



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), तमिलनाडु एवं पुडुचेरी
लेखापरीक्षा भवन, 361, अण्णा सालई, चेन्नई-600 018.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II),
TAMIL NADU & PUDUCHERRY LEKHA PARIKSHA BHAVAN, 361, ANNA
SALAI, TEYNAMPET, CHENNAI- 600 018.

No.PAG(Audit-II)/Admn.VI/7-94/2023-24/31

dt.18.05.2023

Circular No.5 of 2023-24

During the process of receipt and approval of the applications for allotment of residential accommodation and of Holiday Homes and Touring Officers Hostel, some omissions and commissions were found in filling the form and in submitting the application for approval by the Administration Section. In order to ensure seamless flow of the process of filling, submission and approval of the applications, the following information is shared, clarifications and instructions are issued.

Introductory information of e-Sampada:

- It is well known that the core service of the Directorate of Estates in the Ministry of Housing and Urban Affairs is to administer the allotment of Government Residential Accommodation to the Officers /officials of eligible offices of Government of India. The Directorate also administers the booking of Holiday Homes and Touring Officer's Hostels (TOH) which are maintained by Central Public Works Department. The eligibility, *inter alia*, is determined by the following factors, viz.,
 - Date of joining Government Service
 - Date of Promotion
 - Pay level
 - Eligible pool (refer Part III of Central Government General Pool Residential Accommodation Rules 2017)

Bookings in e-Sampada:

- All the bookings and payments of Holiday Homes are done online through e-Sampada website and mobile application. (www.esampada.mohua.gov.in) This portal was launched on 25 December 2020, i.e, Good Governance Day of the Government of India) to simplify the process and for bringing uniformity in the system across India. Thus, since 25 December 2020, all applications for booking both Residential Accommodation and for booking Holiday Homes (including Touring Officers Hostel), the foresaid portal was to be accessed.
- Registering in e-Sampada is done through the following steps:
 1. Go to the official GPRA portal
 2. Select the region where you are looking for accommodation under this scheme
 3. Create login ID and password by filling up the concerned form
 4. Fill out the D-2 form using the E-Awas login ID and password

Further instructions:

1. Please do update the profile **once a year**
2. While updating the profile check for the office id **1280302022**
3. After updating the profile, please do submit a representation to the Administration Section, addressed to the Senior Audit Officer-Administration along with the screenshot of the updated profile for further approval by Administration.

For further clarifications, you can browse the official website for e-Sampada where FAQs (Frequently Asked Questions) are answered.

(Issued vide Senior Deputy Accountant General/Admn. orders dated 16.05.2023)


Senior Audit Officer/Admin

Copy to:

1. Notice Board
2. All Group Officers
3. All Branch Officers (requested to arrange to communicate the contents of this Circular over phone/through e-mail to officials deployed in Sections/ Field Parties/ RA Units under their control)
4. Data Manager/ISTC (for uploading the circular on the official website)
5. File Copy