



Government of Odisha  
Housing & Urban Development Department  
Odisha Urban Housing Mission (OUHM)

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No. 1152, Date 30.08.2022  
OUHM(PMAY)-77/2020

**NOTIFICATION**

Government of Odisha has taken up "Housing for All" as a top priority mission at the state level and therefore has adopted the "Policy for Housing for All in Urban Areas, Odisha, 2015" to create a comprehensive, holistic framework to address all aspects of housing for the urban poor.

As per the provisions laid under Annexure – III of the 'Policy for Housing for All in Urban Areas, Odisha, 2015', "A transparent and professionally managed system will be in place for allotment of EWS and LIG housing units created under the provisions of this Policy. The key objective of proposed allotment system will be to generate predictability, transparency and ensure social auditing. The system will work on the principle of a continuous process of registration of all those families, who want to avail of dwelling units under this Policy. This will also help State Government in assessment of housing shortages in various cities and plan accordingly. Further, all activities will be on a web based online platform and documents will be put in public domain for ensuring transparency and social auditing."

In this connection, Government after careful consideration have been pleased to adopt a 'Standard Operating Procedure' (SOP) for smooth functioning of House Allotment System (HAS) for allotment of houses to EWS beneficiaries under Policy for Housing for All in Urban Areas, Odisha, 2015.

By Order of Governor,

(Shri Debasis Singh)

Additional Secretary to Government-cum-Mission  
Director, OUHM

Memo No. 1153 /Dt. 30.08.2022

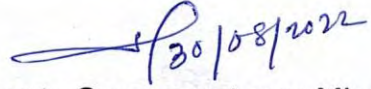
Copy forwarded to PS to Principal Secretary, H & UD Department for kind information of the Principal Secretary.

Additional Secretary to Government-cum-Mission  
Director, OUHM

P.T.O

Memo No. 1154 /Dt. 30.08.2022

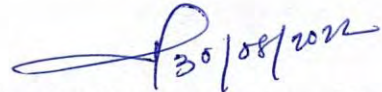
Copy forwarded to all Municipal Corporation/ all Development Authorities/ all Municipalities/ all NACs for information & necessary action.



Additional Secretary to Government-cum-Mission  
Director, OUHM

Memo No. 1155 /Dt. 30.08.2022

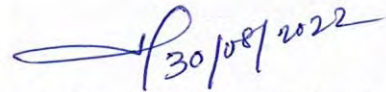
Copy forwarded to the Director, Town Planning / the Secretary, Odisha State Housing Board/ the Managing Director, Odisha Co-Operative Housing Corporation Ltd/ the Managing Director, Odisha Rural Housing & Development Corporation for information & necessary action.



Additional Secretary to Government-cum-Mission  
Director, OUHM

Memo No. 1156 /Dt. 30.08.2022

Copy forwarded to Team Lead, TASU, H & UD Department for upload the SOP in the official website of the Department for information of the public.



Additional Secretary to Government-cum-Mission  
Director, OUHM



# **Standard Operating Procedure for House Allotment System (HAS)**

**Housing & Urban Development Department  
Government of Odisha**

### **1. Introduction**

The Government of Odisha has taken up "Housing for All" as a top priority mission at the state level and therefore has put in place the "Policy for Housing for All in Urban Areas, Odisha, 2015" to create a comprehensive, holistic policy framework to address all aspects of housing for the urban poor.

The policy adopts seven models of intervention for creation of affordable housing stock and slum redevelopment, in-situ as well as relocation, through private sector participation mechanism and or undertaking of projects directly through government agencies. *(For details about the policy please see the policy document)*

### **2. Provisions under Model I in HFA policy**

Out of the seven models, model I of the Policy for Housing for All in Urban Areas, Odisha, 2015 envisages that every Project Developer (Private Developer or Government Project Development Agency - PDA) must reserve at least 10% of the total built up area of a residential project for construction of houses for the people belonging to Economically Weaker Section (EWS) category. In lieu of the houses developed for the people belonging to EWS category, the Developers are entitled to receive compensatory FAR equivalent to 100% of the built-up area utilized for EWS units to cross-subsidize the EWS housing units.

In accordance with this provision of the policy, by the end of FY 2021-22 approximately 1500 EWS houses have already been constructed by the Developers, which is now required to be allotted to the eligible and intended beneficiaries of the policy through a transparent and efficient manner by OUHM.

### **3. House Allotment System (HAS) web-based Application**

As per the directions of the Policy at annexure – III, *"A transparent and professionally managed system will be in place for allotment of EWS and LIG housing units created under the provisions of this Policy. The key objective of proposed allotment system will be to generate predictability, transparency and ensure social auditing. The system will work on the principle of a continuous process of registration of all those families, who want to avail of dwelling units under this Policy. This will also help State Government in assessment of housing shortages in various cities and plan accordingly. Further, all activities will be on a web based online platform and documents will be put in public domain for ensuring transparency and social auditing."*

In line with the above cited provisions of the policy, OUHM has put in place a web-based application i.e. House Allotment System (HAS), which will enable the PDAs to manage all associated processes starting from the registration of the beneficiaries to allotment of the EWS dwelling units through the system in a transparent manner and also manage related financial transactions through secured payment gateway. This system provides the scope for further upgradations and improvisations in future to cater the need of the policy.

The primary objective of the 'House Allotment System' would be to provide an end-to-end process flow based automated system for all stakeholders to ease the existing manual procedure of House allotment to the beneficiaries under the EWS category along with user specific customized dashboard and MIS reports which would serve as a complete solution to track and monitor the process lifecycle. Keeping an eye on data security, this system should be integrated with updated security features like Session Timeout, Cross Site Request Forgery, audit trail of the user login history, etc.

#### **4. Stake Holders in HAS application**

The major stakeholders of this web-based applications are,

- a. Citizens/ Beneficiaries
- b. Project Developers
- c. Project Development Authorities (Urban Local Bodies)

#### **5. Roles and Responsibilities of the Stakeholders within HAS**

##### **a. Citizen/ Beneficiaries**

- i. Register himself/ herself in the web based online system with providing all personal information as required by the system.
- ii. Apply against an issued notification for allotment of a EWS house and pay the token money fixed for the purpose.
- iii. On allotment of a EWS house pay the dues to the project developer.

##### **b. Project Developer**

- i. Furnish all details of the EWS houses that they have for offering including the cost of the dwelling units, schedule of payment (instalment wise payment) and scheduled date of completion.
- ii. Enroll project details in the system for approval of the Project Development Authority.
- iii. Acknowledge the receipt of token money of all allotted applicants after the allotment is over.
- iv. Issue receipt towards payment of the dues by the allotted applicants and acknowledge the same in the system.
- v. Inform the Project Development Authority regarding the nonpayment of the dues by any of the allotted applicants.

##### **c. Project Development Authority**

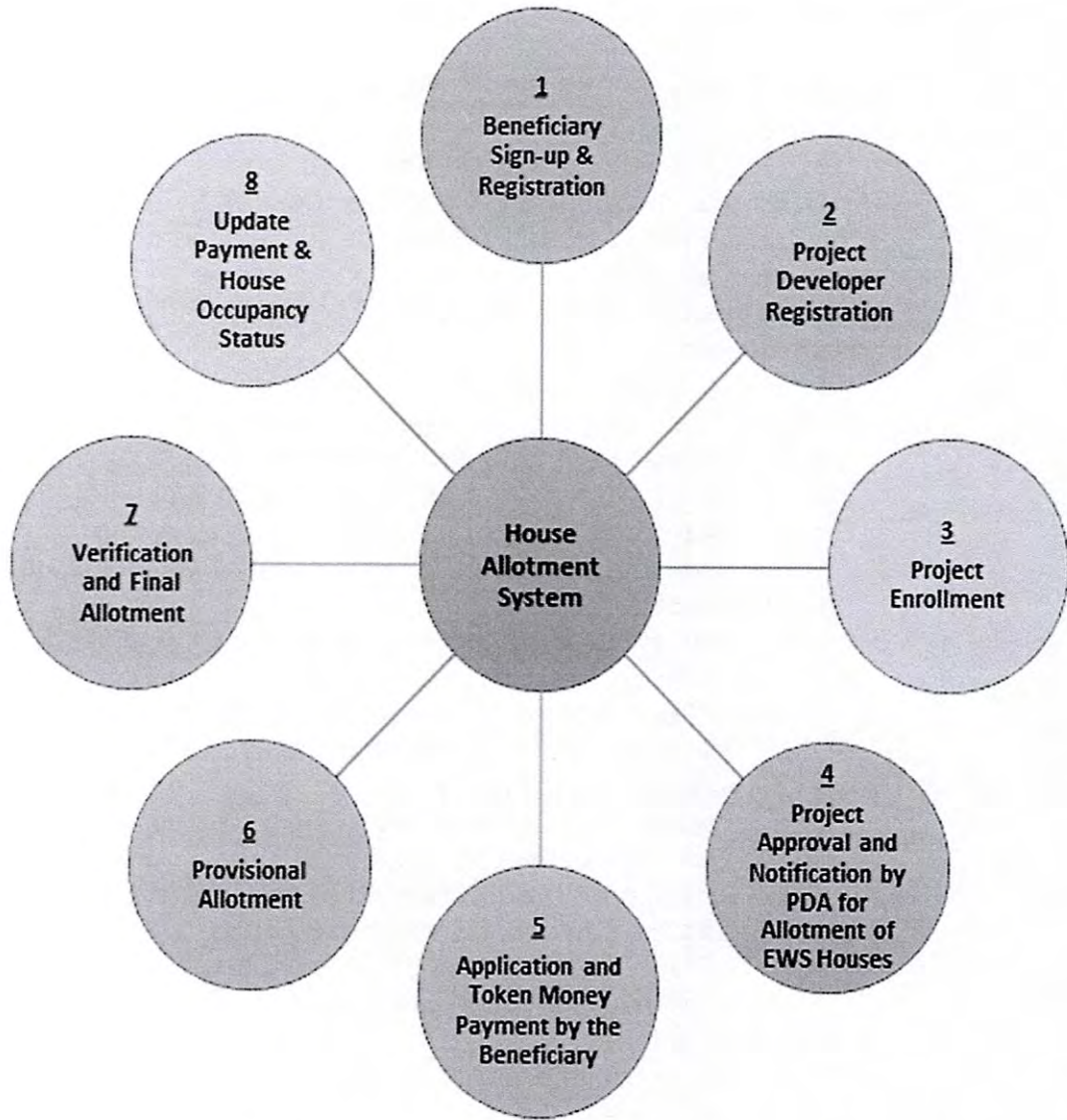
- i. Scrutinize each citizen's information who have applied for registration and approve the valid applications only.
- ii. Accept/ Revert project data enrolled by the Project Developer before uploading of the same in the web based online system.
- iii. Issue notification for allotment of EWS houses with all details.
- iv. Hold online/ manual lottery as per the SOP approved by the competent authority.
- v. Publish the list of the beneficiaries who have been allotted EWS houses and process the sanction letters after the lottery process
- vi. Work out preferential allotment as allowed.
- vii. Return token money to the beneficiaries who have not been allotted an EWS houses in the lottery process
- viii. Forward the list of the beneficiaries who have been allotted EWS houses along with the token money received from the beneficiaries to the project developer.

#### **6. Processes in HAS application**

The broad processes in the HAS application are as given below.

- a. Beneficiary Registration
- b. Project Developer Registration
- c. Project Enrolment by Project Developer
- d. Project Approval and Notification by PDA

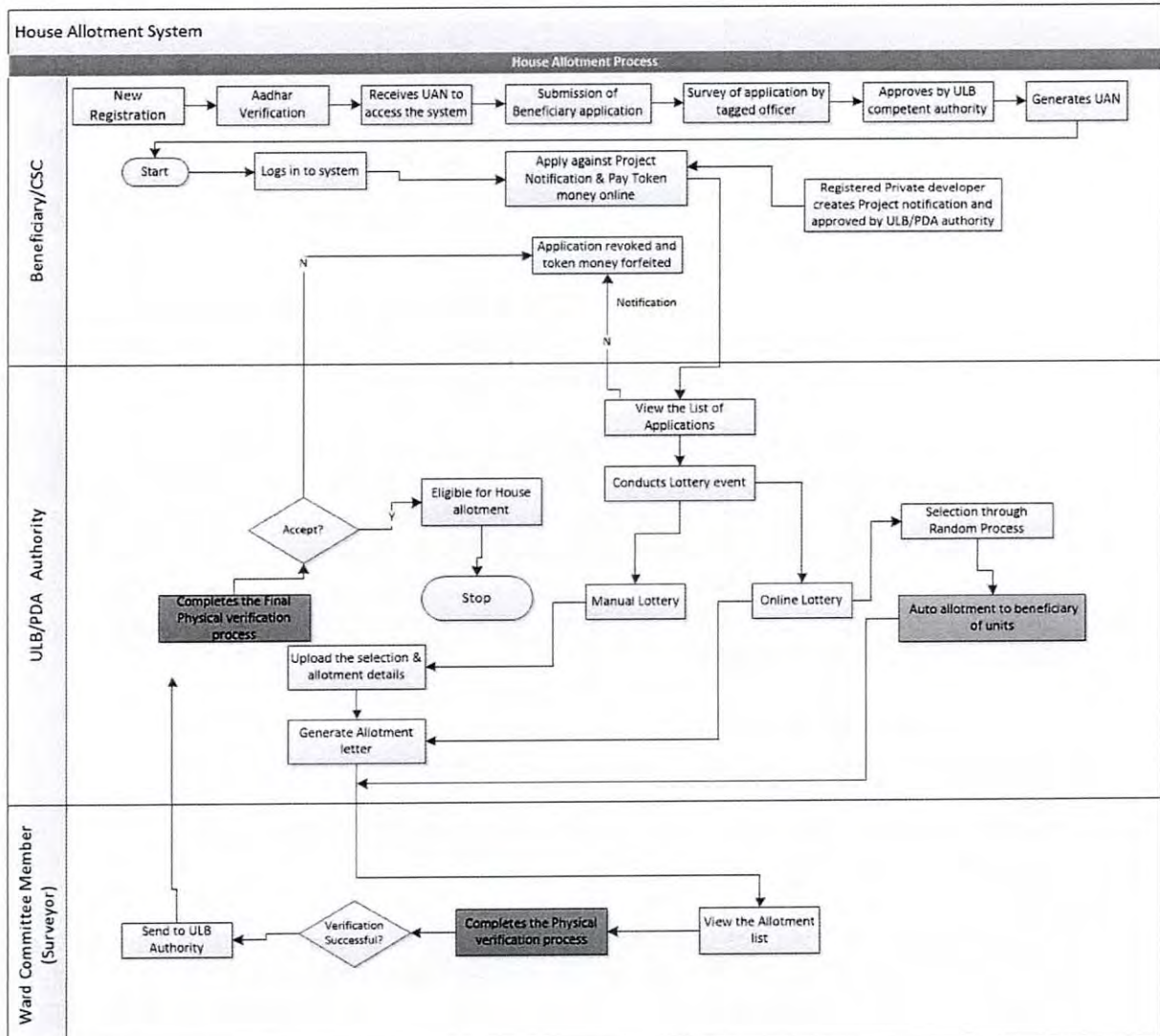
- e. Application by Registered Beneficiaries
- f. Provisional Allotment
- g. Verification and Final Allotment
- h. Payment of Balance Amount by EWS Beneficiaries



(Figure showing major processes in House Allotment System application)

## 7. Process Flow of HAS application

The process flow of the House Allotment System application is diagrammatically given below.



## 8. Standard Operating Procedure of HAS

### a. Beneficiary Sign-up & Registration

Any eligible person (as per Clause 2 (A) of Annexure-3 of Policy for Housing for All in Urban Areas, Odisha 2015) seeking allotment of an EWS dwelling unit under this scheme, must register as an “Applicant” in the HAS platform. The persons not having access to computers/ internet may utilise the services of the Mo Seva Kendras/ Common Service Centres (CSCs) for this purpose.

Before registration the beneficiary has to mandatorily sign-up by providing his/ her Name, Date of Birth and mobile number. After completing the Sign-up, the applicant has to complete the registration process by submitting basic information of self and family members, income details etc. The information provided by the

beneficiary are checked with available data online by integration with other available online systems/ portals. Apart from the basic information, self-declaration/ undertaking by the applicant about not owning a pucca house or not receiving any Land Right Certificate (LRC) or Land Entitlement Certificate (LEC) from Jaga Mission) either in his/ her name or in the name of any family member in any part of India is to be submitted during registration process. The process is completed after successful online AADHAR verification with UIDAI. An unique registration number (**UAN**) is generated and communicated to the beneficiary.

The system also checks available legacy data relating to housing assistance and granting of LRC and verifies if the applicant had earlier availed any assistance for housing under any Government schemes or received LRC/LEC. The step wise process of registration is available at **Annexure-I**.

Once registered, registration of the applicant remains valid till she/ he is allotted with a house. The applicant may update self/ family details at any time. However, in such cases AADHAAR verification is done again.

*Applicants who have received any housing assistance under any Government scheme or receive any housing assistance under any Government scheme are deactivated by the system automatically. It is to be noted that anyone who is found to have obtained an allotment by adopting fraudulent means or by submission of false information shall be treated as ineligible and the Government will have authority to cancel any such allotment at any point of time and may initiate legal action as deemed proper.*

#### **b. Project Developer Registration**

The project developers who will offer affordable houses as per policy, will have to register as "Developer" in the HAS platform by submitting required information like Name, Address, Date of Incorporation, PAN etc. This information is forwarded to the PDAs/ ULBs for acceptance/ rejection.

In case the project developer's registration is accepted, system generated login credentials are emailed and in case the project developer's registration is rejected, the project developer can edit/ update the details and resubmit for registration. step wise process of Project Developer registration is available at **Annexure-II**.

#### **c. Project Enrolment by Project Developer**

After registration, by using the credentials provided, the developer can submit details of the projects that are for offering in the HAS platform. The project developer can enrol a project by providing relevant details such as, project type, name of the project, location, no. of houses, status of the projects, project cost, cost of the houses on offer and payment schedule (Instalments to be paid by the allottees based on the stages of construction/ milestones), ORERA project registration number, Scheduled date of completion of Project, etc. Step wise process of enrolment of a project is available at **Annexure-III**. No project can however be registered under HAS before the project is registered under ORERA.



#### **d. Project Approval and Notification by PDA:**

After enrolment of a project, the Project Development Authority (PDA) or Urban Local Body (ULB) scrutinise the information submitted by the project developer, within a period of seven days, and then either enrol or ask for necessary compliance, if any. After the project is enrolled, details of the enrolled project shall reflect in the project Notification section of the HAS application. If the PDA seeks any compliance the developer can make necessary compliance and resubmit.

Immediately after a project is enrolled, the PDA/ ULB shall publish a notice, within three working days, inviting online applications from the registered beneficiaries. The said notification shall contain all the relevant information of the project which is on offering along with the amount to be paid as token money while applying. The token Money shall not, in any case, exceed 1% of the cost of the dwelling unit.

The notification has to be circulated within the registered eligible beneficiaries through SMS communication. Further, the notification has also to be published in at least one widely circulated Odia daily apart from publishing the same in the HAS and the office notice board of the PDA/ ULB and at such other places as might be necessary for ensuring adequate publicity. Format of the notification is enclosed as **Annexure-IV**.

#### **e. Application by Registered Beneficiaries**

Once a notification is made and published, the registered applicants can apply for allotment of EWS houses in the projects of their choice. The registered beneficiaries not having access to computers/ internet may utilise the services of the Common Service Centres (CSCs)/ Mo Seva Kendras for this purpose. It is reiterated that by submission of the application, the beneficiary undertakes the correctness of the information submitted by him at the time of registration.

The token money is to be paid at the time of submission of the application through the integrated payment gateway service. The token money amount deposited during submission of the application is deposited in the State Nodal Account. On successful submission of an application against a notice, an Application ID is generated and communicated to the Applicant. This is to be noted that in case any of the information submitted by the beneficiary is found to be false/ fraudulent at any stage or during enquiry by the PDA, the amount will be forfeited and the application will be summarily rejected without any further correspondence.

In case of death of an applicant after submission of the application and before the allotment process, the legal heir/ nominee may submit his/ her application by uploading the death certificate subject to condition that the legal heir/nominee of the applicant should fulfil the criteria of eligibility provided in the policy.

#### **f. Allotment of EWS Houses**

All submitted and valid applications are to be processed through lottery system. The lottery may be conducted online (using randomization technique) or offline. The mode of drawal of lottery is to be decided by the PDA/ ULB with the approval

of competent authority. (For all the ULBs other than the Municipal Corporations and the Development Authorities, District Collector shall be the Competent Authority. For Municipal Corporations, Municipal Commissioners shall be the Competent Authority and for development authorities and for DAs, Vice Chairman of the respective DAs shall be the Competent Authority).

The allotment of houses to applicants will be purely based on outcome of the drawal of lottery, which has to be carried out in an open and transparent manner. However, preference is to be given to differently abled applicants i.e. orthopaedically handicapped, cerebral palsy or blind applicants or applicants with family members having such disabilities for allotment of houses in the ground floor subject to availability of such houses in the specific project. Hence, the first round of lottery has to be drawn for all the houses in the ground floors taking only the differently abled applicants. In case the numbers of differently abled applicants are higher than the number of houses on the ground floor, the differently abled applicants will be given preference for allotments in the first floor. All the other applications will be considered for subsequent round of lottery for the remaining houses in the project.

*While drawing the lot, care has to be taken to draw the lot for 150% of the houses available, so as to enable the PDA to have 50% of the applicants in the Waiting List. In case the selected applicant is unable to pay the dues within a period of three months from the date of final allotment, the PDA shall give a notice to the allottee of one month for payment of the outstanding dues. In case the allottee fails to pay the amount within this time, the PDA will cancel the allotment and thereafter invite expression of interest from among the allottees in the waiting list to purchase the house, by making payment of dues. The selection in such cases should be made on a "first come first serve" basis". However, if the applicant selected from the waiting list is also unable to pay the dues within one month from the date of intimation, the Developer will be allowed to sale the house to anyone else in the waiting list. In case no one from the waiting list is willing to take the offer within one month, then the developer is free to sale the house in the open market. The above principle will be adopted for the completed projects, but for those projects, which are under construction or yet to be constructed and allotted, the period of three months shall be counted from the date completion of the project.*

### **Lottery Draw**

The PDA/ ULB may decide the mode of draw of lottery between offline and online, with the approval of competent authority.

#### **i.Offline/ Manual Lottery**

In case of manual mode of lottery, the venue, date and time of the lottery will be communicated by PDA to all valid applicants through SMS in advance. The manual drawal of lottery will be conducted in presence of an independent observer, preferably a serving or retired Judicial Officer of the rank of a Sub-Divisional Judicial Magistrate (SDJM) or in the alternative a serving or retired Govt. officer from the locality, the last post held by whom, should be Director or equivalent to Director in the Government. Apart from

the independent observer, responsible senior officials from the PDA, the Project Developer or his authorised representative and the applicants shall also remain present during the lottery.

To ensure transparency in the process, it is essential that the houses are allotted to the applicants at random. Therefore, the PDA shall arrange to have two Boxes/ Bowls, one containing names and Application IDs of all the applicants and the other containing numbers of the houses/ flats. During the lottery, first a name of the applicant should be drawn and then the house/ flat number should be drawn for allotting house in favour of the applicant concerned. There should be arrangement for public announcement and display (optional) systems for the participants to witness the event properly.

The PDA should arrange for recording the proceedings of the event in the format enclosed at **Annexure-V** and obtain signature of all present. Thereafter, it will be the responsibility of the PDA to upload the same along with the photographs in the HAS portal. Also provisional allotment list with names of all the selected allottees along with the house (excluding those in waiting list) shall be communicated to the allottees and the Project Developer by the competent authority within 48 hours of completion of the event in the format enclosed at **Annexure-VI**.

#### **ii. Online Lottery**

In case of online mode of lottery also, the venue, date and time of the lottery will be communicated by PDA to all valid applicants through SMS in advance. The system will use randomization technique and the result of the draw will be announced and exhibited in front of all the applicants present on the event through public announcement/ display system. The process is to be conducted in presence of an independent observer, preferably a serving or retired Judicial Officer of the rank of a Sub-Divisional Judicial Magistrate (SDJM) or in the alternative a serving or retired Govt. officer from the locality, the last post held by whom, should be Director or equivalent to Director in the Government. Apart from the independent observer, responsible senior officials from the PDA, the Project Developer or his authorised representative and the applicants shall also remain present during the lottery.

The PDA should arrange for recording the proceedings of the event in the format enclosed at **Annexure-V** and obtain signature of all present. Thereafter, it will be the responsibility of the PDA to upload the same along with the photographs in the HAS portal.

The list generated through HAS shall be printed and signed by all present and the same shall be preserved for official record and reference. Also, provisional allotment list with names of all the selected allottees along with the house (excluding those in waiting list) shall be communicated to the allottees and the Project Developer by the competent authority within 48 hours of completion of the event in the format enclosed at **Annexure-VI**. SMS messages should also send to the applicants.

#### **g. Verification and Final Allotment:**

The PDA/ ULB authority has to engage a responsible official for conducting physical verification of the information provided by the applicant through HAS Mobile App developed for the purpose. The maximum time taken for such verification should not exceed 15 days. The step wise use of the App has been provided at **Annexure-VII**. Based on the report submitted by the surveyor the allotment shall be finalised by the PDA/ ULB.

The final allotment list and the waiting list in the prescribed format as provided at **Annexure-VIII** will be prepared and communicated to the concerned project developers and the allottees within 7 working days from the date of completion of the physical verification and shall also be published in the HAS portal, Official Notice Board of the PDA and at a conspicuous place at the project site for wider circulation. In case, it is required to select an applicant from out of the waiting list, the same process of verification and final allotment shall be adopted.

- **Transfer of token money**

After finalizing the allotment list, the PDAs have to request OUHM to initiate the process of transferring token money pertaining to the final allottees in favour of the concerned developers. OUHM (State Nodal Agency) shall transfer fund towards token money received from the allottees to the developer within seven days.

- **Refund of Token Amount to unselected beneficiaries**

After the completion of the lottery process (offline/ online), the token money deposited by those applicants who were not selected, has to be refunded within seven days by OUHM upon receipt of intimation from PDAs/ ULBs. The details of the refund will be saved in the system with respect to applicants.

- **Transfer of token money deposited by applicants in the Waiting List:**

After completion of the lottery process (offline/ online), the token money pertaining to the applicants in the waiting list will be refunded within seven days from the date of receipt of the list from the PDAs/ ULBs. The details of the refund will be saved in the system with respect to applicants. However, in case one of the applicants from the waiting list is selected for allotment consequent upon cancellation of original allotment, such applicant will have to deposit/ pay the entire sale price of the house allotted to the Project Developer.

#### **h. Update Payment and House Occupancy Status**

The selected applicants must pay the outstanding dues to the developer. The developer has to provide a receipt of each payment to the applicant immediately after receiving the amounts from of the applicant. The acknowledgement of payments made by the selected applicants has to be updated by the Developer in the HAS Portal. The developers also have to upload details of payment and handing over of possession of the EWS house in the HAS portal.

- i. **Protection of Interest of the Allottees under the Provisions of Law**

The allottees selected for receiving the houses under the policy will enjoy all the legal benefits that is available to the home buyers who purchase houses directly

from the Developers. The provisions of all the relevant laws including Real Estate (Regulation & Development) Act, 2016 will be applicable to the allottees in the same manner as it is applicable to the direct purchasers of houses.

### **Annexures**

<b>Annexure-I</b>	Process of Beneficiary Sign-up and Registration
<b>Annexure-II</b>	Process of Project Developer Registration
<b>Annexure-III</b>	Process of Project Enrolment by Project Developer
<b>Annexure-IV</b>	Notification Format for House Allotment
<b>Annexure-V</b>	Lottery Process Proceedings Format
<b>Annexure-VI</b>	Provisional Allotment Letter Format
<b>Annexure-VII</b>	Process of Beneficiary Verification/ Survey
<b>Annexure-VIII</b>	Final Allotment Letter Format

## **Annexure-I : Beneficiary Sign-up and Registration**

### • **Beneficiary Sign-up**

- 1) In the Login Panel of home page, click on the Sign-Up/ Register link.
- 2) Click on the Public User button.
- 3) After that Beneficiary Sign-Up modal screen is shown.
- 4) Enter the Name as per Aadhaar Card.
- 5) Enter the Mobile No. (should be integrated with Aadhaar)
- 6) Select the Date of Birth from the calendar.
- 7) Enter the Email Id.
- 8) Click on the Request for OTP button.
- 9) After that 'Enter your 6-digit OTP' modal screen is displayed.
- 10) Enter the OTP.
- 11) Then Click on the Confirm button.
- 12) Beneficiary is Signed up successfully

### • **Registration**

- 1) In Beneficiary's Dashboard, beneficiary details are displayed as entered during Sign up.
- 2) Click on the 'Click Here for Registration' button.
- 3) In Basic Details section, Beneficiary's Name as per the Aadhaar, Mobile No is displayed by default.
- 4) Enter the Father's Name/ Spouse Name, Aadhaar No., BPL Card No.
- 5) Date of Birth is displaying by default if entered by Public User during Sign Up else select the Date of Birth from the calendar.
- 6) Click on the Upload Beneficiary Photo to upload the Beneficiary Photo.
- 7) Click on the Save button.
- 8) Beneficiary detail is saved successfully.

To proceed further and complete Aadhaar verification click on the View Details button in the dashboard.

- 9) In Category section, select the Religion from the dropdown.
- 10) Select the Caste, Employment Status from the dropdown.
- 11) Click on the Choose File button to upload the Employment Status Document.
- 12) Select the Gender from the dropdown.
- 13) In Physical Disability Details section, select the Physical Disability (If Applicable) form the dropdown and enter the Disability Percentage.
- 14) Click on the Choose File button to upload the Physical Disability Document.
- 15) In Present Address & Contact Details section, provide Address Details.
- 16) In Dwelling Unit Details section, provide details.
- 17) In Family Details section, enter the Names of the family members, Relation with the applicant, Gender, Age, Aadhaar number, Physical Disability (If Applicable) details
- 18) In Employment Status section, enter the Annual Income (INR) and upload the Income Certificate.
- 19) Select the Years of Stay in this Town/ City from the dropdown box.
- 20) In Declarations section, select all check boxes if conditions are fulfilled.
- 21) Save and Click on the 'Click for Online Aadhaar Verification' button to complete the verification process.
- 22) On completion of successful Aadhaar verification & registration number is generated against the Beneficiary.

***(The beneficiary registration format details are as given in the next page)***

# **Beneficiary Registration Form**

(The following Information are to be provided/ filled/uploaded)

## **1. Basic Details:**

- Name as per Aadhaar : \*
  - Mobile No. : \*
  - BPL Card No :
- Father's Name / Spouse Name : \*  
Aadhaar No. : \*  
Date of Birth: \*

## **2. Upload Recent Passport Photo:** (Max Upload Limit 5MB)

## **3. Category :**

- Religion \*
  - Employment Status \*
- Caste \*  
Gender \*

## **4. Physical Disability Details: (If Applicable) :**

- Physical Disability :
  - Upload Physical Disability Document :
- Disability Percentage :

## **5. Present Address & Contact Details:**

- State : \*
  - ULB : \*
  - Address Details : \*
- District : \*  
Ward No : \*

## **6. Native Details :**

- State : \*
  - Address Type : \*Urban/ Rural
- District : \*

## **7. Dwelling Unit Details :**

- No of rooms in dwelling unit excluding kitchen : \*
- Size of Dwelling Unit (Carpet area in square meters) : \*
- Ownership : \*

## **8. Family Details :**

- Name of Family Member \*
  - Gender \*
  - Aadhaar No \*
- Relation with Applicant \*  
Age \*

## **9. Employment Status :**

- Annual Income (INR) : \*
- Upload Income Certificate (Max Upload Limit 2MB):
- Years of Stay in this Town / City : \*

## **10. Declarations :**

- I hereby declare that I do not own any Pucca House anywhere in India in my name or any other family member as listed above.
- I hereby declare that I am or any of my family members listed above is not a beneficiary under the Land Right Certificate (LRC)/ Land Entitlement Certificate (LEC) scheme of Govt. of Odisha.
- I hereby declare that I have not been benefited or any of my family members listed above has not been benefited under any housing scheme of government or received any financial assistance related to housing.
- I hereby declare that all the above information given in this form are true to the best of my knowledge. If any of the above information is found to be false, I shall pay fine/penalties as decided by the government and be liable to face legal consequences.
- I hereby declare that I am willing to make all necessary monetary contributions and deposits as per the Government Policy.

## **Annexure-II : Project Developer Registration**

- 1) In the Login Panel of home page, click on the Sign-Up/ Register link.
- 2) After that Agency Registration modal screen is shown.
- 3) Enter the Name of the Developer/ Agency.
- 4) Enter the PAN No.
- 5) Click on the Choose File button to upload PAN Document
- 6) Enter the Company Registration Number
- 7) Enter the GST No.
- 8) Click on the Choose File button to upload GST Document
- 9) Enter the Mobile No.
- 10) Enter the Email Id.
- 11) Select the State from the dropdown box.
- 12) Select the District from the dropdown box.
- 13) Select the Municipality/ ULB from the dropdown box.
- 14) Select the Ward No from the dropdown box.
- 15) Enter the Street.
- 16) Enter the Location.
- 17) Enter the Pin code.
- 18) Click on the Register button.
- 19) The Agency information is saved and shown to respective ULB Authority to Approve/ Revert.
- 20) On being approved by the ULB, the registration of the Developer is completed successfully.
- 21) After successful registration, a mail is sent to the Agency's with credential details.



### **Annexure-III : Project Enrolment by Project Developer**

- 1) Login to the HAS portal as Agency user.
- 2) Click on the Project Enrolment menu/ submenu.
- 3) Project Enrolment page is shown.
- 4) Enter the Project Name.
- 5) Select the Project Type from the dropdown box.
- 6) Select the Project Status from the dropdown box.
- 7) If the Project Status is selected as Ongoing, select the Date of Commencement & Proposed Date of Completion from the calendar.
- 8) Enter the Dwelling Units.
- 9) Click on the Choose File button to upload the Approved Project Plan/ Project Brochure.
- 10) Select the State from the dropdown box.
- 11) Select the District from the dropdown box.
- 12) Select the ULB/ City from the dropdown box.
- 13) Select the Ward No. from the dropdown box.
- 14) Enter the Street/ Sahi/ Pada Name.
- 15) Enter the Plot Number.
- 16) Enter the Landmark.
- 17) Enter the Pin code.
- 18) In Price Detail sub section, enter the Price against the Category Type along with no. of instalments allowed and instalment wise payment to be made after the token money.
- 19) Click on the check box of other Category Type. (If available)
- 20) Enter the Other Name. (Other Name & Price is by default disabled until ULB user click on the check box of other)
- 21) Enter the Price against the other category along with no. of instalments allowed and instalment wise payment to be made after the token money.
- 22) Enter the Block Name.
- 23) Select the No. of Floors from the dropdown box.
- 24) Click on the Plus button to add multiple Floors against the Block.
- 25) Click on the Minus button to remove the added Floor against the Block.
- 26) Click on the Save button.

After that Project detail is added successfully & Dwelling Unit Detail section is displayed.

- 27) In Dwelling Unit Detail section, select the Floor No. from the dropdown box.
- 28) Enter the No. of Flats against the Floor.
- 29) Enter the Flat Numbers.
- 30) Click on the Save button.
- 31) After that Dwelling Unit details is saved successfully.

#### **Note:**

- Total Number of Flats under Dwelling Unit Details should be equals to No. of Dwelling Unit entered under Basic Details section.
- ULB User can entered multiple Flat Numbers under by using comma (,)/ Hyphen (-).
- ULB User can enter up to 6 digit Flat Number.
- During Edit, if ULB User remove a Dwelling Detail, then by default No of Floors & Block are removed or vice versa.

**Annexure-IV : Notification Format for House Allotment**



File No./ Issue No. – XXXXXXXX

Puri, Date – XX/XX/XXXX

**Sub.: Notification for Allotment of Houses available in the project(s) given below**

Sl.	Name of the Project	Project Status (Ongoing/ Completed)	Address	Name of the Project Developer	Houses/ Flats Available	Start Date/ End Date for submission of Application	Sale Price per EWS unit and Token Money to be submitted during Application
1	Residential Project at Chakra Vihar, Puri	Completed	Address Details		<b>Block A</b> (1 <sup>st</sup> Floor – 2) (2 <sup>nd</sup> Floor – 2)  <b>Block B</b> (Gr. Floor – 3) (1 <sup>st</sup> Floor – 2)	Start Date- XX/XX/XXXX End Date – XX/XX/XXXX	SP – Rs.700000 TM - Rs.7000
2	Residential Project at Bikash Nagar, Puri	Ongoing (Likely Date of Completion – XX/XX/XXXX)	Address Details		<b>Block A</b> (1 <sup>st</sup> Floor – 2) (2 <sup>nd</sup> Floor – 2)  <b>Block B</b> (Gr. Floor – 3) (1 <sup>st</sup> Floor – 2)	Start Date- XX/XX/XXXX End Date – XX/XX/XXXX	SP – Rs.700000 TM -Rs.7000

Interested persons fulfilling all eligibility criteria and willing to avail houses in the above said projects may submit their applications through HAS portal within the dateline as mentioned above against the respective projects. A person can apply for allotment of house in more than one project. However, a person can apply only after registering himself/ herself in the portal. Applications in any other format are not acceptable.

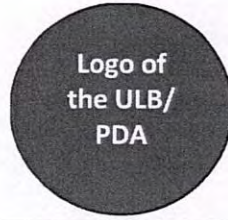
The authority reserves the right for modification/ cancellation of the above.

**Eligibility Criteria for availing houses under EWS Category**

1. Xxx xxxx xxx
2. Xxx xxx xxx

**Signature of the ULB Authority**

**Annexure-V : Lottery Process Proceedings Format**



File No./ Issue No. – XXXXXXXX

Puri, Date – XX/XX/XXXX

**Proceedings of Lottery for Allotment of Houses to EWS Beneficiaries**

Name of the Project	Project Address	No. of Houses/ Flats available in the project	Mode of Draw of Lottery (Online/ Offline)	Date & Time of Lottery	Place of Lottery	No. of applications received
Residential Project at Chakra Vihar, Puri	Address	Block A (1 <sup>st</sup> Floor – 2) (2 <sup>nd</sup> Floor – 2)  Block B (Gr. Floor – 3) (1 <sup>st</sup> Floor – 2)	Offline	XX/XX/XXXX	Town Hall, Puri	1275

**Details of Observer/ Officials/ Applicants Present in the Lottery**

1. Observer's Name:
2. Official 1
3. Official 2
4. Official 3
5. Details of applicants present in the meeting is attached separately

**Result of the Lottery (Provisional Allotment)**

Sl. No.	House (Unit) Details	Provisionally Selected Applicant Details		
		Registration No. of the Beneficiary	Application ID	Name
1	Block A (1 <sup>st</sup> Floor – HN 101)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX
2	Block A (1 <sup>st</sup> Floor – HN 102)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX
3	Block A (2 <sup>nd</sup> Floor – HN 201)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX
4	Block A (2 <sup>nd</sup> Floor – HN 202)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX
5	Block B (2 <sup>nd</sup> Floor – HN 201)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX
6	Block B (2 <sup>nd</sup> Floor – HN 202)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX
7	Block B (2 <sup>nd</sup> Floor – HN 203)	XXXXXXXXXXXXX	XXXXXXXXXX	XXX XXXX XXXXX

**Signature of the ULB Authority**





**Annexure-VI : Provisional Allotment Letter Format**



**File No./ Issue No. – XXXXXXXX**

**Puri, Date – XX/XX/XXXX**

**From**

<Name of the ULB Authority>  
<Designation of the ULB Authority>

**To**

<Name of the Provisional Allottee>  
<Address>  
<HAS Registration Number>

**Sub.** : Your provisional selection for allotment of EWS house.

**Ref.** : Your application no. XXXXXXXXXX and draw of lottery on xx/xx/xxxx at xxxxxx

**Sir/ Madam,**

With reference to the subject cited above, I have the pleasure to inform you that you have been selected provisionally for allotment of EWS house as per the draw of the lottery on XX/XX/XXXX at XXXXXXXXXX, Puri. The details of the allotment are as given below.

Name of the Project and Address	Project Status (Ongoing/ Completed)	Name of the Project Developer	Houses/ Flats Allotted	Sale Price per EWS unit and Token Money deposited	Balance Amount to be paid to the project developer after Final Allotment
Residential Project at Chakra Vihar, Puri <Address of the Project>	Completed	XX XXX XXXX	Block A (1 <sup>st</sup> Floor – HN 101)	Sell Price Rs.xxxxxxx.xx  Token Money deposited Rs.5000.00	Rs.xxxxxxx.xx

The process of physical verification will be undertaken shortly. You are requested to cooperate during the physical verification process.

If selected after the physical verification, you will be required to pay the balance amount to the Project developer as mentioned above for taking over the possession of the allotted EWS house. It may be noted that in case you fail to pay the balance amount within three months from the date of issue of this letter, the allotment shall be cancelled.

Please login to the HAS portal for further details.

Yours faithfully

**Signature of the ULB Authority**

## **Annexure-VII : Process of Beneficiary Verification/ Survey**

- 1) Login to the android application by entering the valid credentials.
- 2) After that click on the Allow button to allow the permissions.
- 3) Click on the Toggle slide bar present on the header.
- 4) Click on the Geo Tagged menu.
- 5) Click on the Beneficiary Lists sub-menu.
- 6) After that the Beneficiary List page is displayed.
- 7) Select the Project from the dropdown box.
- 8) After that the Beneficiary list belonging to that Project is displayed under the Pending section.
- 9) In Pending section, click on 'click for Physical Verification'.
- 10) After that Geo Tagged page is displayed.
- 11) Click on 'Click Here for Geo Tagging' button and complete the Geo-tagging process.

After Beneficiary's Geo Tag is done & Physical Verification page of the Beneficiary is displayed with the Beneficiary Details, Residence, Family & Dwelling details.

- 12) In **Residence section**, Present Address & Contact details & Permanent Address & Contact Details are displayed in disabled mode.
- 13) Complete the verification and upload the verification Photo.
- 14) Click on the Approve/ Reject to Approve/ Reject & Next button.
  
- 15) In **Family section**, Family Members Details are displayed in disabled mode.
- 16) Complete the verification process and enter the remarks
- 17) upload the verification Photo.
- 18) Click on the Approve/ Reject to Approve/ Reject & Next button.
  
- 19) In **Dwelling section**, Dwelling Details are displayed in disabled mode.
- 20) Complete the verification process and enter the remarks
- 21) Click on the Choose File button to upload the Verification Photo.
- 22) Click on the Approve/ Reject to Approve/ Reject.
- 23) After completing the verification process in all three sections, click on the Recommend for Final Allotment button.
- 24) After that Recommend modal screen is displayed.
- 25) Enter the Remark and Click on the Choose File button to upload the Attachment.
- 26) Click on the Recommended/ Not recommended button to complete the process.

**Annexure-VIII: Final Allotment Letter Format**

File No./ Issue No. – XXXXXXXX

Puri, Date – XX/XX/XXXX

**From**

<Name of the ULB Authority>  
<Designation of the ULB Authority>

**To**

<Project Developer>  
<Address>

**Sub** : List of Final Allottees for the project - <Project Name> <Address><City>**Ref** : Lottery held at XXXXXXXXXXXXXXXX on xx/xx/xxxx at xxxxxxx**Sir/ Madam,**

With reference to the subject cited above, please find below the list of finally selected beneficiaries for allotment of EWS houses under the project - <Project Name> <Address><City>. The details of the allotment are as given below.

Sl.	House (Unit) Details	Allottee Name	HAS Registration No.	Sale Price of the allotted EWS House	Token Money paid & Balance Amount to pay
1	Block A (1 <sup>st</sup> Floor – HN 101)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx
2	Block A (1 <sup>st</sup> Floor – HN 102)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx
3	Block A (2 <sup>nd</sup> Floor – HN 201)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx
4	Block A (2 <sup>nd</sup> Floor – HN 202)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx
5	Block B (2 <sup>nd</sup> Floor – HN 201)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx
6	Block B (2 <sup>nd</sup> Floor – HN 202)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx
7	Block B (2 <sup>nd</sup> Floor – HN 203)	XXX XXXX XXXXX	XXXXXXXXXXXXX	Rs.xxxxxxx.xx	TM - Rs.xxxxxxx.xx BA - Rs.xxxxxxx.xx

The token money received from these beneficiaries will be shortly deposited to your account by this office and these selected beneficiaries will pay the balance amount directly to you. You are requested to provide receipts against payments received from these beneficiaries and upload the details in the HAS portal.

You are also requested to make necessary agreements/ documentation related to payment of the balance amount by the selected beneficiary and handing over of the possession of the allotted house to selected beneficiary. This office will not be responsible for issues related to non-payment of the balance amount by the selected beneficiary.

It may be noted that in case the beneficiary fails to pay the balance amount within three months from the date of issue of this letter, the allotment shall be cancelled.

Yours faithfully

**Signature of the ULB Authority**