

**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION
(CGEWHO)**

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DRAW PROCEDURE (MANUAL) for CHENNAI-II HOUSING SCHEME

Introduction : There will be equal No(s) of STICKER(s) to be put in TWO Plastic & Transparent Container (i) One having **Beneficiary's** data (ii) Another having **DU/Flat's data**; but after drawing the lowest floor DU/Flat allotted to the beneficiaries {1 for 'A' type; 2 for 'B' type; 1 for 'C' type & 1 for 'D' type DU/Flat for CGEWHO's Chennai (Phase-II) Housing Scheme} with Disability as per CGEWHO RULE-24 & finalized/approved by the Medical Committee constituted for this purpose only. Specimen of both the **Sticker(s)** has been shown below.

STEP-I : ALLOTMENT OF RESERVED DU/FLAT FOR PWD (Persons with Disability) IN THE LOWEST FLOOR TO THE ELIGIBLE BENEFICIARY/IE(s) : MULTIPLE DU/FLAT(s) IN LOWEST FLOOR Vs ONE /TWO ELIGIBLE BENEFICIARY/IE(s) AS PER DECISION OF MEDICAL COMMITTEE.

It is proposed to put pre-printed, identical size STICKER(s) duly stapled from one side bearing beneficiary's data like Regn No., Name, & Address etc. (as shown under) who are eligible for allotment of lowest floor under reserved quota (Handicapped/) as per Rule-24 of CGEWHO Rules and as declared by Medical Committee in a TRANSPARENT PLASTIC CONTAINER with lid.

Specimen STICKER of Beneficiary & DU/Flat details to be allotted	
BENEFICIARY'S STICKER	STICKER WITH DU/FLAT DETAIL
SERIAL NO : XX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXX ADDRESS : XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXX	SERIAL NO : XX SCHEME NAME : XXXXXXXXX DU/FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT NO : XXX

2. Similarly, other identical sized container will contain pre-printed, identical size /STICKER(s) bearing details of all lowest floor DU/Flat details with Type, Block, Floor, Unit No (as shown above) duly stapled from one side available in a particular type. in both the containers will be shuffled/mixed from outside then hand picking of one STICKER randomly from each container by beneficiary him/her self, if in attendance or by any present member beneficiary, will make the allotment.

3. On de-sealing (stapler-pin) of the STICKER, details of beneficiary & DU/Flat to be allotted under reserved quota will be known and declared to all beneficiaries. These will be pasted in the RESULT SHEET in the column made one for beneficiary & another for allotted DU/Flat alongside. The same process will be repeated till the STICKER(s) kept in the beneficiary's container will come to an end. It will be followed at the beginning of each type draw for allotment of lowest floor DU/Flats to eligible beneficiary as decided by the MC (Medical Committee). A statement of type-wise DU/Flats in lowest floor and reservation for PWD is given below.

Type	Total DUs (in No)	DUs in Lowest & Other Floor (in No)	DUs under Reservation (in No)
A (1 BHK)	064	16 (Ground Floor) & 48 (in Upper Floors)	1 (Ground Floor)
B (2 BHK)	248	62 (First Floor) & 186 (in Upper Floors)	2 (First Floor)
C (3 BHK)	180	45 (First Floor) & 135 (in Upper Floors)	2 (First Floor)
D (4 BHK)	080	20 (First Floor) & 60 (in Upper Floors)	1 (First Floor)

STEP-II : ALLOTTMENT OF DU/FLATS TO OTHER RESIDUAL BENEFICIARY(s) : MULTIPLE DU/FLAT(s) Vs MULTIPLE BENEFICIARY(s)

Now, Container with stapled STICKER(s) of residual lowest floor DU/Flat(s) will be added with STICKER(s) of other floor(s) of the same type for draw of rest of beneficiaries. Other container will be filled up with the stapled STICKER(s) of the beneficiaries except one/two PWD beneficiary whose draw has been finished in Step-I.

2. Both the containers **one with beneficiary's data & other with DU/Flat's details** will be shuffled/mixed from outside then picking of one from beneficiary's container & simultaneously, other from container with stapled STICKER(s) of DU/Flat details will be hand picked for allotment by beneficiary him/erself, if in attendance or by any present member beneficiary, will make the allotment of the respective DU/Flat to the respective beneficiary.

3. On de-sealing (stapler-pin) of the STICKER, DETAIL OF BENEFICIARY & DU/FLAT ALLOTTED to be known and disclosed to audience (present members) and to be pasted on the **Result Sheet** (as shown in next page as specimen). The same process will be repeated till the picking or lifting of all STICKER(s) are not completed from the two containers which will exactly match at the end. Each beneficiary will be allotted the corresponding DU/Flat as shown in the Result Sheet at **Annexure-I**. **The result sheet will be signed by all the Draw Committee Members and the drawee member beneficiary of the STICKER(s) for his/er picked up STICKER(s).**

4. The same process will be repeated for all four types. All activities will be done in front of present beneficiaries and committee members, constituted for conducting the draw. The allotment committee may bring brought minor changes in the draw procedure as stated, if required, at any point of time and authorised to take help of any member-beneficiary for conducting the draw in smooth, transparent and independent manner. The Draw has been planned to be conducted in two days in Pre-lunch and Post-lunch session as detailed below :

Type	Total DUs (in No)	Day & Session	Remarks
A (1 BHK)	64	Pre-lunch Session of 1 st Day	Parking Slot will be allotted at the end; when allotment parking is over for other types of DU.
B (2 BHK)	248	Post-lunch Session of 1 st Day	Parking Slot will be an attached one under the same block of DU or else conveniently located in the adjacent block of any type, if opted for it.
D (4 BHK)	80	Pre-lunch Session of 2 nd Day	
C (3 BHK)	180	Post-lunch Session of 2 nd Day	

ALLOTMENT OF SPECIFIC CAR PARKING : Most of the dwelling unit has been attached with a particular CAR PARKING under the same block, few are not so; but attached with a CAR PARKING that conveniently located in adjacent block. Since, the demand for first **CAR PARKING** is less than the actually provisioned; parking attached with the dwelling unit will be deemed to be allotted to the beneficiary who has opted for at least one car parking and will be announced, before present members during the draw. **Un-allotted or Vacant parking during the above process will be allotted to 'A' type beneficiaries who has opted for it; then second parking slot will be allotted to beneficiaries which will be done subsequently at Head Office.**

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RESULT SHEET FOR CHENNAI-II HOUSING SCHEME

SL	STICKER with BENEFICIARY's DATA	STICKER WITH DU/FLAT's DATA
1	SERIAL NO : XX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXXX ADDRESS : XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	SERIAL NO : XX SCHEME NAME : XXXXXXXX DU/FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT NO : XXX
Signature of Drawee of STICKER and		Name / Regn No.
2	SERIAL NO : XX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXXX ADDRESS : XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	SERIAL NO : XX SCHEME NAME : XXXXXXXX DU/FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT NO : XXX
Signature of Drawee of STICKER and		Name / Regn No.
3	SERIAL NO : XX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXXX ADDRESS : XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	SERIAL NO : XX SCHEME NAME : XXXXXXXX DU/FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT NO : XXX
Signature of Drawee of STICKER and		Name / Regn No.
4	SERIAL NO : XX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXXX ADDRESS : XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	SERIAL NO : XX SCHEME NAME : XXXXXXXX DU/FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT NO : XXX
Signature of Drawee of STICKER and		Name / Regn No.
5	SERIAL NO : XX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXXX ADDRESS : XXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	SERIAL NO : XX SCHEME NAME : XXXXXXXX DU/FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT NO : XXX
Signature of Drawee of STICKER and		Name / Regn No.
PO/Allotment Committee		Member/Allotment Committee
Member/Allotment Comm.	Member/Allotment Comm.	Member/Allotment Comm.