GOVERNMENT OF ODISHA
HOME DEPARTMENT

From
S. K. Mishra, OAS (SAG)
Addl. Secretary to Government

To
All Addl. Chief Secretaries to Government/
All Principal Secretaries to Government/
The Principal Secretary to Governor, Raj Bhawan, Bhubaneswar/
All Commissioner-cum-Secretaries to Government/
The Registrar General, Orissa High Court, Cuttack/
All Secretaries to Government/
The Addl. Secretary to Chief Minister, Odisha/
The Secretary, Odisha Legislative Assembly, Bhubaneswar/
The Secretary, Lokayukta, Odisha, Bhubaneswar/
The Secretary, OPSC, Cuttack/
The Secretary, OSSC, Bhubaneswar/
The Secretary, OSSSC, Bhubaneswar/
The Secretary, OERC, Bhubaneswar/
The Secretary, OHRC, Bhubaneswar/
The Secretary, State Election Commission, Odisha/
All Heads of Departments/
All Collector & District Magistrates, Odisha/
Registrars of all Universities of Odisha

Sub: Launch of ‘e-Bhawan’ portal of Home Departments.

Sir/Madam,

The ‘e-Bhawan’ Portal of Home Department has been formally launched by Hon’ble Chief Minister on 08th July, 2020. A copy of the User Manual detailing the procedure for online reservation and allotment of accommodation is attached for your kind information.

It is therefore, requested that henceforth request for reservation of accommodation in Bhawans under this Department may be made through the e-Bhawan portal “bhaban.homeodisha.gov.in”.

Yours faithfully,

Addl. Secretary to Government.
Memo No. 38369/PRO  
Dt. 9-03-2023

Copy forwarded to P.S. to Hon'ble Chief Minister, Odisha/ P.S. to All Ministers, Odisha/ O.S.D. to Chief Secretary, Odisha/ P.S. to Advocate-General, Odisha for information.

Addl. Secretary to Government.

Memo No. 28270/PRO  
Dt. 26-08-2020

Copy forwarded to the NIC Coördinator, Home Department. He is requested to upload the User Manual in e-Bhawan Portal.

Addl. Secretary to Government.
User Manual for Visitors

e-Bhawan
ODISHA BHAWAN MANAGEMENT SYSTEM
(An online system for Reservation & Allotment of Accommodation,
Conveyance and other services at Bhawans)

Government of Odisha
Home Department
Visit www.bhawan.homeodisha.gov.in to access e-Bhawan

The e-Bhawan (Odisha Bhawan Management System) has three parts.

1. **Guest Register** – For registration and activation of id and password to login
2. **Guest Login** – To login to the website using credentials registered
3. **Administration Login** – for office use only

### 1. **Guest Register**

(This is the one time registration for the user to avoid frequent verification through OTP.)

The step by step procedure for registration of guests is as follows,

i. Click on **Guest Register**

ii. Fill the boxes with the data, Display Name, Mobile Number, Email Id, Date of Birth, Office Address, Res Address, Gender, Department, Password, Re-enter Password.

iii. Tick the white box to agree to terms and conditions and then click on **Get OTP**

iv. Select any Identity Proof from the drop-down menu (Aadhaar, PAN Card, Passport, DL, Bank, Passbook with photo, Voter Id, Office Id Card with photo) and select the same document from the Phone/ Computer storage. Click on **Sign Up**.

v. On successful registration a pop up message will be displayed.

### 2. **Guest Login**

In this tab there are two different tab options **Guest User** and **Registered User**

#### A. Guest User.

(Those users who have not registered in the Guest Register can apply directly through OTP verification using this tab)

i. Click on the image of the Bhawan (six images of Bhawans are displayed on the homepage) or click the “Book” button in the right hand side of the each Bhawans in which you would like to apply for reservation

ii. Click on **Book Room/Bed** or **Dormitory** as per your requirement.

iii. Select the Period of Reservation

iv. Enter the number of Rooms / Beds required

v. Your Mobile Number will be displayed by default.

vi. Choose your **Category** from the four options (Category 1, 2, 3, 4). If you don’t know your category, you can click the **View (≡)** button to know your category. If you are unable to find your post in Category 1, 2 or 3, then you belong to category 4.

vii. Choose your **Designation** and **Purpose of Visit** from the drop-down menu.

viii. Now enter the check guest details, Name, Age, Gender, Designation, Department, Address. Make changes if required. For availing facility of conveyance, submit arrival detail and departure details.

ix. Click on **Submit the Details**.

x. A pop up will come showing Booking Id. An SMS will also be received in the registered mobile number about the successful submission of application with booking id.

#### B. Registered User

i. Enter the registered mobile number, password and the captcha displayed. Click on **Sign in**

Now you are at the homepage of the e-Bhawan. To submit application for reservation of accommodation follow the simple steps.
i. Click on the image of the Bhawan (six images of Bhawans are displayed on the homepage) or click the “Book” button in the right hand side of the each Bhawans in which you would like to apply for reservation.

ii. Click on Book Room/Bed or Dormitory as per your requirement

iii. Select the Period of Reservation

iv. Enter the number of Rooms / Beds required

v. Your Mobile Number and email Id will be displayed by default

vi. Choose your Category from the four options (Category 1, 2, 3, 4). If you don’t know your category, you can click the View (🔍) button to know your category. If you are unable to find your post in Category 1, 2 or 3, then you belong to category 4.

vii. Choose your Designation and Purpose of Visit from the drop-down menu.

viii. Now enter the check guest details, Name, Age, Gender, Designation, Department, Address. Make changes if required. For availing facility of conveyance, submit arrival detail and departure details.

ix. Click on Submit the Details.

x. A pop up will come showing Booking Id. An SMS will also be received in the registered mobile number about the successful submission of application with booking id.

[N.B.- The applications for reservation submitted through e-Bhawan are received and processed in Home Department, Odisha. The allotment of room or rejection of application are intimated to applicants by SMS ]

View, Edit and Cancellation

To edit, view and Cancel the submitted application follow the steps given below.

i. After successful submission of the application click on the View button. If already logged out, login again using Guest User or Registered User tab and then click on the View button.

ii. Choose Guest House/ Conveyance from the drop down menu.

iii. Now user can see his/her applications according to the booking ID.

iv. Click on the View (🔍) button to see the application, applicant can also take the print out if required.

v. Click on the Edit (✍️) button to make any changes in the application. However, this facility is only available prior to the Home Department takes any action on the application.

vi. Click on the Cancel (❌) button to Cancel the application. However, this facility is only available prior to the Home Department takes any action on the application.

Extension

i. After successful submission of the application click on the Extension button. If already logged out, login again using Guest User or Registered User tab and then click on the Extension button.

ii. Now user can see his/her applications according to the booking ID.

iii. Click on the (✍️) button for extension of reservation. However, this facility is only available after check in the concerned Bhawan.

iv. Provide the desired date for extension and click on the submit button.

v. A pop up will come showing “Application extension completed”. However, Home Department may consider the Extension application subject to availability.

Help Desk

For any query related to Guest Login/ Guest Register/ application can be contacted in the following number during office hours on all working days.

Tel. 0674-2322516