



# दिल्ली विकास प्राधिकरण DELHI DEVELOPMENT AUTHORITY



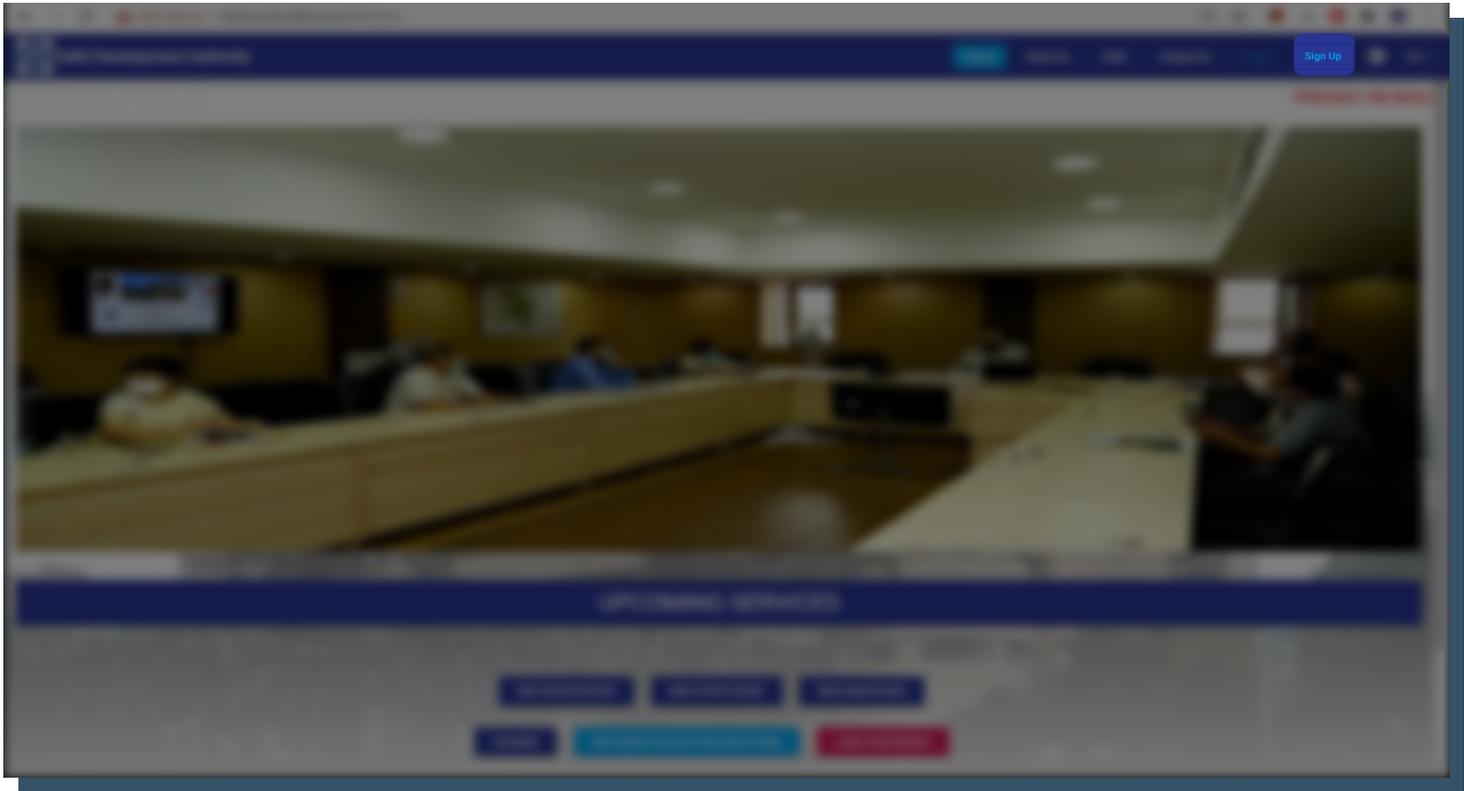
**USER GUIDE FOR ONLINE APPOINTMENTS**

**FOR APPLICANT USER**

## Create a user account

**Step 1:** Go to url: <https://citizenservices.dda.org.in>

**Step 2:** Click on **Sign up**.



**Step 3:** Fill in the details and click on **Register** to create user account.

A screenshot of the registration form on the DDA Citizen Services website. The form is titled "Registration" and contains the following fields:

- Applicant Name \* (Text input, value: Avinash)
- Mobile No \* (Text input, value: 9319 [redacted])
- Email \* (Text input, value: [redacted]@gmail.com)
- Gender \* (Dropdown menu, value: Male)
- Date OF Birth \* (Text input, value: 01 [redacted])
- DigitLocker Id (Optional) (Text input, empty)
- Enter The captcha (Text input, value: w\_t\_9\_i)

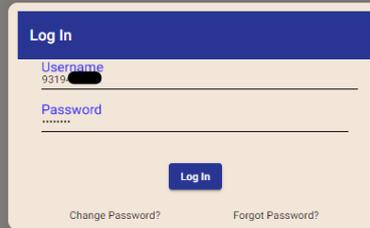
At the bottom of the form, there are two buttons: "Register" and "Reset".

## Book an Appointment

**Step 1:** Login to user account with username and password.

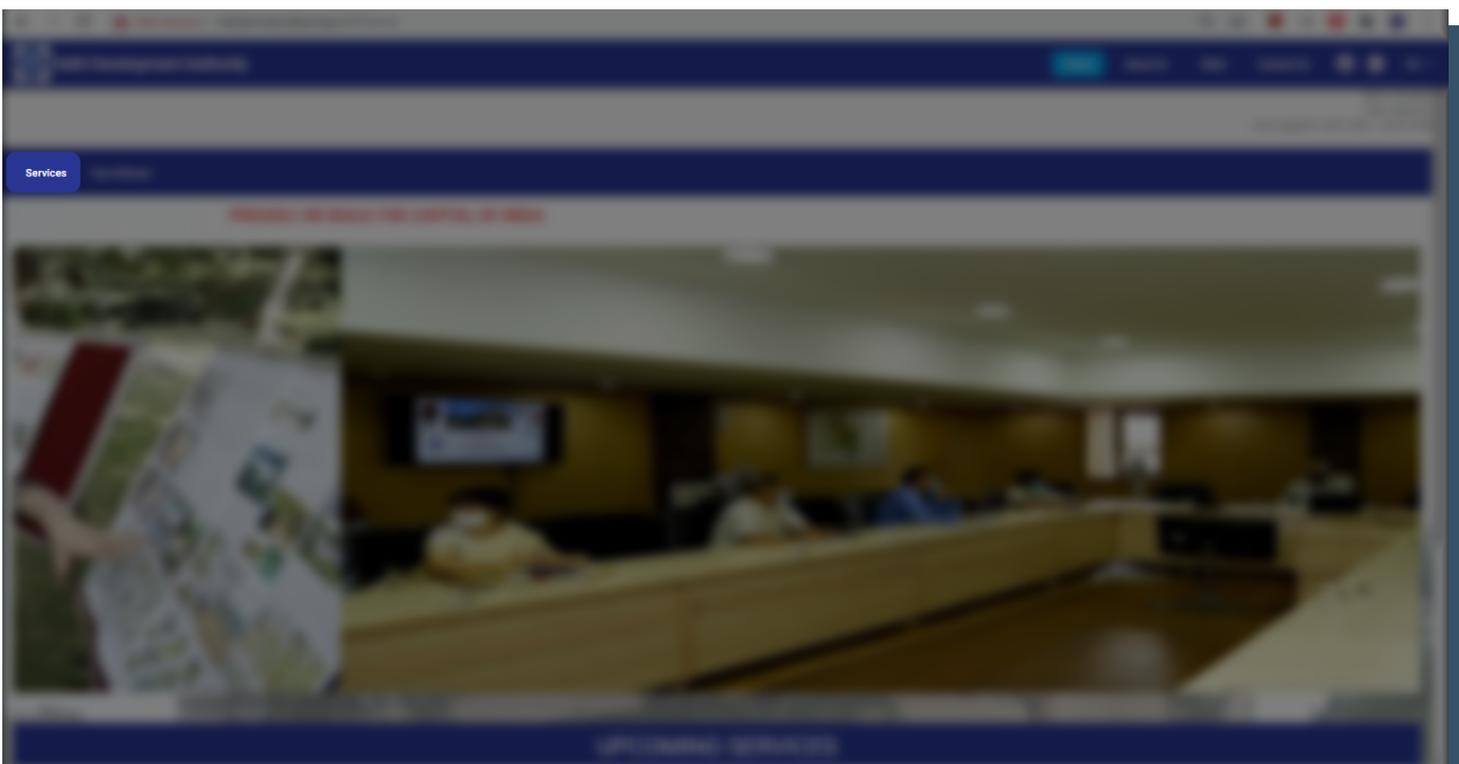
**Username** : Registered Mobile Number

**Password**: As received on registered mobile number



The screenshot shows a 'Log In' form with a blue header. Below the header, there are two input fields: 'Username' with the value '9319' and 'Password' with a masked password '.....'. A blue 'Log In' button is positioned below the password field. At the bottom of the form, there are two links: 'Change Password?' and 'Forgot Password?'.

**Step 2:** Click on **Services** tab.



**Step 3:** Click on **SEEK AN APPOINTMENT** under **WELCOME** tab.



**Step 4:** Fill in the required details and click on **Submit**.

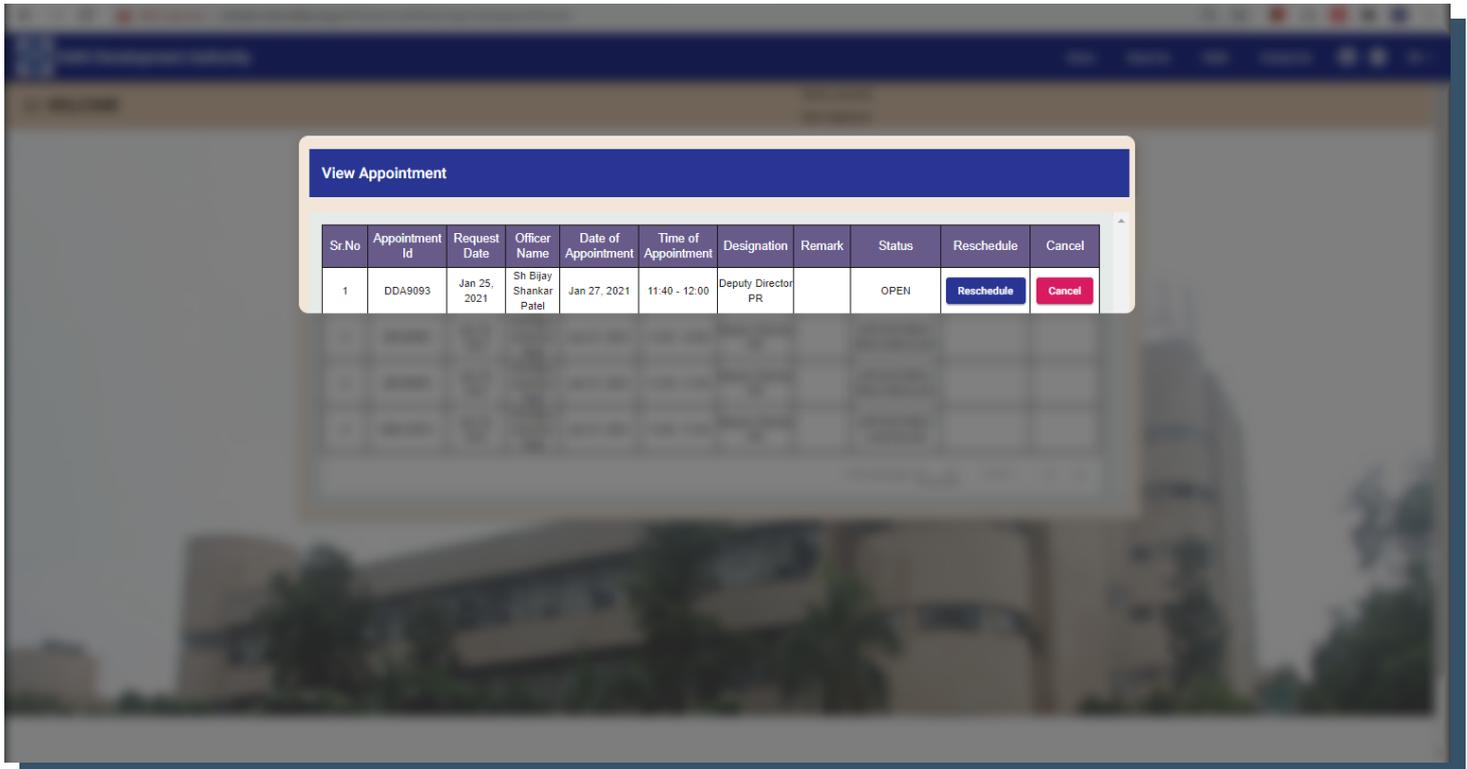
A screenshot of a web application showing a form titled 'Seek An Appointment'. The form is a white card with a blue header. It contains various input fields, some of which are filled with text. At the bottom, there are two buttons: 'Submit' (blue) and 'Reset' (red).

Seek An Appointment	
Visitor Name Avinash	Address B16, Vikas Sadan, INA
Mobile No 931[REDACTED]	Telephone Number
Email ID [REDACTED]@gmail.com	Reason for Appointment Greetings
File No, If Any	Last visit Date
Appointment ID of last visit	Person/Branch Contacted on last visit
Property Number	Relationship with Allottee
Department Public Relations	Designation Deputy Director PR
Officer Name Sh Bijay Shankar Patel	
<b>Note: For Today and Next day appointment is not allowed</b>	
Appointment Date 27/01/2021	Appointment Time 11:40 - 12:00
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

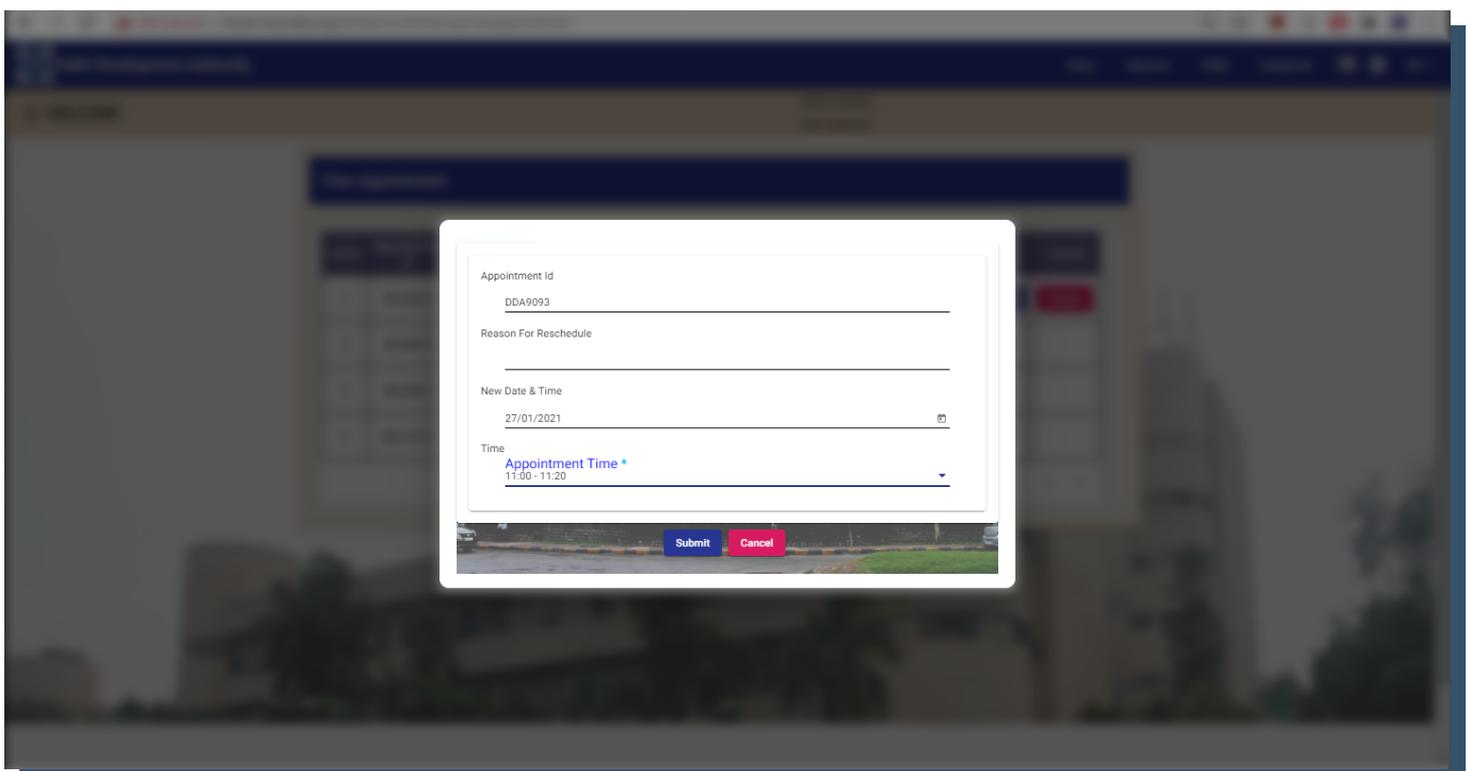
## Reschedule/Cancel Appointment

**Step 1:** Click on **VIEW APPOINTMENT** under **WELCOME** tab to get the list of appointments booked.

**Step 2:** Click on **Reschedule** in front of the appointment which needs to be rescheduled.



**Step 3:** Fill in the required details and click on **Submit**.

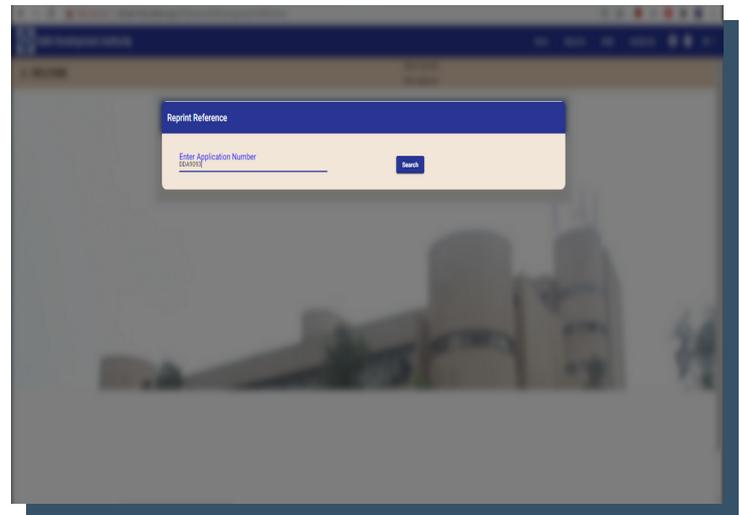
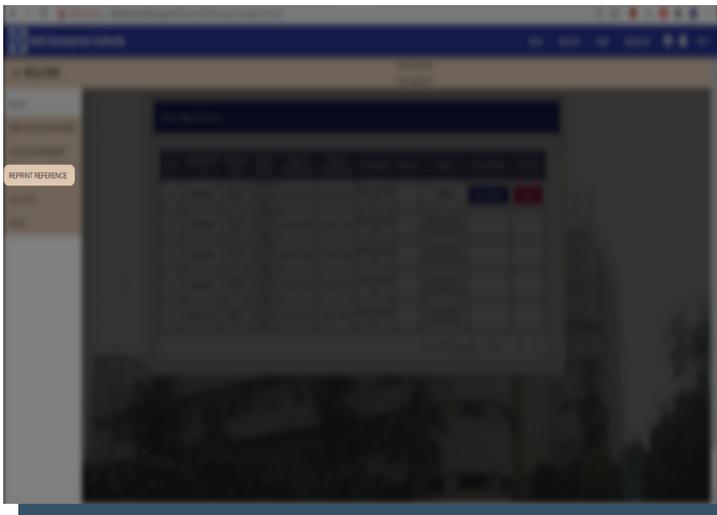


## Print Appointment Slip

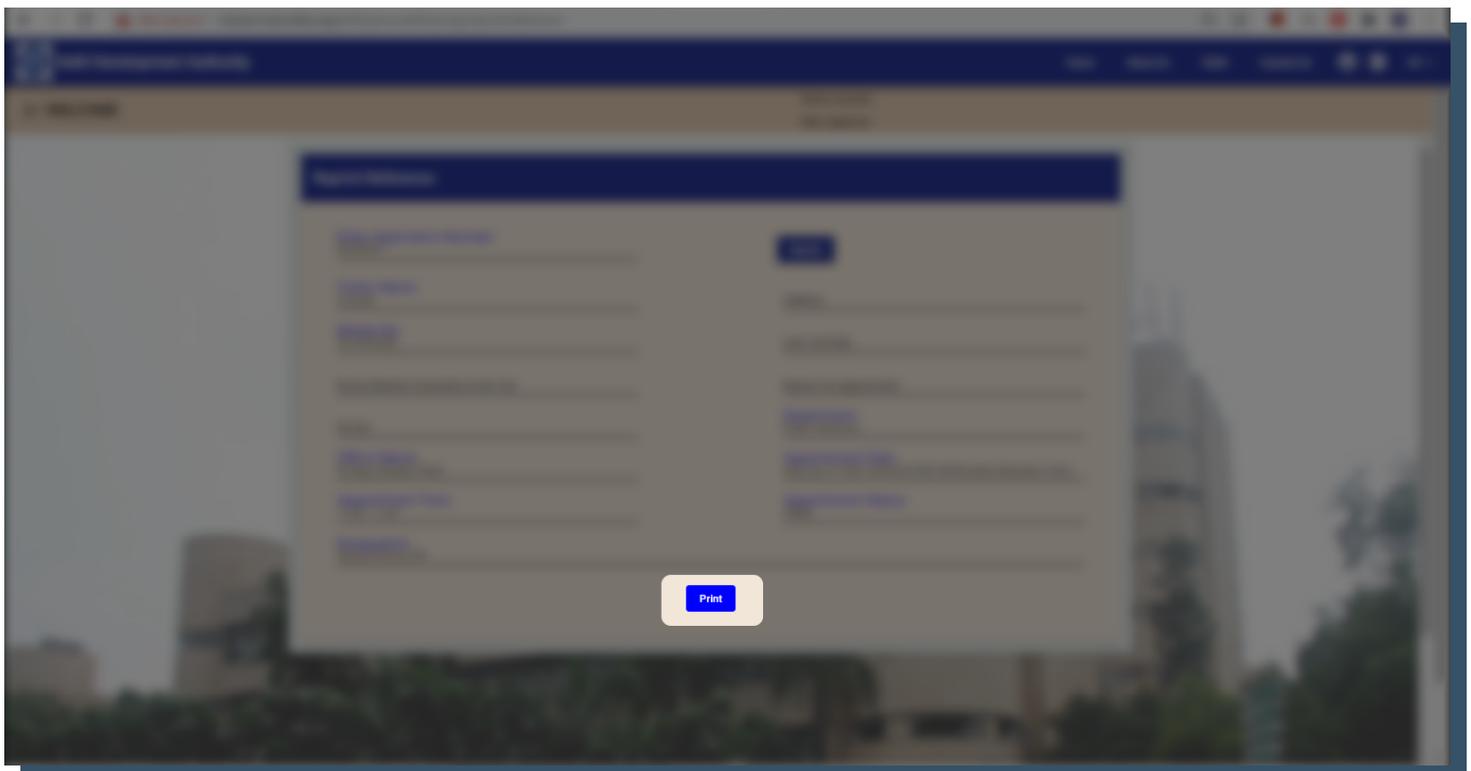
**Step 1:** Click on **REPRINT REFERENCE** under **WELCOME** tab.

**Step 2:** Enter the application number of the appointment for which appointment slip needs to be printed and then click on search.

**Note:** Application number can be viewed from the **VIEW APPOINTMENT** under **WELCOME** tab.



**Step 3:** Click on **Print** to print the appointment slip.

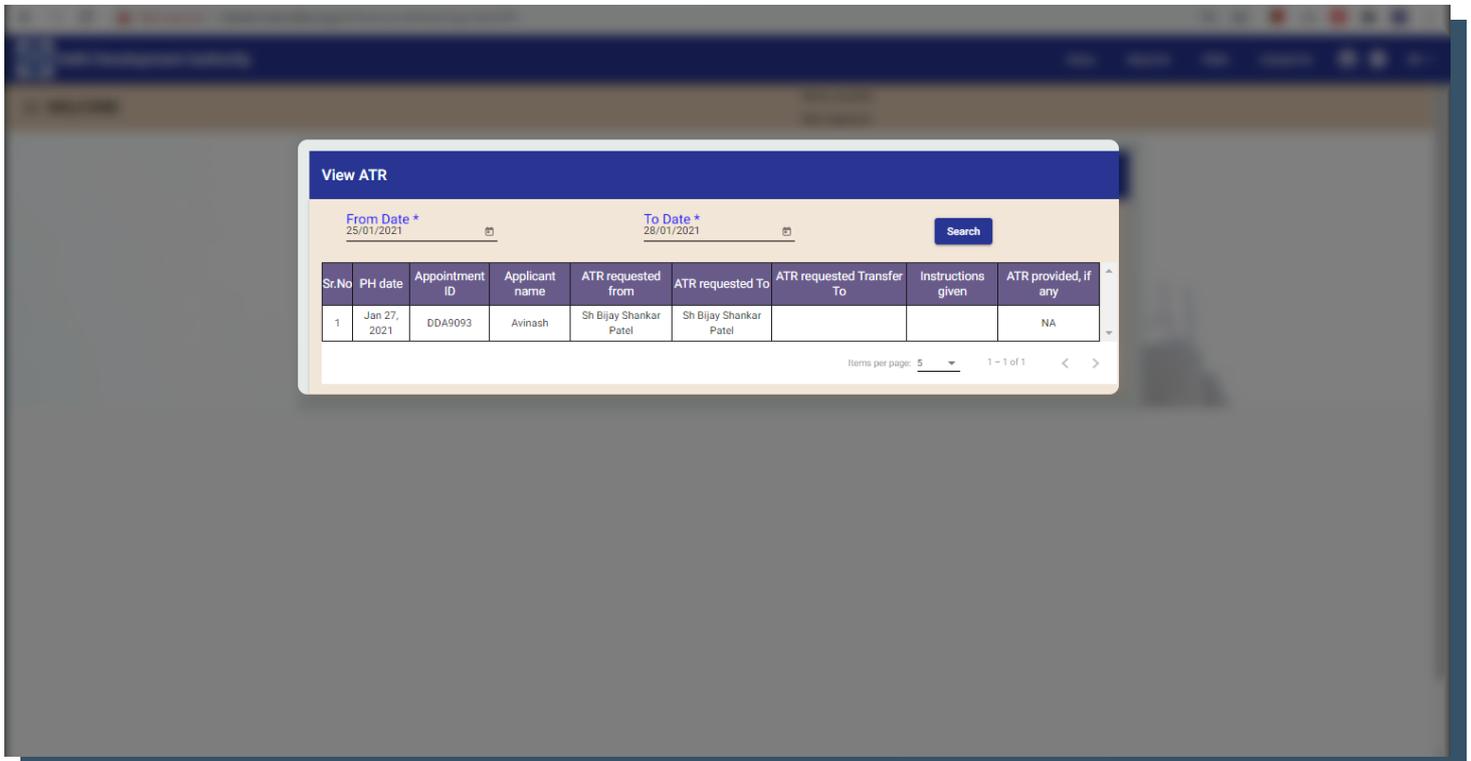


**Note:** Kindly carry any valid Govt. issued Photo ID along with the appointment slip at the time of appointment

## View ATR

**Step 1:** Click on **View ATR** under **WELCOME** tab

**Step 2:** Choose the date range and click on **Search** to view ATR.





# DDA

**DELHI DEVELOPMENT AUTHORITY**

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[www.dda.org.in](http://www.dda.org.in)