e-Allotment of Rental Housing Estate
Housing Department
Government of West Bengal
A BLOCK, 1ST FLOOR, NEW SECRETARIAT BUILDING
1, K. S. ROY ROAD, KOLKATA – 700001

National Informatics Centre

System basic

1. How to start the system

Launch the browser and type the website address and press enter.

2. How to create new account

After start the system click on the New Registration like **Fig. 2.1**.

Fig. 2.1

After clicking on New Registration a screen will appear like **Fig. 2.2**.

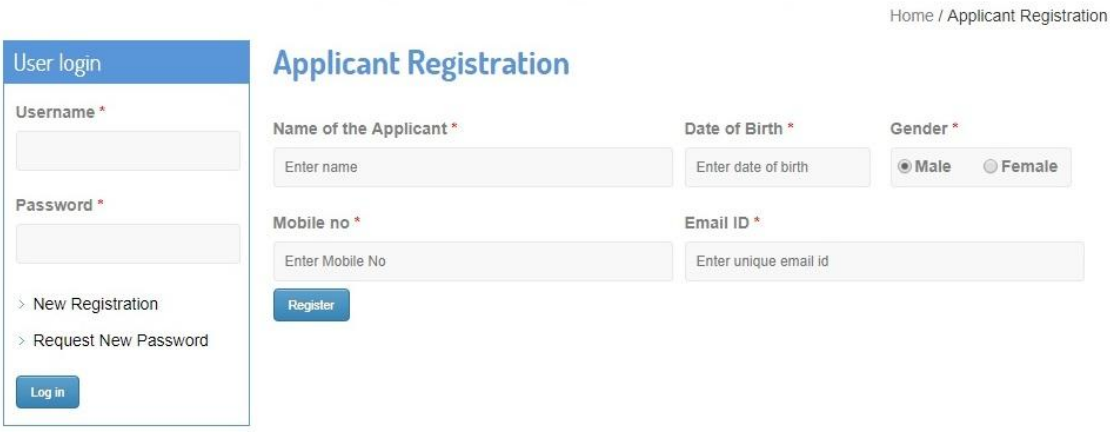

Fig. 2.2

Fill all the required fields and click on the Register button. After pressing the Register button Applicant account will be created but temporarily deactivated.

Download application of registration as PDF format for future reference like **Fig. 2.3**.

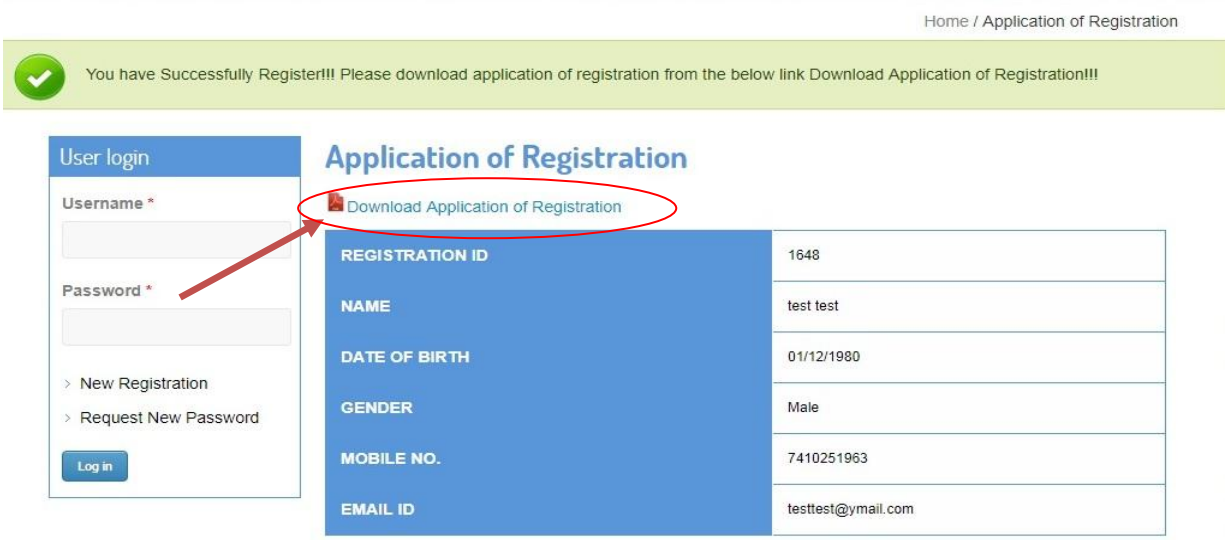

Fig. 2.3

3. How to login

When start the system, a login screen will appear like **Fig. 3.1**.

Fig. 3.1

Give user specific username and password. Now press the "**Login button**". After pressing the login button if system finds you as a authenticate user, you will be redirected to the home page like **Fig. 3.2**.

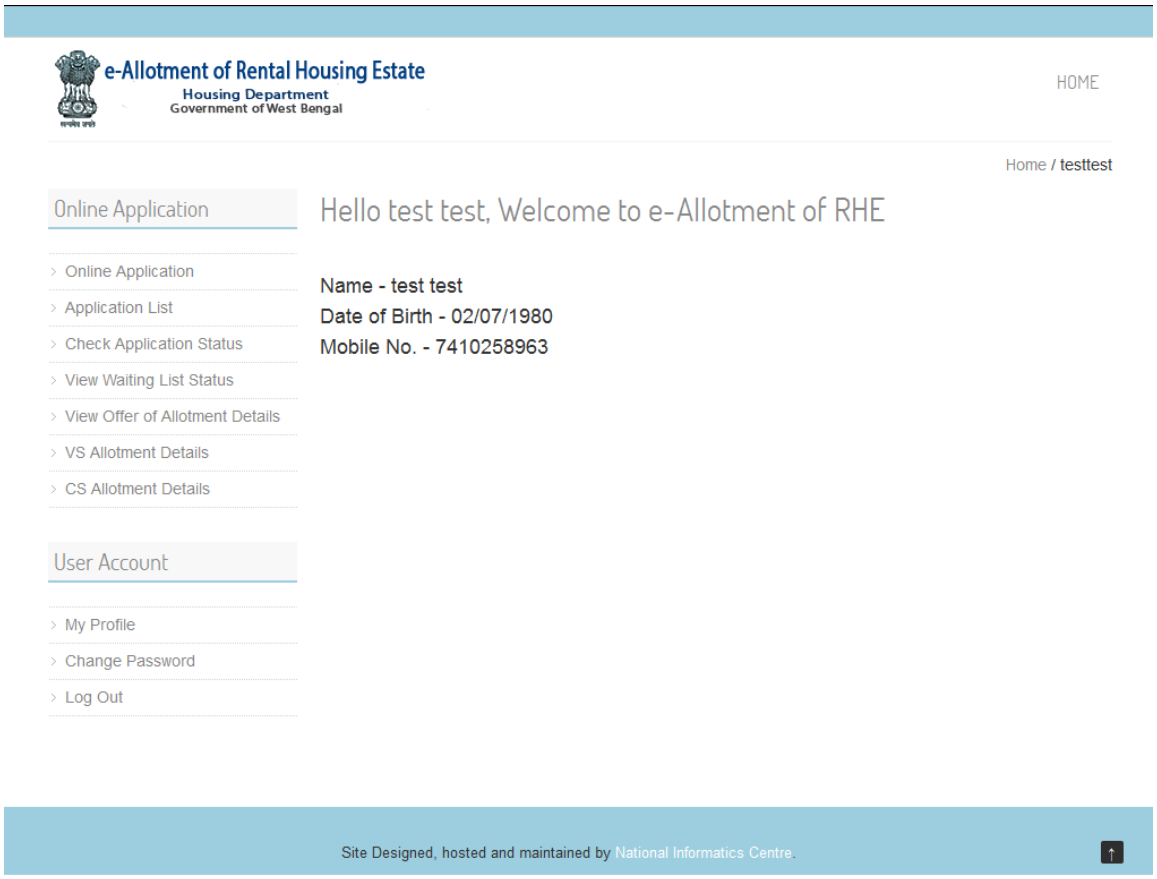

Fig. 3.2

4. How to change password

If you want to change your password, click on the link "**Change Password**". See fig. 4.1.

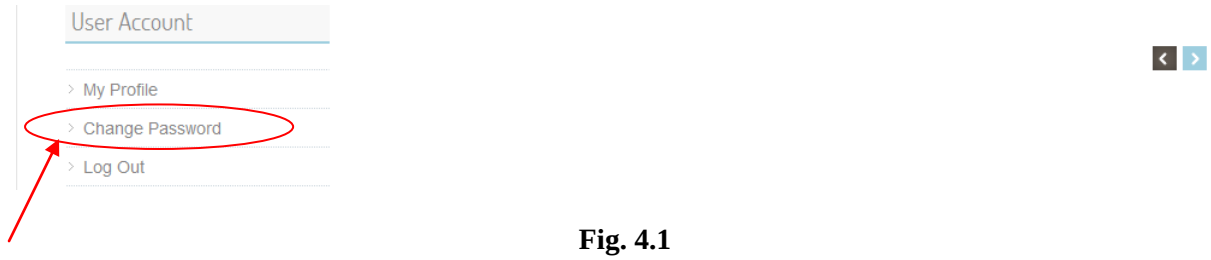

Fig. 4.1

When you click on this link, you will be redirected to page as shown in fig. 4.2. Description of the form fields are given below:

Current password: Enter your current password in this field.

E-mail address: If you want to change your email address, write here the new one.

Password: Write your new password in this field. Beside this there is a password strength checker which checks your password strength. Always try to create a strong password because strong password is more secure and difficult to break.

Confirm password: Write your new password here again. Be sure what you write in the "**Password**" field must be exactly matched with content of "**Confirm password**" field.

Click on **Save** button to save changes.

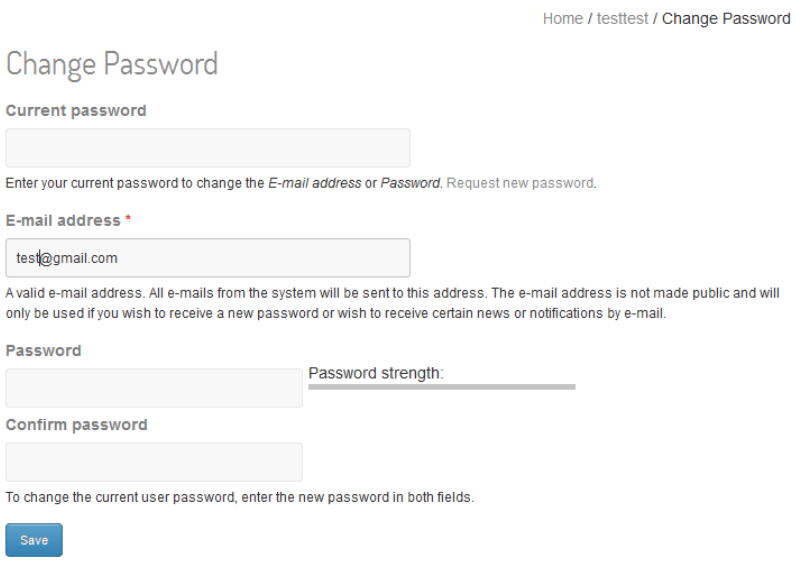

Fig. 4.2

5. How to logout

If you want to logout from the system, click on the link "**Log out**" in the header of the page. See fig. 5.1.

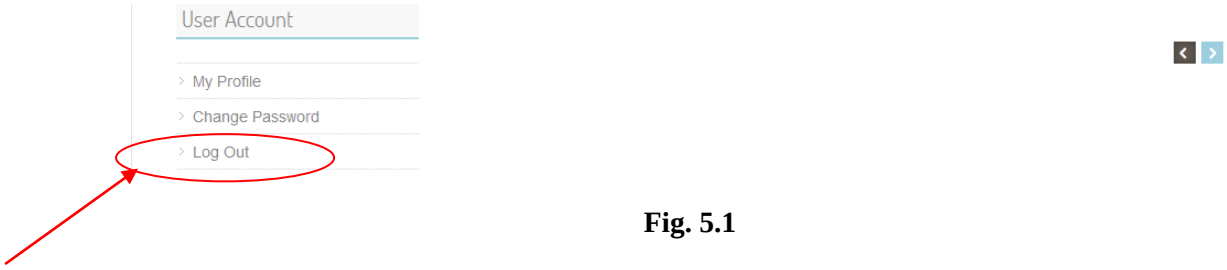

Fig. 5.1

When you click on this link, you will be redirected to the login page of the system.

6. Request for new password

If you forget the password when trying to login the system, there is a link named "**Request New Password**" above "**Log in**" button in **Fig. 3.1**. Click on this link and you will be redirected to a page like **Fig. 6.1**.

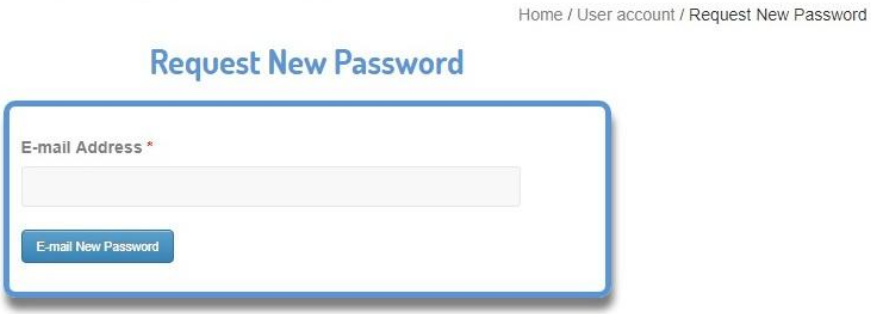

Fig. 6.1

Write your registered email address in the given text box and press "**E-mail new password**" button.

Applicant user applications

1. Online Application

1.1. New Allotment:

Click on the **Online Application** like **Fig. 1.1.a.**.

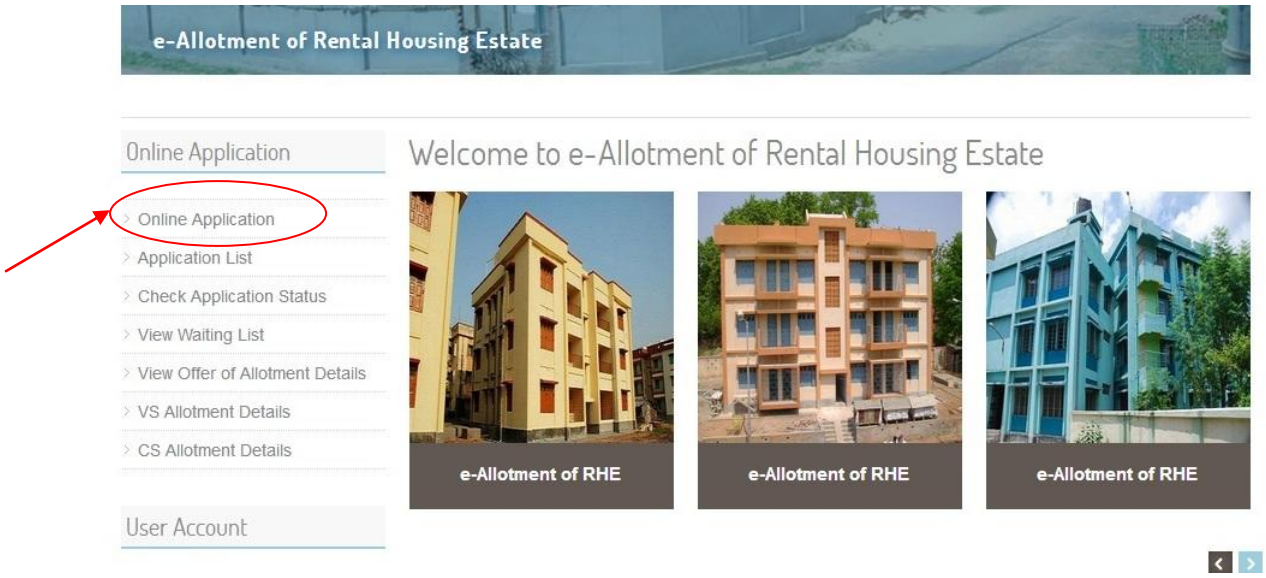

Fig. 1.1.a.

To apply for new allotment first click on the **New Allotment** then click on **Go to application page** like **Fig. 1.1.b.**.

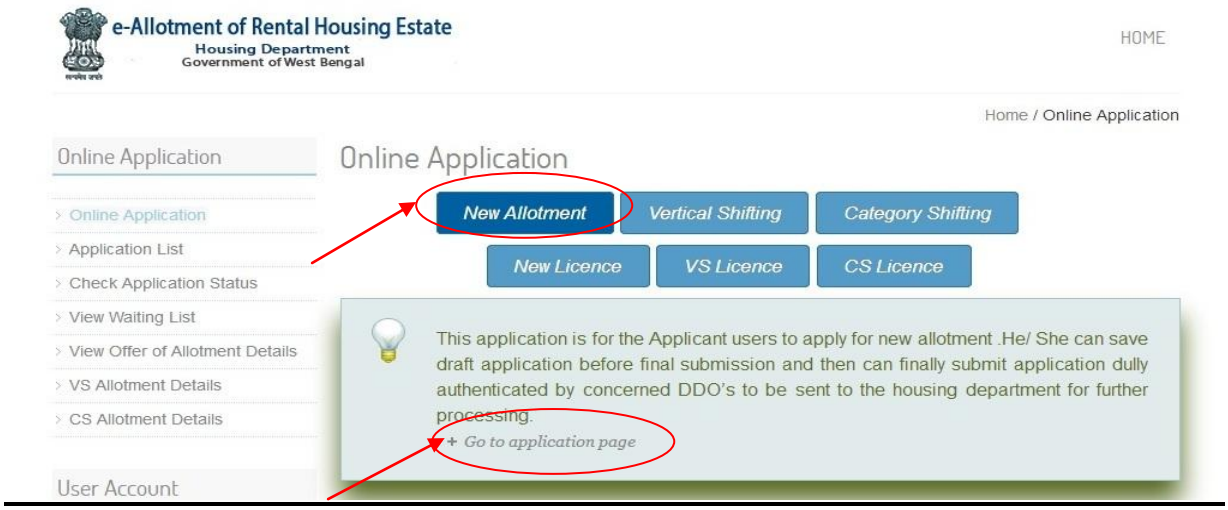

Fig. 1.1.b.

Click on the every sections heading of the form to expand or collapse the sections. Enter all the information and click on **Save As Draft** button to save application as draft or click on **Apply** button to submit final new allotment application like **Fig. 1.1.c.**.

Descriptions of the fields are given below:

Applicant's Name: Name of the Applicant.

Father / Husband Name: Father's name of the Applicant.

Mobile no: Mobile no. of the Applicant.

Email ID: Email id of the Applicant.

Date of Birth: Date of Birth of the Applicant.

Gender: Select Gender of the Applicant.

Designation: Designation of the Applicant.

Pay Band: Pay Band of the Applicant.

Pay in the Pay Band: Pay in the Pay Band of the Applicant.

Grade Pay: Grade Pay of the Applicant.

GPF No.: GPF No. of the Applicant.

Place of Posting: Place where the Applicant is posted.

Headquarter: Office Headquarter of the Applicant.

Date of Joining: Joining date of the Applicant.

Date of Retirement: Retirement date of the Applicant.

Name of the Office: Office name of the Applicant.

Street: Office street address of the Applicant.

City / Town / Village: Name of the City/Town/Village in which the Applicant's office situated.

Post Office: Post office of the Applicant's office.

Pincode: Office address pincode of the Applicant.

DDO District: District of the Applicant's DDO.

DDO Designation: Designation of the Applicant's DDO.

DDO Address: Office Address of the Applicant's DDO.

Upload Latest Payslip: Upload Applicant's latest payslip as jpeg or jpg or pdf format.

Checkbox: Check the checkbox named **Wheather Police Personal/Single Working Women/Physically Handicaped Or Serious Illness/Transfer,** if the Applicant wants to apply as Police Personal/Single Working Women/Physically Handicaped Or Serious Illness/Transfer and upload necessary document.

Flat TYPE: Applicant's Flat type respect to the applicant's pay band.

Allotment Category: Select Allotment Category from the list respect to the applicant's pay band.

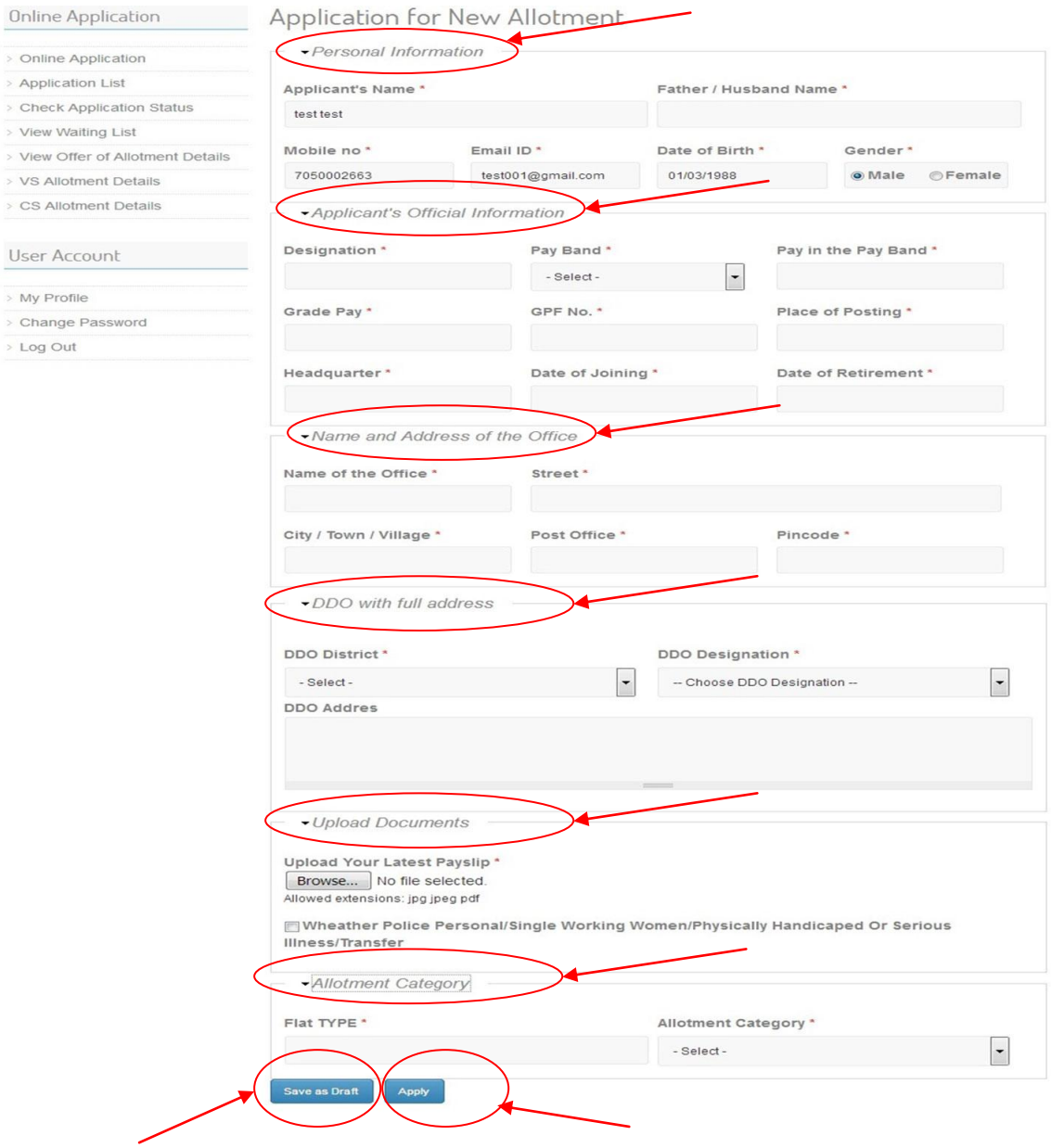

Fig. 1.1.c.

1.2. New Licence:

Click on the **Online Application,** see **Fig. 1.1.a.**.

To apply for new licence first click on the **New Licence** then click on **Go to application page** like **Fig. 1.2.a.**.

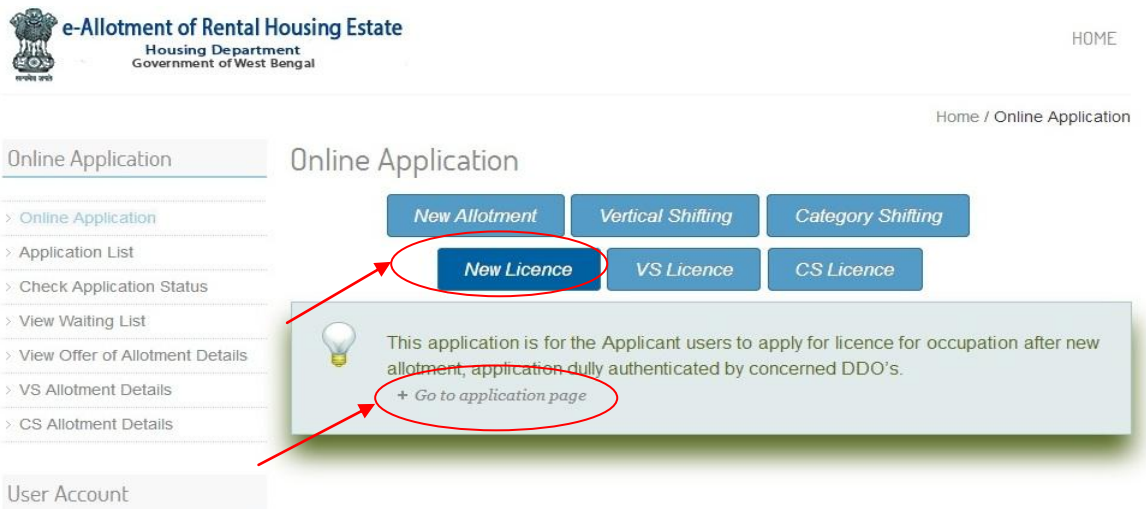

Fig. 1.2.a.

Click on the every sections heading of the form to expand or collapse the sections. Enter all the information and click on **Save As Draft** button to save application as draft or click on **Apply** button to submit final new licence application like **Fig. 1.2.b.**.

Descriptions of the fields are given below:

Applicant's Name: Name of the Applicant.

Father / Husband Name: Father's name of the Applicant.

Mobile no: Mobile no. of the Applicant.

Email ID: Email id of the Applicant.

Date of Birth: Date of Birth of the Applicant.

Gender: Select Gender of the Applicant.

Designation: Designation of the Applicant.

Pay Band: Pay Band of the Applicant.

Pay in the Pay Band: Pay in the Pay Band of the Applicant.

Grade Pay: Grade Pay of the Applicant.

GPF No.: GPF No. of the Applicant.

Place of Posting: Place where the Applicant is posted.

Headquarter: Office Headquarter of the Applicant.

Date of Joining: Joining date of the Applicant.

Date of Retirement: Retirement date of the Applicant.

Name of the Office: Office name of the Applicant.

Street: Office street address of the Applicant.

City / Town / Village: Name of the City/Town/Village in which the Applicant's office situated.

Post Office: Post office of the Applicant's office.

Pincode: Office address pincode of the Applicant.

DDO District: District of the Applicant's DDO.

DDO Designation: Designation of the Applicant's DDO.

DDO Address: Office Address of the Applicant's DDO.

Upload Necessary Document: Upload Applicant's latest payslip as jpeg or jpg or pdf format.

Allotment No.: Allotment No. which generates when Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the offer of allotment.

Allotment Date: Allotment Date on which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the offer of allotment.

District: District in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the offer of allotment.

Housing: Rental Housing Estate in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the offer of allotment.

Housing Address: Address of Rental Housing Estate in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the offer of allotment.

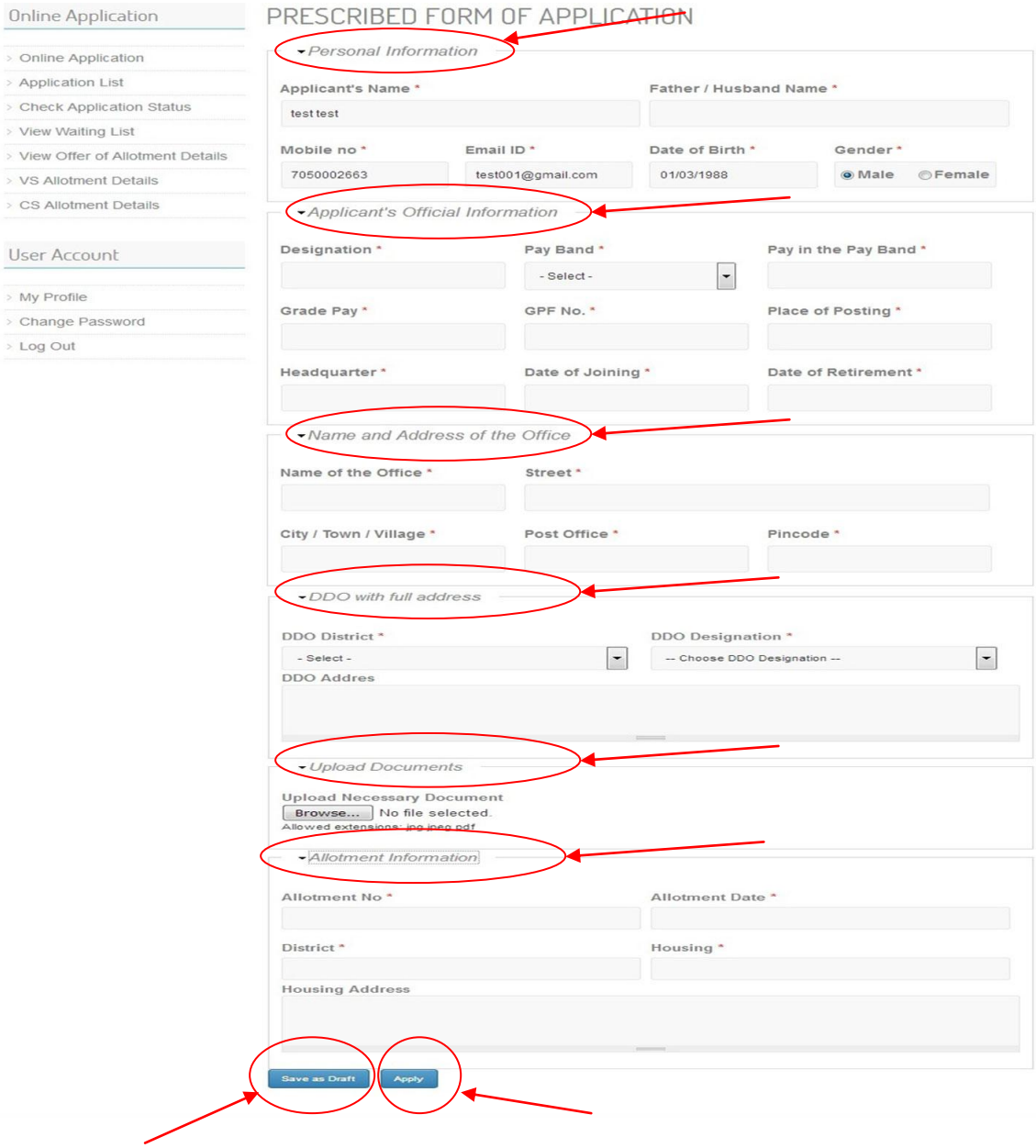
Online Application
Online Application
Application List
Check Application Status
View Waiting List
View Offer of Allotment Details
VS Allotment Details
CS Allotment Details
User Account
My Profile
Change Password
Log Out
PRESCRIBED FORM OF APPLICATION
Personal Information
Applicant's Name *
test test
Father / Husband Name *
Mobile no *
7050002663
Email ID *
test001@gmail.com
Date of Birth *
01/03/1988
Gender *
Male
Female
Applicant's Official Information
Designation *
Pay Band *
- Select -
Pay in the Pay Band *
Grade Pay *
GPF No. *
Place of Posting *
Headquarter *
Date of Joining *
Date of Retirement *
Name and Address of the Office
Name of the Office *
Street *
City / Town / Village *
Post Office *
Pincode *
DDO with full address
DDO District *
- Select -
DDO Designation *
-- Choose DDO Designation --
DDO Addres
Upload Documents
Upload Necessary Document
Browse...
No file selected.
Allowed extensions: jpg,jpeg,pdf
Allotment Information
Allotment No *
Allotment Date *
District *
Housing *
Housing Address
Save as Draft
Apply

Fig. 1.2.b.

1.3. Vertical Shifting:

Click on the **Online Application,** see **Fig. 1.1.a.**.

To apply for Vertical shifting first click on the **Vertical Shifting** then click on **Go to application page** like **Fig. 1.3.a.**.

Fig. 1.3.a.

Click on the every sections heading of the form to expand or collapse the sections. Enter all the information and click on **Save As Draft** button to save application as draft or click on **Apply** button to submit final vertical shifting application like **Fig. 1.3.b.**.

Descriptions of the fields are given below:

Applicant's Name: Name of the Applicant.

Father / Husband Name: Father's name of the Applicant.

Mobile no: Mobile no. of the Applicant.

Email ID: Email id of the Applicant.

Date of Birth: Date of Birth of the Applicant.

Gender: Select Gender of the Applicant.

Designation: Designation of the Applicant.

Pay Band: Pay Band of the Applicant.

Pay in the Pay Band: Pay in the Pay Band of the Applicant.

Grade Pay: Grade Pay of the Applicant.

GPF No.: GPF No. of the Applicant.

Place of Posting: Place where the Applicant is posted.

Headquarter: Office Headquarter of the Applicant.

Date of Joining: Joining date of the Applicant.

Date of Retirement: Retirement date of the Applicant.

Name of the Office: Office name of the Applicant.

Street: Office street address of the Applicant.

City / Town / Village: Name of the City/Town/Village in which the Applicant's office situated.

Post Office: Post office of the Applicant's office.

Pincode: Office address pincode of the Applicant.

DDO District: District of the Applicant's DDO.

DDO Designation: Designation of the Applicant's DDO.

DDO Address: Office Address of the Applicant's DDO.

Select Housing: Select the RHE name from the RHE list where the Applicant gets allotment of Flat and taken licence and possession of the flat.

Select Block: Select the RHE Block name from the block name list under which Applicant gets allotment of Flat and taken licence and possession of the Flat.

Flat No.: Select the Flat No. from the flat no. list where the Applicant gets allotment and taken licence and possession.

Date of Possession: Date on which Applicant taken possession of the flat where he/she gets allotment.

Upload Current Licence: Upload Applicant's current licence as jpeg or jpg or pdf format.

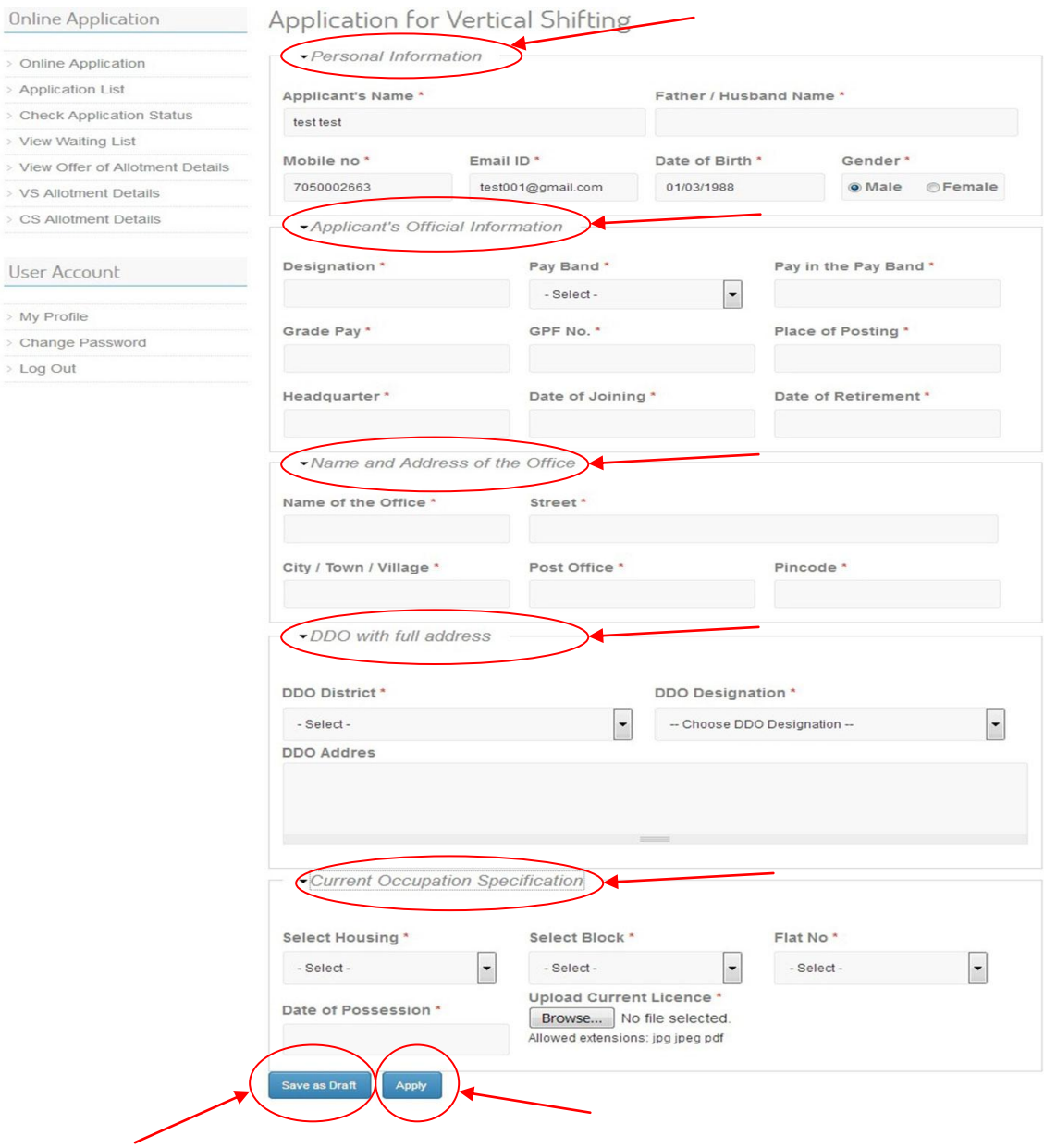
Online Application
Online Application
Application List
Check Application Status
View Waiting List
View Offer of Allotment Details
VS Allotment Details
CS Allotment Details
User Account
My Profile
Change Password
Log Out
Application for Vertical Shifting
Personal Information
Applicant's Name *
test test
Father / Husband Name *
Mobile no *
7050002663
Email ID *
test001@gmail.com
Date of Birth *
01/03/1988
Gender *
Male
Female
Applicant's Official Information
Designation *
Pay Band *
- Select -
Pay in the Pay Band *
Grade Pay *
GPF No. *
Place of Posting *
Headquarter *
Date of Joining *
Date of Retirement *
Name and Address of the Office
Name of the Office *
Street *
City / Town / Village *
Post Office *
Pincode *
DDO with full address
DDO District *
- Select -
DDO Designation *
-- Choose DDO Designation --
DDO Addres
Current Occupation Specification
Select Housing *
- Select -
Select Block *
- Select -
Flat No *
- Select -
Date of Possession *
Upload Current Licence *
Browse...
No file selected.
Allowed extensions: jpg jpeg pdf
Save as Draft
Apply

Fig. 1.3.b.

1.4. VS Licence:

Click on the **Online Application,** see **Fig. 1.1.a.**.

To apply for vs licence first click on the **VS Licence** then click on **Go to application page** like

Fig. 1.4.a..

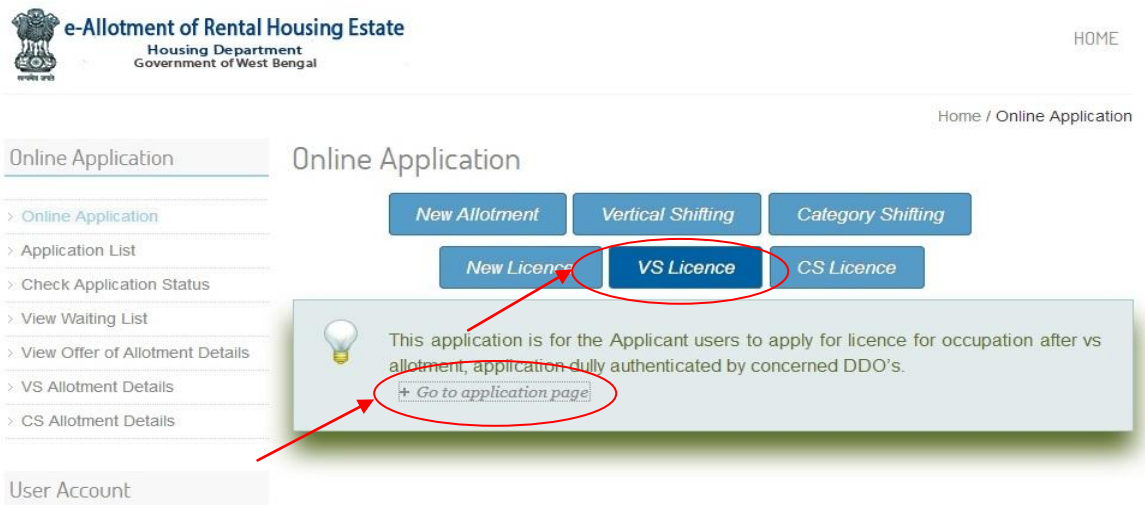

Fig. 1.4.a.

Click on the every sections heading of the form to expand or collapse the sections. Enter all the information and click on **Save As Draft** button to save application as draft or click on **Apply** button to submit final vs licence application like **Fig. 1.4.b.**.

Descriptions of the fields are given below:

Applicant's Name: Name of the Applicant.

Father / Husband Name: Father's name of the Applicant.

Mobile no: Mobile no. of the Applicant.

Email ID: Email id of the Applicant.

Date of Birth: Date of Birth of the Applicant.

Gender: Select Gender of the Applicant.

Designation: Designation of the Applicant.

Pay Band: Pay Band of the Applicant.

Pay in the Pay Band: Pay in the Pay Band of the Applicant.

Grade Pay: Grade Pay of the Applicant.

GPF No.: GPF No. of the Applicant.

Place of Posting: Place where the Applicant is posted.

Headquarter: Office Headquarter of the Applicant.

Date of Joining: Joining date of the Applicant.

Date of Retirement: Retirement date of the Applicant.

Name of the Office: Office name of the Applicant.

Street: Office street address of the Applicant.

City / Town / Village: Name of the City/Town/Village in which the Applicant's office situated.

Post Office: Post office of the Applicant's office.

Pincode: Office address pincode of the Applicant.

DDO District: District of the Applicant's DDO.

DDO Designation: Designation of the Applicant's DDO.

DDO Address: Office Address of the Applicant's DDO.

Upload Necessary Document: Upload Applicant's latest payslip as jpeg or jpg or pdf format.

Allotment No.: Allotment No. which generates when Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the vertical shifting allotment.

Allotment Date: Allotment Date on which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the vertical shifting allotment.

District: District in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the vertical shifting allotment.

Housing: Rental Housing Estate in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the vertical shifting allotment.

Housing Address: Address of Rental Housing Estate in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the vertical shifting allotment.

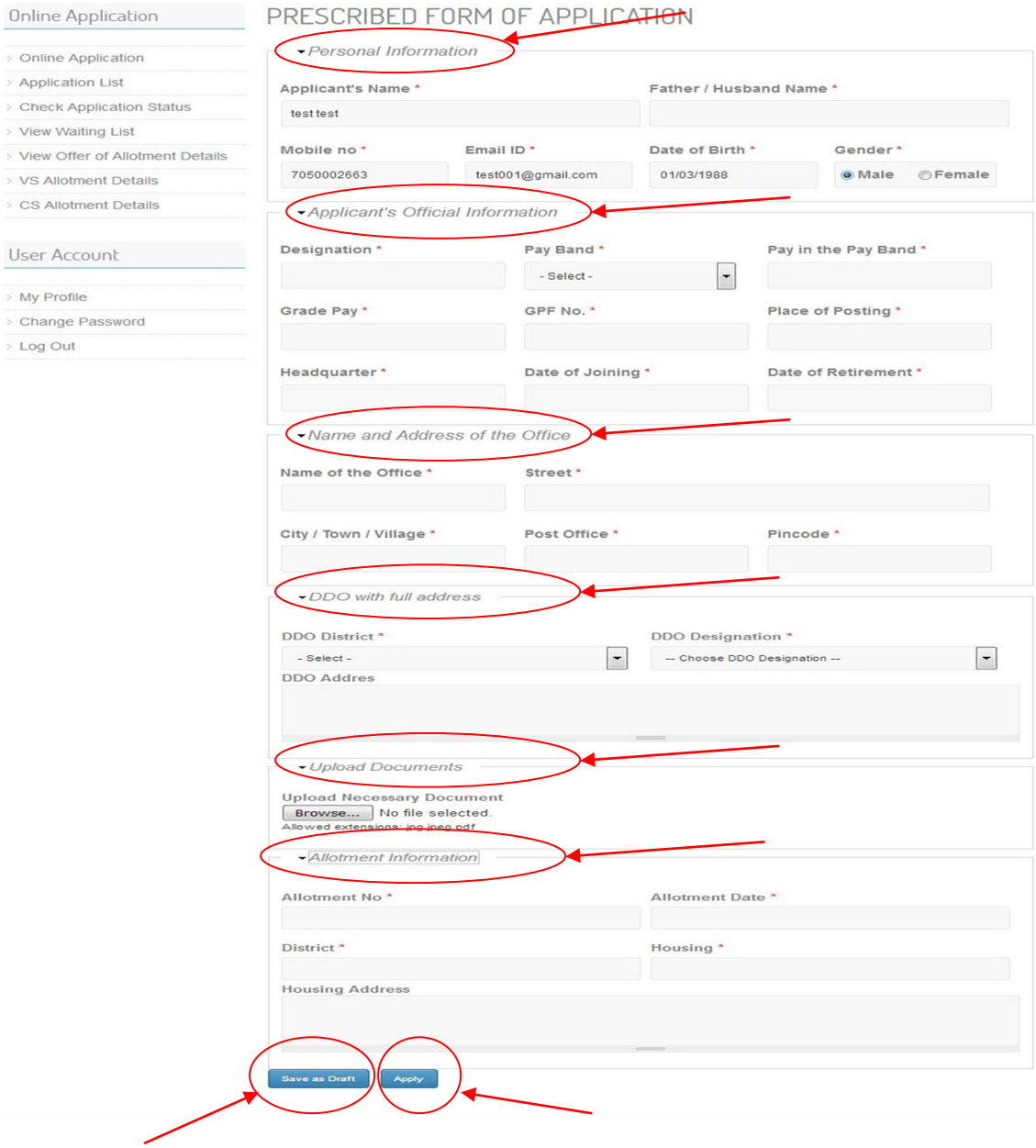
Online Application
Online Application
Application List
Check Application Status
View Waiting List
View Offer of Allotment Details
VS Allotment Details
CS Allotment Details
User Account
My Profile
Change Password
Log Out
PRESCRIBED FORM OF APPLICATION
Personal Information
Applicant's Name *
test test
Father / Husband Name *
Mobile no *
7050002663
Email ID *
test001@gmail.com
Date of Birth *
01/03/1988
Gender *
Male
Female
Applicant's Official Information
Designation *
Pay Band *
- Select -
Pay in the Pay Band *
Grade Pay *
GPF No. *
Place of Posting *
Headquarter *
Date of Joining *
Date of Retirement *
Name and Address of the Office
Name of the Office *
Street *
City / Town / Village *
Post Office *
Pincode *
DDO with full address
DDO District *
- Select -
DDO Designation *
-- Choose DDO Designation --
DDO Addres
Upload Documents
Upload Necessary Document
Browse...
No file selected.
Allowed extensions: jpg,jpeg,pdf
Allotment Information
Allotment No *
Allotment Date *
District *
Housing *
Housing Address
Save as Draft
Apply

Fig. 1.4.b.

1.5. Category Shifting:

Click on the **Online Application,** see **Fig. 1.1.a.**.

To apply for Category shifting first click on the **Category Shifting** then click on **Go to application page** like **Fig. 1.5.a.**.

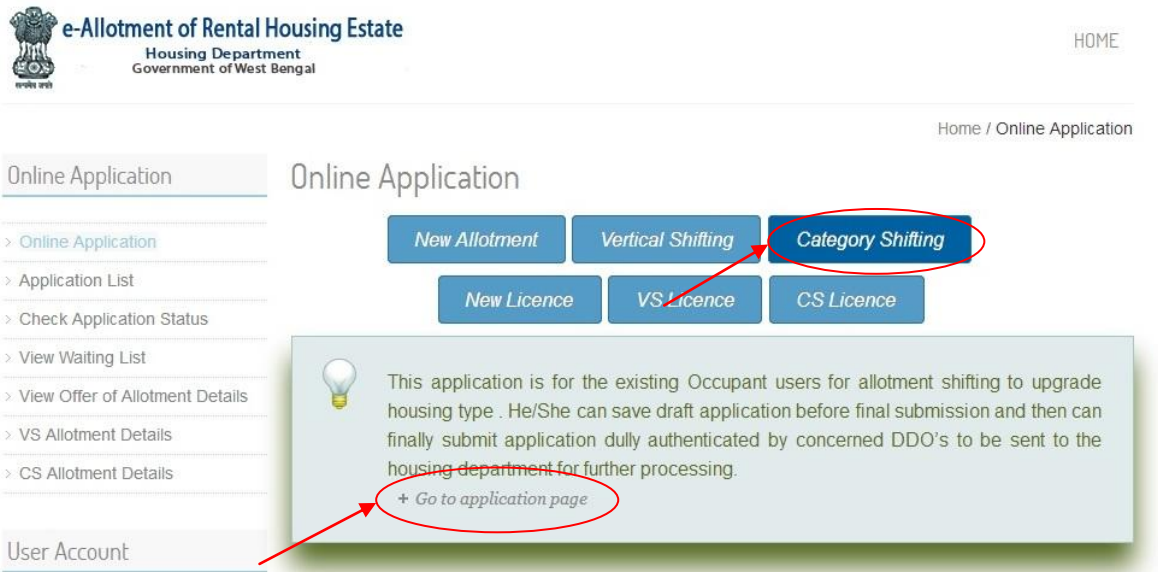

Fig. 1.5.a.

Click on the every sections heading of the form to expand or collapse the sections. Enter all the information and click on **Save As Draft** button to save application as draft or click on **Apply** button to submit final category shifting application like **Fig. 1.5.b.**.

Descriptions of the fields are given below:

Applicant's Name: Name of the Applicant.

Father / Husband Name: Father's name of the Applicant.

Mobile no: Mobile no. of the Applicant.

Email ID: Email id of the Applicant.

Date of Birth: Date of Birth of the Applicant.

Gender: Select Gender of the Applicant.

Designation: Designation of the Applicant.

Pay Band: Pay Band of the Applicant.

Pay in the Pay Band: Pay in the Pay Band of the Applicant.

Grade Pay: Grade Pay of the Applicant.

GPF No.: GPF No. of the Applicant.

Place of Posting: Place where the Applicant is posted.

Headquarter: Office Headquarter of the Applicant.

Date of Joining: Joining date of the Applicant.

Date of Retirement: Retirement date of the Applicant.

Name of the Office: Office name of the Applicant.

Street: Office street address of the Applicant.

City / Town / Village: Name of the City/Town/Village in which the Applicant's office situated.

Post Office: Post office of the Applicant's office.

Pincode: Office address pincode of the Applicant.

DDO District: District of the Applicant's DDO.

DDO Designation: Designation of the Applicant's DDO.

DDO Address: Office Address of the Applicant's DDO.

Select Housing: Select the RHE name from the RHE list where the Applicant gets allotment of Flat and taken licence and possession of the flat.

Select Block: Select the RHE Block name from the block name list under which Applicant gets allotment of Flat and taken licence and possession of the Flat.

Flat No.: Select the Flat No. from the flat no. list where the Applicant gets allotment and taken licence and possession.

Date of Possession: Date on which Applicant taken possession of the flat where he/she gets allotment.

Upload Current Licence: Upload Applicant's current licence as jpeg or jpg or pdf format.

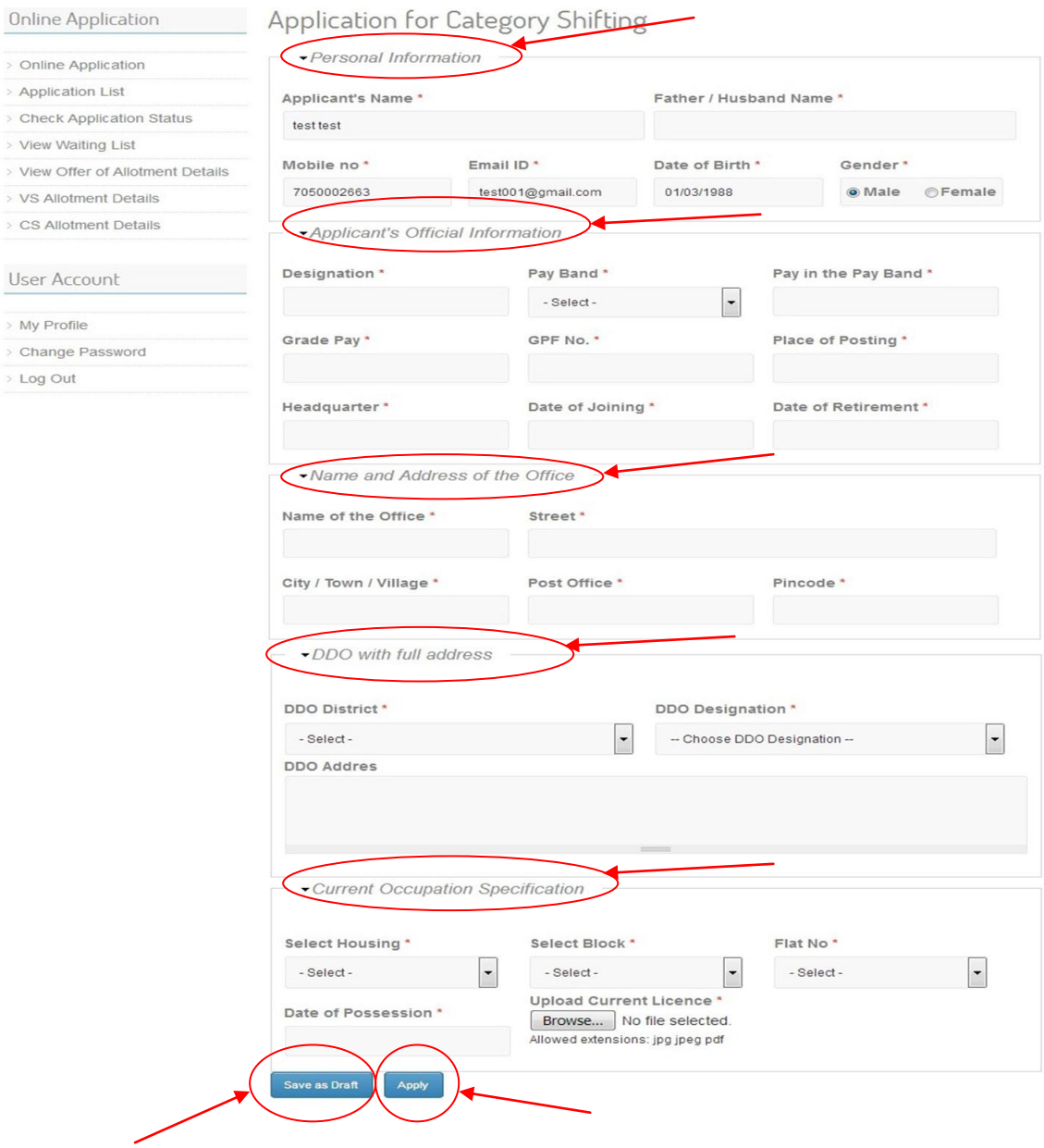
Online Application
Online Application
Application List
Check Application Status
View Waiting List
View Offer of Allotment Details
VS Allotment Details
CS Allotment Details
User Account
My Profile
Change Password
Log Out
Application for Category Shifting
Personal Information
Applicant's Name *
test test
Father / Husband Name *
Mobile no *
7050002663
Email ID *
test001@gmail.com
Date of Birth *
01/03/1988
Gender *
Male
Female
Applicant's Official Information
Designation *
Pay Band *
- Select -
Pay in the Pay Band *
Grade Pay *
GPF No. *
Place of Posting *
Headquarter *
Date of Joining *
Date of Retirement *
Name and Address of the Office
Name of the Office *
Street *
City / Town / Village *
Post Office *
Pincode *
DDO with full address
DDO District *
- Select -
DDO Designation *
-- Choose DDO Designation --
DDO Addres
Current Occupation Specification
Select Housing *
- Select -
Select Block *
- Select -
Flat No *
- Select -
Date of Possession *
Upload Current Licence *
Browse...
No file selected.
Allowed extensions: jpg jpeg pdf
Save as Draft
Apply

Fig. 1.5.b.

1.6. CS Licence:

Click on the **Online Application,** see **Fig. 1.1.a.**.

To apply for cs licence first click on the **CS Licence** then click on **Go to application page** like

Fig. 1.6.a..

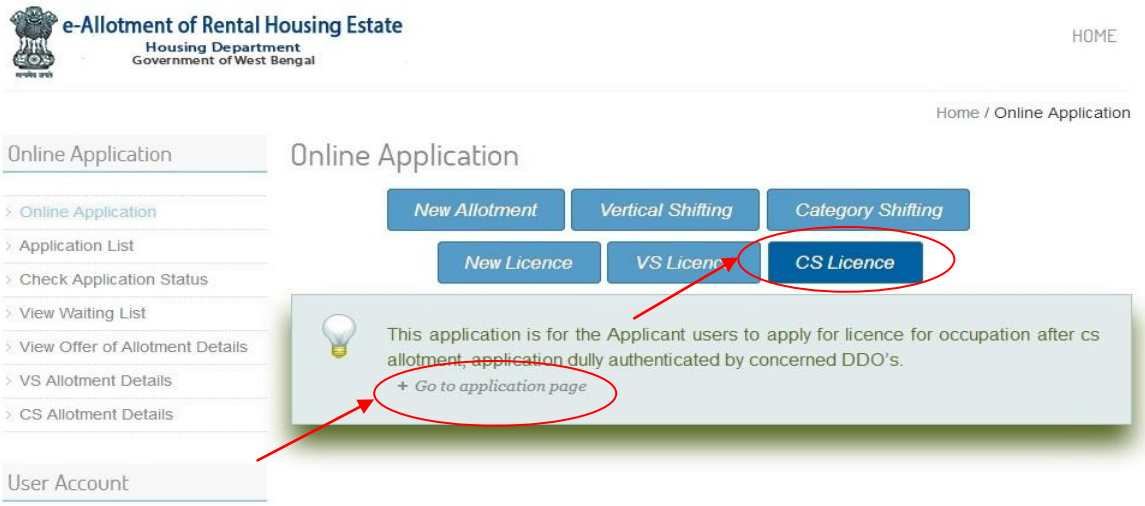

Fig. 1.6.a.

Click on the every sections heading of the form to expand or collapse the sections. Enter all the information and click on **Save As Draft** button to save application as draft or click on **Apply** button to submit final cs licence application like **Fig. 1.6.b.**.

Descriptions of the fields are given below:

Applicant's Name: Name of the Applicant.

Father / Husband Name: Father's name of the Applicant.

Mobile no: Mobile no. of the Applicant.

Email ID: Email id of the Applicant.

Date of Birth: Date of Birth of the Applicant.

Gender: Select Gender of the Applicant.

Designation: Designation of the Applicant.

Pay Band: Pay Band of the Applicant.

Pay in the Pay Band: Pay in the Pay Band of the Applicant.

Grade Pay: Grade Pay of the Applicant.

GPF No.: GPF No. of the Applicant.

Place of Posting: Place where the Applicant is posted.

Headquarter: Office Headquarter of the Applicant.

Date of Joining: Joining date of the Applicant.

Date of Retirement: Retirement date of the Applicant.

Name of the Office: Office name of the Applicant.

Street: Office street address of the Applicant.

City / Town / Village: Name of the City/Town/Village in which the Applicant's office situated.

Post Office: Post office of the Applicant's office.

Pincode: Office address pincode of the Applicant.

DDO District: District of the Applicant's DDO.

DDO Designation: Designation of the Applicant's DDO.

DDO Address: Office Address of the Applicant's DDO.

Upload Necessary Document: Upload Applicant's latest payslip as jpeg or jpg or pdf format.

Allotment No.: Allotment No. which generates when Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the category shifting allotment.

Allotment Date: Allotment Date on which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the category shifting allotment.

District: District in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the category shifting allotment.

Housing: Rental Housing Estate in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the category shifting allotment.

Housing Address: Address of Rental Housing Estate in which Applicant gets the allotment. This field is filled automatically if the Applicant gets the allotment and accepts the category shifting allotment.

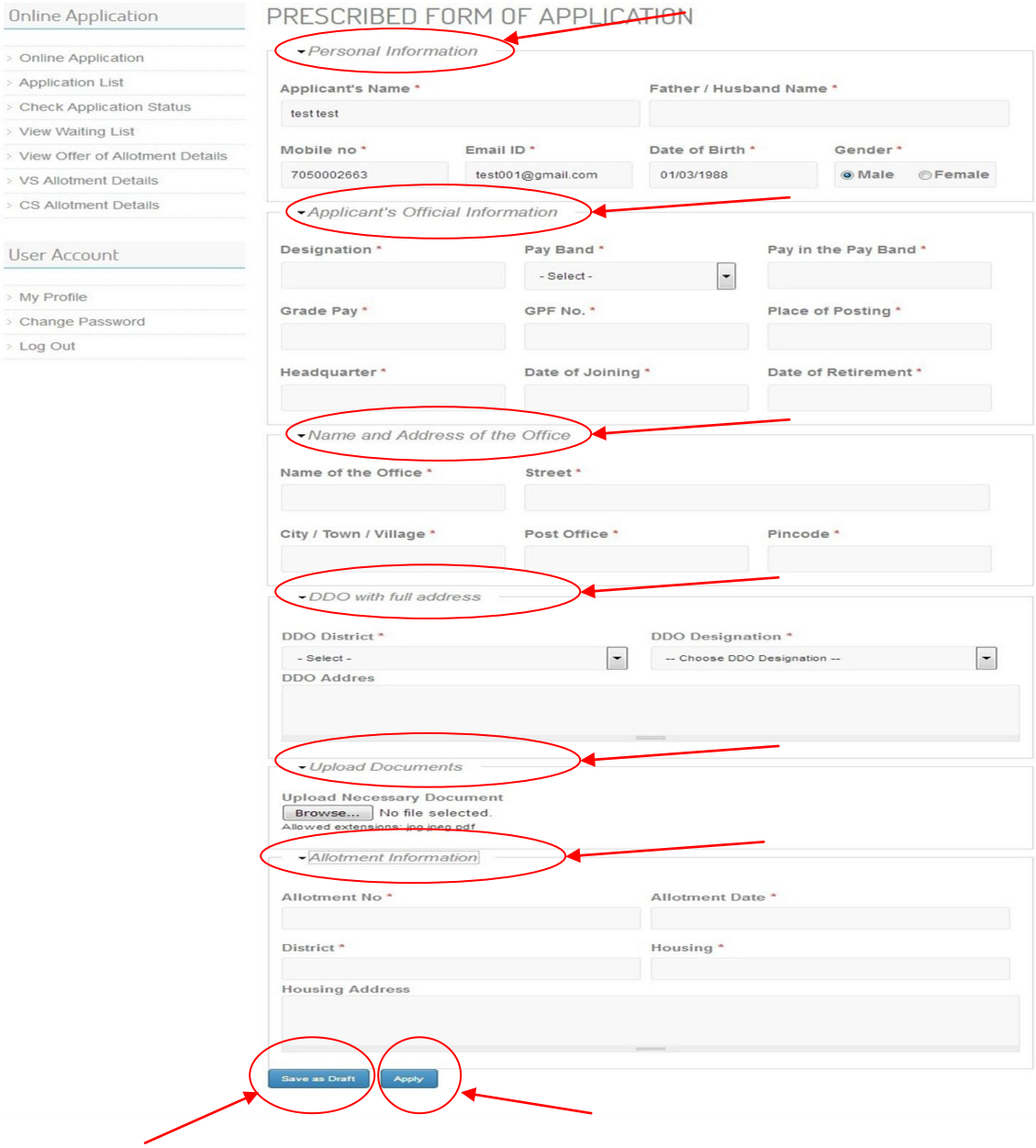
Online Application
Online Application
Application List
Check Application Status
View Waiting List
View Offer of Allotment Details
VS Allotment Details
CS Allotment Details
User Account
My Profile
Change Password
Log Out
PRESCRIBED FORM OF APPLICATION
Personal Information
Applicant's Name *
test test
Father / Husband Name *
Mobile no *
7050002663
Email ID *
test001@gmail.com
Date of Birth *
01/03/1988
Gender *
Male
Female
Applicant's Official Information
Designation *
Pay Band *
- Select -
Pay in the Pay Band *
Grade Pay *
GPF No. *
Place of Posting *
Headquarter *
Date of Joining *
Date of Retirement *
Name and Address of the Office
Name of the Office *
Street *
City / Town / Village *
Post Office *
Pincode *
DDO with full address
DDO District *
- Select -
DDO Designation *
-- Choose DDO Designation --
DDO Addres
Upload Documents
Upload Necessary Document
Browse...
No file selected.
Allowed extensions: jpg,jpeg,pdf
Allotment Information
Allotment No *
Allotment Date *
District *
Housing *
Housing Address
Save as Draft
Apply

Fig. 1.6.b.

2. Application List:

Click on the **Application List** to view all applications and for view application details click on respective **View Icon** like **Fig. 2.a.**.

Fig. 2.a.

3. Check Application Status:

Click on the **Check Application Status** then enter **Application No.** and click on **Search** button to view application status respect to the application no. like **Fig. 3.a.**.

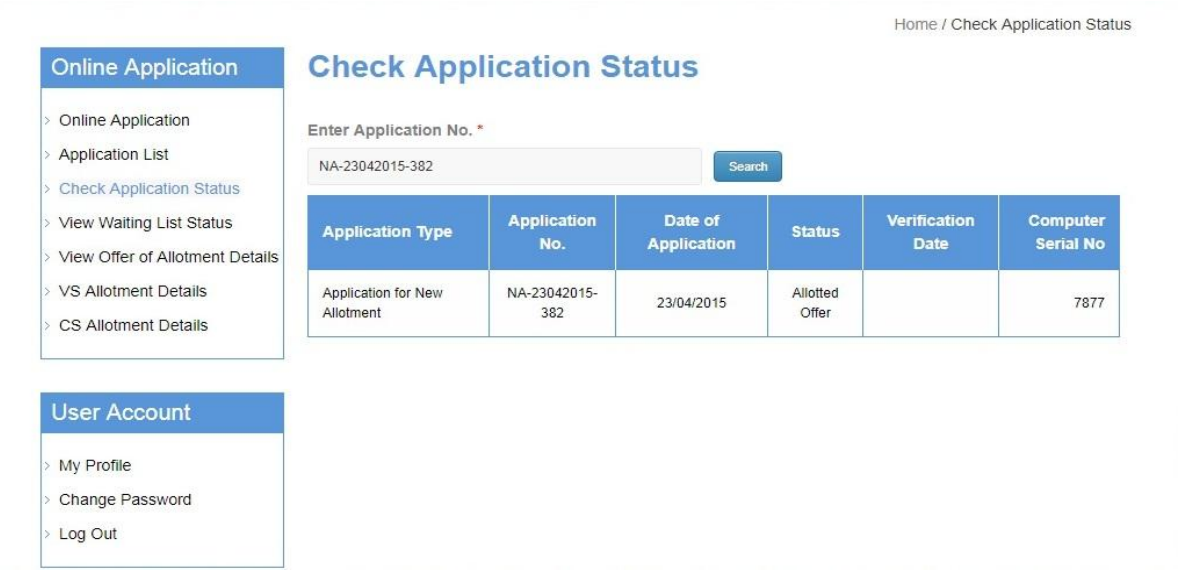

Fig. 3.a.

4. View Waiting List:

Click on the **View Waiting List** then enter **Application No.** and click on **Search** button to view combined waiting no. respect to the application no. like **Fig. 4.a.**.

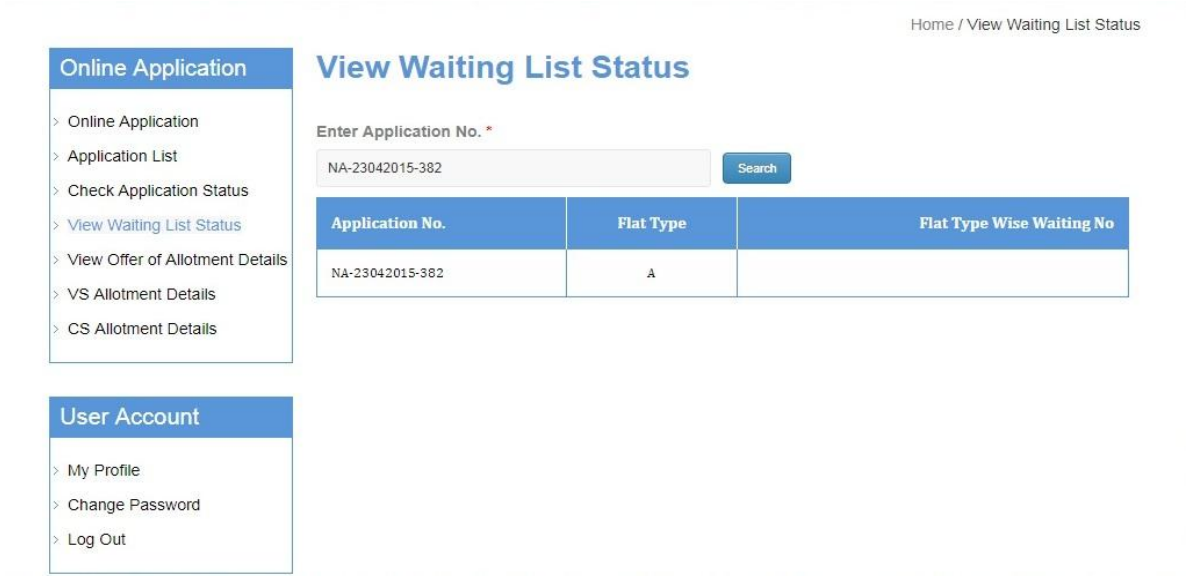

Fig. 4.a.

5. View Offer of Allotment Details:

Click on the **View Offer of Allotment Details** then click on **Accept Offer** to accept the offer of allotment or click on **Reject Offer** to reject the offer of allotment like **Fig. 5.a.**.

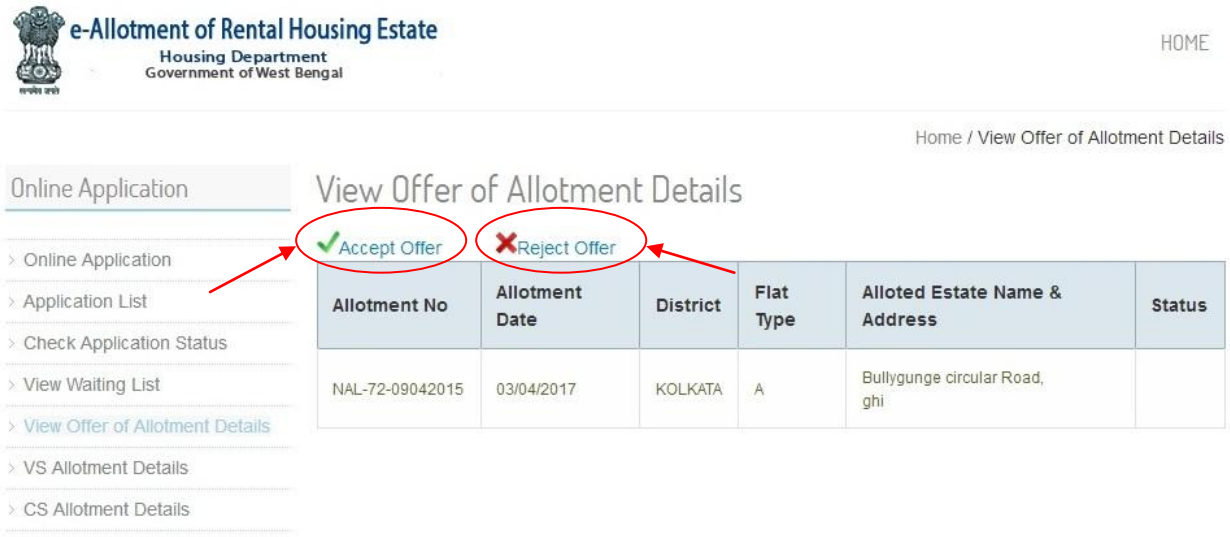

Fig. 5.a.

6. VS Allotment Details:

Click on the **VS Allotment Details** then click on **Accept Offer** to accept the VS allotment or click on **Reject Offer** to reject the VS allotment like **Fig. 6.a.**.

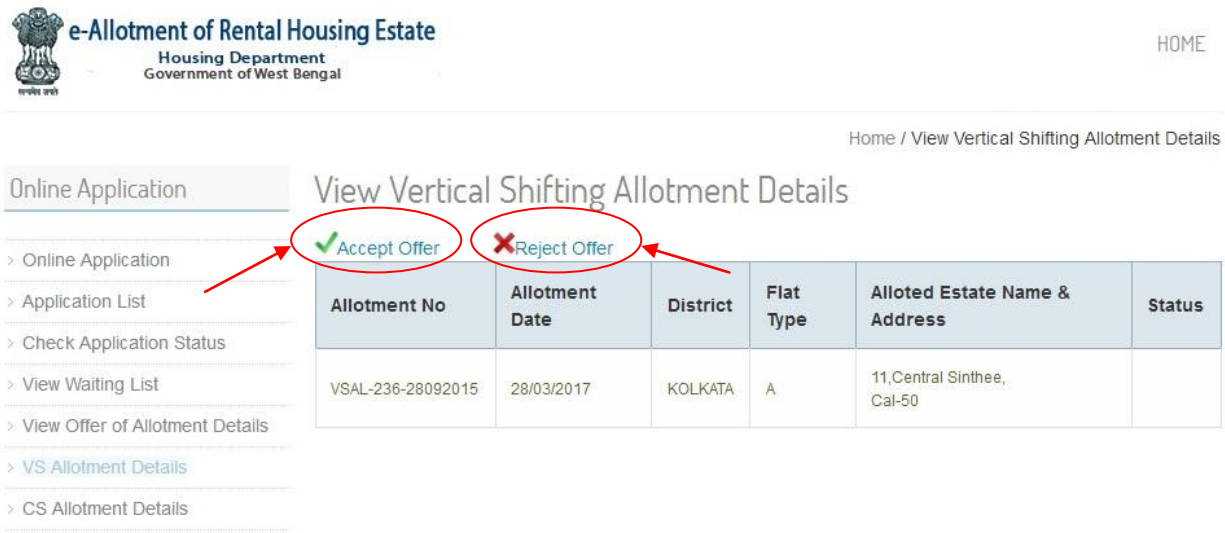

Fig. 6.a.

7. CS Allotment Details:

Click on the **CS Allotment Details** then click on **Accept Offer** to accept the CS allotment or click on **Reject Offer** to reject the CS allotment like **Fig. 7.a.**.

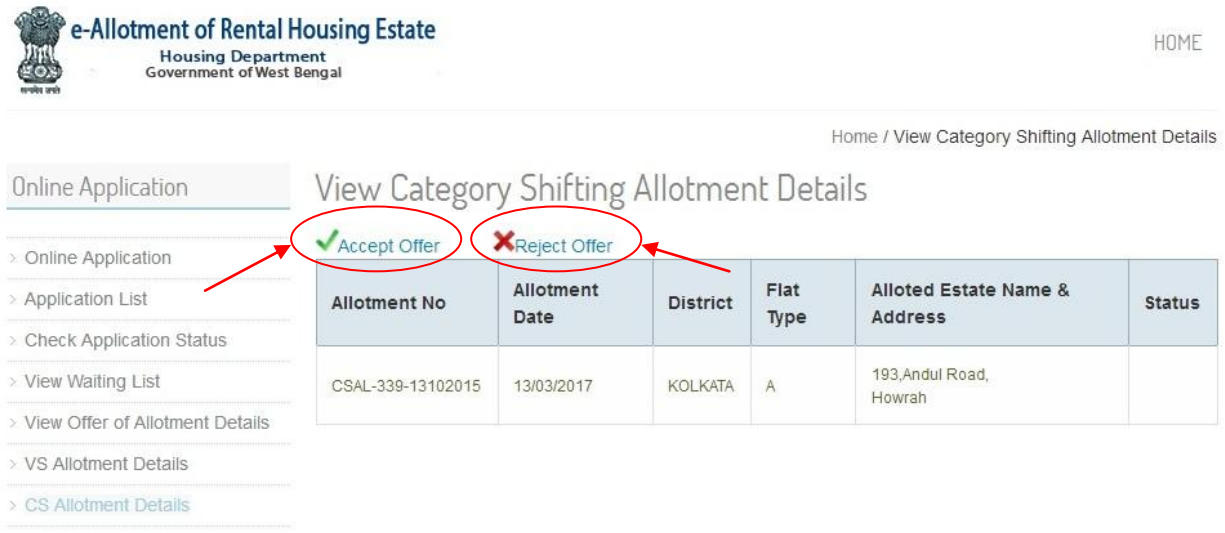

Fig. 7.a.