

No. ECR/ADM/Holiday Home/003

Date 18.07.2018

All PHODs/DRMs,  
East Central Railway.

Sub: Modification in provision of Holiday Homes in East Central Railway.  
 Ref: (i) This office letter No. ECR/ADM/Holiday Home/003 dtd 07.12.06.  
 (ii) Rly. Bd.'s letter No. E(IW)2012/WE-2/4 dated 19.09.2012

Holiday homes and officers Rest House will be available for allotment under control of E. C. Railway in the following places.

Sr. No.	Suit/Holiday homes	Number of ORH	No. of Holiday home
1.	Puri	01	-
2.	Darjeeling	01	02
3.	Nainital	03	04
4.	Haridwar	01	03
5.	Baidyanath Dham	-	02
6.	Varanasi	-	01
7.	Allahabad	-	01
	<b>Total</b>	<b>06</b>	<b>13</b>

The above stated Holiday homes are equipped with facilities of bed, pillow, blanket, etc. Arrangement for food, tea, breakfast etc is to be made by occupants of ORH/Holiday Home, themselves.

## 2. Process of Allotment:

- (i) Application of Officers / Staff for allotment of ORH / Holiday Home should be submitted in the enclosed proforma (Annexure 'A'), which is also available at website [ecr.indianrailways.gov.in](http://ecr.indianrailways.gov.in) of ECR site, [path [ecr.indianrailways.gov.in](http://ecr.indianrailways.gov.in) Hajipur HQ  $\rightarrow$  Administration  $\rightarrow$  Holiday homes] forwarded by the controlling officer to Dy. General Manager(G), ECR, Hajipur.

(a) By Hand.

(b) On Fax No. 06224-271105.

(c) On Email ID- [holidayhomeecr@gmail.com](mailto:holidayhomeecr@gmail.com)

253

(ii) The allotment will be processed in following three phases.

(a) **Submission of application:-** The application would be entertained only within 45 days from the date of booking.

(b) **Issue of Confirmation:-** A Confirmation will be given 30 days prior to date of booking in case of availability of Holiday Homes.

(c) In case of availability, application can be accepted up to the date of journey.

(iii) The allotment will be done on first come first basis.

(iv) **Deposit of Charges:-** After obtaining confirmation of booking from this office necessary charges will be deposited by the allottee officers/staff to cash office/booking office through a requisition to be supplied by this office. The head of allocation will be Z-223.

(vi) Cash may be deposited on any stations of Indian Railway. Photo copy of money receipt should be deposited in this office at least 15 days in advance, otherwise allotment letter will not be issued from this office. Original money receipt should be deposited along with allotment letter to Manager/Incharge of ORH/Holiday home.

(vii) The maximum period of allotment is limited to 03 days only. It will not be extended under any circumstances.

(viii) Alternative date may also be indicated while applying for the ORH/Holiday Home to enable best possible accommodation of the request. In case ORH/Holiday Home is not available on the required dates then the allotment can be done for the alternative dates.

(ix) The allotment for the Holiday Home will be done by the DGM(G) Cell of General Administration, E. C. Railway Hajipur.

All letters regarding booking/allotment etc. will be signed by Ch.OS/Admn.

(x) Check in time is 10.00 hrs. Checkout time is 8.00 hrs.

(xi) Allotment letter with original money receipt is to be submitted by the allottee to the Manager/Incharge of ORH/Holiday Home.

### 3. **Rate Charge:-**

As per Railway Board's No. E(IW)2012/WE-2/4 dated 19.09.2012 the following rate of charge per day is to be paid by the occupant of the Holiday Home.

(a) Serving Officers/Employees

Revised (w.e.f. 01.09.12)

(i) Gazetted officers

Rs. 60/-

(ii) Gr. 'C' Employees

Rs. 30/-

(iii) Gr. 'D' Employees

Rs. 12/-

(b) Retired Officers/Employees

(i) Officers above JAG

Rs. 175/-

(ii) Officers upto JAG

Rs. 80/-

(iii) Gr. 'C' Employees

Rs. 60/-

(iv) Gr. 'D' employees

Rs. 30/-

(c) It is stated that as per local arrangement guest of officer or employee may also be allowed to stay. The rate charges for guest of officer and employee is Rs. 400/- and Rs. 200/- respectively per day. The guest going to ORH/Holiday home must carry his Identity Card (Addhar Card, PAN Card, Voter Card etc.) with him.

(d) AC, DTH & Induction Charges: -Rs. 50/- per day for AC, Rs. 20/- per day for DTH charges and Rs. 25/- per day for electric charge for Induction (If used) for Haridwar only (To be paid by cash to Manager/ Incharge of Haridwar ORH/Holiday Home).

(e) Cancellation: - After allotment if the allottee wants to cancel the allotment then he should advise in writing to this office at least seven days in advance, so that waitlisted officers/staff can be allotted accordingly. Charges for ORH/Holiday Home once paid will not be refunded. It will be adjusted in further booking within 4 month in the following conditions.

(i) If the allotment is cancelled by Administrative reason, like cancellation of leave of employee by the competent authority, in that case certificate from concerned branch officer is required.

(ii) Any reason like Maintenance of ORH/Holiday Home, natural calamity etc.

(iii) On medical ground - A certificate by the concerned Rly. CMS/MS will be accepted.

Copy for information & necessary action to:-

1. Secy. To GM/ECR/HJP - for kind information of GM please.
2. PS-1 to AGM/ECR/HJP - for kind information of AGM please.
3. GM/All Zonal Railways/Production Units/Indian Railways.
4. General Secretary, ECRKU.
5. General Secretary, ECRSC/ST, OBC, ECRSPA, ECRPOA & ECROA Association.
6. Manager/Incharge of Holiday homes at Varanasi, Allahabad, Haridwar, Nainital, Darjeeling, Baidyanath Dham & Puri.

(A. K. Jha)

Dy. Genl. Manager(G)