

Government of Tripura

e-SADAN

User Manual Version 1.0

Prepared By

**Centre for Development of Advanced Computing
e-Governance Solutions Group
Pune**

e-Sadan

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1. Introduction

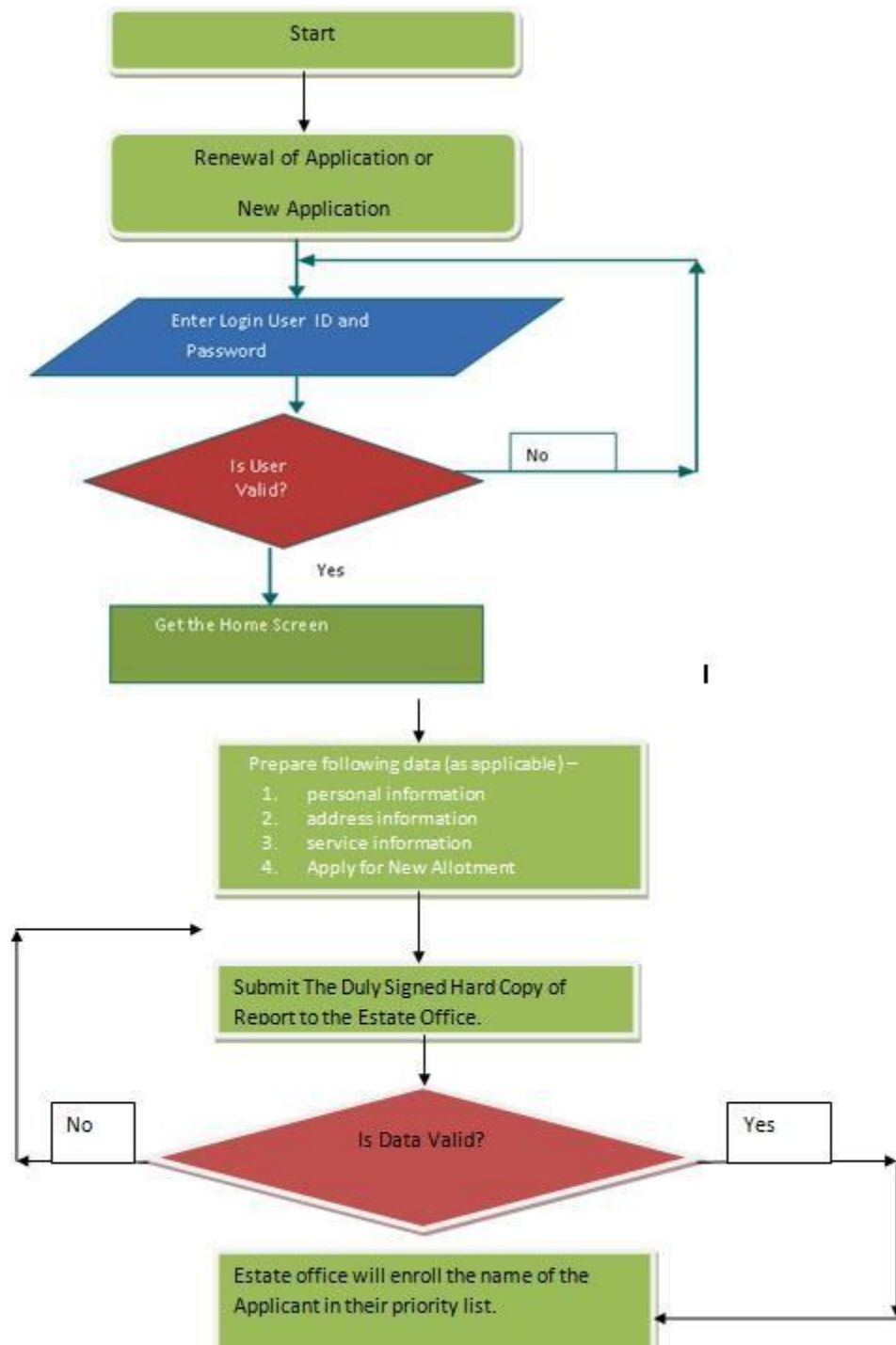
The Application Receiving System is developed by Centre for Development of Advanced Computing (CDAC) for the various engineering departments of Government of Tripura.

The system is developed with the aim of computerizing all the activities related to various engineering Departments across the Tripura State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by department's Estate Branch. The system is interlinked with the other modules like PWD Website and Establishment Management System for extracting and producing the data.

The system has 'Graphical User Interface' which facilitates easy operations. The system authenticates the user and after successful authentication an interface is shown with navigation options on left hand side. The interface has links for navigation through records and screens, buttons to save/update/delete the records, shortcut keys for buttons, help-text for icons, context sensitive help for all the screens. Appropriate messages for errors, successful operations and failed operations are displayed. Guidelines are given at appropriate stages. Selection lists are provided wherever appropriate to reduce typographical errors. And it is consistent with the standard user interface.

2. Objective

e-Sadan module is a citizen chartered application for residential quarters management system, which includes receipt of online applications, processing of applications, Generation of Priority list and allotment of residential quarters maintained by Public Works Department under General Pool. Through this application, an applicant can choose locality of quarters having facility of quarter's allotment process. The application will facilitate the Estate Office for overall management of the quarter's right from receipt of application to allotment and collection of license fee, water charges etc.

1. Flow Diagram

The Webpage or interface layout e-Sadan includes the following items:-

Public Works Department (R & B)
Government of Tripura

Home | Project | Schedule of Rates | Contacts | Feedback | FAQ | Other Wings | Sitemap

You are here: Home

Shri Biplob Kumar Deb
Hon'ble Chief Minister in Charge of PWD(Including DWS)

Main Menu

- Citizen
- Business
- Government

Calendar Events

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Latest Updates

- Benefit of pay scale in respect of Surveyors in the scale of Rs. 1450 - 3710/- as per ROP Rules 1988 **NEW**
- Tripura Schedule of Rates for Road & Bridge works and Building works have been updated and revised. **NEW**
- Memorandum regarding SPARROW **NEW**

NIT

Sr.No.	Work Name	Estimated Cost	Last Document Collection Date	Last Date of Submission
No NIT to show.				

Member Login

Username
Password
Login

Budget

- Budget Estimate 2018-19
- Budget 2017-2018
- Budget Expenditure Previous Year
- Divisionwise Budget Provision
- Allocation of Funds
- Letter of Credit (LOC)

Quick Links

- Department Login
- Circulars
- RTI Act
- News
- State Holidays
- Photo Gallery
- Road Map
- SOR 2020
- Downloads
- e-Sadan

Step 1: Open the website <http://pwd.tripura.gov.in>, and then click on the link named as “e-Sadan” from quick links menu and the following screen will appear: -

Public Works Department (R & B)
Government of Tripura

Home | Project | Schedule of Rates | Contacts | Feedback | FAQ | Other Wings | Sitemap

You are here: Home > e-Sadan

Main Menu

- Citizen
- Business
- Government

Allotment of Government Houses

1	e-Sadan (Online Application Receiving System)	
2	Allotment of government houses.	+
3	Eligibility criteria for different types of quarters based on Grade Pay applicable to State/Central Government employees etc..	+
4	Occupation/Vacation of Government Residence Form.	+
5	List of Articles(Handover/Takeover) Form.	+
6	Application for Allotment of Government Quarter Form.	+
7	DDO's certificate of spouse.	+
8	FAQs.	+

This site is the official website of Public Works Department(R & B), Government of Tripura.
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Last Modified on : Friday 03 January 2020, 16:47:08 This site is best viewed in 1280 x 1024 pixel screen resolution with Firefox 16+, IE 7+, Chrome20+.

Step 2: Click on e-Sadan (Online Application Receiving System) from Allotment of Government Houses Screen

Step 3: Log-In Screen -- Enter the username and password in the fields provided for login. On successful login the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn't have rights will be disabled. The screen is displayed as shown below.

Log-in, at the left side of the screen, Select the radio button for ☐ **New Application** or ☐ **Renewal of Application** by entering your registered email id and password.



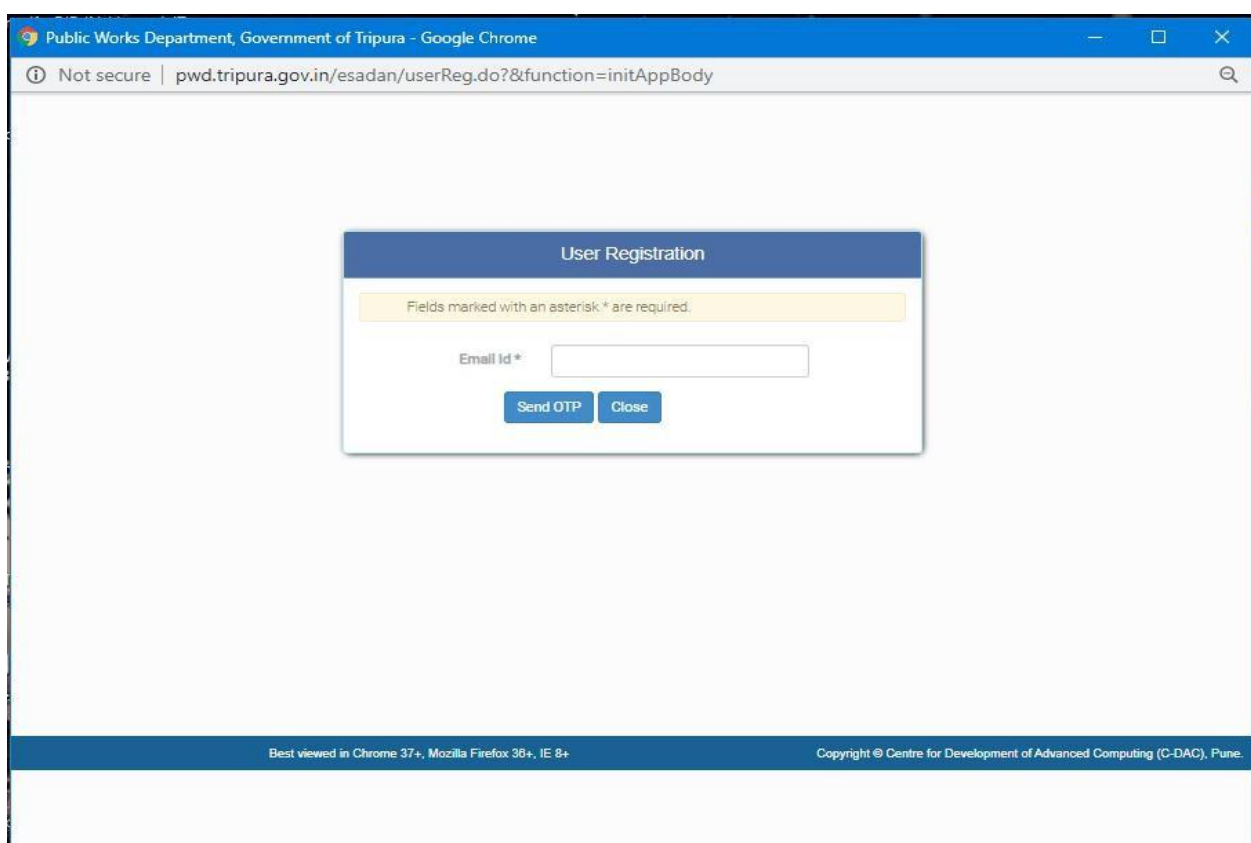
Public Works Department, Government of Tripura
"E-SADAN" - A Solution For Online Application Of Quarters Under General Pool

Home | How To Apply | Downloads | Contact Us | Register | Login

About Us

e-Sadan module is a citizen chartered application for residential quarter management system, which includes receipt of online applications, processing of applications, Generation of Priority list and allotment of residential quarters under general pool. In this application General pool quarters under Department of PWD, Govt of Tripura is maintained. Through this application, Applicant can choose their locality of Quarters along with the facilities of Quarters. Allotment process like Account, Deductio, Generation and Distribution of allotments available. It will also facilitate the

Step 4: New User Registration – New user have to insert personal email Id to get the OTP for User verification. After completion of OTP verification fill up the fields of Name, Email id ,Mobile Number , password ,confirm password and User Type.



Public Works Department, Government of Tripura - Google Chrome

Not secure | pwd.tripura.gov.in/esadan/userReg.do?&function=initAppBody

User Registration

Fields marked with an asterisk * are required.

Email Id *

Best viewed in Chrome 37+, Mozilla Firefox 38+, IE 8+ | Copyright © Centre for Development of Advanced Computing (C-DAC), Pune.

Step 5: Seniority Details for Renewal Application- Enter the Seniority Number for the year 2019 provided on login screen if the candidate is intending for Renewal of Application.

Step 6: Home page –

After the Log-In these steps is shown below here. User can access any tab by clicking to fill up the Application for Allotment of Govt. Qtr.

Step 7: Personal Information-

Click on Personal Information tab to start the Application Form.

Description:-

- Enter “Full Name of the Applicant” into the provided text box.
- Enter “Contact Number” into the provided text box.
- Fill up the text box as Father’s name and enter the “Designation” into the provided text box.
- Select whether the applicant is “Handicapped “or not if the applicant is Handicapped then upload ‘**Disability Certificate**’ as attachment.
- Select ‘Category’ if the applicant belongs to ‘**Schedule Tribes** ’&‘**Schedules Caste**’ then upload the ‘**Caste Certificate**’ as Attachment.
- Select ‘Marital Status’ If Married, then Enter the Name of the Spouse into the provided text box
- Tick YES or NO Spouse is a Govt. Employee in the provided text box & if the Spouse is a govt. Employee then attach **Spouse DDO certificate** as per the format provided in login screen and save it.

Step 8: Address Information-

Click on Address Information tab to the Next Step of Application Form.

- Enter the “Address as per Service Book” into the provided text box.
- Mention the ‘Name of the owner of the house ’&‘Relation with the applicant ‘enter into the provided text box.
- Mention the ‘Relation with the Applicant’ with the ‘Owner of the House’.
- If the address is similar as mentioned ‘Address per as Service Book’ earlier is same then ‘tick’ if not then it is and enter

Present Residential Address enter into the provided text box.

- Enter the 'House Owner Name' & 'Relation with the Applicant' into the provided text box.
- Select from the 'Declaration of the Owner' upload 'Applicant Relation' certificate as attachment and save it.

The screenshot shows the 'Address Information' form. At the top, there is a navigation bar with 'Home', 'Personal Info', 'Address Info', 'Service Info', 'Application Allotment', and 'Reports'. Below the navigation bar, the form title 'Address Information' is displayed. A yellow banner states 'Fields marked with an asterisk * are required.' The form contains the following fields: 'Address as per Service book*', 'Name of the owner of the house*', 'Relation with the applicant*', 'Click here if the address is same' (checkbox), 'Present Residential Address*', 'House owner name*', 'Relation with the applicant*', and 'Declaration of the Owner' (with a 'Choose File' button and 'No file chosen' text). At the bottom, there are 'Save' and 'Cancel' buttons.

Step 9: Service Information:-

Click on "Service Information Details" Tab will display the below screen and enter the service information details accordingly.

- Select 'Department Name' in the provided box & mention their 'Department'. All state govt department are listed here, Select State PSU and Central PSU as department for the relevant applicant. .
- Select 'Office Name' in the provided box click.
- Mentioned the 'DDO Code (Drawing and Disbursing Officer)' in the provided box.
- Mentioned their Email id Of 'Drawing & Disbursing Officer' in the box.
- Mentioned their Date of 'Joining in Service' & 'Joining in Agartala' & 'Date of Retirement from Service' respectively in the provided box.
- Select the Applicant 'Pay Scale' belongs to 'Grade Pay, Pay Level & Apex Scale'.
- Enter the Applicant of the 'Quarter Type as per Grade Pay' Scale as mentioned their type in the box.
- Mentioned the Applicant is 'Indian Service Officer' Yes & No in the box. If yes then enter their 'Batch Number'.

The screenshot shows the 'Service Information' form. At the top, there is a navigation bar with 'Home', 'Personal Info', 'Address Info', 'Service Info', 'Application Allotment', and 'Reports'. Below the navigation bar, the form title 'Service Information' is displayed. A yellow banner states 'Fields marked with an asterisk * are required.' The form contains the following fields: 'Department Name*' (dropdown), 'Enter Office Name*' (text), 'DDO code' (text), 'DDO Email Id*' (text), 'Office Telephone Number' (text), 'Whether applicant has state treasury function*' (radio buttons for Yes/No), 'Employee Id Number*' (text), 'Date of Joining in Service*' (text), 'Date of Joining in Agartala*' (text), 'Date of Retirement from Service*' (text), 'Pay Scale*' (radio buttons for Grade Pay, Pay Level, Apex Scale), 'Grade Pay*' (text), 'Quarter Type as per Grade Pay*' (dropdown), 'Whether applicant is All Indian Service Officer*' (radio buttons for Yes/No), and 'Batch Year*' (text). At the bottom, there are 'Save' and 'Cancel' buttons.

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Step 10: Application Allotment:-

- Click on “Application Details” Tab will display the below screen and enter the service information details accordingly.
- Finalize Personal Info, Address Info, and Service Info to save the data on Application for Allotment.
- Enter Preferred Location as per chronological order.
- Also we can search for a particular application by providing the inputs (Application Number & Application status) and then on click of “Search” button, the application details will be displayed in the grid.

PUBLIC WORKS DEPARTMENT, GOVERNMENT OF TRIPURA

Home | Personal Info | Address Info | Service Info | Application Allotment | Reports

Welcome esadan

Personal Information

Address Information

Service Information

Application Form

Fields marked with an asterisk * are required.

House building advance taken ?* ☒ Yes ☐ No

Building Locality*

Present place of posting*

Official address in full*

Preferred Locations*

Save Cancel

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Step 11: Reports:-

- Click on “Report Details” Tab will display the below screen and enter the service information details accordingly.
- Also we can search for a particular application by providing the inputs (Application Number & Application status) and then on click of “Search” button, the Application details will be displayed in the grid.

Home | Personal Info | Address Info | Service Info | Application Allotment | Reports

Application Report

Application Number*

Show Export

Step 12:- Submit the Duly Signed Hard of Copy of Reports to Estate Office:-Submit the duly signed hardcopy of system generated report to the Office of Estate Officer, PWD Complex ,Netaji Chowmuhani within a stipulated period of 15(Fifteen) days from the date of submission of online application.