

RAIL COACH FACTORY, KAPURTHALA

No. G-109-04

Date: As signed

All PHODs/CHODs/HODs
RCF, Kapurthala

Sub: Policy for allotment of ORH & Transit accommodation on residential ground and temporary allotment of Transit accommodations & vacant quarters on private account.

GM/RCF has approved the new policy for "*allotment of ORH & Transit accommodation on residential ground and temporary allotment of Transit accommodation & vacant quarters on private account*" for implementation, copy of which is circulated herewith for information to all officers.

However, rent for transit accommodation will be charged as per existing policy till the installation of energy meter by Electrical department.

(Anuj Kumar)
Dy. GM (G)

Copy to:

Dy. CEE/PS, Dy. CE - For installation of energy meter and providing added facilities in transit accommodations.

Secy to GM – For kind information to GM pls.

**POLICY FOR ALLOTMENT OF ORH AND TRANSIT ACCOMMODATION ON
RESIDENTIAL GROUND AND ALLOTMENT OF TRANSIT ACCOMMODATIONS & VACANT
QUARTERS ON PRIVATE ACCOUNT**

1. ALLOTMENT OF ORH TO OFFICERS ON TRANSFER/APPOINTMENT:

- 1.1. In the first instance, the officer reports at RCF for joining on Transfer/Appointment will be initially allowed to stay in the Officers Rest House considering "On Duty" till the date of taking over the charge. After taking over the charge of assigned post, officer may be allowed to continue the stay in ORH up to next 10 days on daily charges same as for "Personal Booking" as per PRAVAS policy.
- 1.2. Further, the ORH may be allotted to officer on Residential ground as per following conditions:

S. No	Condition	Daily Charges
1	If officer applies for Railway Quarter within 10 days period mentioned in Para 1.1 above and wishes to stay in ORH till the occupation of allotted quarter, He/She may be allowed to stay in ORH up to 15 days after the date of notification for readiness of allotted Quarter by Civil Department.	Daily charges will be same as for "Personal Booking" as per PRAVAS portal policy but monthly rent shall not be more than license fee of highest entitlement of quarter for the officer.
2	If officer does not vacate allotted ORH suite even after 15 days after the readiness of allotted Quarter.	<u>From 16th day onwards:</u> Daily charges will be same as for "Personal Booking" as per PRAVAS portal policy.
3	If officer does not apply for Railway Quarter in 10 days of initial allotment of ORH and wishes to stay in ORH, it will be allotted for a certain period as decided by DGM/G subject to availability.	<u>From 11th day onwards:</u> The Daily charges for this allotment will be double the charges for "Personal Booking"

- 1.3. To meet the increasing requirement of ORHs, the rooms of Qtr. No. 35 will be converted as ORH suites. **Preferably, the suites of ORH Building 1/A and Qtr. No. 35 will be allotted on Residential ground in the conditions mentioned in Para 1.2 above.**

2. ALLOTMENT OF TRANSIT ACCOMMODATION TO RCF OFFICERS:

- 2.1 After the initial stay in ORH, if officer applies for Railway Quarter and wishes to stay in Transit Accommodation may be allowed to stay on applicable charges till the readiness of allotted Quarter.
- 2.2 *Transit Accommodation may also be allotted to the officer who has not applied for Railway Quarter subject to availability, on applicable charges in following circumstances:*
- (a) Any officer, who joins RCF on transfer and retiring within next 12 Months or any officer who is already posted at RCF and retiring within next 03 Months, may be allowed to stay in Transit accommodation till the retirement.

- (b) Any officer, who joins RCF and has retained a Railway quarter at previous place of posting, may be allowed to stay in Transit accommodation till the 07 days after vacation of retained quarter.
- (c) In other cases, Transit Accommodation may be allotted for maximum upto 06 months. The extension of allotment beyond 06 months will be permitted only with personal approval of General Manager.

2.3 The daily charges applicable for stay in Transit accommodations will be as under:

S.No	Transit Accommodation	Daily rent (In Rs.)
1	1A/A to 1A/D	90
2	Each Room in Qtr. No. 79 (Type-IV SS)	60

Note:

- This rent is inclusive of license fee of building and charges for use of water, provided amenities, linen & other furnishing /furniture items etc. In Addition, charges for use of electricity consumption will be recovered based on meter reading. For this purpose, Energy meter will be installed in each Transit accommodations by the Electrical services department.
- *For allotment of Transit Accommodation 1A/A to 1A/D, preference will be given to JAG & above officers.*

3. No House Rent Allowance (HRA) will be admissible to the officer during stay in ORH and Transit Accommodation allotted under Para 1.2, 2.1 & 2.2 above. The allotment advice will be sent to Personnel Department by General Branch to take necessary action in this regard.

4. ALLOTMENT OF TRANSIT ACCOMMODATION AND VACANT QUARTERS ON PRIVATE ACCOUNT:

The serving officers of RCF will be entitled for temporarily allotment of Transit accommodations (1A/A-1A/D & 79-A) and vacant Type-IV & Type-V Quarters on private account.

4.1. Application for booking:

- Officer who desires to book Transit accommodations may submit their application 7 to 15 days prior to the date of booking to DGM/G, clearly stating the purpose and duration of stay. For booking of Transit Accommodation 79A (Type IV SS), the number of rooms required must be mentioned in the application.
- For booking of vacant quarter, application may be submitted 7 to 15 days prior to the date of booking to the Dy. CE, clearly stating the purpose and duration of stay.

4.2. Allotment procedure:

Transit Accommodation/vacant quarters will be allotted on first come first served basis as per date of receipt of application. In case of receiving more than one application for booking of same Transit Accommodation/Quarter for the same period, the preference will be given on seniority basis. Confirmation of the booking may be given prior to 03 days from date of booking.



4.3. Duration of booking:

Initially, Period of booking on private account will be limited to 05 days only and may be further extended subjected to availability.

4.4. Rent: Following charges per day will be applicable:

S.No.	Accommodation		Applicable charges (Rs. /day) (inclusive of electricity charges)	
			Per Room	Complete
1.	Any one set (1A/A-D)		NA	1000
2.	79 A (Type IV SS)		400	700
3.	Vacant Quarters	Type-IV SS	NA	500
		Type-V	NA	600

4.5. General conditions:

- Lawn space of Transit 1A/A to 1A/D shall not be used for tent or any other arrangement.
- All occupants shall ensure that the allotted Transit accommodation/Quarter should be left in clean and well tidy condition when they vacate it.
- The occupants will be responsible to keep their premises in good condition and take due care. In case of any damage/loss of Railway property, by an act of negligence, improper use etc. on the part of occupant, the administration reserves the right to recover the full cost/repair charges from the officer against whom the transit accommodation is allotted.
- The administration nominated staff has the right of access to the premises at all reasonable time for carrying out maintenance etc. It is to be clearly understood that the administration may decline to comply with any request if unwarranted and only suits to the needs of the occupant.

5. RECOVERY OF RENT FOR USING ORH/TRANSIT:

- The recovery of rent for ORH and Transit Accommodation allotted on Residential ground will be made preferably on monthly basis.
- The rent of allotted ORH will be advised by General Branch and rent of Transit accommodation (including electricity charges) will be advised by Civil Engg. department to concerned officer. The Electricity charges will be calculated and conveyed by Electrical services department to civil department for further recovery.
- The advised rent will be deposited by the officer directly to Accounts department preferably on Monthly basis and receipt of the same will be provided to General Branch/Civil Engg department.
- ***The readiness of Quarter allotted to the officer staying in ORH/Transit Accommodation will be advised to General Branch by Civil Engg. Department.***

6. MINIMAL FACILITIES TO BE PROVIDED IN TRANSIT ACCOMMODATION:

The committee recommends that the Transit accommodation must have following amenities which may be treated as Minimum Essential Amenities for a Transit accommodation:

S.No.	Item Description	Quantity
1.	Double bed set	01 per Room
2.	Sofa Set	01 per transit
3.	Centre Table	01 per Transit
4.	LED TV with DTH connection	01 per Transit
5.	Cupboard/Almirah	01 per Room
6.	RO System	01 per Transit
7.	Bucket	01 per Room
8.	Mug	01 per Room
9.	Bath stool	01 per Room
10.	Bathroom Slippers	02 Pair per Room
11.	Mattress	As per number of beds
12.	Bed sheet with Pillow cover	03 per Bed
13.	Pillow	02 per Bed
14.	Single Bed blanket	03 per Bed
15.	Bath Towel	03 per Room
16.	Hand Towel	03 per Room
17.	Foot Mat	03 per Room
18.	Tumbler Glass	06 per Transit
19.	Water Jug	01 per Room
20.	Mosquito repellent Machine	01 per Room
21.	Electric kettle	01 per Room
22.	Cup & Saucer	06 per Transit
23.	Room heater	01 per Room
24.	Refrigerator	01 per Transit
25.	Microwave Oven	01 per Transit
26.	Induction Cook Top	01 per Transit
27.	Washing Machine (Fully Automatic)	01 per Transit

Note:

1. Recharge of DTH connection shall be borne by the occupant, wherever applicable.
2. Inventory in Transit accommodations will be maintained by the Civil Engg. department and Electrical services department.
3. The service for linen washing will be provided by Civil Engg. department as per requirement.

7. USE OF TRANSIT ACCOMODATION AS ORH:

In exigencies transit accommodation may also be utilized as ORH through offline booking. Charges for such utilization will be recovered by General Branch. The booking charges for each room of Transit Accommodation 79-A will be same as charges of Normal room of ORH and for Transit Accommodation 1-A/A to 1-A/D, it will be same as charges of VIP Suite of ORH.

- 8. *In case of any unforeseen circumstances arising and in the event of any difference of opinion, the decision of DGM/G shall be final and shall be accepted by all concerned.***




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