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No. 12035/11/2013-Pol.II
Government of India
Ministry of Housing & Urban Affairs
Directorate of Estates

Nirman Bhawan, New Delhi - 110108

Dated: 1st August, 2025

[Handwritten signature]

ADG(A) - sn. J.S.

OFFICE MEMORANDUM

Sub: Forwarding of applications for allotment, acceptance etc. of GPRA and verification of particulars/details provided in the profile in eSampada - reg.

The undersigned is directed to refer to OM of even number dated 22.09.2021 on the subject cited above, wherein it was circulated that while forwarding profile details for allotment of GPRA, the concerned Administration section of the applicant was required to verify the particulars/details in the profile and particulars in the profile will not be verified by this Directorate. Further, the responsibility that there is no discrepancy in the particulars/details submitted in the profile would rest with the Administration Office as well as the applicant. It was made clear that in case it is found that wrong information has been furnished by the applicant and it has been forwarded by Administration Office and allotment has been made on the basis of such wrong information forwarded by concerned Administration Office, not only would the allotment of the concerned allottee be cancelled but the Admin ID of concerned Administration Office shall also be blocked.

2. Recently, it has been noticed that in many cases, allotments have been made based on the wrong particulars/details/documents furnished by applicant, which are duly forwarded by concerned Admin Office without thoroughly checking the particulars of applicant. One such example is non-verification of the UDID card required for the allotment of GPRA to eligible PwD applicants.

3. It is, therefore, reiterated that while forwarding profile details in eSampada for allotment of GPRA, the Administration office of the applicant should verify the correctness of particulars/details/any other requisite documents furnished in the profile by the employee. The responsibility that there is no discrepancy in the particulars/details/ any other requisite documents submitted by the employee in the profile details rests with the Administration Office as well as the applicant employee. The profile details will not be verified by Directorate of Estates. In case, it is found that wrong information has been furnished by the applicant and it has been forwarded by Administration Office and allotment has been made on the basis of such wrong information forwarded by concerned Admin Office, not only would the allotment of the concerned allottee be cancelled but the Admin ID of concerned Administration Office shall also be blocked. It will only be unblocked with the approval of JS(Estates), MoHUA on the basis of adequate justifications provided by

*For n. 9.
JL
18/8
S.A.O. (Admin)
For Circulation
Fol (OK)
[Signature]
12/8/25*

*m. Deepak
1794 E.O.
19/8/25*

*PS to B.G.
1108204*

12 AUG 2025
Stamp: New Delhi - 110029

concerned Admin Office duly approved by their JS(Admin). This will apply not only in Delhi but pan India.

4. This issues with the approval of Competent Authority.


(Lokesh Chandra Singh)
Deputy Director of Estates (Policy)
Tel.: 23062505

To

1. All Ministries/ Departments of the Government of India.
2. All Officers/Sections in the Directorate of Estates.
3. DD(Regions) -for circulation in region offices.

Copy for information to:

1. PS to Hon'ble HUAM.
2. PSO to Secretary (HUA)
3. PPS to Joint Secretary (L& E)
4. Sr. PPS to DE-I/ PS to DE-II
5. DD(Computer) - with a request to upload the OM on the website of DoE.
6. DD(OL) - for translation
7. Guard File/Issue Folder - 2025.


Deputy Director of Estates (Policy)