

/M.C.NO.2/90/

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (Rail. Mantralaya)
(Railway Board)

NO.E(W)90WE-2/2.

New Delhi, dated 6-9-90.

The General Managers,
All Indian Railways,
Production Units etc.

Sub:- Holiday Homes - Master circular.

At present the orders relating to Holiday Homes are scattered in a number of Office Circulars/orders issued from time to time. The question of consolidation of these existing orders/circulars into one Master Circular has been under consideration of the Ministry of Railways. They have now decided to issue a consolidated order on the subject as below for the information and guidance of all concerned.

2. Holiday Homes have been established as a measure of amenity to staff. The broad principles, within the framework of which Railway Administrations may establish Holiday Homes, are indicated below:

- (a) Holiday Homes may be set up in suitable Hill stations or sea-side resorts or other pleasant surroundings or where popular demand exists.
- (b) As far as possible, fairly large buildings should be hired from any available source i.e. Defence, Civil, Municipal or private at suitable stations and sites or made available from any surplus buildings which may be possible for Railways to make available after effecting necessary alterations.
- (c) The Railway Administrations are authorised to incur an outlay not exceeding Rs.2,00,000/- each and if a building is hired, to incur recurring expenditure not exceeding Rs.150/- per month as rent in each case. The terms of hire should be not to involve the Railway in long-term or indefinite liability beyond one or two years on each occasion.
- (d) There should be two types of accommodation viz. higher type for Group 'C' and lower type for Group 'D'.
- (e) The Railway Board need only to be addressed for approval to the location of a Holiday Home and when the expenditure in excess of the limit referred to above is involved, indicating how far away from Railway Station, how many staff can be accommodated at one time and what essential amenities are available.

- (f) Railway Administrations are empowered to provide the necessary essential equipment, such as utensils, furniture and recreational facilities, etc. the cost of which should also be within the ceiling limit of Rs.2,00,000/- referred to at (c) above.
- (g) Necessary running expenses viz. providing a Chowkidar-cum-Mali and/or a janitor according to the needs of each case, electricity charges, etc. may be incurred and provided for in the revenue budget.
- (h) Incurrence of expenditure referred to above should be with the prior approval of the Finance.
- (i) The cost of the scheme is chargeable to Railway Revenues. Charges recovered from the staff should be credited to Miscellaneous earnings under Abstract 'Z'.

(Nos. E 55WE1-1 dated 13-1-56, E(W)76WE2/13 dated 27-9-77 and E(W)88WE2-3 dated 31-7-89 *Rs 2000 / no 2/2, dated 7-12-2000*)

3. The charges to be recovered from officers and staff for the stay at the Holiday Homes are indicated below:

- (a) Lodging charges to be recovered from staff :
 - (i) Group 'C' staff
(Higher type of accommodation) : Rs.5/- per day
 - (ii) Group 'D' staff
(Lower type of accommodation) : Rs.2/- per day

- (b) Lump-sum charges to be recovered from staff/children for the organised trips to the All-Railway Holiday Homes at Pahalgam/Srinagar:

<u>Pay slab in the IV P.C.scales</u>	<u>Lump-sum charges per head</u>
Upto Rs.950/-	Rs.50/-
Rs.951/- and upto Rs.2,000/-	Rs.75/-
Rs.2,001/- and above	Rs.100/-

NOTE: Effective from 1.8.1988.

- (c) Charges to be recovered from Gazetted officers:
Rs.10/- per suite per day.
- (d) Charges to be recovered from Retired Railway servants:
 - (i) Group 'D' : Rs.5/- per suite per day
 - (ii) Group 'C' : Rs.10/- per suite per day

Contd...3/-

- (iii) Officers upto and inclusive of JA Grade : Rs.15/- per suite per day.
- (iv) Officers above JA Grade : Rs.30/- per suite per day.

NOTE: Effective from 1-7-89.

(c) Occupation of officers' Holiday Homes/Rest Houses by outsiders:

{ Rs.500/- per day per suite inclusive of all charges.

(Nos.E(W)56-WE1/16 dated 27-10-56, E(W)61-WE2/8 dated 3-5-61, E(W)62-WE2/7 dated 2-5-62, E(W)65-WE2/2 dated 25-3-66, E(W)66-WE2/9 dated 12-7-66, E(W)74-WE2/7 dated 5-3-76, E(W)80-WE2/6 dated 30-6-82, E(W)80WE2-7 dated 19-3-82, 82/G(Acc.)-6/10/82P dated 30-7-82, E(W)87-WE2/4 dated 27-7-88, 88/G(Acc.)6/10 dated 21-9-88, E(W)87-WE2/4 dated 9-6-89, E(W)200/WE2/2 dated 7-12-2000)

4. A List of Holiday Homes on various Railways is enclosed as Annexure I for information.
5. Some of the points to be borne in mind by the Railway Administrations while allotting the accommodation in Holiday Homes are brought out below:
- (i) Holiday Homes set up by a particular Railway may be allotted to the officers and staff of other Indian Railways/Production Units after meeting the demands of the staff of the Home Railway subject to recovery of normal rent as applicable for such accommodation. (Nos.E(W)56WE1-16 dated 19-12-57, E(W)57WE2-11 dated 14-6-57 and E(W)57WE2/10 dated 5-11-57).
 - (ii) Officers and staff of the Railway Board's office and its attached and subordinate offices as also IRCA will be eligible for allotment of Holiday Homes of any Railway at par with the staff of each Railway. (NO.E(W)57-WE2/1 dated 7-8-57, E(W)57WE2-5 dated 17-10-57 and E(W)65WE2/15 dated 25-9-65).
 - (iii) There is no objection to a Railway having a Holiday Home at a place outside its jurisdiction but the Holiday Home will be in the charge of the Railway that serves the area. (No.E(W)58WE2/1 dated 19-1-58).
 - (iv) Staff who are allotted accommodation in Holiday Homes should not be refused leave except in very emergent case. (NO.E(W)57WE2/3 dated 28-2-58).
 - (v) Where lower type of accommodation has been closed down or not available, Group 'D' staff may be allotted higher type of accommodation on payment of charges for the lower type. (NO.E(W)58WE2/10 dated 9-4-59).

Contd. 4/-

- (vi) Full recovery of rent will be made if adequate advance intimation is not given after allotment of accommodation for cancellation irrespective of whether the suite is occupied or not. (NO.E(W)62 WE2/7 dated 23-6-62).
- (vii) It is not permissible for officers to book accommodation in the Holiday Homes and allow friends or relatives to utilise it. (NO.E(W)61 WE2/8 dated 3-5-61).
- (viii) Use of Holiday Homes may be permitted only in the case of Railway servants on deputation to posts which are necessarily to be filled by Railway servants. (NO.E(W)63 WE2/18 dated 6-12-63).
- (ix) Officers and staff of Audit Deptt. on Railways including ADAI (Railways), staff and officers of the Central Govt. Ministries/Departments as also the Lok and Rajya Sabha Secretariats may be permitted the use of Holiday Homes after meeting the demands of the staff and officers on the Railways. The charges to be recovered will be the same as applicable to the Railway servants. (NOs.E(W)64-WE2/7 dated 20-6-64, E(W)64-WE2/7 dated 17-7-64, E(W)69 WE2/11 dated 9-10-69 and E(W)74 WE2/12 dated 3-2-75).
- (x) There is no objection to the accommodation being shared with another Railway officer but the rent will be charged from the officer who reserved the accommodation. There is no objection to an officers' family occupying the suite allotted to the officer in case the latter is unable to accompany the family. (NO.E(W)65 WE2-2 dated 25-3-66).
- (xi) An employee's "family" for the purpose of occupation of Holiday Homes should be deemed to include, when an employee or his wife/her husband is accompanying the family, his or her close relatives- not necessarily those entitled for passes. (NO.E(W)66 WE2/16 dated 24-12-66).

GENERAL :

- (i) While referring the Master Circular, the original circulars referred to should be read for proper appreciation. The consolidation given in the Master Circulars should be construed only as a key to the original circular and not as a substitution. In case of any doubt, the original circulars referred to in the Master Circulars will be relied upon as authority.

- (ii) It should be noted that the orders/instructions issued under the various circulars have only prospective effect from the date of issue of the relevant original letter(s) unless specifically stated otherwise in the concerned letter. Hence, for dealing with old cases, the instructions in force at the relevant time have to be referred to.
- (iii) Though all efforts have been taken to include all the relevant circulars on the subject, if any circular which has not been superseded happens to be omitted, that circular, which has been omitted through oversight, will still hold the field. Anyone coming across such a circular may bring it to the notice of the Railway Board for suitable action for issuing a supplementary circular.

Please acknowledge receipt.

(T.K. BALASUBRAMANIAN)
Joint Director, Estt.(Welfare)
Railway Board.

The consolidation has been made from the following circulars:

1. E.55-WE-1 dated 13-1-1956. ✓
2. General Rules based on letters No.E.55WE-1 dated 27-5-1955 ✓
and E.55WE-1/Pt.A dated 8th August, 1955.
3. E(W)56WE1-16 dated 27-10-56 ✓
4. E(W)56WE1-16 dated 19-12-57 ✓
5. E(W)57WE2-1 dated 14-6-57 ✓
6. E(W)57WE2-1 dated 7-8-57 ✓
7. E(W)57WE2-5 dated 17-10-57 ✓
8. E(W)57WE2-10 dated 5-11-57 ✓
9. E(W)55WE-1 dated 10-1-58 ✓
10. E(W)58WE2-1 dated 30-1-58 ✓
11. E(W)57WE2-3 dated 28-2-58 ✓
12. E(W)58WE2-10 dated 3-4-59 ✓
13. E(W)61WE2-8 dated 3-5-61 ✓
14. E(W)62WE2-7 dated 23-6-62 ✓
15. E(W)62WE2-7 dated 2-5-62 ✓
16. E(W)63WE2-18 dated 6-12-63 ✓
17. E(W)64WE2-7 dated 17-7-64 ✓
18. E(W)64WE2-7 dated 20-6-64 ✓
19. E(W)65WE2-15 dated 25-9-65 ✓
20. E(W)64WE2-14 dated 11-1-65 ✓

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21. E(W)65WE2-2 dated 25-3-66 ✓
 22. E(W)66WE2-9 dated 22-7-66 ✓
 23. E(W)66WE2-16 dated 24-12-66 ✓
 24. E(W)69WE2-11 dated 9-10-69 ✓
 25. E(W)74WE2-12 dated 3-2-75 ✓
 26. E(W)76WE2-13 dated 27-9-77 ✓
 27. E(W)80WE2-7 dated 19-3-82 ✓ (copy of letter NO.E(W)74WE2-7 dated 5-3-76)
 28. E(W)80WE2-6 dated 30-6-82 ✓
 29. 82-G(Acc.)6/10/S&P dated 30-7-82 ✓
 30. E(W)87WE2-4 dated 27-7-88 ✓
 31. 88-G(Acc.)6/10 dated 21-9-88 ✓
 32. E(W)87WE2-4 dated 9-6-89 ✓
 33. E(W)88WE2-3 dated 31-7-89 ✓
 34. E(W)89WE2-8 dated 13-10-89. ✓
- E(W) 91 WE2-2 6-5-91 ✓

LIST OF HOLIDAY HOMES ON INDIAN RAILWAYS

Place (Date of opening in brackets)	No. of Suites			Address for Application
	Officers	Gr. 'C'	Gr. 'D'	
I. CENTRAL RAILWAY				
1. Mahabaleshwar (10-4-1980)	4	12	-	Officers: ADGM/C. Railway Bombay V.T. Others: Sr. DPO/BBVT
2. Matheran (10-5-1956)	-	10	-	DRM(R), Bombay Division
3. Lonawala (1890)	-	4	-	- do -
4. Igatpuri (2-5-1963)	-	2	-	- do -
5. Panchmarhi (1-8-85)	-	3	-	DRM/JBP
6. Pandharpur (13-10-1985)	-	2	-	DRM/SUR
II. EASTERN RAILWAY**				
7. Puri (26-5-58)	2	10	-	Sr. Personnel Officer(G), E. Railway, Calcutta, for all the places
8. Baidhyanath Dham (2-6-1965)	-	6*	-	
9. Nainital (14-5-1979)	4	7	-	
10. Darjeeling (June, 1983)	3	4	-	

**Opening of new Holiday Homes/Officers Rest Houses at Haridwar in lieu of Mussorie and Puri in lieu of rental one under process.

* Out of 6 suites, one suite is utilised as convalescent Home and is allotted on medical grounds, free of charge.

Contd..2/-

III. NORTHERN RAILWAY

11. Srinagar (1954)	4	8 + (15 Dormitories)	-	Suite NOs.A,B, 1&2-Sec Railway Board.-C.D.3&4 G.M.(P), Northern Rly. E&5 - DRM/FZR. Others: Manager, India Railway Holiday Home, Tulsibagh, Srinagar.
12. Pahalgam (1959)	8	7	-	Officers: Secy./Railway Board. Others: Manager, India Railway Holiday Home, Tulsibagh, Srinagar.
13. Simla (May, 1956)	7	13	2	Station Master/Simla.
14. Haridwar (1-4-1978)	-	2	-	DRM/MB.
15. Baijnath Paprola (1977)	-	2	2	I.O.W./Palampur.
16. Barog (May, 1966)	-	2	2	-
17. Manali (Oct.'89)	30	2	-	DRM/FZR

* One suite earmarked for officers on duty and one suite to cater exclusively to officers other than officers of Northern Railway (including Rly. Bd.). (E(W)89WE2-8 dated 13-10-89).

IV. N.E. RAILWAY

18. Nainital (28-12-78)	6	8	-	Dy.G.M.(G), APO(W)& Sr.DEN, IZN.
Suites for other Railways				
- Eastern	4	7		
- Northern	1	1		
- N.F.	-	1		
- D.L.W.	1	1		
- Rly. Bd.	2	2		
TOTAL:	<u>14</u>	<u>20</u>		
19. Raniketh (20-4-1981)	2	2	-	DRM/IZN

-: 3 :-

20. Varanasi (March, 1984)	-	2	-	Sr.DEN/NE Railway, Varanasi.
21. Allahabad City (1-9-1978)	-	4	-	AEN/NE Railway, Varanasi/APO(W)

V. N.F. RAILWAY

22. Kurseong (15-5-1971)	-	10 beds	-	AEN/NF Rly. Siliguri Jn.
23. Shillong (Rest House- cum-H.Home) (1962)	3 rooms (2 beds each)	4 rooms	4 rooms	XEN/NF Rly., Pandu.
24. Darjeeling (24-4-1983)	-	4 rooms (2 beds each)	-	Secy. to GM/NF Railway.
25. Craigmount at Darjeeling (Jan., 1968)	2	-	-	-

VI. SOUTHERN RAILWAY

26. Mysore (1-4-1958)	-	2 (common to both Gr. 'C' & 'D')	-	Sr.DPO/S. Rly., Mysore.
27. Coonoor	-	4 (-do-)	-	DPO/S.Rly., Palghat.
28. Madurai (6-5-1962)	-	5 (-do-)	-	Sr. DPO/S. Railway, Madurai.
29. Courtallam (28-6-1979)	-	4 (-do-)	-	-do-
30. Kanyakumari	-	4 (-do-)	-	DPO/Trivandrum
31. Rameswaram (1-1-1990)	2	2	-	DRM/MDU
32. Palani (1-1-90)	-	2	-	-do-
33. <u>Convalescent Home</u> Coonoor	-	1	-	Sr.DPO, Palghat.

Contd..4/-

VII. S.C. RAILWAY

- | | | | | |
|-----|--|---|----|-------------------------|
| 34. | Colva Beach
Goa area,
Hubli Dn.
Karnataka
(1-6-1985) | 1 | 2 | Sr.DPO, SC Rly., Hubli. |
| 35. | Tirupathi
(13-05-88) | 2 | 14 | Sr.DPO, Guntakal. |

VIII. S.E. RAILWAY

- | | | | | |
|-----|----------------------------|---|----------------------------------|-----------------------------------|
| 36. | Puri
(1963) | - | 8 (both
for Gr.
'C' & 'D') | SPO(Welfare)/SE Rly.
Calcutta. |
| 37. | Ranchi
(1-10-1953) | - | 16 (-do-) | |
| 38. | Darjeeling
(June, 1983) | - | 4 (-do-) | |

Note:- Proposals for opening of new Holiday Homes at Amarkantak and Nainital are under process.

IX. WESTERN RAILWAY

- | | | | | |
|-----|---|---|--|--------------------|
| 39. | Pali Hill
Bandra (West)
Bombay
(16-8-1957) | - | 8 2
(2 rooms (1 room
each) each) | DRM/Bombay Central |
| 40. | Mount Abu
(Paschim Kunj)
(11-4-1980) | - | 16 (Suites
common for
Gr. 'C' & 'D') | DRM/Ajmer |
| 41. | Paschim Vihar
(In the campus
of ZTS, Udaipur)
(16-12-1982) | - | 8 (-do-) | CE/Churchgate |
| 42. | Paschim Villa,
Veraval.
(31-1-89). | 8 | - | |

Holiday Homes for Gazetted Officers

- | | | | | |
|-----|---|--|--|-------------------------|
| 43. | Big Peaches and small Peaches, Mount Abu. | | | PA/CE,CCG |
| 44. | Colvad.
(1937) | | | Contd..5/-
DRM, PCT. |
- (2-10-30)*
Four big Peaches and 2 small Peaches
3 for P.A. and one for P.B. and one for H.O.D.

Convalescent Home

- | | | | | |
|-----|--|---|------------------------|-----------------------|
| 45. | Pali Hill Bandra,
Bombay.
(1-3-1958) | - | 2
(2 rooms
each) | 2
(1 room
each) |
| X. | <u>C.L.W.</u> | | | |
| 46. | Puri
(1-3-1983) | - | 2 | - |
-