



Jawaharlal Nehru University

House Allotment Process Application

Version 2.0

http://hap.jnu.ac.in



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Objective of the Application

The need for transforming conventional physical form Submission for Government accommodation into more efficient and transparent online form submission, eliminate huge amount of paperwork and time has long been felt. The HAP (House Allotment Process) in-house developed by eGov cell, CIS aims to support Estate branch by using in more effective and transparent HAP process.



Introduction

HAP is a workflow based system that includes the feature of existing manual handling of House allotment form submission and verification of employee record with addition of more efficient electronic system. This system involve all stages, including the Type wise online form submission, movement of submitted form automatically to concern department and dealing staff, verification of records, generation of Tentative Priority list, Re verification request in submitted form if any and finally generation of type wise final priority list.



<u>Login</u>

HAP is intranet based system which can be access at URL http://hap.jnu.ac.in

	जवाहरलाल नेहरु विश्वविद्यालय, नई विश्वविद्यालय, नई विश्वविद्यालय, नई विश्वविद्यालय, नई विश्वविद्यालय, नई विश्वव	देल्ली Delhi
	HOUSE ALLOTMENT PROCESS	
ODDO ODDO	Enter Your JNU Internet ID JNU Internet Id JNU Internet Access Password Remember Me Urregister User	Schedule (a) Opening date of Online Aplication Link 20/11/2018 TO 11/12/2018 (upto 5.00 P.M.) (b) Display of tentative priority list -18/12/2018 -18/12/2018
Access preferably at Google Chrome/ Mozilla Fired	Help fox. © Communication & Information Services, Jawaharial Nehru University	

On Login page enter your JNU *internet ID username and password.

*your username and password which you enter to access JNU internet



Dashboard

After login first page you see is Dashboard, which shows HAP following statistical data in graphical form.

(a) **<u>Received Application's Status</u>** :- Pi-Chart depict the status of total Applications form.



- (i) **Un-Verified**: Application Form is in concern verifying department for verification.
- (ii) **Verified**: Application Form is in Estate branch after verification.
- (iii) **Cancel**: Application is cancel by concern dealing staff.



(b) **<u>Total Received Application's Type wise:</u>** Bar chart depicts total application received type wise.



(c) <u>Received Application's Date wise</u> :- Line chart depict number of application received date wise.





(d) **Total Received Application's Department Wise**:- Pi Chart depict total number of application received verifying department wise.



(e) **<u>Received Application's Status Department Wise</u>** :- Bar chart depict verifying department wise status of applications i.e. how many application verified, unverified and cancel.





(f) <u>Received Application's Category wise</u> :- Pi-Chart depict total application received category wise.





Online Form Submission (Form-> Apply Form)



On click of Apply form application form will open, showing login employee record, which may be change if required by the employee.

Employee need to apply separate application form for each eligible type. House Type applied field showing only the eligibility type for employee. After examine the entire fields carefully, employee may opt for his/her choice of complex/Floor/House No. via check on choice check box.

Before final submission of form employee need to select the declaration check box. After successful submission of form message will show that application is submitted and forward to concern verifying department and pdf of the submitted application will open in pop-up window with unique application number.



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An e-Gov Initiative	HOUSE ALLOTMENT PROCE			NEX DRUFFIN DIERO-MARKAROX
	Form -> Application Form			
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🚯 Form	House Type Appued:	4 STEP 1	Priority:	🔍 New 🛞 Change
🕏 Reports	< Employee Code:	жх	DOB:*	06/04/1978
Verification	< Employee Name:	Mr. KXXXXXXXX XXXXXXX	рој (јиц):*	24/12/2008
🕒 Estate Form	< Designation:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DOR:*	B0/04/2038
🚯 Access Right	< Employee Type:	Teaching Interview Non-Teaching	Scale:	56100-177500 •
🕒 ChairPerson Screen	< Department/school:		Emp Level(7th CPC):	10(5400) Index: 10
🕒 Guest House	< Gender:	Male Female	Basic:	73200
	Category:*	XXXX T STEP 2	Date GP Grant:	24/12/2008
	Group:	A	Current C	ovt. Accomodation
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	Phone:	Enter Phone	House Type	Type IV 🔻
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	Whether Physically Challenge Choice Check Here() Thereby deck STEP 4 Note: 1 Choice Of Khand 2 Once Your Applik 3 Applicant Can Cl	d: STEP 3 STEP 3 View that details furnished above are true and correct to the best of my kn (Floor/House Exercised By The Applicant Will Be Final. Subject of the State	Ibmit STEP 5 Junit STEP 5 Junit For Particular Hou ed In Other Khand/Floor/House.	se Type Applied.
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<u>Steps</u>

- 1. Select House Type Applied.
- 2. Select Category, Examine all the fields particularly DOJ (Date of Joining), Level, Index, DOB (Date of Birth), Category, Temp (TS)/Adhoc Status and date if applicable.
- 3. Check Choice for select Complex/Floor/House No.(Optional)
- 4. Check on declaration.
- 5. Press Save button. After successful submission pdf of the submitted application will open in *pop up window.

Note: - The Choice of "House Type Applied" correspond the "Scale" and "Level". Therefore manual change in "Scale" and "Level" will restrict the options of "House Type Applied".

*if pop up window not open then unblock pop up window on click on top right corner of browser



Choice 1 (*) Complex Name: MULTI STORY PASCHIN "Note - In each particular choice, applicant can opt either floor or house	f v Floor: (optional) number.		House 540 580 510 ^ 545 585 515 550 500 550 590 518 555 595 520 560 600 525 555 555 525
Choice 2 Complex Name: UTTRAKHAND "Note - In each particular choice, applicant can opt either floor or house	• Floor: (optional) number.	Cround Coptions)	 House □ 130 0 147 0 168 □ 132 □ 148 □ 169A □ 134 □ 150
Choice 3 Complex Name: DAKSHINAPURAM *Note - In each particular choice, applicant can opt either floor or house	Floor: (optional) number.	Floor Ground (optional)	OHouse 37. 42. 43

Choice Entry (Optional)

Applicant can select their choice for Complex, Floor/House No.

Note: -Choice of khand, floor/house exercised by the applicant will be final

Applicant can choose only 3 specific house numbers and he/she will not be considered in other khand/floor/house.

In each particular choice, applicant can opt either Floor or House number.



Online Application Update (Form-> Application Update)



On click of Application Update form will open, showing already applied Type wise application which can be update if required by applicant.

Applicant can't update his record after verification of his record by concern verifying department.

Gender	🔍 Male 🔍 Female	MALEN.	Basic		•
Category:*	Select Category 🔻	Date GP Grant:	mm/dd/yyyy		
Group:	A T	Curre	ent Govt. Accomodation		
Mobile:*	Enter Mobile No. For SMS				
Phone:	Enter Phone				
JNU E-Mail ID: (@mail.jnu.ac.in)	Enter Email				
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Note: 1 Choice Of Khand/f 2 Once Your Applica 3 Applicant Can Cho	ioor/House Exercised By The Applicant Will Be Final. tioor/House Exercised By The Applicant Will Be Final. tion Is Verify By Concern Verifying Department You Ca cos Only 3 Specific House Numbers And He/She Will f b 3 of 3	Submit Submit n't Applied For Update Your Record For Particular I tot be Considered In Other Khand/Floor/House.	House Type Applied.		
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1 FOR RECORD UPDATE SELECT	APPLICATION NUMBER				
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On Application Update Screen, please select application number of particular type to update record.



Application Status (Form-> Application Status)



After successful submission of application, applicant can check the status of submitted application under menu Application Status.

Employee	MAX		DOB	0513013057
Codel				05/10/1967
Employee Name!	Mr HORMONICK ROMANIK		ILOG	02/7/1997
Designation:	OFFICE ATTENDANT		DOR:	31/10/2027
Type:	NonTeaching		Scate:	5200-20200
Department/school	II O/6 CHAIRPERSON(CPS)		Grade-Pay!	1800
Gender:	Male		Basic:	10690
Category:	NXXXX		Date GP Grant:	18/1/2008
Temp Status(TS):	Adhoc Status(AS):		07/7/1992	
Group:	c		Curre	nt Govt. Accomodation
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choice 1(*) Con Nan	spick SP	floori	0	Prouse Noi
Choice 2 Con	aplex Name	Floor		House No.
Choice 3 Con	aplex Name	Floor		House No.
Choice 4 Con	splex Name	Floor		House No.
Choice 5 Con	uplex Name	Floor		House No.
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<u>Re-verification Request (Form-> Reverification Request)</u> (Visible after display of tentative Priority List)



Re-verification request may be raised by Applicant after display of Tentative Priority list for correction of record (DOJ, Level, DOB, Category, TS/Adhoc status, DOE, etc) if any displayed in Tentative priority list.



View Priority List (Form-> View Priority List) (Visible after display of tentative Priority List)



Applicant can view Type wise Tentative and Final Priority List in pdf format after final approval by Estate Branch.

Priority List:			
Application Type	Tentative	Final	
Type: 0	S		
Туре: 1	Print	8	
Туре: ІІ	*	8	
туре: Ш		8	
Type: IV (Teaching)	*	8	
Type: IV (Non-Teaching)		Ś	
Туре: V		Ś	
Туре: VI	-		