

### **Guidelines for online registration for DDA Public Services of LD Department:**

- Click “New Registration” link for user registration, after that enter your details and follow the instructions as they appear on the screen.
- A valid Mobile No. and Email ID are mandatory for user registration for DDA Public Services.
- Aadhaar Number is required for registration or applying for DDA Public Services.
- A Clear Scan copy (colour) of Aadhaar will be required for uploading for user registration in PDF format only (Max. 2 MB).
- Please ensure that all aspects of the application and supporting documents are correct before submitting. Wrongly filled up detail or application with lack of essential documents will summarily be rejected. No claims shall be entertained in case of wrong or incomplete information.
- After registration, the registered mobile number will be required for completing online application.
- Colour scan copy of documents should be clear and have to be uploaded in PDF format only.
- Once the document are uploaded it cannot be removed.
- All uploaded documents should be kept preserved by the applicant for verification, if required. Relinquishment Deed will be submitted in original, whenever asked to submit. Application will not be accepted in case of non-uploading of the complete and clear scanned copies of original documents.
- Do not submit more than one application. Duplicate applications will not be considered.
- Please note that you cannot Edit/Modify your application once you click SUBMIT Button.
- Please ensure that all aspects of the application and supporting documents are correct before submitting.
- In case of any deficiency in online application, email will be sent to applicant for re-uploading the requisite documents by the Assistant Director/ Deputy Director. Applicant will upload modified documents as per the comments given in the email. No paper communication will be accepted in case of deficiency in online application through DDA Public Service Portal of LD department. Applicant will be required to upload requisite documents within stipulated time otherwise online application will be deemed rejected.
- In the online application, only two attempts will be given to the applicant for submitting deficiency, otherwise online application will be rejected.

### **Branch abbreviation**

<b><u>Residential Land Branch</u></b> LAB - Land Administration Branch (Residential) LABR - Land Administration Branch (Rohini) GH – Group Housing CS – Cooperative Society	<b><u>Old Scheme Branch</u></b> OSB – Old Scheme Branch <b><u>Industrial Land Branch</u></b> IND– Industrial Land <b><u>Commercial Land Branch</u></b> CL– Commercial Land CE– Commercial Estate
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