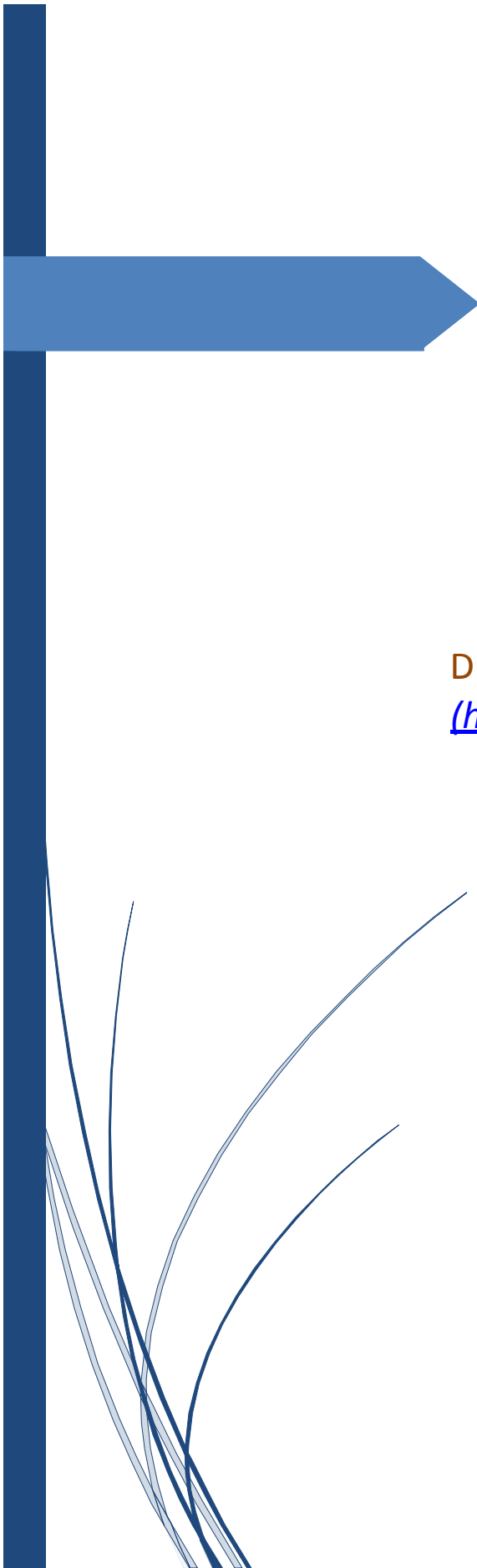


DDABhoomi User Manual

<https://eservices.dda.org.in/user>



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1. Login

To access the BHOOMI Portal, enter URL <https://eservices.dda.org.in/user> then login page will appear as shown in figure below:

- Enter User ID (PAN No.)
- Enter Password

DELHI DEVELOPMENT AUTHORITY
Government of India

LOGIN

User ID (PAN No. by default)

Password

76 + A Enter captcha

LOGIN

[Forgot Password](#) | [New User Register Here](#)

Upcoming: **ARICHAY**

Case Sensitive : It means that upper and lower case letters are regarded as different characters. For example, "Computer" and "computer" are two different words because the "C" is uppercase in the first example and "c" is lowercase in the second example.

केस सेंसिटिव : इसका मतलब है कि अपर और लोअर केस लेटर्स को अलग-अलग कैरेक्टर माना जाता है। उदाहरण के लिए, "Computer" और "computer" दो अलग-अलग शब्द हैं क्योंकि "सी" पहले उदाहरण में अपरकेस है और "सी" दूसरे उदाहरण में लोअरकेस है।

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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, mail will appear as shown in given below.



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

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- Successful Bidder will receive an email when LOI has been issued from DDA, The email id screen will be displayed as shown 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 accepting the LOI as a token of acceptance and making Second Stage EMD payment within stipulated time.

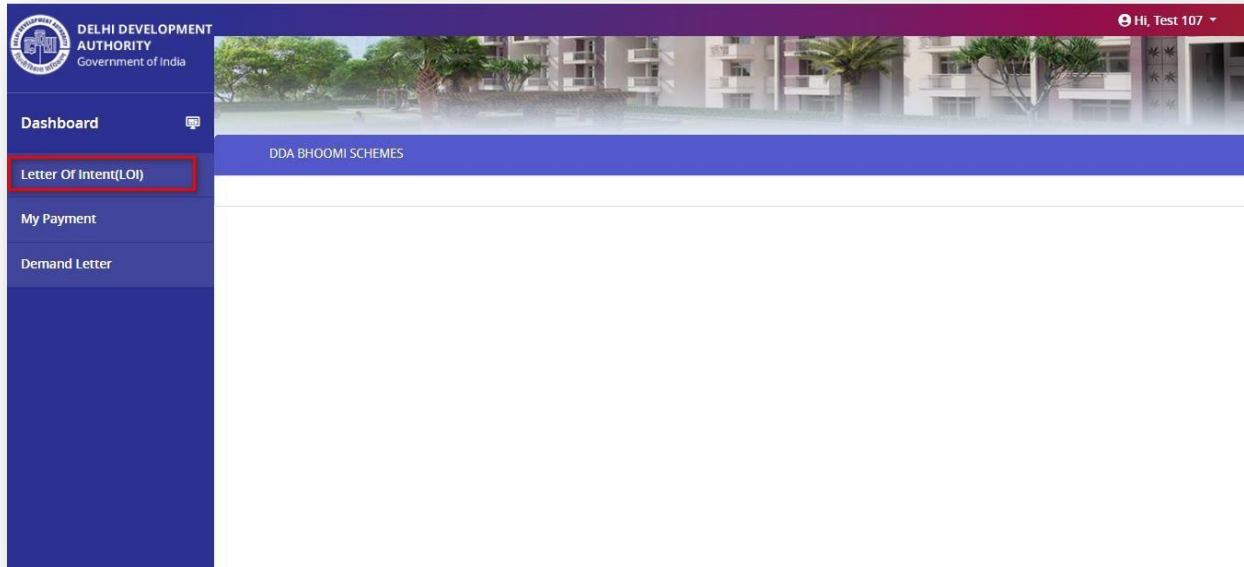
Kindly Visit the website <https://eservices.dda.org.in/user> for more details and to take further necessary actions(s). For any difficulty in accessing login <https://eservices.dda.org.in/user>. Please contact DDA call center no. 1800110332 for any technical assistance.
 Note: To ensure that you receive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

With Regards,
Delhi Development Authority

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- AfterFirstlogin,User mayresethispassword.
- AfterLogindashboardpagewillappearasshowninscreenbelow:



2. LetterOfIntent

- Click on 'Letter of Intent (LOI)' button, following page will appear as shown in screen below:



- Click on Action column to accept LOI screen will be displayed as shown below:



- When LOI accepted then payment tab will be enabled and for make payment need to click on payment tab.
- After accept LOI payment button will appear as shown below:

DDABHOOMI PORTAL

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The screenshot displays the 'Bhoomi Letter Of Intent(LOI)' page. The left sidebar contains navigation options: Dashboard, Letter Of Intent(LOI), My Payment, and Demand Letter. The main content area features a table with the following columns: Lot Number, Application Number, Name Of Bidder, Reserve Price (Rs), H1 Bid (Rs), LOI Issue Date, LOI Payment Date (without penalty), LOI Payment Date (with penalty), 2nd Stage EMD Amount (Rs), LOI Penalty Payment (If any), Total Amount (Rs), LOI Document, and Action. A red arrow points to the 'Action' column of the first row, which contains a document icon. A text annotation above the arrow reads: 'After accept LOI payment button will be enabled'.

Lot Number	Application Number	Name Of Bidder	Reserve Price (Rs)	H1 Bid (Rs)	LOI Issue Date	LOI Payment Date (without penalty)	LOI Payment Date (with penalty)	2nd Stage EMD Amount (Rs)	LOI Penalty Payment (If any)	Total Amount (Rs)	LOI Document	Action
9	BH1630675805	Test 109	1,10,88,000.00	3,25,88,000.00	02-12-2021	08-12-2021	10-12-2021	7592600.00		7592600		

- Click on payment tab, payment screen will appear as shown below:
- To enter valid amount, select Net Banking/Credit Card/Debit Card option or RTGS/NEFT and captcha and click on 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	CCCC0824F

Flat/Plot/Unit Details

Sector	1	Block	NA	Pocket/Street	NA	*Flat/Plot/Unit No.	109	Floor/Area(sqmts)	67
FL NO/ID		Area Sq. Mtr.		Scheme					
Remark If Any, <input type="text"/>									

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


 Please enter image code

Note: For get your challan details, Please check your mail id, Spam folder also.

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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 110087			M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI India 110087		
Address :			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:			Note:		
(i) The validity of challan for making online payment shall be 15 days.			(i) The validity of challan for making online payment shall be 15 days.		
(ii) No part payment shall be allowed against online generated challan amount.			(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.			(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			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 display in payment tab.

3. Payment


After successfully payment screen will display as shown below:

S.No.	Plot Description	Application No.	Challan No.	Amount	Payment Gateway	Payment Mode	Transaction Id	Transaction Date
1	109 Pocket-NA Sector-1 ROHINI			340360			INDBN27092281093	27/09/2021
2	109 Pocket-NA Sector-1 ROHINI	BH1630675805	70139600	7592600	CENTRAL BANK OF INDIA	Online	133313202861342	02/12/2021

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4. DemandLetter

Applicant will receive an email while generated demand letter, email will appear as displayed as shown in screen below:



Delhi Development Authority
Government Of India

Dear #####,

Thank you for accepting LOI and making 2nd stage EMD in BHOOMI PORTAL. DDA is pleased to inform that the Demand Letter has been issued for Plot/Shop/Property bearing No. <#####> on BHOOMI PORTAL. Please login the BHOOMI PORTAL of DDA by clicking the URL <https://eservices.dda.org.in/user> and download the Demand Letter under Demand Letter tab for making payment of balance premium within stipulated time as mentioned in the Demand Letter failing which EMD shall be forfeited and allotment will be cancelled automatically. After making the demanded payment as mentioned in Demand Letter, please upload the relevant documents as per tender document in Possession Letter tab for further action.

Please log in on BHOOMI PORTAL using same credentials, which have been used by you for making payment of 2nd stage EMD, for further details.

For any difficulty in accessing login <https://eservices.dda.org.in/user>. Please contact DDA call center no. 1800110332 for any assistance.

With Regards,
Delhi Development Authority

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For demand letter, click on 'DemandLetter' menu following screen will be displayed as shown in screen below:

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#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEMANDED AMOUNT (Rs)	DEPOSITED AMOUNT(Rs)	Interest as on date(Provisional) (Rs)	Total Due Amount(Rs)	Demand Letter	Action
1		Test 107	107 Pocket-Pocket 3 Sector-Sector-3 MANGOLPURI Industrial Area PHASE-I	9899941635	23.00	15	0.10	8.10		

Click on Demand Letter column to view the demand letter and in action column for make payment. following screen will be displayed as shown in screen below:

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEMANDED AMOUNT (Rs)	DEPOSITED AMOUNT(Rs)	Interest as on date(Provisional) (Rs)	Total Due Amount(Rs)	Demand Letter	Action
1		Test 107	107 Pocket-Pocket 3 Sector-Sector-3 MANGOLPURI Industrial Area PHASE-I	9899941635	23.00	15	0.10	8.10		

Note—Possession Letter tab and Conveyance Deed tab screen will display soon.

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5. PossessionLetter

After the payment of Demand Letter, applicant can apply for Possession Letter. Click on Possession letter, screen will display as shown below:

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			Upload Required Document

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

Upload Documents List			
Please click on submit button after requisite documents upload			Submit
Note: In case of Residential property, all above documents are required from the spouse also.			
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.		Choose File No file chosen (only png/jpg/jpeg/pdf allowed.(max. 5 mb)
2	Signatures of successful bidder / authorized signatory.		Choose File No file chosen (only png/jpg/jpeg allowed.(max. 1000 kb)
3	Passport size photograph of individual/ authorized signatory.		Choose File No file chosen (only png/jpg/jpeg allowed.(max. 1000 kb)
4	Specimen signature and photograph of successful bidder/Authorized signatory duly attested by notary public (sample copy of word file is attached)		Choose File No file chosen (only png/jpg/jpeg/pdf allowed.(max. 1000 kb)
5	ID proof of individual duly notarized.	Select Document	Choose File No file chosen (only png/jpg/jpeg/pdf allowed.(max. 1000 kb)
6	Payment Proof.		Choose File No file chosen (only png/jpg/jpeg/pdf allowed.(max. 1000 kb)


- 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

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- 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. 

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

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Please click on submit button after requisite documents upload

Note: In case of Residential property, all above documents are required from the spouse also.

Document Rejected by DDA, Please upload again and Submit.

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.	<input type="button" value="Choose File"/> No file chosen <small>(only png/jpg/jpeg/pdf allowed.(max. 5 mb))</small>
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. <input type="text" value="Aadhar Card"/>	
6	Payment Proof.	
7	Other	<input type="button" value="Choose File"/> No file chosen <small>(only png/jpg/jpeg/pdf allowed.(max. 2 mb))</small>

- 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.

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		Possession Letter Issued	

- 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 display as shown below:

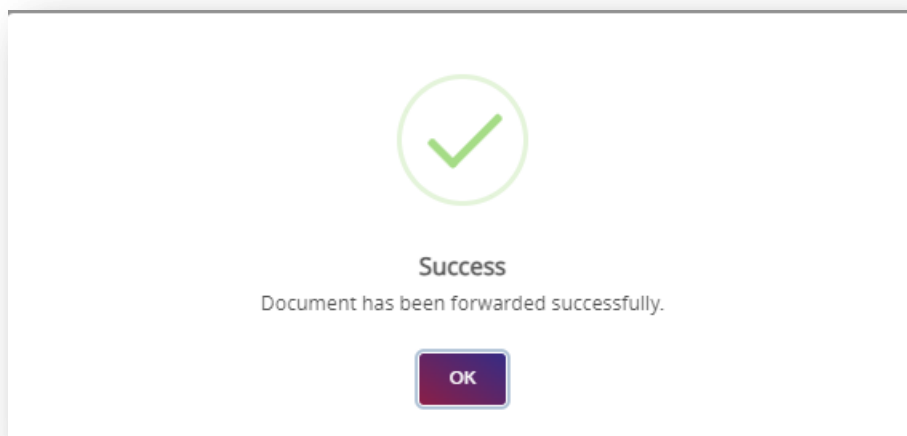
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Conveyance Deed								
#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEPOSITED AMOUNT(Rs)	Conveyance Deed	Status	Action
1	Scheme Name Test	Test 107	107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I	9899941635	205			Upload Required Document

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

Upload Documents List		
Checklist of Documents for Conveyance Deed After Upload document, Please send for Approval		Send For Approval
Sr. No.	Document Name	Upload Document
1	Possession Slip	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Choose File"/> No file chosen <small style="color: red;">(only pdf allowed.) (max. 1000 kb)</small> </div>

- 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.

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- Click on Conveyance Deed

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEPOSITED AMOUNT(Rs)	Conveyance Deed	Status	Action
1	Scheme Name Test	Test 107	107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I	9899941635	205		Please upload rejected document again.	Upload Required Document

- Click on Upload Required document

Sr. No.	Document Name	Upload Document
1	Possession Slip	<input type="button" value="Choose File"/> No file chosen <small>(only pdf allowed.) (max. 1000 kb)</small>

Checklist of Documents for Conveyance Deed **After Upload document, Please send for Approval**

Document Rejected by DDA, Please upload again and send for Approval.

[Send For Approval](#)

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

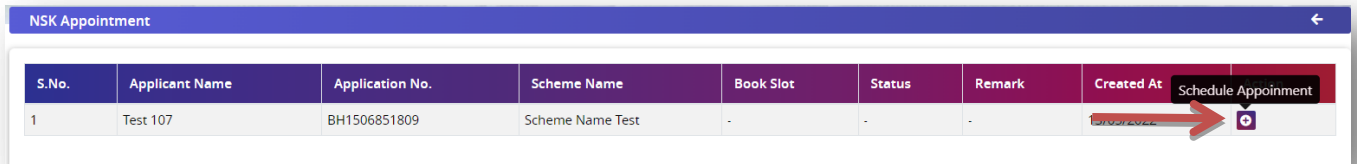
#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEPOSITED AMOUNT(Rs)	Conveyance Deed	Status	Action
1	Scheme Name Test	Test 107	107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I	9899941635	205		Conveyance Issued	


- Click on view Conveyance Deed to view the letter.

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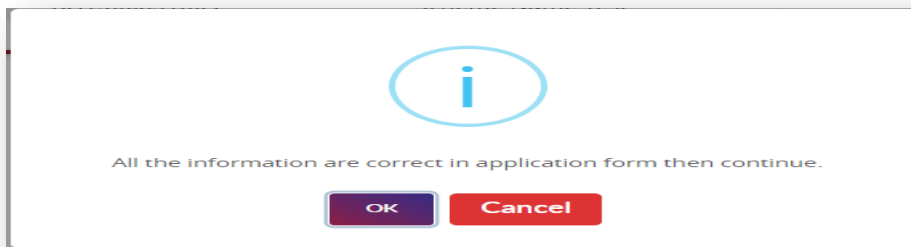
7. NSK Appointment

After the applicant gets Conveyance Deed, applicant can apply for NSK Appointment. Click on NSK Appointment, screen will display as shown below:

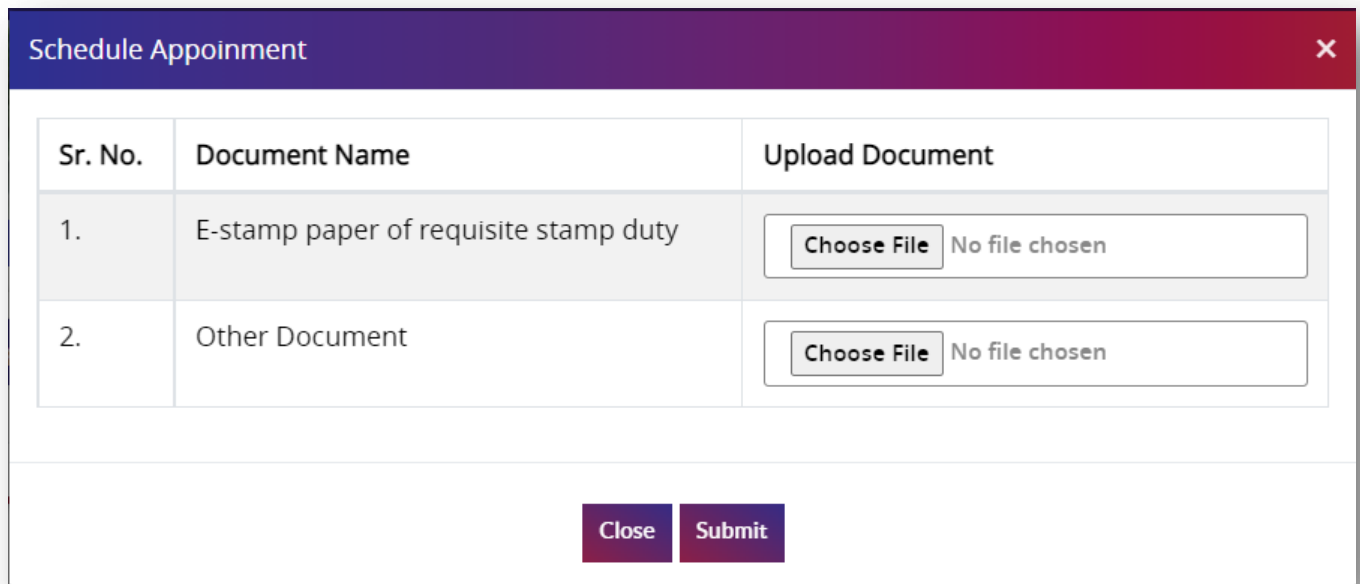


S.No.	Applicant Name	Application No.	Scheme Name	Book Slot	Status	Remark	Created At	Schedule Appointment
1	Test 107	BH1506851809	Scheme Name Test	-	-	-	-	

- Click on Schedule Appointment icon.



- Click on Ok to continue, pop will appear to upload documents



Sr. No.	Document Name	Upload Document
1.	E-stamp paper of requisite stamp duty	<input type="button" value="Choose File"/> No file chosen
2.	Other Document	<input type="button" value="Choose File"/> No file chosen

- To upload document, click on Choose File

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- 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 :-

	Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Sat 7/2
all-day							
10am					10:30 - Available		
11am					11:00 - Available		
12pm					11:30 - Available		
1pm					12:00 - Available		
2pm					12:30 - Available		
3pm							
4pm							
5pm							

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

Book Appointment ✕


Selected Slot
Thu Jun 30 2022 11:30 - 12:00

Message

Submit

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- 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 display as shown below:

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

DDABHOOMI PORTAL

GettingStartedGuide

Version:1.0

IssueDate: 14-Nov-2021

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	<input type="button" value="Choose File"/> No file chosen (only pdf allowed.) (max. 1 MB)
Nationalised Bank name/Financial institute and their address	<input style="width: 100%; height: 30px;" type="text"/>
<input type="button" value="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" .

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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		Home Loan Issued	

➤ Click on view to view the letter



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

No. F51(1)/2021/IND Dated : 19/05/2022

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

Sub: Acknowledgement of Intimation regarding lien marking in respect of 107 Pocket-3 Sector-3 Block-NA MANGOLPURI Industrial Area PHASE-I Delhi auctioned on freehold basis in PHASE XIII / INDUSTRIAL PLOTS of E-Auction.

Dear Sir/Madam,

This is with reference to your request dated 19/05/2022 regarding intimation of lien marking/NOC in respect of above said property. In this regard, it is informed that your request for lien marking intimation of above said property is taken on record for making the payment of balance premium or part thereof which was demanded vide this office Demand cum Allotment Letter dated 08/03/2021.

It is also informed that the above said plot/property has been auctioned on Freehold basis, hence there is no legal binding upon DDA towards mortgage. Further, the presence of an authorised representative of the bank/NOC from the bank against this mortgage/lien will be required at the time of execution of Conveyance Deed.


A copy of this letter may be forwarded by you to the concerned branch of the bank with the request to ensure that the loan sanctioned amount will be directly paid to DDA's Account no. mentioned in challan generated from BHOOMI PORTAL <https://eservices.dda.org.in/> and to send an authorised representative of the bank/NOC from the bank against this mortgage/lien at the time of execution of Conveyance Deed.

It may also be noted that any outstanding dues remains on the part of bidder against the above mentioned property after last date of payment as mentioned in the schedule of payment (including interest, if any) in Demand cum Allotment Letter, the Allotment will be automatically cancelled and EMD shall be forfeited summarily without any notice as per the relevant terms and condition of tender documents of Auction.

Yours Faithfully,

9. Correction in Name/Address

Here applicant can change the Name and Address. Click on Correction in Name/Address, screen will display as shown below:

Bhoomi Correction in Name/Address								
#	Applicant Name	Application No	Scheme Name	Created At	Status	Remark	Action	
1	Test 107	BH1506851809	Scheme Name Test	-	-	-		Add Request

➤ Click on Add Request

Correction in Name/Address

Applicant Details

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Old Applicant Details</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Name * TEST 107</div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;">Mobile No. * 9899941635</div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;">Phone No.</div> </div> <div style="border: 1px solid #ccc; padding: 5px;">Address * M 256 PASCHIM VIHAR WEST DELHI 110087</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">New Applicant Details</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Name *</div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;">Mobile No. * Mobile No.</div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;">Phone No.</div> </div> <div style="border: 1px solid #ccc; padding: 5px;">Address *</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;">Document * Select Document</div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;">Upload Document * Choose File No file chosen</div> </div>
---	--

SUBMIT

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

Correction in Name/Address

Applicant Details

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Old Applicant Details</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Name * TEST 107</div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;">Mobile No. * 9899941635</div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;">Phone No.</div> </div> <div style="border: 1px solid #ccc; padding: 5px;">Address * M 256 PASCHIM VIHAR WEST DELHI 110087</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">New Applicant Details</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Name * ABC</div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;">Mobile No. * 7373777777</div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;">Phone No.</div> </div> <div style="border: 1px solid #ccc; padding: 5px;">Address * Model Town</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;">Document * Passport</div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;">Upload Document * Choose File sample1.pdf</div> </div>
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SUBMIT

- 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 display as shown below:

Transfer/Mutation Request

#	Applicant Name	Application No	Scheme Name	Created At	Status	Remark	Action
1	Test 107	BH1506851809	Scheme Name Test	-	-	-	<div style="background-color: #4a7ebb; color: white; padding: 2px 5px; border: none; cursor: pointer;">+</div>

- Click on add Transfer/Mutation Request icon

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Add Transfer/Mutation Request

 **+ Add Mutation**

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

Transfer/Mutation Details ✕

Type of Mutation *


Relationship with bidder*

First Name *
Middle Name
Last Name

Gender * Male Female Other
Nationality * Indian Other

Father Name *
Mother Name *

Marital Status *

Date of Birth * 
PAN No. *

Aadhar No.

Category *

Email Id
Mobile No. *

STD Code
Phone No.

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

1- Affidavit stating the details of legal heirs	<input type="button" value="Choose File"/> N...	2- Undertaking to abide by the terms & condition of allotments	<input type="button" value="Choose File"/> N...
3- Indemnity Bond from the transferee From any loss	<input type="button" value="Choose File"/> N...	4- PAN card of the H1 Bidder	<input type="button" value="Choose File"/> N...
5- Relationship-School leaving Certificate	<input type="button" value="Choose File"/> N...	6- Relationship Passport	<input type="button" value="Choose File"/> N...
7- Relationship-Ration Card	<input type="button" value="Choose File"/> N...	8- Relationship Aadhar Card	<input type="button" value="Choose File"/> N...



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

Add Transfer/Mutation Request + Add Mutation

Transfer/Mutation Details

Type of Mutation * After Death

Transfer/Mutation 1


Relation पुत्र Son					 
First Name TEST	Middle Name		Last Name		
Gender MALE		Nationality Indian			
Father's Name FATHER		Mother's Name MOTHER			
Marital Status MARRIED		Spouse's Name TEST SPOUSE			
Date of Birth 01/06/2004		PAN No. ABCDR1234D			
Aadhar No.		Category General Category			
Email Id		Mobile No. 3245444444			
STD Code		Phone No.			

- 1- Affidavit stating the details of legal heirs [View Document](#)
- 2- Undertaking to abide by the terms & condition of allotments [View Document](#)
- 3- Indemnity Bond from the transferee From any loss [View Document](#)
- 4- PAN card of the H1 Bidder [View Document](#)
- 5- Relationship-School leaving Certificate [View Document](#)
- 6- Relationship Passport [View Document](#)
- 7- Relationship-Ration Card
- 8- Relationship Aadhar Card

[Final Submit](#)

- 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.

Transfer/Mutation Request

#	Applicant Name	Application No	Scheme Name	Created At	Status	Remark	Action
1	Test 107	BH1506851809	Scheme Name Test	27/06/2022	Pending	-	

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


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Transfer/Mutation Request

#	Applicant Name	Application No	Scheme Name	Created At	Status	Remark	Action
1	TEST	BH1506851809	Scheme Name Test	27/06/2022	Approved	-	

Download Mutation Letter

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