Government of Odisha
General Administration (Rent) Department
Bhubaneswar
***

TN-69

No. ....918............ Date...22/02/2017
EStt-Gen.-84/2013(Pt.)

From

A.K.K. Meena, IAS
Special Secretary to Government.

To

All Departments of Government

All Heads of Departments
(Located at Bhubaneswar and Cuttack)

Sub: Online transmission of rent roll to the DDOs and online reporting of date of relief / retirement / death etc.

Sir,

I am to intimate that the practice of transmitting hard copies of rent roll by the Rent Officer to all DDOs in respect of Government employees occupying G.A Pool quarters at Bhubaneswar and Cuttack through post/ messenger shall be discontinued w.e.f. **01.04.2017**. Instead, DDOs will start receiving the same (rent roll) in **online** mode by **20th of every month** through "e-Quarters Systems" for recovery of house rent from the salaries of concerned employees.

Likewise, facilities have been provided in the "e-Quarters System" for **online** submission of information by the DDOs regarding date of relief / retirement / death of Government servants. The process is quite simple and user friendly for the DDOs. A user manual has been prepared for them and is available in the G.A Department website for their reference.

The said online activities would ensure timely intimation/recovery of house rent, preparation of rent recovery statement, cancellation of allotments in case of transfer / retirement / death and would also save time as well as manpower being engaged in doing all the paper works.

P.T.O.

It is, therefore, requested that the aforesaid procedural changes may kindly be brought to the notice of all DDOs under your control and instruct them to utilise the **online mode** only for receiving the rent roll and intimating the date of relief / retirement / death etc. in the manner prescribed in the user manual issued by this Department. In case of any difficulty, the DDOs may be advised to contact Rent Officer of this Department over the phone number: 0674-2396865.

Yours faithfully

Special Secretary to Government

Memo. ......919.........   Dated. 22|02|17.

Copy along with the "User Manual for DDOs" be hoisted in the website of G.A. Department for information of all DDOs in Cuttack and Bhubaneswar. They are requested to adhere to the said guidelines for easy transmission of information from / to the Rent Officer, G.A Department.

Rent Officer 22|2|17
G.A Department

Memo. ......920........   Dated. 22|02|17.

Copy forwarded to All Section Officers of G.A(Rent) Department for information.

Rent Officer 22|2|17
G.A Department

Memo. ......921.........   Dated. 22|02|17.
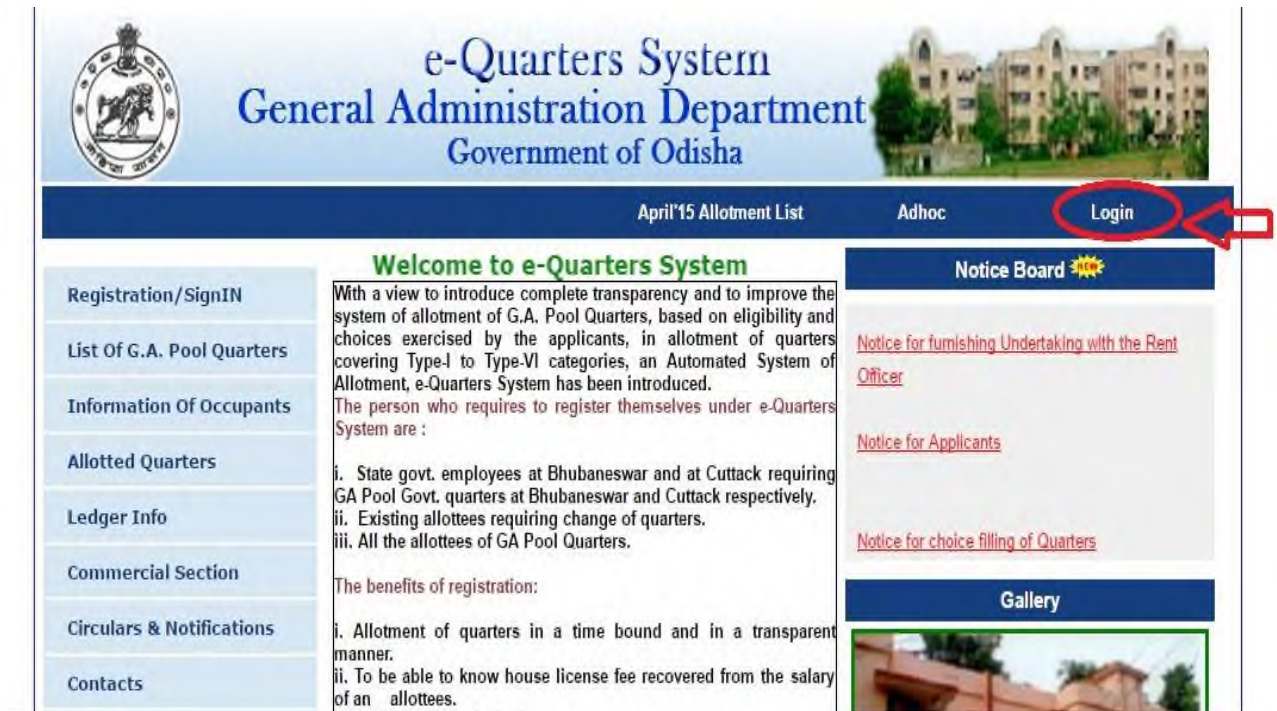
Copy forwarded to the Public Relation Officer, G.A Department with a request to release a press note immediately on the said subject in the leading Newspapers for the information of DDOs.
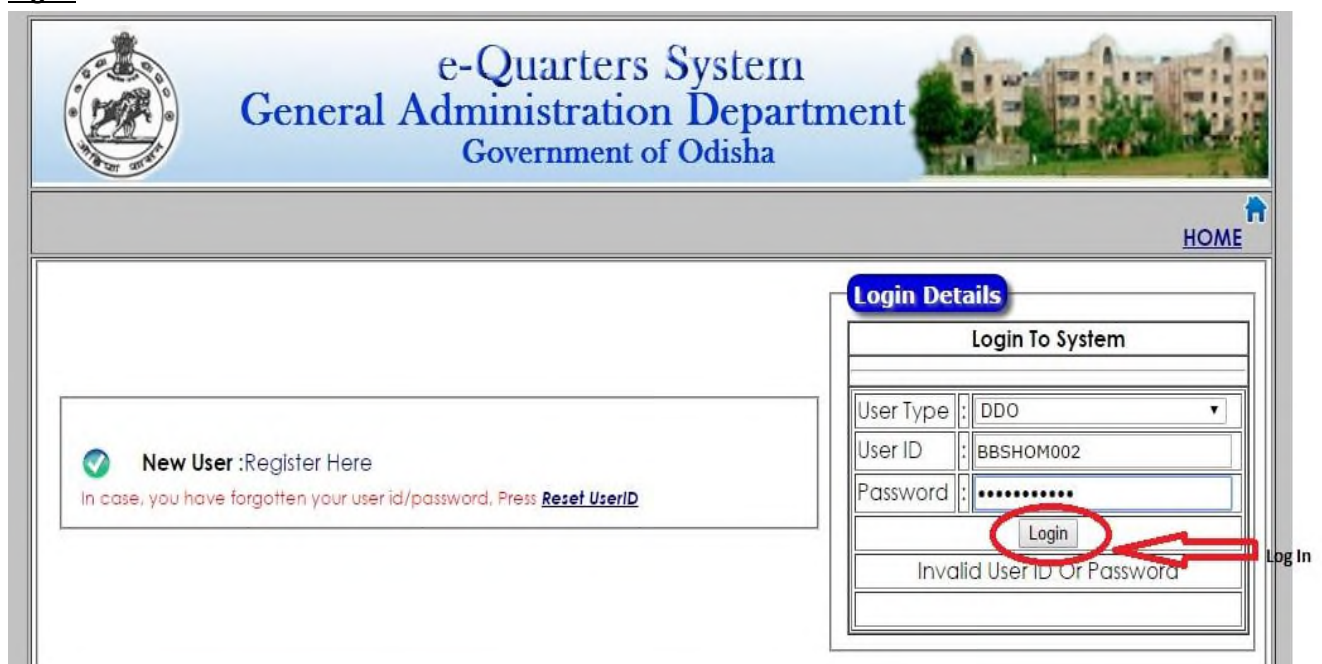
Rent Officer 22|2|17
G.A Department

User manual for DDOs to receive on-line rent demand statement (Rent Roll) and to intimate information regarding relief/retirement/death of employees occuping G.A.Deptt. Quarters at Cuttack and Bhubaneswar.

1.Visit home page of   www.as1.ori.nic.in/quarters , then click on "login" icon .

2. In login page choose user type as DDO and give your user id and password .Then click on" login' button. Your user Id is **DDO Code** and password is **DDO code*1**. <u>**Change your password after first login.**</u>

3. After log in you will be forwarded to the following page and click on" Demand Report " as in the following image
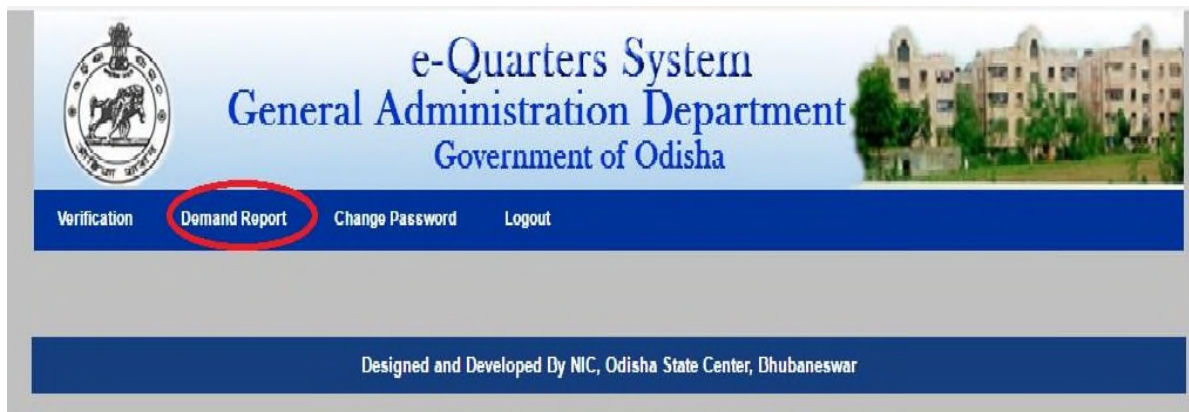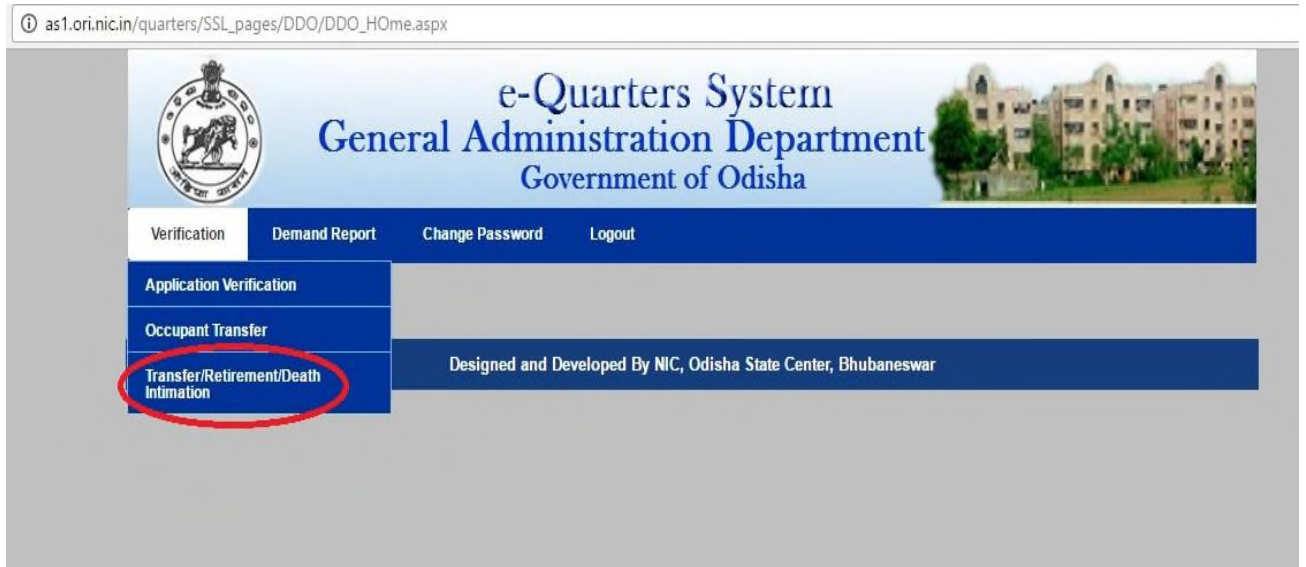
4. Now you will be forwarded to Demand report generation page. There you have to fill up your required information such as Type, Month, Year for which demand report is required . Then click on "Demand Report" button to get your required demand report for that particular month and year. (Note : The demand report for the **current month** would be available **on 20Th** of same month) You can also take printout of this page for record/reference.
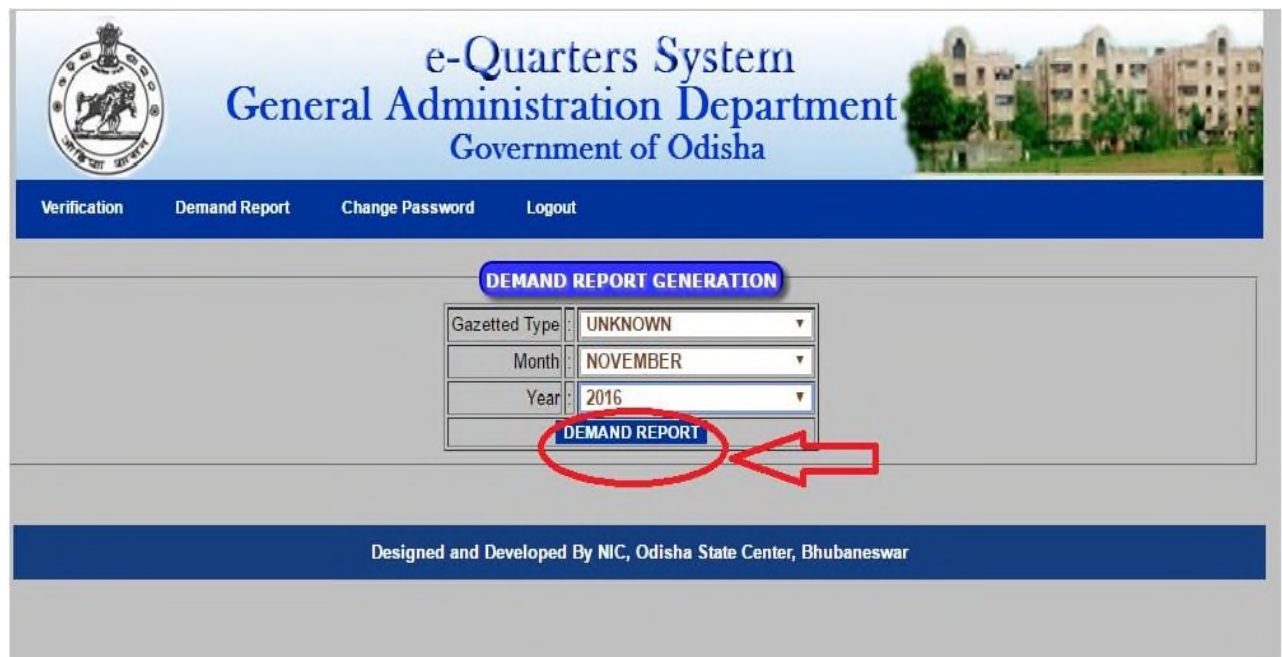
Transfer/Retirement/Death Intimation
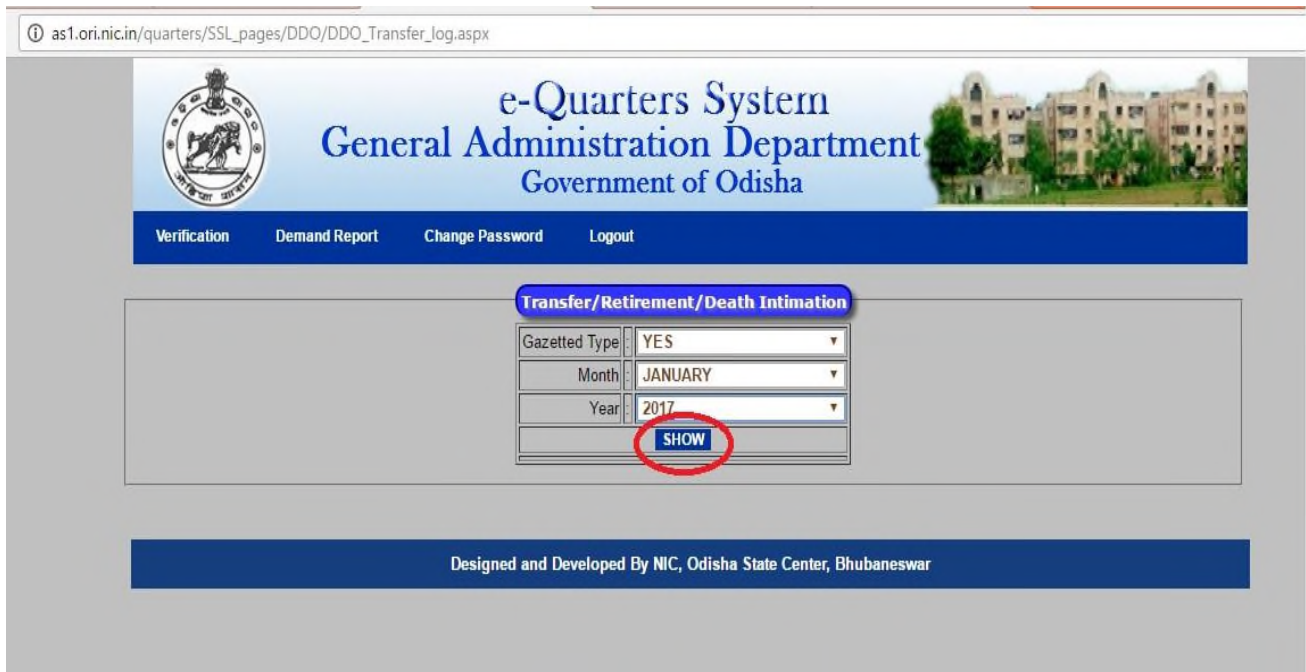
5. If any employee of your organisation has been transferred/Retired/died, the said information must be furnished by the DDO on-line as follows :

(a) Please click on "verification" menu. "Transfer/Retirement/Death intimation" sub-menu will appear.

(b) Please click the "Transfer/Retirement/Death intimation" menu to go to the Intimation page. After that you will be forwarded to the below page.

(c) After filling all required fields, click on show button. Always select **current month**. Then you will see the list of occupants under the same DDO.

(d) If any occupant is relieved/retired/dead then choose "Relieve/ Retd /Death" operation against the said employee. Select appropriate status and enter the correct date thereof in the next box. For transferred employee select the **new DDO** of the occupant to which he has been transferred and in case new DDO address is not available in the drop down choose "Others" as new DDO. Also indicate new designation and place of posting of the transferred employee in the appropriate column. Then click on Save button. A confirmation message will appear. Click O.K to save data. Extreme care be taken to enter **correct information** of relief/retirement/death.

6. After completion of your all operation the logout from the application by clicking on Logout link present in the menu.