



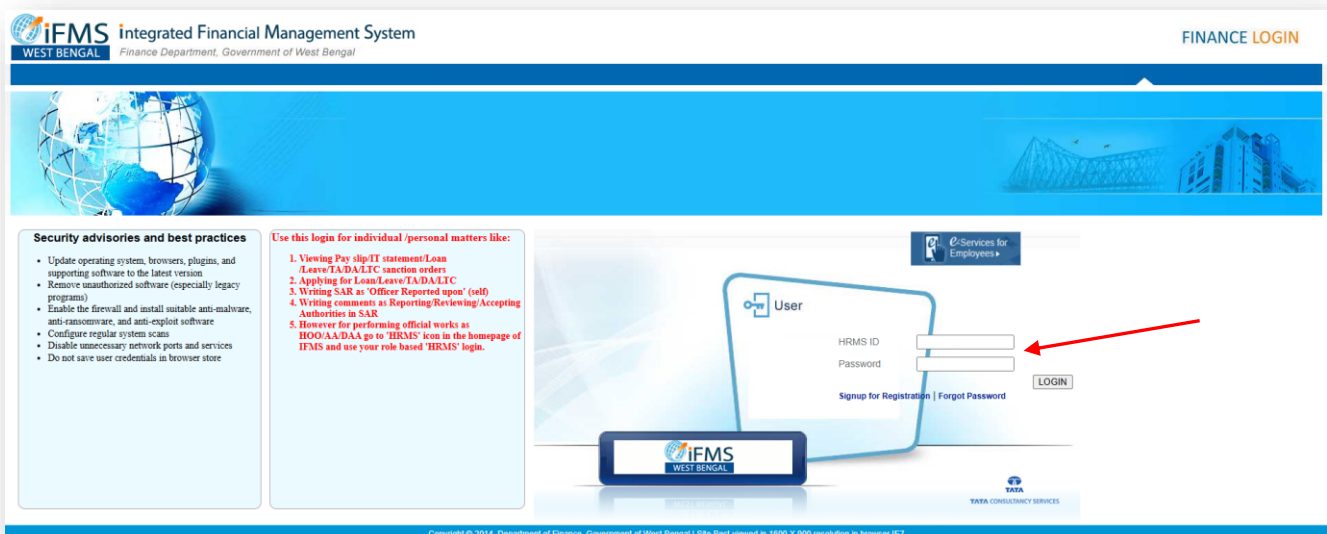
# USER MANUAL

## Online Application Process for Floor Shifting

**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.**

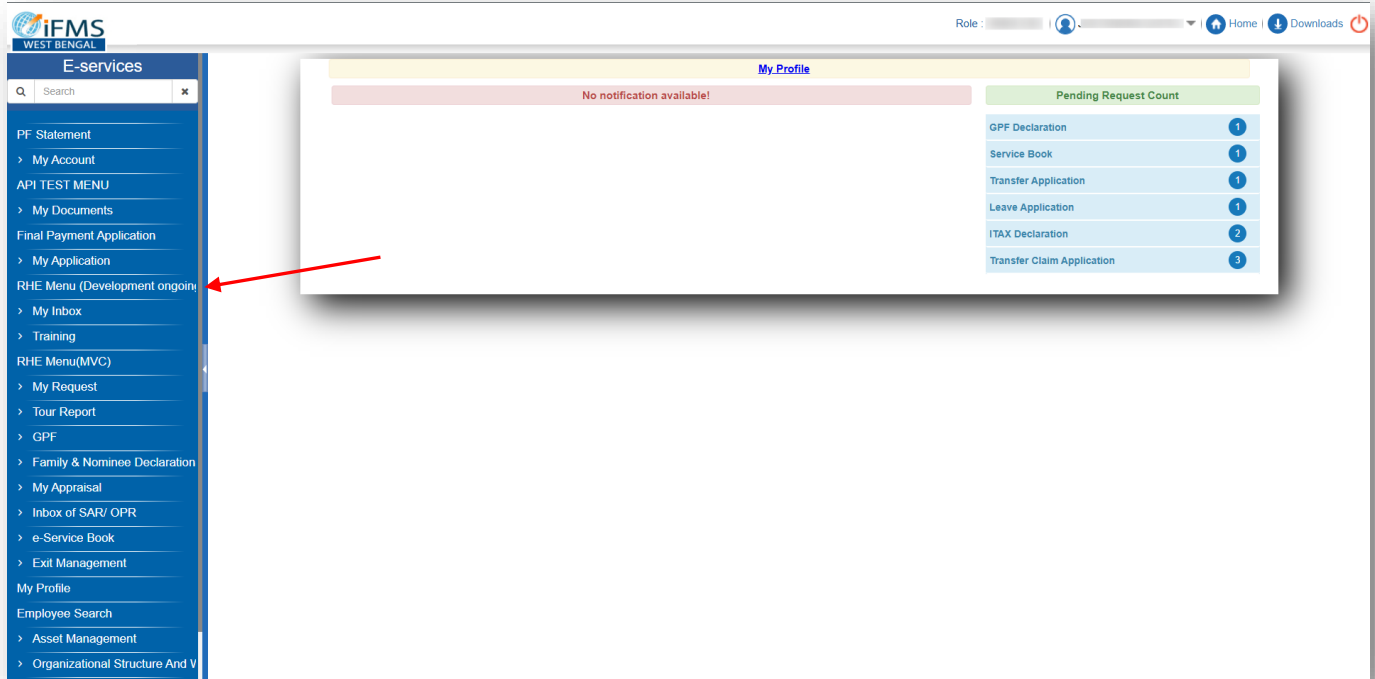


**Step-2: Applicant have to give their HRMS ID and password to login.**

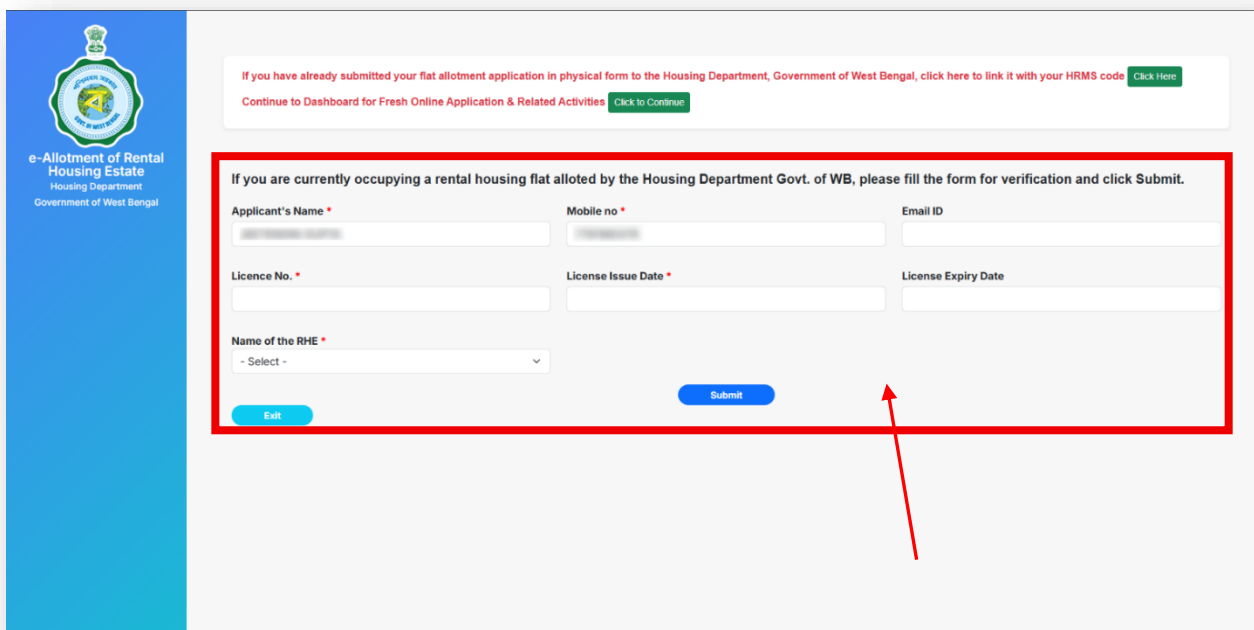




**Step-3:** After successful login, WBIFMS user profile page will appear. For Rental Housing Estate related activities, applicant have to click on “RHE” link which is pointed in the above image.

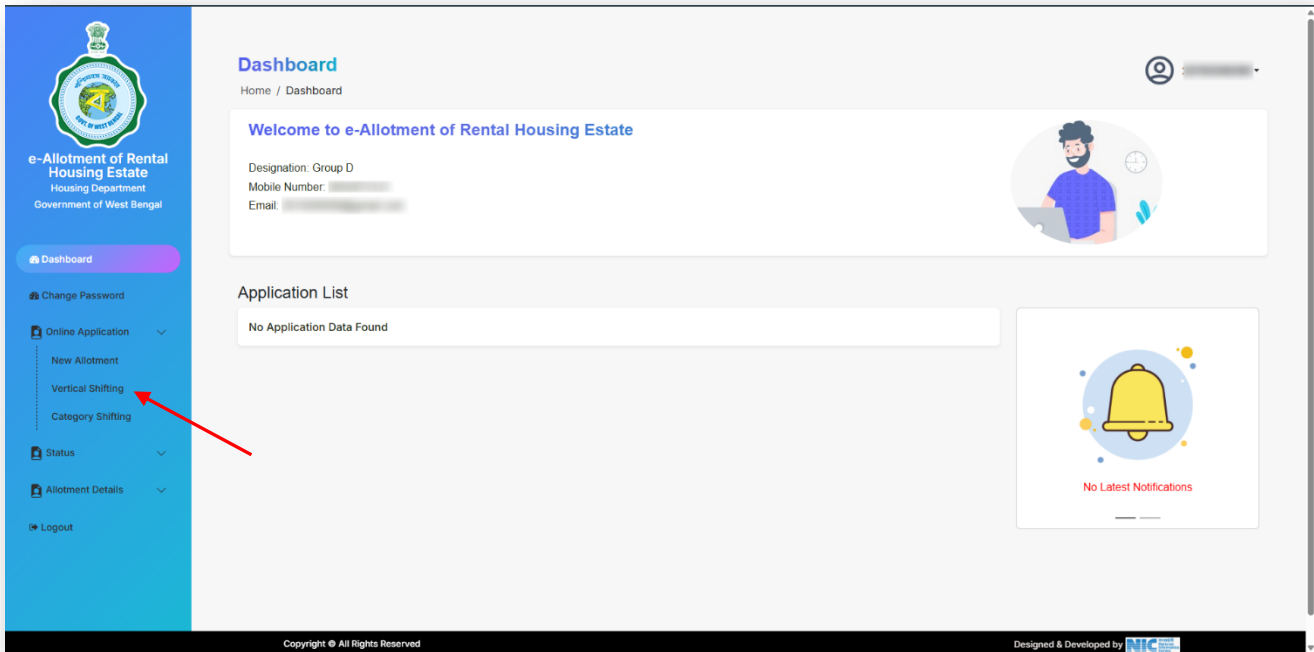


**Step-4:** After clicking in RHE link, the page displayed above will appear. Here, applicant have to fill the information of the flat that he/she is residing in, and click “Submit” button. After submission, they must wait for departmental approval to proceed further.

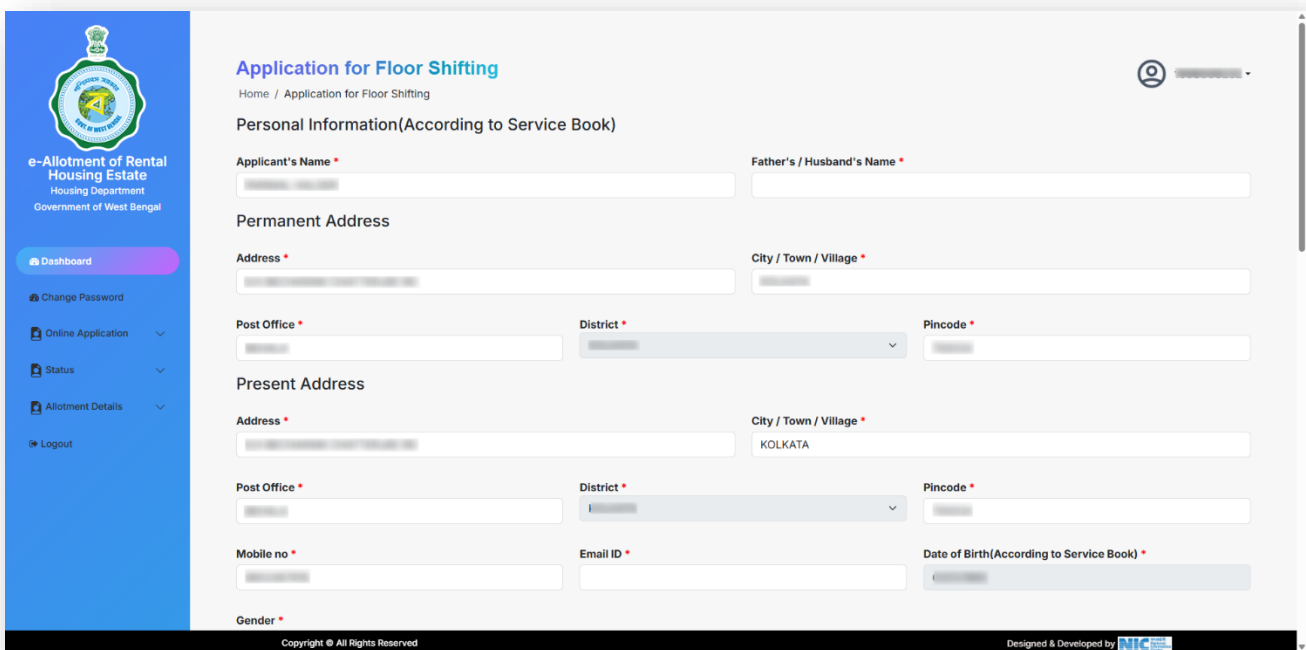




**Step-5:** When departmental approval is done, the applicant can visit their personal dashboard by logging into the WBIFMS website (<https://www.wbifms.gov.in>) with their HRMS ID and password, then selecting “RHE” from the menu, which redirects to the RHE portal (<https://rhe.wb.gov.in>). Then the applicant have to click in “Vertical Shifting” link displayed in above image.



**Step-6:** After clicking in “Vertical Shifting” link application form for vertical/floor shifting 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 also check the status of their application in the “Status” menu.

**Check Application Status**  
Home / Check Application Status

2017004632

Enter Application No. \*  
Enter application no.

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

- 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(Floor Shifting)**  
Home / View Offer of Allotment Details(Floor Shifting)

Show 10 entries

ALLOTMENT NO	ALLOTMENT DATE	DISTRICT	FLAT TYPE	ALLOTTED ESTATE NAME & ADDRESS	STATUS
VSAL-3567-02042025	02/04/2025	KOLKATA	D	37, Belgachia Road RHE, 37, Belgachia Road, Kol - 37	In Progress

Showing 1 to 1 of 1 entries

**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

19XXXXXXXX -

**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. +9198XXXXXXXX

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

19XXXXXXXX -

**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)(CABCA004)

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.

**e-Allotment of Rental Housing Estate**  
Housing Department  
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 Vertical Shifting
Application No.	VS-25032025-3567
Date of Application	25/03/2025
Application Status	License Generated

Applicant Personal Information(According to Service Book)	
Applicant's Name	
Father's / Husband's Name	TEST
Permanent Address	E/4 BECHARAM CHATTERJEE RD, P.O - BEHALA, KOLKATA, KOLKATA - 700034
Present Address	E/4 BECHARAM CHATTERJEE RD, P.O - BEHALA, KOLKATA, KOLKATA - 700034
Gender	Male
Date of Birth(According to Service Book)	
Mobile No	
Email ID	

Applicant Official Information	
Employee HRMS ID	
Designation	RECORD SUPPLIER
Office Headquarter	

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