GOVERNMENT OF INDIA/भारत सरकार
MINISTRY OF RAILWAYS/रेल मंत्रालय
RAILWAY BOARD/रेलवे बोर्ड

No. 2017/Trans/01/Policy
New Delhi, September 10, 2020

The General Managers, All Zonal Railways & PUs, NF Rly.(Cons.), GM/CORE
DG/RDSO & DG/NAIR

The Managing Director,
Centre for Railway Information System,
Chanakyapuri,
New Delhi.

Sub: Online Allotment of Railway Officers Rest House, Holiday Homes, Community
    Centres/Halls
Ref: Railway Board’s letter of even number dated 31.5.2018

In order to develop an online system for booking of Staff/Supervisors Rest Rooms, Holiday Homes
(Officers/Staff), Community Centres/Halls & Officers Rest Houses with automatic allotment facility for
certain percentage, and in continuation of letter under reference above, Board (Chairman & CEO,
Railway Board) have approved the following:

1. The project will be part of Welfare Module of HRMS Project & charged accordingly.
2. The project is to be commissioned preferably along-with online payment option.
3. In view of co-existence of Division(s), Headquarters and various units at same location, the
   administrative power of the allotment of Rest House facility and its control after the
   operationalisation of the online allotment facility will be as per the existing administrative
   control and allotment.
4. There shall be an Automatic allotment (Software generated) of Rooms/beds upto 50% of the
   total numbers. The same will be further reviewed as per the experience gained after six months
   of implementation of the project.
5. Allotting ORH on long term basis for officers on transfer/temporary posting to be done based
   on 1:1 from Automatic and Manual quota of allotment by the Admin.
6. The rest house inventories are to be fed in the system starting from NWR & initially ORH
   booking of the project may be commissioned over NWR. After verifying its satisfactory
   working (software), project will be rolled out at other units.
7. Other parts of the project including online booking of Holiday Homes, Staff Rest Houses, etc.
   shall also be developed and to be rolled out from NWR.
8. Other Rules and Guidelines in this regard will remain same and as modified from time to time.

Kindly acknowledge and ensure compliance.

[Signature]
(Upesh Balonda)
ED/S&T/Transformation Cell
Railway Board

Copy: As per list attached.
Copy to:

1. The ADAI (Railways), New Delhi
2. PFAs, All Indian Railways & Production Units
3. The Director of Audit, All Indian Railways
4. The Director, Indian Railway Institute of Civil Engineering, Pune.
5. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
6. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
7. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
8. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
9. The Director, Indian Railway Institute of Transport Management, Lucknow.
10. The Registrar, Railway Claims Tribunal, Delhi.
11. The General Secretary, IRCA, New Delhi.
12. The Chief Commissioner of Railway Safety, Lucknow.
13. The Secretary, Railway Rates Tribunal, Chennai.
15. CMD/MD of all Railway PSUs

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(R)
2. CRB, MF, M/Infra, M(O&BD), M(T&RS), Secy, OSD/Safety, DG(HR), DG (RHS), DG (RPF)
3. All AMs, Principal Executive Directors & Executive Directors of Railway Board

(Umesh Balonda)
ED/S&T/Transformation Cell
Railway Board