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**)

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

Ref.No: DCSEM/1/3/2019-20/Vol. II/EI/570

11 July 2019

Circular

Directorate of Construction, Services and Estate Management (DCSEM), Mumbai vide its Circular dated 08.12.2017, has introduced an Anunet Based Online Allotment Management System "DAEniwas", and which has been implemented w.e.f. December, 2017 - Allotment Schedule. The said Circular contains in-depth information about the New Software i.e., How to Login DAEniwas, Sequence of Allotment, Procedure for exercising option, Issue of Allotment Order and facility of Help Desk besides, further use of the system has also been given in the Annexure of the Circular. The instructions pertaining to DAEniwas were re-circulated on 22.06.2018. However, representations are being received in this Directorate on a regular manner, citing unawareness / facing difficulties to operate the system "DAEniwas".

Hence, the Competent Authority in this Directorate has felt it necessary to re-circulate the Circular's dated 08.12.2017 & 22.06.2018, copies of which are enclosed herewith, indicating the steps for login and use of "DAEniwas", as detailed therein. The employees who are facing difficulties to operate the system "DAEniwas" and are unaware of the procedure may avail the assistance of **Help Desk** facility, arranged at Allotment Room, 'O' floor, V. S. Bhavan every month during allotment schedule period.

The **Help desk** facility has been made available during the Allotment schedule between 1030 hrs and 1300 hrs, & between 1400 hrs and 1630 hrs. The employee, whose Priority No. is included in the schedule of allotment, may come along with their preferred choices of flat available and exercise their option with the assistance of Allotment Section personnel.

In view of the above, it may be please be noted by all concerned that no representation from the employees end for missing allotment schedule on the grounds of unawareness of allotment procedure etc. of DAEniwas shall not be entertained hereinafter.

The contents of the Circular may please be brought to the notice of all concerned.

This is issued with the approval of Competent Authority, DCSEM.

11/7/2019

(A. Banerjee)
Administrative Officer – III

Encl.: As above

To,

1. Administrative Head of Units of DAE located in Mumbai.
2. DCSEM website
3. All users in DCSEM

भारत सरकार
परमाणु ऊर्जा विभाग
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
आबंटन अनुभाग

विक्रम साराभाई भवन,
दूसरा तल , उत्तर स्कंध,
अणुशक्तिनगर,
मुंबई- 400 094.

सं.निसेसंप्रनि/1/3/2019-20/खंड II/स्था I/570

11 जुलाई ,2019

परिपत्र

निर्माण, सेवा एवं संपदा प्रबंध निदेशालय (निसेसंप्रनि), मुंबई के दिनांक 08.12.2017 के परिपत्र द्वारा आबंटन अनुसूची- दिसंबर 2017 से अणुनेट आधारित ऑनलाईन आबंटन प्रबंधन प्रणाली **"डीएई निवास"** की शुरआत की गई है। उक्त परिपत्र में नये आबंटन साफ्टवेअर , डीएई निवास को कैसे लॉग ईन करें ,आबंटन का क्रम, विकल्प को चुनने की विधि, आबंटन आदेश को जारी करने, हेल्प डेस्क की सुविधा से संबंधित विस्तृत जानकारी एवं परिपत्र के अनुलग्नक में प्रणाली के उपयोग से संबंधित अधिक जानकारी दी गई थी । **"डीएई निवास" से संबंधित निदेर्शों को दिनांक 22.6.2018 को पुन:परिचालित किया गया था।** हालांकि इस निदेशालय को कर्मचारियों से उनकी अनभिज्ञता/ प्रणाली के प्रचालन में आनेवाली कठिनाईयों से संबंधित अभ्यावेदन प्राप्त हो रहे हैं।

तथापि, इस निदेशालय के सक्षम प्राधिकारी ने दिनांकित 8.12.2017 एवं 22.6.2018 के परिपत्र की प्रतियों को जिसमें लॉग-ईन करने के स्टेप्स एवं **"डीएई निवास** में यथा वर्णित उपयोग के साथ लॉग ईन करने की स्टेप्स को दशार्या है, को पुन:परिचालित करने की आवश्यकता का अनुभव किया है । वे कर्मचारी, जो **"डीएई निवास"** को प्रचालित करने में कठिनाई एवं कार्यपद्धति से अनभिज्ञ हैं, वे आबंटन कक्ष, शून्य तल, विक्रम साराभाई भवन स्थित **हेल्प डेस्क** की सहायता ले सकते हैं।

हेल्प डेस्क सुविधा, आबंटन प्रक्रिया के दौरान 1030 बजे से 1300 बजे तक एवं 1400 बजे से 1630 बजे तक उपलब्ध की जाएगी। आबंटन अनुसूची में सम्मिलित कर्मचारी अपनी वरीयता सूची लेकर आएं एवं आबंटन अनुभाग के स्टाफ की सहायता से अपना विकल्प चुन सकते हैं।

ऊपर स्पष्ट किये गये मामले के संदर्भ में सभी संबंधितों द्वारा यह नोट किया जाए कि कर्मचारियों द्वारा आबंटन अनुसूची के अनुसार विकल्प देने में असमर्थ होने के विभिन्न कारण देते हुए एवं "डीएई निवास" की आबंटन प्रक्रिया की अनभिज्ञता इत्यादि कारण बताते हुए किये गये किसी भी अभ्यावेदन पर आगे से विचार नहीं किया जाएगा।

इस परिपत्र की सूचना सभी संबंधितों को दी जाए।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

ए. बनर्जी
11/7/2019

(ए. बनर्जी)
प्रशासन अधिकारी-III (बी)

संलग्न : यथोपरि

प्रतिलिपि
1. मुंबई स्थित पऊवि की यूनिटों के प्रशासनिक प्रधान.
2. निसेसंप्रनि वेबसाइट
3. निसेसंप्रनि के उपयोगकर्ता

Government of India
Department of Atomic Energy
Directorate of Construction, Services and Estate Management
Allotment Section

V S Bhavan,
Anushaktinagar,
Mumbai – 400 094

Ref.No: DCSEM/Allot/DAEniwas/2017-18 | 351

December 8, 2017

Circular

Sub.: Implementation of New Allotment Software Application "DAEniwas"-reg.

Directorate of Construction, Services and Estate Management (DCSEM), Mumbai has been entrusted with the responsibility of allotment of Government Residences situated at different locations in Mumbai.

DCSEM, Mumbai has developed New Allotment Software Application "DAEniwas" with the help of Computer Division, BARC and Information Technology Section, DCSEM. It is an ANUNET based software application developed for **"Online Allotment of Government Residences (DAE), Mumbai".** To get connected into the system use url: **"daeniwas.dcsem.anunet.in" or 172.16.34.53.**

For the allotment year 2017-18, data received from various units of DAE located in Mumbai have been transferred to the system and Priority List has been prepared to make use of the Software "DAEniwas". It contains service particulars of employees, Category and locality wise Priority List, Monthly allotment schedule, List of vacant flats, Details of allotment made etc.

How to Login:

Login to "DAEniwas", **User ID** is **Employee Number** of the employee and **"Date of Birth"** is a default password in the format of (DD/MM/YYYY) followed by individual's Unit concerned will be available by drop down selection. In case the employee forgets his/her password, request can be sent to Allotment Section, DCSEM by e-mail. The e-mail ID is "daeniwas_help@dcsem.gov.in" or through letter. On receipt of request, Allotment Section will reset the password to default password i.e., Date of Birth in (DD/MM/YYYY) format. Here also on first login, the employee is requested to change the password.

"DAEniwas" has the facility of exercising option online. Individuals who are called during allotment schedule are not required to attend the allotment schedule at '0' Floor, V.S. Bhavan. They can

exercise their option from their place of work using "DAEniwas", instead of attending allotment schedule at '0' Floor, V.S. Bhavan.

For this purpose all the constituent units of DAE located at Mumbai i.e., AEES, AERB, BARC, BRIT, DAE, DCSEM, DPS, HWB and NPCIL are requested to ensure the connectivity of **Anunet** facility for the users. Users can access "DAEniwas" through computers connected to Anunet.

Allotment schedule will be generated through "DAEniwas" and will be published in the DCSEM website.

Sequence of allotment:

Publication of Allotment Schedule	on 15th of every month (if 15th is a holiday, the next working day.)
Exercise Option	as per the dates indicated in the Schedule for the month of December 2017.
Display the list of allotments made	next working day of the allotment Schedule (e.g. 01.01.2018)
Issue of Allotment Order and Authority slip for collecting key	within 8 days of allotment (say from 1st eight days including 1st)

Exercising Option:

The employees included in the allotment schedule can exercise their option as per the dates indicated in the schedule. Scope for exercising option will be closed once the schedule is over. On expiry of the allotment schedule, Administrator (Allotment Section) with a click of a button will allot the flat on the next working day. The flat will be allotted automatically as per seniority and choice exercised by the employee.

Issue of allotment order:

For Ready flat, Allotment order shall be collected from allotment section by submitting acceptance. The acceptance forms shall be downloaded from the new software "DAEniwas". In case of allotment of under maintenance flat, the employee concerned is required to visit allotment section for collecting **Provisional Allotment Letter by** submitting an undertaking.

Help Desk:

Units where Anunet facility is not available, employees of those units can utilise the facility of "Help Desk" **available** at '0' Floor, V. S. Bhavan, Anushaktinagar, Mumbai. The Employees who are included in the schedule of allotment may come along with preference list and exercise their option with the help of Allotment Section staff. This arrangement will be a temporary set up for few months, to make employees familiar with the new allotment software.

Steps for login and further use of system are given in the annexure.

All the Administrative Heads of the units are requested to give wide publicity of this circular to make, use of this facility in the allotment schedule for the month of December 2017.

Hindi version will follow.

(B.P. Joshi)
Chief Administrative Officer

Annexure

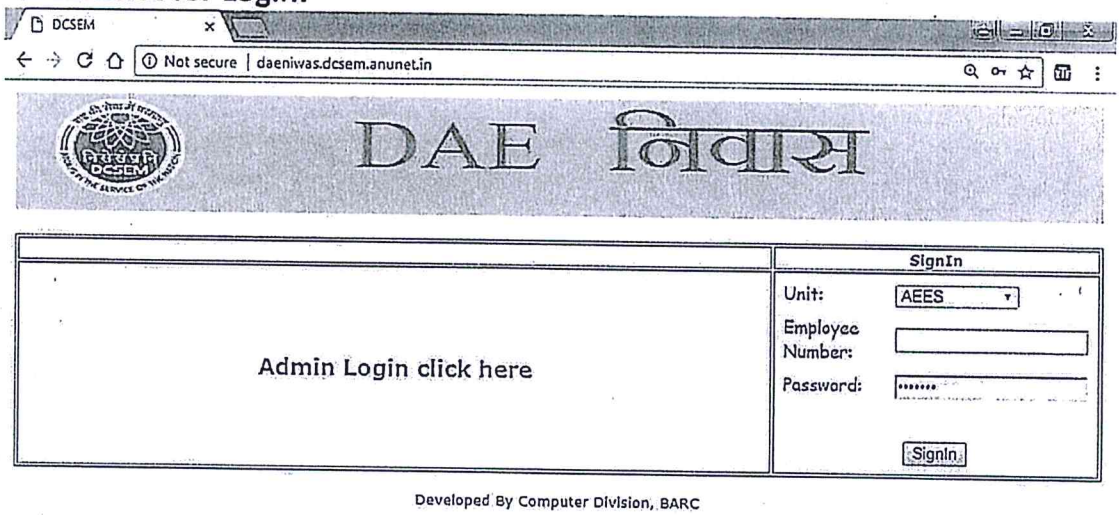
Steps for login:-

Website:daeniwas.dcsem.anunet.in

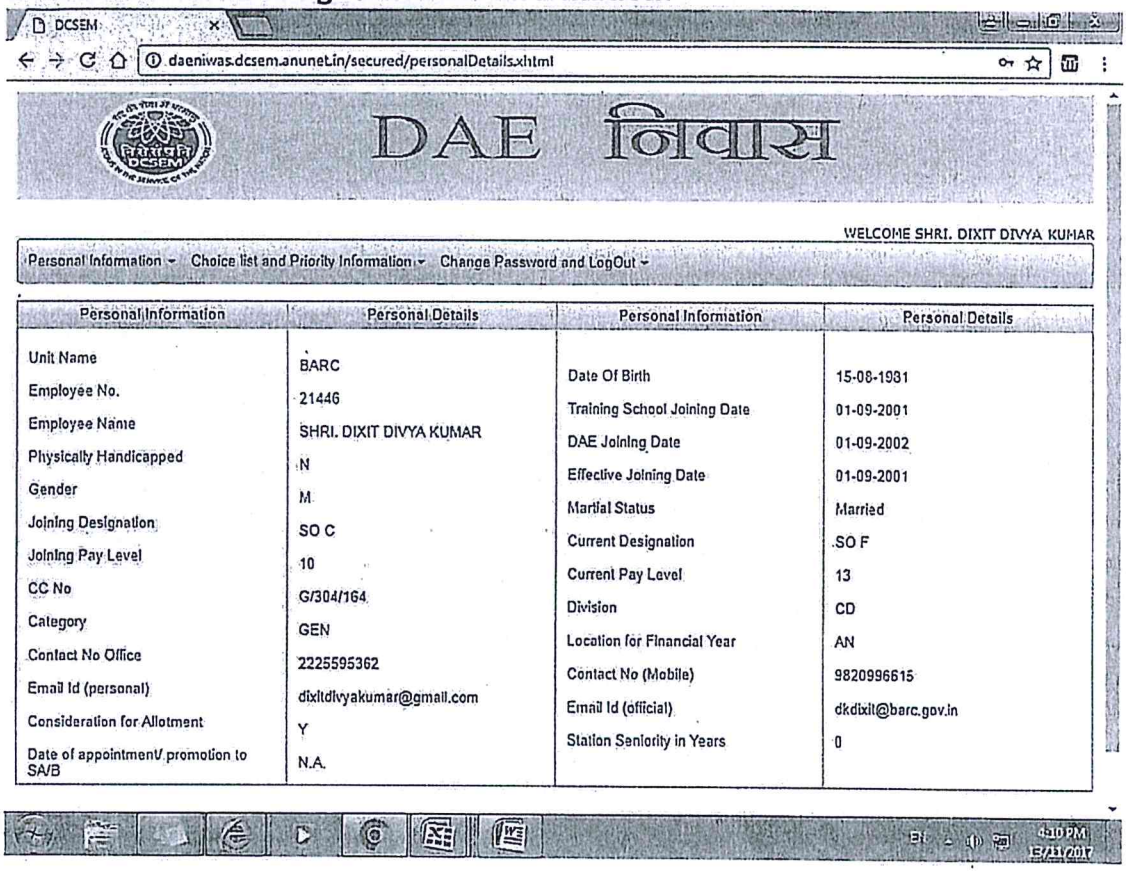
Unit	:	[DCSEM]	Example: DCSEM (by selection)
User ID	:	[Empno.]	Example: 9999
Password	:	[Date of Birth]	Example: 11/10/1976 (DD/MM/YYYY)

On first login, the employees are requested to change their password and check Priority Nos. of their eligible category. Discrepancy if any may be intimated to Allotment Section in writing or through e-mail within 7 days of issue of this circular. E-mail ID: daeniwas_help@dcsem.gov.in created exclusively for this purpose. Employees are requested to send their request only to this e-mail ID.

Screenshot for Login:



Screenshot confirming Individual information:



DCSEM

daeniwas.dcsem.anunet.in/secured/personalDetails.xhtml

DAE निवास

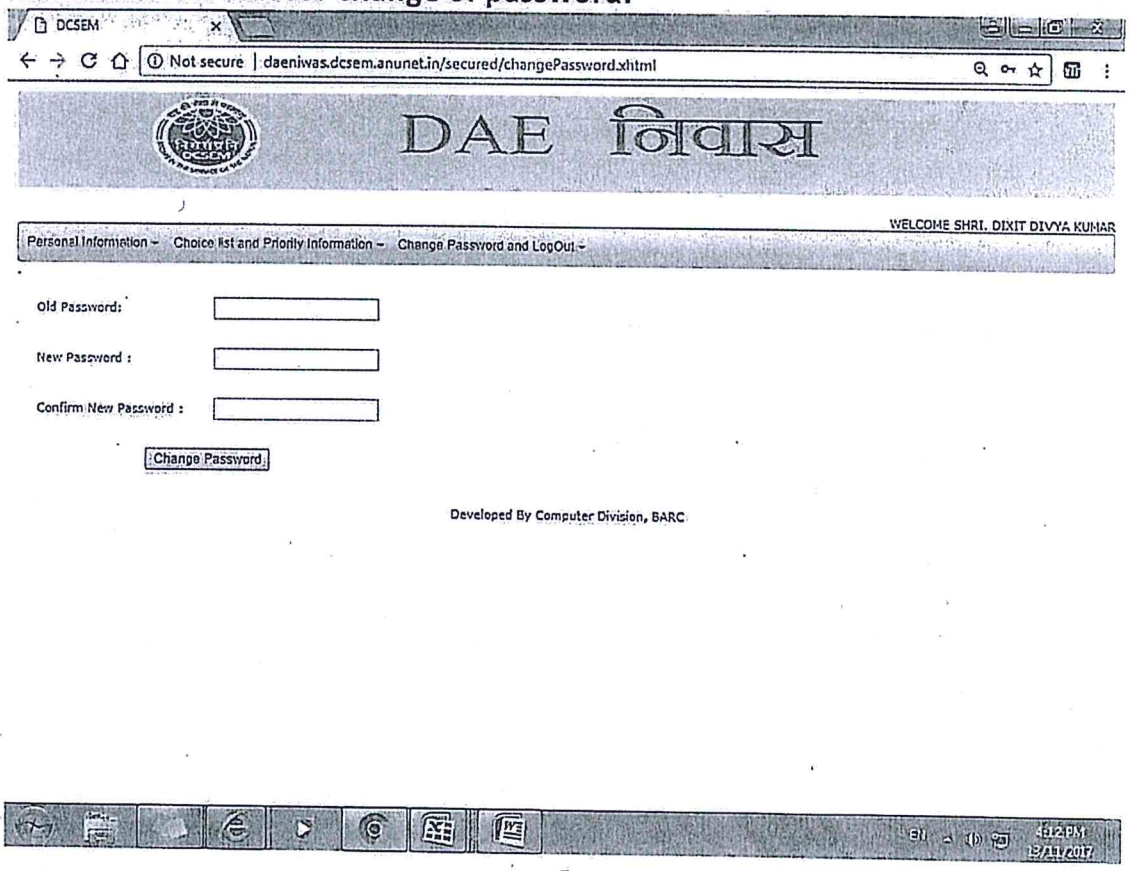
WELCOME SHRI. DIXIT DIVYA KUMAR

Personal Information ▾ Choice list and Priority Information ▾ Change Password and LogOut ▾

Personal Information	Personal Details	Personal Information	Personal Details
Unit Name	BARC	Date Of Birth	15-08-1981
Employee No.	21446	Training School Joining Date	01-09-2001
Employee Name	SHRI. DIXIT DIVYA KUMAR	DAE Joining Date	01-09-2002
Physically Handicapped	N	Effective Joining Date	01-09-2001
Gender	M	Marital Status	Married
Joining Designation	SO C	Current Designation	SO F
Joining Pay Level	10	Current Pay Level	13
CC No	G/304/164	Division	CD
Category	GEN	Location for Financial Year	AN
Contact No Office	2225595362	Contact No (Mobile)	9820996615
Email Id (personal)	dixitdivyakumar@gmail.com	Email Id (official)	dkdixit@barc.gov.in
Consideration for Allotment	Y	Station Seniority in Years	0
Date of appointment/ promotion to SA/B	N.A.		

4:10 PM 13/11/2017

Screenshot format for change of password:



DCSEM

Not secure | daeniwas.dcsem.anunet.in/secured/changePassword.xhtml

DAE निवास

WELCOME SHRI. DIXIT DIVYA KUMAR

Personal Information ▾ Choice list and Priority Information ▾ Change Password and LogOut ▾

Old Password:

New Password :

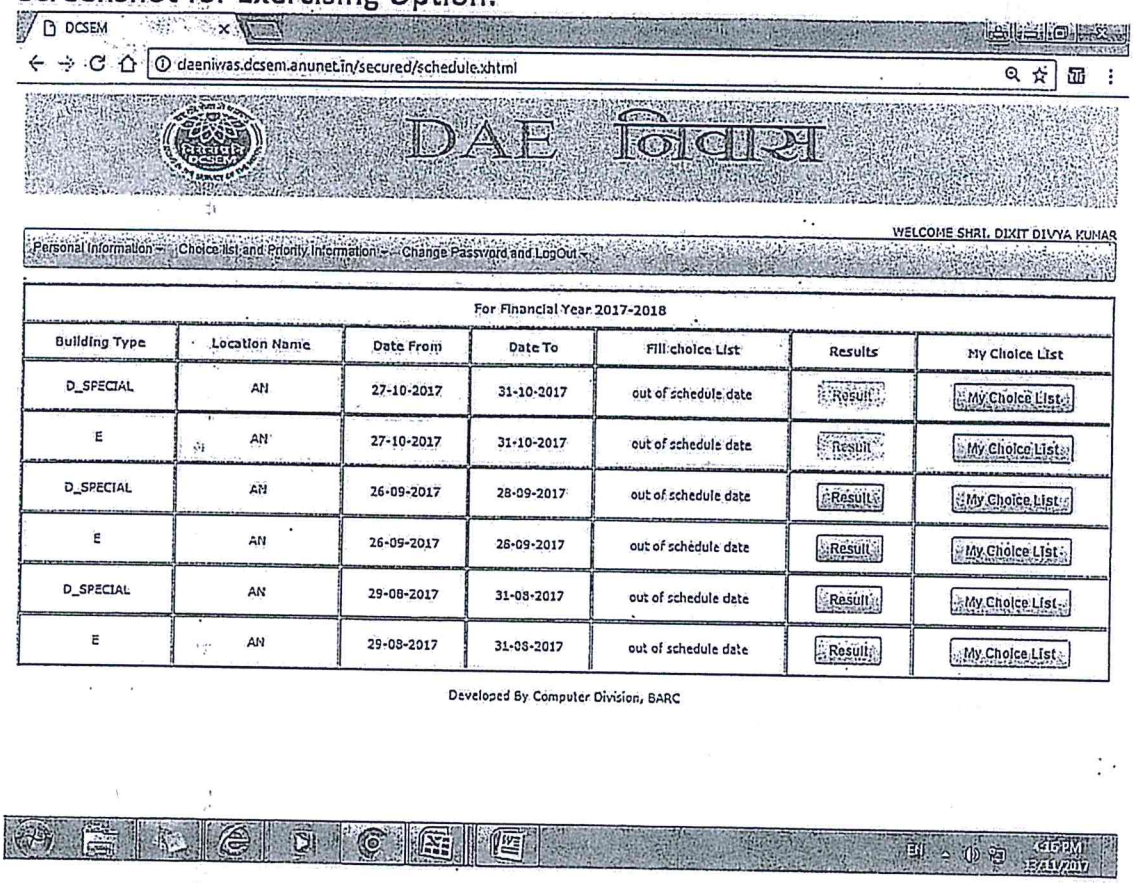
Confirm New Password :

Change Password

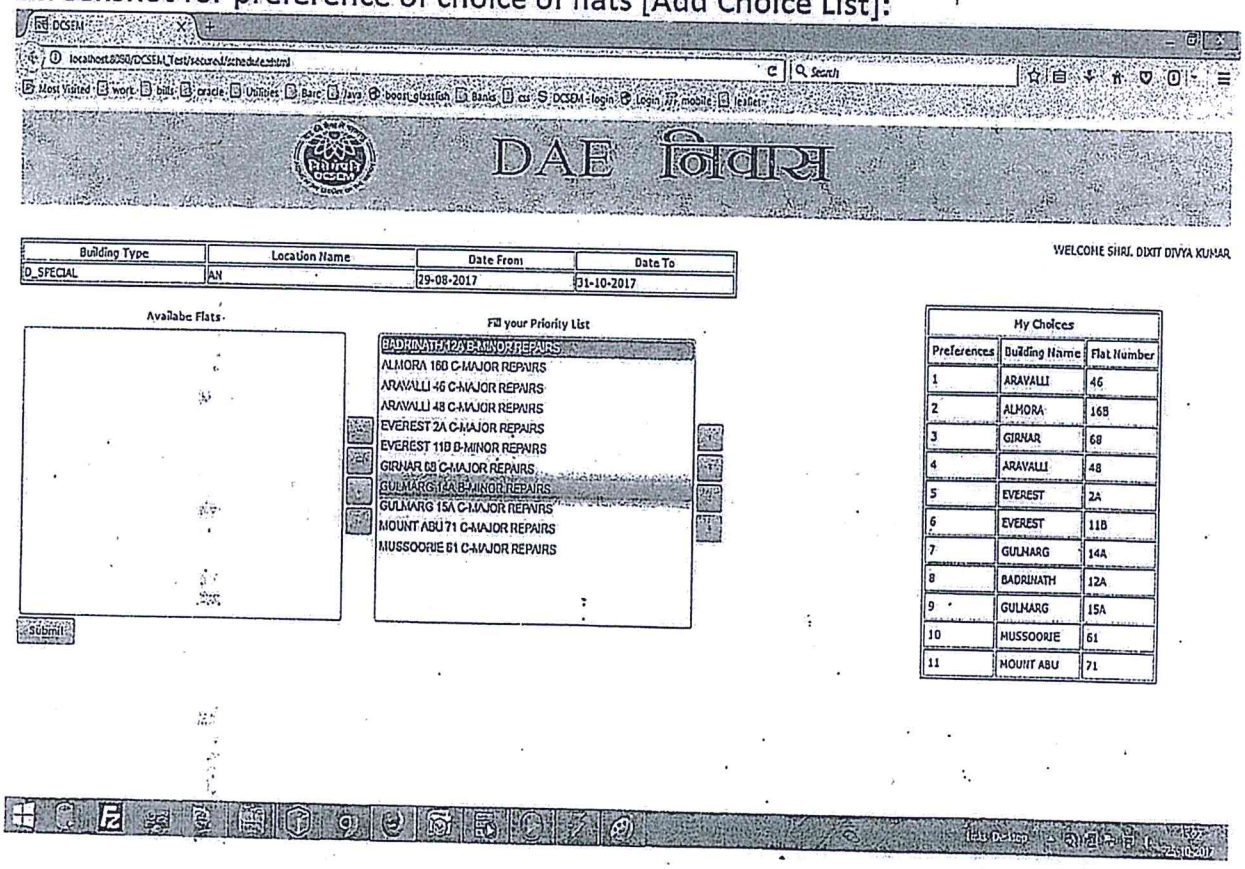
Developed By Computer Division, BARC

4:12 PM 13/11/2017

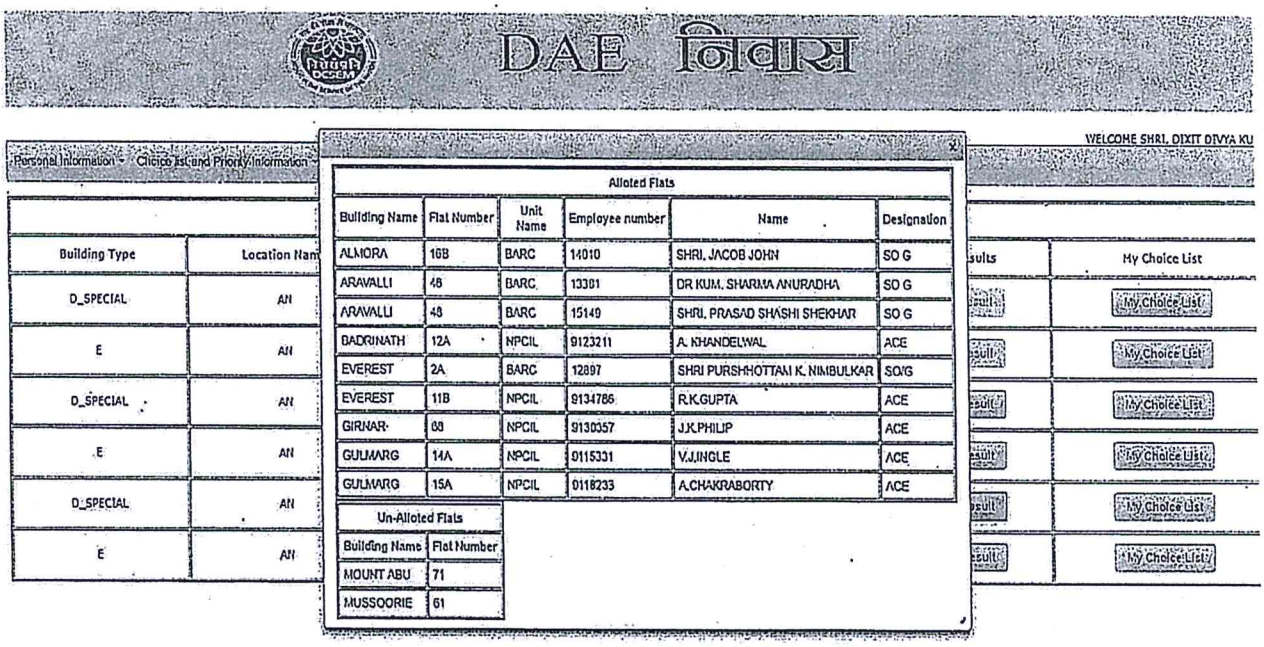
Screenshot for Exercising Option:



Screenshot for preference of choice of flats [Add Choice List]:



Display the list of allotments made:-



1. Director (Admn.), DAE.
2. Chief Administrative Officer (P), BARC.
3. Chief Administrative Officer, NRB.
4. Chief Administrative Officer, HWB.
5. Chief Administrative Officer, AEES.
6. Chief Administrative Officer, DPS.
7. Chief Administrative Officer, AERB.
8. Chief Administrative Officer, BRIT.
9. Administrative Officer(G/R/K), DCS&EM.
10. Sr. Manager, (P&IR), NPCIL.
11. Sr. Manager (P&IR), NUB, NPCIL

Copy to :

1. Additional Secretary, DAE.
2. Chairman, AERB.
3. Chief Executive, HWB
4. Director, DCS&EM
5. Director, DPS.
6. Controller, BARC.
7. Chief Executive, BRIT.
8. Director (P), NPCIL.
9. CAO(Admn.), BARC.
10. CPE(M), DCS&EM
11. Administrative Officer III, BARC Hospital
12. APO, RMC, Parel
13. APO, PMD, BARC, Vashi

} for information.

CC:

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

CC : 1. Notice Board on 2nd floor, North Wing, V.S. Bhavan.

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

विक्रम साराभाई भवन,
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2nd floor, North Wing,
अणुशक्तिनगर, **Anushaktinagar,**
मुंबई / **Mumbai 400 094**

Ref.No: DCSEM/Allot/DAENIWAS/1/3/2018-19/EI/166

22 June 2018

Circular

Directorate of Construction, Services and Estate Management (DCSEM), Mumbai vide its Circular dated 08.12.2017, has introduced an anunet based online allotment management system "DAEniwas" w.e.f. December, 2017 - Allotment Schedule. The said Circular contains in-depth information about the New Software, How to Login DAEniwas, Sequence of Allotment, Procedure for exercising option, Issue of Allotment Order and facility of Help Desk and further use of the system were given in the annexure of the Circular. However, letters are being received in this Directorate from the employees about their unawareness / difficulties in operating the system "DAEniwas", defeating the main purpose of introducing DEAniwas even after six months of its implementation.

Further, the above said Circular dated 08.12.2017 (copy enclosed) is again re-circulated indicating the steps for login and use of "DAE Niwas" as details given therein. The employees who are facing difficulty in operating DAE Niwas and are unaware of the procedure may avail the assistance of help desk facility arranged at Allotment Room, 'O' floor, V. S. Bhavan. The Help desk facility would be extended for few more months and the said facility is made available during the Allotment schedule between 1000 hrs and 1300 hrs, & between 1400 hrs and 1630 hrs. The employee, who's Priority No. is included in the schedule of allotment may come along with their preference and exercise their option with the assistance of Allotment Section personnel.

In view of the matter explained above, it may be noted by all concerned that, no representation from the employee for missing allotment schedule, giving various reasons and unawareness of allotment procedure etc of DAE Niwas shall not be entertained hereinafter.

The contents of the Circular may be brought to the notice of all concerned.

22/6/2018

(A. Banerjee)
Administrative Officer-III (B)

Encl.: As above

To,
1. Head of Administrative Units Of DAE located in Mumbai.
2. DCSEM website.

भारत सरकार
परमाणु ऊर्जा विभाग
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
आबंटन अनुभाग

विक्रम साराभाई भवन,
दुसरा तल, ऊत्तरी स्कंध,
अणुशक्तिनगर,
मुंबई- 400 094.

सं.निसेसंप्रनि/आबंटन/ डीएईनिवास/1/3/2018-19/166

जून, २२ 2018

परिपत्र

निर्माण, सेवा एवं संपदा प्रबंध निदेशालय (निसेसंप्रनि), मुंबई के दिनांक 08.12.2017 के परिपत्र द्वारा आबंटन अनुसूची- दिसंबर 2017 से अणुनेट आधारित ऑनलाईन आबंटन प्रबंधन प्रणाली "डीएई निवास" की शुरआत की गई है। उक्त परिपत्र में नये आबंटन साफ्टवेअर, डीएई निवास को कैसे लॉग ईन करें, आबंटन का क्रम, विकल्प को चुनने की विधि, आबंटन आदेश को जारी करने, हेल्प डेस्क की सुविधा से संबंधित विस्तृत जानकारी एवं परिपत्र के अनुलग्नक में प्रणाली के उपयोग से संबंधित अधिक जानकारी दी गई थी। हालांकि इस निदेशालय को कर्मचारियों से उनकी अनभिज्ञता/ "डीएई निवास" प्रणाली के प्रचालन में आनेवाली कठिनाईयों से संबंधित पत्र प्राप्त हो रहे हैं, जिसके कारण "डीएई निवास" को लागू करने के छह माह पश्चात भी, वह अपने मुख्य उद्देश्य में असफल हो रहा है।

आगे, उक्त परिपत्र (प्रति संलग्न) दिनांकित 08.12.2017 को "डीएई निवास" में यथा वर्णित उपयोग के साथ लॉग ईन करने की स्टेप्स को दर्शाते हुए पुन: परिचालित किया गया। वे कर्मचारी, जो "डीएई निवास" को प्रचालित करने में कठिनाई एवं कार्यपद्धति से अनभिज्ञ हैं, वे आबंटन कक्ष, शून्य तल, विक्रम साराभाई भवन स्थित हेल्प डेस्क की सहायता ले सकते हैं। हेल्प डेस्क की सहायता को कुछ और अधिक महीनों को लिए बढाया जाएगा एवं आबंटन प्रक्रिया के दौरान 1000 बजे से 1300 बजे तक एवं 1400 बजे से 1630 बजे तक उक्त सुविधा उपलब्ध की जाएगी। आबंटन अनुसूची में सम्मिलित कर्मचारी अपनी वरीयता सूची लेकर आएं एवं आबंटन अनुभाग के स्टाफ की सहायता से अपना विकल्प चुन सकते हैं।

ऊपर स्पष्ट किये गये मामले के संदर्भ में सभी संबंधितों द्वारा यह नोट किया जाए कि कर्मचारियों द्वारा आबंटन अनुसूची के अनुसार विकल्प देने में असमर्थ होने के विभिन्न कारण देते हुए एवं "डीएई निवास" की आबंटन प्रक्रिया की अनभिज्ञता इत्यादि कारण बताते हुए किये गये किसी भी अभ्यावेदन पर आगे से विचार नहीं किया जाएगा।

इस परिपत्र की सूचना सभी संबंधितों को दी जाए।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी कियां जाता है।

ए. बनर्जी
22/6/2018
(ए. बनर्जी)
प्रशासन अधिकारी-III (बी)

संलग्न : यथोपरि

प्रतिलिपि :

1. मुंबई स्थित पऊवि की यूनिटों के प्रशासनिक प्रधान.
2. निसेसंप्रनि वेबसाइट.