

I. ALLOTMENTS

11. What is the general procedure for allotment of General Pool Residential Accommodation (GPRA)?

Allotments are made to allottees based on a 'UNIFIED WAITING LIST' for particular type of accommodation. In this 'Unified Waiting List', the applicants applied for initial as well as change of accommodation are clubbed together and allotments are made based on their date of priority or inter-se seniority as applicable. Two allotments are made to an applicant in each type of accommodation, i.e., initial and change.

12. How to apply for GPRA in Delhi?

Applications for allotment of houses are accepted 'Online' only.

- The applicants should apply 'ONLINE' through 'AUTOMATED SYSTEM OF ALLOTMENT' [ASA] for entitled type of accommodation as per Rule 8 of the CGGPRA Rules, 2017 [see ENTITLEMENTS AND ELIGIBILITIES – Q. NO.7] in DE-II Form on the website of the Directorate of Estates after regular appointment / joining on transfer at the place of posting in the Ministries / Departments / offices of the Government of India and other organisations, declared eligible for GPRA.
- Applicants are required to fill up login ID request form in the Automated System of Allotment in e-Awas of website of the Directorate of Estates (www.gpra.nic.in / www.estates.gov.in).
- On filling up of this form an ID and a password is generated and displayed on screen and subsequently is sent to the applicant through email or SMS.

- Using this login ID and Password, an applicant shall log into his account and fills up the DE-II Form.
- Administrative Division of all eligible offices for general pool residential accommodation in Delhi shall verify online DE-II Form of the applicant of their office online in e-Awas.
- On acceptance of DE-II Form by Directorate of Estates online during a month, the applicant will be included in the waiting list of next month for all eligible types of accommodation.
- The applications received up to the last day of the month are included in the Waiting List of the subsequent month.
- The applicant may submit online his/her preferences of houses in e-Awas and make required changes in his/her preferences/choices etc., as and when required, online.
- After allotment of accommodation is made to an individual during a month, the allotment letters will be received by the allottees online and individual allottee shall submit his acceptance online within a period of 8 days 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 send online to the account of the allottee, DDO of the concerned office etc.

[A flow-chart of the procedure may kindly be seen at Annexure-I].

13. Is Aadhaar number compulsory for applying for GPRA?

Yes. But it is not mandatory.

14. How allotment letter and authority slip to get an accommodation are issued and where to get it?

From 1st March, 2015 (March, 2015 Allotment Cycle) onwards, after allotment of accommodation is made to an individual during a month, 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 receipt of Physical Occupation Report of the allotted accommodation by the allottee, a revised licence fee bill will be automatically generated and send online to the account of the allottee, DDO of the concerned office etc.

15. While taking possession of the flat from the CPWD Service Centre, what precautions should be taken?

- (a) The allottee should count each and every item of fitting/furnishing provided in the flat to avoid inconvenience at later stage.
- (b) Each deficiency should be brought out to the notice of the CPWD staff under acknowledgement.
- (c) He should put his own lock in the house.
- (d) He should obtain Physical Occupation Report, duly signed by him and the Junior Engineer, CPWD.
- (e) He should approach MCD/NDMC/Electricity/PNG authority concerned to secure water, electricity and gas connections for the allotted house.
- (f) Rent shall be charged from the date of occupation of the accommodation or the 8th day from the date of the allotment letter,

whichever is earlier. However, licence fee shall be charged from the date of handing of the accommodation to the allottee/physical occupation in cases where the CPWD certifies that accommodation was not fit for occupation and as a result thereof the officer could not occupy the accommodation within the prescribed period.

16. What is the procedure for change of accommodation?

The application for change of accommodation is entertained in the same type only. Only one change is permissible in a particular type of accommodation. The allottee desirous of change is required to submit an application 'Online' in the prescribed form and get the online change form verified from his/her office online in e-awas. The ASA will be updated every month and the applicant may be able to give preferences for areas 'Online' during the bidding period for particular type of accommodation.

17. In how many days a allottee has to vacate the previous accommodation on acceptance of change allotment?

On receipt of allotment letter for change of accommodation, the allottee is required to convey his acceptance within a period of 8 days from the date of issue of the allotment letter and to vacate the previous accommodation in his possession within a period of 30 days from the date of occupation of the new accommodation.

Failure to vacate the previous accommodation within the prescribed period results in cancellation of allotment with penal consequences such as charging of damages, eviction proceedings under the Public Premises Act.

In certain cases of double occupation, allotment of both the houses is liable to be cancelled.

18. Can an applicant seek reconsideration of allotment offered?

Request for reconsideration in cases of non-acceptance of allotment within the specified time is considered by the Directorate of Estates if an application for reconsideration is made before the next bidding cycle, in the following cases:

- (a) intervening Gazetted holidays during the eight days' period;
- (b) delay in forwarding of prescribed acceptance form from the office concerned;
- (c) the allottee on official tour during the acceptance period;
- (d) other valid reasons provided by the allottee;
- (e) the allotted accommodation is occupied by another allottee;
- (f) the allottee is unwilling to pay the pending dues of the previous occupants relating to electricity or water, etc.

19. How allotments of Type VII and VIII General Pool accommodation are made?

The general pool of Type VII and VIII accommodation are allotted by Hon'ble Minister of Housing and Urban Affairs keeping in view the functional necessity, criticality/sensitivity of the post held.

DE-2 Form (Application Form) for allotment of Type VII and VIII bungalows are accepted 'Online' only. The applicants should apply 'ONLINE' through 'AUTOMATED SYSTEM OF ALLOTMENT' [ASA] for entitled type of accommodation as per rule 8 of the CGGPRA Rules, 2017 (as discussed in Q.7 above) for the cities where 'ASA' is available on the website of the Directorate of Estates after regular appointment / joining on transfer at the place of posting in the Ministries / Departments / offices of the Government of India and other organisations, declared eligible for GPRA.

All applicants are required to fill up login ID request form in the Automated System of Allotment in e-Awas of website of the Directorate of Estates (www.gpra.nic.in / www.estates.gov.in). On filling up of this form an ID and a password are generated and displayed on screen and subsequently is sent to the applicant through email or SMS. Using this login ID and Password, an applicant shall log into his account and fill up DE-2 Form. Thereafter, the applicants are requested to take a print out and get it duly forwarded by their office, and submit it to the Directorate of Estates. After submission of DE-2 Form, the applicant's account is activated and he/she is included in the List for allotment.

The applications received up to the last day of the month are included in the List of the subsequent month.

20. The Schedule of vacancies, bidding and allotment in a month for various types of accommodation in Delhi

Type of accommodation	Period of vacancies included for ensuing bidding	Period of online bidding in a month	Allotment date in a month
I	Upto 15 th of current month	16 th to 27 th	28 th
II	Upto 15 th of current month	16 th to 26 th	27 th
III	Upto 15 th of current month	16 th to 25 th	26 th
IV	Upto 15 th of current month	16 th to 24 th	25 th
IV (Special)	Upto last day of previous month	1 st to 9 th	10 th
V A	Upto last day of previous month	1 st to 9 th	10 th
V B	Upto last day of previous month	1 st to 9 th	10 th
VI A	Upto last day of previous month	1 st to 9 th	10 th
VI B	Upto last day of previous month	1 st to 9 th	10 th
Double Suite Hostel	Upto last day of previous month	1 st to 9 th	10 th
Single Suite Hostel with	Upto last day of previous month	1 st to 9 th	10 th

Kitchen			
Single Suite Hostel	Upto last day of previous month	1 st to 9 th	10 th

**ALLOTMENT SCHEDULE OF GENERAL POOL RESIDENTIAL
ACCOMMODATION
IN REGIONS**

Type of accommodation	Period of vacancies included for ensuing bidding	Period of online bidding in a month	Allotment date in a month
I	Upto last day of previous month	5 th to 14 th	15 th
II	Upto last day of previous month	5 th to 14 th	15 th
III	Upto last day of previous month	5 th to 14 th	15 th
IV	Upto last day of previous month	5 th to 14 th	15 th
IV (Special)	Upto last day of previous month	5 th to 14 th	15 th
V	Upto last day of previous month	5 th to 14 th	15 th
VI	Upto last day of previous month	5 th to 14 th	15 th
Double Suite Hostel	Upto last day of previous month	5 th to 14 th	15 th
Single Suite Hostel with Kitchen	Upto last day of previous month	5 th to 14 th	15 th

Applicants may revise/modify their choices/preferences for the houses as many times necessary within the bidding period and allotment shall be made to the applicants who have exercised preferences/choices till 5.00 P.M. of the last day of bidding date.

The applicants should visit the houses available for bidding in ASA before submission of their preferences for houses, which they are bidding for.

Allotments will be made every month to the applicants based on date of priority for Types I to IV or based on inter-se seniority for Types IV(Special) to VI (B) for the houses chosen.

21. How the position of an officer for an accommodation changes during the bidding process?

The NIC Centre of the Directorate of Estates updates the bidding position thrice a day between 8.00 a.m. to 8.30. a.m, 2.00 p.m. to 2.30 p.m, and 6.00 p.m. to 6.30 p.m. This means all applicants filling options between 2.00 p.m. to 6.00 p.m. will get tentative position vis-à-vis options filled till 2.00 p.m. and similarly for other time slots. The options filled between 2.00 p.m. to 6.00 p.m. will be updated only by 6.30 p.m. The whole Allotment process is automated system generated and there is no scope of any human addition or alterations after the close of the bid time.

22. Can the house by accepted technically and then application for change of quarter can be made?

The concept of technical acceptance has been done away with after introduction of Automated System of Allotment.

The applicants will have to necessarily accept the house allotted to them. In the event of non-acceptance, the applicant will be debarred for further allotment for a period of three months. In case of non-acceptance of change allotment, the allottee will not be eligible for another change.

23. How are Waiting Lists prepared?

Waiting List for Type I to IV accommodation

A Unified waiting list for change as well as for initial allotment of same type accommodation is prepared based on the date of priority i.e. date of joining the service in the Government of India.

Waiting List for Type IV(Special) and above types of accommodation

The Waiting List for Type-IV(Spl) and above types of accommodation is prepared based on the factors mentioned in answer to question No.10.

Preparation of Waiting List for Type VI B [C-I]

Waiting list for Type VI B [C-I] houses are prepared in the ratio of 1:1:1 among Secretary/ Secretary equivalent officers and Chairman/Members of eligible Commissions etc. Three waiting lists i.e. List-A, List-B and List-C are prepared on the basis of this ratio. No HAG officer waiting in List A or List B will be allotted C-I house if an Apex Grade officer is waiting in the other list. Thus, HAG officers will be allotted C-I houses only after meeting the claim of the Secretary/ Secretary equivalent officers irrespective of availability of units as per the above ratio.

Waiting list for Hostel Accommodation

Waiting list for Hostel Accommodation based on date of priority as applicable for Type I to IV and Type IV(Special) and above accommodation.

Change waiting list

No separate change waiting lists are prepared after implementation of ASA. Under ASA, change as well as initial allotments of GPRA has the same date of priority. However, separate application has to be submitted for change of same type of accommodation.

24. Whether a house owning officer at the place of posting is eligible for general pool residential accommodation?

Yes.

25. Whether allotment shall be made to both wife and husband if they are Central Government servants?

No. Allotment shall be made to either wife or husband. In case both have General Pool Residential Accommodation or Departmental Pool Residential Accommodation before their marriage, one of them has to surrender the General Pool Residential Accommodation or Departmental Pool Residential Accommodation, as the case may be, within one month after their marriage. If one of the accommodations is not surrendered within one month, the lower type of accommodation held by one of the spouse shall be deemed to have been cancelled.

However, judicially separated spouse is entitled for a separate accommodation.