

Master Circular No. 2

Government Of India Ministry of Railways



सत्यमेव जयते

Developed by West Central Railway

Master Circular No. 2

HOLIDAY HOMES

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MASTER CIRCULAR No. 2

COMPENDIUM ON HOLIDAY HOMES

Subject : Holiday Homes — Master circular.

[No. E (W) 90 WE-2/2 dated 06.09.1990]

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 of staff. The broad principle, 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 of 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'.

[[No. E 55WE1-1 dated 13.01.1956](#), [No. E\(W\)76WE2t13 dated 27.09.1977](#)
[No. E\(W\) 88WE2-3 dated 31.07.1989](#)]

3. The charges to be recovered from officers and staff for the stay in 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 I children for organised trips to the All-Railway Holiday Homes at Pah gam/Srinagar :

Pay slab in the IV P.C. scales	Lump sum charge per head
Upto Rs. 950	Rs. 50
Rs. 951 and upto Rs. 2,000	Rs. 75
Rs. 2,001 and above	Rs. 100

Note: Effective from 01.08.1988

(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
(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 01.07.1989.

(e) Occupation of officers* Holiday Homes/Rest Houses by outsiders :

Rs. 500 per day per suite inclusive of all charges.

[[No. E\(W\)56-WE1116 dated 27.10.1956](#), [No. E\(W\)61-WE2/8 dated 03.05.1961](#), [No. E \(W\) 62-WE 217 dated 02.05.1962](#) , [No. E\(W\)65-WE2/2 dated 25.03.1966](#), [No. E \(W\) 66-WE 2/9 dated 12.07.1966](#), [No. E \(W\) 74-WE 2/7 dated 05.03.1976](#), [No. E\(W\)80-WE2/6](#)]

[dated 30.06.1982, No. E \(W\) 80 WE 2-7 dated 19.03.1982 , No. 82 G \(Acc.\)-6/10/S&P dated 30.07.1982, No. E \(W\) 87-WE2/4 dated 27.07.1988, No. 88/G \(Acc.\) 6/10 dated 21.09.1988, No. E \(W\) 87-WE2/4 dated 09.06.1989\]](#)

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.

[\[No. E \(W\) 56 WE-I-I6 dated 19.12.1957, No. E \(W\) 57 WE 2-11 dated 14.06.1957 and No. E \(W\) 57 WE2/10 dated 05.11.1957\]](#)

(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-WE211 dated 07.08.1957, No. E\(W\)57WE2-5 dated 17.10.1957 and No. E \(W\) 65 WE 2/15 dated 25.09.1965\]](#)

(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 serve the area.

[\[No. E\(W\) 58WE2/1 dated 19.01.1958\]](#)

(iv) Staff who are allotted accommodation in Holiday Homes should not be refused leave except in very emergent case.

[\[No. E \(W\) 57 WE 2/3 dated 28.02.1958\]](#)

(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\(W\)58 WE 2/10 dated 09.04.1959\]](#)

(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 WE 2/7 dated 23.06.1962\]](#)

(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 WE218 dated 03.05.1961\]](#)

(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\(W\)63WE2118 dated 06.12.1963\]](#)

(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.

[\[No. E\(W\)64-WE 2/7 dated 20.06.1964, No. E \(W\) 64-WE 2/7 dated 17.07.1964, No. E \(W\) 69 WE 2/II dated 09.10.1969 and No. E\(W\) 74 WE 2/12 dated 03.02.1975\]](#)

(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 officer's family occupying the suite allotted to the officer in case the latter is unable of accompany the family.

[\[No. E\(W\)65WE2-2 dated 25.03.1966\]](#)

(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\(W\)66WE2116 dated 24.12.1966\]](#)

6. 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 letters) 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 die 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.

LIST OF HOLIDAY HOMES OF INDIAN RAILWAYS

Place (Date of opening in brackets)	No. of Suites			Address for Application
	Officers	Gr. 'C'	Gr. 'D'	
I. Central Railway				
1. Mahabateshwar (10.4.1980)	4	12	--	Officers: ADGM/C. Railway Bombay V.T. Others: Sr. DPO/BBVT
2. Matheran (10.05.1956)	--	10	--	.DRM(R), Bombay division
3. Lonawala (1890)	--	4	--	-do-
4. Igatpuri (02.05.1963)	--	2	--	-do-
5. Panchmarhi (01.08.1985)	--	3	--	DRM/JBP
6. Pandharpur (13.10.1985)	--	2	--	DRM/SUR
II Eastern Railway**				
7. Puri (26.05.1958)	2	10	--	Sr. Personnel Officer (G), E. Railway, Calcutta for all the places.
8. Baidhyanath Dham (02.06.1965)	--	6*	--	
9. Nainital (14.05.1979)	4	7	--	
10. Darjeeling (June. 1983)	3	4		

•• Opening of new Holiday Hooics/Officers Rest-Houses at Hidww in lieu of Mussorie and Puri in lieu of rental one under process.

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

III. Northern Railway				
11. Srinagar (1954)	4	8 + (15 Dormitories)	--	Suite Nos. A, B, 1 & 2 Secy Railway Board, C.D. 3 & 4 G .M.(P), Northern Riy. E&5-DRM/FZR. Others: Manager, Indian Railway Holiday Home, Tulsibagh, Srinagar
12. Pahalgam(1959)	8	7	--	Officers: Secy ./Railway Board. Others: Manager, Indian Railway Holiday Home, Tulsibagh, Srinagar.
13. Simla (May, 1956)	7	13	2	Station Master/Simla.
14. Haridwar. (01.04.1978)	--	2	--	DRM/MB
15. Baijnath Paprola (1977)	--	2	2	I.O.W./Palampur
16. Barog (May, 1966)	--	22	--	--
17. Manali (Oct.1989)	3*	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 13.10.1989]

IV. N.E. Railway

18. Nainital (28.12.1978)	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		
— RIy.Bd.	2	2		
Total	14	20		
19. Ranikheth (20.04.1981)	2	2	--	DRM/IZN
20. Varanasi March, (1984)	--	2	--	Sr. DEN/NE/Railway, (Varanasi)
21. Allahabad City (01.09.1978)	--	4	--	AEN/NE Railway, Varanasi/APO (W)

V. N.F. Railway				
22. Kurseong	--	10 beds	--	AEN/NF Rly. Siliguri Jn. (15.05.1971)
23. Shillong (Rest House-cum-H. Home) (1962)	3 rooms (2 beds rooms each)	4	4 rooms	XEN/NF Rly., Pandu
24. Darjeeling (24-04-1983)	--	4 (2 beds each)	--	Secy. to GM/NF rooms Railway.
25. Craigmount at Darjeeling (Jan., 1968)	2	--	--	--
VI. Southern Railway				
26. Mysore (01.04.1958)	--	2	(common to both Gr. 'C' & 'D')	Sr. DPO/S. Rly., Mysore
27. Coonoor	--	4	(-do-)	DPO/S. Rly., Palghat
28. Madurai (06.05.1962)	--	5	(-do-)	Sr. DPO/S. Railway Madurai.
29. Courtallam (28.06.1979)	--	4	(-do-)	(-do-)
30. Kanyakumari	--	4	(-do-)	DPO/Trivandram
31. Rameswaram (01.01.1990)	2	2		DRM/MDU
32. Palani (01.01.1990)	--	2		-do-
33. Convalescent Home Coonoor	--	1		Sr. DPO, Palghat.
VII. S. C. Railway				
34. Colva Beach Goa area, Hubli Dn. Kamataka (01.06.1985)	1	2		Sr. DPO, SCRly., Hubli.
35. Tirupathi	2	14		Sr. DPO, Guntakal (13.05.1988)
VIII. S.E. Railway				
36. Puri	--	8 (both for Gr. 'C' & 'D')		SPO (Welfare) /SE Rly. (1963) Calcutta.
37. Ranchi (01.10.1953)	--	16	(-do-)	
38. Darjeeling	--	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 (16.08.1957)		8 (2 room each)	2 (1 rooms each)	DRM/Bombay Central
40. Mount Abu (Paschim Kunj) (11.04.1980)	--	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 (31.01.1989)		8	--	
Holiday Homes for Gazetted Officers				
43. Big Peaches and small Peaches, Mount Abu. (08.10.1930)	Four (2 in big peaches and 2 in small peaches)			PA/CE.CCL
44. Gaolvad (1937) Convalescent Home	4 (3 for Group A & B and one for HODs)			DRM, BCT
45. Pali Hill Bandra, Bombay.	--	2 (2 rooms each)	2 (1 room each)	
X. C.L.W.				
46. Puri (01.03.1983)	--	2	--	

[1]

Subject : Opening of Rest Homes for Staff on Railways.

[No. E55WEI-1, dated 13.01.1956]

Reference Railway Board's letters No. E55WEI-1 and E55WEI-1/ Pt.4 dated the 27th May, 1955 and 8th August 1955, respectively, on the above-noted subject. A copy of the rules which have been framed by the Railway Board laying down the broad principles which Railway Administrations should follow in the setting up and the running of Rest Homes for railway staff, is forwarded, herewith, for information and guidance.

2. The Board desire that the proposals which you have already put up to them, in this connection, should be revised by you in the light of the rules forwarded, herewith, as an enclosure to this letter.

This disposes of your letter No.W.523/8 dated 21.09.1955 and No. 22944-R dated 12.10.1955.

3. The Board desire that any proposal which you put forward to them in future for the setting up of Rest Homes on your Railway should be in accordance with the principles laid down in the Rules, a copy of which is enclosed. The Board would also like to have, urgently, your proposals for the setting up of Rest Homes on your Railway.

4. The Board desire that the enclosed rules should be followed, in future, by you for setting up of any additional Rest Homes on your railway and which may be decided by you. As regards the Rest Homes already set up on your Railway and the charges to be levied, please refer to correspondence resting with Shri Kamalakara Rao's D.O. letter of even number dated the 11th November, 1955.

5. The Board desire that the principles laid down in the rules forwarded, herewith, should be followed by you.

6. Please refer to the correspondence resting with Shri Rai's D.O. letter of even number dated the 3rd December, 1955 to Shri Rao in regard to the proposals already forwarded by you to the Railway Board. The principles contained in the rules enclosed, herewith, should be generally followed by you in regard to the setting up and the running of Rest Homes on your Railway.

Subject : General Rules within the framework of which Railway Administrations may open Rest Homes for staff in pursuance of Railway Board's letters No. E55WE1-1 dated 27th May 1955 and No. E55WE1-1/PI. A dated 8th August 1955.

Until some experience is gained to judge the extent to which the staff take advantage of this amenity, the provision of rest homes should be regarded as an experiment. No large scale Outlay on the construction or the acquiring of fresh buildings should, there fore, be incurred for the time being without the Board's prior approval. As far as possible, 'fairly large buildings', as referred to in Board's letter of 8th August 1955, should be hired from any available source (Defence/Civil/Municipal or Private) at suitable stations and sites, or made available from any surplus buildings which it may be possible for railways to make available after effecting necessary initial rehabilitation and alterations. Railway Administrations are authorised to incur outlay in this connection not exceeding Rs. 50,000 for each Railway as a whole in a year or if a building is hired, to incur recurring charges not exceeding Rs. 150 per month as rent in each case. The terms of hire should be such as not to involve the Railway in long-term or indefinite, liability beyond one or two years on each occasion. The incurrence of expenditure etc. will be subject to the usual rules regarding prior financial concurrence.

It may be sufficient in the initial stage to have not more than two or three rest homes on each railway (to serve the different areas covered by the railway), but the actual provision necessary will naturally vary according to the extent of popularity of the scheme on each railway and should cater in the aggregate (i.e. the rest homes on each railway taken together for, say, 50 to 100 employees at one time for the present (half for Class III and half for Class IV).

I. The Railway Board need only be addressed for approval to the location of a rest home, and when expenditure in excess of the limits referred to is involved. The reference to the Board should indicate how far away from railway station the site is, what essential amenities are available, etc., and how many staff can be accommodated at one time.

II. 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 included for the purpose of applying the limit of Rs. 50,000 referred loin the preceding Rule. The incurrence of this expenditure will again be subject to the usual requirements of prior financial concurrence.

III. Necessary running expenses (viz. providing a chaukidar-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.

IV. The scale of charges to be recovered has been indicated in para 2 of Board's letter of 27th May 1955. As it is desirable to have uniform rates for all Railways Re. 1 per room per day for the higher type of accommodation and Rs. 4 for the lower type may be charged. These charges will cover a certain minimum standard of facilities (viz. minimum amount of furniture etc.) which should be laid down according to the conditions on each Railway. There should be a proper arrangement for recovery and accountal of the charges.

V. Staff Welfare Works provided as amenities generally for staff at the station including the inmates of the rest home and not relating only to the rest home, should be provided through the Works Programme in the usual course by associating the Labour Advisory Committee on each Railway. This should not be regarded as outlay pertaining to the homes unless the works are provided exclusively to serve the homes.

VI. It is necessary to maintain a proforma account to judge the financial implications of the scheme, the cost of which is chargeable to Railway Revenues. The Railways should have a distinct provision under Demand No.12-accommodate expenditure not exceeding Rs. 25,000 and DF II Demand No. 18 for expenditure exceeding Rs. 25,000. There should also be a proforma account of expenditure on maintenance and running of rest homes (charged to Revenue Working Expenses). Charges recovered from the staff should be credited to a head (to be opened) under Abstract 'Z' Miscellaneous Earnings. An annual statement showing the non-recurring outlay on, as well as the running expenditure and income from, holiday homes should be furnished by each railway to the Board as soon as the Year's accounts are closed (starting from the accounts for the year 1955-56).

[3]

Subject : Opening of Holiday Homes on Railways.

[No. E(W)56WE 1-16, dated 27.10.1956]

It has been represented by some Railways that the rate- of Re. 1 per day per room for the higher type of accommodation as prescribed in para IV of the General Rules sent to you under this [office letter No. E55WE 1-1 dated 13.01.1956](#) is excessive. After careful consideration and with a view to attracting a large number of class III staff to avail themselves of the facility of holiday homes, the Board have decided that the rate of Re. 1 per day per room for the higher type of accommodation should be reduced to Annas 12 per day per room. This reduced rate should be applied uniformly to all the holiday homes on your railway from the date of issue of this letter.

2. As far as possible, Class IV staff should be provided the lower type of accommodation where such accommodation is not available, they can occupy the common rest homes at the rate of Annas 4 per day,

3. As desired in para VI of enclosure to [Board's letter No. E55WE 1-1 dated 13.01.1956](#) an annual statement showing the non-recurring outlay on, as well as the running expenditure and income from Holiday Homes should be furnished for the year 1955-56 as the accounts for that year are already closed.

[4]

Subject : **Holiday Homes for non-gazetted staff.**

Reference : Board's letter No.E (W) 56WE 1-I6 dated 19.02.1957.

[No. E (W) 57WE2-f, dated 14.06.1957]

The Board have further decided that the use of the Holiday Homes set up by the Railways should be allowed to the Class III and Class IV staff of:

- (1) Chittaranjan Locomotive Works,
- (2) Integral Coach Factory, and
- (3) Ganga Bridge Project.

on payment of usual rent, provided it is possible to do so after meeting the demands from the staff of the home Railway.

[5]

Subject : **Holiday Homes for non-gazetted staff.**

Reference : [Board's letter No. E \(W\) 57WE2-1 dated 10.06.1957.](#)

[No. E(W)57WE2-1, dated 07.08.1957]

The Board have decided that pending the setting up of a separate Holiday Home for non-gazetted staff of the Board's office and its attached and subordinate offices, the staff concerned will be eligible for making use of the Holiday Homes of any Railway.

2. Two copies of the rules framed by your Administration regarding allotment of accommodation in Holiday Homes be furnished to Board's office.
3. This is in supersession of Board's letter No. E(W)57WE2-1 dated 08.07.1957 addressed to Northern and Southern Railways.

[6]

Subject : **Holiday Homes for non-gazetted staff.**

Reference: [Board's letter No. E \(W\) 57WE2-1 dated 07.08.1957.](#)

[No. E(W)57WE2-5. dated 17.10.1957]

The Board have further decided that the staff of the Indian Railway Conference Association will also be eligible for making use of the Holiday Homes of any Railway.

2. A copy of the rules framed by your Administration regarding allotment of accommodation in Holiday Homes may be supplied to the General Secretary, IRCA, New Delhi.

[7]

Subject : **Holiday Homes for non-gazetted staff.**

[No. E(W) 57 WE2-16, dated 05.11.1957]

The Railway Board have considered the question of Holiday Homes for the staff of the CLW and ICF. Since these two units have no open line of their own, the Holiday Homes will have to be set up outside their jurisdiction and it would not be possible for these Administrations to manage the Homes with their own staff. Further the number of staff employed in these units being only limited, the Board feel that it is not necessary to have separate Holiday Homes for the staff of these units. The Board have, therefore, decided that one or two suites in each Holiday Home should be reserved.

(i) on the Eastern and South Eastern Railways for the exclusive use of the staff of the CLW;

(ii) on the Southern Railway for the exclusive use of the staff of the ICF.

The Board further desire that more Holiday Homes may be set up on the Eastern, South Eastern and Southern Railways, if the space in the existing homes is inadequate to meet this additional demand, in consultation with CLW and ICF Administrations.

[8]

Subject : **Holiday Homes for non-gazetted staff.**

[No. E(W)56 WE1-36, dated 19.12.1957]

A question has been raised whether the use of Holiday Homes set up by a particular Railway may be allotted to the employees of the other Railways and it has been decided that provided it is possible to do so, the Holiday Homes may be allotted to the officers and staff of the 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.

[9]

Subject : **Rest Homes for non-gazetted staff.**

[No. E(W)55WEI-1, dated 10.01.1958]

The orders contained in [Board's letter No. E55WEI-1 dated 13.01.1956](#) regarding the scheme for the setting up of Rest Homes on Railways for non-gazetted staff have the sanction of the President.

[10]

Subject : **Holiday Homes for non-gazetted staff.**

[No. E(W)58WE2-1, dated 10.01.1958]

Many of the big houses in hill stations are now lying unused due to lack of patronage. The Board desire that the possibility of setting up Holiday Homes for staff in such houses, on the hill stations may be explored.

2. The Board have further decided that there is no objection to a Railway having a Holiday Home for its staff at a place outside its jurisdiction but the Holiday Home will be in the charge of the Railway that serves the area.

[11]

Subject : **Holiday Homes for non-gazetted staff.**

[No. E(W)57WE2-3, dated 28.02.1958]

It has come to the notice of the Board that staff allotted accommodation in Holiday Homes are sometimes not granted leave. The Board desire that the staff who are allotted accommodation in the Holiday Homes should not be refused leave except in very emergent cases.

[12]

Subject : **Holiday Homes.**

Reference : Board's letter No.E(W)58WE2-10 dated 12.07.1958.

[No. E(W)58WE2-10, dated 03.04.1959]

From the particulars of occupation of Holiday Homes furnished by the Railways in reply thereto, it appears that generally the Holiday Homes are not quite popular with Class IV staff. The Board desires that the Railway Administrations should continuously keep under review the extent of occupation of the Holiday Homes, so that any Homes which are not in appreciable use in successive seasons may be closed down promptly. The expenditure on maintenance etc. should also be kept down to the minimum during the pan of the year when any Holiday Home generally remains vacant or is not occupied to any great extent.

2. It is not, however, the intention that a few of the Class IV staff who actually want to avail of the benefit should be denied the facility on account of the closure of the lower type of accommodation. Where the lower type of accommodation has been closed down on account of lack of patronage, Class IV staff may be allowed the higher type on payment of the charges for the lower type. Attention in this connection is invited to para 2 of [Board's letter No. E \(W\) 56WEM6 dated 29.10.1956.](#)

[13]

Subject : **Holiday Home for Railway Officers at Pahalgam in Kashmir.**

[No. E(W)61WE2-8. dated 03.05.1961]

The Railway Board have arranged a Holiday Home for officers of all Railways in the property known as 'Pahalgam House' at Pahalgam in Kashmir.

Maintenance : The Northern Railway will be responsible for the maintenance of the Officers' Holiday Home.

Accommodation : There are six rooms with attached bathrooms for 6 officers in the main building and one suite (in Annexe No. I) with two bedrooms and two attached bathrooms.

Kitchen, etc: There are in all only three pucca kitchens. Officers will be required to share the kitchens, if necessary. Improvised arrangements for additional kitchens are, however, being made. Officers are advised to carry their own oil stoves.

Furniture, crockery, etc: Crockery, cutlery and ordinary cooking vessels are being provided. Two beds with linen will also be provided in each bedroom.

Charges : The charges will be as under:

Large size single rooms (3) —	Each Rs.7.50 per day
Small size single rooms (3) —	Each Rs.5.00
Double room suite (Annexe No. I)	Each Rs. 10.00 "

Allotment : Allotment in the Holiday Home will be made by the Secretary, Railway Board, to individual officers on application, for a maximum period of 14 days at a time.

Conditions :

- (1) It is not permissible for officers to book accommodation in the holiday home and allow friends or relations to utilise it.
- (2) The officers will have to utilise their own leave and privilege passes, passes being made out up to Pathankot which is the rail-head for Kashmir. Officers will have to make their own arrangements for transport between Pathankot and Pahalgam.
- (3) Officers will have to make their own cooking arrangements.

Adequate publicity of these arrangements may be made so that the officers interested may be able to avail of the facility provided during the current season.

[14]

Subject : **Holiday Home for Railway officers at Pahalgam in Kashmir.**

Reference : [Board's letter No.E\(W\)61WE-8 dated 03.05.1961.](#)

[No. E(W) 62 WE2-7, dated 23.06.1962]

It has come to the notice of the Board that officers who reserve accommodation in the Holiday Home at Pahalgam very often do not avail of the accommodation reserved. This results in the suites remaining unused while applications of several officers for reservation of suites have to be rejected due to the suites having already been reserved for some other officers. In order to ensure that the Holiday Home is actually used to the maximum extent possible, the Board have decided that if an officer who has reserved accommodation in the Holiday Home is not likely to avail of the reservation made in his favour, he should give intimation of cancellation of the reservation so as to reach the Under Secretary (General) Railway Board at least 10 days before the date from which the suite was reserved for him. If no such intimation is received at least 10 days in advance, full recovery of rent for the entire period of reservation will be made from the officer concerned irrespective of whether the suite is occupied or not. The Northern Railway should arrange the recovery of rent in such cases.

[15]

Subject : **Holiday Home for Railway Officers at Pahalgam in Kashmir**

Reference : [Board's letter No.E\(W\)61WE2-8 dated 03.05.1961.](#)

[No. E (W) 62WE2-7, dated 02.05.1962]

In partial modification of the orders contained therein, the Board have decided that with immediate effect the charges for occupation of the double room suite (Annexe) should be Rs.7.50 per day instead of Rs. 10 per day.

[16]

Subject : **Holiday Homes—Use by Railway servants on deputation to other departments.**

[No. E (W) 63 WE2-18, dated 06.12.1963]

A question has been raised whether the use of Holiday Homes set up for Railway servants may be permitted in the case of Railway servants on deputation to non-Railway Government departments. The Board have decided that the use of the Holiday Homes should be permitted only in the case. of Railway servants on deputation to posts which are necessarily to be filled by Railway servants.

[17]

Subject : Use of Holiday Homes by Officers and Staff of the Railway Audit Department.

[No. E(W)6WE2-7, dated 20.06.1964]

A question has been raised whether the officers and staff of the Railway Audit Department may be allowed the use of Holiday Homes set up by the Railways for the benefit of their staff and officers. The Board have carefully considered the matter and decided that as the Audit staff are not treated at par with the Railway staff for facilities like Staff Benefit Fund, Railway Educational Assistance Rules etc. which are financed from the Railway Revenues, they may not be allowed the use of the Holiday Homes.

[18]

Subject : Use of Holiday Homes by Officer and staff of the Railway Audit Department

[D.O. No. E(W) 64WE2-7 dated 17.07.1964]

Kindly refer to the [Board's letter of even number dated 20.06.1964](#) wherein it was stated that, as the Audit staff are not treated at par with the Railway staff for facilities like staff benefit fund, railway educational assistance rules, etc., which are financed from the Railway Revenues, they may not be allowed the use of the Holiday Homes.

2. The matter has been further considered. While it is true that the facilities of Staff Benefit Fund the Railway Educational Assistance Rules are not given to the Audit staff as they involve payments directly, it is felt that allowing the use of Holiday Homes is more akin to the allotment of residential quarters, even if the recovery is on a concessional basis, particularly as the number of Railway audit staff is small. Officers and non-gazetted staff of the Railway Audit Department including staff of the accordingly be permitted the use of holiday homes in the same way as officers and staff of railways according to the usual priority, etc.

[19]

Subject : Holiday Homes for Railway officers at Pahalgam in Kashmir - Procedure for reservation and cancellation of reservation.

[No. E(W)64WE-2-J4, dated 11.01.1965]

Reference [Board's letter No. E \(W\) 62 WE2-7 dated 24.06.1962](#) wherein it was laid down that if an officer, who has reserved accommodation in the above Holiday Home, is not likely to avail of the accommodation, he should give intimation of cancellation of the reservation so as to reach the Under Secretary (General) Railway Board, at least 10 days before the date from which the suite was reserved for him and that if no such intimation is received within the stipulated period full recovery of rent for the entire period of reservation will be made from the officer concerned, irrespective of whether the suite is occupied or not. It has been observed that in some of the cases, notices of cancellation, though despatched by the officers concerned in time, were received late in the Board's office due to the notices having been routed through General Manager's Offices.

2. In order to avoid delays, inherent in the existing procedure, it has now been decided that applications for reservation, as well as for cancellation need not be routed through official channels but may be sent direct by the applicants to the Under Secretary (General), Railway Board.

3. The procedure for applications and cancellations will be as under:

(i) Applications for reservation should be sent at least 20 days before the date from which reservation is sought.

(ii) In the event of reservation as asked for being available, a reply will be given by the Under Secretary (General), Railway Board, direct to the officer concerned and a copy of the same will be endorsed to the General Manager of the Railway concerned. Even when reservation is not possible the officer concerned will be suitably advised. In either case, the reply will be sent, so far as possible, within 10 days of receipt of the application.

(iii) Cancellation notice should reach the Under Secretary (General) 10 clear days before the date from which the suit is reserved, failing which remission of rent will not be allowed. Officers who ask for reservation at short notice should be prepared to face the risk of recovery of rent in case they have to cancel the reservation without 10 days notice.

4. It is upto the applicants to ensure that they get such leave as is necessary. Once a reservation is made and the officer becomes liable for recovery of rent because notice of cancellation of reservation has not been received in the Board's office in time, no consideration will be given to reasons such as leave not being granted by the Administration etc. for the purpose of remission of recovery of rent.

[20]

Subject : **Holiday Homes for non-gazetted staff.**

[No. E (W) 65WE2-15. Dated 25.09.1965

Reference [Board's letter No. E \(W\) 57WR2-1 dated 07.08.1957](#) in which Board's decision was communicated that pending the setting up of a separate Holiday Home for the non-gazetted staff of the Board's office and of its attached and subordinate offices, these staff will be eligible for making use of the Holiday Homes of any Railway.

2. It appears that on some Railways applications for allotment from these staff are being given a lower order of priority in accordance with [Board's letter No. E \(W\) 56 WE 1-16 dated 19.02.1957](#) under which the use of a Holiday Home set up by a particular Railway may be allowed to the staff of other Railways provided it is possible to do so after meeting the demands of the home railway. The Board desire to clarify that the intention is that the staff of the Board's Office and its attached and subordinate offices and also the staff of the IRCA vide their [letter No. E \(W\) 57WE2-1 dated 17.10.1957](#) should be treated at par with the staff of each Railway for the purpose of allotment of accommodation in the Holiday Homes set up by that Railway.

[21]

Subject : **Holiday Homes for officers in Kashmir.**

[No. E(W)65WE2-2, dated 25.03.1966]

The rules relating to the occupation of the officers' Holiday Home at Pahalgam and at Srinagar as laid down by the Board from time to time have been consolidated and a copy of the same is enclosed. The Board desire that the rules may be published in your Railway Gazette for the information of officers.

**OFFICERS HOLIDAY HOME AT PAHALGAM AND
SRINAGAR KASHMIR
Rules/or allotment and occupation**

Accommodation and Rent : 1. There are two Holiday Homes in Kashmir for gazetted officers of the Railways, one at Pahalgam and the other at Srinagar. The details of the accommodation available and the rent chargeable are as under:

Pahalgam Holiday Home

Suite No. 1 (Large room)	on ground floor	—Rs. 7.50 per day
Suite No. 2 (Large room)		—Rs. 7.50 per day
Suite No. 3 (smaller room)		—Rs. 5.00 per day
Suite No. 4 (smaller room)		—Rs. 5.00 per day
Suite No. 5 (large room)	on first floor	—Rs. 7.50 per day
Suite No. 6 (large room)		—Rs. 7.50 per day
Suite No. 7 (Two small rooms)	annexe I & II	—Rs. 7.50 per day
Suite No. 8 (Two small rooms)		—Rs. 7.50 per day

2. All the suites are furnished and have attached bath rooms. Kitchens are provided. Crockery, cutlery and ordinary cooking vessels are available. But officers will have to make their own arrangements for cooking.

3. The Northern Railway is responsible for the maintenance of these holiday homes.

4. Allotment of accommodation in these holiday homes will be made by the Under Secretary (General) Railway Board to individual officers on application. For a maximum period of 14 days at a time.

5. Applications for reservation should be sent at least 20 days before the date from which reservation is sought. The applications including applications for cancellation of reservations, need not be routed through official channels but may be sent direct by the applicants to the Under Secretary (General), Railway Board.

6. In the event of reservation as asked for being available, a reply will be given by the Under Secretary (General), Railway Board direct to the officer concerned and a copy of the same will be endorsed to the General Manager of the Railway concerned. Even when reservation is not possible, the officer concerned will be suitably advised. In either case, the reply will be sent, so far as possible, within 10 days of receipt of the application.

7. If an officer who has reserved accommodation in the holiday homes is not likely to avail of the accommodation he should give intimation of cancellation of the reservation so as to reach the Under Secretary/Railway Board atleast 10 days before the date from which the suite was reserved for him, failing which remission of rent will not be allowed.
8. If no such intimation is received from the officer within the stipulated period, full recovery of rent for the entire period of reservation will be made from him, irrespective of whether the suite is occupied or not, by the DAO, Ferozopore, Northern Railway, through the pay sheets of the officers concerned.
9. Officers who ask for reservation at short notice should be prepared to face the risk of recovery of rent in case they have to cancel the reservation without 10 days notice.
10. It is upto the applicants to ensure that they got such leave as is necessary. Once a reservation is made and the officer becomes liable for recovery of rent because notice of cancellation of reservation has not been received in the Board's office in time, no consideration will be given to reasons such as leave not being given by the Administration etc. for the purpose of remission of recovery of rent.
11. Officers who visit the Holiday Homes should fill in their names, designation. Railway particulars of accommodation occupied, time and date of arrival and departure and their pay sheet preparing units in the register maintained for the purpose at the Holiday Home.
12. The rental charges should be paid in cash to the assistant inspector of works in charge of the Holiday Home at the time of occupying the accommodation.
13. It is not permissible for officers to book accommodation in the Holiday Home and allow friends or relations to utilise it. But there is no objection to an officer to whom accommodation has been allotted sharing the accommodation with another Railway officer (the rent in this case being charged from the officer who has been allotted the accommodation).
14. There is no objection to an officer's family occupying the suite allotted to the officer in case the officer is unable to accompany the family.
15. Officers will have to utilise their own leave and passes. The passes be made out upto Pathankot, which is the rail head for Kashmir. They will have to make their own arrangements for transport between Pathankot and the Holiday Homes.
16. Officers who have demitted service, including those who are on LPR after the date of compulsory retirement are not entitled to the use of Holiday Homes. Officers who are on LPR which expires on the date compulsory retirement may, however be allowed the use of the Holiday Homes.
17. The use of the Holiday Homes by officers on deputation to non-railway government departments will be permissible only if they are on deputation to posts which are necessarily to be filled by railway servants.

18. Officers of the Railway audit department including the additional deputy comptroller and Auditor General (Railways) and officers under him are entitled to the use of these Holiday Homes.

19. In the Srinagar Holiday Home, two suites have been reserved for officers on duty and no rent is recoverable when officers occupy these suites on duty. In the Pahalgam Holiday Home where no suites have been set aside for officers on duty, officers on duty may be allowed to use the Holiday Home free of rental charges.

[22]

Subject : All Railway Holiday Homes in Kashmir—scale of charges to be recovered from the staff participating in the organised trips.

Reference : Board's letter No. E (W) 61WE2-3 dated 24.04.1961.

[No. E(W)66WE2-9, dated 22.07.1966]

On account of the rise in the cost of living in Kashmir, the Board have decided that the scale of charges for boarding and lodging recoverable from the employees participating in the organised trips to the Holiday Homes at Pahalgam and Srinagar should be revised as under:

Pay slabs	Lump sum to be recovered per head for the entire period of 14 days
Rs. Upto Rs. 110 p.m.	25/-
From Rs. 111 to Rs. 150 p.m.	30/-
From Rs. 151 to Rs. 250 p.m.	35/-
From Rs. 251 to Rs. 325 p.m	40/-
From Rs. 326 to Rs. 375 p.m	45/-
From Rs. 376 and above p.m.	50/-

These orders will have effect from the 1st July.

(This disposes of Northern and North Eastern Railways letter No.969E/88-V(vi) dated 25.05.1966 and No.E11/322/35/8 dated 01.06.1966 respectively).

[23]

Subject : **Holiday Homes for Railway employees- Definition of 'family' for purpose of occupation.**

[No. E (W) 65WE2-16, dated 24.12.1966]

The Board have had under consideration the question as to what should be the definition of "**Family**" for the purpose of occupation of the Holiday Homes set up by the Railways for Railway employees. Keeping in view the fact that these Holiday Homes are meant for the rest and recreation of employees and also the basic social conditions in the country, the Board have decided that an employee's "**family**" for this purpose should be deemed to include when the employee or his wife/her husband is accompanying the family, his or her close relatives—not necessarily those entitled to passes.

This disposes of Eastern Railway's letter No.E.1210/2/0/W dated 13.09.1965.

[24]

Subject : Holiday Homes for the Central Government employees-Item 19 of the minutes of the meeting of the National Council held on 1st and 2nd August 1969.

[No. E (W) 69 WE2-11, dated 09.10.1969]

At the meeting of the National Council held on the 1st and 2nd August, 1969 it was decided inter alia that the Ministry of Railways and the P&T Departments would share their holiday homes with the Central Government employees of other Ministries/Departments, if accommodation is available after meeting their own requirements.

In pursuance of the above decision of the National Council, the Board desire that applications for allotment of accommodation from employees of other Central Government Ministries/Departments may be considered after meeting the demands for allotment from Railway employees.

The scale of charges to be recovered from Central Government employees will be the same as for Railway employees viz. 0.75 paise for Class III staff and Re. 0.25 paise for Class IV staff.

[25]

Subject : Extension of the facility of Holiday Homes maintained by the Railways to the staff of Lok Sabha/ Rajya Sabha Secretariats.

[No. E(W)74WE2-I2, dated 13.02.1975]

The Pay Commission of Parliament had recommended that the officers and staff of Lok Sabha/Rajya Sabha Secretariats should be made eligible for the Holiday Home facilities maintained by the Railways, P&T Departments etc., and various places in the country.

The Board have considered the matter and have decided that the Holiday Homes on the Railways, meant for Class III and IV staff of Lok Sabha/Rajya Sabha Secretariats, if accommodation as available after meeting the requirements of Railway staff. Hence, it is desired that applications for allotment of accommodation from Class III and IV employees of Lok Sabha/Rajya Sabha Secretariats may be considered after meeting the demands for allotment from Railway employees.

The scale of charges to be recovered from staff of Lok Sabha/Rajya Sabha Secretariats will be the same as for Railway employees, viz. 0.75 paise for Class III and 25 paise for Class IV staff per day.

[26]

Subject : Opening of Holiday Homes for Railway Staff.

Reference: Board's letters No. E55WE1-1 dated 27.05.1955.

[No. E(W)76WE2-I3, dated 27.09.1977]

In accordance with the instructions contained in Board's letters quoted above, the criteria for opening of Holiday Homes are that they should be allocated at suitable hill stations or seaside resorts or other pleasant surroundings where they can spend their holidays inexpensively and in reasonable comfort.

Ministry of Railways have further considered the matter and have agreed that places 'where popular demand exists' may be added as another criterion while making proposals to Board for opening of new Holiday Homes. All other extant rules laying down the broad principles to be followed in the matter will continue to apply. Each case will, however, be decided by the Board on merits as is being done hitherto.

[27]

Subject : **Occupation of Holiday Homes by retired non-gazetted Railway employees.**

[No. E(W)80WE2-7, dated 19.03.1982]

The question of occupation of Railway Holiday Homes by retired non-gazetted Railway employees has been under consideration of the Ministry of Railways since sometime past. This item has also been a subject of discussion in the Departmental Council meeting held on 28th and 29th January 1982. As agreed to in the said meeting Ministry of Railways have decided that the retired non-gazetted Railway employees may be permitted to occupy Railway Holiday Homes on the same terms and conditions as laid down in respect of Railway officers vide this [Ministry's letter No. E\(W\)74WE2-7. dated 05.03.1976.](#)

Copy of Boards letter No. E (W) 74 WE 2-7, dated 05.03.1976

Subject : Occupation of Holiday Home by retired Railway Officers.

The question of occupation of Railway Holiday Homes by retired Railway officers has been under consideration of the Railway Ministry It has been decided that in supersession of all previous orders, retired Railway officers may be permitted to occupy Railway holiday homes only with these are not required by serving Railway officers. The allotment can be for a maximum of seven days at a time and not more than one suite should be allotted to them. The allottee should be advised at the time of allotment that his allotment is liable to be cancelled if required during the period by a serving railway officers.

As regards the charges, the total amount recoverable in a month (a month will be taken to mean thirty days) should be equal to 15% of the last pay drawn by the retired railway officer. Daily rate can, therefore, be worked out as 15% of the last pay drawn by thirty. Charges for electricity air conditioning and heating arrangements provided if any, should be recovered in addition. Retired railway servants when they apply for allotment for such accommodation, should alongwith their application furnish their particulars of the last post held and last pay drawn.

[28]

Subject : Revision of scale of charges to be recovered from the staff participating in the organised trips as also revision of lodging charges in Holiday Homes.

[No. E(W) 80WE2-6, dated 30.06.1982]

The question of revision of charges to be recovered from the staff participating in the organised trips to Pahalgam/Srinagar as also lodging charges in the holiday homes set upon the various railways has been under the consideration of Ministry of Railways for some time past. After a detailed review of the matter and in supersession of the instructions contained in Railway Ministry's letters No. E (W) 80WE2-6 dated 06.10.1980 and [E \(W\) 56WE1-16 dated 29.10.1956](#) on the subject, Ministry of Railways have decided as under:

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

Pay Slab	Lump sum charges per head
Upto Rs.260	Rs. 30
Rs. 261 and above upto Rs. 399	Rs. 35
Rs. 400 and above upto Rs. 500	Rs. 50
Rs.501andaboveuptoRs.750	Rs. 55
Rs. 751 and above	Rs. 65

(ii) Lodging charges to be recovered from staff in respect of Holiday Homes set up on the railways.

Class III (higher type of accommodation) - Rs. 1.50 per day.

Class IV (lower type of accommodation) - 50 paise per day.

(iii) The revision of charges indicated at items (i) & (ii) above will be effective from 01.09.1982

Subject : Occupation of officers Rest House/Holiday Homes by outsiders charging of rent.

[No. 82 G (ACC) 6/10/S&P, dated 30.07.1982

The question of allotment of accommodation in and charging of rent from outsiders for the use of Railway Officers' Rest House/Holiday Homes at Simla, Srinagar, Pahalgam, Darjeeling and Nainital, has been under consideration of the Board for sometime past. Normally these Rest Houses Holiday Homes are meant for railway officers and staff except that, after meeting the requirements of Railway personnel, sometimes officers and staff of other Central Government departments are considered for allotment of such rest houses at rates fixed in terms of the Board's letter No.74/W2/7/9 dated 21.11.1981.

2. The Board have, however, decided that in case accommodation in these Rest Houses/Holiday Homes is allotted to outsiders i.e. other than those indicated above, in very exceptional circumstances for short periods they should be charged @ Rs. 300 (Rupees three hundred only) per d including all the charges. The above rate of Rs. 300 per day will be valid upto 31 st March 1983. The Board have further decided that allotment of such accommodation to outsiders should not be made by cancellation of the booking of railway officers/staff.

3. It may please be ensured that these Rest Houses are not allotted to outsiders overlooking requests received from Railway officers and Staff. Further, in order to have a proper appreciation to the extent of occupation i these rest houses by outsiders, information regarding the number of outsider occupants and the number of days various suites have been allotted to outsiders during the period upto 31st March 1983 may be furnished in due course.

The Board have further decided that allotment of such accommodation to outsiders should not be made by cancellation of the booking of railway officers/staff.

[30]

Subject : Revision of scale of charges to be recovered from the staff participating in the organised trips as also revision of lodging charges in Holiday Homes.

Reference : This [Ministry's letter No. E \(W\) 80WE2-6 dated 30.06.1982](#) on the above subject.

[No. E(W)87V/E2-4, dated 27.07.1988]

The question of revision of charges to be recovered from the staff participating in the organised trips to Srinagar/Pahalgam as also lodging charges for Holiday Homes set up on the various Railways has been considered further. After a careful review of the matter it has been decided to revise the charges as under:

(i) Lump sum charges to be recovered from the staff/children for the organised trips to the All Railway Homes at Pahalgam/Srinagar.

Pay slab in the 4th Pay Commission's scales (RSHP)	Lump sum charges per head
Upto Rs. 950	Rs. 50
Rs. 951 and above upto Rs. 2,000	Rs. 75
Rs. 2001 and above	Rs. 100

(ii) Lodging charges to be recovered from staff in respect of Holiday Homes set up on the Railways.

(a) Group 'C' (higher type of accommodation).....Rs. 5 per day

(b) Group 'D' (lower type of accommodation).....Rs. 2 per day

The revised charges indicated above will be effective from 07.08.1988.

[31]

Subject : Occupation of Officers Rest House/Holiday Homes by outsiders charging of rent.

Reference: [This Ministry's letter No. 82-G\(Acc\)6/10 dated 30.07.1982.](#)

[No. 88-G(Acc)6UO, dated 21.09.1988]

The question of revising the charges prescribed in Board's letter referred to above for use of officers Rest Houses/Holiday Homes by outsiders has been under consideration of the Board for sometime past. After careful consideration it has been decided that in case accommodation in the holiday homes at Srinagar & Pahalgam, Shimla, Nainital and Mussoorie etc. is allotted to the outsiders for short period, they should be charged @ Rs.500 (Rupees five hundred only) per day per suite including all charges. The above rate of Rs. 500 per day will be valid until further orders.

2. It may please, be ensured that the allotment of suite in holiday homes to outsiders is not made by cancelling the booking of railway officers/staff.

Subject : **Revision of charges for occupation of Holiday Homes.**

[No. E(W)87WE2-4, dated 09.06.1989]

Reference this [Ministry's letter of even number dated 27.07.1988](#) revising charges to be recovered from the staff participating in the organised trips to Srinagar/Pahalgam and lodging charges for Holiday Homes from 01.08.1988.

2. The question relating to (i) revision of charges for occupation of Holiday Homes by Gazetted Officers (being recovered at varying rates at present) and (ii) rationalisation/simplification of charges for occupation of Holiday Homes by retired Railway servants in modification of instructions contained in this [Ministry's letters Nos. E \(W\) 74 WE 2-7 dated 05.03.1976](#) and [E \(W\) 80 WE2-7 dated 19.03.1982](#) have been under consideration for sometime. It has now been decided as under:

I. Charges to be recovered from Gazetted officers for occupation of Holiday homes:

Rs. 10 (Rupees ten) only per suite per day.

II. Charges to be recovered from retired Railway Servants for occupation of Holiday Homes per suite per day:

- (i) Group 'D' Rs. 5
- (ii) Group 'C' Rs. 10
- (iii) Officers upto and inclusive JA Grade..... Rs. 15
- (iv) Officers above JA Grade Rs. 30

The revised charges will be effective from 01.07.1989.

[33]

Subject : Staff Welfare Works—raising of ceiling limit for inclusion of new Staff Welfare Works in the PWP.

[No. E (W) 88 WE 2-3, dated 31.07.1989

Please refer to this Ministry's letter No. E (W) 85EWE2-3 dated 11.10.1985 where under instructions were issued raising the ceiling limit from Rs. 50,000 to Rs. 1,00,00 each for inclusion of new staff welfare works in the preliminary works programme.

2. It has now been decided that the above ceiling limit may be increased from the existing Rs. 1,00,000 to Rs. 2,00,000. The Ministry of Railways, therefore, desire that in future, their prior approval should be obtained in respect of new staff welfare works such as Schools and Subsidised hostels for the children of Railway employees. Institutes and Clubs, Canteens, Holiday Homes etc. (other than those relating to medical facilities) costing over Rs. 2,00,000 each for inclusion in the Preliminary Works Programme and proposals for such works may be submitted with the concurrence of the FA&CAO well in time. They further desire that a list of new staff welfare works costing over Rs. 2,00,000 each included in the lump sum provision under the various demands should accompany the Preliminary Works Programme indicating the estimated cost, the provision proposed, and the reference under which the item has received Board's approval.

(This also disposes of S.E. Railway's letter No.PL/WP/90-9 I/General dated 05.05.1989 and CPO, ICF's D.O. letter No.PB/LW/205/Vol.VI dated 09.05.1989).

[34]

Subject : **Northern Railway Holiday Home at Manali**

[No. E(W) 89 WER-8, dated 13.10.1989]

Reference this Ministry's letter No. 88/LM (B)/7/8/N, dated 21.04.1989 according sanction of the President to the purchase of property/building at Manali for use as a Holiday Home for Officers and Staff.

2. The Board have decided that one suite should exclusively cater to the officers other than officers of the Northern Railway (including officers in the Railway Board). The compliance of this may please be ensured.

[35]

Subject : **Officers Rest House/Holiday Home at Tirumala Hills and Tirupati.**

[No. E(W)91WE2-2, dated 06.03.1991]

South Central Railway have set up Officers Rest House on Tirumala Hills consisting of 4 rooms (including one AC) for use of Officers desiring to visit '**Lord Balaji's Temple**' in the hills above Tirupati. At Tirupati station a Holiday Home consisting of 4 rooms for officers and 12 rooms for staff alongwith a marriage hall '**Kalyana Mandapam**' adjacent to it has been provided. These four rooms in Officers' Rest House at Tirumala Hills and 16 rooms in ORH/Holiday Home at Tirupati constitute separate suites in themselves. The controlling Officer for these suites Divisional Railway Manager, Guntakal.