भारत सरकार/Government of India
परमाणु ऊर्जा विभाग/Department of Atomic Energy
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
Directorate of Construction, Services & Estate Management
(आबंटन अनुभाग/Allotment Section)

TECHNOLOGIES FOR NEW INDIA@75
आज़ादी का अमृत महोत्सव

दूसरा तल , उत्तर स्कंध/2nd floor, North Wing,
विक्रम साराभाई भवन/Vikram Sarabhai Bhavan,
अणुशक्तिनगर/Anushaktinagar,
मुंबई 400 094/ Mumbai 400 094.

No. DCSEM/1/19/Allot/2022-23/20

21 January, 2022

CIRCULAR

Sub: Preparation of Priority List for Allotment of Government Residences (Mumbai) for the Allotment Year 2022-2023 – reg

As per the guidelines issued by the Department vide ID note no. SUS-507/10/2020-SUS/10406 dated 17.12.2020, the Final Priority List for Allotment Year 2022-2023 is to be operated as per normal practice i.e. April 2022 onwards. Accordingly, Allotment Year 2022-2023 will be functional from 01st April 2022 to 31st March 2023.

02. The Pre-Provisional Priority List for the Allotment Year 2022-2023, for all categories of Govt. Residential Accommodations (DAE) at Anushaktinagar and City areas is prepared as per the duly certified data available in DAE Niwas. The list has been made available along with Circular at DCSEM website (www.dcsem.gov.in) and at DAE Niwas (News and notices)

03. All the employees, posted in Mumbai and Navi Mumbai offices of DAE Secretariat and its constituent units i.e. AEES, AERB, BARC, BRIT, DAE, DCSEM, DPS, HWB, HBNI, NPCIL, NRB, UGC-DAE-CSR and UM-DAE-CEBS are requested to meticulously check and verify their information in the Pre-Provisional Priority List for the Allotment Year 2022-23.

Employees whose all details are correct and no changes are required, need not apply. Their available details will be used to derive their priority nos. for Allotment Year 2022-23.

For any correction / updation in details of employee, the facility for online application will be available for all employees during the period from **24/01/2022 (0000 hrs) to 11/02/2022 (2359 hrs)** and can be accessed using following steps:

3.1 Steps for existing DAE Niwas users

Open web browser (Mozilla Firefox or Google Chrome) → Type url daeniwas.dcsem.anunet.in or 172.16.34.53 in address bar to open DAE Niwas home page → Under Employees SignIn Select desired Unit from drop down menu → Enter Employee no. → Enter Password (Default password will be date of birth in dd/mm/yyyy format) → Click on Sign In to open individual profile.

3.2 Steps for applying for departmental accommodation by employee:

3.2.1 Login → My Task → Data with Establishment → Check all the data under personal information → Add remarks for data updating (under data acceptance), if any → In case there are no corrections → Agree all data is correct by selecting the box → Select location from drop down box → Check present flat details → Submit → Generate PDF → Print, Sign and forward it to Establishment section.

{A detailed flow chart of this process is indicated at Annexure – I}.

3.2.2 In case detail of the flat reflected in DAE Niwas requires any correction, the employees may send an email to recover@dcsem.gov.in and allot@dcsem.gov.in.

3.2.3 The employees who have requested for corrections in their data may verify the status of their request by login in DAE Niwas using steps given at 3.1 above.

Login → My Task → Data with Establishment → Current App status

(The individual should confirm the correction carried by their respective Establishment section in their data).

a. In case of further correction → Add remarks for data updating (under data acceptance) → Submit to respective Establishment section for correction.

b. In case there are no corrections → Agree all data is correct by selecting the box → Select location from drop down box → Check flat details → Submit → Generate PDF → Print and forward it to respective Establishment section.

3.2.4 The employees (existing/fresh recruit) whose details are not available in Pre-Provisional Priority list 2022-23/DAE Niwas and are interested in allotment may approach their respective Establishment Sections for uploading their details in the DAE Niwas database.

3.2.5 Employees in occupation of departmental accommodation and desirous of change should apply for change by selecting Flat change option. Please note that only one change will be allowed in respect of one type of residence allotted to the employee.

3.3. Steps for Establishment section for verification of data

The flow chart elaborating steps for certifying the application submitted by respective employees of the unit is indicated in Annexure –II. In case of employees whose details are not available (existing/fresh recruit), the same has to be uploaded in DAE Niwas by concerned Establishment section in prescribed format.

Note: It may be noted that provisional pay will not be counted for allotment.
(As per the provisions of Rule II (g) of Allotment of Govt. residences (DAE) Bombay Rules, 1982).

04. *All online applications should be forwarded in offline (Hardcopy) mode as well. Correction of applications duly certified by the Administrative Authorities concerned will only be accepted.*

05. Employees are requested to update their contact numbers and email id's directly through DAE Niwas. Applications need not be filled or forwarded to Establishment/Allotment Section for changes regarding contact numbers and email id.

06. **The eligibility criteria** for allotment of Government residences (DAE), Mumbai in the revised pay structures **pursuant to acceptance of the recommendations of the 7th CPC notified** and as per decision of **Department of Atomic Energy vide its O.M. No.5/1(5)/2016-SUS/5663 dated 26/04/2017 (Annexure – III)** are as below :-

Type of residence	**Level in the pay matrix**
(1)	**(2)**
A	1
B	2,3,4,5
C	6,7,8
D	9,10,11
D (Spl.)	11
E	12,13, 13 A
EI	14
	15 (Index Nos. 1 to 4 in the Level)
E II	15 (Index Nos. 5 to 8 in the Level),
	16
E-III	17,18
Efficiency plus/Efficiency	10,11,12
I-A (Transit)	Level – 6 Directly joined / Promoted as SA/B

**** As per the clarifications issued by DAE vide Circular No.5/2(18)/2008-SUS/2210 dt. 23.12.2010, <u>Officers who are eligible for Type E and Type D-Spl accommodation shall also be eligible for Type D accommodation (Pay seniority only).</u> However, their eligibility will be determined based on the drawal of Level 11 and then Level 10 in the pay matrix consecutively.**

07. 7.1 The employees, who are in occupation of Transit accommodation i.e. Efficiency (Nilgiri), Efficiency Plus – Akash series (for Scientific Officers), Indrayani, Bheema, Chandrabhaga (Scientific Assistants), Chenab (Para-Medical staff), Essential Service Quarters and Transit accommodations at Old Mandala shall be included in the priority list, even if they do not apply. It is compulsory for such allottees to move to categorised accommodation as and when offered, failing which, the existing allotment shall stand cancelled.

7.2 Employees in occupation of transit accommodation and proceeding on EOL/Deputation should compulsorily intimate the same to this Directorate, failing which, existing allotment shall stand cancelled.

08. Past services in Public Sector Undertaking (PSU) other than NPCIL shall not be counted for the purpose of seniority in the priority list for allotment of accommodation.

09. 9.1 The last date for submitting online application in DAE Niwas by the employee concerned will be **11/02/2022 (2359 hrs).** The Officials of the Units authorized for online verification of application are requested to forward the application received, duly certified, in phased manner to enable this Directorate to make suitable arrangement for compiling the data and publication of the Provisional Priority List.

9.2 The **last date** for receiving certified online applications from respective Units will be **15/02/2022**. Applications (**Online and Hard Copy**) received after 15/02/2022 will not be entertained.

10. The administrative Head of all the Constituent Units/ Secretariat are requested to make all necessary arrangements to give wide publicity of this circular and also to arrange assistance, wherever so required, for submitting the online allotment application by the employees of the respective units.

CHEKCKLIST FOR EMPLOYEES

While submitting online application for Allotment Year 2022-2023, employees are requested to meticulously check and verify following factors, which determines the priority/seniority of an employee for allotment of flat:

(I) Date of Birth;
(II) Date of joining training school/scheme;*
(III) Date of joining the Department;*
(IV) Past service details, if any;
(V) Current Pay Level#
(VI) Pay in the Pay Level#; } (As on 01/04/2022 as per VIIth CPC);
(VII) Date of Crossing Pay Level particular, Level 9 and above;
(VIII) Caste details, if applicable;
(IX) Location/ change in same category.

NO SUBSEQUENT CORRECTIONS WILL BE ENTERTAINED IN THIS REGARD.

As per DAE Allotment Rules 1982:

* ***Training period is counted for allotment purpose.***

\# ***Pay in the current pay level drawn as on 01.04.2022 will only be considered for allotment purpose. Provisional pay is not counted for the purpose of departmental accommodation.***

Officials whose status of allotment in DAE Niwas for Allotment Year 2021-2022 is shown as DROPPED should ensure that their name appears in pre-provisional priority list for 2022-2023. If not, they may apply accordingly.

Employees will become ineligible for allotment prior to six months of superannuation.

GUIDELINES FOR ESTABLISHMENT SECTION

A. The flow chart elaborating steps for certifying the application submitted by respective employees of the unit is indicated at Annexure –II.

B. In case of employees whose details are not available in DAE Niwas (existing/fresh recruit); the same has to be uploaded in DAE Niwas in prescribed excel format (already shared by e-mail). After uploading, the individual employee may be asked to verify his details and submit the same to establishment section for forwarding it to the Allotment Section, DCSEM.

C. **Provisional pay in the pay level will not be counted** for the purpose of departmental accommodation and hence, it should be ensured that pay is certified only after pay fixation order is issued (Rule II (g) of Allotment of Govt. residence (DAE) Mumbai Rules 1982)

D. Past services in Public Sector Undertaking (PSU) other than NPCIL shall not be counted for the purpose of seniority in the priority list for allotment of accommodation.

E. For Fixing priority date, periods of break, if any, between the previous services in State/Central Govt./ Defence services, may please be excluded. Please indicate details in previous service details in the specified column.

F. W/C, FTA service followed by regular appointment is counted for fixing priority date.

G. Casual service is not counted for allotment purpose except **Casual Labour (Temporary Status).** The date of priority for allotment to employees given temporary status under "Casual labours (Grant of Temporary status and Regularization) Scheme of Government of India, 1993" shall be the date on which they complete three years of service as temporary status employees.

F. After verification of application (online/hardcopy), the duly certified application should be forwarded in phased manner to enable this Directorate to make suitable arrangement for compiling the data and publication of the Provisional Priority List.

11. A Provisional Priority List for the allotment year 2022-2023 will be published on DCSEM website at www.dcsem.gov.in on **25/02/2022**.

Encl: As above.

Asha Jaison 21.1.2022

(Smt. Asha Jaison)
Administrative Officer-III

Hindi version will follow

Administrative Head of DAE Units in Mumbai

ANNEXURE – I

Flow Chart (For Employee)

Login to DAENiwas

↓

MY APPLICATION

↓

Data with establishment

↓

Data Acceptance

↓

STEP-I

If any correction

↓

☐ Select to add remarks for data updation

↓

In the textbox, add remarks/data to be corrected/updated.

↓

SUBMIT

↓

Establishment will verify the data and do necessary correction if applicable.

↓

Data will once again be forwarded to employee.

↓

Employee may continue with **STEP-I** for more correction else conclude with **STEP-II**

STEP-II

If no correction

↓

☐ I agree that my data with establishment is correct.

↓

Select locality.

↓

☐ Flat change required in same category (if applicable) ☆

↓

SUBMIT

↓

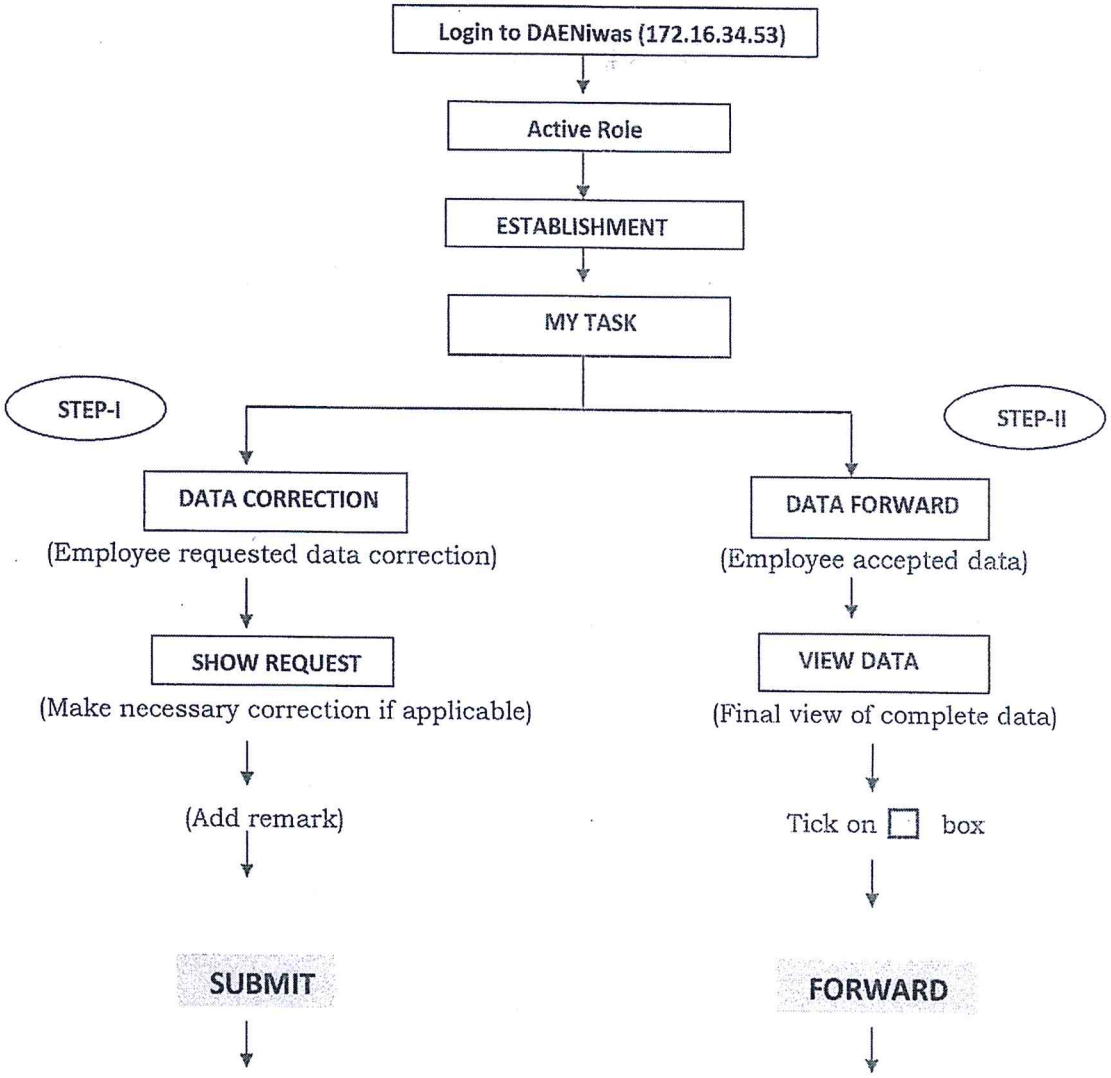
Generate PDF(on right side) ☆☆

☆ Any correction in flat details may be intimated to Recovery section (recover@dcsem.gov.in) and Allotment section (allot@dcsem.gov.in)

☆☆ Allotment form (hard copy) should be signed and forwarded to Allotment section through administration/Establishment only.

ANNEXURE – II

Flow Chart (For Establishment of the respective unit)



Data will be viewed in **STEP-II** for forwarding to Allotment Section.

ANNEXURE – III

Government of India
Department of Atomic Energy
(Service Units Section)

Anushakti Bhavan
C.S.M. Marg
Mumbai-400001

No.5/1(5)/2016-SUS/5663

April 26, 2017

OFFICE MEMORANDUM

Subject : Eligibility norms for allotment of departmental residential accommodation - regarding

The Department vide O.M.No.5/2(18)/2008-SUS/6242 dated December 8, 2009 had prescribed eligibility norms for allotment of departmental residential accommodation on account of implementation of VI CPC recommendations and revision of eligibility norms by MoUD vide Notification dated 21.8.2009.

2. Consequent on implementation of VII CPC recommendations by Govt of India, Ministry of Urban Development, Directorate of Estates vide their Notification dated 28.11.2016 and Corrigendum dated 2.1.2017, has revised the eligibility norms for allotment of Government Residences (General Pool).

3. Pending a decision on revision of eligibility norms for allotment of government residences under the control of DAE, it was decided in the Department vide Note No.5/1(5)/2016-SUS/3853 dated March 7, 2017 to continue the operation of the Priority List for 2016-17 for allotment of departmental residential accommodation upto 30.6.2017 to ensure smooth allotment of vacant flats.

4. It has now been decided in the Department to revise the eligibility criteria for the allotment of government residences under the control of Department as given below :

a) An employee shall be eligible for allotment of residence of the type as shown in Column (1) as per the Level in the pay matrix specified in the corresponding column (3), in the Table below :

Table

Type of residence	Existing Grade Pay / Basic Pay	Level in the pay matrix
(1)	(2)	(3)
A	Rs.1300, Rs.1400, Rs.1600, Rs.1650 and Rs.1800	1
B	Rs.1900, Rs.2000, Rs.2400 and Rs.2800	2,3,4,5
C	Rs.4200, Rs.4600 and Rs.4800	6,7,8
D	Rs.5400 to Rs.6600	9.10.11
D Spl	Rs.6600	11
E	Rs.7600 ,Rs.8700 and Rs.8900	12, 13, 13A
E I	Rs.10,000	14
	Rs.67000 to Rs.74999	15 (Index Nos. 1 to 4 in the Level)
E II	Rs.75000 to 79999	15 (Index Nos.5 to 8 in the Level), 16
E III	Rs.80000 and above	17,18

5. The revised eligibility criteria shall be effective from 1.7.2017. All other existing guidelines for allotment will continue to be followed as hitherto.

6. All the Units shall take immediate necessary action to prepare the Priority List for 2017 - 18 so that the same can be operated from July 2017.

26/4/17

(S.S. Prasad Rao)
Under Secretary

All Heads of Units of DAE

1. Director (Admin.), DAE.
2. Chief Administrative Officer (P), BARC.
3. Chief Administrative Officer (A), BARC.
4. Chief Administrative Officer, NRB.
5. Chief Administrative Officer, HWB.
6. Chief Administrative Officer, AEES.
7. Chief Administrative Officer, DPS.
8. Chief Administrative Officer, AERB.
9. Chief Administrative Officer, BRIT.
10. Chief Administrative Officer, HBNI.
11. Sr. Manager, (P&IR), NPCIL.
12. Centre-Director, UGC-DAE CSR.
13. Registrar, UM-DAE CEBS
14. Administrative Officer, DCSEM.
15. All Section Heads in DCSEM.

Copy to:
1. Joint Secretary (A&A), DAE
2. Vice Chairman, AERB.
3. Chairman, AEES.
4. Chief Executive, HWB.
5. Chief Executive, NRB.
6. Director, DCSEM
7. Director, DPS.
8. Controller, BARC.
9. Chief Executive, BRIT.
10. Director (P), NPCIL.
11. CAO (Admn.), BARC
12. Registrar, UM-DAE CEBS
13. CPE (M), DCSEM

for kind information.

Copy to:
1. General Secretary, AEW&SU, Mumbai.
2. Secretary, Heavy Water Staff Association, HWB, Mumbai.
3. Secretary, AIAE(DPS) Staff Association, DPS, CSU, Mumbai.
4. Secretary, DAE Secretariat Staff Association, DAE.
5. Secretary, DPS, (DAE) Employees Association, DPS, VSB.
6. Secretary, DCSEM Staff Association, DCSEM, Mumbai.
7. Secretary, Atomic Energy Central Schools/Jr. Colleges Non-Teaching Staff Association, AEES, Mumbai.
8. General Secretary, NPC Officers Association, Mumbai
9. General Secretary, NPC Employees Union, Mumbai.
10. General Secretary, Scientific Assistants Association, BARC, Mumbai.

Copy to:
1. All Notice Boards.
2. All users of DCSEM Zimbra.