

DELHI DEVELOPMENT AUTHORITY

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

Step 1: Registration	<ul style="list-style-type: none">• Login to PM-UDAY Portal: https://delhi.ncog.gov.in/login Or, go to DDA website, and Click on PM-UDAY Button.• Click on 'Registration' button for filling registration form.• Fill applicant details, property details, email ID and enter mobile number and click 'Submit'.• Take printout of Acknowledgement Receipt.• Note Registration Number for future reference.• Note details of GIS agencies printed on Acknowledgement Receipt. <p>NOTE : You can use PM-UDAY Mobile App (Downloadable from Google play store) to Register.</p> <p>Please use UC Locator facility in the PM-UDAY Mobile App – It gives a tentative information whether your property falls within a UC boundary or not.</p>		
NOTE : Steps 2A to 2D can be done simultaneously (in parallel)			
Step 2A: Application Form (Part -1)	<table border="1" style="width: 100%;"><tr><td data-bbox="1111 890 1339 1477">Step 2B: GIS Survey</td><td data-bbox="1339 890 2139 1477"><ul style="list-style-type: none">• Contact any GIS agency listed in Acknowledgement Receipt for getting the GIS survey done.• Request the GIS Agency to conduct the GIS Survey• GIS Agency will visit your premises in 2-3 days and take necessary measurements• Make prescribed charges to the GIS Agency and obtain receipt</td></tr></table>	Step 2B: GIS Survey	<ul style="list-style-type: none">• Contact any GIS agency listed in Acknowledgement Receipt for getting the GIS survey done.• Request the GIS Agency to conduct the GIS Survey• GIS Agency will visit your premises in 2-3 days and take necessary measurements• Make prescribed charges to the GIS Agency and obtain receipt
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	<p>application form)</p> <p>NOTE : You can use PM-UDAY Mobile App (Downloadable from Google play store) to file Part—1 of the Application.</p>		
<p>Step 2C*: Notarising Bonds and Undertaking</p>	<ul style="list-style-type: none"> ● Contact a Notary Public ● Buy 3 stamp papers, two for Rs 100 and one for Rs 10 each. ● Fill in data in the Bond-I, Bond-II and Undertaking formats in respect of your property ● Print the Bonds on Rs 100/- stamp papers and Undertaking on Rs 10/- Stamp paper ● Sign the said documents ● Get the documents notarised by the Notary <p>[*Note : Documents listed in step 2C are mandatory for processing of your application. However, the application can be submitted without these documents.]</p>	<p>Step 2D: Document Preparation</p>	<ul style="list-style-type: none"> ● Collect following documents in respect of your property- <ul style="list-style-type: none"> ○ General Power of Attorneys (complete chain) ○ Agreement to Sell (complete chain) ○ Will (complete chain) ○ Payment proof ○ Possession proof ○ Electricity Bill(s) ○ Photograph of property ○ Signature of Owner(s) on a blank paper ○ PAN Card ○ Aadhar Card ● 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)
<p>Step 3: Upload Documents</p>	<ul style="list-style-type: none"> ● Scan all the documents (<i>prepared</i> in step 2C and 2D) in separate pdf files. ● Documents listed in step 2C, if not filled at the time of filling of application, then online deficiency will be raised by DDA and the applicant will be required to upload these documents BEFORE activation of payment. Failure to submit these documents will result in rejection of application. ● Go to PM-UDAY Portal; Click on file application; log in and click on draft button to fill part 2 of the application. ● Upload requisite documents and scanned copy of signature using the appropriate upload buttons. ● Fill the Chain of Transaction details ● Click ‘Submit’ to file Part 2 of Application Form. 		

	<p>NOTE : You can approach any Common Service Centre in your vicinity to take the services of scanning and uploading. Please download Jan-Dhan Darshak Mobile App to locate your nearest CSC.</p>
<p>Step 4: Upload GIS ID</p>	<ul style="list-style-type: none"> • GIS Agency, in the normal course, will SMS you the GIS – ID of your property • 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. • Go to PM-UDAY Portal; Click on file application; log in and click on draft button to fill part 3 of the application. • Enter the GIS ID received from the GIS Agency and Click on Submit.
<p>If you have completed the Step 4, Your Application has been submitted to the concerned authority. You can check the status of your application by logging on to the PM-UDAY portal.</p> <p>DDA officials will do a pre-scrutiny of your application to check your eligibility. In case you are found in-eligible under PMUDAY Regulations, your application may be rejected at this stage.</p>	
<p>Step 5: DDA Field Survey</p>	<ul style="list-style-type: none"> • You will receive an intimation by SMS indicating the date DDA survey team will visit your premises for verification. • Please be ready with your documents and information. • Field survey and related scrutiny will be conducted by DDA Survey officials/officers after visiting applicant's property. • Survey Officer will also take statements of your neighbours or any RWA member who may confirm your occupation of the property. • No charges are to be paid to DDA officials for the DDA field survey.
<p>Step 6: Correct the Deficiencies in your application</p>	<ul style="list-style-type: none"> • If any shortcoming is found in your application, an on-line Deficiency Memo (DM), will be issued to you. • An intimation regarding DM having been issued, will be sent through SMS or email as well. • You can check for the Deficiencies by Logging on the portal. • Go to the 'Deficiency Memo' section in the portal, view your deficiencies. • Submit on-line replies to DM, in the space provided therein. • Upload additional documents (if any) to fulfil your deficiencies. • If the Application has been returned, you can edit it and resubmit after correction. • Submit the reply to the DM on-line as above.

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