

No.12035/16/2010-Pol.II
Govt. of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, New Delhi
Dated 22nd December, 2010

Office Memorandum

Subject: - Introduction of Automated System of Allotment in lower types of Govt. houses.

With a view to introduce complete transparency, speedy allotment, higher occupancy of houses and enable the applicants to get houses of their choice, it has been decided to introduce **the Automated System of Allotment** in lower type as already introduced earlier in the higher types. **In this system, list of all vacant houses and also the waiting list is placed on the website of this Directorate and the applicants are required to give their option for one or more houses of their choice in order of priority keeping in view their seniority 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.
- (ii) Every applicant will have to create his/her account by filling up the required on line application form following the instructions on the screen. After completing the process, on line, the applicant will have to take a print out of his/her application and submit to the Directorate of Estates a self signed copy thereof for activation of his /her account. On receipt of the application, his/her account will be activated by sending a Registration Number (which will work as his/her ID) and a pass word through SMS and/or e-mail. For this purpose every applicant whether new or already registered has to furnish his mobile No. and Email ID.
- (iii) Once the applicant has received his/her registration number and log-in-password through SMS/e-mail, then he/she will be able to operate his/her account for giving option for house/houses and also making required changes in his/her preferences, choices etc.
- (iv) Both existing applications as well as new applicants will have to indicate their choices/preferences for houses online.
- (v) All the applications received up to 15th of the month will be included in the waiting list. Also all houses falling vacant till 15th of each month would be displayed, pool-wise, on this Directorate's website (estates.nic.in) for giving choices by the applicants during 16th – 24th for Type-IV, 16th -27th for Type-III and 16th to 1st for Type-II each month. During this period, the list of vacant houses as well as the waiting list will remain frozen. Regular allotments will be made each month on 25th for Type-IV, 28th for Type-III and 2nd for Type-II.

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(vi). An applicant will be allotted the house chosen by his/her if nobody senior to him/her in the waiting list has opted for the same.

(vii) The concept of technical acceptance will be done away with.

(viii). Applicants will be eligible for one change in each category of house. No separate change waiting list will be prepared. Waiting list for change as well as the first allotment will be the same. On the day of enforcement of the **Automated System of Allotment** the existing change waiting list (Which is based on first come-first-serve principle) will be frozen and will be placed, en block, senior to the unified waiting list prepared as per the new order.

(ix). With effect from the date as indicated in para 2 below for each type the present practice of maintaining a separate-change waiting list on first-come-first-serve -principle and area/locality wise waiting list will be done away with.

(x). The applicants will have to necessarily accept the house allotted as per their choice. 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 automated system would come into force with effect from date indicated below:-

type	Effective Date	Period for indicating choices	Date of first automated allotment
Type-IV	1st Jan, 2011	16th-24th, January 2011	25.01.2011
Type-III	1st Feb, 2011	16th-27th, February 2011	28.02.2011
Type-II	1st April, 2011	16th April-1st May, 2011	02.05.2011


(J.P. Rath)

Deputy Director of Estates

To

1. The Ministries/Departments of Government of India (As per list).
2. All Officers/Sections in the Directorate of Estates.
3. Copy to:-
 1. PS to UDM/PS to MOS (UD).
 2. Sr. PPS to Secretary (UD).
 3. PS to AS (UD).
 4. PS to DE/PS to DE-II.
 5. Director NIC.
 6. Deputy Director (Computer) with the request to place a copy of this O.M. on Directorate's website.


(Mahendra Nath)

Assistant Director (Policy-II)