

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAY
RAILWAY BOARD**

No. 2005/LMB/3/34.

New Delhi, Dated:18.05.06.

General Managers,
All Indian Railways, &
Production Units.

Sub: Policy guidelines on occupation of Railway Rest Houses/Rest Rooms (Master Circular).

Policy guidelines on occupation of Railway Rest Houses/Rest rooms have been issued from time to time. With a view to bring all such policy instructions under one umbrella, it has been decided to issue a master circular combining all the instructions issued so far on the subject, as under:-

Subject	Text	Authority (Board's letters no. and date)
(A) Occupation of railway rest house by non-railway Govt. officers on tour.	<p>Rules for the occupation of railway rest house/rooms by non-railway government officers on tour are as under:</p> <p>1. (a) The railway rest houses and rooms are primarily intended for the use of railway officers. These may, however, be occupied by non railway government officers on tour on payment of charges, as fixed by GMs in consultation with Associate Finance. These should generally be comparable with the rates recovered by other Govt. Departments in the area for their Rest Houses/Guest Houses made available to other than their own personnel , provided the accommodation is not required by railway officers. Charges should be recovered in cash in advance before/at the time of occupation of the accommodation. The non-railway officers may have to vacate the Rest House when required by the Railway in an emergency.</p> <p>(b) Notwithstanding the provisions made in (a) above, non- railway officers detailed vide note below will be treated as railway officers on duty in the matter of recovery of charges.</p> <p>List showing the non-railway government officers who may be allowed the privilege of occupation of railway rest house/rooms on the same terms as are applicable to railway officers on duty:</p>	<p>55/W2/204/0 dated 30.3.1957.</p> <p>1974/W2/7/4 dated 21.11.81.</p>

	<p>(a) Officers of the Posts & Telegraphs Department having free duty passes in the area covered by the Railway pass.</p> <p>(b) Officers of the Special Police Establishment and Government Railway Police working on Railways.</p> <p>(c) All Officers serving under the Conciliation Officers, Railways and Supervisor Railway Labour.</p> <p>(d) The officers of the Audit Department (Railway Wing) and Special Railway Magistrate.</p> <p>(e) The Officers of the Industrial Security Inspection Team of the Intelligence Bureau (Ministry of Home Affairs)</p> <p>(f) The Commissioners of Departmental Inquiries, Central Vigilance Commission, New Delhi, when they are deputed to conduct enquiries in respect of Railway Officers.</p> <p>2. Non-railway officers proposing to utilize any of the railway rest house or rooms shall communicate their intention of doing so at least 7 days in advance by letter or telegram to the Divisional Engineer concerned or such other officer as may be appointed for the purpose by the Railway concerned, clearly stating the period of proposed occupation and nature of accommodation required.</p> <p>3. Rest houses and Rest rooms may be booked for a period of 4 days only at a time after which occupants may be required to vacate if the accommodation is required by others.</p> <p>4. No booking can be made more than 1 month in advance.</p> <p>NOTE: 1 For the purpose of these rules, 24 hrs from the time of arrival will be reckoned as a day and charges recovered accordingly.</p> <p>2. These rules do not apply to other Rest Houses/Rooms at hill stations and special sea-side resorts.</p> <p>3. The Rest Rooms at the Victoria Terminus stations are excluded from the scope of allotment to non-railway Govt. Officer.</p> <p>4. Officers who book the Rest Houses and Rest rooms and who for any reason fail to occupy them shall be charged half rates for the period the booking has been made, unless the room is taken up by some other officer.</p> <p>5. Officers shall be responsible for the safety of the equipment, furniture etc. provided in the rest houses</p>	<p>55/W2/204/O dated 20.09.1962</p> <p>74/W2/7/11 dated 23.08.1974.</p>
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	<p>and rest rooms for their use. In the case of any article of equipment or furniture being damaged, broken or lost while in their custody, the cost or repair charges thereof as the case may be shall be recovered in cash from the officers concerned. No replacements shall be accepted on any account.</p> <p>6. All occupants shall enter in the register provided for the purpose in the Rest House/Room their names, the number of beds occupied and the number of persons staying with them and the dates and times of their arrival at and departure from the Rest House/Room.</p> <p>7. All occupants shall see that the Rest House and Rest Room is left in a clean and tidy condition when they vacate it.</p> <p>8. Arrangements for meals shall have to be made by the occupants themselves.</p> <p>9. Rest Houses/Room servants /Chaukidars/ attendants may not be utilized for private work.</p>	
(B) Reservation of accommodation in the subordinate Rest Houses for Board's staff on duty.	Board's staff should be treated at par with the staff of Railway Administration in regard to allotment of accommodation in Rest Houses.	62/W-2/RH/7 dated 15th April 1963.
(C) Occupation of officers rest houses on the railway by outsiders.	The Railway rest houses should not be let out to non officials including M.Ps & State Ministers when their visits are not connected with Railway working.	65/W2/RH/8 dated 14.2.1966.
(D) Occupation by close relatives of Railway officers on duty.	Railway officers occupying a room in rest house on duty may be permitted to accommodate his close relative (s) alongwith him in the same room on payment of necessary charges and provided no additional room/accommodation for this purpose. These additional charges may be kept sufficiently high, even higher than those for family members as charged on certain Railways. Charges can be fixed in consultation with FA&CAO.	65/W2/RH/8 dated 9.9.71.

<p>(E) Occupation by retired officers/Ex. DMR, MSR and MR.</p>	<p>Retired Railway officers may be permitted to occupy Railway rest houses/rest rooms for a maximum period of 7 days at a time, and not more than 1 suit/room in a particular rest house/rest rooms, when these are not required by serving railway officers, with the condition that such allotments were liable to be cancelled if accommodation allotted to them was required during the period by a serving railway officer. The scale of daily charges to be recovered for occupation would be Rs. 5/- for Asstt. Officers, Rs. 7.50 for SS and JAG officers, Rs. 10/- for SAG officers, Rs. 15/- for PHODs, AGMs, Advisors, GMs, DGRHS, Members/CRB, Ex. Minister of Railways, Ex. MOSR & Ex. Dy. Minister of Railways Charges for electricity, air-conditioning and eating arrangements provided if any, shall be recovered in addition and in case where a single bed is provided in a dormitory rest house, the charge recoverable may be 50% of the charges for rest house suites.</p>	<p>82/W2/7/13 dated 16/21.6.83, 90/LMB/7/13 dt. 28.02.91 & 2003/LMB/7 /14 dt. 16.04.04</p>
<p>(F) Occupation by earning/married children or close relatives of retired Railway Officers.</p>	<p>Earning/Married children or close relatives of the retired officers, when accompanying him may also be permitted to stay in the rest house. The officer will however, have to accommodate them in the accommodation allotted to him.</p>	<p>85/W2/7/5 dated 3.10.85.</p>
<p>(G) Occupation by Railway officers/their families when on duty/leave.</p>	<p>a) Earning or Married children or close relatives of the railway officers when accompanying him (either on duty or leave) may be permitted to stay in the rest house on payment of charges to be fixed by the Railways in consultation with FA&CAO. The officer will, however, have to accommodate them in the accommodation allotted to him. Additional accommodation may only be provided at the discretion of controlling officer when not required by other officers. While fixing charges in such cases instructions issued vide Board's letter no. 65/W2/RH/8 dated 09.09.71 may be kept in view.</p> <p>b) Spouse and dependents (as permitted in Railway pass rules) and close relatives when escorting/ accompanying them may be permitted to occupy the rest house if it is available for short duration not exceeding four or five days and only occasionally. The charges to be recovered from the family will be as for the officer on leave. For the other members, the charges be recovered as per (a) above. In this case also no additional accommodation will be provided for the relatives. They will have to be accommodated in the accommodation allotted for.</p> <p>c) If an officer occupying a rest house on duty is recalled to the Headquarters and his family has to stay in the rest house because they are unable to proceed with the officer either because of non availability of accommodation in the train or for any other administrative</p>	<p>78/W2/7/15 dated 28.2.79.</p>

	<p>reason such as the officer flying back etc., the family can continue to stay in the rest house free of charge till they are able to proceed separately on a special Pass or till the officer was due to return as per the original schedule, whichever is earlier.</p> <p>In case, however, the family wants to stay on for a few more days on their own, the charges will have to be paid as at (b) above.</p> <p>(d) When the officer is staying in a rest house with proper permission at his Headquarters station he is being permitted to use it as residence. Therefore, whenever he proceeds on duty, the rest house continues to be residence for his family.</p>	
(H) Occupation by members of Railway Convention/Estimate Committee.	Occupation of Railway rest houses/rest rooms and retiring rooms by the Members of RCC/Estimate Committee permitted on payment of daily charges of Rs. 5/- for non A.C. bed or a suite whenever they undertake tours on behalf of Railways.	72/W2/7/10 dated 18.1.73, 15.9.73 & 3.8.74.
(I) Occupation by Officials of Federation.	Accommodation in officers rest house may be made available to the officials of both the Federations (AIRF & NFIR) on payment, wherever such accommodation is available and when a demand is received from either Federation.	E(LR)III/77/UTF/15 dated 29.12.77.
(J) Provision of Dormitory accommodation for relatives of patients admitted in Railway Hospital.	Dormitory type accommodation for relatives of patients admitted in Railway Hospital may be provided to the extent of 2 % of the total no. of beds in the Divisional Hospitals and 4% of the total no. of beds in the Hospital at Headquarters and charges to the extent of 6% p.a. of the cost of structures being recovered from the occupants of the said accommodation.	76/W2/6/2 dt. 21.4.76. 22.10.85
(K) Occupation by Members of ZRUCC, DRUCC and MPs.	<p>Members of ZRUCC and DRUCC including MPs attending the meeting of the respective Committees or participating in conducted tours organized by Railways are provided accommodation in Railway rest houses and public retiring room free of charge. However, when the Members undertake inspection tours on their own for any work connected with the working of committees, they are allotted Railway rest houses on such occasions without any charge. When no accommodation is available in the rest house and a member desired to occupy a public retiring room, he is required to pay full charges for the same.</p> <p>On other occasions when the Members of Parliament travel by train they may be provided accommodation in public retiring rooms and charged at 50% of the normal rate for the public for a period of 24 hrs. or part thereof from the time of occupation. In case they extend their stay beyond 24 hrs. full rates will be charged thereafter for each 24 hrs. or part thereof under the normal rules. Public retiring room facilities at occasional rate for the first 24 hrs. or part thereof will be admissible to the spouse or companion of the MP only when they accompany the MP.</p>	85/TG-II/140/Policy dt. 20.03.1986.

(L) Provision of electric hot plates and fridges in the kitchens of Railway ORHs.	Officers Rest Houses of Railways situated in Railway headquarters should be provided with Electric Hot Plates and Refrigerators.	86/W2/7/4 dated 26/29.8.86.
(M) Occupation by Officers/Staff of CRIS	Officers/staff of CRIS may be allowed to avail facilities of Railway rest houses provided the accommodation is not required by Railway officers, on payment of normal charges applicable to Railway staff on duty, when such officers/staff of CRIS are solely engaged in a specific assignment in connection with the development and implementation of OIS project, on production of a certificate to this effect to their employers.	89/LMB/7/5/RH dated 7.11.1989.
(N) Occupation of Rest House for residential purposes by Officers on transfer -	<ol style="list-style-type: none"> 1. In the case of permanent transfer, in the first instance, occupation of the rest house should be permitted for 10 days only. 2. (a) Use of Rest House accommodation for residential purposes beyond 10 days may be permitted only on submission, by the officer, of a certificate from the Competent Authority to the effect that “the officer has formally applied for allotment of pool accommodation and that the same is not available.” On allotment of a regular accommodation, the officer shall vacate the rest house within a week. (b) In case the officer declines to accept the pool accommodation offered to him, rent at “damage” rate shall be recovered from him from the date of such an offer of allotment. (c) Rent and other charges, for occupation of the Rest House accommodation, shall continue to be recovered irrespective of whether the officer goes out of his Headquarters on duty etc., till such time the allotment is duly cancelled and the rest houses is vacated by the officer. 3. Where an officer is permitted to occupy rest house accommodation for residential purposes, in terms of para (2) above, an intimation to this effect must invariably be sent by the concerned officer as well as the Allotting Authority, to the FA&CAO and the Pay Bill Unit to ensure that (i) due rent is recovered and (ii) House Rent Allowance is not paid to the officer. 4. Rental liability for such retention of Rest House accommodation shall be fixed by the GM in consultation with FA&CAO. The rent must cover the elements like cost of construction of various facilities/services. In addition, charges for use of electricity, water, geyser, air-conditioning (if provided), crockery, cutlery, utensils, bedding, linen, other furnishing/furniture etc. shall also be recovered. 5. (a) An Officer entitled for nominated bungalow shall not be permitted to stay in the Rest House accommodation beyond 3 days provided the bungalow is ready for occupation.. (b) Where 	<p>90/LMB/7/14 dated 6.6.91</p> <p>2005/LMB/7/1 dated 24.3.2005.</p>

	<p>the officer does not occupy the nominated bungalow under any pretext, rent at “damage” rates shall be charged for the 4th day onwards:</p> <p>Provided that in case where the period of posting of a Railway officer to a particular place is less than a year before his superannuation, and that he actually holds the charge of the post for less than 6 months, the Railway officer may be allowed railway rest house for residential purpose if he does not occupy the nominated bungalow and that –</p> <p>(i) the Railway officers pays normal rent for nominated residence for the period of his posting to the place.</p> <p>(ii) The Railway Officer pays rest house charges alongwith all the facilities availed; and</p> <p>(iii) No house rent allowance admissible to the Railway officer for the said period is paid to the officer.</p>	<p>2005/LMB/7/1 dated 24.3.2005.</p>
<p>(O) Leavy of charges for Air Conditioned rooms in officers rest house.</p>	<p>Air conditioning charges may not be recovered during winter when the plants should be disconnected on semi permanent basis. During the remaining period of the year, AC charges shall be recovered from the occupants of Air conditioned rooms in rest houses irrespective of whether the facility was availed of or not. The duration of winter when the ACs are to be disconnected may be decided by CEE taking into accounts the local weather conditions.</p>	<p>88/Elect-I/115/1 dated 13.3.92.</p>

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

This issues in consultation with the Finance Directorate of the Ministry of Railways.

Please acknowledge receipt.

(DESH RATAN GUPTA)
Director,
Land & Amenities,
Railway Board.

No. 2005/LMB/3/34.

New Delhi, Dated: 18.05.2006.

Copy to:

1. Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi (with 80 spare copies).
2. FA & CAOs, All Zonal Railways.

For Financial Commissioner/Railways.

Copy to: (i) AIRF, NFIR, IRPOF, FROA,& RPF Association.

(ii) F(X)I, F(X)II, Budget, G(Accom.) & E(G) branches of Railway Board.

