



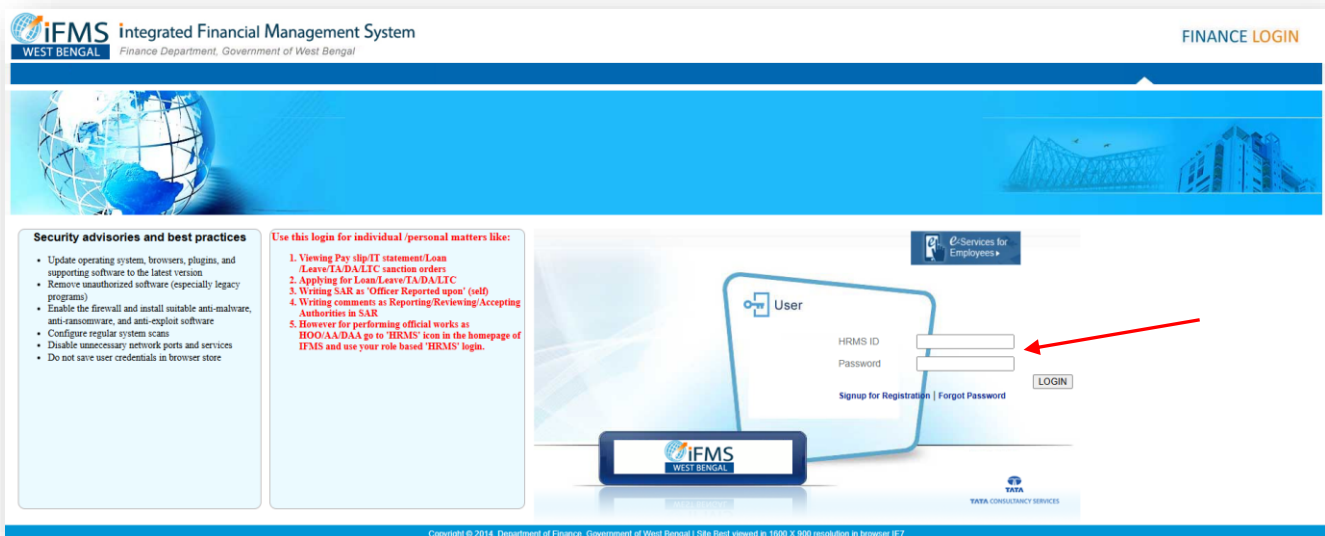
USER MANUAL

Online Application Process for New Allotment

Step-1: Applicants have to visit WBIFMS portal (<https://www.wbifms.gov.in>) then have to click on “Sign in” link pointed in the above image.

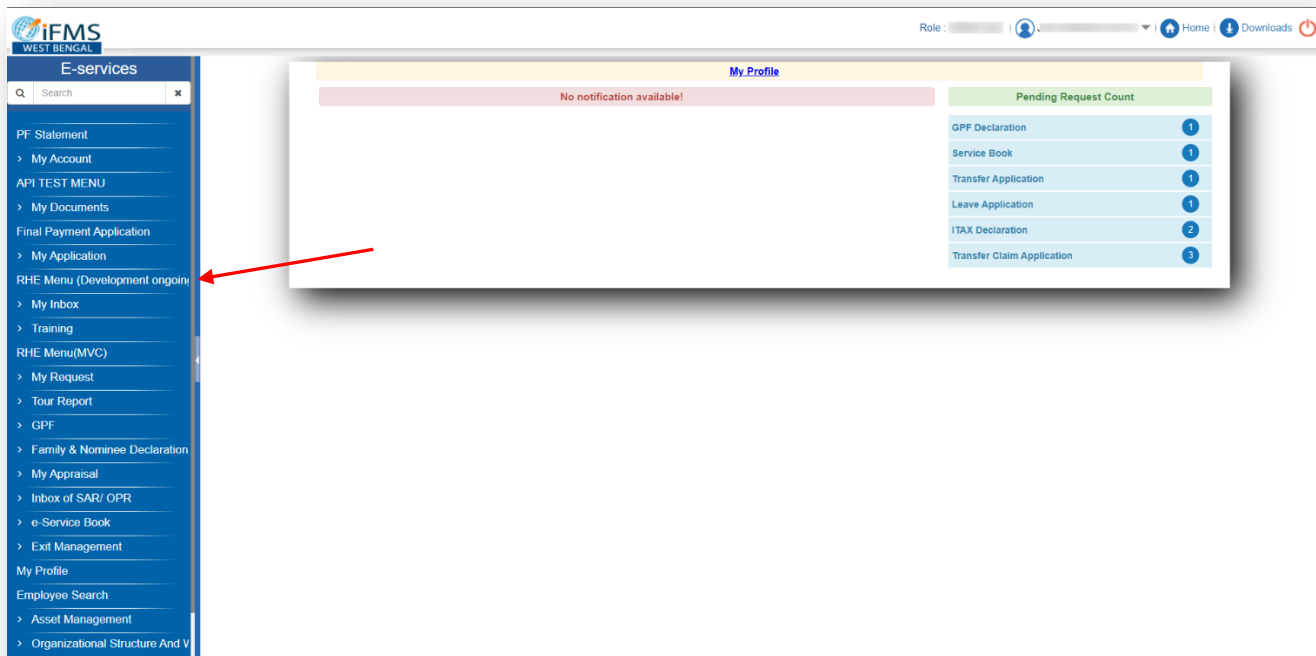


Step-2: Applicant have to give their HRMS ID and password to login.





Step-3: After successful login, WBIFMS user profile page will appear. For Rental Housing Estate related activities, applicant have to click on “RHE” link which is pointed in the above image.



Step-4: After clicking in RHE link, the page displayed above will appear. On this page three options are available and applicant has to select the appropriate option.

a) Applied with Physical Hard Copy

- Choose this option if you have already submitted a physical (hard copy) application for a flat.


b) Existing Occupant

- Choose this option if you are currently occupying a flat. (Not required for new application)

c) New Application

- Choose this option if you wish to submit a fresh application for a flat.




e-Allotment of Rental Housing Estate
Housing Department
Government of West Bengal

If you want to apply for new allotment of a rental housing flat please click here [Click to Continue](#)
If you have already submitted the physical hard copy application to the Housing Department Govt. of WB, please click here [Click to Continue](#) to link it with your HRMS code

If you are currently occupying in a rental housing flat allotted by the Housing Department Govt. of WB, please fill the form for verification.

Applicant's Name * Mobile no *


Email ID Any Identification No. (HRMS/Aadhaar/PAN) * Date of Birth *

Licence No. * Licence Issue Date * Licence Expiry Date

Name of the RHE *
- Select -

[Submit](#) [Exit](#)

Step-5 (A): If applicant chose option (a)- Applied with Physical Hard Copy, they will have to submit their physical application number which is basically the receiving number mentioned on the hardcopy application submitted earlier.


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Application Status
 Physical Application No. Computer Serial No.

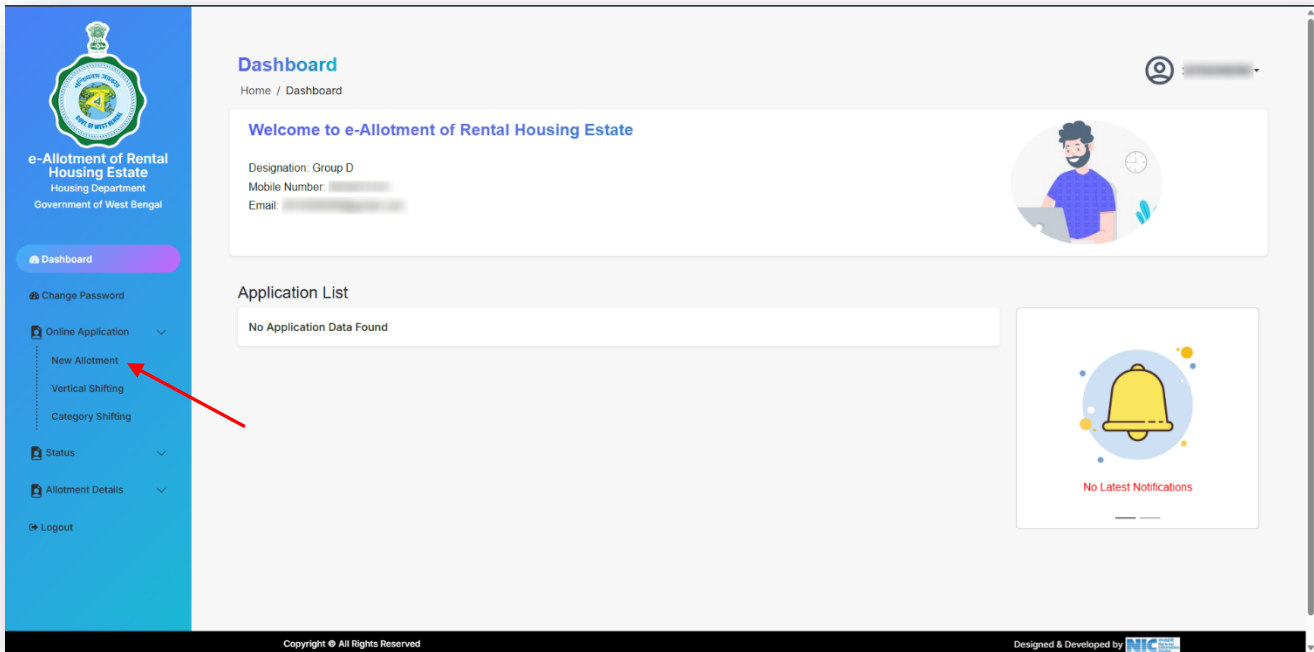
Enter Your physical Application Number or Computer serial No: *

[Submit](#) [Exit](#)

Step-5 (B): This option is not required for New Application.

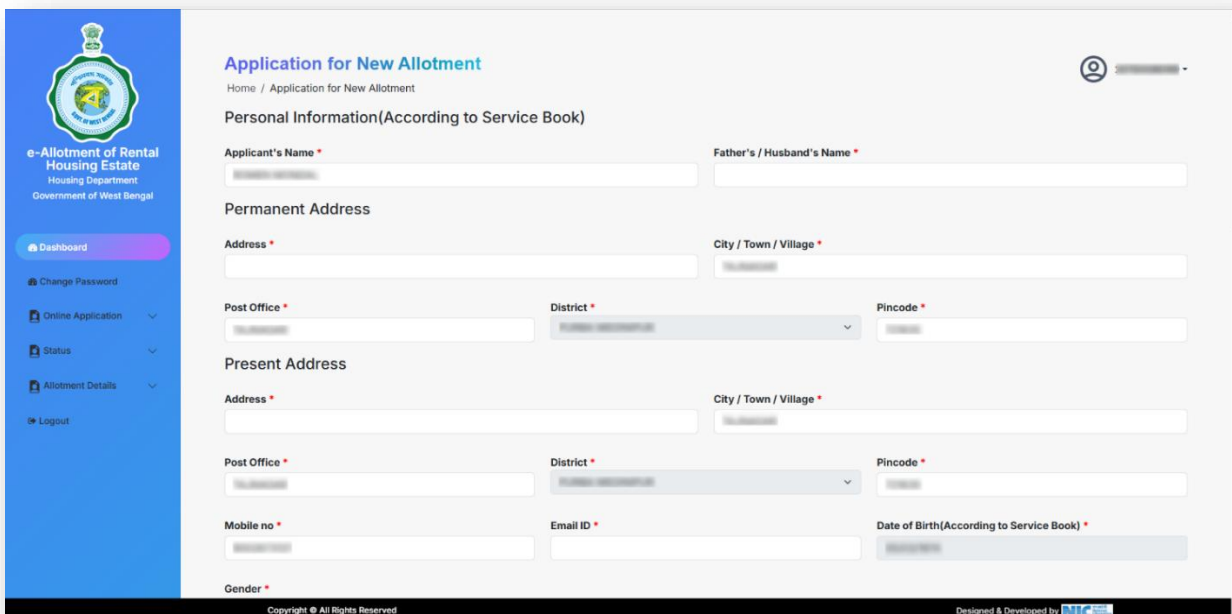


Step-5 (C): If applicant chose option (C)- New Application ,they will be taken to the dashboard. Then the applicant have to click in “New Application” link displayed in above image.



Step-6: After clicking in “New Allotment” link new application form for allotment will appear. Data from HRMS will be auto-fetched but applicants have to fill those fields which are blank before submitting the form.

On successful submission of the form, SMS and email alerts will be provided. The application now moves for further online processing.





Applicants can check the status of their application in the “Status” menu.

Check Application Status

Home / Check Application Status

Enter Application No. *

Enter application no.

2017004632

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Housing Department
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- Dashboard
- Online Application
- Status
- Allotment Details
- Flat Wise Applicant Details
- Logout

Step-7: After allotment process is done, a message will be sent both in the applicant's registered phone number and email, if a flat is allotted to the applicant. After that, the applicant have to accept the offer letter (within 15 days) to further proceed the process.

View Offer of Allotment Details(New Allotment)

Home / View Offer of Allotment Details(New Allotment)

Accept Offer Reject Offer

Show 10 entries

ALLOTMENT NO	ALLOTMENT DATE	DISTRICT	FLAT TYPE	BLOCK NO.	FLAT NO.	FLOOR.	ALLOTTED ESTATE NAME & ADDRESS	STATUS
NAL-3560-25032025	25/03/2025	KOLKATA	D	U	U/2	Ground	37, Belgachia Road RHE, 37, Belgachia Road, Kol - 37	In Progress

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

e-Allotment of Rental Housing Estate
Housing Department
Government of West Bengal

- Dashboard
- Change Password
- Online Application
- Status
- Allotment Details
 - New Allotment
 - Vertical Shifting
 - Category Shifting
- Logout

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Step-8: After accepting the offer of allotment, applicant have to submit the declaration.

Declaration

Home / Declaration

19XXXXXXX -

DECLARATION BEFORE COMPETENT AUTHORITY

I, Sri/Smt. SMT XXXXX XXXXX son/daughter/wife of Sri/Smt. XXXXXXX, resident at XX, XX, XXX, XXX, XXXXXX present working as Typist Grade I in the office/ Department of 1, K.S.ROY ROAD, N.S.BUILDING KOLKATA KOLKATA KOLKATA Calcutta West Bengal hereby declare and affirm.

1. That I have no house/flat in my name, in my spouse's name or in name of and dependent member of my family within Kolkata Municipal Corporation area or Howrah Municipal Corporation area or within 20KM from Rental Housing Estate chosen by me.
2. That I shall use the flat for the purpose for which it has been allotted to me and shall not use it for any other purpose.
3. That I shall not let any other person to reside in flat issued in favour of me or keep it vacant for more than six months.
4. I shall not assign or transfer the premises in any way to any person or put any person in possession of the premises.
5. I shall not add to, or alter, any fixtures of the premises or make any structural alteration in the flat without the express permission in writing of the Competent Authority.
6. I shall not cause, or suffer to be caused, any damage to the premises beyond the normal wear and tear through the proper use and occupation of the premises.
7. I shall allow any offer duly authorized in this behalf by the Competent Authority to inspect the flat as when necessary.
8. I shall pay such licence fee for the flat as may be determined from time to time by the Competent Authority.
9. I shall inform the Competent Authority in Writing about every change in my post on place of posting and every change in my position by reason of going to leave or being placed under suspension or by any other reason within a week of the change taking place.
10. That further I do hereby undertake that I shall not violate any of the terms and conditions as laid down in the license issued in my favour. If I violate any of the terms and conditions of license the Competent Authority shall be free to terminate my license.
11. I further I do hereby undertake that upon the expiry of term license of upon termination or license. I shall delivered vacant possession of the flat to the Competent Authority or to any other person authorized by the Competent Authority in this behalf, in the same condition in which I took possession of the premises.
12. I further undertake that I will vacate the flat within 30 days from the date of my transfer (beyond 20 kms. From the concerned RHE)/ retirement/ resignation or dismissal/ removal from service. I shall be liable to pay whatever occupational charge will be fixed for the said period.

Mobile No. +91 98XXXXXXX

Date: 28/08/2025

I accept the terms and conditions stated in the Declaration before Competent Authority. *

[Submit](#) [Exit](#)

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Step-9: Applicant has to declare his/her DDO details and submit the form, post which the process of online license generation will be initiated in the e-allotment portal.

DDO Declaration

Home / DDO Changes

19XXXXXXX -

Your DDO details as recorded with the Housing Department:
A.O., CONSUMER AFFAIRS DEPARTMENT. (CABCAD008)

Your current DDO information, as per HRMS data:
ASSTT.CONTLR OF LEGAL METROLOGY(SOUTH)(CABCIA004)

All further proceedings related to this application will be routed through this DDO

I hereby declare that the DDO information furnished above is true and correct to the best of my knowledge.

[Save](#)

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Step-10: When license has been generated then applicant can download license by clicking the “Download License” button and proceed for flat possession to the respective RHE.

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Government of West Bengal

Dashboard

Change Password

Online Application

- New Allotment
- Vertical Shifting
- Category Shifting

Status

Allotment Details

Logout

View Application

Home / View Application

[Download Details](#) [Download License](#)

Application Status

Application Type	Application for New Allotment
Application No.	NA-GEN-19122024-3560
Date of Application	19/12/2024
Application Status	License Generated

Applicant Personal Information(According to Service Book)

Applicant's Name	[REDACTED]
Father's / Husband's Name	[REDACTED]
Permanent Address	TEST NEW, P.O - TEST NEW, KOLKATA, KOLKATA - 700091
Present Address	TEST PRESENT ADDRESS, P.O - NEW POST OFFICE, TEST PRESENT CITY2, KOLKATA - 700007
Gender	Male
Date of Birth(According to Service Book)	[REDACTED]
Mobile No	[REDACTED]
Email ID	[REDACTED]

Applicant Official Information

Employee HRMS ID	[REDACTED]
Designation	PEON GRADE I

Office Administrator

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