

No. 12035/16/2010-Policy-II
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, Maulana Azad Road,
New Delhi, Dated 8th April 2010

OFFICE MEMORANDUM

Subject: Allotment of General Pool Residential Accommodation from Type-IV(S) to Type-VI(A) categories through an automated system of allotment based on choices for specific houses indicated by the applicants.

With a view to introduce complete transparency and provide for choices for individual houses to the applicants in allotment of higher type General Pool Residential Accommodation, it has been decided to introduce an **automated system of allotment** on the basis of preferences for specific houses indicated by the applicants as per procedure mentioned herein under:-

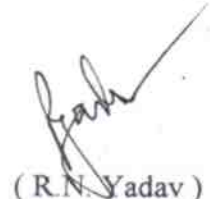
- (i) With effect from the date as mentioned in para.2 below, all applications for allotment of houses will be accepted "**on-line**" only. For this purpose every applicant will have to create his/her account and fill up the required application form by following the instructions on the screen. After completing the process on-line, the applicant will have to take a printout of his/her application along with account details etc. and get it officially forwarded from his/her office to the Directorate of Estates for activation of his/her account. On receipt of the paper application duly forwarded by the controlling office of the applicant, his/her account will be activated by sending him/her a Registration Number (which will work as his/her ID) and a pass-word through SMS and/or e-mail.
- (ii) Once the applicant has received his/her registration number and log-in pass-word through SMS/e-mail, then he/she will be able to operate his/her account and make required changes in his/her preferences/choices etc. as and when required on-line.
- (iii) All the existing applicants will also be sent their log-in ID and pass-word through SMS/e-mail to enable them to operate their accounts on-line.
- (iv) Both existing applicants as well as new applicants will have to indicate their choices/preferences for houses as per the drop-down menu on the screen. These choices/preferences would be available, subject to modification from time to time, as per sample enclosed in the Annexure.
- (v) All the houses falling vacant during the month i.e. till 30th/31st of the month would be displayed category-wise on the website of the Directorate of Estates (estates.nic.in) for allotment in the subsequent months. No addition in this list would be made during 1st to 9th of the month. In other words, the list of vacant houses available for allotment will remain frozen during this period i.e. 1st to 9th of the month.

- (vi) Applicants should be able to revise/modify their choices/preferences for the houses any time after the last allotment and before the next allotment i.e. between 11th of the month to the 9th of the subsequent month, 10th day being the day of allotment in each month.
- (vii) Allotment of houses as per choices/preferences of applicant will be considered on 10th of each month only for those applicants whose accounts have been activated in the preceding or earlier months.
- (viii) An applicant will be allotted a particular house chosen by him if nobody senior to him in the waiting list has opted for the same.
- (ix) The concept of technical acceptance will be done away with.
- (x) Applicants will not be eligible for more than two allotments in each category of house.
- (xi) After having opted for a particular house and having been allotted the same, the applicant will have to necessarily accept the allotment. In the event of non-acceptance, the applicant will be debarred for further allotment for a period of one year.

2. Subject to such modifications as may be notified from time to time, allotment of General Pool Residential Accommodation through the above-mentioned automated system would come into force for the higher type of accommodation w.e.f. dates as indicated below:-

(a) Type VI(A)	-	01-05-2010
(b) Type V(B)	-	01-06-2010
(c) Type V(A) & } Type IV (Spl.) }	-	01-07-2010

3. This issues with the approval of Minister of Urban Development.



(R.N. Yadav)

Deputy Director of Estates (Policy)

To

- 1. The Ministries/Departments of Government of India (As per list).
- 2. All Officers/Sections in the Directorate of Estates.

Preferences/Choices for the Houses/Localities

A. Do you want to be considered for allotment of a house during next month

– Yes/ No

B. If yes then indicate one of the following choices:-

(i) I may be allotted one of following houses in order of preference.

(ii) I would like to be allotted any house with or without floor restrictions in the following area/locality in order of preference.

(iii) I would accept any house available for allotment.