



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

No.F. 3-2/2006 (Admn.I/A&B)

8th May, 2015
13th

CIRCULAR

The undersigned is directed to circulate the following Office Memorandum received from the Government of India, Ministry of Urban Development, Directorate of Estates, New Delhi (copy enclosed) as detailed below:

S.No.	O.M. No.& Date	Received From	Subject
1.	No.1/Computer Cell/2015	Directorate of Estates, New Delhi	Verification and acceptance of DE-2 Form, acceptance of Allotment and issue of Authority Slip and Licence Fee bills (First and Revised) online in eAwas in respect of General Pool Residential Accommodation by the eligible offices for General Pool Residential Accommodation in Delhi.

This may be noted for future reference.


(Ajay Kumar Khanduri)
Deputy Secretary

Copy to:

1. All Officers/ Sections.
2. UGC Branch Office, 35 Ferozeshah Road, New Delhi.
3. UGC NET Bureau, South Campus of Delhi University, New Delhi.
4. All Regional Offices.
5. Admn I/C Section with the request to take further necessary action at their end.
6. DS (FD)/US (FD-I/A)/SO (FD-I/A)/SO (FD-I/B) with the request to take further action in the matter.
7. CU/DU/DC/IUC with a request to take further necessary action at their end.
8. UGC eoffice
9. UGC website

No.1/Computer Cell/2015
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, New Delhi
Dated the 27th January, 2015

OFFICE MEMORANDUM

Subject: Verification and acceptance of DE-2 Form, acceptance of allotment and issue of Authority Slip and Licence Fee bills (First and Revised) online in eAwas in respect of General Pool Residential Accommodation by the eligible offices for General Pool Residential Accommodation in Delhi.

The undersigned is directed to refer to this Directorate's OM No. 12035/16/2010-Pol.II (Vol.II) dated 8th January, 2015 wherein it was informed that from 1st March, 2015 (March, 2015 Allotment Cycle) onwards the concerned Administrative Division of all eligible offices for general pool residential accommodation in Delhi shall verify online DE-2 Form of the applicants of their office online in e-Awas. A separate checklist would be provided to them in the system. It was also informed that the allotment letters will be received by the allottees online and individual allottee shall submit his acceptance online by filling up of the Acceptance Form available in e-Awas. On verification and acceptance of the Acceptance Form of the allottee by the eligible office, an authority slip and a licence fee bill will be generated automatically, which will go online to the allottee, concerned Service Centre of CPWD, DDO etc. On physical occupation of the allotted accommodation by the allottee, a revised licence fee bill will be automatically generated and sent online to the account of the allottee, DDO of the concerned office etc. The complete process of allotment will be as under -

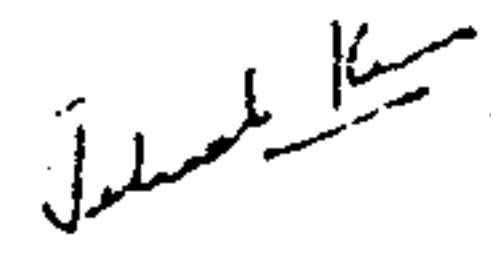
- a) Filling up of login ID request form in the Automated System of Allotment in eAwas of website of the Directorate of Estates (www.gpra.nic.in /www.estates.nic.in) by new users.
- b) ID and password are generated and displayed on screen and subsequently sent through email or SMS.
- c) Log into his account by the applicant and filling up of DE-2 Form and submitting the same online. The form will be sent to concerned Admin User of Ministry/ Department/ Office online.
- d) Verification of details furnished by the applicant by the nominated officer of the concerned Admin User of Ministry/ Department/ Office online as per the checklist provided in the system.
- e) On receipt of online DE-2 form, the applicant will be included in the waiting list of next month for all eligible types of accommodation.
- f) After allotment of accommodation, allotment letter will be received by the allottees online and individual allottee shall submit his acceptance online by filling up of the Acceptance Form available in eAwas which will automatically be sent to concerned Admin User of Ministry/ Department/ Office.
- g) Verification of the details in acceptance form online by the Admin User of Ministry/ Department/ Office concerned.
- h) Authority Slip and licence fee bill will be generated automatically and sent online to allottee and concerned Service Centre of CPWD, DDO etc.
- i) On physical occupation of the accommodation, revised licence fee bill will be generated automatically and sent online to allottee and concerned Service Centre of CPWD, DDO etc.

2. For this purpose, all eligible Ministries/ Departments/ Offices in Delhi shall be given an ID Number and a Password for restricted operation of the above process in eAwas. For this purpose the required changes in eAwas have now been carried out. All Ministries/ Departments/ Office eligible for General Pool Residential Accommodation in Delhi are now requested to nominate a person not below the rank of Section Officer who will be required to submit his request online in the eAwas, take print its print out and forward the same through his Head of Department to enable this Directorate to generate ID number and password for the process.

3. It is requested that the process of nomination of officer authorised to verify online the details of the allottees may please be completed urgently and the details of concerned officer be furnished online by 15th February, 2015. Since the revised system is to be implemented from 1st March, 2015 the matter may kindly be accorded priority.

4. It may be mentioned that the allotment will be made on the basis of verification by the concerned Ministry/ Department/ Office. Later on if any discrepancy is found in the eligibility of the allottee the allotment will be cancelled by this Directorate.

5. In case of any clarification, Deputy Director of Estates (Computer) (Tel No. 23061111) or Assistant Director of Estates (Computer) (Tel 23061388) may be contacted.



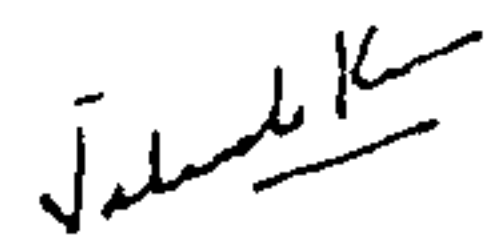
(Jitender Kumar)
Deputy Director of Estates (Computer)
Tel: 23061111

To

1. All Ministries/ Departments of the Government of India
2. All other eligible offices for GPRA through their DDOs
3. Directorate General, CPWD, Nirman Bhawan
4. All officers/ sections in the Directorate of Estates
5. All Regional Offices of the Directorate of Estates/ CPWD

Copy for information to:

1. PS to Hon'ble UDM/ PS to MOS(UD)
2. PSO to Secretary, MoUD
3. PPS to Joint Secretary (L&E), MoUD
4. PPS to Joint Secretary(Works)
5. PS to DE/DE-II
6. Sr. Technical Director, NIC, Nirman Bhawan with the request to upload the OM on the website of DoE.
7. DD(OL) for translation.



(Jitender Kumar)
Deputy Director of Estates (Computer)