

## **Instructions to fill Application Form for Expression of Willingness to Participate under Land Pooling Policy**

### **A. General Guidelines**

1. Each 'contiguous land parcel' requires separate registration. 'Contiguous land parcel' means a contiguous piece /plot of land whether falling in one/multiple khasras owned by single owner/ multiple co- owners which is an undivided jointly owned land in revenue records.
2. In case a landowner owns more than one land parcel he is required to register separately for each land parcel. In case the land owner is co-owner in several land parcels he is required to register separately the land parcels.
3. In case of multiple land owners one person shall be authorized on the behalf of all other land owners who has to submit the details-Name/PAN/Mobile/E-mail ID. The authorization proof duly signed by all the land holders and duly notarized is to be uploaded.
4. In case only some of multiple land owners in a contiguous land give authorization to the applicant he will be allowed to register conditionally. The left out owners have the right to register separately.
5. In an undivided land parcel each co-owner can also apply separately for its share of land. However, participation under the scheme will only happen when all the co-owners express their willingness to participate or land is divided in the revenue records to exclude land share of those co-owners who are not willing to participate in land pooling.
6. For sector details in which the land falls, please refer Sector Plan of concerned Zone available in MAPS.
7. Khasra/land details will be verified for its eligibility based on the applicability/eligibility as stipulated in the policy/regulations.
8. All the documents to be uploaded shall be self attested.
9. Khasra/land details and other uploaded documents shall also be verified by DDA from the respective departments/custodian of the records.
10. The applicant must view and verify the facts and details before making payment. Application once submitted cannot be modified. In exceptional case, the modification in the already submitted details can be allowed by the Competent Authority for which the applicant will have to make an application to the Competent Authority/DDA.

11. On successful submission of registration form, user ID and password will be sent to the applicant in case of single land owner or the authorized signatory in case of multiple land owners on the registered email ID. After successful login, filling of the details on the 'Application form' and payment of prescribed charges/fees, unique registration ID shall be provided to the applicant for future use/ reference.
12. The acknowledgement of this application i.e registration/expression of willingness cannot be treated as certification by DDA of any kind. This registration of expression of willingness does not entail to any verification of the registered land parcel nor entitle any publicity of any project and collection of money by any individuals/aggregators on the said land. It will be in violation of law and liable for punishment/action as per law.
13. In case of any discrepancy between English and Hindi version, the English version will prevail.

**B. General Instructions for filling Online Application Form**

1. Before filling up online application form, applicant (s) is/are advised to carefully go through the instructions.
2. The Email ID used for filling up the application must be valid and authentic.
3. Applicant should mention his/her correct PAN No. The application form without PAN shall be considered incomplete and is liable to be rejected.
4. Before filling up the application form, applicant(s) have to keep scanned copies of the following documents/certificates as separate files either in pdf format. They should be legible.
  - a. Self attested copy of valid Fard and updated Jamabandi/ Khatauni (Current)/ Registered Sale Deed. The applicant can also apply through a registered Special Power of Attorney. The same needs to be uploaded during the filling online application process.
  - b. Self attested copy PAN card.
  - c. Passport size photo of applicant/ authorized person. (in jpg / jpeg format)
  - d. Signatures of applicant / authorized person. The signatures should be on white paper with Black Ink pen. (in jpg / jpeg format)

**Please ensure that above documents are legible and readable.**

5. (\*) marked in online Application Form are mandatory fields and essential to be filled in by the applicant.
6. In case of Multiple Landowners, the following additional documents need to be uploaded in the online application form.
  - a) Registration Certificate, if applicable.
  - b) Authorization Proof duly signed by all landowners and duly notarized.

7. The applications which have been 'final and saved' no modifications can be carried out.
8. In case of any required change(s), the applicant needs to submit an application to Competent Authority/DDA.

**C. Steps for filling the Online Registration form, Online Application Form and Upload Payment**

Following steps are required to complete your application successfully:

**STEP I: Registration**

1. Interested land owner(s) will have to register and create User ID by providing information as under:  
Village and type of owner

**In case of a single owner/ through Special Power of Attorney\*\***

Fill the details - Name, PAN, Mobile and E-mail ID of the applicant

**In case of the multiple owner/ through Special Power of Attorney(s)\*\***

Enter type of the owners whether under family/ trust/society/ company/ partnership etc and the registration number, if applicable.

In case of multiple land owners one person shall be authorized on the behalf of all other land owners who has to submit the details-Name/PAN/Mobile/E-mail ID. The authorization proof duly signed by all the land holders and duly notarized is to be uploaded.

**\*\*Each contiguous land parcel will require a separate registration, however the details of other registration / land holdings in the land pooling areas to be provided.**

Details of any earlier registration, if any will also be provided.

2. On submission of details, user ID and password will be generated on the registered email.

**STEP II: User Login for filling further details**

1. Applicant will have to log in by entering user ID and Password provided through email to access the Application Form.
2. On successful login, application form will be displayed for filling following options.
  - a. Application Form : To fill application form
  - b. Change Password : To change password
  - c. Log Out : To log out the software
  - d. Send a query : on clicking, a mailbox appears where applicant can raise a query to DDA

**STEP III: Click on "Application Form", to fill the application form**

1. Enter Aadhar number & Permanent address
2. Fill the land details i.e. Village, Tehsil, District, zone, rectangle/Mustkil no., khasra no. and area. Click on "SAVE LAND AND UPLOAD DOCUMENTS" button.
3. Upload the required self attested documents – Fard/Mutation/sale deed/ Jamabandi and Khasra Girdavri/through SPA with Undertaking Form, copy (Aksa) of the khasra map.
4. Click on "SAVE DATA" button to save the uploaded documents.
5. Upload Photograph and Signature of applicants/land owners to save the draft application.
6. At the bottom of the page, there is a Declaration. Applicants are advised to go through the contents of the declaration carefully. Before submitting the final application, the completed application can be viewed by clicking on "PROCEED TO VIEW FILLED APPLICATION".
7. If found in order, the applicant to Click on "FINAL SUBMIT AND PROCEED FOR PAYMENT BUTTON" and the payment link will be open for payment.
8. After clicking this button, no changes can be made to land details and cannot edit documents. For any further modifications in the documents, the applicant needs to submit an application to the Competent Authority, DDA.
9. The applicant needs to make necessary payments against application charges through Payment Gateway.
10. After confirmation of the payment, an e-receipt is issued as an acknowledgement for the said application.