

MASTER CIRCULAR
Master Circular No. 2
Holiday Homes.

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Annexure-1

[List of Holiday Homes on Indian Railways](#)

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. 10,00,000 (Rupees Ten lakhs only) each and if a building is hired, to incur recurring expenditure not exceeding Rs. 5,000 (Rupees Five thousand only) 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.

Revised vide Railway Board's letter No. [E\(W\)2000/WE-2/2 dated 14.12.2000](#)

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 three types of accommodation viz. for Gazetted Officers; Group-'C' and Group-'D'.

Revised vide Railway Board's letter No. [E\(W\)2000/WE-2/2 dated 14.12.2000](#)

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. 10,00,000 (Rupees Ten lakhs only) referred to at (c) above.

Revised vide Railway Board's letter No. [E\(W\)2000/WE-2/2 dated 14.12.2000](#)

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. [E55WE](#) [1-1](#) [dated](#) [13.01.1956](#),
No. [E\(W\)76](#) [WE](#) [2-13](#) [dated](#) [27.9.1977](#),
No. [E\(W\)88WE 2-3 dated 31.7.1989](#)]

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 Serving Railway Officers and staff:

Charges per Suite per day

- (i) Gazetted Officers : Rs. 25
- (ii) Group 'C' staff : Rs. 12
- (iii) Group 'D' staff : Rs. 5

b. ### Revised vide Railway Board's letter No. [E\(W\)2000/WE-2/2 dated 14.12.2000](#)

- (i) Group 'C' staff (Higher Type of accommodation) : Rs. 5 per day
- (ii) Group 'D' staff (Lower Type of accommodation) : Rs. 2 per day

c.

d. Charges to be recovered from Retired Railway Servants :

	Charges Per Suite Per Day
(i) Officers above JAG	Rs 75
(ii) Officers upto and inclusive of JAG	Rs 35
(iii) Group 'C'	Rs 25
(iv) Group 'D'	Rs 12

e. ### Revised vide Railway Board's letter No. [E\(W\)2000/WE-2/2 dated 14.12.2000](#)

f. Lump sum charges to be recovered from staff/ children for organised trips to the All-Railway Holiday Homes at Pahlgam/Srinagar :

g.

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

h. Note: Effective from 01.08.1988

i. Charges to be recovered from Gazetted officers :

Rs. 10 per suite per day.

j. 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 1.7.1989.

k. Occupation of officers* Holiday Homes/Rest Houses by outsiders :

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

[No. <u>E(W)56WE</u>		<u>1-16</u>	<u>dated</u>	<u>27.10.56,</u>
No. <u>E(W)61</u>	<u>WE</u>	<u>2-8</u>	<u>dated</u>	<u>3.5.1961,</u>
No. <u>E(W)62WE2-7</u>		<u>dated</u>		<u>2.5.1962,</u>
No. <u>E(W)65</u>	<u>WE</u>	<u>2-2</u>	<u>dated</u>	<u>25.3.1966,</u>
No. <u>E(W)66</u>	<u>WE</u>	<u>2-9</u>	<u>dated</u>	<u>22.7.1966,</u>
No. <u>E(W)74</u>	<u>WE</u>	<u>2-7</u>	<u>dated</u>	<u>5.3.1976,</u>
No. <u>E(W)80</u>	<u>WE</u>	<u>2-6,</u>	<u>dated</u>	<u>30.6.1982,</u>
No. <u>E(W)80</u>	<u>WE</u>	<u>2-7</u>	<u>dated</u>	<u>19.3.1982,</u>
No. <u>82-G(Acc)6/10/S&P</u>		<u>dated</u>		<u>30.7.82,</u>
No. <u>E(W)87</u>	<u>WE</u>	<u>24</u>	<u>dated</u>	<u>27.7.1988,</u>
No. <u>88</u>	<u>G(Acc.)6/10</u>		<u>dated</u>	<u>21.9.1988,</u>
No. <u>E(W)87 WE 2-4</u>		<u>dated</u>		<u>9.6.1989]</u>

See also para 2224 of IREM as modified vide Railway Board's letter no. E(W)2000/WE-2/2 dated 7.12.2000 (RBE 212/2000).

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.

[No. <u>E(W)56</u>	<u>WE</u>	<u>1-16</u>	<u>dated</u>	<u>19.12.1957,</u>
No. <u>E(W)57</u>	<u>WE</u>	<u>2-1</u>	<u>dated</u>	<u>14.6.1957,</u>
and No. <u>E(W)57 WE 2-16</u>		<u>dated</u>		<u>5.11.1957]</u>

- 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. <u>E(W)57</u>	<u>WE</u>	<u>2-1</u>	<u>dated</u>	<u>7.8.1957,</u>
No. <u>E(W)57</u>	<u>WE</u>	<u>2-5</u>	<u>dated</u>	<u>17.10.1957,</u>
and No. <u>E(W)65 WE 2-15</u>		<u>dated</u>		<u>25.9.65]</u>

- 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)58 WE 2-1 dated 10.1.1958]

- 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 28.2.58](#)]

- 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\(W\)58 WE 2-10 dated 3.4.59](#)]

- 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 23/24.06.1962](#)]

- 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 WE 2-8 dated 3.5.1961](#)]

- 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\(W\)63 WE 2-18 dated 6.12.1963](#)]

- 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\(W\)6 WE 2-7 dated 20.6.1964](#),
No. [E\(W\)64 WE 2-7 dated 17.7.1964](#),
No. [E\(W\)69 WE 2-11 dated 9.10.1969](#),
and No. [E\(W\)74 WE 2-12, dated 13.02.1975](#)]

- 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 to accompany the family.

[No. [E\(W\)65 WE 2-2 dated 25.3.1966](#)]

- 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.

[[E\(W\)65 WE 2-16 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 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.

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 Homes/Officers Rest-Houses at Hardwar 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.				
III.	Northern Railway				
	11. Srinagar (1954	4	8 + 15 Dormatrics		Suite Nos. A, B, 1 & 2 Secy Railway Board, C.D. 3 & 4 G.M.(P), Northern Rly. 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. (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.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)89 WE 2-8 dated 13.10.1989 (RBE 257/89)]				
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		
	DLW	1	1		
	Rly. Bd.	2	2		
	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 bed 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 (1.1.1990)	2	2		DRM/MDU
	32.	Palani (1.1.1990)		2		-do-
	33.	Convalescent Home Coonoor		1		Sr. DPO, Palghat.
VII.	S. C. Railway					
	34.	Colva Beach Goa area, Hubli Dn. Kamataka (1.6.1985)	1	2		Sr. DPO, SCR1y.,Hubli.
	35.	Tirupathi (13.05.1988)	2	14		Sr. DPO, Guntakal
VIII.	S.E. Railway					
	36.	Puri (1963)		8	(both for Gr. 'C' & 'D')	SPO (Welfare) /SE Rly. (1963) 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 (16.08.1957)		8 (2Room each)	2 (1 Room each)	DRM/Bombay Central

	40.	Mount (Paschim (11.4.1980)	Abu Kunj) -	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 Veraval (31.01.1989)	Villa, 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)	4 (3 for Group A & B and one for HODs)			DRM, BCT
Convalescent Home						
	45.	Pali Hill Bombay.	Bandra, 2 rooms each)	(2 2(1 room each)		
X.	C.L.W.					
	46.	Puri (01.03.1983)		2		

Important Letters on the Subject

1.	E(W)55 WE 1-1 dated 10.1.1958	Rest Homes for non-gazetted staff.
2.	E(W)64 WE 2-14 dated 11.1.1965	Holiday Homes for Railway officers at Pahalgam in Kashmir - Procedure for reservation and cancellation of reservation.
3.	E(W)89 WER-8 dated 13.10.1989	Northern Railway Holiday Home at Manali
4.	E(W)91 WE 2-2 dated 6.3.1991	Officers Rest House/Holiday Home at Tirumala Hills and Tirupati.
5.	E(W)90 WE2-2 dated 8.11.91	Officers Rest House/Holiday Home at Tirumala Hills and Tirupati.