

**Government of India (Bharat Sarkar)  
Ministry of Railways (Rail Mantralaya)  
(Railway Board)**

**No.2008/TG.IV/1/Policy.**

**New Delhi, dated 3.7.2009.**

**The General Managers,  
All Zonal Railways.**

**(Commercial Circular No. 23 of 2009)**

**Sub: Installation of water coolers etc., at stations  
by NGO or individual.**

**Ref: Board's letter No.98/TG.I/1/Policy dt.29.6.2007.**

The matter regarding installation of water coolers and benches by NGO or individual at stations have been reviewed by the Board and it has been decided that Zonal Railways may accept water coolers/benches offered by NGO or individual at those stations where these are required to be provided as per guidelines issued by Board vide letter No.1994/LMB/02/175 dated 17.1.2007. The acceptability of donations of water coolers/benches shall be subject to requirement, availability of water and power etc. Installation of the same will be the responsibility of the donor and will be accepted only as per the requirement of the station and should not result in any hindrance for passenger movement or congestion at the station.

**Water Coolers:**

Water coolers should have the capacity to make cold water available round-the-clock and should be able to meet the requirement of the passenger traffic. The brand of water coolers to be donated should be out of the list containing the brand and specification available with the CEE of the Railway. The number of water coolers, location and design for installation of the water cooler to be decided by the Railway.

**Benches:**

This should be preferably of steel and modular in design as specified by the Railway. It has to be provided at locations decided by the Railway, in line with the extant benches in the station and in keeping with the aesthetics of the station in view.

## **Standardisation of information to be displayed:**

As regards standardization of information to be displayed by the donor along with its size, it may be ensured that the name of the individual/charitable organization is to be displayed on a steel/plastic strip of the size 3" width and 12" length. The inscription permitted shall be only 'Donated by ..... (name of the individual/organization) and no other matter should be permitted for display. The inscription/display should not be in paint, except on donations where fixing of steel/plastic strip is not feasible.

## **Maintenance and replacement of such assets:**

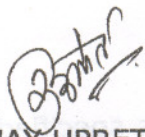
With regard to maintenance and replacement of such assets, it has been decided that as soon as the donation is received/installed, it should be taken over on Railways' books. Thereafter, it will be maintained by the Railway Administration on the same lines as they are maintaining their own equipment. The Railway should replace the facility after its useful life.

In case, if there is more than one party for a location for provision of water cooler etc., the matter shall be decided by concerned Divisional authority on merits.

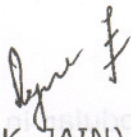
This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Necessary instructions may be issued to all concerned.

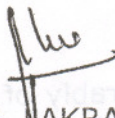
This also disposes off Western Railway's letter No. C 4/89 dated 18.7.2008.



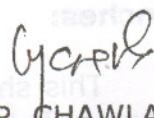
(SANJAY UPRETI)  
Director  
Finance Comml.  
Railway Board.



(R.K. JAIN)  
Director  
Electrical Engg.,(PS)  
Railway Board.



(J.S. LAKRA)  
Director  
(Land & Amenities)  
Railway Board.



(O.P. CHAWLA)  
Director  
Traffic Comml.(G)II,  
Railway Board

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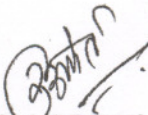
**New Delhi, dated 3.7.2009.**

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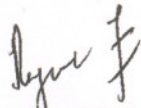
PCEs, All Zonal Railways.

Chief Commercial Managers, All Zonal Railways.

Chief Electrical Engineers, All Zonal Railways.

  
(SANJAY UPRETI)

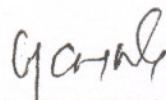
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Railway Board.

  
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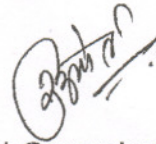
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**New Delhi, dated 3.7.2009.**

Copy to:

FA&CAOs, All Zonal Railways.

Principal Directors of Audit, All Zonal Railways.



For Financial Commissioner, Railways.

Copy to:

Electrical Engineering , Land & Amenities, Finance Commercial and  
Traffic Commercial Directorates of Railway Board.