CIRCULAR

Sub: Preparation of Priority List for Allotment of Government Residences (Mumbai) for the Allotment Year 2020-2021- reg.

The priority list for the Allotment Year 2020-2021 is to be drawn by inviting online applications for the departmental accommodation through DAE Niwas. DAE Niwas is an ANUNET based software application developed for 'Online Allotment of Government Residences (DAE) in Mumbai' developed by the Information Technology Team, DCSEM and Computer Division, BARC.

2. 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 can only apply for departmental accommodation through this portal. The employees who desire for departmental accommodation including those eligible for higher type and desirous of change in same type may apply for the same.

3. The online applications for allotment of departmental accommodation for the Allotment Year 2020-2021 will be made available on DAE Niwas which can be accessed through url daeniwas.dcem.anunet.in or 172.16.34.53. The facility for online application will be available for all employees during the period from 20th January 2020 to 12th February 2020.

3.1. Steps for logging in DAE Niwas:
Open web browser (Mozilla Firefox or Google Chrome) → Type url daeniwas.dcem.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 SignIn 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 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@dcssem.gov.in and allot@dcssem.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 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 Establishment section.

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 at Annexure –II.

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).

4. Employees in occupation of departmental accommodation and desirous of change should apply for change by selecting Flat change option. Not more than one change will be allowed in respect of one type of residence allotted to the employee.

5. 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 are as below :-
<table>
<thead>
<tr>
<th>Type of residence</th>
<th>Level in the pay matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>A</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>2,3,4,5</td>
</tr>
<tr>
<td>C</td>
<td>6,7,8</td>
</tr>
<tr>
<td>D</td>
<td>9,10,11</td>
</tr>
<tr>
<td>D (Spl.)</td>
<td>11</td>
</tr>
<tr>
<td>E</td>
<td>12,13, 13 A</td>
</tr>
<tr>
<td>EI</td>
<td>14</td>
</tr>
<tr>
<td>E II</td>
<td>15 (Index Nos. 1 to 4 in the Level)</td>
</tr>
<tr>
<td>E-III</td>
<td>16</td>
</tr>
<tr>
<td>Efficiency plus/Efficiency</td>
<td>17,18</td>
</tr>
<tr>
<td>I-A (Transit)</td>
<td>Level 6 – Directly joined / promoted as SA/B</td>
</tr>
</tbody>
</table>

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

6. 6.1. The employees, who are in occupation of Transit accommodation i.e. Efficiency Plus & Efficiency (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 of 2020-2021, 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.

6.2 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.

7. 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.
8. 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.

9. 9.1 The last date for submitting online application in DAE Niwas by the employee concerned will be **12/02/2020 (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 **14/02/2020**. Applications (Online and Hard Copy) received after 14/02/2020 will not be entertained.

10. As per the practice in vogue, a Provisional Priority List for the allotment year 2020-2021 will be published on DCSEM website at [www.dcsem.gov.in](http://www.dcsem.gov.in) on **02/03/2020**.

Encl. As above.

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(B.P.Joshi) 20/11/20
Chief Administrative Officer
& Estate Officer

Hindi version will follow
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.
Flow Chart (For Establishment of the respective unit)

Login to DAENiwas (172.16.34.53)
  ↓
Active Role
  ↓
ESTABLISHMENT
  ↓
MY TASK
  ↓

STEP-I
  ↓
DATA CORRECTION
  ↓
(Employee requested data correction)
  ↓
SHOW REQUEST
  ↓
(Make necessary correction if applicable)
  ↓
(Add remark)
  ↓
SUBMIT
  ↓
Data will be sent back to employee with requested correction.
  ↓
(Back to employee)
  ↓
At employee's end, if he/she finds his/her data is correct, he/she will click on
  □ I agree that my data with establishment is correct.
  ↓
SUBMIT
  ↓
Data will be viewed in **STEP-II** for forwarding to Allotment Section.

STEP-II
  ↓
DATA FORWARD
  ↓
(Employee accepted data)
  ↓
VIEW DATA
  ↓
(Final view of complete data)
  ↓
Tick on □ box
  ↓
FORWARD
  ↓
Data will be forwarded to Allotment Section.
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. Chief Administrative Officer, HBNI.
10. Sr. Manager, (P&IR), NPCIL.
11. Centre-Director, UGC-DAE CSR.
12. Registrar, UM-DAE CEBS
13. Administrative Officer, DCSEM.
14. 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.

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, DCSEM Staff Association, DCSEM, 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. All Notice Boards.  
2. All users of DCSEM Zimbra.