

**Government of India
Directorate of Estates
Nirman Bhawan, New Delhi**

Dated: 19-08-2011

Subject: How to use License Fee Recovery Posting System for DDO

Objective:

With a view to introduce online posting of License Fee Recovery Schedules by **Drawing & Disbursing Officer (DDO)** of Government Department / organization, this system has been put in place. The system allows DDO who is using CompDDO software package of NIC for Payroll related activities, to upload the monthly License Fee Schedule text file generated through CompDDO, and send it to the eAwas system of Directorate of Estates.

Note:- This facility is only for uploading of License Fee Recovery Schedules data file from Comprehensive DDO (Payroll) Package promoted by NIC.

Pre-requisites:

Please note that for using this Automated System of License Fee Recovery Posting System for DDO, you must satisfy the following condition:

- You must have **DDO ID (12-digit)** and **Password** allotted by the Directorate of Estates.

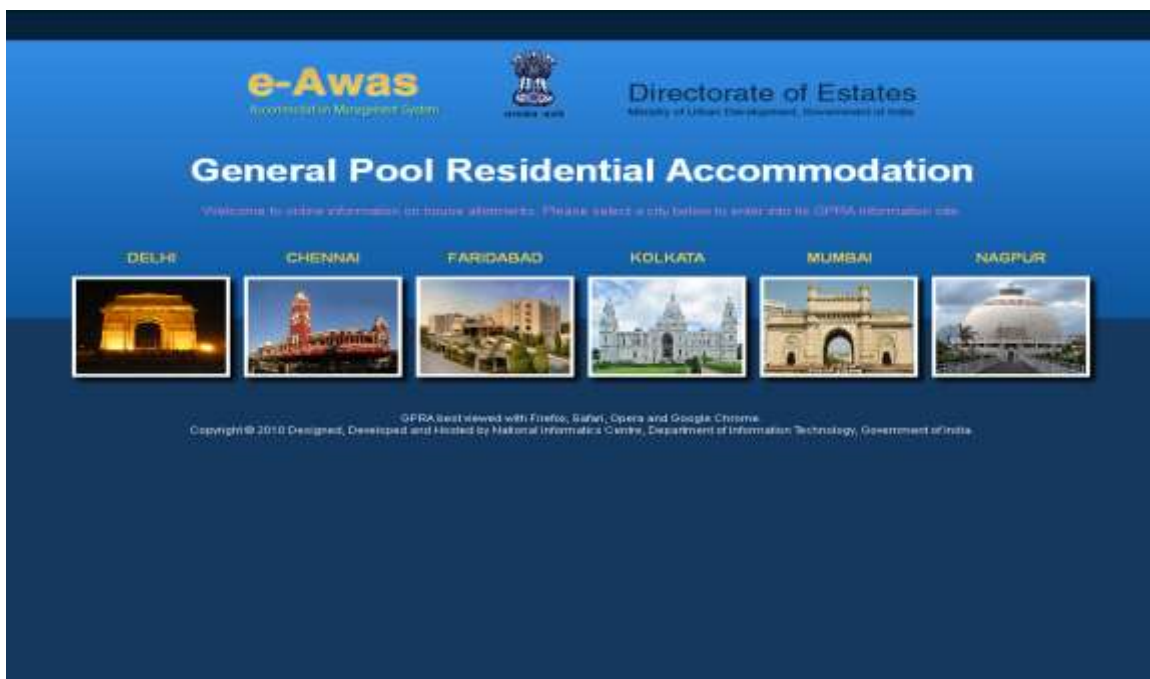
Steps for using the system:

Step 1: Open the website <http://estates.nic.in> and you will get following screen :-



You have to click on **“Server 2”** link shown on the left side of the above screen in **House Allotments** section to go to the URL <http://gpra.nic.in> for accessing the **License Fee Recovery Posting System**.

After clicking on **“Server 2”**, you will be directed to <http://gpra.nic.in> and you will get the following screen:-



You have to click the city applicable to you in the above screen. Suppose you clicked on “**DELHI**” then you will get the following screen:-



To go to the page for License Fee Recovery Posting System, you have to click on provided link on above screen named “**LICENSE FEE RECOVERY POSTING SYSTEM FOR DDO**” in red background.

By clicking on it you will get the following screen:-

e-Awas
Accommodation Management System


भारत सरकार

Directorate of Estates
Ministry of Urban Development, Government of India

License Fee Recovery Posting System for DDO

Welcome

With a view to introduce online posting of License Fee Recovery Schedules by Drawing & Disbursing Officer (DDO) of Government Department / organization, this system has been put in place. The system allows DDO who is using CompDDO software package of NIC for Payroll related activities, to upload the monthly License Fee Schedule led file generated through CompDDO, and send it to the eAwas system of Directorate of Estates.

[Instruction Manual](#) [Back to GPRA](#)

Sign in

DDO ID

Password

Sign in

[Login ID Request](#) || [Login ID Request Slip](#)

Copyright © 2011 Designed, Developed and Hosted by National Informatics Centre,
Department of Information Technology, Government of India.

Click on “**Login ID Request**” button for seeking DDO ID and Password; then you will get the following screen:-

The image shows a screenshot of a web portal with a blue background. In the center, there is a white modal window titled "DDO ID Activation form" with a "CLOSE X" button in the top right corner. The form contains the following elements:

- Note:** All DDOs who have already been issued Login ID and Password need not submit fresh request for DDO ID Account Activation only those DDOs need to submit this Request who have not been issued DDO ID and Password.
- OFFICE:** Please enter the valid Office ID. Below this is a red box with "Office ID:" and a text input field, followed by a "Show" button.
- Office:** A large grey text input field.
- DDO ID DETAILS:** A section header.
- Name:** A text input field.
- Designation:** A text input field.
- Note:** One of these following fields are Mandatory (Phone No, Mobile, E-mail).
- Phone No:** A text input field.
- Mobile:** A text input field.
- E-mail:** A text input field.
- Fax:** A text input field.
- Submit:** A button at the bottom of the form.
- Final Note:** Please note down your Request ID it is important to Print your Request Slip and Submit to the Directorate of evolutions for Activation your Account.

Note:- All DDOs who have already been issued DDO ID and Password need not re-submit fresh request for DDO ID Account Activation. Only those DDOs need to submit this Request who have not been issued DDO ID and Password.

Please enter the required information and press the “**Submit**” button for getting your Registration for DDO ID and password completed. Please note down your Request ID.

Finding Office ID:

You can get 10-digit Office ID from Occupants tab in GPRA website as follows:

HOME
PERSONAL INFO
HOUSING STOCK
OCCUPANTS
VACANCIES
ALLOTMENTS
WAITING LIST
FORMS
HELP
EXIT

e-Awas
Accommodation Management System

TYPE-WISE
SEARCH OFFICE ID
OFFICE-WISE OCCUPANTS

new delhi

SEARCH OFFICE ID
SHOW
RESET

OFFICE
DIRECTORATE

Total Number of Records : 8

OfficeId	Office	Eligible	Details
1240201001	DEP. OF FOOD & PD., U.S. (ADMIN), DIRECTORATE OF SUGAR, KRISHI BHAVAN, NEW DELHI.	YES	DETAILS
1280404036	DEP. OF REVENUE, ADMIN. OFFICER, DIRECTORATE GENERAL OF SAFEGUARDS, BHAI VEER SINGH SAKITYA SADAN, GOLE MARKATE, NEW DELHI-110001	YES	DETAILS
1250106013	D.Y. PLANNING OFFICER, DIRECTORATE OF PLANNING & COORDINATION, M/O DEFENCE	YES	DETAILS
2013101002	G.N.C.T.D., DIRECTORATE OF ECONOMICS AND STATISTICS, ASSTT DIRECTOR, OLD SECTT., DELHI-64	YES	DETAILS
2011501758	G.N.C.T.D., PATRACHAR VIDYALAYA, D.O.O., DIRECTORATE OF EDUCATION, TIMARPUR, DELHI	NO	DETAILS
1800101009	MIN. OF WATER RESOURCES, C.W.C., RIVER DATA DIRECTORATE, NEW DELHI	YES	DETAILS
2016301001	N.C.C. DIRECTORATE, OLD SECTT., CIVIL LINES, DELHI	YES	DETAILS
1440201001	SO (ADMIN.) OIL INDUSTRY SAFETY DIRECTORATE (OSD) 7TH FLOOR, NEW DELHI HOUSE, 27, BARA KHAMBA ROAD, NEW DELHI	NO	DETAILS

Total Number of Records : 8

OPRA best viewed with Firefox, Safari, Opera and Google Chrome.

Copyright © 2010 Designed, Developed and Hosted by National Informatics Centre, Department of Information Technology, Government of India.

http://216.23.156.410:8080/opra/occupants/searchOfficeId.do?to=occupants

Print your Request Slip:

Print your Request Slip and submit it to the Directorate of Estates for Activation of your Account as follows:



Please fill Request ID and you can print your report as below:-

newas_reportrequest.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 75%

Government of India
Directorate of Estates
Nirman Bhawan, New Delhi
Application for Activation of Login Account of DDO

New Delhi, India : Friday, 19-08-2017, 02:40:18 PM

Office ID	120002220
Office	PAY & ACC. OFFICER, AUDIT, O/O DIRECTOR OF AUDIT, CENT. REVENUES, I.P. ESTATES, AGCR BUILDING, NEW DELHI
Name of DDO	ENTERF
Designation of DDO	OGRO
Phone no.	826782
Mobile	null
Email	
Fax	null

Certified that all the information mentioned in this application are verified and found to be correct.

Signature of Applicant with date: _____

Name: _____

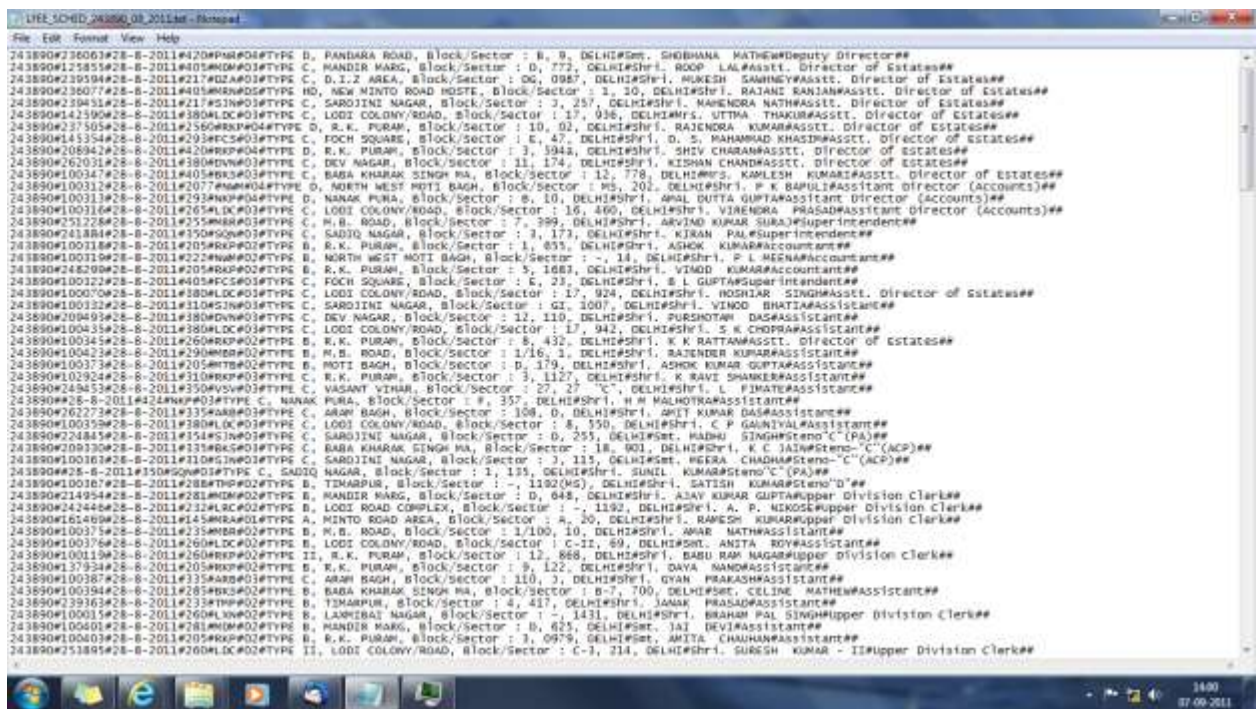
Designation: _____

Seal / Rubber Stamp: _____

You have to submit personally the above report to Directorate of Estates for getting DDO ID and Password.

After getting the DDO ID and password you can sign-in to your account for accessing the system.

Step 2: Enter your **DDO ID** and **Password**. Click on the **Sign in**.



You can change your existing password for security reasons by giving another password than existing one by clicking on “Change Password” button on top of the main screen as below:-

CHANGE PASSWORD FORM

Change your Password by filling the form below

Change Password

Login ID
158010700101

Password

New Password

Confirm Password