Jawaharlal Nehru University

House Allotment Process Application

Version 2.0

http://hap.jnu.ac.in

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Objective of the Application

The need for transforming conventional physical form Submission for Government accommodation into more efficient and transparent online form submission, eliminate huge amount of paperwork and time has long been felt. The HAP (House Allotment Process) in-house developed by eGov cell, CIS aims to support Estate branch by using in more effective and transparent HAP process.

Introduction

HAP is a workflow based system that includes the feature of existing manual handling of House allotment form submission and verification of employee record with addition of more efficient electronic system. This system involve all stages, including the Type wise online form submission, movement of submitted form automatically to concern department and dealing staff, verification of records, generation of Tentative Priority list, Re verification request in submitted form if any and finally generation of type wise final priority list.

Login

HAP is intranet based system which can be access at URL **http://hap.jnu.ac.in**

On Login page enter your JNU *internet ID username and password.

*your username and password which you enter to access JNU internet

Dashboard

After login first page you see is Dashboard, which shows HAP following statistical data in graphical form.

(a) **Received Application's Status** :- Pi-Chart depict the status of total Applications form. Application status may be
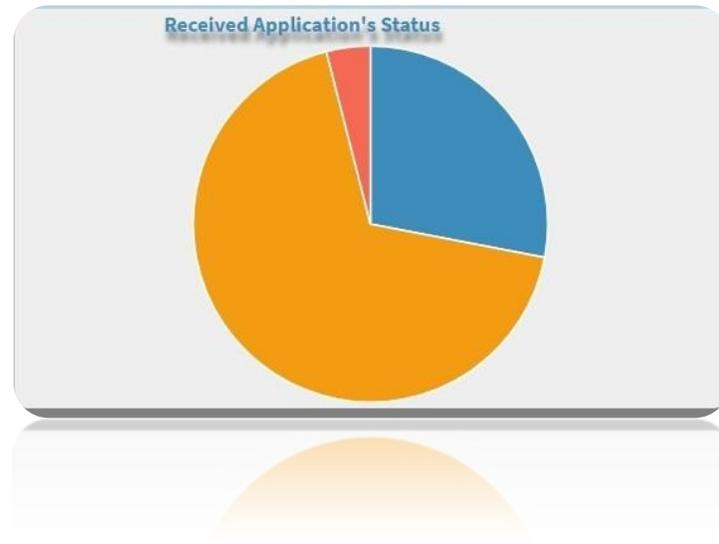
(i)   **Un-Verified**: - Application Form is in concern verifying department for verification.

(ii)   **Verified**: - Application Form is in Estate branch after verification.

(iii)   **Cancel**: - Application is cancel by concern dealing staff.

(b) **Total Received Application's Type wise: -** Bar chart depicts total application received type wise.
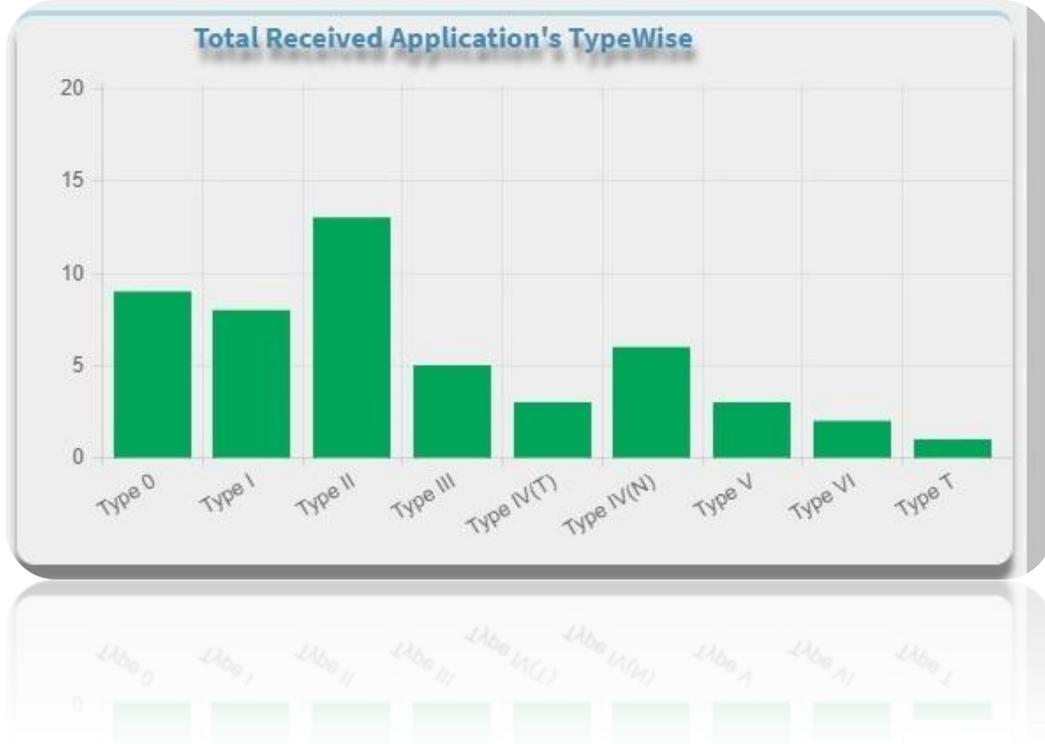
(c) **Received Application's Date wise** :- Line chart depict number of application received date wise.
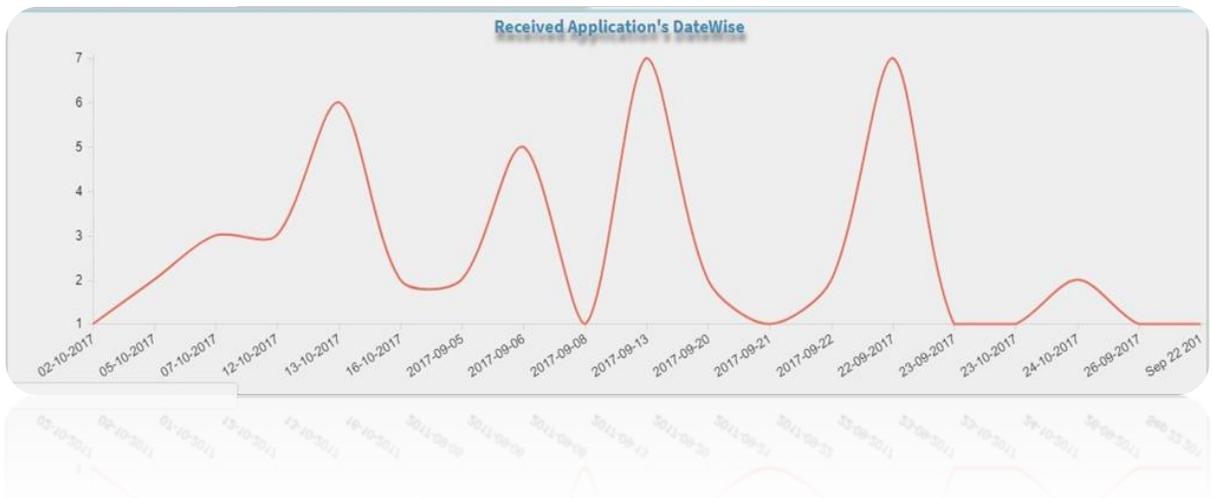
(d) **Total Received Application's Department Wise**:- Pi Chart depict total number of application received verifying department wise.
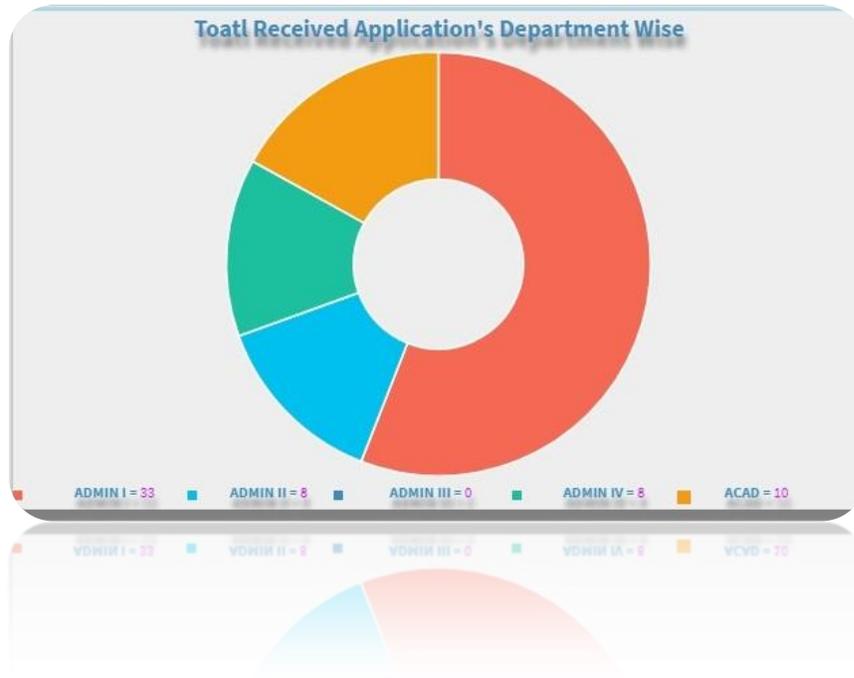
(e) **Received Application's Status Department Wise** :- Bar chart depict verifying department wise status of applications i.e. how many application verified, unverified and cancel.
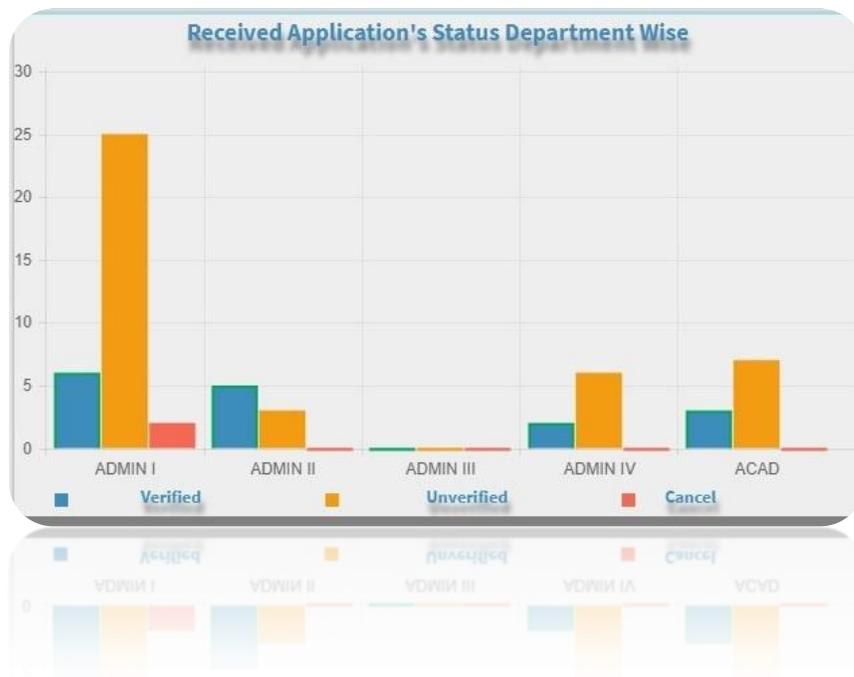
(f) <u>**Received Application's Category wise**</u> :- Pi-Chart depict total application received category wise.
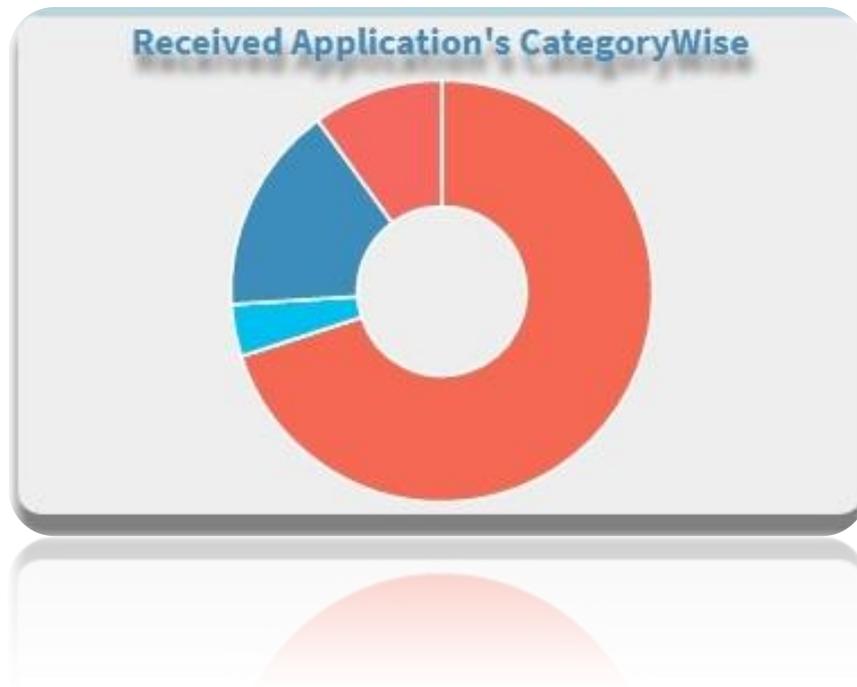
Online Form Submission (Form-> Apply Form)
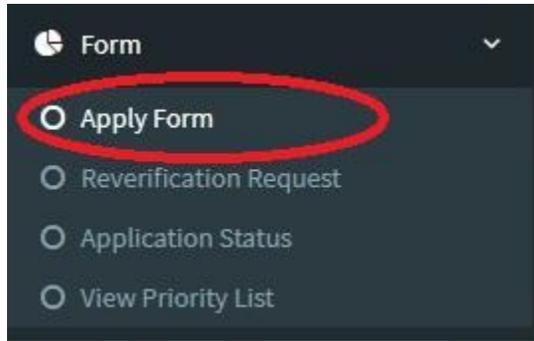
On click of Apply form application form will open, showing login employee record, which may be change if required by the employee.

Employee need to apply separate application form for each eligible type. House Type applied field showing only the eligibility type for employee. After examine the entire fields carefully, employee may opt for his/her choice of complex/Floor/House No. via check on choice check box.

Before final submission of form employee need to select the declaration check box. After successful submission of form message will show that application is submitted and forward to concern verifying department and pdf of the submitted application will open in pop-up window with unique application number.

HAP User Manual

Steps

1. **Select House Type Applied.**
2. **Select Category, Examine all the fields particularly DOJ (Date of Joining), Level, Index, DOB (Date of Birth), Category, Temp (TS)/Adhoc Status and date if applicable.**
3. **Check Choice for select Complex/Floor/House No.(Optional)**
4. **Check on declaration.**
5. **Press Save button. After successful submission pdf of the submitted application will open in *pop up window.**

Note: - The Choice of "House Type Applied" correspond the "Scale" and "Level". Therefore manual change in "Scale" and "Level" will restrict the options of "House Type Applied".

*if pop up window not open then unblock pop up window on click on top right corner of browser

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Choice Entry (Optional)
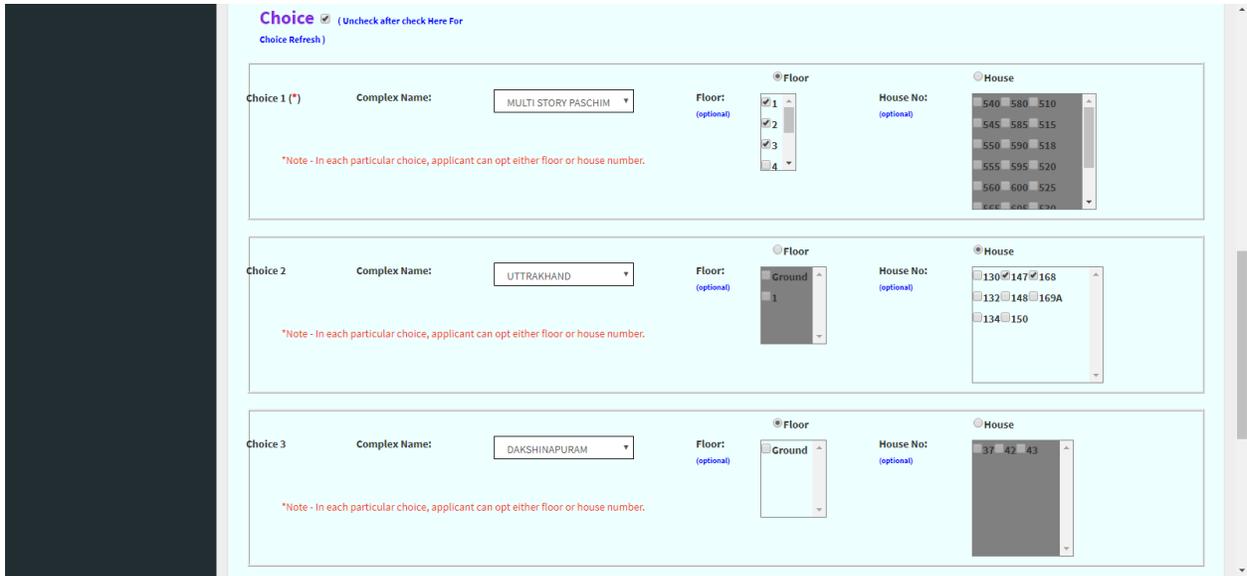
Applicant can select their choice for Complex, Floor/House No.

<mark>Note: -Choice of khand, floor/house exercised by the applicant will be final</mark>

<mark>Applicant can choose only 3 specific house numbers and he/she will not be considered in other khand/floor/house.</mark>

<mark>In each particular choice, applicant can opt either Floor or House number.</mark>

Online Application Update (Form-> Application Update)
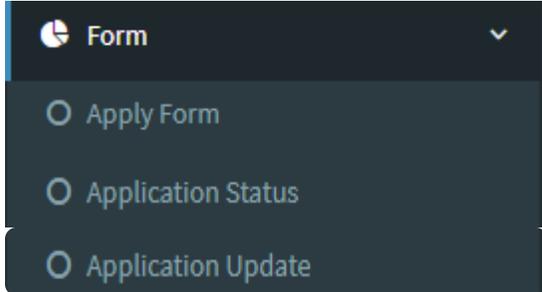
On click of Application Update form will open, showing already applied Type wise application which can be update if required by applicant.

Applicant can't update his record after verification of his record by concern verifying department.

On Application Update Screen, please select application number of particular type to update record.

HAP User Manual

Application Status (Form-> Application Status)
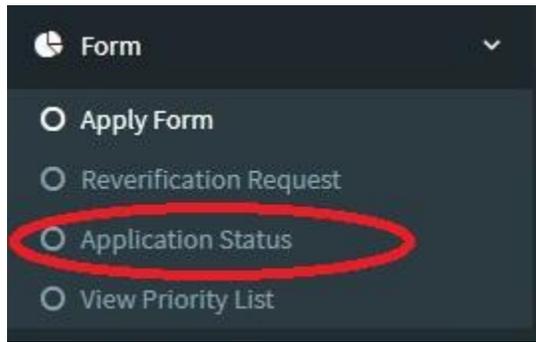
After successful submission of application, applicant can check the status of submitted application under menu Application Status.

Re-verification Request (Form-> Reverification Request) (Visible after display of tentative Priority List)
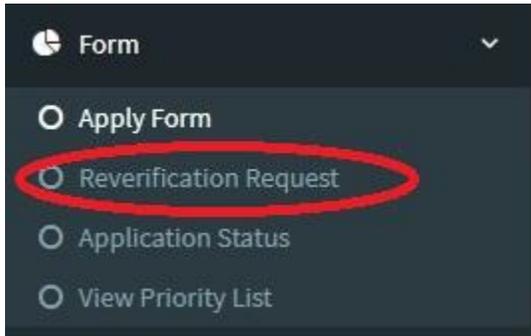
Re-verification request may be raised by Applicant after display of Tentative Priority list for correction of record (DOJ, Level, DOB, Category, TS/Adhoc status, DOE, etc) if any displayed in Tentative priority list.

View Priority List (Form-> View Priority List) (Visible after display of tentative Priority List)
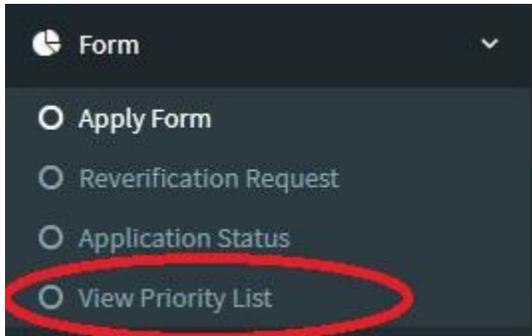
Applicant can view Type wise Tentative and Final Priority List in pdf format after final approval by Estate Branch.