



Central Organisation For Railway Electrification
1, Nawab Yusuf Road, Civil Lines, Prayagraj 211001
www.core.indianrailways.gov.in

Letter No. CORE/G-6/15 Pt-VI

Dated: - 30.12.24

**CAO/PCSTE/PCE/PCPO/PCMM/PFA/SDGM
CORE/Prayagraj**

Sub: - Online Booking and Payment Policy for ORHs

Ref: - i. Railway Board's Letter No. 2018/E&R/3(7)/1 dated-08.02.24,

ii. This office Letter No.G-6/15 Pt-VI dated-08.04.24

Vide letter under reference (i) and (ii), the Railway Board has launched the PRAVAS Portal, a centralized platform for online booking of ORHs & Holiday Homes across Indian Railways. This letter outlines the online booking and payment policy for ORHs under the Central Organization for Railway Electrification (CORE) in Prayagraj, Lucknow and New Delhi, as directed by the Railway Board. This letter aims to clarify these aspects.

Key Features of PRAVAS Portal regarding allocation and payment procedure:

- Room Allocation:
 - 70% of rooms in a city (Auto Allotment Pool - AA Pool) will be allotted automatically on a first-come-first-served basis.
 - 30% of rooms in a city (HO Pool) will be allotted by the controlling authority based on their discretion.
- Payment Procedure:
 - AA Pool: Full payment is required at the time of booking via QR Code.
 - HO Pool: A deposit of Rs. 200/- or the room rent (whichever is lower) per room per day is required at the time of requesting a room. The remaining amount is payable at the rest house reception room during/after the stay.

For further details and other important points, please refer to the Railway Board letter dated 31.05.18/08.02.24/19.02.24/28.03.24 and allotment policy by CORE dated 12.07.2022.

This is for your kind information please.

(Kalyan Singh)
DGM/CORE/PRYJ

Annexure: - 1.Railway Board's Letter dated-31.05.18/08.02.24/19.02.24/28.03.24
2. CORE/Rest House Policy/ Letter No.G-6/15 Pt-VI dated-12.07.22

Copy:-1.Dy CEE/HQ, Dy CSTE/HQ & Dy CE/HQ for kind information and necessary action.

2. Dy CEE & Dy CE/LKO for kind information and necessary action.

3. Area Manager/TKJ for kind information and necessary action towards under reference letter.

4. SSE/works/PRYJ/TKJ/LKO for kind information and necessary action towards under reference letter for necessary action.

5. TI/Cell/CORE for kind information and necessary action towards under reference letter for necessary action.

भारतसरकार GOVERNMENT OF INDIA
रेलमंत्रालय MINISTRY OF RAILWAYS
रेलवेबोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy

New Delhi, dated: 31 - 05- 2018

**Managing Director
CRIS
New Delhi**

Sub: Online allotment of Railway: Officers Rest Houses, Holiday Homes, Community Centers/Halls

A Director's committee was constituted by the Board on the above subject. Keeping in view the recommendations of the committee, Board (MS, FC & CRB) have approved the following for implementation on IR:

1.0 CRIS will develop an online booking system with automated allotment facility for a specified percentage of rooms for the following categories:-

- (i) Staff/ Supervisors rest rooms
- (ii) Holiday Homes (Officers/Staff)
- (iii) Community Centers/Halls
- (iv) Officers Rest House

2.0 The automated online allotment system may inter alia consider the following.

2.1 **Master Data at the backend**

2.1.1 **Personal information of the staff/officers.** – Name, Designation, Grade pay, Grade, Mobile number/CUG, E-mail ID etc. be linked to IPAS by CRIS. This will generate a password and username. Ideally AADHAR Number may be used. For retired Employees ARPAN may be used and for employees on deputation, the lien Railway may be asked to verify and generate username and password.

The Software to be developed by CRIS may have the provision for feeding and storage of above details, to be fed by the users.


2.1.2 **Rest house detail and its inventory** – Location of rest house (Zone , Division, State, District or Place, Address), type of facility (ORH, Staff/Supervisor rest house, Holiday Home, Community Hall), type of rooms (Double Bed, Multiple Beds, Dormitory, Suite with AC or Non AC classification), location on Google map with photographs may be provided.

The Software to be developed by CRIS should have the provision for feeding and storage of above details, to be fed by the Railways.

2.1.3 **Structure of 'Admin' for the allotment and monitoring:-** There will be a 'Super Admin' at Board level and 'Admin' at Divisional level for allotment, operation and monitoring. DRM office will have control on allotment for rest houses in open line , CAO/C office for rest houses in Construction organization and GM office for Production Units.

3.0 **Policy /Procedural issues**

3.1 **Advance booking period** – At present there is no uniform policy in practice across IR. Advance booking period of one month for Rest House facilities and two months for Holiday Home and Community Halls may be provided for in the software by CRIS.


31/05/18

3.2 There shall be an **Automatic allotment (software generated)** of rooms/beds upto 70% of the total numbers, truncated to lower integer. For example in case rooms are 7, then 70% would be 4.9, this would be truncated to 4 for automatic and 3 for manual allotment called emergency allotment. Rooms against emergency allotment are to be allotted only after rooms against automatic allotment are booked.

3.3 **Online payment facility and uniform room rent policy** – Following room rents have been approved for uniform implementation across IR, depending upon the city and type of the room. The payment for the rest house shall be made online for all rooms with automatic allotment. The manual facility may also be continued for some time. For 70% auto allotment, advance online payment may be made compulsory. **Payment Gateway may be provided by CRIS for this purpose.**

The Room rents per day for Officer Rest Houses/holiday Homes are as under:

Category of Stations /Cities	ON DUTY		ON Private Account		For Guests	
	AC room	Non AC Room	AC Room	Non AC Room	AC Room	Non AC room
A	Nil	Nil	300	240	930	400
B	Nil	Nil	200	160	600	240
C	Nil	Nil	100	80	480	160

- Dormitory on private account – Rs. 50/Bed.

3.4 **Online check-in and check-out facility**– This will improve the rest house availability as room will be instantaneously available after checkout. Check in and checkout may be done by the official himself or the Supervisor/Caretaker of the facility.

3.5 **Multiple ORH at big place**- Many facilities are available at big cities and booked by different agencies like GM Office, DRM Office, and Construction Organization etc. Also one rest house is booked by multiple agencies like Rail Nivas, New Delhi. In partial modification of the existing instructions, it has been decided that the DRM office of the station will be single point office, for allotment of all facilities except Construction ORH, which will have the 'Admin' in construction organization.

In case of more than one DRM office at one place like Mumbai, Hyderabad, Kolkata, Nagpur each one will control it in specific divisional area, this will be clearly indicated on the website.

3.6 **Maximum rooms to be allotted**- Not More than three rooms per official at a station based on availability may be allotted. Peak and lean season will be defined by the 'Admin' of the facility.

3.7 **Maximum duration for allotment** – Not More than five days in lean season and three days in Peak season will be the duration of the allotment.

3.8 **Prevention of Multiple Bookings**: In case of multiple rest houses in a city, the system shall be able to allot the rooms as per the maximum allotment permissible at the station among all the facilities of the city.

3.9 **Cancellation and Modification**: Officials will be allowed to modify the request and also to cancel the request. The online amount paid for booking will not be refunded for the

Handwritten signature and date:
31/05/18

facilities except Community centers/ halls. The system will also have waiting list and in case of cancellation, the allotment will be as per the waiting list.

An official may be allowed to cancel the booking of holiday homes only three times in a year. After this a no consideration period of six months for auto allotment of that facility may be imposed on the official. But the official may be permitted to get booking done on manual allotment basis.

In case of administrative requirement, 'Admin' may cancel the booking. In case of special occasion like marriage, special booking through 'Admin' may be made.

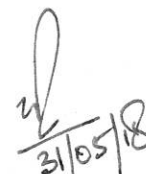
3.10 Feedback and Rating:

Feedback as a one click system (star rating) at the time of checking out, may be made. It will also have provision for remarks, visible to all users.

4.0 **CRIS** may consider the above and develop the application software and put it on trial for two months for obtaining feed back and making corrective action if any in consultation with Transformation cell.

This issues with the concurrence of Associate Finance of Transformation Cell Railway Board.

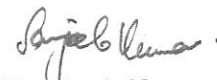
Kindly acknowledge the receipt and ensure compliance.



(T. K. Pandey)

Executive Director, Transformation

1. All General Managers, Indian Railways
2. PFAs, All Indian Railways & Production Units
3. The ADAI (Railways), New Delhi
4. The Director of Audit, All Indian Railways



(Sanjeeb Kumar)

Executive Director (Accounts), Transformation

Copy to

1. The Director, Indian Railway Institute of Civil Engineering, Pune.
2. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
3. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
4. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
5. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
6. The Director, Indian Railway Institute of Transport Management, Lucknow.
7. The Registrar, Railway Claims Tribunal, Delhi.
8. The General Secretary, IRCA, New Delhi.
9. The Chief Commissioner of Railway Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.


11. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
12. 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(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board


21/05/18

(T. K. Pandey)

Executive Director, Transformation

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

No. 2018/E&R/3(7)/1

New Delhi, dated: 28.03.2024

**General Managers,
All Indian Railways & PUs, CORE & NF(C),
DG/RDSO, DG/NAIR
PCAO/PLW, CAO/RWP**

**Sub: pravas.indianrailways.gov.in–
Portal for Rail Adhikari Vishramalaya Awantan System -reg.**

Ref: (1) Railway Board's L.No. 2017/Trans/01/Policy dated 31.05.2018
(2) Railway Board's L.No. 2017/Trans/01/Policy dated 10.09.2020
(3) Railway Board's L.No. 2018/E&R/3(7)/1 dated 08.02.2024
(4) Railway Board's L.No. 2018/E&R/3(7)/1 dated 29.02.2024

Vide letter under Ref (3), PRAVAS portal was launched for online booking of Officers Rest Houses and Holiday Homes at Jaipur, Ooty and Rail Niwas (Railway Board's room) at New Delhi. Now it has been decided to extend this facility for the cities whose data has been fed on PRAVAS portal for online booking of Officers Rest Houses and Holiday Homes.

For remaining cities, data feeding should be completed at the earliest by respective controlling authorities/admins for all the ORHs/HHs. Secretary to GM/DG would be the SPOC for ensuring 100% completion of input of inventory.

Contact details for any assistance have been given in Annex-I of letter under Ref (4).

Director, Civil (Transformation)
Railway Board

Email id: civiltrans@rb.railnet.gov.in

Copy for kind information to:

- (1) Sr.PPS/PPS/PS to MR, MOSR(J), MOSR(D), OSD/MR, EDPG(MR), EDPG(MOSR(J)), EDPG(MOSR(D))
- (2) Sr.PPS/PPS/PS to CRB, MF, MI, MTRS, MOBD
- (3) Sr.PPS/PPS/PS to DG(RHS), DG(RPF), DG(Safety), DG(HR) & Secretary, Railway Board
- (4) DGs, All Centralized Training Institutes
- (5) MD, CRIS
- (6) All AM, PEDs, EDs & JSs, Railway Board

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

No. 2018/E&R/3(7)/1

New Delhi, dated: 29.02.2024

**General Managers,
All Indian Railways & PUs, CORE & NF(C),
DG/RDSO, DG/NAIR
PCAO/PLW, CAO/RWP**

**Sub: pravas.indianrailways.gov.in–
Portal for Rail Adhikari Vishramalaya Awantan System -reg.**

Ref: Railway Board's L.No. 2018/E&R/3(7)/1 dated 08.02.2024

Vide Railway Board's letter under reference, it was conveyed that booking of Railway Officers Rest House and Holiday Homes (ORH/HH) at Jaipur, Ooty and Rail Niwas (Railway Board controlled rooms) shall be done only through the subject online portal and further that ORHs/HHs at pan-IR level was likely to commence from first week of March 2024.

Accordingly, input has to be completed by respecting controlling authorities/admins for all the ORH/HH on IR by 08.03.2024. Secretary to GM/DG would be the SPOC for ensuring 100% completion of input of inventory.

To input the ORH/HH inventory by respective Admin./Controlling authorities, their HRMS IDs will be allotted the role of Admin by CRIS, the SPOC for which is Mr. Pankaj Tiwary.

For assistance of Admins/Controlling Authorities, 'Admin Guide for Data Entry' explaining complete flow chart for data feeding along with contact details of CRIS team is available as Annex-I. Salient feature of PRAVAS portal are also attached as Annex-II.

Progress would be monitored daily in Railway Board with CRIS and undersigned may be contacted for any assistance, clarifications and issues.

Director, Civil (Transformation)
Railway Board

Copy: (1) DGs, All Centralized Training Institutes
(2) MD, CRIS
(3) JS, Railway Board

Admin Guide for Data Entry

1. User registration:

(i) The Allotting Authority of an ORH/Holiday Home needs to contact CRIS officials with the following data for user registration. CRIS will register the Allotting Authority's HRMS ID as 'Admin' and confirm their registration via email or phone:

- HRMS Id of Allotting Authority
- Mobile Number of admin
- Email Id
- Name of Officers Rest House(ORH)/Holiday Home (HH)
- ORH City name
- ORH State name
- ORH City Type (X,Y or Z) (for the purpose of tariff calculation)

(ii) Allotting Authority can be either officer or supervisor.

Mail Id – rooms.care@cris.org.in

2. Login:

After user registration is confirmed by CRIS, please use the "Admin Login" menu on the PRAVAS website (<https://pravas.indianrailways.gov.in>) and enter your HRMS ID. Upon submission, the admin will receive an OTP on mobile number registered with HRMS data. Please use this OTP to log into the system.

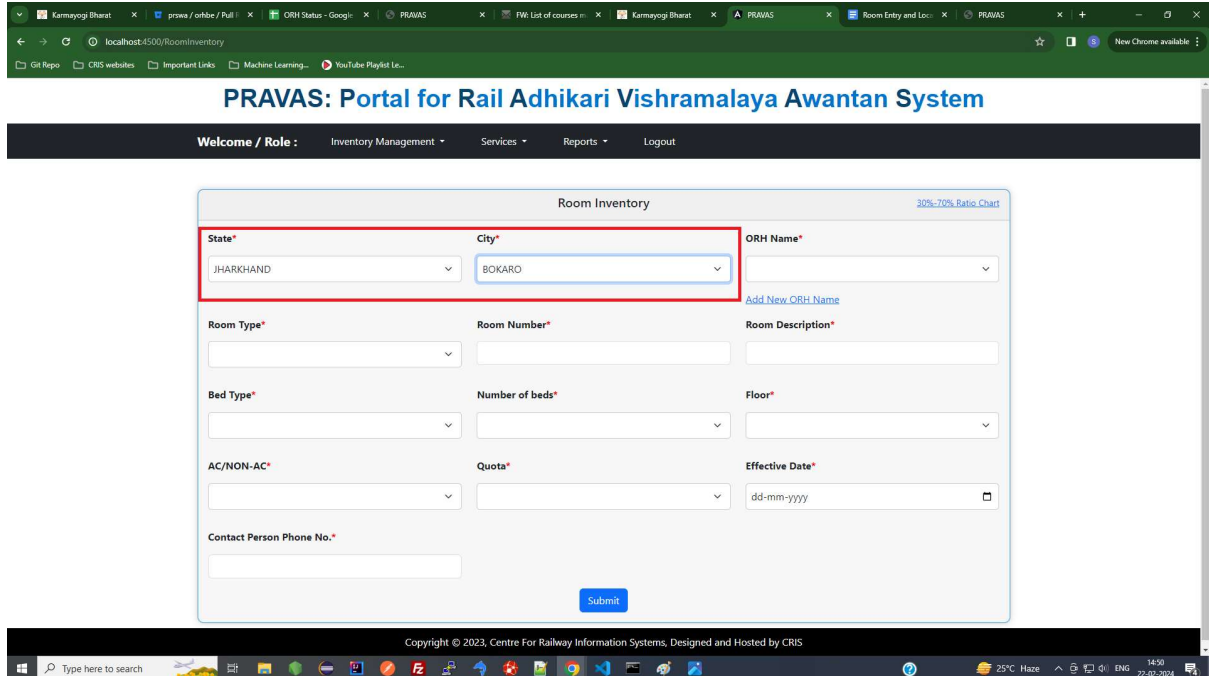
PRAVAS: Portal for Rail Adhikari Vishramalaya Awantan System

A screenshot of the 'Admin Login' form. It has a title bar 'Admin Login'. Below it is a label 'Enter HRMS-ID*' followed by a text input field. At the bottom right of the form is a blue button labeled 'Get OTP'.

Data Entry for ORH/HH and Rooms

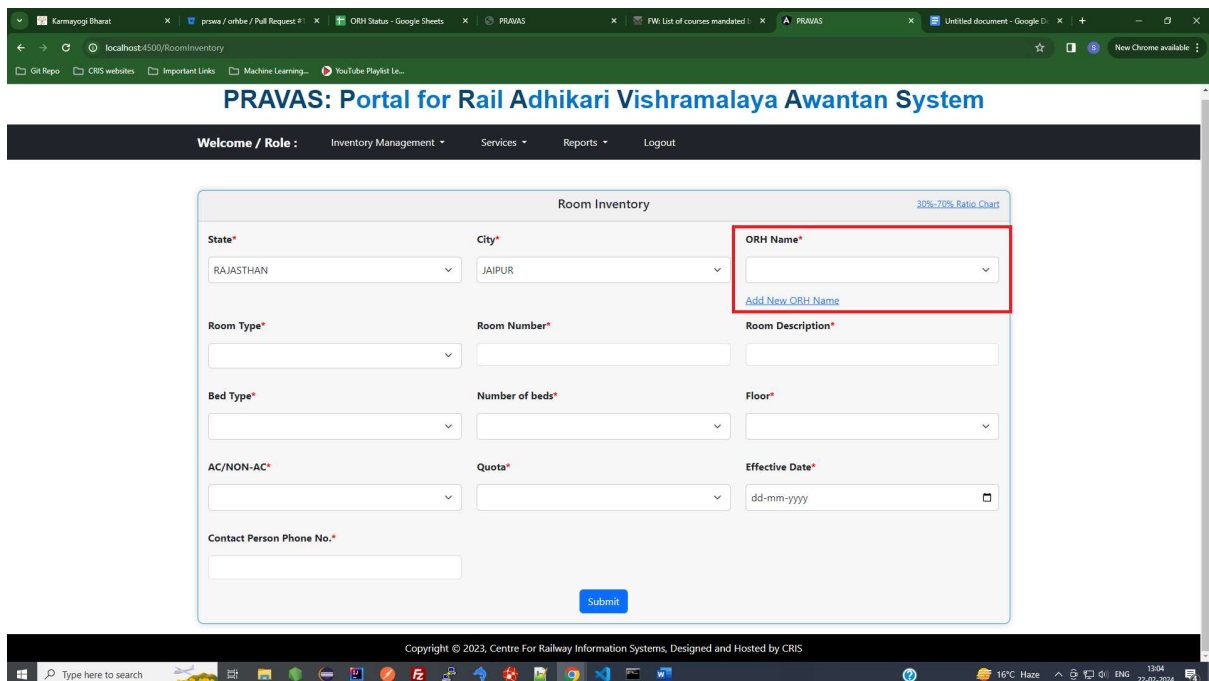
1. When Name of ORH/HH is not available in ORH Name dropdown:

Step 1: Select state and city from the dropdown.



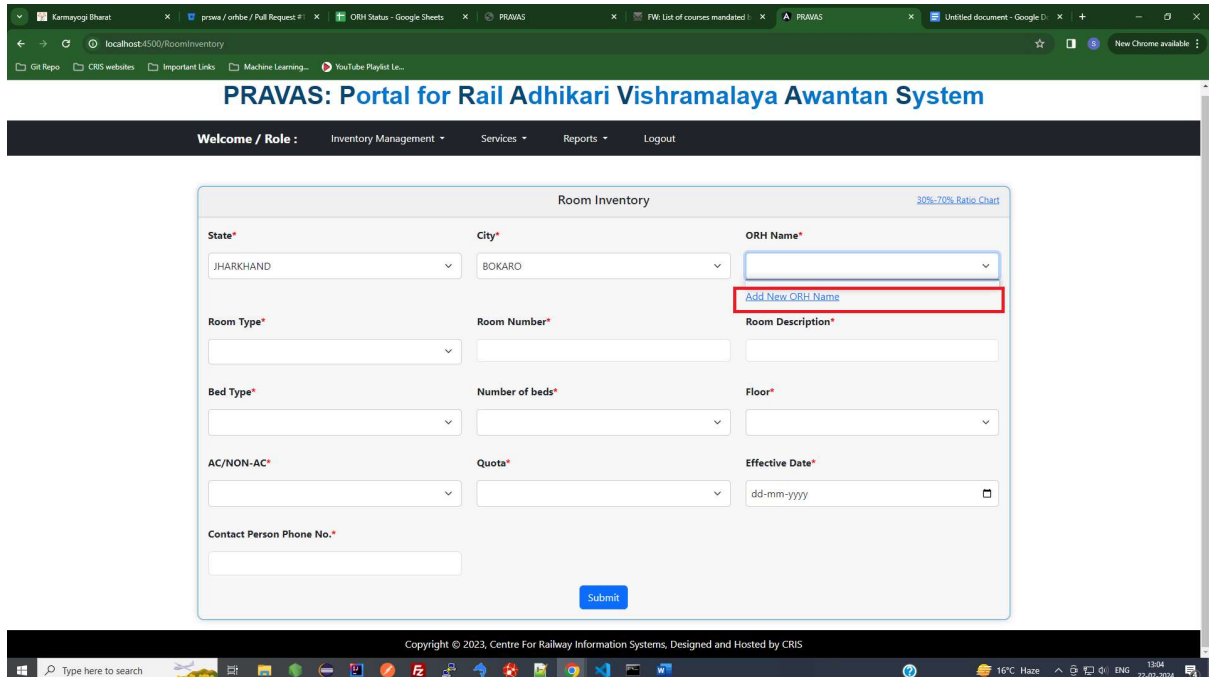
The screenshot shows the PRAVAS: Portal for Rail Adhikari Vishramalaya Awantan System. The 'Room Inventory' form is displayed. The 'State*' dropdown is set to 'JHARKHAND' and the 'City*' dropdown is set to 'BOKARO'. The 'ORH Name*' dropdown is empty. A red box highlights the 'State*' and 'City*' dropdowns. Below the form, there is a 'Submit' button. The footer indicates 'Copyright © 2023, Centre For Railway Information Systems, Designed and Hosted by CRIS'.

Step 2: Now, see if ORH/HH is available in a ORH Name dropdown or not.



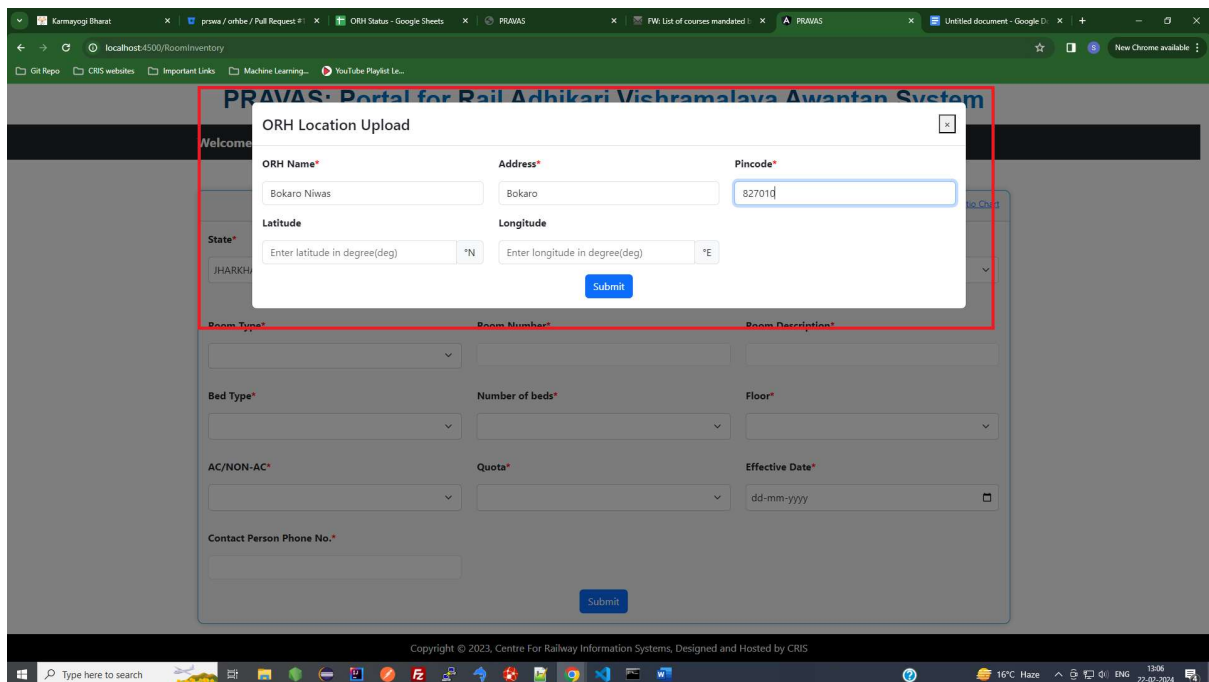
The screenshot shows the PRAVAS: Portal for Rail Adhikari Vishramalaya Awantan System. The 'Room Inventory' form is displayed. The 'State*' dropdown is set to 'RAJASTHAN' and the 'City*' dropdown is set to 'JAIPUR'. The 'ORH Name*' dropdown is highlighted with a red box. Below the form, there is a 'Submit' button. The footer indicates 'Copyright © 2023, Centre For Railway Information Systems, Designed and Hosted by CRIS'.

Step 3: If any ORH/HH is not available in the dropdown, then create a new ORH/HH in that state-city by clicking on “Add New ORH Name”.



The screenshot shows the 'Room Inventory' form in the PRAVAS system. The form is titled 'Room Inventory' and includes a '30%-70% Ratio Chart' link. It contains several input fields for room details: State (JHARKHAND), City (BOKARO), ORH Name (with a dropdown menu), Room Type, Room Number, Room Description, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date (dd-mm-yyyy), and Contact Person Phone No. A red box highlights the 'Add New ORH Name' link next to the ORH Name dropdown. The form has a 'Submit' button at the bottom.

Step 4: A modal panel will open, Fill all the required/mandatory details of the location and click on submit button. By submitting, a new ORH/HH will be created.



The screenshot shows the 'Room Inventory' form with the 'ORH Location Upload' modal open. The modal contains fields for ORH Name (Bokaro Niwas), Address (Bokaro), Pincode (827010), Latitude (Enter latitude in degree(deg) *N), and Longitude (Enter longitude in degree(deg) *E). A red box highlights the modal. The background form is dimmed. The modal has a 'Submit' button at the bottom.

Step 5: Now select the newly created ORH/HH from the dropdown. As shown, Bokaro Niwas is a newly created location.

The screenshot shows the 'Room Inventory' form in the PRAVAS system. The 'ORH Name' dropdown menu is open, displaying 'Bokaro Niwas' as the selected option. The form includes fields for State, City, Room Type, Room Number, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date, and Contact Person Phone No. A 'Submit' button is at the bottom.

State*	City*	ORH Name*
JHARKHAND	BOKARO	Bokaro Niwas

Room Type*, Room Number*, Room Description*, Bed Type*, Number of beds*, Floor*, AC/NON-AC*, Quota*, Effective Date*, Contact Person Phone No.*

Submit

Step 6: Now select all other details or information about the room and proceed further for the creation of a room.

The screenshot shows the 'Room Inventory' form with all fields filled out. The 'ORH Name' dropdown is now closed, and the 'Bokaro Niwas' option is selected. The form includes fields for State, City, Room Type, Room Number, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date, and Contact Person Phone No. A 'Submit' button is at the bottom.

State*	City*	ORH Name*
JHARKHAND	BOKARO	Bokaro Niwas

Room Type*, Room Number*, Room Description*, Bed Type*, Number of beds*, Floor*, AC/NON-AC*, Quota*, Effective Date*, Contact Person Phone No.*

Submit

Step 7: Click on the submit button and new room entry will be done.

The screenshot shows the PRAVAS: Portal for Rail Adhikari Vishramalaya Awantan System. The user is logged in as VANYA ARE / Role : ADMIN. The form is titled "Room Inventory" and includes fields for State, City, ORH Name, Room Type, Room Number, Room Description, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date, and Contact Person Phone No. A "Submit" button is at the bottom. A green notification bar at the bottom right says "Data Inserted Successfully".

2. When ORH/HH is available in the ORH Name dropdown:

Step 1: Select state and city from the state and city dropdown respectively.

The screenshot shows the PRAVAS: Portal for Rail Adhikari Vishramalaya Awantan System. The user is logged in as PRADEEP KUMAR MALIK / Role : ADMIN. The form is titled "Room Inventory" and includes fields for State, City, ORH Name, Room Type, Room Number, Room Description, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date, and Contact Person Phone No. A red box highlights the "State" and "City" dropdowns, which are currently set to "RAJASTHAN" and "JAIPUR" respectively. A "Submit" button is at the bottom.

Step 2: Now, see whether a ORH/HH where you want to add a room is available in the location dropdown or not (as shown in the below screenshot).

The screenshot shows the 'Room Inventory' form in the 'Portal for Rail Adhikari Vishramalaya Awantan System'. The user is logged in as PRADEEP KUMAR MALIK / Role : ADMIN. The form includes fields for State, City, ORH Name, Room Type, Room Number, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date, and Contact Person Phone No. The ORH Name dropdown is highlighted with a red box, showing the following options: LOCO COLONY ORH, GANPATI NAGAR ORH, and AALAYAM. The State is set to RAJASTHAN and the City is set to JAIPUR. The form also includes a 'Submit' button and a '30%-70% Ratio Chart' link.

Step 3: If the ORH/HH where you want to add a room is available, Select the ORH/HH from the dropdown.

The screenshot shows the 'Room Inventory' form in the 'Portal for Rail Adhikari Vishramalaya Awantan System'. The user is logged in as PRADEEP KUMAR MALIK / Role : ADMIN. The form includes fields for State, City, ORH Name, Room Type, Room Number, Bed Type, Number of beds, Floor, AC/NON-AC, Quota, Effective Date, and Contact Person Phone No. The ORH Name dropdown is highlighted with a red box, showing the selected option: AALAYAM. The State is set to RAJASTHAN and the City is set to JAIPUR. The form also includes a 'Submit' button and a '30%-70% Ratio Chart' link.

Step 4: Fill all other dropdowns and details as required (shown in the below screenshot) and proceed.

Portal for Rail Adhikari Vishramalaya Awantan System

Welcome PRADEEP KUMAR MALIK / Role : ADMIN Inventory Management Services Reports Logout

Room Inventory [30%-70% Ratio Chart](#)

State* City* ORH Name*

RAJASTHAN JAIPUR AALAYAM

[Add New ORH Name](#)

Room Type* Room Number* Room Description*

DOUBLE 158 Proper ventilation

Bed Type* Number of beds* Floor*

SINGLE 1 First Floor

AC/NON-AC* Quota* Effective Date*

NONAC AA 23-02-2024

Contact Person Phone No.*

1234567890

Submit

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Step 5: Click on the submit button to create a new room entry in the already available ORH/HH. Your new room entry will be done.

SALIENT FEATURES OF PRAVAS PORTAL

- (1) There is no change in allotment authority. Inventory is to be created room-wise. A rest house whose rooms being allotted by multiple controlling authorities will be continued to do so.
- (2) Search has been designed city-wise. One can see all rest houses situated in a particular city whether controlled by any Railway or Production Unit or Railway Board.
- (3) In each ORH/HH, 70% rooms are in Auto Allotment Pool and 30% rooms are in HO Pool.
- (4) 70% rooms of an ORH/HH (Auto Allotment Pool- AA Pool) of a controlling authority will be allotted automatically on first-cum-first-serve basis.
- (5) 30% rooms of an ORH/HH (HO Pool) will be allotted by controlling authority as per his/her wisdom and discretion.
- (6) Rooms remained vacant in AA Pool can be allotted against HO requests after 16:00 hrs of proceeding day.
- (7) Serving Railway Officer can book rooms in AA Pool for 'On Duty' or 'On Personal Account'. For booking of rooms 'On Guest Account', request is to be placed in HO Pool.
- (8) Retired Railway Officers can place request in HO Pool for booking 'On Personal Account'.
- (9) Admin/allotting authority can put any room in AA or HO pool and can change the pool later also.
- (10) There is no need to create User ID and Password. HRMS ID will work as User ID and OTP will be the password.
- (11) Officer who is not able to book room in Auto Allotment pool, he/she may put up request for room in HO pool. His/her request for HO pool will be placed before all rest house controlling authorities of that particular city. If he/she wishes to restrict his/her preference to limited number of rest houses of that city, that option is also available.
- (12) Currently system has been designed for booking of next 7 days. A person can see the availability of all rooms of a city for next 7 days and can plan his/her journey accordingly.
- (13) Room can be booked from any time to any time. One day charges will be levied for 24 hrs or less occupancy.
- (14) There will be a Super Admin in a Railway/PU, who can create Admin.
- (15) Admin may place a room under 'Blocked' category on various accounts like under repair/maintenance, on transfer account, inspection/event and miscellaneous with reason mentioned therein.
- (16) Admin may allot a room to an officer on transfer/temporary posting. Remaining rooms under his control in that ORH/HH need to be redistributed in 70:30 ratios for AA and HO pool. 70:30 ratio is to be maintained in cases of blocking of rooms on account of repair/maintenance and miscellaneous category.
- (17) Payment of charges will be done by QR Code method. For booking of rooms in AA Pool, full payment will be made at the time of booking. For HO Pool, Rs 200/- or room rent, whichever is lower, per room per day will be taken at the time of putting up the request. Remaining amount will be paid at the rest house during/after stay.
- (18) Rooms booked in AA Pool can be cancelled 72 hours before check-in time. Rent deposited will be reverted back to same bank account from which payment was made. For rooms allotted in HO Pool, no refund will be given.
- (19) Rent for the rooms is to be charged as per the rate mentioned in RB's L.No. 2017/Trans/01/Policy dated 31.05.2018, reproduced below:

Categories of cities	On Duty		On Private Account		On Guest Account	
	AC Room	Non-AC Room	AC Room	Non-AC Room	AC Room	Non-AC Room
X	Nil	Nil	300	240	930	400
Y	Nil	Nil	200	160	600	240
Z	Nil	Nil	100	80	480	160



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



No. 2018/E&R/3(7)/1

New Delhi, dated: 08.02.2024

**General Managers,
All Indian Railways & PUs, CORE & NF(C),
DG/RDSO, DG/NAIR**

Sub: pravas.indianrailways.gov.in - Portal for Rail Adhikari Vishramalaya Awantan System -reg.

Ref: (1) Railway Board's letter No. 2017/Trans/01/Policy dated 10.09.2020

(2) Railway Board's letter No. 2017/Trans/01/Policy dated 31.05.2018

The subject online portal for booking of Railway Officers Rest House and Holiday Homes (ORH/HH) has been developed by CRIS and it has been decided that w.e.f. 15.02.2024, the ORH/HH at Jaipur, Ooty and Rail Niwas (Railway Board's room) at New Delhi should be booked online only through this portal.

ORHs/HHs at pan-IR level is expected to commence from first week of March 2024, the exact date of which would be advised in due course.

ID/password, to input the ORH/HH inventory by respective Admin./Controlling Officers, would be provided by CRIS, the SPOC for which is Mr. Pankaj Kumar Tiwary, PPE/WA/CRIS, Mob: _____ Salient features of portal are at **Annex-I**.

It is reiterated that w.e.f. 15.02.2024, ORH/HH booking at Jaipur, Ooty and Rail Niwas (Railway Board's room) at New Delhi should not be done through any other mode. The undersigned may be contacted for any assistance, clarifications, issues and suggestions.

This issues with the approval of the Chairman & CEO, Railway Board.

Director, Civil (Transformation),
Railway Board

Email id: civiltrans@rb.railnet.gov.in

Copy for kind information to:

- (1) Sr.PPS/PPS/PS to MR, MOSR(J), MOSR(D), OSD/MR, EDPG(MR), EDPG(MOSR(J)), EDPG(MOSR(D))
- (2) Sr.PPS/PPS/PS to CRB, MF, MI, MTRS, MOBD
- (3) Sr.PPS/PPS/PS to DG(RHS), DG(RPF), DG(Safety), DG(HR) & Secretary, Railway Board
- (4) DGs, All Centralized Training Institutes
- (5) MD, CRIS
- (6) All AM, PEDs and EDs Railway Board

SALIENT FEATURES OF PRAVAS PORTAL

- (1) There is no change in allotment authority. Inventory is to be created room-wise. A rest house whose rooms being allotted by multiple controlling authorities will be continued to do so.
- (2) Search has been designed city-wise. One can see all rest houses situated in a particular city whether controlled by any Railway or Production Unit or Railway Board.
- (3) 70% rooms in a city (Auto Allotment Pool- AA Pool) of a controlling authority will be allotted automatically on first-cum-first-serve basis.
- (4) 30% rooms in a city (HO Pool) will be allotted by controlling authority as per his/her wisdom and discretion.
- (5) Admin/allotting authority can put any room in AA or HO pool and can change the pool later also.
- (6) There is no need to create User ID and Password. HRMS ID will work as User ID and OTP will be the password.
- (7) Officer who is not able to book room in Auto Allotment pool, he/she may put up request for room in HO pool. His/her request for HO pool will be placed before all rest house controlling authorities of that particular city. If he/she wishes to restrict his/her preference to limited number of rest houses of that city, that option is also available.
- (8) Currently system has been designed for booking of next 7 days. A person can see the availability of all rooms of a city for next 7 days and can plan his/her journey accordingly.
- (9) There will be a Super Admin in a Railway/PU, who can create Admin.
- (10) Admin may place a room under 'Blocked' category on various accounts like under repair/maintenance, on transfer account, inspection/event and miscellaneous with reason mentioned therein.
- (11) Admin may allot a room to an officer on transfer/temporary posting. Remaining rooms under his control in that city need to be redistributed in 70:30 ratios for AA and HO pool. 70:30 ratio is to be maintained in cases of blocking of rooms on account of repair/maintenance and miscellaneous.
- (12) Payment of charges will be done by QR Code method. For booking of rooms in AA Pool, full payment will be made at the time of booking. For HO Pool, Rs 200/- or room rent, whichever is lower, per room per day will be taken at the time of putting up the request. Remaining amount will be paid at the rest house during/after stay.
- (13) The money would be credited to PAO/Railway Board for this initial pilot run.
- (14) It is to be noted that rent for the rooms is to be charged as per the rate mentioned in letter under Ref (2), reproduced below:

Categories of cities	On Duty		On Private Account		For Guests	
	AC Room	Non-AC Room	AC Room	Non-AC Room	AC Room	Non-AC Room
X	Nil	Nil	300	240	930	400
Y	Nil	Nil	200	160	600	240
Z	Nil	Nil	100	80	480	160



केन्द्रीय रेल विद्युतीकरण संगठन

Central Organisation For Railway Electrification
1, Nawab Yusuf Road, Civil Lines, Prayagraj-211001
Fax: 0532-2407150 www.core.indianrailways.gov.in

No. G-6/15/Part-VI

Dated: 12-07-2022

CAO, PCSTE, PCE, PCMM, PFA,
SDGM/CVO, PCPO, PCSC/IG/CORE/PRYJ
CPD/RE/LKO, UMB, SBC, KKK,
GHY, SC, Chennai, ADI & JP


Sub:- Revised charges for occupation of Officer's Rest House over
Railway Electrification.

Ref:- This office letter No. G-6/15 Pt. V dated 31.01.2017.

Revised charges for occupation of Officer's Rest House over Railway
Electrification is attached with this letter as annexure-I. Guidelines for
allotment of Officer's Rest House shall continue by this office earlier letter
No. G-6/15 Pt. V dated 31.01.2017. The revised charges will be applicable
with immediate effect.

The Revised charges are issued with the concurrence of CORE Finance
and approval of General Manager/CORE/Prayagraj.

DA: As Above


(Anup Mishra) 12/7/22
for GM(G)CORE/PRYJ

Copy to:-

1. Area Manager/RE/TKJ/NDLS
2. CTI/General/CORE/PRYJ
3. Care Taker/ORH/RE/PRYJ

Revised Charges of ORH/RE

Annexure-I

Charges for occupation of officers Rest House over Railway electrification								
S.N.	Description		AC Room Charges per day in Rs.			Non AC Room Charges per day in Rs.		
			Category of Stations (City)					
			A	B	C	A	B	C
1	Officers on duty		NIL	NIL	NIL	NIL	NIL	NIL
2	Officers on leave and family members (As per pass rule)		300	200	100	240	160	80
3	Guest of Officers		930	600	480	400	240	160
4	Retired Railway Officers		300	200	100	240	160	80
5	Officers on transfer		NIL	NIL	NIL	NIL	NIL	NIL
	i) For first 10 days on joining							
6	If officers on transfer do not apply for Railway accommodation within a period of 10 days (from 11 th days from the date of occupying ORH/reporting for joining which ever is earlier)		930	600	480	400	240	160
7	Damage rent	Five times of normal charges.	1500	1000	500	1200	800	400
8	On private account for non Railway persons/Guest of Railway officers.(Relatives of Railway officers who are not dependent as per Pass rule will be treated as Guest)		930	600	480	400	240	160
9	Non Railway Central/State Govt. officers attending RE office with Railway work		NIL	NIL	NIL	NIL	NIL	NIL
10	Central/State Govt. Officers not connected with Railway work.		930	600	480	400	240	160
11	Group 'C' staff on leave Suite 'NARMADA' at TKJ Rest House.		NIL			₹ 80/- per day		
12	Dormitory							
	a) Official on duty		NIL			NIL		
	b) Officials on leave and family members as per pass rules		NIL			₹ 50/- per Bed		
	c) Guest of official		NIL			₹ 100/- per Bed		

(Anup Mishra)
for GM(G)CORE/PRYJ