



INDIAN RAILWAYS
CLW/CHITTARANJAN

Notice No. MW/104/Qrs.(Spot Allotment)/1904

Dated : // .11.2019.

All Concerned
All Departments

Sub : Spot Allotment of Quarters (All types).

As per instruction vide Dy. GM's L/No. EO/A/Qrs. Pt. XI dtd. 15.10.2019, all the vacant Quarters of different Pools/Departments in CLW will be allotted from Central Pool only. Accordingly, applications are invited from eligible staff of CLW (from All Departments/All Pools) towards allotment of Quarters (All types) by Central Pool under Dy. CPO(W). This allotment will be done through Spot Allotment Programme as mentioned below.

1. Date of Allotment:
 - (a) 'D'/IV' & 'C'/III' type, Hostel on 26.11.2019
 - (b) 'B'/II' type on 27.11.2019
 - (c) 'A'/I' type on 28.11.2019
2. Venue & Time : Badhwar Hall at TTC (Technical Training Centre) at 11.15 hrs. to 13.30 hrs. and 14.30 hrs. Onwards.
3. Total Vacant Quarters (List of Quarters will be published on 18.11.2019)
 - (i) 'A'/I' type Quarters - 335 Nos. (Appx.)
 - (ii) 'B'/II' type Quarters - 330 Nos. (Appx.)
 - (iii) 'C'/III' type Quarters - 40 Nos. (Appx.)
 - (iv) 'D'/IV' type Quarters - 04 Nos. (Appx.)
4. All the above Quarters are kept in following Categories:
 - (i) Fresh Quarters - (Those having No Quarters/Applied for higher type qrs. other than existing quarters).
 - (ii) Change Over(C.O.) - Applied for same type Quarters. (employee may apply only in C.O. Category if having same type quarters.)
 - (iii) RQSA -- (Rest Quarters from last Spot Allotment).
 - (iv) SC & ST Quarters -- (SC & ST employees can also apply for Quarters reserved for SC & ST in separate Form).
5. Employee only mention type of Quarters and category (Fresh/ C.O./RQSA/SC & ST) in his application.(they should not mention Street No. & Qrs. No.)
6. Employee presently under Training must mention Period of Training in the Application Format. (Training period will be counted whose training has been started on & after 10.03.2017).
7. Entitlement of Quarters will be as under:
 - (i) 'A'/I' type Quarters - GP Rs. 1800/- with Temporary Status
 - (ii) 'B'/II' type Quarters - GP Rs. 1900 with Temporary Status
 - (iii) 'C'/III' type Quarters - GP Rs. 2800/- & 4200/- with Temporary Status
 - (iv) 'D'/IV' type Quarters - GP Rs. 4600/- with Temporary Status
 - (v) Employee joined directly in GP- Rs. 4600/- & above can also apply for 'C'/III' type Quarters.
 - (vi) Employee upgraded from GP - Rs. 4200/- to 4600/- after 6th Pay Commission, their seniority for 'D'/IV' type quarters will be considered w.e.f. 27.01.2011.

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- (vii) At the time of initial joining in particular Grade Pay will be the minimum entitlement for allotment of Quarters.
8. Allotment of Quarters will be based on service seniority in particular Grade/Type/Category.
 9. Staff coming from other Railways on transfer, their station seniority (Date of joining in CLW) will be counted for allotment of quarters.
 10. Employee should submit their Application on the Application Format (to be collected from Quarters section(W) duly filled in along with Photo copy of CLW Identity Card, as well as Promotion letter (for the particular Grade Pay for which he is entitle and applied) duly self attested the documents. In rare cases, if promotion letter/ Identity Card is not available with the staff, Date of promotion/ Date of joining can be certified by the Ch. OS/ of concerned Establishment on the Application Format with proper seal & signature.
 11. Employee who will not be able to present on the date of Spot allotment due to sickness or Prior sanctioned leave, he/she may authorise someone(Employee) who will be present during turn along with Authorisation letter (duly signed by the Applicant and forwarded by the Controlling Officer) mentioning Street No. & Quarters No. in the Authorisation letter which will be considered during their turn.
 12. Staff having Grade Pay Rs. 1800/- can apply for B/II quarters which will be allotted from the remaining quarters available after allotment to the 'B' type holder staff as per Railway Boards Letter/Circular (For this, applicant must submit separate application).
 13. Employee as per their entitlement will have opportunity to choose quarter from total vacant quarters (as per list) available during their turn.
 14. Refusal of any quarters by the staff will be notified in the next Notification.
 15. All the enlisted vacant quarters will be kept open by the concerned Colony office (Civil Engg. Department).from 09.00 hrs to 12.00 hrs. & 14.30 hrs to 17.00 hrs. daily w.e.f 18/11/2019 to 25/11/2019. In exceptional case, key of the quarters can be collected from Area Colony office.
 16. Applicant may submit their application through Dispatch only. No application will be received directly in Quarters section(W).**(Last date of submission of application is on 16/11/2019).**
 17. **Applicant must physically check/visit the vacant quarters and then sign on the Allotment Paper during Spot Allotment. After allotment, No request will be entertained for change of Quarters/ Extension of Validity of office order.**
 18. All Section In-Charges are advised to spare the staff/applicant for the date of Spot Allotment (who applied for allotment of quarters only) if requested by them.
 19. Administration reserves the right to change/amend /cancel the notification at any time if required.

Note : List of vacant quarters can be seen at CLW website
www.clw.indianrailways.gov.in on & after 18/11/2019.


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