

1. Secretary to GM – for kind information to GM/ECR.
2. PS to AGM – for kind information to AGM/ECR.
3. All DRMs/ECR
4. GSs- ECROA and ECRPOA
5. SSE/IT : for uploading on ECR website please.

पूर्व मध्य रेल

मुख्यालय पुल रेल आवास पटना/दानापुर/सोनपुर में आवंटन हेतु

आवेदन प्रपत्र

(कालोनी वार आवासों की कुल संख्या : पीआरपी/दीघा-पटना : टाईप VI-15, टाईप V-62, आरएनसीसी/ पटना : टाईप V-14, टाईप IV स्पेशल- 7, करबिगहिया/पटना:टाईप IV स्पेशल-28, सोनपुर : टाईप V-12, टाईप IV-4)

01.	अधिकारी का नाम	(हिंदी में)	
		(अंग्रेजी में)	
02.	पिता का नाम		
03.	पदनाम		
04.	पीएचओडी/सीएचओडी/एचओडी/एसएजी/एनएफ-एसएजी एसजी/जेएजी/जेएजी(एडहोक)/एसएस/जेएस		
05.	यदि मंडल रेल प्रबंधक रहे हों तो (हां/नहीं)		
06.	ग्रेड एवं वेतनमान- (क) मूल पद का (ख) स्थानापन्न का (ग) वर्तमान वेतन दर		
07.	जन्म तिथि		
08.	रेलवे में नियुक्ति तिथि		
09.	पूमरे/मुख्यालय/हाजीपुर में योगदान की तिथि		
10.	विभाग, जिसमें कार्यरत हैं		
11.	पूर्व पदस्थापना का विभागाध्यक्ष कार्यालय		
12.	अधिकारी का मुख्यालय		
13.	Employee No.		
14.	पूर्व पदस्थापना पर आवंटित रेल आवास सं., यदि हो		
15.	पूर्व पदस्थापना पर आवंटित रेल आवास खाली किया गया या नहीं (यदि खाली किया गया हो तो खाली करने की तिथि)		
16.	हकदार/पात्र आवास की श्रेणी		
17.	आवास आवंटन के लिए आवास के श्रेणी (Type) की प्राथमिकता (टाईप-VI, टाईप-V टाईप-IV स्पेशल, टाईप-IV)		प्रथम प्राथमिकता द्वितीय प्राथमिकता तृतीय प्राथमिकता
18.	कार्यालय का टेलीफोन/सीयूजी नम्बर		

नोट-आवेदन जिस तिथि को DGMG के E-office के Receipt में प्राप्त होती है उसी दिन से seniority निर्धारित की जाएगी।
दिनांक :

आवेदक का हस्ताक्षर

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29/09/20