

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

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**Government Accommodation Management System (GAMS)  
Online 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. 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. 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>).

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. DDOs 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. 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.

The requisite information pertaining to its USER I.D. etc. has separately been communicated to each office through a letter. Detailed instructions for the Forwarding Officer as well as the Drawing & Disbursing Officer to access GAMS have been 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** . For any further information/clarification on the subject, **Shri S.K.CHAKRABARTY, Dy. Director(Computers)** and **Shri P.L.Meena, Accountant** can be contacted on Tel. Nos. 23061983 and 23061388 respectively.

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.**

**DIRECTOR OF ESTATES**

**CIRCULARS – ONLINE LICENSE FEE COLLECTION & MONITORING SYSTEM**  
**- Instructions for Access to GAMS**  
**(GOVT. ACCOMMODATION MANAGEMENT SYSTEM)**

To help you learn the details of the programme created especially for you for efficient management of the License Fee collection and monitoring, each step of the tasks to be performed by you to access **GAMS** is 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.

## **CIRCULARS – ONLINE LICENSE FEE COLLECTION & MONITORING SYSTEM**

### **- Instructions for entry of past recoveries in GAMS (GOVT. ACCOMMODATION MANAGEMENT SYSTEM).**

1. Entries of missing license fee recoveries are to be done from 1992 onwards in respect of all occupants whose occupation data is available in GAMS database, irrespective of whether they are still occupying general pool houses or have vacated the same.
2. A fee of Rs.5/- (Rupees Five only) shall be paid to the staff of the Drawing & Disbursing Officers for every 12 months for which missing recoveries (from July, 1992 onwards) are posted by them subject to the condition that this work is completed before 31st August, 2007. This payment will be made out of the budget grant of the Dte. of Estates for the year 2007-08.
3. Since the payment of fees shall be made directly to the staff of the DDO who will be making the entries of missing license fee recoveries, the DDO shall identify the staff who will do this work and distribute the AANs among them. Each dealing hand will maintain an account of the total number of months for which he/she has made the entries of missing license fee recoveries against each AAN. After the work of posting of missing license fee recoveries is completed, the DDO shall communicate the details of the entry work done by each dealing hand in the following format :-

Sl. No.	Name of Dealing Hand (Shri / Smt. / Km.)	Designation	Total No. of AANs for which entries made	Total No. of months for which entries made
<b>GRAND TOTAL NO. OF MONTHS FOR WHICH ENTRIES MADE</b> (This figure should tally with the count available through GAMS)				

4. For calculating the fees payable to the DDO's staff, the total number of months, for which entries of missing license fee recoveries have been made against each AAN, shall be divided by 12 (twelve) and rounded off to the next full year. For example, 63 months shall be treated as 6 years after rounding off 5 yrs. 3 months to the next full year.
5. A tracking system has been built into GAMS to maintain a count of the total number of months for which entries of missing license fee recoveries have been done by the DDO against each AAN (Allottee Account No.).
6. 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 by their respective DDOs and bring a certificate issued by the DDOs to this effect.

7. If the rate of recovery remains the same for a number of months/years, the entry must be made in a single row for the entire period.

**Example:** - Suppose the following license fee recoveries made from the salary of the allottee in the past are now to be entered into GAMS by the DDO : -

01/07/1992 to 31/12/1993 @ Rs.140/- p.m.
01/01/1994 to 31/12/1994 @ Rs.160/- p.m.
01/01/1995 to 31/12/1996 @ Rs.140/- p.m.
01/01/1997 to 31/12/1997 @ Rs.140/- p.m.
01/01/1998 to 30/06/1998 @ Rs.140/- p.m.
01/07/1998 to 31/08/1998 @ Rs.553/- p.m.
01/09/1998 to 31/12/1999 @ Rs.160/- p.m.
01/01/2000 to 31/12/2001 @ Rs.160/- p.m.
01/01/2002 to 31/12/2003 @ Rs.160/- p.m.
01/01/2004 to 31/01/2004 @ Rs.960/- p.m.
01/02/2004 to 31/12/2006 @ Rs.180/- p.m.
01/01/2007 to 31/03/2007 @ Rs.220/- p.m.

The entry for the above recoveries are to be made in the following manner in **GAMS** : -

From	To	Rate Per Month (Rs.)		Total Amount Recovered (Rs.)
01-07-1992	31-12-1993	140	√	840
01-01-1994	31-12-1994	160	√	1920
01-01-1995	30-06-1998	140	√	5880
01-07-1998	31-08-1998	553	√	1106
01-09-1998	31-12-2003	160	√	10240
01-01-2004	31-01-2004	960	√	960
01-02-2004	31-12-2006	180	√	6300
01-01-2007	31-03-2007	220	√	660

8. 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.