

DRAW PROCEDURE (MANUAL)
FOR CGEWHO'S SAS NAGAR MOHALI HOUSING SCHEME

Introduction : There will be **Four** transparent Containers with stickers (i) **First** having Applicant's data (ii) **Second** having Dwelling unit (DU) data. (iii) **Third & Fourth** having two block wise parking details. The committee will proceed the Draw in following SIX STEPS.

STEP I	FOR PwD {FOR ALLOTMENT OF ONE LOWEST FLOOR IN TYPE B, C & D}
STEP II	FOR ALLOTMENT TO OTHER PwD APPLICANTS, IF ANY.
STEP III	FOR SC APPLICANTS, IF ANY.
STEP IV	FOR ST APPLICANTS, IF ANY.
STEP V	DRAW OF FRESH APPLICANTS FOR CONFIRMATION OF ALLOTMENT (NAMES ONLY) FOR TYPE "C" & TYPE "D" ONLY
STEP VI	COMBINED DRAW FOR DEMAND SURVEY APPLICANTS & FRESH APPLICANTS (SELECTED THROUGH DRAW FROM STEP V ABOVE) FOR ALLOTMENT OF SPECIFIC DU NO. & PARKING SPACE.

A statement of Dwelling Unit(s) in various categories is given hereunder for fresh applicants

Type	Configuration	DU's Reserved for SC (15%)	DU's Reserved for ST (7.5%)	DU's Reserved for PwD (5%)	DU's in Lowest floor	DU's Reserved for PwD on Lowest Floor (in No)
B	B+S + 14	18	9	6	12	1
C	B+S + 14	18	9	6	12	1
N	B+S + 14	2	1	1	N/A	N/A
D	B+S + 14	9	4	3	6	1
P	B+S + 14	1	1	1	N/A	N/A
TOTAL		48	24	17	30	3

- Type "N" means Type "C" Penthouse Duplex & Type "P" means Type "D" Penthouse Duplex
- B+S+14 means Basement + Stilt + 14 Floors.

Note: As per Part "B" of CGEWHO Rules - Para-4 (i) & (ii) In case of more number of applicants belonging to SC/ST/Person with Disability categories, after first conducting the draw for the reserved categories alone, unsuccessful applicants shall be considered in the draw for general category of applicants. Those who will succeed in the general draw will get a confirmed allotment, and the remaining applicants, if any, shall be placed on the general waiting list as well as the one created especially for the reserved category of applicants. However, in case of less number of applications than the number of DUs reserved, the balance DUs (after giving confirmed allotment to the applicants belonging to the reserved category) shall automatically stand de-reserved, and will be considered in the general draw.

STEP-I : ALLOTMENT OF LOWEST FLOOR DWELLING UNIT FOR THE PwD (Persons with Disability) TO THE ELIGIBLE APPLICANTS.

First, the few lowest floor DUs are to be allotted to PwD (Person with Disability) applicants who are found eligible, as per CGEWHO Rule-24, by the Medical Committee constituted for this purpose.

2. It is proposed to put pre-printed, identical size slip(s)/Sticker(s) duly folded n stapled from one side bearing applicant's data of eligible PwD applicant like **Regn No., Name, & Address**, who are eligible for allotment to lowest floor under PwD quota as per Rule-24 of CGEWHO in a first transparent container with lid.

3. Similarly, second identical sized container with lid will contain pre-printed, identical size STICKER(s) bearing lowest floor Dwelling Unit details with **Type, Block, Floor, Unit No.** (as shown below) duly folded n stapled from one side. Third & Fourth containers with all block wise car parking number duly folded n stapled from one side. All containers filled with Sticker(s) will be shuffled/mixed; then hand picking of one sticker from each container by one of the applicants present or in attendance, will make the final allotment in the presence of Committee of officer(s). Specimen of all the Sticker(s) is given below.

Specimen STICKER WITH APPLICANT'S DATA	Specimen STICKER WITH DU	Specimen STICKER WITH CAR PARKING NO.
SERIAL NO : XXX REGN NO : XXXXXXXX NAME : XXXXXXXXXXXX ADDRESS : XXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	SERIAL NO : XXX SCHEME NAME : XXX DU DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No : XXX	SERIAL NO : XXX SCHEME NAME : XXX CAR PARKING DETAILS CS : XXX

4. On de-sealing (stapler-pin) of the STICKER, details of applicant, allotted Dwelling unit under PwD quota and result of allotted car parking will be announced/declared. These sticker(s) will be pasted in the RESULT SHEET 'in the column made one for applicant, second for allotted Dwelling Unit & third for car parking number. Since there is only one reserved lowest floor for PwD, the draw of balance eligible PwD applicants (if any) will be conducted from balance available DUs.

STEP-II : ALLOTMENT OF DWELLING UNITS & PARKING SPACE TO BALANCE PwD APPLICANTS:

Now, empty container of applicant details will be filled with stapled STICKER(s) of balance PwD applicants (who remained un-successful in the STEP - I, PwD draw for allotment of lowest floor) and other container of Dwelling Unit will be filled with remaining dwelling units. & Parking details filled up with the stapled STICKER(s) will remain same.

2. All the containers, **One** with Applicant's data, **Second** having Dwelling unit (DU) data, **Third & Fourth** separate containers for the block wise parking stickers/details will be shuffled then picking of one slip from applicant's container, second slip from container with the stapled STICKER(s) of DU details, third slip from one of the allotted block containers with stapled STICKER(s) for car parking number sticker/details will be hand-picked for allotment by one of the applicants or in attendance.

3. On de-sealing (stapler-pin) of the STICKER, DETAILS OF APPLICANT, Dwelling Unit & CAR PARKING NUMBER ALLOTTED to be announced/declared before the applicants present and will be pasted on the Result Sheet. The same process will be repeated till the picking of all STICKER(s) are not completed from the container ONE of Applicant Data. Each applicant will be allotted the corresponding Dwelling Unit & car parking number as shown in the Result Sheet at Annexure-I. The result sheet will be signed by the drawee applicant (one who picked the slips/stickers) and later by all the Draw Committee Members.

STEP-III : ALLOTMENT OF FLATS & PARKING SPACE TO SC APPLICANTS:

Now, container of Applicant details, will be filled with STICKERS(S) of SC applicants. Other containers of unit/flats & Parking details filled up with the stapled STICKER(s) will remain same.

2. All the containers, **One** with Applicant's data, **Second** having Dwelling unit (DU) data, **Third & Fourth** separate containers for the block wise parking details will be shuffled then picking of one slip from applicant's container, second slip from container with the stapled STICKER(s) of Dwelling Unit details, third slip from one of the allotted block containers with stapled STICKER(s) for car parking number details will be hand-picked for allotment by the applicants present.

3. On de-sealing (stapler-pin) of the STICKER, DETAILS OF APPLICANT, Dwelling Unit & CAR PARKING NUMBER ALLOTTED to be announced/declared before the applicants present and will be pasted on the Result Sheet. The same process will be repeated till all the reserved dwelling units are allotted including waiting list of unsuccessful applicants. Each applicant will be allotted the corresponding Dwelling Unit & car parking number as shown in the Result Sheet at Annexure-I. The result sheet will be signed by the drawee applicant (one who picked the slips/stickers) and later by all the Draw Committee Members.

STEP-IV: ALLOTMENT OF DU & PARKING SPACE TO ST APPLICANTS:

After allotment of PwD & SC applicants, EMPTY container of applicant details will be filled with stapled STICKER(s) of ST applicants. Other containers of Dwelling Unit & Parking details filled up with the stapled STICKER(s) will remain same.

2. All the containers, **One** with Applicant's data, **Second** having Dwelling unit (DU) data, **Third & Fourth** separate containers for the block wise parking details will be shuffled then picking of one slip from applicant's container, second slip from container with the stapled STICKER(s) of dwelling unit details, third slip from one of the allotted block containers with stapled STICKER(s) for car parking number details will be hand-picked for allotment by the one of the applicants present.

3. On de-sealing (stapler-pin) of the STICKER, DETAILS OF APPLICANT, Dwelling Unit & CAR PARKING NUMBER ALLOTTED to be announced/declared before the applicants present and will be pasted on the Result Sheet. The same process will be repeated till all the reserved dwelling units are allotted including waiting list of unsuccessful applicants. Each applicant will be allotted the corresponding Dwelling Unit & car parking number as shown in the Result Sheet at Annexure-I. The result sheet will be signed by the drawee applicant (one who picked the slips/stickers) and later by all the Draw Committee Members.

STEP-V : DRAW OF FRESH APPLICANTS FOR CONFIRMATION OF ALLOTMENT (NAMES ONLY) FOR TYPE "C" & TYPE "D" ONLY

Fresh Applicant details/stickers from each category will be placed in one container (through Type-Wise Draw) and slips will be picked (Three/Four stickers will be picked by one of the applicant present) of that particular type of DU till the number of available DUs are exhausted. The unsuccessful applicants will be kept in waiting list subject to maximum of 20% of the available DUs for type "D" and type "C".

Accordingly, on de-sealing (stapler-pin) of the STICKER, (DETAILS/NAME OF APPLICANT), to be declared/announced before the applicants present and to be pasted on the Result Sheet as given below. The result sheet will be signed by the each drawee applicant (one who picked the slips/stickers) and later on by all the Draw Committee Members.

Specimen STICKER WITH APPLICANT's DATA	Signature of Drawee applicant
SERIAL NO : XXX REGN NO : XXXXXXXX NAME : XXXXXXXXXX ADDRESS : XXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	

STEP-VI : COMBINED DRAW FOR DEMAND SURVEY APPLICANTS & FRESH APPLICANTS (SELECTED THROUGH DRAW, FROM **STEP V** ABOVE) FOR ALLOTMENT OF SPECIFIC DU NO. & PARKING SPACE FOR TYPE-"B", TYPE"C" & TYPE "D" ONLY.

Now, container of Applicant details, will be filled with STICKERS(S) of confirmed Demand Survey Applicants & selected/confirmed Fresh Applicants (selected through draw as per **STEP-IV above**).

2. All the containers, **One** with Applicant's data, **Second** having Dwelling unit (DU) data, **Third & Fourth** separate containers filled with block wise car parking details/stickers, will be shuffled then picking of one slip from applicant's container, second slip from container with the stapled STICKER(s) of Unit details, third slip from one of the allotted block containers with stapled STICKER(s) for car parking number details will be hand-picked for allotment by the applicants present.

3. On de-sealing (stapler-pin) of the STICKER, DETAILS OF APPLICANT, Dwelling Unit & CAR PARKING NUMBER ALLOTTED to be announced/declared before the applicants present and will be pasted on the Result Sheet. The same process will be repeated till the picking of all STICKER(s) are exhausted from all the containers. Each applicant will be allotted the corresponding Dwelling Unit & car parking number as shown in the Result Sheet at Annexure-I. The result sheet will be signed by the drawee applicant (one who picked the slips/stickers) and later by all the Draw Committee Members.

Note: All activities will be video recorded, live streamed and will be done in front of applicants present or in attendance and committee members, constituted for conducting the draw. The allotment committee may bring minor changes in the draw procedure as stated, if required, at any point of time and is authorized to take help of any member -applicant for conducting the draw in smooth, transparent and independent manner.

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RESULT SHEET FOR SAS NAGAR MOHALI HOUSING SCHEME

SL	STICKER with Beneficiary's DATA		STICKER WITH DWELLING UNIT DATA	STICKER WITH FIRST CAR PARKING NUMBER
1	SERIAL NO: XXX REGN NO: XXXXXX NAME : XXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX	1	SERIAL NO : XXX SCHEME NAME : XXXXXXXX DU NO. DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No/s : XXX & XXX	SERIAL NO : XXX SCHEME NAME : XXXXXXXX CAR PARKING NUMBER CS XXX
2	SERIAL NO: XXX REGN NO: XXXXXX NAME : XXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX		SERIAL NO : XXX SCHEME NAME : XXXXXXXX DU NO. DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No/s : XXX & XXX	SERIAL NO : XXX SCHEME NAME : XXXXXXXX CAR PARKING NUMBER CS XXX
3	SERIAL NO: XXX REGN NO: XXXXXX NAME : XXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX		SERIAL NO : XXX SCHEME NAME : XXXXXXXX DU NO. DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No/s : XXX & XXX	SERIAL NO : XXX SCHEME NAME : XXXXXXXX CAR PARKING NUMBER CS XXX
4	SERIAL NO: XXX REGN NO: XXXXXX NAME : XXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX		SERIAL NO : XXX SCHEME NAME : XXXXXXXX DU NO. DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No/s : XXX & XXX	SERIAL NO : XXX SCHEME NAME : XXXXXXXX CAR PARKING NUMBER CS XXX
5	SERIAL NO: XXX REGN NO: XXXXXX NAME : XXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX		SERIAL NO : XXX SCHEME NAME : XXXXXXXX DU NO. DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No/s : XXX & XXX	SERIAL NO : XXX SCHEME NAME : XXXXXXXX CAR PARKING NUMBER CS XXX

SIGNATURES OF MEMBER OF THE DRAWEE MEMBER/APPLICANT

SIGNATURES OF MEMBER OF THE DRAW COMMITTEE

