



## DELHI DEVELOPMENT AUTHORITY

### PROCEDURE TO SUBMIT PM-UDAY APPLICATION AND OBTAIN YOUR CONVEYANCE DEED/ AUTHORISATION SLIP

<b>Step 1:</b> <b>Registration</b>	<ul style="list-style-type: none"><li>• Login to PM-UDAY Portal: <a href="https://pmuday.ncog.gov.in/login">https://pmuday.ncog.gov.in/login</a> or, go to DDA website www.dda.gov.in and Click on PM-UDAY Cell Tab.</li><li>• Click on ‘Registration’ button for filling registration form.</li><li>• Fill applicant details, property details, email ID and enter mobile number (may please ensure an active mobile number and an e-mail should be used for filing of application) and click ‘Submit’.</li><li>• Take printout of Acknowledgement Receipt.</li><li>• Note Registration Number for future reference.</li><li>• Note details of GIS agencies printed on Acknowledgement Receipt.</li></ul> <p>NOTE: You can use PM-UDAY Mobile App (Downloadable from Google play store) to Register.</p> <p><b>Nota bene:</b> Please use UC Locator facility in the PM-UDAY Mobile App – It gives a tentative information whether your property falls within a UCboundary or not.</p>		
<b>NOTE : Steps 2A to 2D can be done simultaneously (in parallel)</b>			
<b>Step 2A:</b> <b>Application Form (Part -1)</b>	<ul style="list-style-type: none"><li>• Click on ‘File Application’ after login to <a href="#">PM-UDAY Portal</a>.</li><li>• Click on ‘File Application’ for login and fill the PART-1 details.</li><li>• Application Form – PART-1: Fill Colony Details, Property Details, Floor/Building Details, Land Details, Ownership Details and Declaration.</li><li>• Case ID will be generated after filling details of PART-1 which will also be sent to registered email ID and mobile number.</li><li>• Download formats for Indemnity Bond-I, Indemnity Bond-II and Self Declaration from the portal (links have been provided in PART-2 of the application form)</li></ul> <p>NOTE : You can use PM-UDAY Mobile App (Downloadable from Google play store) to file PART-1 of the Application.</p>	<b>Step 2B:</b> <b>GIS Survey</b>	<ul style="list-style-type: none"><li>• Contact any GIS agency listed in Acknowledgement Receipt for getting the GIS Survey done.</li><li>• Request the GIS Agency to conduct the GIS Survey.</li><li>• GIS Agency will visit your premises in 2-3 days and take necessary measurements.</li><li>• Make payment of prescribed charges to the GIS Agency and obtain receipt.</li><li>• GIS Agency, in the normal course, will SMS you the GIS ID of your property.</li><li>• If Agency does not provide you the GIS ID in 7 days, please contact the Agency through the contact number provided in the Registration Slip.</li></ul>



<b>Step 2C:</b> <b>Notarizing Bonds and Self Declaration</b>	<ul style="list-style-type: none"><li>• Contact a Notary Public</li><li>• Buy 2 stamp papers of Rs. 100/- each.</li><li>• Fill in data in the Indemnity Bond-I, Indemnity Bond-II and Self-Declaration formats in respect of your property.</li><li>• Print both the I-Bonds on Rs. 100/- stamp papers and self-declaration on plain paper.</li><li>• Sign the said documents</li><li>• Get both the I-Bonds notarized by the Notary.</li></ul>	<b>Step 2D:</b> <b>Document Preparation</b>	<ul style="list-style-type: none"><li>• Collect following documents in respect of your property-<ul style="list-style-type: none"><li>○ Registered Sale Deed/Registered Gift Deed/ latest set of General Power of Attorney, Agreement to Sell, Payment Receipt &amp; Possession Proof</li><li>○ Construction Proof prior to 01.01.2015 (in case of property falling on Govt. land)</li><li>○ Electricity Bill(s)</li><li>○ Photograph of property</li><li>○ Photograph of the Applicant</li><li>○ Signature of Applicant(s) on a blank paper</li><li>○ PAN Card</li><li>○ Aadhaar Card</li><li>○ Document Chain</li><li>○ On a plain Sheet of paper, prepare information of Chain of transaction(s) in respect of your property (you will need it to fill PART-2 of the Application)</li></ul></li></ul>
<b>Step 3:</b> <b>Upload Documents</b>	<ul style="list-style-type: none"><li>• Scan all the documents (<i>prepared</i> in step 2C and 2D) in separate pdf files.</li><li>• Go to PM-UDAY Portal; Click on file application; log in and click on draft button to fill PART-2 of the application.</li><li>• Upload the scanned copies of requisite documents as mentioned in Step 2C and Step 2D using the respective upload buttons.</li><li>• Fill the Chain of Transaction details.</li><li>• Click 'Submit' to file PART-2 of Application Form.</li></ul> <p>NOTE : You may approach any Common Service Centre in your vicinity or DDA empaneled Documentation Agency to take the services of scanning and uploading.</p>		



<b>Step 4: Upload GIS ID</b>	<ul style="list-style-type: none"><li>• Go to PM-UDAY Portal; Click on file application; log in and click on draft button to fill part 3 of the application.</li><li>• Enter the GIS ID received from the GIS Agency and Click on Submit.</li></ul>
<p><b>If you have completed the Step 4, Your Application has been submitted to the concerned Processing Center. You can check the status of your application by logging in to the PM-UDAY portal and further clicking on Application status tab.</b></p> <p>DDA officials will do a pre-scrutiny of your application to check your eligibility. In case you are found ineligible under PMUDAY Regulations, your application may be rejected at this stage.</p>	
<b>Step 5: DDA Field Survey</b>	<ul style="list-style-type: none"><li>• DDA survey team will visit your premises for verification.</li><li>• Please be ready with documents evidencing your construction proof in r/o built-up property.</li><li>• Field survey and related scrutiny will be conducted by DDA Survey officials/officers after visiting applicant's property.</li><li>• Survey Officer will also take statements of your two neighbours or any RWA member who may confirm your possession over the property.</li><li>• No charges are to be paid to DDA officials for the DDA field survey.</li></ul>
<b>Step 6: Correct the Deficiencie sin your application</b>	<ul style="list-style-type: none"><li>• If any shortcoming found in your application, an on-line Deficiency Memo (DM), will be issued to you.</li><li>• An intimation regarding DM having been issued, will be sent through SMS and email as well.</li><li>• You can check for the Deficiencies by Logging on the portal.</li><li>• Go to the 'Deficiency Memo' section in the portal, view your deficiencies.</li><li>• Submit on-line replies to DM, in the space provided therein.</li><li>• Upload additional documents (if any) to fulfil your deficiencies.</li><li>• If the Application has been returned, you can edit it and resubmit after correction.</li><li>• Submit the reply to the DM on-line as above.</li></ul>



<b>Step 7: Check final decision</b>	<ul style="list-style-type: none"><li>• DDA official will take final decision on your application and update the same on the portal.</li><li>• An intimation of final approval by Competent Authority will be sent through SMS or email.</li><li>• If your Application is approved, the portal will display the charges to be paid by you.</li></ul>
<b>Step 8: Payment of Charges</b>	<ul style="list-style-type: none"><li>• An intimation containing Payment Reference No. regarding payment link activation will be sent through SMS or email post final scrutiny of application.</li><li>• Login to PM-UDAY Portal and click 'Make Payment'.</li><li>• Click 'Pay Now' button against the correct Case ID.</li><li>• Enter correct Payment Reference No. for completing online payment of charges under PM-UDAY.</li></ul>
<b>Step 9: Witness Details</b>	<ul style="list-style-type: none"><li>• Login to PM-UDAY Portal and click 'Witness Details' to enter the details of the two witnesses along with their photographs and book slot for execution of AS/CD.</li><li>• Download format for Affidavit (available on portal) and get it notarized. Upload the same while booking your time slot.</li></ul>
<b>Step 10: CD/ AS Execution</b>	<ul style="list-style-type: none"><li>• Visit concerned Processing Center for verification of original documents along with witnesses.</li><li>• Final execution of Conveyance Deed (CD) or Authorization Slip (AS) will be done by AD after verification of Documents</li></ul>
<b>Step 11 : Registration of CD/ AS</b>	<ul style="list-style-type: none"><li>• Please visit an Authorized Bank for issuing e-Stamp Paper and purchase e-Stamp papers of requisite amount.</li><li>• Schedule your appointment with Sub-Registrar using DORIS Application</li><li>• Visit the Sub-Registrar with all documents for registration of your CD / AS along with the same two witnesses who were present at the CD/AS execution.</li></ul>