

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

**NO. 2018/Trans Cell/S&T/House Allotment**

**Dated: 05.03.2019**

The General Manager, All Indian Railways/PUs, NF(Con), CORE  
The DG/RDSO/Lucknow, DG/NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF


**Sub: Allotment of House to staff\_ improving availability and simplification of process.**

In order to improve availability of Houses for Railway Employees and to simplify the process of allotment, Board (ME, MS, FC & CRB) have approved the following:

1. The quarters of a pool laying vacant for more than 3 months or so should be brought into a Common Pool. The process may be started from way side station colony and progressively moved to minor and major colony.
2. There may be a single allotment agency considered at the station of the unit that would maintain the record and allot the quarters in accordance with the rules set out by the Railway/Division/Unit.
3. Vacant Quarter shall be allotted as per the rules set out, preferably within 7/15 days of the vacancy.
4. Railway/Division/Unit may formulate necessary guidelines for implementation keeping in view the Local conditions and shall make the process transparent and preferably allot the quarters online.
5. Other rules & guidelines including policy of allotment of quarters to essential staff as issued from Board shall remain unchanged and as modified from time to time.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.

Kindly acknowledge the receipt and ensure compliance.

  
05.03.19  
**(Umesh Balonda)**  
**Executive Director/S&T  
Transformation Cell**

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**Dated: 05.03.2019**

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

  
**(Sanjeeb Kumar)**  
**Executive Director Accounts  
Transformation Cell**

**Copy: As per list attached.**

**Copy to:**

1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
14. Managing Director, CRIS, Chanakyapuri, New Delhi.

**Copy to:**

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

**Copy to:**

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board

  
05.03.19  
(Umesh Balonda)  
Executive Director/S&T  
Transformation