

Urgent



**GOVERNMENT OF ODISHA  
GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE  
DEPARTMENT**

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No. 35888 /CA. , Bhubaneswar  
GAD-CA1-QR-0004-2023

Date 06.12.2023

**From**

**Sri Surendra Kumar, IAS  
Additional Chief Secretary to Government**

**To**

**All Departments of Government /  
All Heads of Department / All Government Offices  
(Located at Bhubaneswar and Cuttack)**

**Sub: Operationalisation of “Quarters Management System2.0” (QMS 2.0) Module and issue of Online No Due Certificate (NDC) on vacation of the GA Pool Residential Government Quarters.**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that, the system for allotment of GA Pool Residential Government accommodation based on eligibility and choices exercised by the applicants was made through e-Quarters System from 01.12.2013 vide GA & PG Department OM No. 34096/30.11.2013.

2. In adherence to the 5T principles of the Government, the e-Quarters Application has been suitably enhanced to Quarters Management System –2.0 (QMS 2.0) on HRMS platform for online management and allotment of GA Pool Quarters (Type-I to Type-VI) in Bhubaneswar and Cuttack.

3. The new application will cover all activities related to quarters management starting from application, allotment, vacation and issuance of NOC/NDC in the online platform in a hassle-free manner. The newly developed QMS-2.0 Module by CMGI under GA & PG Department will be made operational from **15.12.2023** in the HRMS platform as well as in the URL: <https://qms.hrmsodisha.gov.in/>

4. The accounts to apply for quarters of all eligible regular Government Employees, those who are drawing salaries through different Treasuries located at Bhubaneswar & Cuttack will be auto activated. Further, no hardcopy would be required for application for GA Pool

P.T.O.

Residential Government Quarters in Bhubaneswar & Cuttack. There would be no need to visit the GA Estate Facilitation Centre.

5. The new application promises increased efficiency, faster processing, greater transparency and more user friendly to State Government employees for allotment, occupation and vacation of GA pool Govt. quarters in a hassle free and time bound manner. The system would be implemented with following changes in the newly introduced Quarters Management System -2.0 (QMS- 2.0).

- i. Dismantling of fittings of GED (like Fan, Light etc.) and PH fittings of WATCO/ PHEO etc. from the GA pool Government quarters shall not be done at the time of vacation by different agencies/ utilities. The quarters are to be surrendered along with all existing fittings. A digital stock register shall be maintained in QMS-2.0 and stock verification shall be done jointly by utilities at the time of vacation.
- ii. In case of missing stock, the occupant shall have to pay depreciated value of the missing stock for getting the clearance. Facility of online payment is made available in QMS-2.0 for early issuance of clearance.
- iii. Facility for online slot booking for vacation is made available in QMS-2.0. The authorized person from all utilities / agencies shall be present on the spot for stock verification and handover. Slot booking shall be done with at least 15 days advance notice.
- iv. Request for issuance of NOC/ NDC after vacation of quarters shall be sent to all agencies/ utilities only through online mode. The utilities/ agencies shall be allowed maximum **3 (three) working days** to respond / issue the NOC/ NDC. If no response is received within the stipulated timeline, system will autogenerate the NOC/ NDC and the concerned person from the utility shall be held responsible in case any pending dues is found later on.
- v. If the pending dues is zero / nil, in respect of any utility/ agency, NOC will be auto generated by the System.

6. Following process shall be followed for using QMS-2.0 for online quarters management:

- i. The QMS-2.0 application can be accessed by State Government employees only both in HRMS platform in the URL: <https://apps.hrmsodisha.gov.in/> as well as in the URL: <https://qms.hrmsodisha.gov.in/> using the existing HRMS credentials of the Government employees. Non-HRMS users can have access QMS-2.0 only through URL: <https://qms.hrmsodisha.gov.in/> and will have to make one-time registration for accessing to the system.
- ii. All Government employees drawing their salary through the treasury located at Bhubaneswar and Cuttack are eligible to exercise their choice in QMS 2.0 which will be made available from 1<sup>st</sup> to 9<sup>th</sup> of every 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**.
- iii. 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 quarter chosen by him/ her if no applicant above him/ her in the category



wise Seniority Ranking list (i.e. Secretariat / HoD / Others ) for allotment of Type-I to Type-IV quarters and in the common Seniority Ranking list for allotment of Type-V & Type -VI quarters opts for the same. In this respect the priority principles governing such allotment is enumerated in Para-6(vi) below.

- iv. All applicants will be eligible for one change in each category of quarters as per their entitlement. For change as well as the first allotment of quarters, the Seniority Ranking will be the same.
- v. The applicant will be required to accept the quarters allotted as per his/her choice. In the event of failure to accept the allotment, he/she will be debarred from further allotment for a period of one year.
- vi. Principles governing fixation of seniority in Automated System for allotment of quarters will be the following:
  - a. Eligibility of a State Government employee will be determined as per the Pay Level and minimum eligibility pay of the officer in the present post held in the Government.
  - b. The inter-se-seniority within the same Pay Level will be considered on the basis of the following criteria: -
    1. The priority date i.e., the date from which the applicant has been continuously drawing his / her existing Pay Level.
    2. Where the priority date is the same, the applicant having higher basic pay in the same Pay Level will be senior in the ranking list.
    3. Where the priority date, Pay Level & basic pay are the same, the earlier date of joining in the regular service in State Government will be the next determining criteria.
    4. Where the priority date, Pay Level, basic pay and the date of joining are the same, the applicants retiring earlier will be accorded higher priority over the officer retiring later.
- vii. GA Pool residential Government accommodation covering Type-I to Type-IV will be allotted through QMS 2.0 module in the ratio **3:2:1** among the **Secretariat, HoD & Others** category of employees on the basis of category wise seniority ranking list and preferences exercised by each such category of eligible employees. For the purpose, separate seniority ranking list for the aforesaid three categories of Government employees will be prepared online in adherence to the principles enumerated in Para-6(vi) above.
- viii. The quarters lying vacant & to be allotted through QMS 2.0 module in a particular type (i.e. for type-I to type-IV) & numbering a multiple of six or part thereof will be allocated among the **Secretariat, HoD & Others** category of Government employees in following manner and cycle will continue in the subsequent months:



1 <sup>st</sup> Allotment	To the uppermost ranked employee of “ <b>Secretariat</b> ” category in the respective category wise seniority ranking list.
2 <sup>nd</sup> Allotment	To the uppermost ranked employee of “ <b>HoD</b> ” category in the respective category wise seniority ranking list.
3 <sup>rd</sup> Allotment	To the next uppermost ranked employee of “ <b>Secretariat</b> ” category in the respective category wise seniority ranking list.
4 <sup>th</sup> Allotment	To the uppermost ranked employee of “ <b>Others</b> ” category in the respective category wise seniority ranking list.
5 <sup>th</sup> Allotment	To the next uppermost ranked employee of “ <b>Secretariat</b> ” category in the respective category wise seniority ranking list.
6 <sup>th</sup> Allotment	To the next uppermost ranked employee of “ <b>HoD</b> ” category in the respective category wise seniority ranking list.

- ix. In the event of unavailability of option in any particular category of employees, the process of allotment will continue among remaining category/ categories on the basis of the options exercised by such employees.
- x. After allotment the allottee can download the allotment order from the QMS 2.0 module.
- xi. From, **01.01.2024** all occupants can apply online No Due Certificate (NDC) & No Objection Certificate (NOC) through QMS 2.0 module.
- xii. The allottee can view their demand and deductions in respect of Water Tax, Licence fee (Rent) and Electricity dues for the GA Pool Quarters.
- xiii. Provision is made available for online payment of balance dues related to Water, Rent and Electricity bill through QMS 2.0.
- xiv. When the allottee wants to vacate the quarter, on retirement or transfer or for any other reason, he/she has to give an online notice (**Slot Booking**) through QMS 2.0 at least **15 days** ahead of actual date of vacation of Quarter. Accordingly, WATCO/ GED/ R&B/TATA Power (TPCODL) will raise their demand online.
- xv. R & B will enter the details in the QMS-2.0 after putting the Lock & Key in the said quarter and QMS-2.0 will note down the date and time of vacation after the lock and key received by R & B as per the slot booked. All stakeholders (TPCODL/ GED/ WATCO / Rent Section) will receive an intimation on the date of vacation of the said quarter in the system and verify the demand position (including penal provisions, if any) within next **three** working days.
- xvi. After three working days the system will freeze the amount and allow the concerned allottee to pay the demands online.

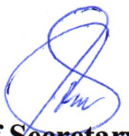
- xvii. After clearance of the dues from all stake holders, individual NDC will be generated and the NOC will be generated by R&B and sent to GA & PG (Rent) Department by the system.
- xviii. Finally, the GA & PG (Rent) Department will issue the NDC/NOC to the concerned occupant.
- xix. The occupant has to enter his /her TPCODL consumer number once at the appropriate place to know the electricity bill status and further follow-up actions.
- xx. When the allottee will make the demand zero by paying the desired amount, the respective NOC will be generated and a copy of the same will be made available electronically to all stakeholders.
- xxi. The R&B will provide the stock and store issued in favour of an occupant in QMS 2.0. The occupant will agree to the stock and store available at his /her screen. At the time of vacation, if any missing item is found, then depreciated amount will be paid by the occupant through online before generating the final NDC.
- xxii. The officials of R&B will be physically available in the said quarter during the time-slot booked by the occupant. If there is some inconvenience then the R&B can modify the time slot which will be notified to the occupant in QMS 2.0 through SMS.
- xxiii. The fittings of GED/PHD/R&B/WATCO will remain inside the quarter after the vacation under the lock and key of R&B. If anything found missing by the R&B Officials then they will lodge FIR of theft with the nearest police station.

7. The User Manual is attached at Annexure-A for ready reference. The User Manual is also made available in digital form in the home page of QMS-2.0 application in the URL: <https://apps.hrmsodisha.gov.in/index.htm>.

8. The provisions in the existing Circulars/ Notifications/ Orders/ Office Memorandum in this respect are modified to the above extent keeping all other provisions intact.

It is therefore requested that, operationalization of the said module and procedural changes with regard to quarters allotment, receipt of intimations, orders, notice, NDC etc. in online mode through HRMS Platform of QMS 2.0 may be intimated through wide circulation among the employees of your jurisdiction for their information and follow up action.

Memo No. 35889 /CA.

  
Additional Chief Secretary to Government

Date 06.12.2023

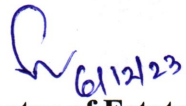
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Additional Director of Estates-cum-  
Additional Secretary to Government

Memo No. 35890 /CA.

Date 06.12.2023

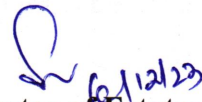
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Memo No. 35891 /CA.

Date 06.12.2023

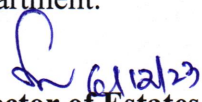
Copy forwarded to the PS to Addl. Chief Secretary, GA & PG Department for kind information of the Addl. Chief Secretary, GA & PG Department.

  
Additional Director of Estates-cum-  
Additional Secretary to Government

Memo No. 35892 /CA.

Date 06.12.2023


Copy forwarded to the PS to Principal Secretary, Works Department Department/ the PS to Principal Secretary, H & UD Department for kind information of the Principal Secretary, Works Department/ the Principal Secretary, H & UD Department.

  
Additional Director of Estates-cum-  
Additional Secretary to Government

Memo No. 35893 /CA.

Date 06.12.2023

Copy forwarded to the Director of Estates & Ex-officio Addl. Secretary to Government, GA & PG Department/ Director, Directorate of Treasuries & Inspection, Odisha/ Chief Engineer Buildings, Odisha / Executive Director, CMGI / CEO, WATCO / Chief Engineer, PHD, Odisha / Rent Officer, GA & PG (Rent) Department/ all Treasuries located at Bhubaneswar and Cuttack for information and necessary action.

  
Additional Director of Estates-cum-  
Additional Secretary to Government

Memo No. 35894 /CA.

Date 06.12.2023

Copy forwarded to the Public Relation Officer, GA & PG Department, with a request to release a press note on the said subject in leading Newspapers, electronic media for information of the occupants of the GA Pool Residential Quarters.

  
Additional Director of Estates-cum-  
Additional Secretary to Government