DDABHOOMIPORTAL

GettingStartedGuide

DDABhoomiUserManual
(https://eservices.dda.org.in/user)

Contents

1. Login

ToaccesstheBHOOMIPortal,enterURL https://eservices.dda.org.in/user thenloginpagewillappearasshownin figure below:

➢ Enter User ID(PAN No.)

➢ EnterPassword

Successful Bidder will receive a User ID and default password in the registered email id from DDABHOOMI Portal if they are not registered in BHOOMI/AWAS Portal of DDA. In registered email Id, mailwillappearasshown in givenbelow.

Delhi Development Authority
Government Of India

To
Applicant,

Your ID is created on DDA eservices portal https://eservices.dda.org.in/user for making LOI payment,so please login with default password and PAN no.
After login reset your password and access the LOI and you make payment within stipulated time.

Login Details
User ID : <#########>
Password : <#########>

Regards
Delhi Development Authority
Vikas Sadan, INA,
New Delhi 110023

➢ Successful Bidder will receive an email when LOI has been issued from DDA, The email id screenwillbe displayed asshown below:

Delhi Development Authority
Government Of India

To
######,

A letter of intent has been issued to you. Further details are as mentioned below:

| Letter of Intent issued by	Delhi Development Authority
Divison/Section	#####
Auction Number	#####
Auction Description of Work	#####
Awarded Value (H1 Bid)	Rs. #####
Security Deposit (Second Stage EMD Amount)	Rs. #####
Details	Auction inviting Authority has issued LOI for Plot No. mentioned herewith through DDA e-services portal https://eservices.dda.org.in/user and no offline formal letter will be issued in this respect.Kindly login to https://eservices.dda.org.in/user for accpeting the LOI as a token of accpetance and making Second Stage EMD payment within stipualted time.

Kindly Visit the website https://eservices.dda.org.in/user for more details and to take further necessary actions(s).
For any difficulty in accessing login https://eservices.dda.org.in/user. Please contact DDA call center no.
1800110332 for any technical assistance.
Note: To ensure that you receive our e-mail alerts in your inbox, please add ddaeauction@dda.org.in to your address book or your safe sender list.

With Regards,
Delhi Development Authority

> ➤ AfterFirstlogin,User mayresethispassword.

> ➤ AfterLogindashboardpagewillappearasshowninscreenbelow:
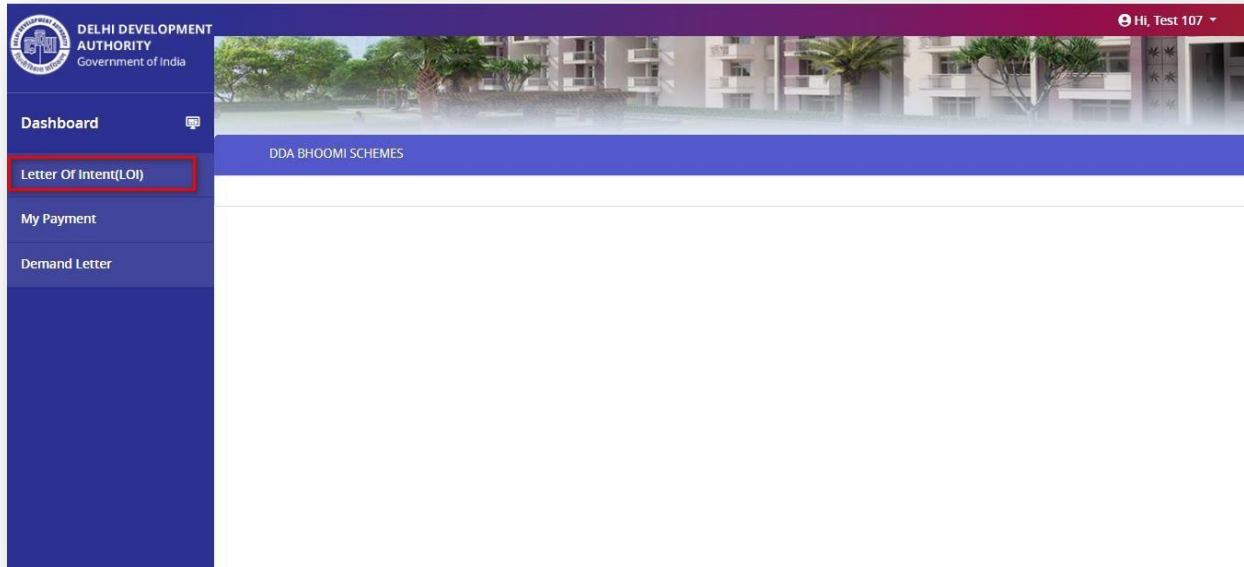
2. LetterOfIntent

➤ Clickon'LetterofIntent(LOI)'button,followingpagewillappearasshowninscreenbelow:

➤ ClickonActioncolumntoacceptLOIscreen willbedisplayasshownbelow:

➤ When LOI accepted then payment tab will be enabled and for make payment need to click onpaymenttab.

➤ AfteracceptLOIpaymentbuttonwill appearasshownbelow:

- ➢ Clickonpaymenttab,payment screenwillappearasshownbelow:
- ➢ To enter valid amount, select Net Banking/Credit Card/Debit Card option or RTGS/NEFT andcaptcha and clickon generate tab.

Delhi Development Authority
Online Payment For DDA Flats/Plots/Group Housing Properties/cooperative Society/Unauthorised Colonies

GO BACK	HOME	GENERATE CHALLAN	MAKE PAYMENT (IF E-CHALLAN GENERATED)	RE-PRINT E-CHALLAN	CHECK PAYMENT STATUS	ADMIN

Generate Plots/Plotted/CGHS/UC Properties E-Challan & Make Payment

Important Instruction:-To fillup challan and make payment
Note 1:- Challan once generated and payment made through it, can't be used again the same challan. Payment made through used challan shall be treated as Invalid !
Note 2:- Pay exact amount which is given in challan, more or less payment amount shall be treated as Invalid !

File Details
*Select Department — INDUSTRIAL
*Zone/District — ROHINI
*Locality/Colony — ROHINI
*Payment ReferenceNo — CCCCC0824F

Flat/Plot/Unit Details
Sector 1   Block NA   Pocket/Street NA   *Flat/Plot/Unit No. 109   Floor/Area(sqm/sqy) 87
FL NO/ID   Area Sq. Mtr.   Scheme
Remark If Any,

Allottee Details
*Name of the Applicant/ Allottee/Occupant — Test 109
*Address — M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI 110087
DELHI
India
Pin Code — 110087
*Depositor Name — Test 109
*Email ID — mohsin.alam@velocis.co.in
*Mobile No. [Not add +91] — 9899941635

Type of Payment

	Payment Type	Code	Amount
1	L-COST	520	
2	--Select One--		
3	--Select One--		
4	--Select One--		
		Total Amount	

Mode of Payment
○RTGS/NEFT ○Net Banking/Credit Card/Debit Card

Generate Challan
4 A 8 7 6   [   ] Please enter image code
Note: For get your challan details, Please check your mail id, Spam folder also.

[Generate] [Clear]

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First Copy Of DDA Plot/Plotted Properties Payment **Delhi Development Authority**	Second Copy Of DDA Plot/Plotted Properties Payment **Delhi Development Authority**
Challan Date : 02/12/2021	Challan Date : 02/12/2021
Challan No : 70139600 Unique(FL NO) :	Challan No : 70139600 Unique(FL NO) :
File No : CCCCC0824F	File No : CCCCC0824F
Name : Test 109	Name : Test 109
M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI India Address :	M 256 GUP... ....: N NAGAR PASCHIM VIHAR DELHI Ind.. .0087 Address :
Property Particulars	**Property Particulars**
Scheme : IND	Scheme : IND
Locality : RHN Plot Category :	Locality : RHN Plot Category :
Sector : Block : Pocket :	Sector : Block : Pocket :
Plot No : 109 **Floor/Area(sqm) :**	Plot No : 109 **Floor/Area(sqm) :**
Remark,If any- Sector :- 1,Block :- NA,Pocket :- NA,Area :- 87	Remark,If any- Sector :- 1,Block :- NA,Pocket :- NA,Area :- 87

Type of Payment			**Type of Payment**		
Type Of Payment	**CODE**	**Amount(In Rs.)**	**Type Of Payment**	**CODE**	**Amount(In Rs.)**
L-COST	520	6	L-COST	520	6

Total Amount: 6	**Total Amount:** 6
Total Amount In Words: Rs. Six Only	**Total Amount In Words:** Rs. Six Only
Signature of Tenderer	Signature of Tenderer
Note: (i) The validaty of challan for making online payment shall be 15 days. (ii) No part payment shall be allowed against online generated challan amount. (iii) No Bank stamp is required if the payment has been made through NEFT/RTGS. Payment to be Made as per Details Given Below if Paying through NEFT/RTGS	Note: (i) The validaty of challan for making online payment shall be 15 days. (ii) No part payment shall be allowed against online generated challan amount. (iii) No Bank stamp is required if the payment has been made through NEFT/RTGS. Payment to be Made as per Details Given Below if Paying through NEFT/RTGS
Beneficiary Name : Delhi Development Authority	Beneficiary Name : Delhi Development Authority
Pay to Account No :	Pay to Account No :
Bank Name :	Bank Name :
IFS Code :	IFS Code :
Receive the above amount_____	Receive the above amount_____
Bank Manager's Signature(with dated seal)	Bank Manager's Signature(with dated seal)
Depositor is requested to check details before making payment	Depositor is requested to check details before making payment

➢ Click on make payment, it will redirect on payment gateway. After Successful payment, paymentrecord will displayinpaymenttab.

3. Payment

Aftersuccessfullypayment screenwilldisplayasshownbelow:

4. DemandLetter

Applicant willreceiveanemailwhilegeneratedemandletter,emailwillappearasdisplayedasshowninscreenbelow:

Fordemandletter,clickon'DemandLetter'menufollowingscreenwillbedisplayedasshowninscreenbelow:

ClickonDemandLettercolumntoviewthedemandletterandinactioncolumnformakepayment.followingscreen
willbedisplayed asshown in screenbelow:

Note–PossessionLettertabandConveyanceDeedtabscreenwilldisplaysoon.

5. PossessionLetter

After the payment of Demand Letter, applicant can apply for Possession Letter. Click on Possession letter, screen will displayasshownbelow:

> Click on Upload Required Document. Screen to upload document required for possession letter will display as shown below:-

> User has to upload all documents
> To upload document, click on Choose File
> Select File, then confirmation message will display.
> Click on Ok, file will get uploaded

➢ After the document get uploaded, view icon will display

Upload Documents List

Please click on submit button after requisite documents upload
Note: In case of Residential property, all above documents are required from the spouse also.

Submit

Checklist of requisite documents for possession letter

Sr. No.	Document Description		Upload Document/View Document
1	The Terms & Conditions of e-Auction and amendments, if any duly typed on Non- Judicial Stamp Paper worth Rs. 100/- signed by H1 bidder & duly attested by Notary.		👁
2	Signatures of successful bidder / authorized signatory. 🖼		👁
3	Passport size photograph of individual/ authorized signatory. 🖼		👁
4	Specimen signature and photograph of successful bidder/Authorized signatory duly attested by notary public (sample copy of word file is attached) 🖼		👁
5	ID proof of individual duly notarized.	Aadhar Card ⌄	👁
6	Payment Proof.		👁
7	Other		👁

➢ After uploading all documents, click on Submit button. Success message will display.

If Dealing assistant, Assistant Director & Deputy Director found any deficiency in any document, they can reject document.

➢ Mail will send to user regarding this.
➢ Click on Possession Letter

Possession Letter

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEMANDED AMOUNT (Rs)	DEPOSITED AMOUNT(Rs)	Possession Letter	Status	Action
1	Scheme Name Test	Test 107	107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I	9453152897	33.00	33		Please upload rejected document again! ❔	Upload Required Document

➢ Click on Upload Required document

- ➢ Choose file button will be enable for only those documents which are rejected
- ➢ Again Upload the document
- ➢ Click on Submit button.
- ➢ After the possession letter issued by Assistant Director, Applicant can view/download the possession letter.

- ➢ Click on view Possession letter to view the letter.

Delhi Development Authority
INDUSTRIAL BRANCH
Vikas Sadan, Behind INA Market, New Delhi 110023
POSSESSION LETTER

No. F51(1)/2021/IND   Dated : 13/04/2022

To
Test 107
M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI 110087 DELHI 110087

Sub: Handing over the physical possession of 107 Sector- 3 Pocket-3 Block- NA, ad-measuring 68 Sqm situated at MANGOLPURI Industrial Area PHASE-I.

Dear Sir/Madam,

It is intended to hand over the physical possession of above mentioned property to you in anticipation of execution of Conveyance Deed which is likely to take some time.

Therefore, you are required to be present with all relevant documents in original including proof of identification in the office of **Executive Engineer, NMD-2, Vikas Sadan, Behind INA Market, New Delhi 110023**. on and before **13/05/2022** to take over the physical possession. Further, you are required to upload a copy of Possession slip along with site plan under Conveyance Deed tab on BHOOMI Portal of DDA after taking over the physical possession.

Please note that in case, you do not turn up in the office of Executive Engineer on or before the given date and time for taking over the physical possession, the next date for handing over the possession will be fixed by this office subject to payment of penalty as mentioned in the tender documents of e-Auction. The possession, however, must be taken within three months from **13/04/2022** and in case the possession is not taken over in that timeframe, the allotment shall stand cancelled and the earnest money deposited (EMD) shall stand forfeited without any further notice.

Asstt. Director (IND)

Delhi Development Authority

Copy forwarded to
1. Executive Engineer, NMD-2, Vikas Sadan, Behind INA Market, New Delhi 110023 with request to handover physical possession of the property through Mobile App of DDA on or before **13/05/2022** by verifying the genuineness of bidder/ representative through the original documents and OTP received on the registered mobile number and upload the possession slip and site Plan on Mobile App of DDA after signing by both parties on the same day.

6. Conveyance Deed

After the possession letter gets issued, applicant can apply for Conveyance Deed. Click on Conveyance Deed, screen will displayasshownbelow:

- ➢ Click on Upload Required Document. Screen to upload possession slip will display as shown below:-

- ➢ User has to upload Possession Slip
- ➢ To upload document, click on Choose File
- ➢ Select File, then confirmation message will display.
- ➢ Click on Ok, file will get uploaded
- ➢ After the document gets uploaded, view icon will display to view the uploaded file.

- ➢ After uploading possession slip, click on Send for Approval. Success message will display.
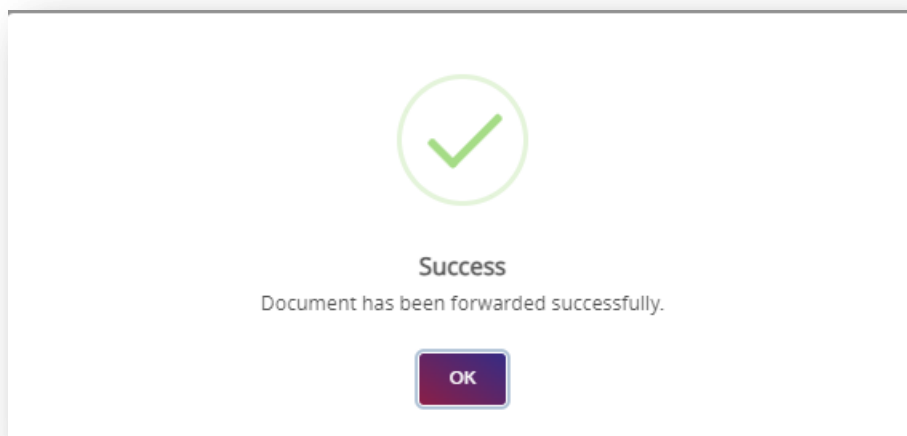
If Dealing assistant, Assistant Director & Deputy Director found any deficiency in uploaded document, they can reject document.

- ➢ Mail will send to user regarding this.

➤ Click on Conveyance Deed

➤ Click on Upload Required document

➤ Again Upload the document
➤ Click on Send for Approval.
➤ After the Conveyance Deed issued, Applicant can view/download the Conveyance Deed.
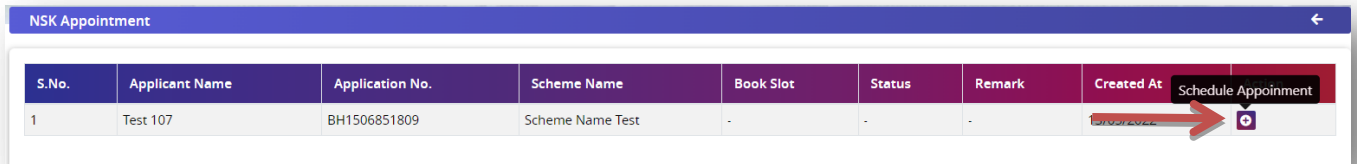
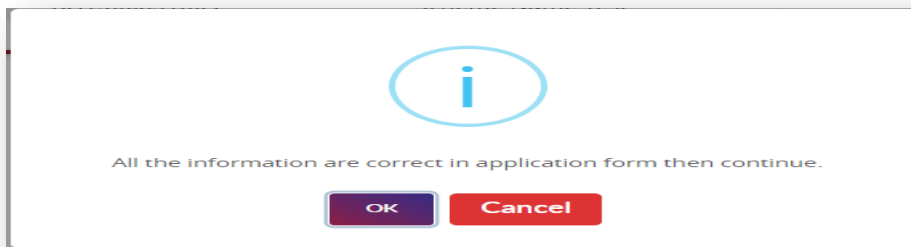

➤ Click on view Conveyance Deed to view the letter.

7. NSK Appointment

After the applicant gets Conveyance Deed, applicant can apply for NSK Appointment. Click on NSK Appointment, screen will displayasshownbelow:
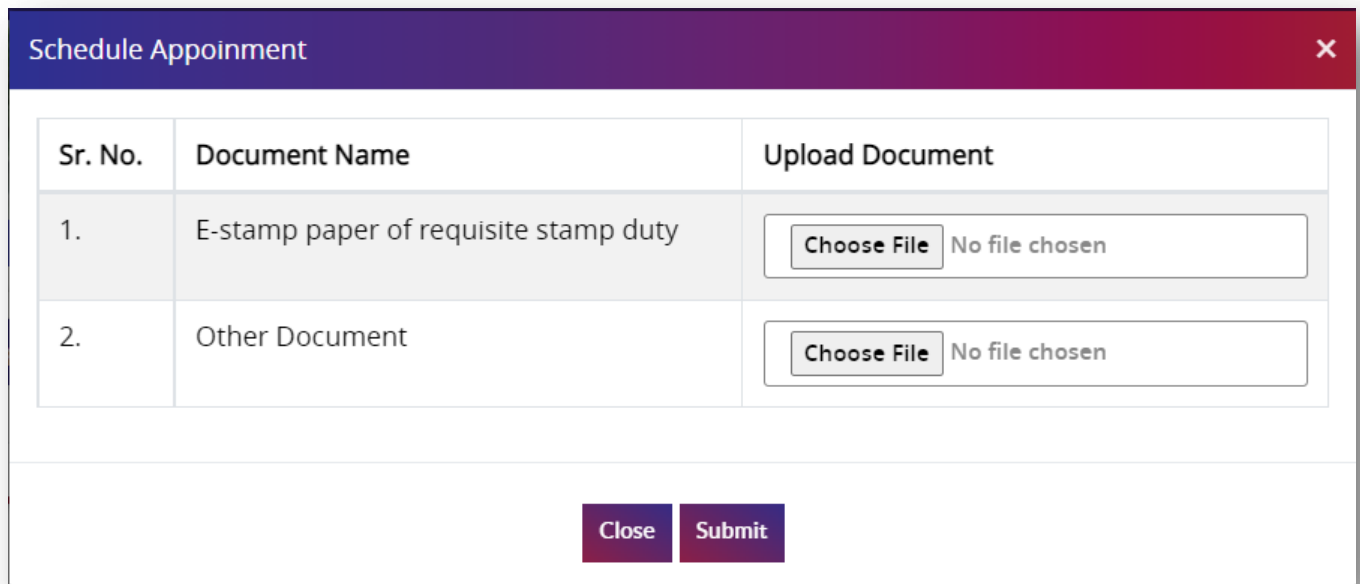

> ➤ Click on Schedule Appointment icon.

> ➤ Click on Ok to continue, pop will appear to upload documents

> ➤ To upload document, click on Choose File

➢ Select Document, click on Submit button, then confirmation message will display.
➢ Click on Ok, Success message will display
➢ After the document gets uploaded, following screen will display :-

➢ Available slots will display
➢ Click on any slot, a pop up will display

➢ Enter Message
➢ Click on Submit button. Request will go to Admin for approval. Status will display as Pending.

NSK Appointment ←

S.No.	Applicant Name	Application No.	Scheme Name	Book Slot	Status	Remark	Created At	Action
1	Test 107	BH1506851809	Scheme Name Test	30/06/2022 11:30-12:00	Pending	-	13/05/2022	ⓘ

➢ If request get approved, status will display as Approved.
➢ If request get rejected then applicant can again book the Appointment.

• Click on view Appointment, to view NSK appointment.

View NSK Appointment ←

Sr. No.	Document Name	Upload Document
1	E-stamp paper of requisite stamp duty	View Document
2	Other Document	View Document

NSK Appointment	
Slot Date	30/06/2022
Slot Time	11:30-12:00

8. Lien Marking/NOC

After the demand letter gets issued, applicant can apply for Lien Marking. Click on Lien Marking/NOC, screen will displayasshownbelow:

Request of Bidder for Lien Marking ←

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEPOSITED AMOUNT(Rs)	Lien Marking/NOC	Status	Action
1	Scheme Name Test	Test 107	107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I	9899941635	205			Request for Lien Marking

➢ Click on Request for Lien Marking

To

The Asst.Director INDUSTRIAL

DDA, Vikas Sadan, INA

Subject: Lien marking against Plot No. 107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I auctioned in PHASE XIII / INDUSTRIAL PLOTS , freehold .
Reference: Demand letter no F51(1)/2021/IND   Dated: 08/03/2021

Sir/Madam,

I have to state that for making the balance premium (75% of H1 Bid amount) or part thereof in respect aforesaid property which was purchased through Auction held on 28/09/2021 from DDA, NOC/Lien from DDA is required. Accordingly, I have collected the sanction letter for mortgage/NOC/Lien Marking issued by the .... ; against the above mentioned property in favour of **Test 107**. However, before the disbursal of loan amount the Bank/Financial Institution has requested to submit the NOC from DDA.

Therefore, it is requested to kindly acknowledge the same and issue NOC so that payment of balance premium or part thereof shall be deposited to DDA. The scanned copy of the sanction letter is uploaded herewith.

Regards

Test 107
27/06/2022
9899941635

Upload Sanction Letter	Choose File No file chosen (only pdf allowed.) (max. 1 MB)
Nationalised Bank name/Financial institute and their address	

Submit

- ➢ Upload Sanction Letter
- ➢ Enter Bank Name
- ➢ To upload document, click on Choose File
- ➢ Select Document, click on Submit button, then confirmation message will display.
- ➢ Click on Ok, Success message will display
- ➢ After the document gets uploaded, request will go to admin for approval.

Request of Bidder for Lien Marking   ←

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEPOSITED AMOUNT(Rs)	Lien Marking/NOC	Status	Action
1	Scheme Name Test	Test 107	107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I	9899941635	45		Request Initiated	View Request

- ➢ After the request get approved, status will display as "Home Loan Issued" .

➢ Click on view to view the letter

9. Correction in Name/Address

Here applicant can change the Name and Address. Click on Correction in Name/Address, screen will displayasshownbelow:

➢ Click on Add Request

➢ In left side Applicant old details are provided, in right side, applicant can provide new details.
➢ Fill Details

➢ Click on Submit button, request will go to admin for approval. Once request get approved, status will display as approved.

10. Transfer/Mutation

Click on Transfer/Mutation, screen will displayasshownbelow:

Transfer/Mutation Request

#	Applicant Name	Application No	Scheme Name	Created At	Status	Remark	Action
1	Test 107	BH1506851809	Scheme Name Test	-	-	-	+

➢ Click on add Transfer/Mutation Request icon

Add Transfer/Mutation Request

+ Add Mutation

➢ Click on Add Mutation button, form to enter details will appear

Transfer/Mutation Details   ✕

Type of Mutation *
Select Mutation Type

Relationship with bidder*
Select Relation

First Name *   Middle Name   Last Name
First Name   Middle Name   Last Name

Gender *   Nationality *
◉ Male ○ Female ○ Other   ◉ Indian ○ Other

Father Name *   Mother Name *
Father's Name   Mother's Name

Marital Status *
Select Marital Status

Date of Birth *   PAN No.*
Date of Birth   PAN No.

Aadhar No.   Category *
Aadhar No.   Select Category

Email Id   Mobile No. *
Email Id   Mobile No.

STD Code   Phone No.
STD Code   Phone No.

Photograph* (only png/jpg/jpeg allowed.) (Maximum size   Signature* (only png/jpg/jpeg allowed.) (Maximum size
allowed is 100 kb)   allowed is 100 kb)
Choose File No file chosen   Choose File No file chosen

1- Affidavit stating the details of   Choose File N...   2- Undertaking to abide by the   Choose File N...
legal heirs   terms & condition of allotments

3- Indemnity Bond from the   Choose File N...   4- PAN card of the H1 Bidder   Choose File N...
transferee From any loss

5- Relationship-School leaving   Choose File N...   6- Relationship Passport   Choose File N...
Certificate

7- Relationship-Ration Card   Choose File N...   8- Relationship Aadhar Card   Choose File N...

Close   Save

➢ Fill Mandatory Fields
➢ Click on Save, confirmation message will display.
➢ Click on Ok, Mutation Details will get added.

➢ To add more details, click on Add Mutation and fill the form.
➢ For submitting the form, click on Final Submit, request will go to admin for approval.

➢ Once request get approved, status will display as approved.

➢ Applicant can download Mutation letter by clicking on download icon.