

East Central Railway

Office of the
General Manager
Hajipur

No. ECR-HQ0GMO (POLC)/2/2020/2306

Dated as signed.

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

Sub: Modification in Para 6.2, 6.3, 10.1 & 10.3 of policy for allotment of quarters to Gazetted Officers.

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 vide 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. Due to some typographical errors, the provisions under note (c) of the modified policy circulated vide this office letter dated 29.09.2025, was also issued vide letter dated 26.12.2025.

Due to having suggestions from various stakeholders, certain provisions of the above referred policy issued vide letter dated 29.09.2025 is modified as follows:

4.0 Para 6.2 of the revised policy circulated vide this office letter dated 29.09.2025, are modified as follows:

Para	Existing Provisions	Modified Provisions
6.2	The “Ramayan” Type-VII Bungalow has already been earmarked for the GM as non-pooled. 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. The order of priority for allotment of Type-VI at PRP, Digha, Patna is as follows: 1. PHODs/CHODs, including PDA 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:- <u>RB letter no. E(G) 2010 QR1-1(DRMs), dated 16/08/2018</u>} 3. HAG 4. SAG/NFSAG/DIG (RPF) & equivalent.	The “Ramayan” Type-VII Bungalow has already been earmarked for the GM as non-pooled. 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. The order of priority for allotment of Type-VI at PRP, Digha, Patna is as follows: 1. PHODs/CHODs, including PDA 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:- <u>RB letter no. E(G) 2010 QR1-1(DRMs), dated 16/08/2018</u>} 3. HAG 4. SAG/NFSAG/DIG (RPF) & equivalent.

Para	Existing Provisions	Modified Provisions
	* Coordinating HODs on regular posting based on Railway Board orders. Note: (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. * *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. (b) Other Type-VI quarters at PRP/Patna as well at DNR will be treated as pooled for considering allotment to the eligible officers. (c) <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>	* Coordinating HODs on regular posting based on Railway Board orders. Note: (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 02 months 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. * *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. (b) Other Type-VI quarters at PRP/Patna as well at DNR will be treated as pooled for considering allotment to the eligible officers. (c) <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>

Para	Existing Provisions	Modified Provisions
		(d) If more than two Type-VI Quarters (Duplex Bungalows) have been vacant for over six months, they will be allotted to other eligible HAG officers by treating them as pooled accommodation. However, one quarter will be kept in reserve for future allotment to the P/CHODs. Once a quarter is vacated by the current allottee, it will automatically be transferred to non-pooled accommodation. Retention of these quarters to the occupant, will also be dealt as per the extant provisions.

5.0 Para 6.3 of the revised policy circulated vide this office letter dated 29.09.2025, are modified as follows:

Para	Existing Provisions	Modified Provisions
6.3	The priority of allotment of Type-V quarter will be as follows: - PHODs/CHODs, including Principal Director of Audit 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) <u>{Ref:- RB letter no. E(G) 2010 QR1- 1(DRMs), dated 16/08/2018}</u> - HAG SAG/NFSAG/DIG(RPF) & equivalent - SG/JAG (Confirmed with more than 3 years service in grade) Note: (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. (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.	The priority of allotment of Type-V quarter will be as follows: - PHODs/CHODs, including Principal Director of Audit 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) <u>{Ref:- RB letter no. E(G) 2010 QR1- 1(DRMs), dated 16/08/2018}</u> - HAG SAG/NFSAG/DIG(RPF) & equivalent - SG/JAG (Confirmed with more than 3 years service in grade) Note: (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. (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.

Para	Existing Provisions	Modified Provisions
	(c) 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, 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. (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. (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. (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. (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>	(c) 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, henceforth all type-VI quarters 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. (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. Type-V and Type-IV (Spl) Quarters at RNCC will normally be allotted to JAG/SG/Sr Scale eligible officers only as per their entitlement. However, upon specific request by higher officials, these quarters will be allotted to higher officials on priority. (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. (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. (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>

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

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Para	Existing Paras	Modified Paras
10.1	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>If an officer wishes to move to a higher type of quarters for which they are entitled or desires a change in locality within the same type of quarters, they must apply and have their name registered for the change. A</i>
10.3	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>separate priority list, based on the date of request, will be maintained for this purpose. Such requests for a change of quarters from an officer will be considered, in case there are no pending requests for fresh allotment.</i>

- a. The revised format for applying for allotment of officers' quarters have already been circulated vide this office letter dated 29.09.2025. However, the revised format for applying for allotment of Type-VI Quarter (Duplex Bungalow) are attached herewith.

This has the approval of competent authority.


 18/03/26
 (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, हाजीपुर पूल अंतर्गत पाटलिपुत्र रेल परिसर, दीघा, पटना स्थित-VI (डुप्लेक्स बंगला)
के आवंटन हेतु पात्र अधिकारियों द्वारा आवेदन किए जाने हेतु प्रारूप

01	अधिकारी का नाम	(हिंदी में)	
		(अंग्रेजी में)	
02	पिता का नाम		
03	पदनाम		
04	पीएचओडी/सीएचओडी/एचओडी		
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.	पूम्पे/मुख्यालय/हाजीपुर में योगदान की तिथि		
10.	अधिकारी का मुख्यालय		
11.	पूर्व पदस्थापना का विभागाध्यक्ष कार्यालय		
12.	Employee No.		
13.	पूर्व पदस्थापना पर आवंटित रेल आवास सं., यदि हो		
14.	पूर्व पदस्थापना पर आवंटित रेल आवास खाली किया गया या नहीं (यदि खाली किया गया हो तो खाली करने की तिथि)		
15.	हकदार/पात्र आवास की श्रेणी		
16.	आवास आवंटन के लिए टाईप-टप् आवास की प्राथमिकता (यदि कोई हो तो)	प्रथम प्राथमिकता द्वितीय प्राथमिकता तृतीय प्राथमिकता	
17.	कार्यालय का टेलीफोन/सीयूजी नम्बर		

मैं एतद द्वारा घोषणा करता/करती हूँ कि स्थानान्तरण/सेवानिवृत्ति की स्थिति में अधोहस्ताक्षरी के पक्ष में आवंटित टाईप-VI (डुप्लेक्स बंगलो) के बदले पूर्व मध्य रेल पर प्रभावी स्थानीय नीति के अनुरूप उपलब्ध कराए गए वैकल्पिक रेल आवास को स्वीकार करूंगा/करूंगी। तदनुसार, मैं यह भी घोषणा करता/करती हूँ कि अधोहस्ताक्षरी के पक्ष में आवंटित रेल आवास तत्समय लागू नीति के अनुसार निर्धारित समयाविध में खाली कर दूंगा/दूंगी।

नोट: उपमप्र (सामा0) कार्यालय में आवेदन प्राप्ति तिथि (ई-रिसिप्ट) के आधार पर प्राथमिकता का निर्धारण किया जाएगा।

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18/03/28

आवेदक का हस्ताक्षर
दिनांक :