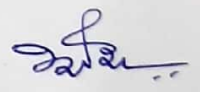


Guidelines for Allotment of Railway Audit pool Quarter

With the approval of the competent authority, the following procedure has been laid down for allotment/retention of railway quarters.

The rules for allotment of quarter

- a) No quarter shall be allotted without specific application of staff.
- b) Application should be in prescribed form consisting of i) Name ii) Designation iii) scale of pay iv) date of aptt. v) date of promotion vi) Type of quarter viii) area
- c) A register should be maintained specifying all above particulars, Seniority/essentiality should be exhibited.
- d) Date of receipt of application in the office of DGA/SECR/BSP will be taken as the date of registration. If more than one application received on the same day, then staff's seniority (length of service) will be the criteria for maintaining seniority list.
- e) A person already in occupation of quarter applying for change of locality or for better type or for more convenient type may be considered, provided no other senior is waiting for fresh allotment. In later case, senior will have 1st claim on better type of quarter and only after that the staff who wants to change will get the turn.
- f) A person living in lower type of quarter than for which he is entitled will not be allotted higher type of quarter unless he applies for the same.
- g) Normally exchange or mutual exchange of quarter is not permissible in the event applicant is retiring within a year or under orders of transfer.
- h) Head of Office will issue allotment orders with the concurrence of Head of Department.
- i) Out of turn allotment can be made in deserving cases by the Competent Authority. All such cases will be put up to DGA for approval.


 Audit Officer/Admn. 0407