Circular


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 ‘O’ 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:

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

### 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) 5/1/11
Chief Administrative Officer
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:

![Login Screen](image)

Developed By Computer Division, BARC
Screenshot confirming Individual information:

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

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Personal Details</th>
<th>Personal Information</th>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Name</td>
<td>BARC</td>
<td>Date Of Birth</td>
<td>15-08-1951</td>
</tr>
<tr>
<td>Employee No.</td>
<td>21446</td>
<td>Training School Joining Date</td>
<td>01-09-2001</td>
</tr>
<tr>
<td>Employee Name</td>
<td>SHRI. DIXIT DIVYA KUMAR</td>
<td>DAE Joining Date</td>
<td>01-09-2002</td>
</tr>
<tr>
<td>Physically Handicapped</td>
<td>N</td>
<td>Effective Joining Date</td>
<td>01-09-2001</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
<td>Marital Status</td>
<td>Married</td>
</tr>
<tr>
<td>Joining Designation</td>
<td>SO C</td>
<td>Current Designation</td>
<td>SO F</td>
</tr>
<tr>
<td>Joining Pay Level</td>
<td>10</td>
<td>Current Pay Level</td>
<td>13</td>
</tr>
<tr>
<td>CC No</td>
<td>G/304/164</td>
<td>Division</td>
<td>CD</td>
</tr>
<tr>
<td>Category</td>
<td>GEN</td>
<td>Location for Financial Year</td>
<td>AN</td>
</tr>
<tr>
<td>Contact No Office</td>
<td>2225595362</td>
<td>Contact No (Mobile)</td>
<td>9820996615</td>
</tr>
<tr>
<td>Email Id (personal)</td>
<td><a href="mailto:dixitdivyakumar@gmail.com">dixitdivyakumar@gmail.com</a></td>
<td>Email Id (official)</td>
<td><a href="mailto:dixitdb@barc.gov.in">dixitdb@barc.gov.in</a></td>
</tr>
<tr>
<td>Consideration for Allotment</td>
<td>Y</td>
<td>Station Seniority in Years</td>
<td>0</td>
</tr>
<tr>
<td>Date of appointment/promotion to SA/B</td>
<td>N.A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Screenshot format for change of password:

Old Password: 
New Password: 
Confirm New Password: 

Change Password

Developed By Computer Division, BARC
# Display the list of allotments made:

## DAE निवास

### Allotted Flats

<table>
<thead>
<tr>
<th>Building Type</th>
<th>Location</th>
<th>Building Name</th>
<th>Flat Number</th>
<th>Unit Name</th>
<th>Employee number</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>ALMORA</td>
<td>150B</td>
<td>BPICL</td>
<td>14210</td>
<td>SHRI JACOB JOHN</td>
<td>SD-G</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>AVIARU</td>
<td>48</td>
<td>BPICL</td>
<td>12381</td>
<td>DR RUMI BHAWA ANURADHA</td>
<td>SD-G</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>AVIARU</td>
<td>48</td>
<td>BPICL</td>
<td>12140</td>
<td>SHRI PRASAD SHASHI DHARAVAR</td>
<td>SD-G</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>BORISWATTH</td>
<td>12A</td>
<td>HFCIL</td>
<td>9123211</td>
<td>A. KHANDELWAL</td>
<td>AGE</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>EVEREST</td>
<td>5A</td>
<td>BPICL</td>
<td>12897</td>
<td>SHRI PURUSHOTTAM K. NAVLAKHR</td>
<td>SD-G</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>EVEREST</td>
<td>11B</td>
<td>HFCIL</td>
<td>9134736</td>
<td>R.K. GUPTA</td>
<td>AGE</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>GUJARAT</td>
<td>6B</td>
<td>HFCIL</td>
<td>9133237</td>
<td>J.K. PHILIP</td>
<td>AGE</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>GUJARAT</td>
<td>14A</td>
<td>HFCIL</td>
<td>9115331</td>
<td>V.J. HINGLE</td>
<td>AGE</td>
</tr>
<tr>
<td><strong>0 SPECIAL</strong></td>
<td>AN</td>
<td>GUJARAT</td>
<td>15A</td>
<td>HFCIL</td>
<td>9118233</td>
<td>A. CHANDRAPATY</td>
<td>AGE</td>
</tr>
</tbody>
</table>

### Un-Allotted Flats

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Flat Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOUNT ABU</td>
<td>71</td>
<td>AN</td>
</tr>
<tr>
<td>MUSSOREE</td>
<td>91</td>
<td>AN</td>
</tr>
</tbody>
</table>
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.

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.