

GOVERNMENT OF ODISHA  
GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM NO. 34096

Bhubaneswar the 30/11/2013

**Subject: Allotment of G.A. Pool Residential Accommodation covering Type I to Type VI categories through an automated system based on eligibility and choices of quarters indicated by the applicants.**

Improving the system of allotment of G.A. Pool residential accommodation based on eligibility and choices exercised by the applicants had been engaging the attention of Government for some time past. After careful consideration, Government have been pleased to introduce e- Quarters System, an on-line allotment system of GA pool quarters covering type- I to type- VI categories and formulate the following guidelines (in modification of certain existing procedural rules and Estate Circulars) for such allotment of quarters.

1. With effect from 01.12.2013, all applications for allotment of quarters will be accepted "on line" only. For this purpose every applicant will create his/her account by going through the process of on-line registration on web-site **as1.ori.nic.in/quarters** & fill up the required application form by following the instructions on the computer. After completing the process on-line, the applicant will get the scanned copy / hard copy of such application officially forwarded from the concerned Head of Office to G.A. Department for activation of his account.
2. Once the applicant has received his registration number & log-in password and his account has been activated, he will operate his account & make required changes in his preferences / choices etc. on-line, as & when required.
3. All the existing applicants who have submitted their applications for new allotment of quarters as well as allotment on change basis will submit their applications on-line through the guideline outlined above.
4. All the quarters falling vacant during a month, i.e., till the end of the month will be displayed category-wise on the website of G.A. Department for allotment in the subsequent months. No addition will be made during **1st** to **9th** of the month. In other words, the list of vacant quarters available for allotment as well as the waiting list will remain frozen during the period, i.e., 1st to 9th of the month.

5. Allotment of quarters as per choices / preferences of applicants with reference to eligibility will be considered on 10<sup>th</sup> of each month. An applicant will be allotted a particular quarters chosen by him, if no applicant above him in the waiting list has opted for the same. In this respect the priority principles governing such allotment is enumerated in Para-8 below.

6. All applicants will be eligible for one change in each category of quarters. Waiting List for change as well as the first allotment will be the same. Immediately after operationalisation of the Automated System of allotment, the present practice of Consolidated Chronological Priority List (CCP) for both out-of-turn and non-out-of-turn allotment will be inoperative.

7. The applicant will be required to accept the quarters allotted as per his choice. In the event of failure to accept the allotment, he will be debarred from further allotment for a period of one year.

8. Principles governing fixation of seniority in Automated System of allotment of quarters will be the following:

- a) Eligibility of a State Government employee will be determined as per the Grade Pay of the officer in the present post held in the Government.
- b) The *inter-se* seniority within the same Grade Pay will be considered on the basis of the following criteria:-
  - i) The priority date i.e., the date from which the applicant has been continuously drawing his / her existing Grade Pay.
  - ii) Where the priority date is the same, the applicant having higher basic pay will be senior in the waiting list.
  - iii) Where the priority date & basic pay are the same, the earlier date of joining in the service in State Government will be the next determining criteria.
  - iv) Where the priority date, basic pay and the date of joining are the same, the applicants retiring earlier will be accorded higher priority over the officer retiring later.

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*B. P. S. 13*  
Dy. Director of Estates