

Government of India
Directorate of Estates
Nirman Bhawan, New Delhi

Dated: 30-04-2010

Subject: How to use Automated System of Allotment for GPRA

Objective:

With a view to introduce complete transparency and provide for choices for individual houses to the applicants in allotment of higher types of 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.

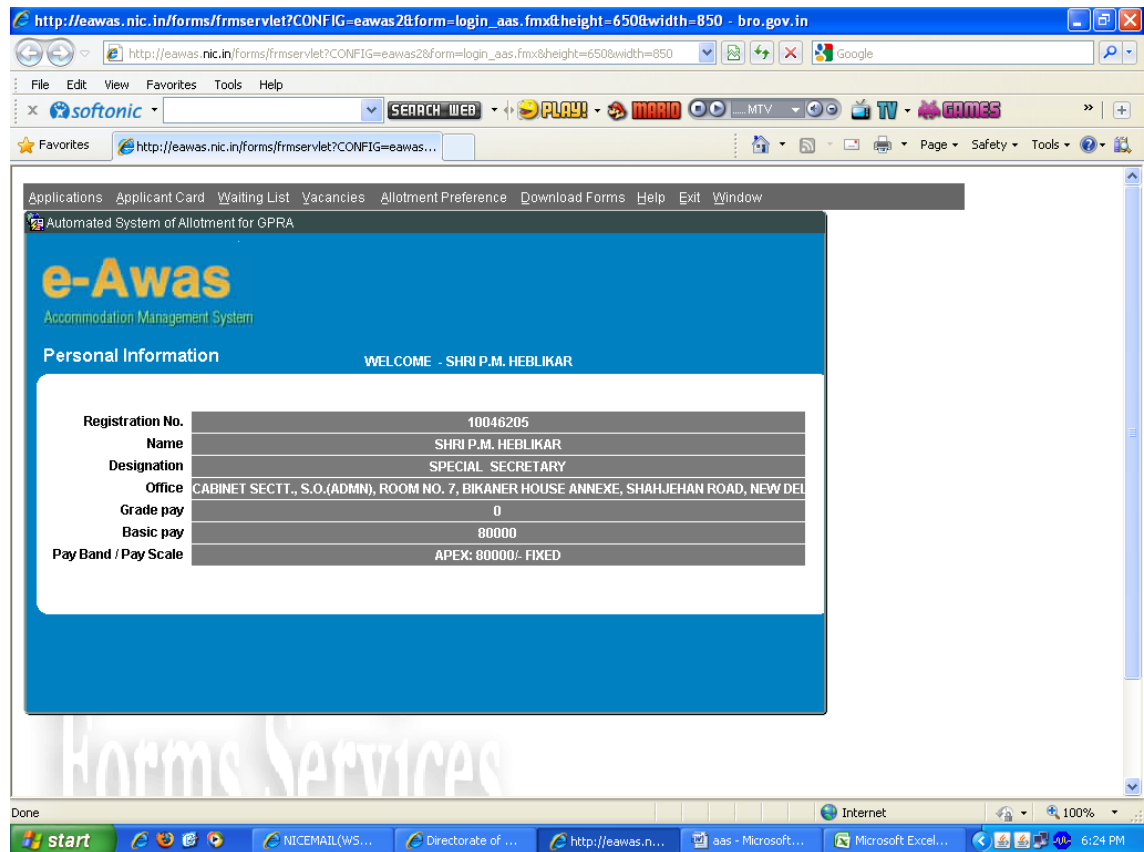
Pre-requisites:

Please note that for using this Automated System of Allotment, you must satisfy the following conditions:

1. You must have **registration number** allotted by the Directorate of Estates.
2. You must be an applicant waitlisted for one or more of Type-4S, Type-5A, Type-5B and Type-6A.
3. You must have **Login ID and Password** given to you by the Directorate of Estates for accessing this system in a secured manner.

Steps for using the system:

Step 1: Enter your **Login ID** and **Password**. Click on the **Sign in**. If your Login ID and Password are correct and get authenticated by the system, you will enter into the secured area of the Automated System of Allotment. Your personal details will be shown on the screen as given below:



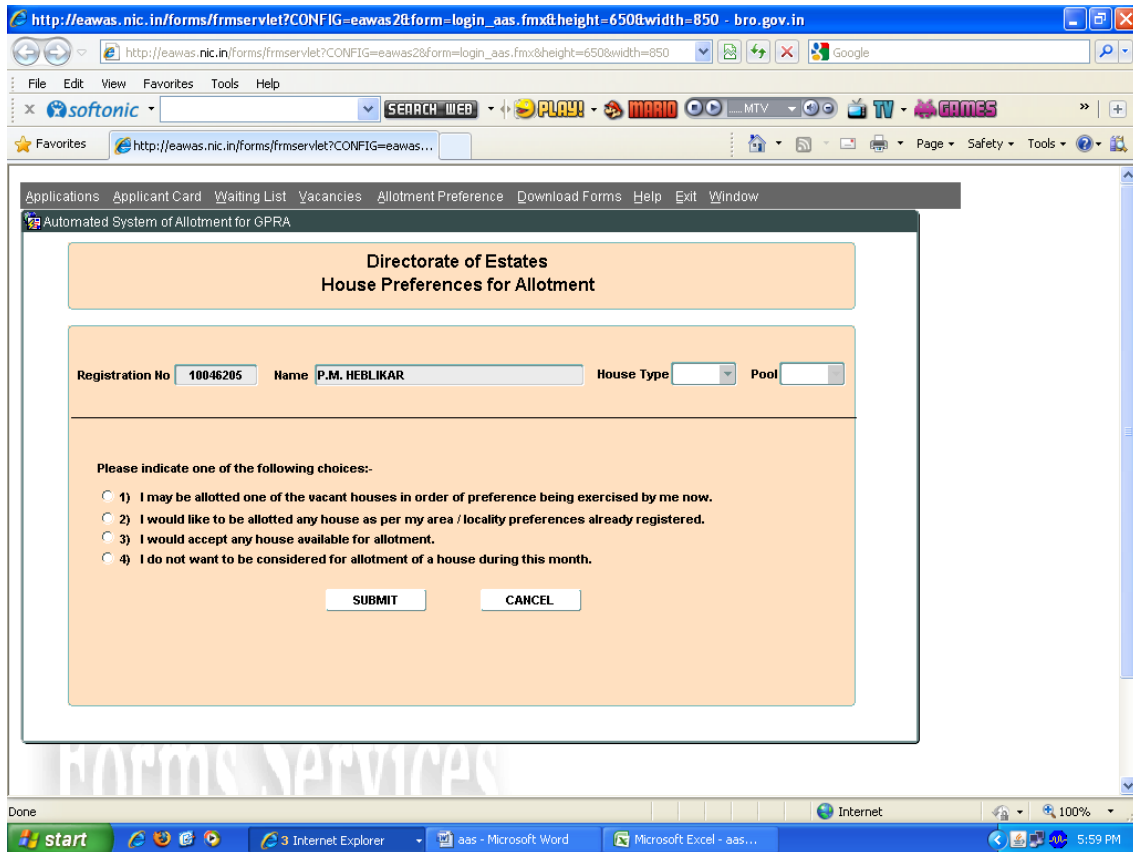
Step2: You are given a number of menu options to use, namely:

- **Applications:** Use this option to fill up initial as well as change allotment forms.
- **Applicant Card:** Use this option to view your details such as waiting position, allotments, etc.
- **Waiting List:** Use this option to view the entire waiting list of the type(s) for which you are waitlisted.
- **Vacancies:** Use this option to view the vacancies of the type(s) for which you are waitlisted.
- **Allotment Preference:** Use this option to provide your preferences for specific houses presently vacant.
- **Download Forms:** Use this option to download **Acceptance Form**.
- **Help:** Use this option to view the **Office Memorandum** issued by Directorate of Estates for Automated System of Allotment.
- **Exit:** Use this option to exit from the Automated System of Allotment.

Allotment Preference

Let us explain this option in detail as you will be using this option to provide your preferences for specific houses presently vacant.

Once you click on this option, you are shown the following screen:



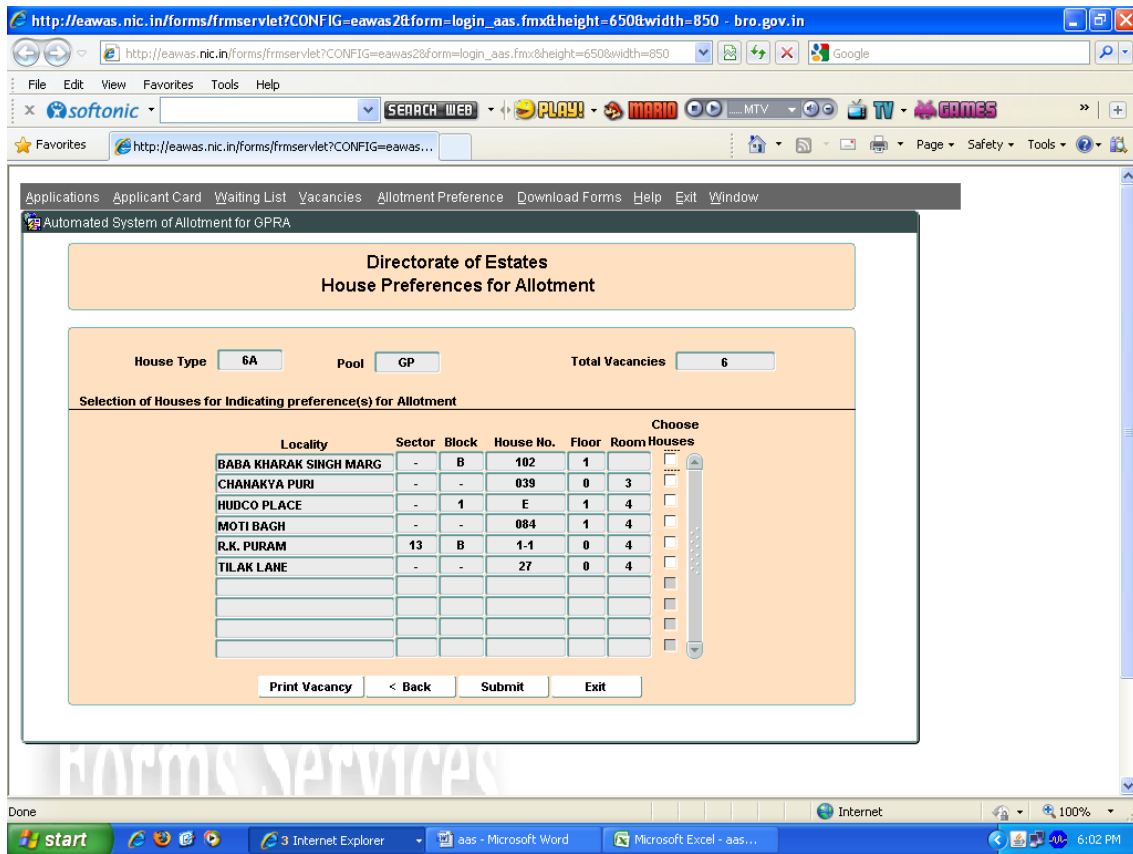
The screenshot shows a web browser window displaying the 'Automated System of Allotment for GPRA' interface. The main heading is 'Directorate of Estates House Preferences for Allotment'. Below the heading, there are input fields for 'Registration No' (10046205), 'Name' (P.M. HEBLIKAR), 'House Type' (a dropdown menu), and 'Pool' (a checkbox). Below these fields, there is a section titled 'Please indicate one of the following choices:-' with four radio button options:

- 1) I may be allotted one of the vacant houses in order of preference being exercised by me now.
- 2) I would like to be allotted any house as per my area / locality preferences already registered.
- 3) I would accept any house available for allotment.
- 4) I do not want to be considered for allotment of a house during this month.

At the bottom of the form, there are two buttons: 'SUBMIT' and 'CANCEL'.

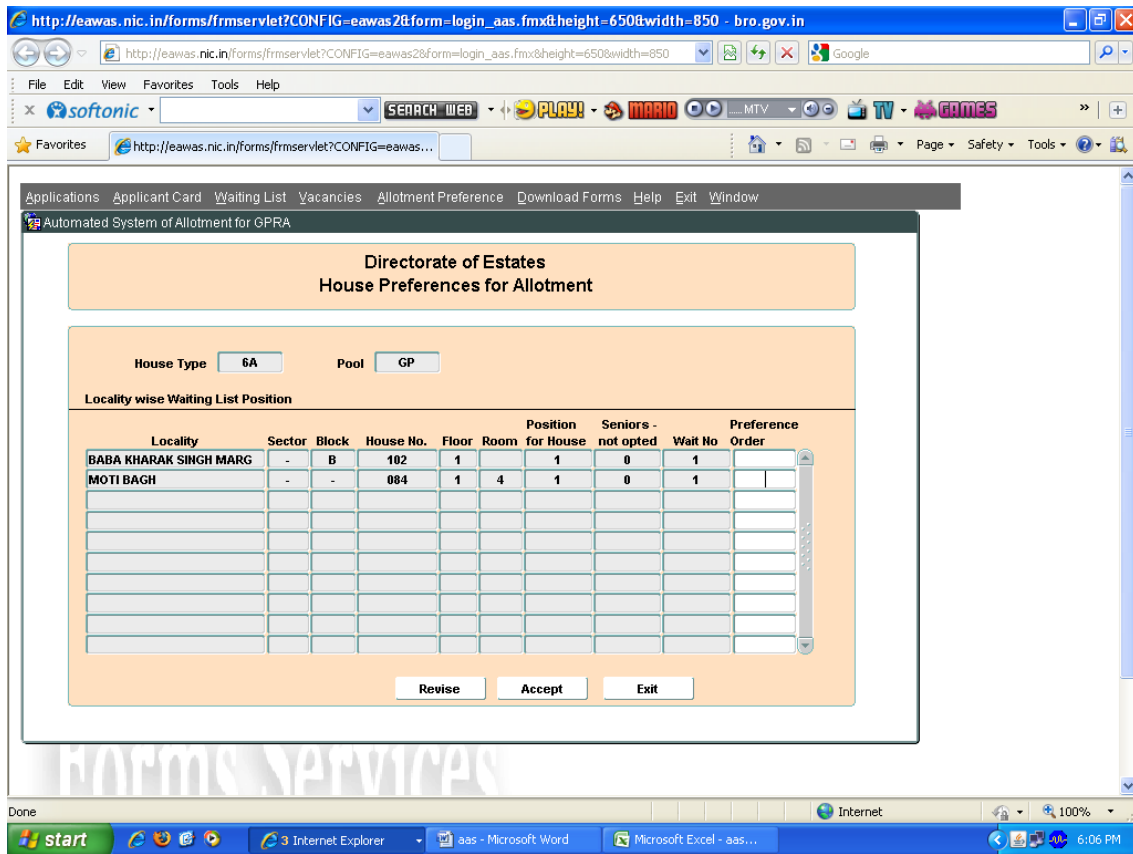
You need to select House Type and Pool. You also need to select one of the four options marked 1) to 4) and then click on the **SUBMIT** button. The options 1) to 4) are self explanatory.

Option 1): If you choose this option, then you are shown the following screen:



This screen shows you the vacancies available for the Type and Pool selected by you. You need to select those vacancies in which you are interested. Once you have selected such vacancies, click on the **SUBMIT** button.

The following screen appears on clicking on the **SUBMIT** button:



This screen shows all the vacancies in which you have shown your interest along with your position for these vacancies. You need to provide your order of preference for allotment against these vacancies. You may click on the **Accept** button to save your order of preferences. Alternatively, you may also click on the **Revise** button to revise your selection of vacancies. After saving your order of preferences, the system prompts you to take the print of your choices.

Please note that your present position shown for the vacancies are based on the options given by you and other applicants and will vary based on the choices subsequently given by other applicants.

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