GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE.NEW DELHI-02

No. F. 10(232)/2015/DSW/ Cir./Estt./Pt-I/ 29243- 314 **Dated:** 03 MAR 2016

CIRCULAR

Please find enclosed herewith a copy of Office Memorandum received from Deputy Secretary, Public Works Department, GNCT of Delhi, bearing No. F.4 (Allot)/PWD/2016/Pt.File-III/1560 dated 29/01/2016, for information and further necessary action.

This issues with the prior approval of Competent Authority.

Encl: As above.

(Inder Singh)
Supdt. (Admn-II)

No. F. 10(232)/2015/DSW/ Cir./Estt./Pt-I/29243-314 **Dated:** 03 MAR 2016

Copy to:

1. All DDs, DSW, GNCTD, Delhi Gate, Delhi.
2. All DOs, DSW, GNCTD, Delhi Gate, Delhi.
3. All DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi.
4. System Analyst, DSW for uploading the circular on the Departmental website.
5. Guard file.

(Inder Singh)
Supdt. (Admn-II)

Office of the Secretary(SWW/CD)
Deptt. of Social Welfare
Govt. of NCT of Delhi
3 FEB 2016
Dy. No. 3925

DIRECTOR SOCIAL WELFARE
Dy. No. 6124
Date 3/2/16

PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
5th LEVEL : "B" WING
DELHI SECRETARIAT : I. P. ESTATE : NEW DELHI

No F.4(Allot)/PWD/2016/Pt.File-III/1560 Dated : 29-01-2016

OFFICE MEMORANDUM

Sub: Introduction of e-Awas module of "Online deduction of licence fee" by DDOs in respect of Govt. Accommodation of GNCTD employees.

In order to streamline the deduction and maintenance of licence fee in respect of govt. accommodation allotted to GNCTD employees, a system of online deduction of licence fee by the concerned DDOs is going to be implemented by GNCTD under the e-Awas Module.

To facilitate the implementation of the above system, all HODs are requested to direct the DDOs working under their control to apply for issue of DDO Login-ID and Password for seeking access to the online system. The Proforma for the DDOs Login-Id/password request is available on the website of PWD i.e.*www.pwddelhi.com*.

The DDOs may visit the website of PWD and click on "Housing", within which "e-Awas" and then on the head "Recovery of Licence Fee". The screen would give the option of access to the system via "Login Id & Password", below which there would be an option for "DDOs Login-Id request". Clicking on "DDOs Login-id request" will make available a proforma to be filled by DDOs. After filling the proforma and clicking the "Submit" option, the data of DDOs would be registered on e-Awas. However, the hardcopy / printout shall have to be physically submitted by each DDO, after due verification by the HODs, in PWD Secretariat. The Login-Id & Password shall be given to the DDOs alongside the submission of the form. The DDOs may approach the "e-Awas Helpdesk" at the PWD Secretariat, Delhi Secretariat, for the submission of the Proforma / Login ID or for any other queries, in this regard.

As the Online system is ready for implementation, the DDOs may apply and obtain the login ID / Password at the earliest, as all departments must start the "Online deduction of Licence Fee" w.e.f. the month of February' 2016. PWD however also proposes to hold training sessions for the DDOs to familiarize them with the system, dates for which shall be intimated soon.

This issues with the approval of Competent Authority.

Deputy Secretary (PWD)

To,

All the Principal Secretaries/ Secretaries/Heads of Department, Govt. of NCT of Delhi.

Copy to:-

1. PPS to Secretary, PWD, Delhi Secretariat, New Delhi.
2. PA to Spl. Secretary, PWD, Delhi Secretariat, New Delhi.
3. Help Desk, PWD for Uploading on the website of PWD.

DEPTT. OF SOCIAL WELFARE ESTT. BRANCH
5724
Diary No.
Date 4/2/16

214/AS (estate)
4/2/16