

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

**No. 2020/F(X)-I/11/1**

**New Delhi, dated 20.07.2020**

The General Managers,  
All Indian Railways,  
Including CLW, DLW, ICF, RCF & Rail Wheel Factory.  
Metro Railway, Kolkata.  
The Director General and Ex-Officio General Manager, RDSO, Lucknow.  
The General Manager, Central Organisation for Rly. Electrification, Allahabad.  
CAO, MTP/Mumbai.  
CAO/DLMW, Patiala and COFMOW, New Delhi.

**Sub.: Renting of office space by Railways/PUs.**

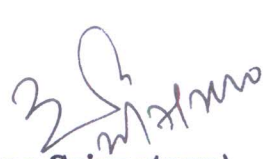
**Ref.: Discussion during review meeting by Hon'ble MR**

During the review, it has come to notice that there is lot of space vacant with Railways, which can be used for office space and there is no need to pay rent for hired space as offices, instead these vacant spaces should be used.

It is requested to kindly furnish the details of rented office space in your Railways/PUs duly indicating the rent being paid by Railways annually. It is further requested that action may be taken for shift offices working in rented buildings/spaces to Railway building/space immediately. In case the Railways feel that rented space is inevitable, the reason for same should be justified in detail for onward submission as compliance.

The details may kindly be submitted within a week through mail at: [edfx2@rb.railnet.gov.in](mailto:edfx2@rb.railnet.gov.in)

The matter may be treated as urgent.

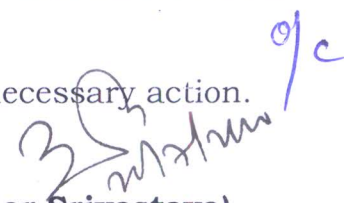
  
**(Ajeet Kumar Srivastava)**  
**Executive Director, Finance(Exp.)II**  
**Railway Board**

**No.2020/F(X)-I/11/1**

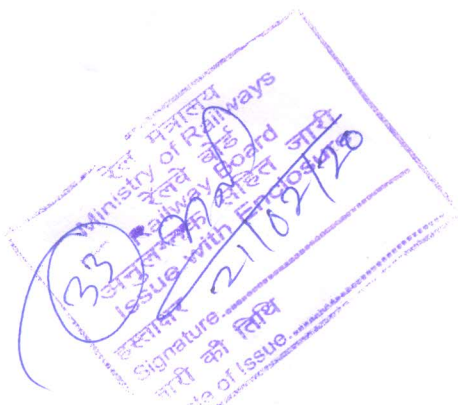
**New Delhi, dated 20.07.2020**

Copy to:

PFAs/All Indian Railways/PUs : for information and necessary action.

  
**(Ajeet Kumar Srivastava)**  
**Executive Director, Finance(Exp.)II**  
**Railway Board**

**Contd...2/-**

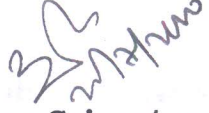


**No.2020/F(X)-I/11/1**

**New Delhi, dated 20.07.2020**

Copy to:

CAO, Rail Coach Factory, Rae Bareli Project, Kishan Ganj, Delhi.  
The Director General, National Academy of Indian Railway, Vadodara.  
The Director, Indian Railway Institute of Civil Engineering, Pune.  
The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.  
The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.  
The Director, Indian Railway Institute of Electrical Engineering, Nasik.  
The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.  
The Director, Indian Railway Institute of Transport Management, Lucknow.  
CAO/RWP, Bela, Saran (Bihar).  
The General Secretary, IRCA, New Delhi.  
The Chief Commissioner of Railway Safety, Lucknow.  
The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

  
**(Ajeet Kumar Srivastava)**  
**Executive Director, Finance(Exp.)II**  
**Railway Board**

**Copy to:-**

Board (ME), PED/SD, ED/L&A