

News

21/09/2007

Government of India  
Directorate General of Works  
Central Public Work Department  
(S&D Section)  
114-A, Nirman Bhawan, New Delhi

No 6/10/2007-S&D/ 1225

Dated: 11 SEP 2007

OFFICE MEMORANDUM

Subject: - Online License Fee Collection & Monitoring System regarding  
\*\*\*\*\*

The undersigned is directed to enclose herewith a copy of D.O. letters No 9/Computer Cell/2004 dated 10.5.2007 of Secretary, M/o. UD and 01.08.2007 of Additional Secretary, M/o. UD regarding implementation of e-governance system called Govt. Accommodation Management System (GAMS) for implementation by the DDOs under your kind control.

Encl: A/A.

DR Goel  
(D.C.Goel) 11.9.07  
Director (S&D)  
Fax No. 23061122

S. M. Acharya, IAS

Additional Secretary &  
Chief Vigilance Officer

Tel. 23001787

Email: as\_m\_a@ndia.nic.in

D.O.No.9/Computer/2004

भारत सरकार  
शहरी विकास मंत्रालय  
निर्माण भवन

GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
NIRMAN BHAVAN

नई दिल्ली-110011, तारीख 200  
New Delhi-110011, Dated the 200

प्राप्त हुआ है  
D/W (S.S.D) Unit  
06 AUG 2007  
डा. नं. Dr. No. 2565

D.G. (WORKS)  
07 AUG 2007  
4529

1st August, 2007

Dear Shri Chakrabarti,

Kindly refer to Secretary(UD)'s d.o. of even number dated 10th May, 2007 addressed to all the Secretaries of the Ministries/Depts. (a copy of which was endorsed to you) soliciting cooperation of all the DDOs under their charge to switch over to the new **Online License Fee Collection & Monitoring System** so as to facilitate easy transmission of monthly license fee recoveries. In addition, the Director of Estates has also separately written to all the heads of offices in this regard with instructions to send their DDOs for obtaining the training necessary to operate through the new online **License Fee Collection & Monitoring System**.

The training of DDOs on the new **Online License Fee Collection & Monitoring System** commenced on 14th May, 2007 in the Conference Room of Directorate of Estates and continues to this day. Hundreds of DDOs and their staff have so far obtained the training necessary to operate the aforesaid software and a number of them have started sending their monthly L.F. schedules and past recoveries online. It has been brought to my notice that no significant progress has unfortunately been made by the field formations/Divisions/DDOs under of your organisation to begin web-based transmission of monthly L.F. recoveries through the new System.

I shall be grateful if you would kindly issue necessary instructions to the field formations/Divisions/DDOs under your control to switch over immediately to the new online **License Fee Collection & Monitoring System** for transmission of monthly recoveries and also complete the posting of past missing license fee recoveries in GAMS. I may mention here that all CCAs/CAs have since issued instructions to the Pay & Accounts Officers under their control to accept only such pay bills where the License Fee Schedules annexed to such bills have been generated through GAMS from August, 2007 onwards.

With regards,

Yours sincerely,

*S.M. Acharya*  
(S.M. Acharya)

Shri A. Chakrabarti,  
D.G.(Works), CPWD  
Nirman Bhavan,  
New Delhi

*Handwritten signature*  
ADG/Secy

*Pl. link & post up files. Please JS*

*Handwritten notes on the left margin:*  
10/8/07  
11/8/07  
12/8/07  
13/8/07  
14/8/07  
15/8/07  
16/8/07  
17/8/07  
18/8/07  
19/8/07  
20/8/07  
21/8/07  
22/8/07  
23/8/07  
24/8/07  
25/8/07  
26/8/07  
27/8/07  
28/8/07  
29/8/07  
30/8/07  
31/8/07

*Handwritten signatures and dates:*  
3/8/07  
6/8/07  
Di(S&T)

Sd/- M. RAMACHANDRAN  
M. RAMACHANDRAN

SECRETARY  
DTE, ESTATES  
BIRLA HOUSE - 40, BROADWAY  
NEW DELHI - 110001  
GOVERNMENT OF INDIA  
NIRMAN BHAVAN, NEW DELHI - 110001  
Tel : 23062377, Fax : 23062349  
E-Mail : [estates@nic.in](mailto:estates@nic.in)

D.O.No.9/Computer Cell/2004

10th May, 2007

Dear Secretary,

As you are aware after implementing the e-governance system called **Government Accommodation Management System (GAMS)**, the Directorate of Estates has been unceasingly endeavoring to develop and enlarge the scope of facilities available to the stakeholders through optimum use of information technology aimed at enhancing transparency, efficiency and better delivery of services. Against this objective and in the light of the fact that the earlier system of reporting of monthly license fee recoveries through floppies, email and hard schedules did not operate successfully a user-friendly online **License Fee Collection & Monitoring System** has now been developed as part of GAMS to facilitate the Drawing & Disbursing Officers to communicate their license fee recoveries, both past and future in respect of their occupants of General Pool Residential Accommodation to the Dte. of Estates. The new System allows the DDO to create and maintain a monthly updated Allottee Roster with details of monthly LF Amount to be recovered from each Allottee and send the license fee schedule online (<http://eawas.nic.in>) to the Directorate of Estates for automatic updation of the Rent Cards and registers of the Allottees in real time. As soon as such data is sent by the DDOs, it becomes available for viewing on the Website of the Dte. Of Estates (<http://estates.nic.in>). Detailed instructions for the Drawing & Disbursing officer to access GAMS and operate therefrom are being sent to each deptt./office separately and also being made available on the website of this Dte. at (<http://estates.nic.in>). Kindly refer to the Dte. of Estates C.O.M.No.9/Computer Cell/2004 dated 1st May, 2007 (copy enclosed) in this regard.

The situation that we are faced with today is that despite best efforts of the Dte. of Estates to update license fee records, a major bulk of the data of past license fee recoveries from July, 1992 onwards is still missing. With a view to correcting this unsavory situation with full appreciation of the fact that the extra work being expected from officials of your Ministry/Deptt. would be beyond their normal duties, we have decided to pay the staff of your DDOs, a fee of Rs.5/- (Rupees Five only) for every twelve months for which recoveries are posted by them directly into GAMS, subject only to the condition that this work is completed before 31st August, 2007. Detailed instructions in this regard have been posted on our Website (<http://estates.nic.in>) under the head CIRCULARS - Online License Fee Collection & Monitoring System - Instructions for entry of past recoveries. This payment will be made out of the budget grant of the Dte. of Estates. All existing occupants of general pool residential accommodation approaching this Dte. for acceptance of a new allotment are being advised to submit Allotment Letters to get their past license fee recoveries updated in GAMS and bring a certificate issued by the respective DDOs to this effect.

I shall be grateful if you would kindly issue necessary instructions to the Drawing & Disbursing Officers under your control to switch over immediately to the new online **License Fee Collection & Monitoring System** for transmission of monthly recoveries and also complete the posting of past missing license fee recoveries in GAMS before the due date. Their cooperation in the matter would be highly appreciated as it would not only response with the necessity of sending monthly schedules through email or on paper but also result in efficient management of license fee accounts of the allottees.

With regards

Yours Sincerely

  
(M. Ramachandran)

Government of India  
Directorate of Estates

ANNEXURE - 1

- a) Whether your office is eligible for allotment of General pool Accommodation or not. YES
- b) FORWARDING OFFICE ID NO. (FOID) 1580101198
- c) USERNAME, PASSWORD & DATABASE to be used by the FORWARDING OFFICER as well as the for access to GAMS through website (<http://eawas.nic.in>)-DELHI  
USERNAME : DLDDOM  
PASSWORD : ABC123  
DATABASE : GAMS
- d) DRAWING & DISBURSING OFFICE ID NO. (DDOID) allotted to the Forwarding Officer for access to GAMS through website (<http://eawas.nic.in>)  
USERNAME : 158010119800  
PASSWORD : DDO123456  
DATABASE : GAMS
- e) USERNAME,PASSWORD & DATABASE to be used by the DRAWING & DISBURSING OFFICER as well as the for access to GAMS through website (<http://eawas.nic.in>)-DELHI  
USERNAME : DLDDOC  
PASSWORD : ABC123  
DATABASE : GAMS
- f) Total number of occupants of General Pool accommodation posted in your Office as per records of Dte. of Estates. 221

To

C.P.W.D., DY. DIRECTOR(ADMN), O/O  
D.G.W., NIRMAN BHAVAN, NEW DELHI.

No.9/Computer Cell/2004  
Government of India  
Ministry of Urban Development  
Directorate of Estates  
\*\*\*\*\*

New Delhi, dated 29 April 2007

OFFICE MEMORANDUM

Subject : Implementation of Government Accommodation Management System (GAMS) - Transmission & Monitoring of License Fee Recoveries.

With the implementation of the e-governance system called **Government Accommodation Management System (GAMS)**, the Directorate of Estates had initiated the process of complete computerisation of its records and activities. Although this has since been largely implemented but one area, however, where the desired progress still falls short of the allottees' expectations is the process of collection and monitoring of License Fee Recoveries.

b. Conscious of the systemic shortcomings which had brought about the unsavoury situation, computerisation of the Rent Wing of this Dte. and updation of past recoveries was identified as a major priority area and accordingly, a user-friendly **online License Fee Collection & Monitoring System** has now been built into **GAMS** to facilitate the Drawing & Disbursing Officers to communicate the license fee recoveries, both past and future, in respect of their occupants of General Pool Residential Accommodation to the Dte. of Estates. The new System allows the DDO to create and maintain a monthly updated Allottee Roster with details of monthly LF Amount to be recovered from each Allottee. Every month, the DDO creates a draft LF Schedule, finalises it and sends it online to the Directorate of Estates for automatic updation of the Rent Cards and ledgers of the Allottees in real time. The system is very simple to use as it facilitates the preparation and transmission of the monthly LF schedule to the Dte. Of Estates by the DDO with just a few mouse clicks. As soon as the recovery is sent, the DDOs and the Allottees are then able to view the Rent Cards on the Website of the Dte. Of Estates (<http://estates.nic.in>).

c. A computer compatible identification of the sources forwarding the DE-2 forms has since been devised and each office has been allotted an individual TEN DIGIT OFFICE ID NO. along with a TWELVE DIGIT DRAWING & DISBURSING OFFICER ID NO. (DDOID NO.). The ten digit OFFICE ID NO. would henceforth be used for forwarding the DE-2 forms instead of the old office ID; and the twelve (12) digit DDOID NO. used for communicating Monthly license fee recoveries to the Directorate of Estates or for creating new DDOs IDs, as the case may be, through the website (<http://feawas.nic.in>). To begin with, all the Forwarding Officers have been allotted twelve digit DDOID NOs, ending with double zeroes to access GAMS for creating the IDs for the Drawing & Disbursing Officers. In case the office has more than one DDO recovering License Fee from the allottees, the Forwarding Officer shall create as many DDOIDs as required through the GAMS screen provided to him/her for the purpose.

d. The DRAWING & DISBURSING OFFICERS will henceforth be totally responsible for compiling the schedule of license fee recoveries each month and sending the same to Dte Of Estates through the Government Accommodation Management System (GAMS) using the screens provided to them. They are requested to kindly commence posting their license fee recoveries with immediate effect and latest by the 10<sup>th</sup> of every subsequent month through GAMS. It may be noted that monthly schedules shall no longer be received through paper schedules, floppies or email. Failure to send schedules of monthly license fee recoveries through the new system after 1st July, 2007 will invite action against the allottees as per Allotment of Govt. Residence (General Pool In Delhi) Rules.

P. T. D.

4) To obviate any chances of fraud or manipulation in the case of monthly license fee recoveries being entered into the system, the DDOs shall generate the print of their monthly license fee schedule only through GAMS as enclosure to the pay bills being sent to their Pay & Accounts Offices. The Pay & Accounts Offices shall treat only the license fee recovery schedule generated through GAMS and annexed to the Pay Bills as genuine.

f) The requisite information pertaining to your office is provided in Annexure-1. Detailed instructions for the Forwarding Officer as well as the Drawing & Disbursing Officer to access GAMS are enclosed as Annexure-2 and also made available on the website of this Dte. at (<http://estates.nic.in>) under the head CIRCULARS - Online License Fee Collection & Monitoring System - Access to GAMS.

g) Despite our best efforts to do so, a major bulk of the records of past license fee recoveries from July, 1992 onwards are still to be updated. It has accordingly been decided to entrust the work of data entry of past recoveries to the staff of the respective DDOs of the allottees. Such staff will be paid a fee of Rs.5/- (Rupees Five only) for every 12 months for which missing recoveries are posted by them subject to the condition that this work is completed before 31st August, 2007. Detailed instructions in this regard may please be seen on our Website (<http://estates.nic.in>) under the head CIRCULARS - Online License Fee Collection & Monitoring System - Instructions for entry of past recoveries. This payment will be made out of the budget grant of the Dte. of Estates. All existing occupants of general pool residential accommodation approaching this Dte. for acceptance of a new allotment are being advised through their Allotment Letters to get their past license fee recoveries updated in GAMS and bring a certificate issued by their respective DDOs about the same.

h) A training facility has been set up in the Conference Hall of the Dte. of Estates to train the Drawing & Disbursing Officers & their staff in the operation of the Online License Fee Collection & Monitoring System. Beginning from 14th May, 2007, daily training session will be held at 3.30 PM in the conference hall of this Dte. (Room No.415-416, C-Wing, Nirman Bhavan) on all working days upto 14th June, 2007.

i) Your cooperation in this matter would be highly appreciated as it would not only dispense with the necessity of sending monthly schedules through email or on paper but also result in efficient management of license fee accounts of the allottees. Shri S.K.CHAKRABARTY, Dy. Director(Computers) and Shri P.L.Meena, Accountant can be contacted on Tel. Nos. 23061983 and 23061388 respectively for any further information/clarification on the subject.

Yours faithfully,



(DR. D. SURESH)  
DIRECTOR OF ESTATES

Encl : Annexure-1 & 2

To

ALL OFFICES (As per Annexure-1)

**WELCOME TO G.A.M.S.  
(GOVT. ACCOMMODATION MANAGEMENT SYSTEM)**

to help  
the G.  
GAMS

learn the details of the programme created especially for you for efficient management of  
Fee Collection and monitoring, each step of the tasks to be performed by you to access  
described in easy-to-follow procedures

**INSTRUCTIONS FOR OFFICERS (FOs) FORWARDING  
DE-2 FORMS FOR ALLOTMENT**

- a) Through the Internet Explorer go to the website (<http://eawas.nic.in>).
- b) To use this website, you need **Java Runtime** and **Adobe Acrobat Reader** to be installed on your computer. This is a one-time activity.
- b) Click the DELHI icon. The computer will first automatically install Java Runtime and then prompt you to log in to the system. In case you face some problem in installing Java Runtime, then download this software from the link "Download Java Runtime" provided on the screen and install it by clicking on the downloaded file. Similarly, download Adobe Acrobat from the link "Download Tools" provided on the screen and install it.
- c) Enter **DLDDOM** against **Username**, press Tab key to enter **ABC123** against **Password**, press Tab key again to enter **GAMS** against **Database**. Then press the enter key or click **CONNECT** to proceed to the next screen.
- d) In the screen that appears, enter your **12 digit DDO-ID** (as communicated to you separately through the letter), **Password** (as communicated to you through the aforesaid letter) and then press the enter key or click **CONNECT**.
- e) Hereafter, you are immediately required to protect access to your User ID by entering your personal password twice. The second password cannot be the same as the first password.  
  
After doing so, you will have to access **GAMS** again only through your personalised password. Access to GAMS in future shall always be through either of the two passwords created by you.
- f) To proceed further with the menus provided for the activities to be performed by you, please click "**HELP**" menu → "**Help For FO**" sub-menu and go through the detailed instructions after downloading a printed copy of the same.
- g) If you are the Forwarding Officer as well as the Drawing & Disbursing Officer for your office, you are required to create a separate DDO ID and Password for your self in accordance with the instructions contained in the sub-menu – "**Creat New DDO ID**" under the "**HELP**" menu. Only after you have done so will you be able to perform the activities required of a Drawing & Disbursing Officer.

## INSTRUCTIONS FOR DRAWING & DISBURSING OFFICERS (DDOs)



- a) Through the Internet Explorer go to the website (<http://eawas.nic.in>).
- b) To use this website, you need Java Runtime and Adobe Acrobat Reader to be installed on your computer. This is a one-time activity.
- b) Click the DELHI icon. The computer will first automatically install Java Runtime and then prompt you to log in to the system. In case you face some problem in installing Java Runtime, then download this software from the link "Download Java Runtime" provided on the screen and install it by clicking on the downloaded file. Similarly, download Adobe Acrobat from the link "Download Tools" provided on the screen and install it.
- c) Enter **DLDDOC** against Username, press Tab key to enter **ABC123** against Password, press Tab key again to enter **GAMS** against Database. Then press the enter key or click **CONNECT** to proceed to the next screen.
- d) In the screen that appears, enter your **12 digit DDO-ID** (as created and communicated to you by the Forwarding Officer), **Password** (also as communicated to you by the Forwarding Officer) and then press the enter key or click **CONNECT**.
- e) Hereafter, you are immediately required to protect access to your User ID by entering your personal password twice. The second password cannot be the same as the first password.  
  
After doing so, you will have to access **GAMS** again only through your personalised password. Access to **GAMS** in future shall always be through **either** of the two passwords created by you.
- f) After you have created your own password, **repeat the procedure mentioned at (c) above** to access **GAMS** again. In the screen that appears, enter your **12 digit DDO-ID** and either of the two **Passwords** created by you and then press the enter key or click **CONNECT**.
- g) To proceed further with the menus provided to you for the activities to be performed by you, please click "**HELP**" menu → "**Help For DDO**" sub-menu and go through the detailed instructions after downloading a printed copy of the same.