

Central Railway

Divisional Office  
Personnel Branch  
Solapur  
Date: 03.06.2019

No.SUR/P/Wel/SSRH/Allotment

**All Concerned  
Solapur**

**Sub: Sub ordinate Rest House at Solapur Station**

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A new sub-ordinate is now opened for all Railway employee near Parcel office at Solapur station the policy for allotment of same is as under.

1. The rest house bed will be allotted by Station Director for which staff will have to approach with the requisite form well in advance. The bed will be allotted for first 24 hrs only beyond 24 hrs the extension will done if justified with proper reason.
2. The allotment will be done first come first serve basis subject to availability of the beds.
3. The allotment will be done to the staff only who are traveling on duty to divisional headquarters at Solapur with proper authority which should be produced at the time of allotment.
4. The staff from other division and railways can also avail the rest house facility subject to above no.3 condition.
5. The bed allotted will not be transferable to another staff by their own, the requisite form has form has to be filled by staff.
6. The staff who is directed for training or any course will not be allotted the rest house bed. If to be allotted specifically that will be decided by ADRM/SUR
7. The staff who is already provided with departmental rest house/room will not be allotted the rest house bed.
8. Staff will give undertaking in the requisite form that he will not consume any alcohol/toxic /smoke in rest house if found will be liable for disciplinary action. And self declaration the purpose of duty and any loss/damage can be recovered from him.

The requisite form is enclosed herewith maximum staff may avail the benefit of the rest house. The form is also available on Central Railway website>[cr.indianrailways.gov.in](http://cr.indianrailways.gov.in)>about us> Solapur Division >Personnel Department>Forms and on Solapur divisions "Railsathi HRMS" App>Forms.

DA- as above

  
( Ramesh R Iyer )  
DPO (W)/SUR

C/- DRM, ADRM for kind information please.

C/-DS/ CRMS, NRMU, AISCSTREA,AIOBCREA for information and wide publicity amongst staff

## Application Form for Allotment of Bed in Subordinate Rest house

PF number	
Name	
Destination	
Depot & Station	
Booking Date from to required	to
Duty pass number	
Purpose of duty	
Mobile Number	
Identity Card No.	

1. I hereby declare that the above information given by me is true if found untrue i will solely responsible.
2. I will not consume any alcoholic drink or smoke in rest house if found in state will be liable for disciplinary action.
3. I give my consent to Railways to recover any Loss or damage to any articles in rest done by me.

Signature  
Name  
Designation  
Date

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Central Railway

Name of Office  
Date:

Letter No.

To  
Station Director  
Solapur

The request application is forwarded herewith for further action please. All the above information is verified & found correct as per records.

Sign along with stamp  
of depot in charge