



# Jawaharlal Nehru University

## House Allotment Process Application

Version 2.0

<http://hap.jnu.ac.in>

## Table of Contents

- [Objective of the Application](#)
- [Introduction](#)
- [Login](#)
- [Dashboard](#)
- [Online Form Submission](#)
- [Submitted Application Update](#)
- [Submitted Application Status](#)
- [Re-verification Request](#)
- [View Priority List](#)

## Objective of the Application

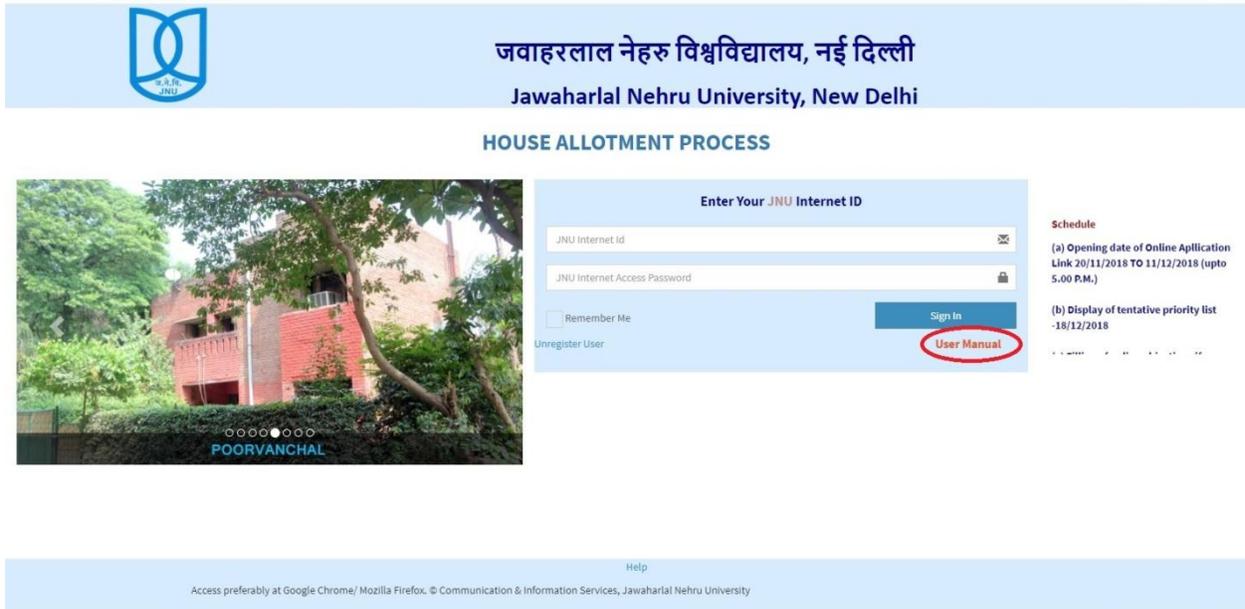
The need for transforming conventional physical form Submission for Government accommodation into more efficient and transparent online form submission, eliminate huge amount of paperwork and time has long been felt. The HAP (House Allotment Process) in-house developed by eGov cell, CIS aims to support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

## Login

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



The screenshot shows the login interface for the House Allotment Process. At the top left is the JNU logo. The header text reads "जवाहरलाल नेहरू विश्वविद्यालय, नई दिल्ली" and "Jawaharlal Nehru University, New Delhi". Below this is the title "HOUSE ALLOTMENT PROCESS". On the left is a photograph of a building with the text "POORVANCHAL" at the bottom. The main login form is titled "Enter Your JNU Internet ID" and contains two input fields: "JNU Internet Id" and "JNU Internet Access Password". There are checkboxes for "Remember Me" and "Unregister User", a "Sign In" button, and a "User Manual" link circled in red. To the right of the form is a "Schedule" section with two items: "(a) Opening date of Online Application Link 20/11/2018 TO 11/12/2018 (upto 5.00 P.M.)" and "(b) Display of tentative priority list -18/12/2018". At the bottom of the page, there is a "Help" link and a footer note: "Access preferably at Google Chrome/ Mozilla Firefox. © Communication & Information Services, Jawaharlal Nehru University".

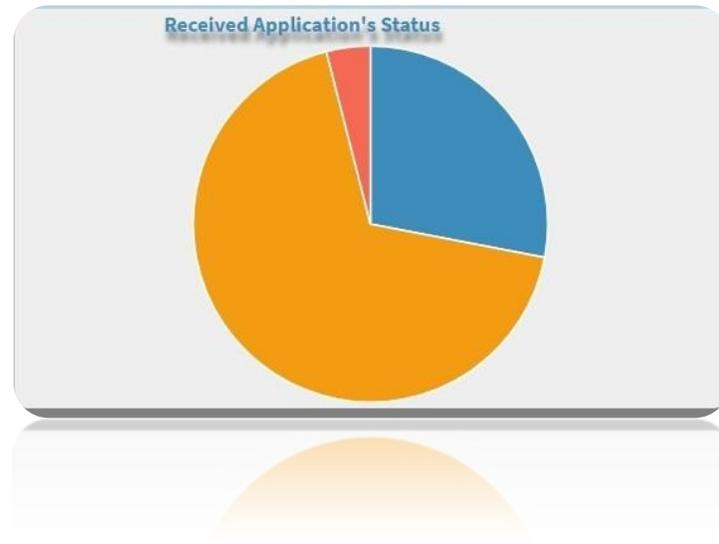
On Login page enter your JNU \*internet ID username and password.

\*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.

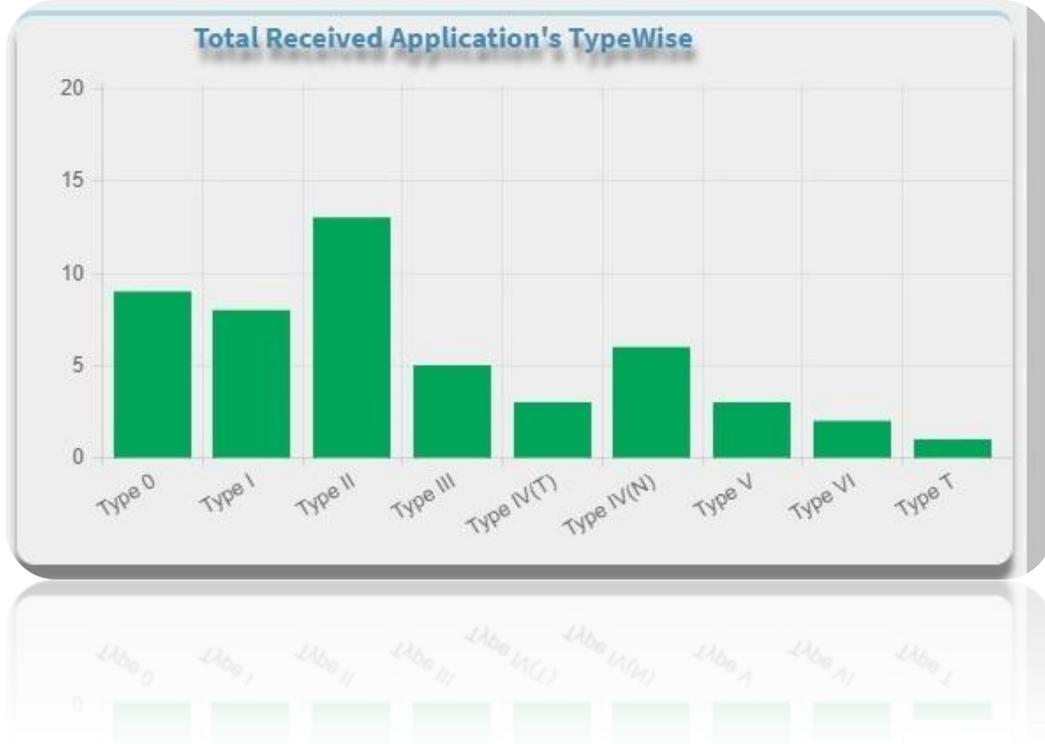
- (a) **Received Application's Status** :- Pi-Chart depict the status of total Applications form.  
Application status may be



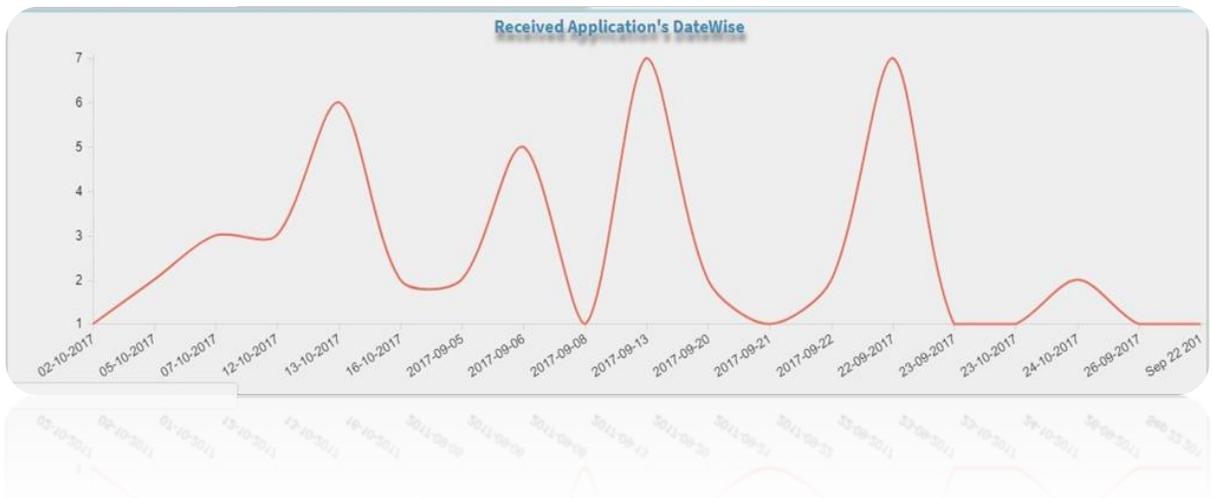
- (i) **Un-Verified:** - Application Form is in concern verifying department for verification.
- (ii) **Verified:** - Application Form is in Estate branch after verification.
- (iii) **Cancel:** - Application is cancel by concern dealing staff.

# HAP User Manual

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

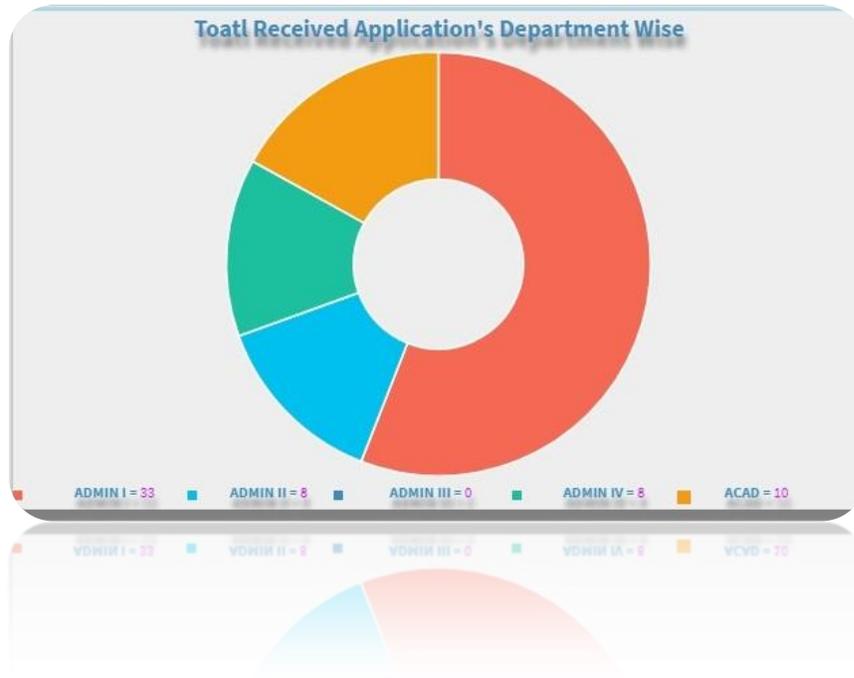


(c) **Received Application's Date wise** :- Line chart depict number of application received date wise.

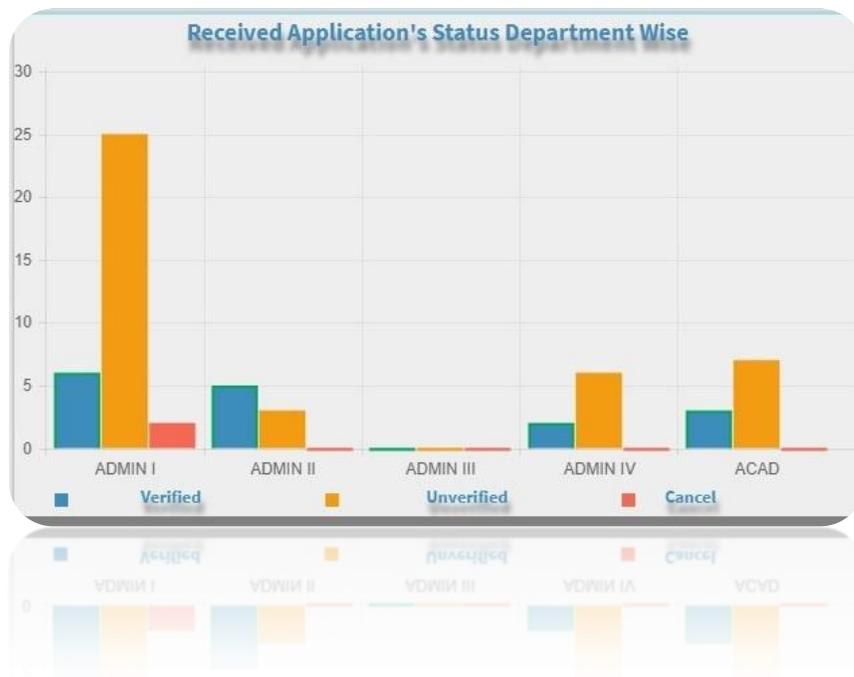


## HAP User Manual

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

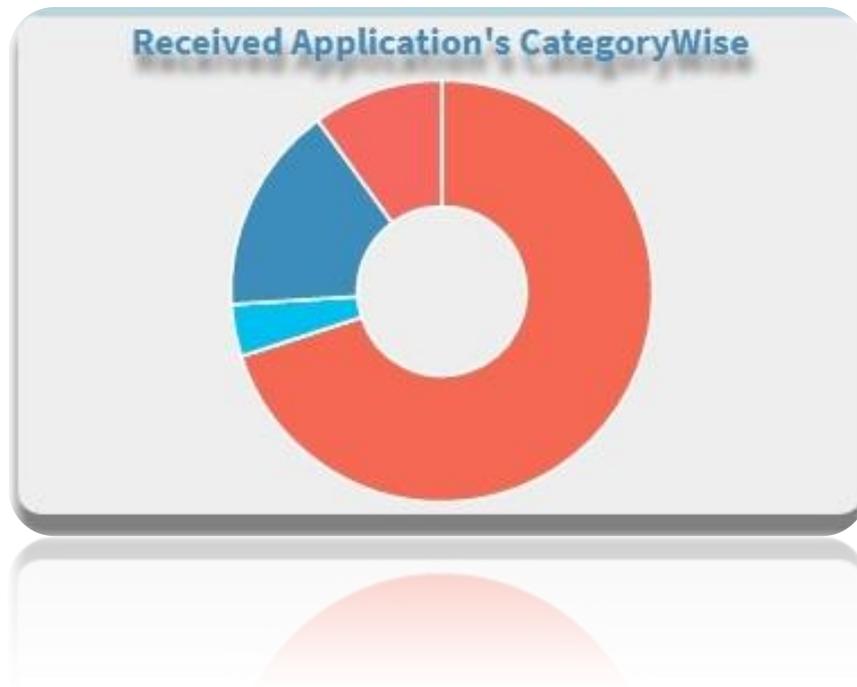


- (e) **Received Application's Status Department Wise** :- Bar chart depict verifying department wise status of applications i.e. how many application verified, unverified and cancel.

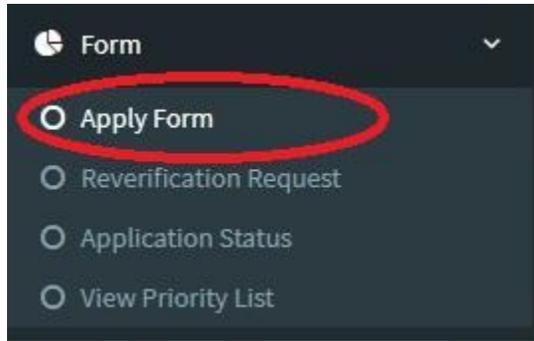


## HAP User Manual

- (f) **Received Application's Category wise** :- 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.

HOUSE ALLOTMENT PROCESS

Form → Application Form

MAIN NAVIGATION

- Dashboard
- Master Pages
- Form
- Reports
- Verification
- Estate Form
- Access Right
- ChairPerson Screen
- Guest House

**APPLICATION FOR CHANGE OF TYPE-IV,V,VI or T HOUSE**

**House Type Applied:** 4 STEP 1

**Employee Code:** XXXX

**Employee Name:** Mr. XXXXXXXXXXXXXXXX

**Designation:** XXXXXXXXXXXXXXXX

**Employee Type:**  Teaching  Non-Teaching

**Department/school:** XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX

**Gender:**  Male  Female

**Category:** XXXX STEP 2

**Group:** A

**Mobile:** XXXXXXXXX

**Phone:** Enter Phone

**JNU E-Mail ID:** XXXXXXXX@mail.jnu.ac.in

**Alternate E-Mail ID:** Alternate Email

**Priority:**  New  Change

**DOB:** 08/04/1978

**DOJ (JNU):** 24/12/2008

**DOR:** 30/04/2038

**Scale:** 56100-177500

**Emp Level(7th CPC):** 10 ( 5400 ) **Index:** 10

**Basic:** 73200

**Date GP Grant:** 24/12/2008

**Current Govt. Accomodation**

**Address:** TYPE IV NC 1022 JNU

**House Type:** Type IV

**Complex:** XXX XXXXXXXXXXXXXXXX

**House No.:** XXXX

EXAMINE CAREFULLY

**Choice**  ( check Here ) STEP 3

\* I hereby declare that details furnished above are true and correct to the best of my knowledge. STEP 4

Submit STEP 5

Note:

- 1 Choice Of Khand/Floor/House Exercised By The Applicant Will Be Final.
- 2 Once Your Application Is Verify By Concern Verifying Department You Can't Applied For Update Your Record For Particular House Type Applied.
- 3 Applicant Can Choose Only 3 Specific House Numbers And He/She Will Not be Considered In Other Khand/Floor/House.

Copyright © 2017-2018 HAP JNU , New Delhi. All rights reserved. Version 2.0

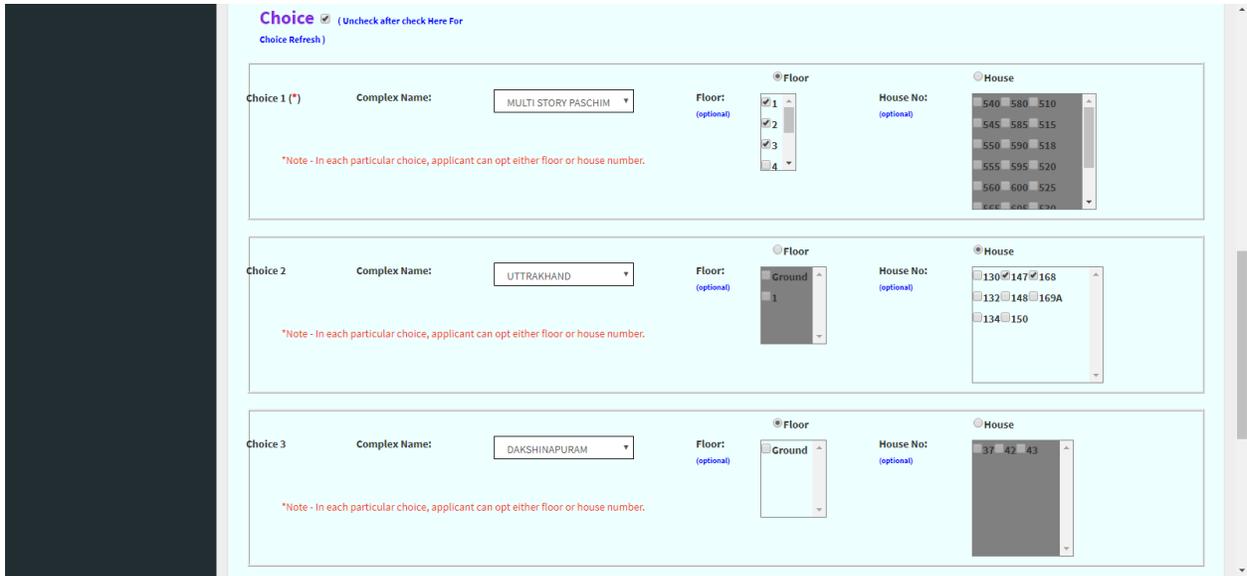
## Steps

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 Entry (Optional)



**Choice**  (Uncheck after check Here For Choice Refresh)

Choice 1 (\*) Complex Name: MULTI STORY PASCHIM Floor:  1  2  3  4 House No:  540  545  550  555  560  565  570

\*Note - In each particular choice, applicant can opt either floor or house number.

Choice 2 Complex Name: UTTRAKHAND Floor:  Ground  1 House No:  130  132  134  147  148  150  168  169A

\*Note - In each particular choice, applicant can opt either floor or house number.

Choice 3 Complex Name: DAKSHINAPURAM Floor:  Ground  1 House No:  37  42  43

\*Note - In each particular choice, applicant can opt either floor or house number.

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

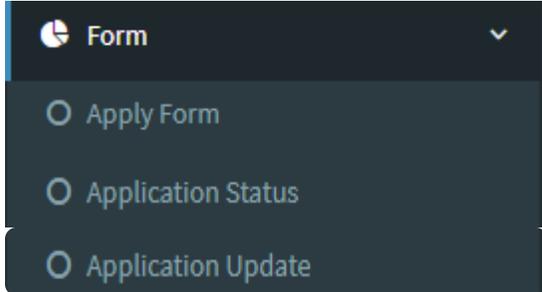
**Note: -Choice of khand, floor/house exercised by the applicant will be final**

**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.**

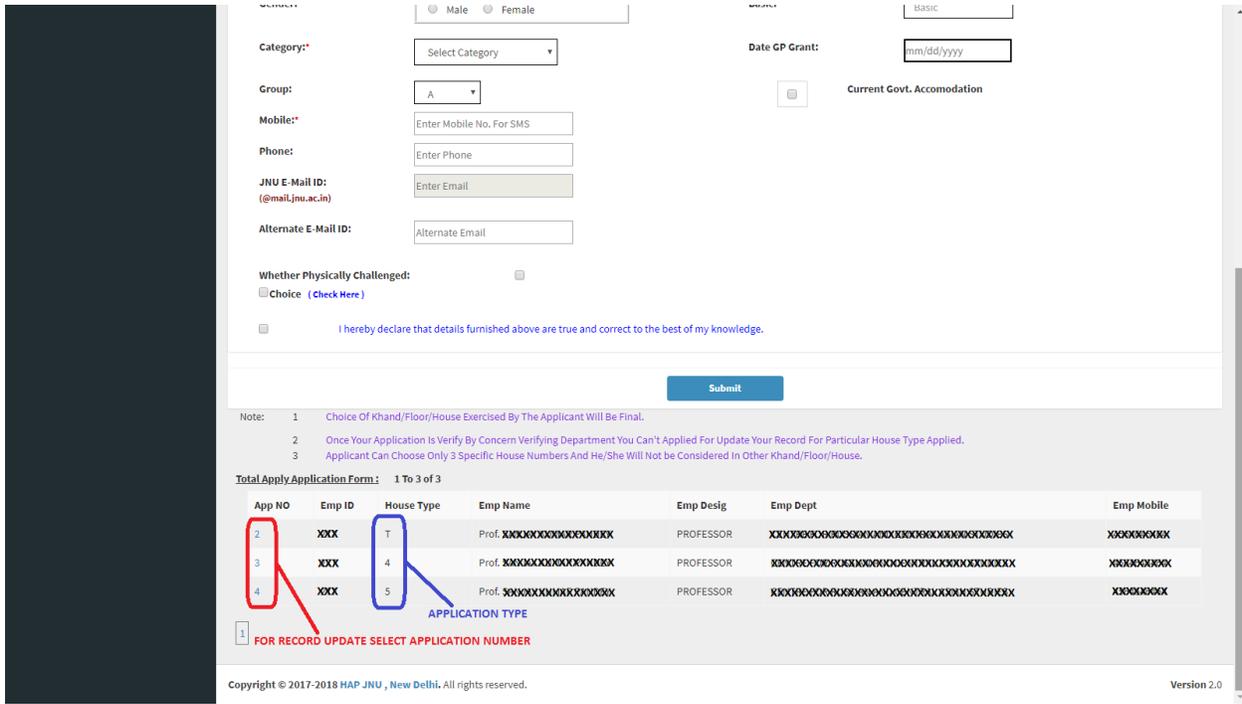
# HAP User Manual

## 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.



Category:

Group:

Mobile:

Phone:

JNU E-Mail ID:

Alternate E-Mail ID:

Whether Physically Challenged:

Choice ([Check Here](#))

I hereby declare that details furnished above are true and correct to the best of my knowledge.

Note: 1 Choice Of Khand/Floor/House Exercised By The Applicant Will Be Final.  
2 Once Your Application Is Verify By Concern Verifying Department You Can't Applied For Update Your Record For Particular House Type Applied.  
3 Applicant Can Choose Only 3 Specific House Numbers And He/She Will Not be Considered in Other Khand/Floor/House.

Total Apply Application Form : 1 To 3 of 3

App NO	Emp ID	House Type	Emp Name	Emp Desig	Emp Dept	Emp Mobile
2	XXXX	T	Prof. XXXXXXXXXXXXXXXXX	PROFESSOR	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
3	XXXX	4	Prof. XXXXXXXXXXXXXXXXX	PROFESSOR	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
4	XXXX	5	Prof. XXXXXXXXXXXXXXXXX	PROFESSOR	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX

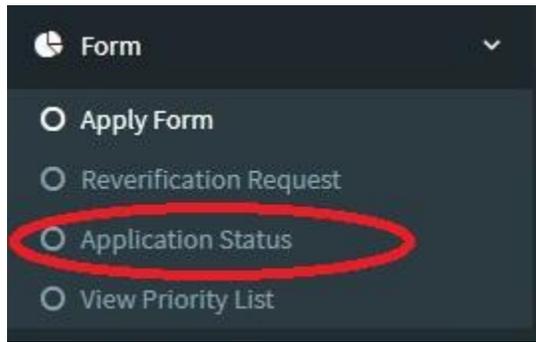
FOR RECORD UPDATE SELECT APPLICATION NUMBER

Copyright © 2017-2018 HAP JNU , New Delhi. All rights reserved. Version 2.0

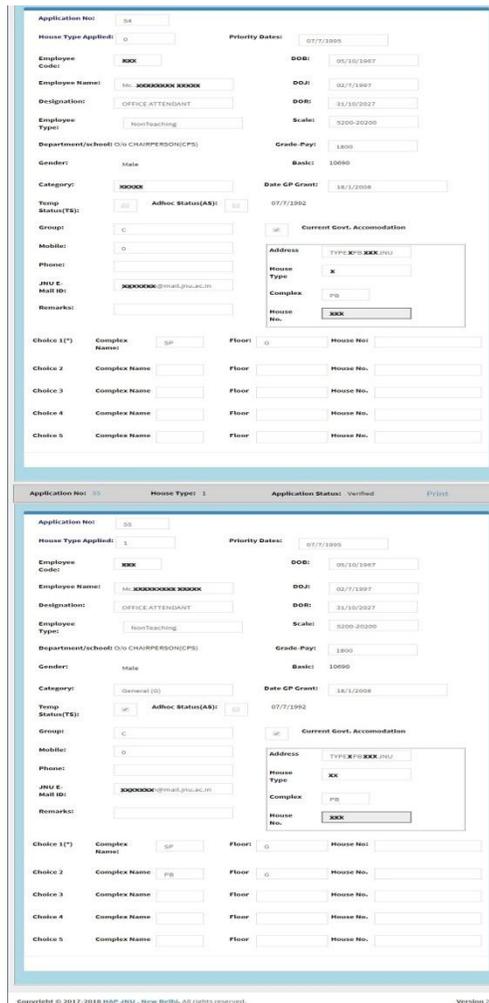
On Application Update Screen, please select application number of particular type to update record.

# HAP User Manual

## Application Status (Form-> Application Status)



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

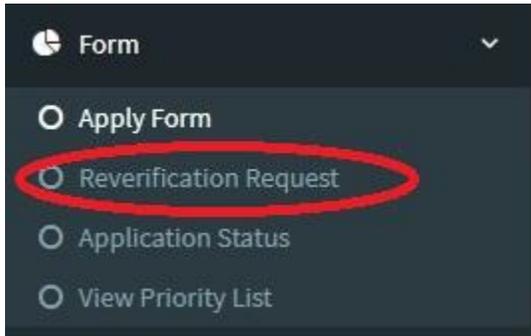


The image displays two screenshots of the HAP application status form. The top screenshot shows the form with 'Application Status' set to '0' (Pending). The bottom screenshot shows the form with 'Application Status' set to '1' (Verified). The form contains the following fields:

- Application No: 54
- House Type Applied: 0
- Priority Dates: 07/7/1995
- Employee Code: XXX
- DOB: 09/10/1987
- Employee Name: M. XXXXXXXXXXX XXXXX
- DOJ: 02/7/1997
- Designation: OFFICE ATTENDANT
- DOB: 31/10/1987
- Employee Type: NonTeaching
- Scale: 3200-20200
- Department/School: Div CHAIRPERSON(CPS)
- Grade Pay: 1800
- Gender: Male
- Basic: 10000
- Category: XXXXX
- Date of Grant: 18/1/2008
- Temp Status(TS): [ ] Adhoc Status(AH): [ ] 07/7/1992
- Group: C
- Current Govt. Accommodation: [ ]
- Mobil: 0
- Address: TYPE: X XXX JNU
- Phone: [ ]
- House Type: X
- JNU E-Mail ID: XXXXXXX@red.jnu.ac.in
- Complex: PS
- Remarks: [ ]
- House No.: XXX
- Choice 1 (\*) Complex Name: SP Floor: 0 House No: [ ]
- Choice 2 Complex Name: [ ] Floor: [ ] House No: [ ]
- Choice 3 Complex Name: [ ] Floor: [ ] House No: [ ]
- Choice 4 Complex Name: [ ] Floor: [ ] House No: [ ]
- Choice 5 Complex Name: [ ] Floor: [ ] House No: [ ]

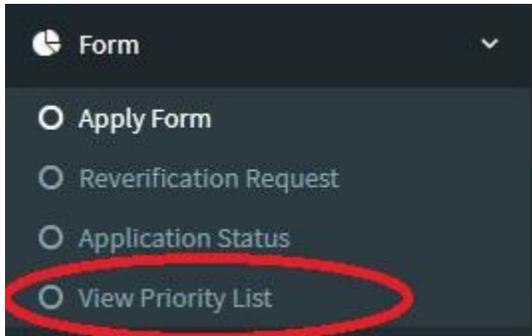
Copyright © 2017-2018 HAP JNU - New Delhi. All rights reserved. Version 2.0

[Re-verification Request \(Form-> Reverification Request\)](#) (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.

<u>Priority List:</u>		
Application Type	Tentative	Final
Type: 0	 <small>Print</small>	
Type: I		
Type: II		
Type: III		
Type: IV (Teaching)		
Type: IV (Non-Teaching)		
Type: V		
Type: VI		