Government of India  
Department of Atomic Energy  
Directorate of Construction, Services & Estate Management  
(Allotment Section)

Vikram Sarabhai Bhavan,  
2nd Floor, North Wing,  
Anushaktinagar,  
Mumbai - 400 094.

No.DCSEM/1/20/Allot/2020-21/ 801  
March 03, 2020

Sub: Provisional Priority List for the Allotment Year 2020-21

In continuation of this Directorate's Circular No. DCSEM/1/20/ALLOT/2020-2021/764 dated 20/01/2020, Provisional Priority List for the Allotment Year 2020-21, for all categories of Govt. Residential Accommodation (DAE) at Anushaktinagar and City areas is prepared and made available to DCSEM website (www.dcem.gov.in) and in DAE Niwas. The online application for correction of particulars i.e. discrepancy, if any, published in the provisional priority list for the Allotment Year 2020-2021, is made available at DAE Niwas which can be accessed through url daenivas.dcem.anunet.in OR 172.16.34.53. The employees who could not apply as per the aforesaid circular, may also apply for departmental accommodation during this period. The facility for online application will be available for all employees during the period from 03rd March 2020 to 16th March 2020.

2. (a) All the employees are requested to meticulously check and verify their information available in Data with Establishment particularly with reference to the following factors, which determines the priority of an employee-

- Date of Birth;
- Date of joining to training school/ scheme;
- Date of joining to Department;
- Past service details, if any;
- Current Pay Level (As per VII CPC);
- Pay in the Pay Level;
- Date of Crossing particular Pay Level (level 9 and above);
- Caste details, if applicable;
- Location/ change in same category.

In case of any discrepancy related to above, the same should be arranged to be corrected online through DAE Niwas (Kindly refer to Flow chart attached as Annexure 1 for the procedure). The discrepancies received on the above matter after the publication of the final priority list will not be entertained.
(b) Employees are requested to update their contact numbers and email id's directly through DAENiwas. Discrepancy applications need not be filled or forwarded to Establishment/Allotment Section for changes regarding contact numbers and email id.

(c) Correction of discrepancies/applications duly certified by the Administrative Authorities concerned, will only be accepted.

3. **It may be noted that 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 after pay fixation order is issued (Rule II(g) of Allotment of Govt. residence (DAE) Bombay Rules 1982).**

4. The last date for submission of online discrepancy application in DAENiwas by the employee concerned is **16/03/2020**. 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 as well as to publish the Final Priority List.

5. The last date for receiving certified online discrepancy application from Administrative Section of respective Units will be **18/03/2020**. Authorised officers of Establishment of respective units are requested to follow the process as specified in Directorate's Circular No. DCSEM/1/20/ALLOT /2020-2021/764 dated 20/01/2020, for certification. It is requested to forward the applications to Allotment Section on daily basis. Applications (Online and Hard Copy) received after 18/03/2020 will not be entertained.

6. Administrative Head of all participating units are requested to make arrangement to bring the contents of this Circular to the notice of all concerned on priority basis.

7. Final Priority List for the Allotment Year 2020-21 will be available in DCSEM’s website ([www.dcsem.gov.in](http://www.dcsem.gov.in)) on **13/04/2020**.

Encl: As above.

\[Signature\]

(A Banerjee)
Administrative Officer-III
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 (Admin.), BARC
12. Registrar, UM-DAE CEBS
13. CPE (M), DCSEM

CC: 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.

CC: 1. All Notice Boards.
2. All users of DCSEM Zimbra.
Flow Chart (For Employee)

1. Login to DAENiwas
2. MY APPLICATION
3. Data with establishment
4. 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.

**STEP-II**

- If no correction
  - I agree that my data with establishment is correct.
  - Select locality.
  - Flat change required in same category (if applicable) ⭐

  Generate PDF (on right side) ⭐⭐

  Submit to respective establishment/Administration for suitable action.

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

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

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