## 1. Fresh Application on House Allotment & Management System Portal

### **Step 1: Initiation of Application Process.**

Employees who wish to apply for a house through the House Allotment & Management System Portal must use the URL <u>https://eawas.hsvphry.org.in/</u> and click on Employee Login.



## Step 2: Sign in using the employee Payee code

Employees are required to sign in using their unique payee code, which is linked to the phone number recorded in official records.

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	Sign In to eAwas Payee Code			

## Step 3: Verify OTP

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### Step 4: Updating Employee Profile

- Employees are required to update their profiles by adding their email ID, uploading a profile image and their signature.
- Employees must also review their details as recorded in the HRMS database and contact the Establishment Branch at Headquarters in case of any discrepancies in their information.

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#### **Step 5: Applying for Accommodation**

- Employees are required to click on "Housing Applications"> "Apply for Accommodation" to apply for accommodation.
- Employees are also required to complete the application form by selecting "Pool" and "Employee Category" as well as answering five (5) questions and uploading the necessary supporting documents. For instance, if the response to the question "Do you have children under the age of 10 years?" is "Yes," then employees must upload the Aadhaar or PPP card of the children as proof.
- Employees are also required to carefully read and select all declarations before submitting their applications.

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Apply for Accommodation	E	EXECUTIVE ENGINEER, HSVP, DIV-2, FARID	N/A							
Application History										
Services	< Ap	pplication Details								
Maintenance	< Po	ol	Employee Category							
Reports	۰ ۱	Select Pool	Select Category							
	Do	o you or your dependents suffering fro	m chronic diseases? (Refer to clause 25)							
	-	Select								
	Do	o you or your dependents have any dis	abilities? (Refer to clause 25)							
		Select	0 voars2 (Pofer to clause 25)							
		Select	o years? (Neter to clause 25)							
	Do	o you, your spouse, or any of your dep	endent children have your own house?							
	3	Select								
	An	e you currently occupying any govern	nent accommodation? (If yes, please provide the							
	de	etails.) Select								
	S	innorting Docs								
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	De	eclarations								
	2	I affirm that all information provided i	n this application is true, accurate, and complete, v	with no information concealed.						
	2	I am aware that my residential allocati	on will be immediately revoked if something is lat	er found to be incorrect in the inform	nation I have submitted.					
		I agree to adhere to the Haryana Sheh	ri Vikas Pradhikaran (HSVP) House Allotment Rule	es of 2024.						
	00	I undertake to promptly notify within seven days in the event of my retirement or transfer to another work station; failure to do so may result in the cancellation of the house under my occupation.								
	<b>∠</b> HS	I understand that non-payment of ren VP from time to time.	t or license fees by the specified due date may lea	d to penalties or actions in accordan	ice with the rules, policies, and regul	lations prescribed by				
	<b>⊘</b> pre	I understand that any damage caused escribed by HSVP from time to time.	to the property beyond normal wear and tear ma	y lead to penalties or actions against	me, in accordance with the rules, p	olicies, and regulations				
		I agree that unauthorized subletting o	r occupation of the premises will result in penaltie	is or actions as outlined by the HSVP	from time to time.					
	<b>⊘</b> est	I acknowledge that any violation of oc tablished by the HSVP from time to tin	cupancy terms, including exceeding maximum oc ne.	cupancy limits, may result in penaltie	s or actions as per the rules, policies	and guidelines				
		I understand that non-compliance wit	n safety regulations or protocols within the premi	ses may lead to penalties or actions a	as deemed appropriate by HSVP aut	horities.				
		Submit Application								
	= s	submit Application								

#### **Step 6: Adding House Preferences**

• After successfully submitting the application, employees will be directed to a page where they can select three (3) options from the list of available houses as per employee eligibility by clicking on the "Add" option.

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lication History	Faridabad	Faridabad	Faridabad	1414			Sector-15, Faridabad	450.00		Type - I	2500.00		Add	
ices <	Faridabad	Faridabad	Faridabad	1648			GF, Sector-16, Faridabad	450.00		Type - I	200.00		Add	
ntenance <	Faridabad	Faridabad	Faridabad	1648F			FF, Sector-16, Faridabad	450.00		Type - I	200.00		Add	
orts <	Faridabad	Faridabad	Faridabad	1649			GF SECTOR 16 FARIDABAD	450.00		Type - I	200.00		Add	
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	Priority No.	1	House Number		Address	Area (si	l ft)	Туре	Licence Fee	Licence Fee		Action		
	Finalize Preferences													_

- Added houses will be visible at the bottom of the screen.
- Click on "Finalise Preferences" after verifying the preferences to complete the application process.

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Priority No.	House Number	Address	Area (sq ft)	Туре	Licence Fee	Action
1	1414	Sector-15, Faridabad	450.00	Type - I	2500.00	Delete
2	1648	GF, Sector-16, Faridabad	450.00	Type - I	200.00	Delete
	51F	FF, Sector-16, Faridabad	450.00	Type - I	200.00	Delete
Finalize Preferences						

## 2. SurrenderHouse

#### Step 1: Employee Login

• Employees who wish to apply for surrendering the house through the House Allotment & Management System Portal must use the URL



https://eawas.hsvphry.org.in/ and click on Employee Login.

### Step 2: Sign in using the employee Payee code

• Employees are required to sign in using their unique payee code, which is linked to the phone number recorded in official records.

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# Step 3: Verify OTP

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# Step 4: Apply for Surrender House

• After successfully logging in with their credentials, employees should select "Services"

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HOUSING	House Number	Floor	Sector	House Address	House Type	Zone	Estate Office	Urban Estate	Allottee	Allotment Date		
Housing Applications	1414	Ground	15	Sector-15, Faridabad	1	Faridabad	Faridabad	Faridabad	DEV RAJ	13-06-2025		
🗶 Services 🗸 🗸	Surrender House											
Possession Request												
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💫 Surrender House												
View Surrender Requests												
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> "Surrender House."

- After clicking on "Surrender House," a floating window will appear on the screen prompting the employee to provide further details.
- Employees are required to provide a proposed date to vacate the house.
- Furthermore, employees are required to obtain a No Objection Certificate (NOC) from the respective EO, HSVP, UHBVN/DHBVN, and XEN, HSVP, and upload the documents to complete the house surrender application.
- Click on "Submit Request" to complete the process.

