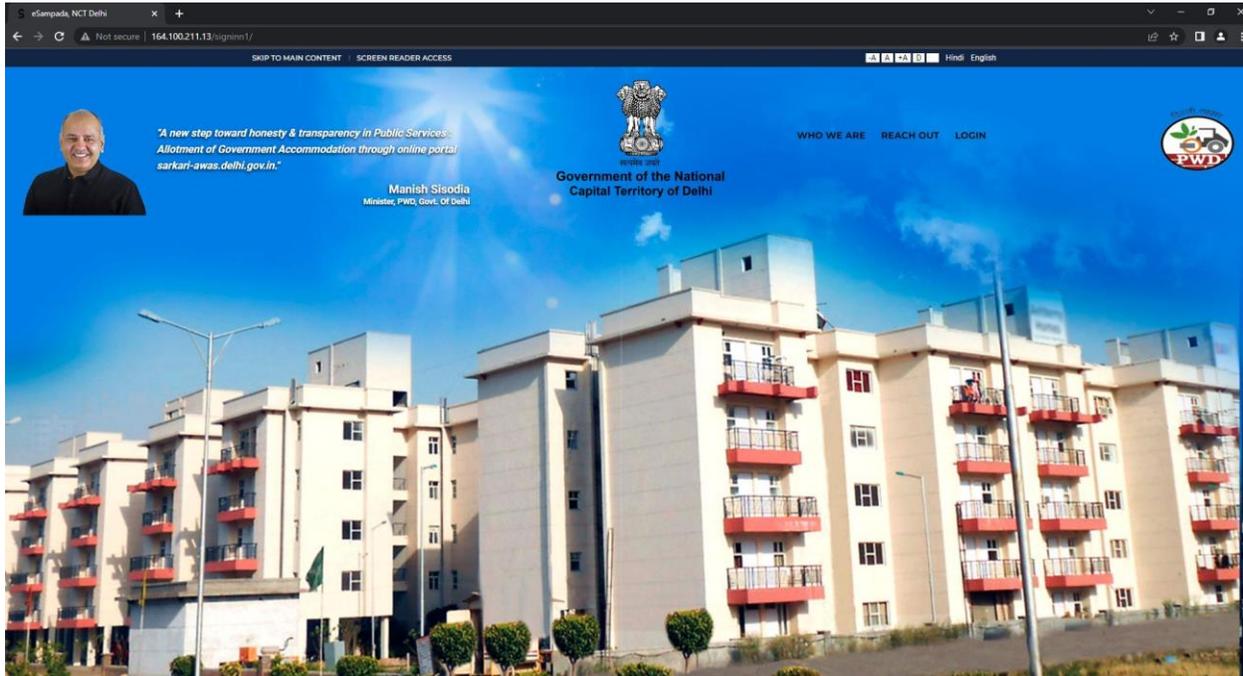


# User Manual for Applicants

<https://sarkari-awas.delhi.gov.in>

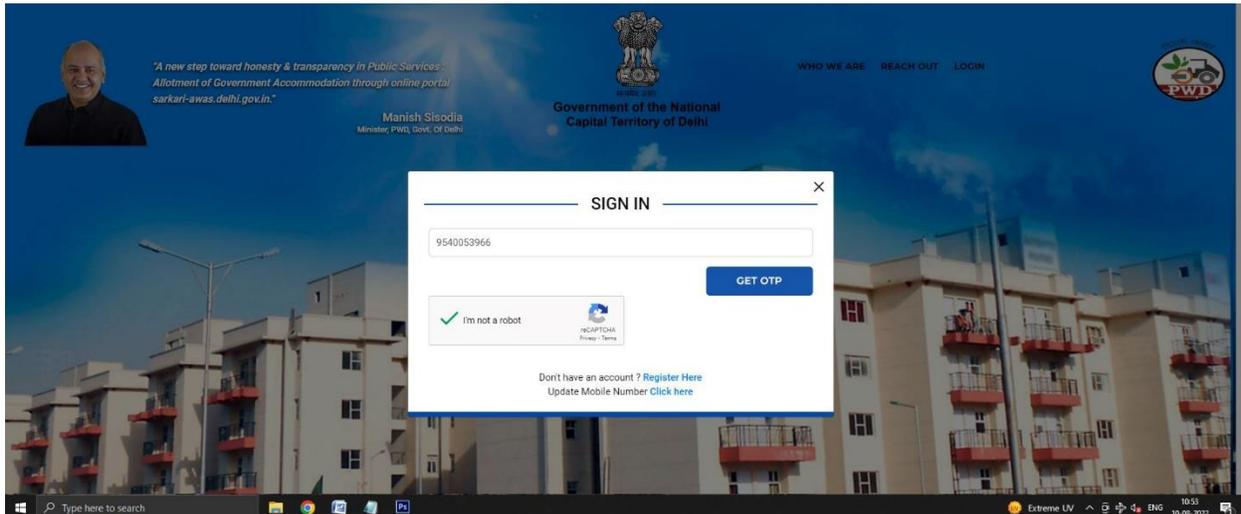
Public Works Department Delhi is the premier agency of Govt. of NCT of Delhi engaged in planning, designing, construction and maintenance of Government assets in the field of built environment and infrastructure development.

## Landing Page

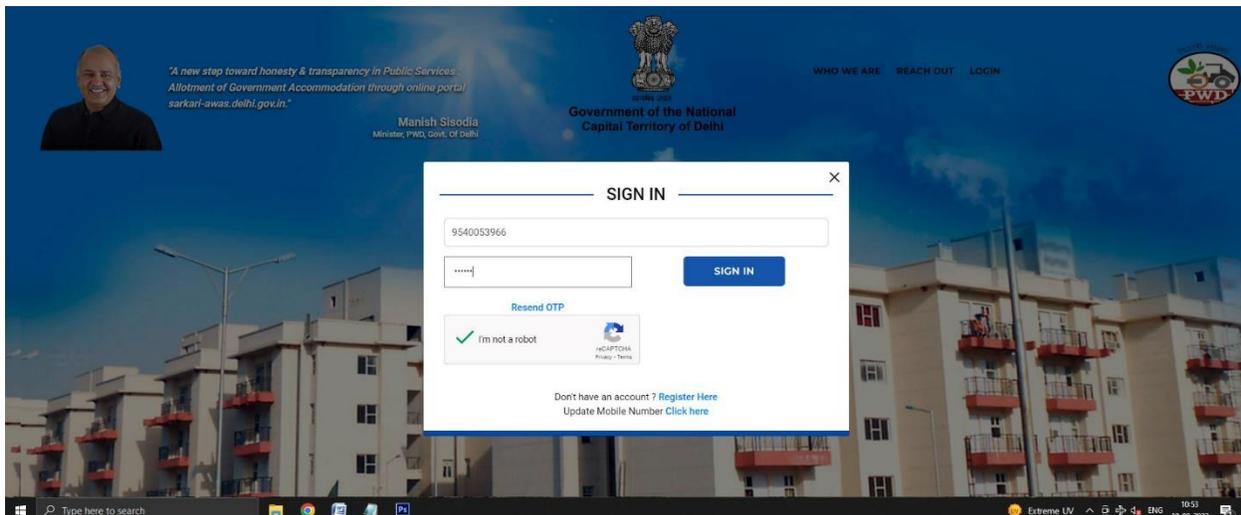


# User Manual for Applicants

## Sign In (Login)



**(1)** After the Login page is displayed, enter the registered valid Mobile Number or Email Id to get an OTP press 'Get OTP' Button.

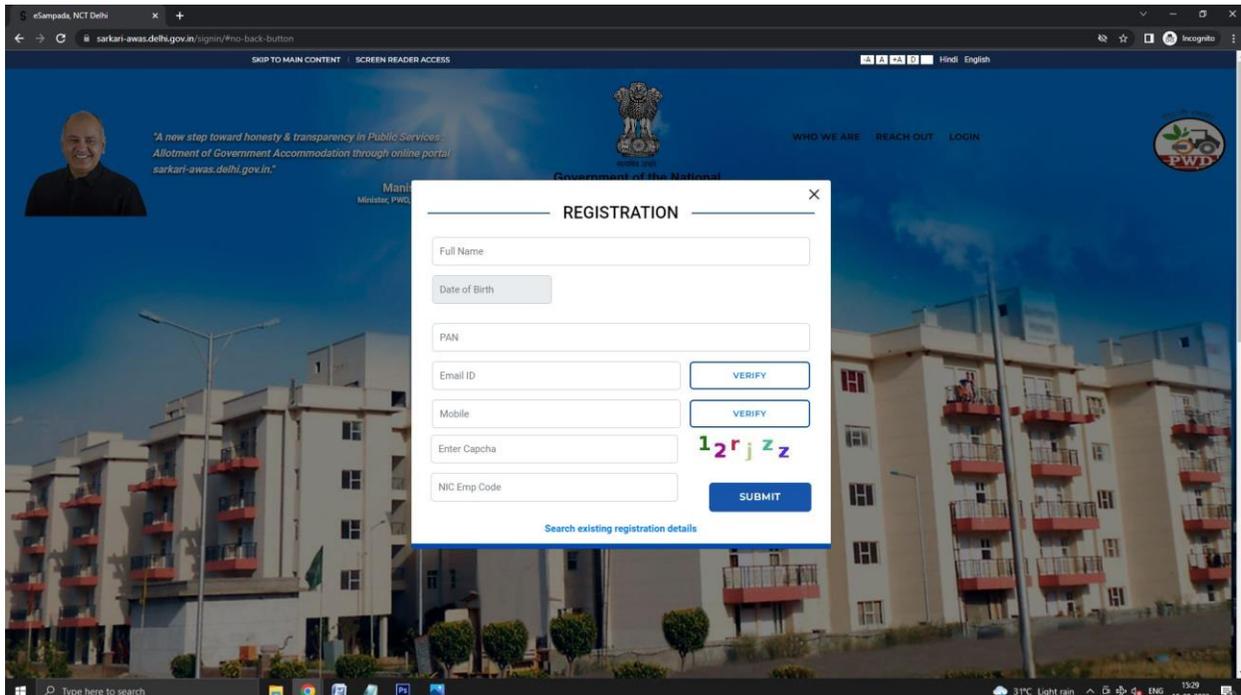


**(2)** Enter 6 digits OTP, CAPTCHA and Click on Sign In Button.

# User Manual for Applicants

## Registration (Sign Up)

In case your Mobile No./ Email Id is not registered then Go to Registration

The image shows a screenshot of a web browser displaying the registration page for Sarkari Awas. The page features a blue header with the Government of NCT of Delhi logo and navigation links. A central white modal window titled "REGISTRATION" contains the following fields: Full Name, Date of Birth, PAN, Email ID (with a VERIFY button), Mobile (with a VERIFY button), Enter Capcha (with a CAPTCHA image), and NIC Emp Code (with a SUBMIT button). A "Search existing registration details" link is located at the bottom of the modal. The background of the page shows a photograph of a modern apartment building.

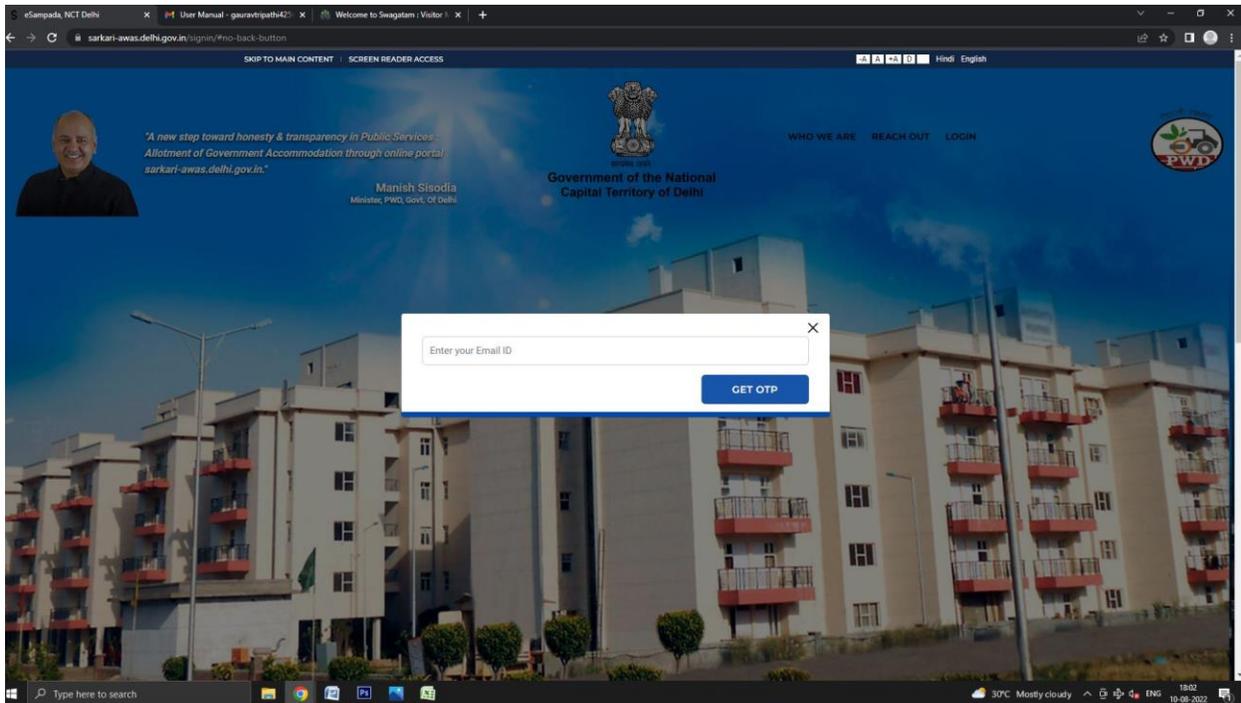
1. Click on login button then after click Registration here in bottom side.
2. After the Registration page is displayed.
3. Enter Name, DOB, PAN-Number, NIC-EMP code And CAPTCHA.  
Email Id → Enter Email Id And Verify it by OTP.  
Mobile Number → Enter Mobile no. And Verify it by OTP.

Press the submit button to get it registered.

# User Manual for Applicants

In case you want to change your Mobile No.

Login → Update Mobile Number [Click here](#)



Email Id → Enter Email Id and verify it by OTP.

# User Manual for Applicants

After Registration (Sign Up), you have to update your profile

The screenshot displays the 'User Profile' page on the Sarkari Awas portal. The page title is 'Profile Details'. The form contains the following fields:

1. Name Amit Kumar	9. Designation / Profession ASST. TEACHER	17. Date of Birth 18-10-1972
2. Father / Spouse Name LATE BHAVI CHAND	10. City NCT OF Delhi	18. Date of Joining 13-05-1995
3. Gender Female	11. Office 2030101009	19. Date of Retirement 31-10-2032
4. Marital Status Others	12. Office Address TEST	20. Present Pay Level 11 : 67700 - 208700
5. Category Others	13. Office Phone No. 123456	21. Present Basic Pay 74000
6. Permanent Address HOUSE NO-25, IIND FLOOR, TYPE-C, DELHI ADMIN.FLA	14. Office Email ID hello@test.com	22. Date of Pay Fixation in Current Posting 01-05-2021
7. Residential Address TEST	15. Date of Joining in Present City 01-05-2021	23. Nature of Service Others
24. NIC Emp Code APTCD4SH	8. PAN Card Number ASRPV62488	16. Service Status OTHERS

Below the form, there are checkboxes for 'Admin', 'DDO', and 'Secretariat Officials'. The 'Secretariat Officials' checkbox is checked. There are also buttons for 'Print & Upload Admin Performa', 'Print & Upload DDO Performa', and a large yellow 'Update Profile' button. A 'Go to dashboard' link is also present.

- Take its Print and get it signed by your Office Admin.
- Now along with other documents which you have uploaded, go to Allotment Branch, PWD for its online approval.

After the approval of Admin, login with your Mobile No. or Email Id.

# User Manual for Applicants

## Position in Waiting List:

The screenshot displays the Sarkari Awas dashboard for a user named Amit Kumar, an Assistant Teacher in the Government of Delhi. The dashboard includes a navigation menu with 'Dashboard' and 'House Allotment' options. The main content area features a section titled 'Your position in waiting list for residential accommodation' with a 'Click here' button. Below this is a 'Do you know?' section with two columns: 'Don'ts' and 'Your entitlements'. The 'Don'ts' column lists: Trade/Business activities in Govt. accommodations, Misuse of office eligibility IDs, Unauthorised construction, and Subletting of allotted CPRA. The 'Your entitlements' column lists: Check your entitlement types. A 'Wt' column on the right contains a vertical list of 'S', 'S', and 'N'. The footer of the dashboard shows 'Your last Visit: 17/07/24 11:08:2022'.

- To check your Position in waiting list “Click here” button.
- Also read Do’s and Don’ts

# User Manual for Applicants

## House Allotment:

The screenshot displays the 'House Allotment' page for user Amit Kumer. The page is divided into several sections:

- Header:** Sarkari Awas Govt. of NCT of Delhi logo on the left, and 'Namaste Amit ASST. TEACHER Govt. of Delhi' on the right.
- User Profile:** Profile picture of Amit Kumer, ASST. TEACHER, Reg. No. - 154099999601.
- Navigation:** Dashboard and Applicant Desk links.
- Allotment Info:** A table with the following data:

Registration No	Name	AAN	Last Updated	Action
154099999601	Amit Kumer	1540900299	17-06-2022	Show
- Personal Information:** A table with the following data:

Section	Field	Value	Field	Value
Personal Details	Designation	ASST. TEACHER	Father / Spouse	LATE BHAVI CHAND
	Gender	F	Service	OTHERS
Contact Details	Pay Level	II	Basic Pay	74000
	Present Pay Level from	01-05-2021	Category	GENERAL
Allotments	Marital Status	Y	Date of Posting In City	01-05-2021
	Reconsideration	Y	Date of Retirement	31-10-2032
Acceptance & Technically Accepted	Date of Birth	18-10-1972	Date of Joining Service	13-03-1995
	Office ID	2030101009	Office Eligible for CPRA	YES
Retention / Extension	Office	DIRECTORATE OF EDUCATION	Organization	GOVERNMENT OF NCT OF DELHI
	Department	GOVERNMENT OF NCT OF DELHI	Ministry	GOVERNMENT OF NCT OF DELHI
- Footer:** Copyright © 2020. Designed, Developed and Hosted by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.

Check the Registration No. → Click on “Show” button And Check the Personal Information.



# User Manual for Applicants

## Waiting List

The screenshot displays the 'House Allotment' page on the Sarkari Awas portal. The user is logged in as Amit Kumar, ASST. TEACHER, with registration number 154099999633. The page shows a 'Waiting list' for House Type 3 and Pool LS. A table lists 16 applicants with their details, including registration numbers, pay levels, service details, and office names. The 'Occupied House' column shows the status of the house for each applicant.

Wait. No	Name	Designation	Reg. No.	Pay Level	Basic Pay	Service	Service Batch	DoP	DoJ	DoR	Civil List No.	Office Name	Occupied House
1	HEMLATA	TGT ENGLISH	154010072632	8	70000	OTHERS	1993	24-08-1988	24-08-1993	31-01-2032	0	GSCEV B-4 PASCHIM VIHAR	
2	KAM KHO CHING	NURSING SISTER	154010012337	9	75600	OTHERS	1997	14-03-1993	14-03-1997	28-02-2033	0	GOBIND BALLABH PANT HOSPITAL	
3	ANITA SRIVASTAVA	SENIOR JUDICIAL ASSISTANT	154010072673	10	84900	OTHERS	2000	15-05-1996	15-05-2000	31-03-2033	0	DELHI HIGH COURT	
4	AMITA BHARTI	PCT HOME SCIENCE	154010077180	8	66000	OTHERS	2008	26-09-2006	26-09-2008	30-04-2036	0	GCSSS JHILMIL COLONY	
5	NEETA BOKARE	STENOGRAPHER GRADE II	154010048858	7	46200	OTHERS	2009	09-09-2007	09-09-2009	31-10-2028	0	MAULANA AZAD MEDICAL COLLEGE	
6	ARCHANA	STATISTICAL ASSISTANT	154010061950	6	36500	OTHERS	2010	20-01-2008	20-01-2010	28-02-2045	0	DTE. OF FAMILY WELFARE	
7	KUSUM	PERSONAL ASSISTANT	154010066538	7	52000	OTHERS	2014	30-05-2013	30-05-2014	31-10-2048	0	DISTRICT AND SESSIONS JUDGE(OONLY MINISTERIAL STAFF IN THE OFFICE)	
8	DEEP MANI	MEDICAL OFFICER	154010057599	10	71100	OTHERS	2014	02-09-2013	02-09-2014	31-07-2049	0	DTE. OF HEALTH SERVICES	
9	KAMINI SAINI	NURSING OFFICER	154010054643	7	50500	OTHERS	2014	27-09-2013	27-09-2014	30-06-2048	0	GOBIND BALLABH PANT HOSPITAL	2
10	BLISS SAKA	NURSING OFFICER	154010073573	7	52000	OTHERS	0	15-10-2014	15-10-2015	21-10-2046	0	GURU TEGH BAHADUR HOSPITAL	
11	NEELAM	TGT COMPUTER SCIENCE	154010072669	7	46200	OTHERS	2016	26-09-2016	26-09-2016	31-08-2049	0	GCSSS ROOP NAGAR NO 3	2
12	UPASANA VERMA	SPEECH THERAPIST	154010069078	6	37600	OTHERS	2017	02-01-2017	02-01-2017	31-03-2049	0	DR.BABA SAHEB AMBEDKAR HOSPITAL	
13	RANJIT KAUR	PCT POL SCIENCE	154010070278	8	49000	OTHERS	2017	28-08-2017	28-08-2017	31-03-2041	0	SKV, PLOT NO 5 A-BLOCK JAHANGIRPURI DELHI-10033 ID NO 1509279	
14	PREETI	PUBLIC HEALTH NURSING OFFICER	154010063820	8	49000	OTHERS	2017	28-12-2017	28-12-2017	30-06-2050	0	DTE. OF HEALTH SERVICES	
15	CHANDRIKA	TGT COMPUTER SCIENCE	154010073116	7	47600	OTHERS	2018	10-03-2018	10-03-2018	30-09-2051	0	SV NO 4 ROOP NAGAR	2
16	SHREYA SHARMA	TGT COMPUTER SCIENCE	154010071106	7	46200	OTHERS	2018	24-04-2018	24-04-2018	31-07-2053	0	C.R. DASS SKV, NEW SEELAMPUR, DELHI	2

Select House Type → Select Pool and click on the show button and also get the print.

# User Manual for Applicants

## Available Vacancies

The screenshot displays the 'House Allotment' interface on the Sarkari Awas portal. The user is logged in as 'Amit Kumer', an ASST. TEACHER with registration number 154099999633. The page title is 'House Allotment' and the user's name and role are shown in the top right corner.

The main section is titled 'Available Vacancies'. It features a filter bar with the following settings:

- House Type: 3
- Vacancies for: Under ASA
- Locality: NIMRI COLONY
- Sector: -
- Pool: GP

A 'Show' button is located to the right of the filter bar. Below the filter bar, there are buttons for 'Copy', 'Excel', 'CSV', 'PDF', and 'Show 30 rows'. A search bar is also present.

The table below shows the available vacancies:

Sno.	Date of Vacation	Locality	Sector	Block/Tower	House No.	Floor	Room	VR NO	HID
1	23-09-2020	NIMRI COLONY	-	-	058	3	2	154000021967	1540105052
2	13-07-2020	NIMRI COLONY	-	-	129	2	2	154000022074	1540105617

Below the table, there are search filters for each column: Search Sno., Search Date of, Search Locality, Search Sector, Search Block/T, Search House N, Search Floor, Search Room, Search VR NO, and Search HID. The status 'Showing 1 to 2 of 2 entries' is displayed at the bottom of the table, along with 'Previous' and 'Next' navigation buttons.

Copyright © 2020 Designed by National Informatics Centre. All rights reserved.

Select House type → select Vacancies for → select Locality → select Sector → select Pool and click on Show button.

# User Manual for Applicants

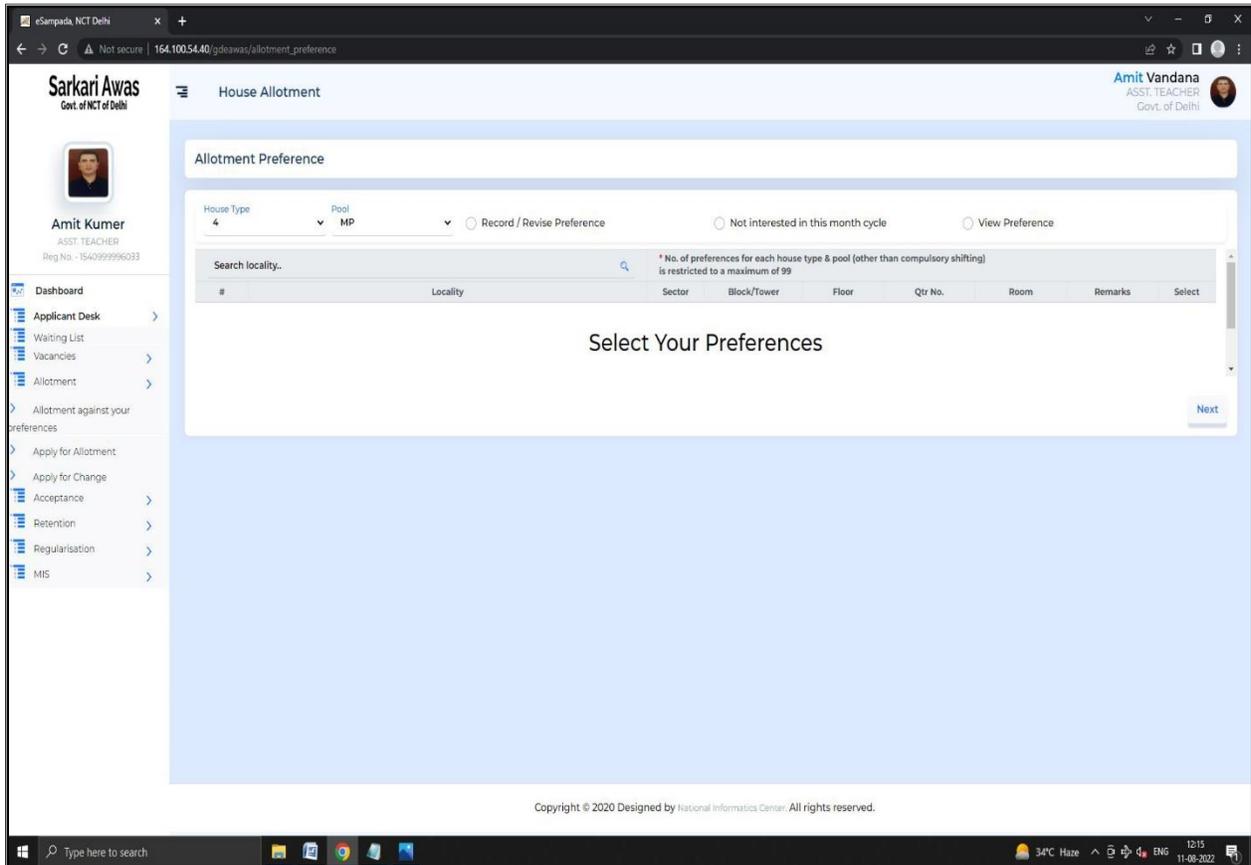
## Allotment against your preferences

The screenshot displays the 'House Allotment' interface for a user named Amit kumar. The page title is 'Allotment Made Through Online House Preference'. The user's profile shows they are an ASST. TEACHER with registration number 154099999633. The main content area features a search filter for 'House Type' (set to 4) and 'Pool' (set to MP - MEDICAL POOL), with a 'Show' button. Below this is a table with two main sections: 'Your Preferences' and 'Allotment Made'. The table headers include: Preferences Order, Locality, Sector, Block/Tower, House No., Reg. No., Allotted To, Pool, Waiting No., Allotment Category, and Allotment ID. The table body is currently empty. The footer of the page contains copyright information: 'Copyright © 2020 Designed, Developed and Hosted by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.'

Select Type → select Pool → click on Show button.

# User Manual for Applicants

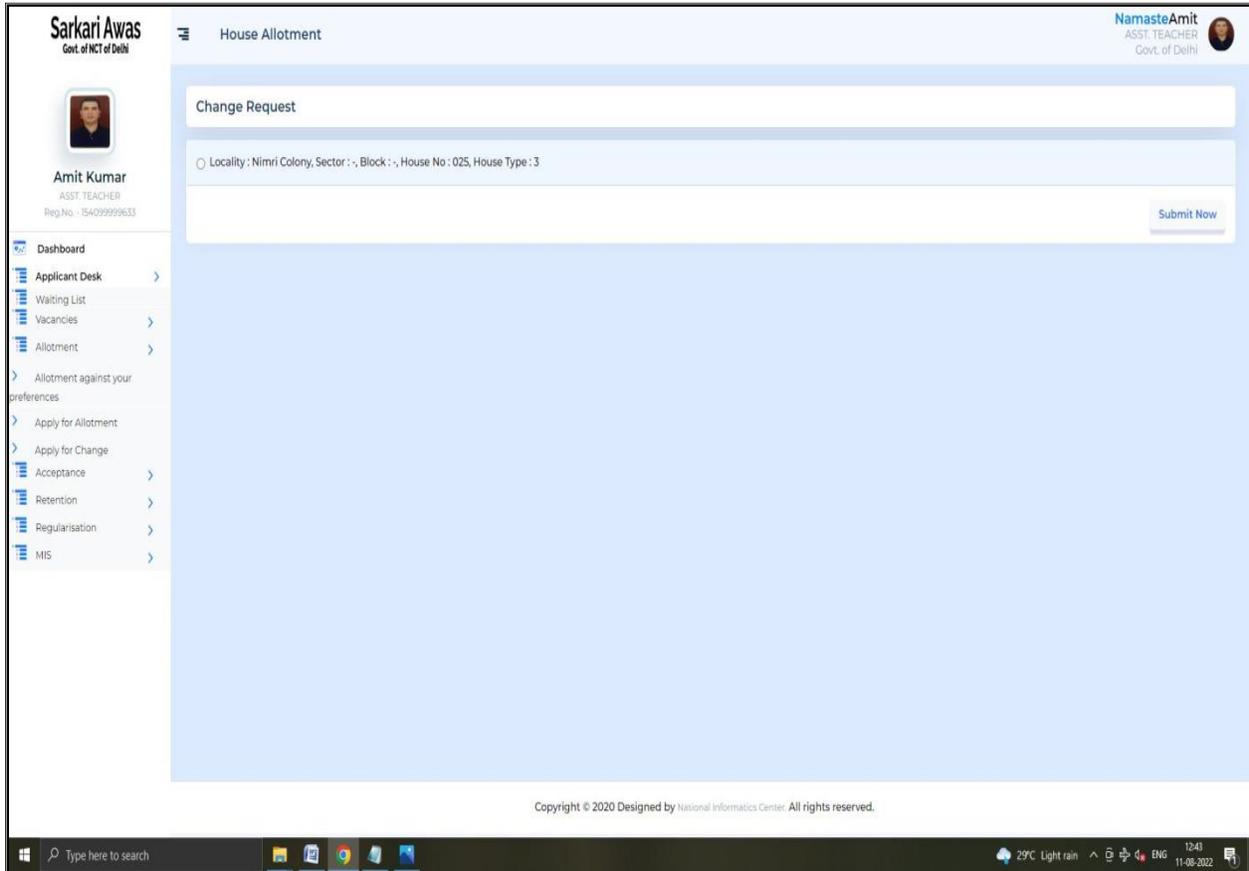
## Apply for Allotment



Select House Type → select Pool → Select Record / Revise Preference option to record your preference and you can also see the selected preference by clicking on view preference option.

# User Manual for Applicants

## Apply for Change



To Apply for Change of House, User can submit a “Change Request” on click “Submit button”

# User Manual for Applicants

## Acceptance

The screenshot displays the 'House Allotment' page on the Sarkari Awas portal. The user is logged in as 'Amit kumar', an ASST. TEACHER with registration number 154099999633. The page title is 'House Allotment'. The main content area is titled 'Acceptance of Allotment' and shows 'No Allotment Found'. Below this, there are several form fields: 'Designation', 'Name of Father/Spouse', 'Married?' (with radio buttons for Yes/No), 'Allotment Details', 'House Details' (with a green 'Show' button), and 'Service Status'. There are also two statements with radio buttons: 'Either you/your spouse occupying accommodation allotted by / from any other department / state govt' and 'Either you / your spouse own a house at the station of posting'. A 'Family Details' section includes fields for 'Full name', 'Age', and 'Relation'. At the bottom, there is a checkbox for 'I agree to the Terms & Conditions' and a 'Submit Now' button. The footer of the page contains the copyright notice: 'Copyright © 2020 Designed by National Informatics Center. All rights reserved.'

User can accept the house allotment

-Designation → Name of Father/Spouse → Married → Allotment details-

→ House Details then click on show button

# User Manual for Applicants

## Retention

The screenshot shows the 'House Allotment' application form for 'Retention'. The header includes the 'Sarkari Awas Govt. of Delhi' logo on the left and the user profile 'NamasteAmit ASST. TEACHER Govt. of Delhi' on the right. The main content area is titled 'Retention Form' and contains the following fields:

- Locality: Nimri Colony, Sector :-, Block :-, House No : 025, House Type : 3
- Reason For Retention: A dropdown menu with a 'Show' button next to it.

The application form is currently empty, with a large light blue area below the input fields. The footer of the application form states: 'Copyright © 2020 Designed by National Informatics Center. All rights reserved.'

The Windows taskbar at the bottom shows the search bar, task icons, system tray (29°C Light rain, 11:00, ENG), and the date (11-08-2022).

User can apply for Retention by providing the required details in the application form and selecting the appropriate reason for retention (e.g. Retirement / Death / Transfer etc).

# User Manual for Applicants

## Regularization

The screenshot shows the 'Regularization' form within the 'House Allotment' section of the Sarkari Awas portal. The user is identified as Amit Kumar, ASST. TEACHER, with registration number 154099999633. The form includes the following fields and options:

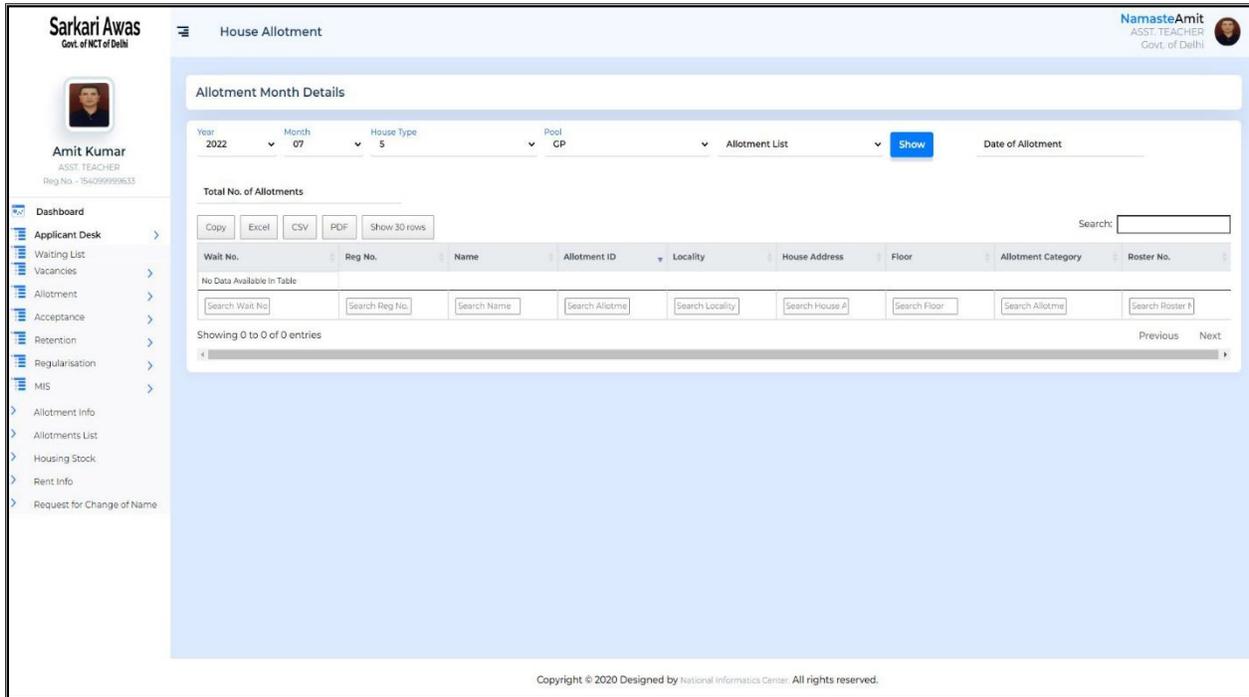
- Reason For Regularization:** A dropdown menu with 'Retirement' selected.
- Date of Retirement:** A text input field.
- Relationship With Allottee:** A dropdown menu.
- Applicant residing with allottee since:** A text input field.
- HRA not Drawn by applicant since:** A text input field.
- Allotment ID to be Regularized:** A text input field with a 'Show Details' button next to it.
- Full Name:** A text input field.
- Age:** A text input field.
- Relation:** A dropdown menu.
- Whether deceased / transfer officer was sanctioned house building advance:** Radio buttons for 'Yes' and 'No'. A sub-field 'If Yes particulars of the house / flat etc. constructed or purchased' is visible.
- Whether deceased / transfer officer owing a house in his name of any member of his family as per record:** Radio buttons for 'Yes' and 'No'.
- Submit:** A button at the bottom of the form.

Copyright © 2020 Designed by National Informatics Center. All rights reserved.

User can apply for Regularization by providing the required details in the application form and selecting the appropriate reason for regularization (e.g. Retirement / Death / Re-posting etc.).

# User Manual for Applicants

## Allotment List (MIS)



**Sarkari Awas**  
Govt. of NCT of Delhi

**NamasteAmit**  
ASST. TEACHER  
Govt. of Delhi

**House Allotment**

**Allotment Month Details**

Year: 2022 | Month: 07 | House Type: 5 | Pool: GP | Allotment List | Show | Date of Allotment

Total No. of Allotments

Copy | Excel | CSV | PDF | Show 30 rows | Search:

Wait No.	Reg No.	Name	Allotment ID	Locality	House Address	Floor	Allotment Category	Roster No.
No Data Available in Table								

Showing 0 to 0 of 0 entries | Previous | Next

Copyright © 2020 Designed by National Informatics Center. All rights reserved.

To check the Allotment List:-

Year → Month → House Type → Pool → Allotment list then click on show Button.

# User Manual for Applicants

## Allotment Info (MIS)

The screenshot displays the 'House Allotment' interface. At the top left is the 'Sarkari Awas Govt. of NCT of Delhi' logo. At the top right is the 'NamasteAmit ASST. TEACHER Govt. of Delhi' profile. The main content area is titled 'Allotment Info' and contains a table with columns: Registration No (154099999633), Name, AAN, Last Updated, and a 'Show' button. Below this is a 'Personal Information' section with a left-hand menu listing various options like 'Allotment Requests', 'Contact Details', etc. The main area shows 'Personal Details' with fields for Designation, Father / Spouse, Gender, Service, Pay Level, Basic Pay, Present Pay Level from, Category, Marital Status, Date of Posting In City, Date of Birth, Date of Joining Service, and Date of Retirement. Below that is an 'Office Details' section with fields for Office ID, Office Eligible for GPRA, Office, Organisation, Department, and Ministry. At the bottom, there is a copyright notice: 'Copyright © 2020 Designed, Developed and Hosted by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.'

To check the Allotment Info:-

Click on Show Button to see the Allotment Information of Applicant / Allottee

# User Manual for Applicants

## Housing Stock (MIS)

The screenshot displays the 'House Allotment' section of the Sarkari Awast system. The user profile for Amit Kumar (ASST. TEACHER, Reg. No. 15409995601) is visible. The 'Housing Stock' table is filtered by locality 'CULABI BAGH'. The table contains 28 rows of data, each representing a housing unit with its unique HID, location, house type, sector, block, house number, pool, floor, area, status, garage, and servent quarter.

HID	Location	House Type	Sector	Block	House No.	Pool	Floor	Area	Status	Garage	Servent Quarter
1540100190	GULABI BAGH	4	-	-	2056	GP	3	74.79	SAFE	NO	NO
1540100195	GULABI BAGH	4	-	-	2021	GP	3	74.79	SAFE	NO	NO
1540100198	GULABI BAGH	4	-	-	2068	GP	3	74.79	SAFE	NO	NO
1540100201	GULABI BAGH	4	-	-	2027	JP	1	74.79	SAFE	NO	NO
1540100205	GULABI BAGH	4	-	-	2031	GP	2	74.79	SAFE	NO	NO
1540100209	GULABI BAGH	4	-	-	1696	GP	1	65.12	SAFE	NO	NO
1540100216	GULABI BAGH	4	-	-	2009	GP	0	74.79	SAFE	NO	NO
1540100217	GULABI BAGH	4	-	-	2017	JP	2	74.79	SAFE	NO	NO
1540100220	GULABI BAGH	4	-	-	2013	GP	1	74.79	SAFE	NO	NO
1540100223	GULABI BAGH	4	-	-	2035	GP	3	74.79	SAFE	NO	NO
1540100225	GULABI BAGH	4	-	-	2061	GP	2	74.79	SAFE	NO	NO
1540100227	GULABI BAGH	4	-	-	2053	GP	3	74.79	TEMPORARY REPAIRS	NO	NO
1540100228	GULABI BAGH	4	-	-	2054	GP	0	74.79	SAFE	NO	NO
1540100229	GULABI BAGH	4	-	-	2055	GP	0	74.79	SAFE	NO	NO
1540100230	GULABI BAGH	4	-	-	2056	GP	0	74.79	SAFE	NO	NO
1540100231	GULABI BAGH	4	-	-	2057	JP	1	74.79	SAFE	NO	NO
1540100232	GULABI BAGH	4	-	-	2051	GP	3	74.79	SAFE	NO	NO
1540100233	GULABI BAGH	4	-	-	2059	GP	1	74.79	SAFE	NO	NO
1540100234	GULABI BAGH	4	-	-	2050	GP	3	74.79	SAFE	NO	NO
1540100235	GULABI BAGH	4	-	-	2062	GP	2	74.79	SAFE	NO	NO
1540100236	GULABI BAGH	4	-	-	2063	GP	2	74.79	SAFE	NO	NO
1540100237	GULABI BAGH	4	-	-	2064	GP	2	74.79	SAFE	NO	NO
1540100238	GULABI BAGH	4	-	-	2060	GP	1	74.79	SAFE	NO	NO
1540100239	GULABI BAGH	4	-	-	2065	GP	3	74.79	SAFE	NO	NO

To check the Housing stock:-  
House type → Locality → Sector → Block then click on show button.

# User Manual for Applicants

## Rent Info (MIS)

The screenshot displays the 'House Allotment' page on the Sarkari Awas portal. The user is logged in as 'Amit Kumer', an ASST. TEACHER with registration number 154099995633. The 'Rent Info' section is active, showing a table with columns for AAN (1540900319), Name, Registration No, Last Updated, and a 'Show' button. Below this, the 'PERSONAL INFORMATION' section is expanded, displaying various details in a table format.

PERSONAL INFORMATION			
Occupation	Personal Details		
Technically Accepted	Designation	Father / Spouse	Gender
Cancellation	Pay Level	Basic Pay	Present Pay Level from
Retention	Category	Marital Status	Date of Posting in City
Rent Bills	Date of Birth	Date of Joining Service	Date of Retirement
Recovery	Office Details		
Direct Payment	Office ID	Office Eligible for CPRA	
Download Certificates	Office	Organisation	
	Department	Ministry	

Copyright © 2020 Designed, Developed and Hosted by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.

To check the Rent Info:-

Click on Show Button to see the Rent Related Information of an Allottee.

# User Manual for Applicants

## Request for Change of Name (MIS)

The screenshot shows the 'Sarkari Awas' portal interface. The user is logged in as 'Amit Kumar', an ASST. TEACHER. The page title is 'House Allotment'. The main content area is titled 'Change Name Request' and contains a form with the following fields:

Name	Designation	DOB	DOJ
AMIT KUMAR	ASST. TEACHER	1972-10-18	1995-03-13
DOR	Mobile	User ID	Office ID
2032-10-31	9540053966	pramendra.cstech@gmail.com	2030101009
New Name	<input type="text"/>		
<input type="button" value="Submit"/>			

Copyright © 2020 Designed, Developed and Hosted by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.

To Request for change of name:-

Name → Designation → DOB (Date of birth) → DOJ (Date of joining)  
→ DOR → Mobile → User ID → Office ID → New Name then click on submit button.