

NOTICE FOR RETENTION OF RAILWAY QUARTER

No.....

dated.....

Sub.: Retention of Railway quarter.

Railway official as per the details below, have been granted permission for retention of quarter .

1. Emp no.:
2. Name :
3. Designation:
4. Place of posting :
5. Bill Unit :
6. Quarter Details : Quarter No.....Typeat(colony & station)
7. **Retention permission details**
 - (a) **On Normal Rent : from..... to.....**
 - (b) **On Double Rent : from..... to.....**
 - (c) **Damage Rent amounting Rs..... per month to be deducted , if quarter is not vacated beyond period shown in 7(b) .**
8. Authority who granted retention permission:.....

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Officer Incharge
Designation and stamp

Copy to:

- 1) Employee concerned
- 2) Incharge of the employee.....
- 3) Divisional Controlling officer, DRM/.....
- 4) SSE (Works) concerned.....
- 5) SSE (Electrical) concerned.....
- 6) Bill preparing authority.....
- 7) IT Centre/LJN
- 8) Any other concerned

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Officer Incharge