



# DDA Online Permit System

*User Manual*

*(Architech/Applicant)*

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# 1-) Register new Architect/Applicant

1.1-) Click on the Highlighted button to open **Applicant Registration Form**.

The screenshot shows the Delhi Development Authority website. At the top left is the DDA logo and name. Below it is a brief history of the authority. On the right, there is a login section with fields for Username and Password, and a Login button. Below the login section is a navigation bar with buttons for Pay Online, Fees Calculator, Citizen Search, and Applicant Registration. The Applicant Registration button is highlighted with a red box. Below the navigation bar, there are sections for Downloads and Ease Of Doing Business. The Ease Of Doing Business section contains a table with columns for ORGANIZATION, MAP, and SOPI/WHO NEEDS APPROVAL.

ORGANIZATION	MAP	SOPI/WHO NEEDS APPROVAL
DDA	-	-
DUAC	-	-
NMA	-	-
AAI	-	-
DMRC	-	-
DFS	-	-

Click the Button to Open Online Registration Form

1.2-) Fill and Submit, Architect/Applicant Registration Form.

The screenshot shows the registration form with the following sections:

- Personal Information:** Name (Mr. AMAN KUMAR), Professional Category (Architect), Qualification (Master of Architecture), Total Experience (5 years), Firm Name (Aman Associates).
- Contact Information:** Postal Address (Unit 5A, The Pentagon, Near Pune-Satara Road Telephone Exchange, Shahu College Road, Pune, Maharashtra 411009), State (Maharashtra), City (Pune), PIN Code (411009), E-mail (vvs@gmail.com), Mobile Number (9898989898).
- Registration Details:** ID Proof Type (Pan Card), Registration certificate scanned copy (Certificate Copy.jpg), Registration No./Licence No. (AM-2016), Valid Up To (01/9/2026).
- Login Information:** Login Name (AMANKUMAR), Password (\*\*\*\*\*), Re-Enter Password (\*\*\*\*\*).

A red box highlights the Submit button at the bottom right of the form.

Fill the Application Form and Click on submit button

## 2-) Architect / Applicant Dashboard

### 2.1-) Logging-in into the system.

**Delhi Development Authority**

Ever since its inception in 1957, Delhi Development Authority has pioneered the process of development in the city. A Master Plan was formulated by DDA in 1962, which ensured a balanced development of Delhi by creating new residential extension areas which were self-contained and provided a healthy and secure environment. The plan was revised in 1982 and now DDA is all set to meet the challenge of accommodating the needs of the projected population of 128 lakhs by the end of this decade with its comprehensive Master Plan for Delhi 2001.

Username:

Password:

**Login**

[Forgot Password](#)

**Downloads**

- PreDCR 32 bit
- PreDCR 64 bit
- AutoDCR User Manual
- Architects Manual
- MPD 2021
- DDA act

**Ease Of Doing Business**

ORGANIZATION	MAP	SOP/WHO NEEDS APPROVAL
DDA	-	
DUAC		
NMA		
AAI		
DMRC		-
DFS	-	

### 2.2-) Start with New Application.

**Delhi Development Authority** | Mr. Aman Kumar [Applicant] [20-06-2017]

Application Submission | **New Application** | Draft Applications | Submitted Applications | Convey Letter | Approved Files | Change Password

**Application Form**

Know the NOCs required for your file. Fields marked with \* are mandatory. **Save & Continue**

**Proposal Information**

- Submitted At:
- Head Office:
- Case Type:
- Location:
- Does proposal required NOC from DUAC?  Yes  No

**Site address**

Building No	<input type="text"/>	Plot No	<input type="text"/>
Pin Code	<input type="text"/>	Block No	<input type="text"/>
House No	<input type="text"/>	Scheme No	<input type="text"/>
Pocket No	<input type="text"/>	Sector No	<input type="text"/>
Ward	<input type="text"/>	Road/Street	<input type="text"/>
Situated at	<input type="text"/>		

### 2.3-) Fill the Form Details under Proposal Information and Site Address

Delhi Development Authority | Mr. Aman Kumar [Applicant] [20-06-2017]

Application Submission | Application Form

Fill The Form and Click "Save & Continue"

Know the NOCs required for your file

Fields marked with \* are mandatory

**Save & Continue**

**Proposal Information**

- \* Submitted At: Head Office
- \* Case Type: Select
- \* Location: Select
- \* Does proposal required NOC from DUAC?:  Yes  No

**Site address**

- Building No: [ ]
- Pin Code: [ ]
- House No: [ ]
- Ward: [ ]
- Situating at: [ ]
- \* Plot No: [ ]
- Block No: [ ]
- Scheme No: [ ]
- Sector No: [ ]
- Road/Street: [ ]

### 2.4-) System will Generate a temporary no for your file.

Delhi Development Authority | Mr. Rajesh Kumar Singh [Applicant] [20-06-2017]

Submitting your file, will Generated a Temporary No. for Reference

Proposal with File Number: Temp/0033/17-18 is Created.

File No	Consultant	Proposed Project	Case Type	Proposal Date	Modified On
Temp/0033/17-18	Rajesh Kumar Singh	Building Permission Building License	New	24 May, 2017	24 May, 2017
Temp/0031/17-18	Rajesh Kumar Singh	Building Permission Building License	Demolition and reconstruction	22 May, 2017	22 May, 2017

Total Number of Proposals : 2

In Process Approved Rejected

### 2.5-) Once the Temp No is generated , The same file can be found under "Draft Application" Tab.

Delhi Development Authority | Mr. Rajesh Kumar Singh [Applicant] [20-06-2017]

Draft Applications

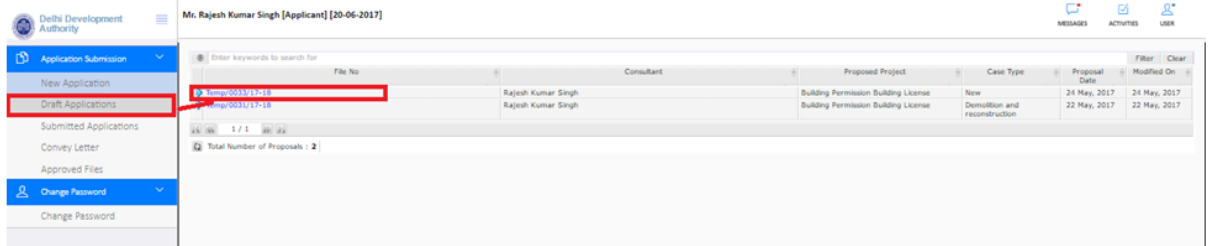
File No	Consultant	Proposed Project	Case Type	Proposal Date	Modified On
Temp/0033/17-18	Rajesh Kumar Singh	Building Permission Building License	New	24 May, 2017	24 May, 2017
Temp/0031/17-18	Rajesh Kumar Singh	Building Permission Building License	Demolition and reconstruction	22 May, 2017	22 May, 2017

Total Number of Proposals : 2

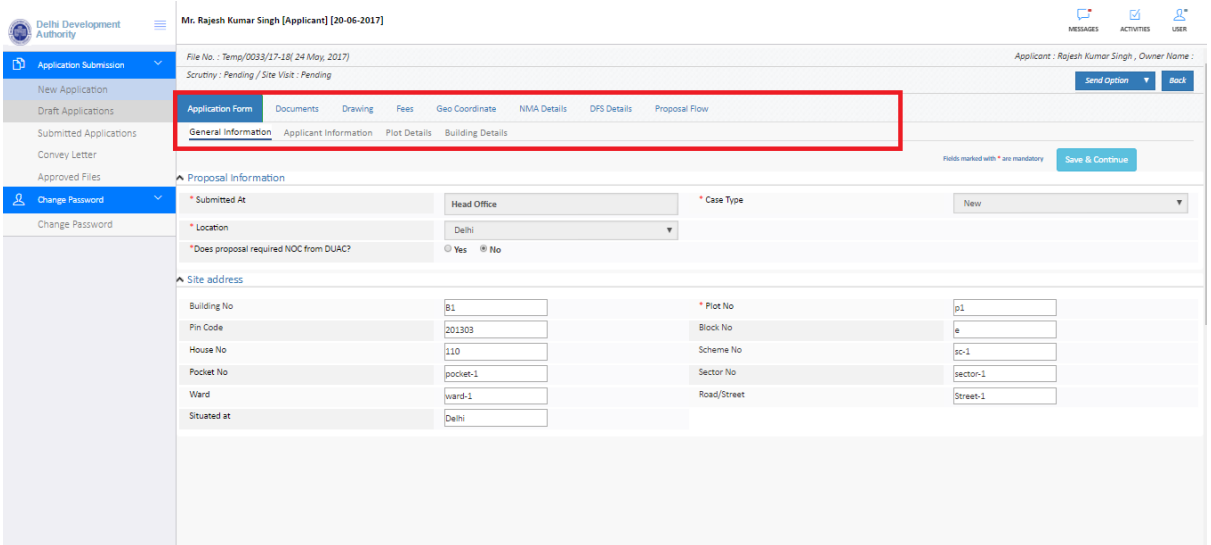
In Process Approved Rejected

PreDCR (1).zip | PreDCR.zip | Show all X

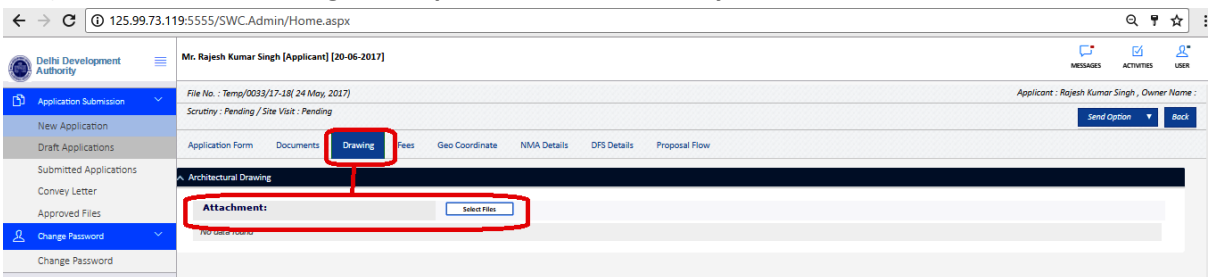
### 2.6-) Click on Blue color Highlighted Temp No. (Temp/0000/00-00) for filling other Details.



### 2.7-) Fill Other File Related Information & Upload Documents.



### 2.8-) Make sure the drawing file is updated with PreDCR Layer.



**2.9-) Once the Document are Uploaded and File is filled with related Details Click on the “Send Further” Button to submit file to JE.**

125.99.73.119:5555/SWC.Admin/Home.aspx

Delhi Development Authority

Mr. Rajesh Kumar Singh [Applicant] [20-06-2017]

MESSAGES ACTIVITIES USER

File No. : Temp/0039/17-18/ 24 May, 2017

Applicant : Rajesh Kumar Singh, Owner Name :

Application Submission

Scrutiny : Pending / Site Visit : Pending

New Application

Draft Applications

Submitted Applications

Convey Letter

Approved Files

Change Password

Change Password

Application Form Documents Drawing Fees Geo Coordinate NMA Details DFS Details Proposal Flow

Send Option

Send Option

Send to Further

Save & Continue

Fields marked with \* are mandatory

Proposal Information

\* Submitted At Head Office \* Case Type Now

\* Location Delhi

\* Does proposal required NOC from DUAC?  Yes  No

Site address

Building No	B1	* Plot No	p1
Pin Code	201303	Block No	e
House No	110	Scheme No	sc-1
Pocket No	pocket-1	Sector No	sector-1
Ward	ward-1	Road/Street	Street-1
Situated at	Delhi		

**Thank You..!!**