

DRAW PROCEDURE (MANUAL) FOR CGEWHO's
KOLKATA (PHASE III) HOUSING SCHEME

Introduction : There will be Three transparent Containers with stickers (I) One having Beneficiary's data (ii) Second having DU/Flat's data (iii) Third having car parking number. First, the few lowest floor DU/Flats are to be allotted to PwD who were found eligible, as per CGEWHO Rule-24, by the Medical Committee constituted for this purpose only. Specimen of all the Sticker(s) has been shown below. The committee will proceed with one type unit at a time.

STEP-I: ALLOTMENT OF LOWEST FLOOR FLAT FOR THE PwD (Persons with Disability) TO THE ELIGIBLE BENEFICIARIES.

It is proposed to put pre-printed, identical size slip(s)/Sticker(s) duly folded n stapled from one side bearing beneficiary's data 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.

2. Similarly, second identical sized container with lid will contain pre-printed, identical size STICKER(s) bearing lowest floor DU/Flat details with **Type, Block, Floor, Unit No** (as shown below) duly folded n stapled from one side and third container with **Car Parking Number** duly folded n stapled from one side. Sticker(s) will be shuffled/mixed from outside for all containers; then hand picking of one sticker randomly from each container by beneficiary or its Rep., in attendance, will make the allotment final in presence of committee of officer(s).

Specimen STICKER WITH BENEFICIARY'S DATA	Specimen STICKER WITH DU/FLAT	Specimen STICKER WITH CAR PARKING NO.
SERIAL NO : XXX	SERIAL NO : XXX	SERIAL NO : XXX
REGN NO : XXXXXXXX NAME : XXXXXXXXXXXXX ADDRESS : XXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	SCHEME NAME : XXXX FLAT DETAILS TYPE : XXX BLOCK : XXX FLOOR : XXX UNIT No : XXX	SCHEME NAME : XXXX CAR PARKING DETAILS CS : XXX

3. On de-sealing (stapler-pin) of the STICKER, details of beneficiary, DU/Flat and car parking number under PwD quota will be declared to all beneficiaries. These sticker(s) will be pasted in the RESULT SHEET 'in the column made one for beneficiary, second for allotted DU/Flat & third for car parking number. The same process will be repeated till the STICKERS(s) kept in the beneficiary's container will come to an end. it will be followed at the beginning of each type draw of allotment of lowest floor DU/Flats to eligible beneficiary as decided by the MC (Medical Committee).

4. A statement of type-wise DU/Flat(s) in lowest floor and reservation for PwD is given below.

TYPE of DU	TOTAL DU(s) [in No]	DU(s) In Lowest Floor [in No]	DU(s) under Reservation (In No(s))
C (3BHK)	92	4 (First Floor)	1 (First Floor)
N (3BHK)	144	12 (First Floor)	1 (First Floor)

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STEP-II : ALLOTMENT OF FLATS TO OTHER RESIDUAL BENEFICIARIYS : MULTIPLE FLATs Vs MULTIPLE BENEFICIARYs

Now, Container with stapled STICKER(s) of residual lowest floor DU/flat(s) will be added with STICKER(s) of other floor(s) of the same type for draw of rest of beneficiaries. Other container with the filled up with the stapled STICKER(s) of the beneficiaries except one/two PwD beneficiary whose draw has been finished in Step -1

2. All the containers, one with beneficiary's data, second with DU/Flat's details and third with car parking number will be shuffled/mixed from outside then picking of one from beneficiary's container & simultaneously, other from container with the stapled STICKER(s) of DU/Flat details and car parking number details will be hand-picked for allotment by beneficiary him/herself, if in attendance or by any present member beneficiary, will make the allotment of the respective DU/Flat and car parking number to the respective beneficiary.

3. On de-sealing (stapler-pin) of the STICKER, DETAILS OF BENEFICIARY, DU/FLAT & CAR PARKING NUMBER ALLOTTED to be declared before the present beneficiaries and to be pasted on the Result Sheet (as shown in next page as specimen). The same process will be repeated till the picking or lifting of all STICKER(s) are not completed from the containers which will exactly match at the end. Each beneficiary will be allotted the corresponding DU/Flat & car parking number as shown in the Result Sheet at [Annexure-I](#). The result sheet will be signed by all the Draw Committee Members and the drawee member beneficiary of the STICKER(s) for his/er picked up STICKER(s).

4. The same process will be repeated for both types, all activities will be done in front of present beneficiaries and committee members, constituted for conducting the draw. The allotment committee may bring brought minor changes in the draw procedure as stated, if required, at any point of time and authorized to take help of any member -beneficiary for conducting the draw in smooth, transparent and independent manner. [The Draw has been planned to be conducted in Pre-lunch session. Entire process will be video-graphed.](#)

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RESULT SHEET FOR KOLKATA (PHASE-III) HOUSING SCHEME

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

SIGNATURES OF MEMBER OF THE DRAW COMMITTEE