

**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 **FOUR** STEPS.

STEP I	DRAW FOR CONFIRMED ALLOTMENT FOR THE PWD APPLICANTS
STEP II	DRAW FOR CONFIRMED ALLOTMENT FOR THE SC APPLICANTS
STEP III	DRAW FOR CONFIRMED ALLOTMENT FOR THE ST APPLICANTS
STEP IV	DRAW FOR ALLOTMENT OF DU NO. & PARKING SPACE FOR GENERAL CATEGORY APPLICANTS (TYPE “B” & TYPE “N”)

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

No. of DUs under Type	Configuration	DU’s Reserved for PwD (5%)	DU’s Reserved for ST (7.5%)	DU’s Reserved for SC (15%)
B -40	B+S + 14	2	3	06
N-03	B+S + 14	1	NIL	1
TOTAL		03	03	07

- Type “N” means Type “C” 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 : DRAW FOR CONFIRMED ALLOTMENT FOR THE PwD APPLICANTS**

First, the draw for PwD category will be held for confirm allotment to one PwD applicant, 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 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 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.

<b>Specimen STICKER WITH APPLICANT’s DATA</b>	<b>Specimen STICKER WITH DU</b>	<b>Specimen STICKER WITH CAR PARKING NO.</b>
SERIAL NO : XXX REGN NO : XXXXXXXX NAME : XXXXXXXXXX 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/record in the RESULT SHEET ‘in the column made one for applicant, second for allotted Dwelling Unit & third for car parking number.

## **STEP-II : DRAW FOR CONFIRMED ALLOTMENT FOR THE 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-III: DRAW FOR CONFIRMED ALLOTMENT FOR THE 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, who have not withdrawn from scheme & EMD amount. 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 : DRAW FOR ALLOTMENT OF DU NO. & PARKING SPACE FOR GENERAL CATEGORY APPLICANTS (TYPE “B” & TYPE “N”)**

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.

2. 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:** 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/not controlled or influenced by other 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 : XXXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	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 : XXXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX		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 : XXXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX		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 : XXXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX		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 : XXXXXXXX ADDRESS:XXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX		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**