E-2576(38/2024
AD (Regions)

कार्यालय उपमहानिदेशक (ई.शासन एवं बी.डी.) निर्माण भवन, नई दिल्ली
O/o. DDG (e-Govt., and B.D.) CPWD, Nirman Bhawan, New Delhi
रा. सं./ Dy. No. 980
दिनांक/ Dt. 08/05/24

Nirman Bhawan, New Delhi
Dated: the 3rd May, 2024

OFFICE MEMORANDUM

Sub: Implementation of Automated System of Allotment in GPRA at Six Stations - regarding.

The undersigned is directed to refer to this Directorate's OM of even No. dated 07.02.2024, 19.02.2024 and 25.04.2024 on the above mentioned subject and to say that the office IDs of the offices at Silchar, Bikaner, Port Blair, Jodhpur and Guhawati has been created on eSampada and may be checked at the link "*https://esampada.mohua.gov.in/signin/Office_Eligibility#*".

2.   All AEMs/EEs/AEs of concerned six stations are requested to circulate a circular to eligible offices indicating that "The online bidding of GPRA Quarters will be started w.e.f. 01.06.2024. The concerned Admin/DDO officer at these offices should also apply for Admin and DDO role at eSampada and get it approved by concerned AEM/EE. All the employees must register themselves on eSampada and get their ID approved by respective Admins in order to participate in online bidding process. ".

3.   All AEMs/EEs of these stations are requested to add the details of Housing Stock on eSampada and seek registration IDs of the present occupants of quarters located at these locations. After that occupant entry should be done. This may be completed before 31.05.2024 so that Automation System of Allotment may be started smoothly from the stipulated date.

4.   The process of updating Housing Stock at eSampada, approval of Admin/DDO role by EE/AEM, occupant entry at eSampada is annexed at Annexure-I. Further, the process regarding prebid verification, creation of vacancy at eSampada, start of online bidding at eSampada on 1st of every month and issue of allotment letter on 10th of every month by AEM/EE is annexed at Annexure-II.

5.   Executive Engineer, Siliguri is requested to acquire DoE official role at eSampada immediately and send the list of eligible offices at Siliguri for necessary action.

6.   All EEs/AEMs are requested to comply with the above directions and intimate the progress to this Directorate. It is once again reiterated that **no offline allotment of GPRA will be allowed w.e.f. 01.06.2024.**

7.   This issues with the approval of the competent authority.

R. K. KAUSHAL
DG, CPWD
07.05.24

(Kamal Kant)
Dy. Director of Estates (Regions)

To

All the Supt. Engineers/Executive Engineers/Assistant Engineer/Estate Officers/Ems/AEMs of six GPRA stations, viz. Bikaner, Jodhpur Guwahati, Port Blair, Silchar, & Siliguri.

Copy for information to:

I.   The Director General, CPWD, Nirman Bhawan, New Delhi.

II.   AD, Computer Cell, DoE, Nirman Bhawan, New Delhi

III.   Director, NIC, Dte. of Estates, Nirman Bhawan, New Delhi.

1. PROCEDURE FOR CHECKING HOUSING STOCK

(a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Housing Stock.
(e) Click on Housing Stock.
(f) Check Type Wise.

2. PROCEDURE FOR ADDING HOUSING STOCK

(a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Master Update.
(e) Click on Add House.
(f) Enter details.
(g) Submit.

3. PROCEDURE TO ADD LOCALITY

(a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Master Update.
(e) Click on Add Locality.

4. PROCEDURE FOR APPROVAL OF ADMIN/DDO ROLE

(a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Approval.
(e) Approve Admin/DDO.

5. PROCEDURE FOR OCCUPANT ENTRY

(a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Master Update.
(e) Click on Occupant Entry.

1. PROCEDURE FOR CREATING VACANCY

(a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Master Update.
(e) Click on Add Vacancy – New House.

2. PROCEDURE FOR BIDDING

(a) (a) AEM/EE to login in eSampada.
(b) Click on House Allotment.
(c) Click on DoE official.
(d) Go to Bidding-

(i) Pre Bid Verification (to be exercised one day before 1st of the Month).
(ii) Start Bidding (to be exercised on 1st day of the Month).
(iii) Post Bid Verification (to be exercised one day before 10th of the Month).
(iv) Issue Allotment (to be exercised on 10th day of the Month).