



**INDIAN RAILWAYS**  
**CLW/CHITTARANJAN**

No. MW/104/Qrs.(Spot Allotment)/2024/02

Dated: 07.03.2024

**All Departments**

Sub: Spot Allotment of Vacant Quarters (A/I, B/II/DS-II, C, III & D/IV Types).

Applications are invited from Non-gazetted eligible staff of CLW (from All departments) towards allotment of quarters by Central Pool under Dy.CPO(W) in following 02 (Two) categories:

**Category No – 1** : Recently vacant Quarters (all types) as under:

- i) A/I/DS-I Type ----- approx 39 Nos.
- ii) B/II/DS-II Type ----- approx 55 Nos.
- iii) C Type ----- approx 16 Nos.
- iv) III Type ----- approx 09 Nos.
- v) D/IV Type ----- approx 01 Nos.

**Category No – 2** : vacant quarters (A/I/DS-I, B/II/DS-II type) after last Spot allotment which are not allotted to the staff due to no demand

- i) A/I/DS-I Type ----- approx 828 Nos.
- ii) B/II/DS-II Type ----- approx 553 Nos.
- iii) III Type ----- approx 32 Nos.

**General Information:**

- i) In category No – 1 : Fresh, Changeover & Roster of SC & ST will be followed. No Fresh and Changeover will be followed for C/III & D/IV Type quarters.
  - a) FRESH : Employees having No quarter or willing to apply higher type Quarter other than existing quarter will only be under this category.
  - b) Changeover : Employee having Quarter and he is willing to apply for same type Quarter will be under this category.
  - c) SC & ST Qrs. : SC & ST employees can apply for both quarters i.e. reserved for SC & ST & General categories but separate application form to be submitted positively.
- ii) For category No – 2 : 'No' Fresh, Changeover & SC & ST Roster Policy will be applicable Employee having any Grade Pay can apply for this category.
- iii) Entitlement of Quarters :
  - a) A/I/DS-I type : Pay Rs.1800/-
  - b) B/II/DS-II type : Grade Pay Rs.1900/-& above
  - c) C/III Type : Grade Pay Rs.2800/-& Rs.4200/-
  - d) D/IV Type : Grade Pay Rs.4600/-& above
- iv) At the time of initial appointment in particular Grade Pay will be the Minimum entitlement for allotment of quarters (If an employee initially joined in GP Rs. 1800/- and presently working with GP Rs. 4600/-, he/she shall be entitled of all types of quarters (A to D type).
- v) Employee directly joined in GP Rs. 4200/- and 4600/- through RRB are entitle for C/III/D/IV quarters only.
- vi) Employees upgraded from GP Rs. 4200/- to 4600/- after 6<sup>th</sup> Pay Commission, their seniority for allotment of quarters will be considered w.e.f. 27.01.2011.
- vii) Allotment of quarters will be based on service seniority in particular Grade/type/Category.

Contd...P/2

382

**(P-2)**

- viii) Employee willing to apply for more than one type of quarter, separate application for all types must be submitted. (Do not mention more than one type in a single application).
- ix) Refusal of Quarter (after allotment), shall be debarred for 01 (One) year towards allotment of same and similar type of Quarter.
- x) **Employee must physically visit the vacant quarters to check the habitable condition i.e. Structural Damage & Electrical wiring before attending the Spot Allotment of Quarter. The vacant quarters can be seen/ visited by collecting keys from concerned SSE(W) Colony office from 09.03.2024 to 16.03.2024.**
- xi) Allottee must occupy the allotted Quarter within stipulated time (within 07/12 Days from the receipt of order). If any employee fails to occupy the Quarter with stipulated time, they may obtain prior permission for extension otherwise, allotment will automatically be treated as cancelled in all respect.
- xii) Refusal of any Quarter by the staff will be notified in the next notification.

**1. Procedure of allotment:**

- i) After receiving application from the eligible employees, final waiting list will be published in CLW Website.
- ii) Staff who will not be able to be present at Quarter sec due to sickness or prior sanctioned leave, they may submit separate application (mentioning Street No. & Quarter No. as per their choice) which will be considered during his/her turn.
- iii) **Employees who are willing for allotment of Quarter under "SPOT ALLOTMENT" must be present at the date and time, notified for allotment of Quarter. Failing to attend at the specific time will liable to lose their seniority position, as case may be.**
- iv) During attending in Spot allotment, staff must maintain their Social distance.


**2. How to apply:**

- i) Employee/Applicant should send their application on the Application Format published in CLW Website duly filled in along with photocopy of **CLW Identity card, Current Pay Slip, Promotion Order** (For particular Grade Pay for which he is entitle and applied) & **occupation slip** with self-attestation on the documents. In rare case, if Id/Card or Promotion order is not available with the staff, Date of birth, Joining in CLW & Promotion date can be certified from the concerned Establishment Sec. on the application Format along with proper office seal.
- ii) Application may be sent to Quarter Section through dispatch. No application will be entertained directly in Quarter section.

**3. Important Note:**

- i) Last date of submission of application is on **16.03.2024**.
- ii) List of Vacant quarters can be seen at CLW Website –[www.clw.indianrailways.gov.in](http://www.clw.indianrailways.gov.in) on **09.03.2024** onwards. Seniority list of applicants will be published on **23.03.2024** onwards.
- iii) **"Spot Allotment"** will be held tentatively from **28<sup>th</sup> March'2024** onwards. (Detail programme of allotment will be published at web-site in due time).
- iv) **If supporting documents are not attached with the application form, the form may be treated as cancelled.**
- v) Administration reserves right to change/amend/cancel the Notification without prior intimation at anytime if required.

**4. VENUE : BADHWAR HALL at TTC (Technical Training Centre).**

  
Assistant Welfare Officer  
For Dy.Chief Personnel Officer(W)



**APPLICATION FORMAT**

(FOR ALLOTMENT OF A/I, B/II/DS-II, C, III &amp; D/IV TYPE QUARTERS THROUGH SPOT ALLOTMENT PROGRAM)

Notice No.-MW/104/Qrs.(Spot Allotment)/2024/02

Dated: 07.03.2024

- TYPE OF QUARTERS :  
(A/I, B/II, C, III, D/IV)
- CATEGORY (Fresh/ Change Over) :  
(If Changeover then mentioned-1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> Time in the Box)
- NAME (Capital Letters) :
- FATHER'S NAME :
- DESIGNATION :
- TICKET No. :
- CONTROL No. :
- BILL UNIT No. :
- GRADE PAY (Rs.) & LEVEL : GRADE PAY Rs.- LVL-
- MOBILE No. :
- PREVIOUS JOINING DATE IN OTHER RAILWAY (If any) :  
(If, Yes, then mention the existing Rly. Quarter's Occupation/ Vacation status):
- ACTUAL DATE OF JOINING IN CLW:
- DATE OF BIRTH :
- Employee who are under Training  
mention date of joining in technical  
training with period of training :
- DATE OF ELIGIBILITY :  
(For particular type of quarters)
- Mentioned Street No. & Quarter No. : ST.No.- Qrs.No.- Type -  
(Presently allotted if any, with date  
of occupation) Date of Occupation: - \_\_\_/\_\_\_/\_\_\_
- Whether applied for SC & ST Quarters :  
(Separate application to be submitted along with Joining/Promotion/MACP order duly mentioning the community status.)

I hereby declare that the above information given by me is true to the best of my knowledge and if it is found incorrect/false, Disciplinary action may be taken against me.

Signature of Section In-Charge  
(With Date & Seal)

Signature of Applicant with Date

**Note:**

1. Applicant must attach photocopy of Railway ID Card, Current Payslip & Eligibility documents.
2. Separate application must be submitted by the staff having G.P.Rs.1800/- those who are willing to applied for both A/I & B/II Type Quarters.

