

DDA Bhoomi User Manual  
[\(https://eservices.dda.org.in/user\)](https://eservices.dda.org.in/user)

DDA BHOOMI PORTAL		
Getting Started Guide	Version: 1.0	Issue Date: 14-Nov-2021

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## 1. Login

To access the BHOOMI Portal, enter URL <https://eservices.dda.org.in/user> then login page will appear as shown in figure below:

- Enter User ID (PAN No.)
- Enter Password

**DELHI DEVELOPMENT AUTHORITY**  
Government of India

### LOGIN

User ID (PAN No. by default)

Password

16 + A Enter captcha

**LOGIN**

[Forgot Password](#) | [New User Register Here](#)

Upcoming: **ARICHAY**


**Case Sensitive :** It means that upper and lower case letters are regarded as different characters. For example, "Computer" and "computer" are two different words because the "C" is uppercase in the first example and "c" is lowercase in the second example.

**केस सेंसिटिव :** इसका मतलब है कि अपर और लोअर केस लेटर्स को अलग-अलग कैरेक्टर माना जाता है। उदाहरण के लिए, "Computer" और "computer" दो अलग-अलग शब्द हैं क्योंकि "सी" पहले उदाहरण में अपरकेस है और "सी" दूसरे उदाहरण में लोअरकेस है।

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Successful Bidder will receive a User ID and default password in the registered email id from DDA BHOOMI Portal if they are not registered in BHOOMI/AWAS Portal of DDA. In registered email Id, mail will appear as shown in given below.



**Delhi Development Authority**  
Government Of India

To  
Applicant,

Your ID is created on DDA eservices portal <https://eservices.dda.org.in/user> for making LOI payment,so please login with default password and PAN no.  
After login reset your password and access the LOI and you make payment within stipulated time.

**Login Details**  
 User ID : <#####>  
 Password : <#####>

Regards  
 Delhi Development Authority  
 Vikas Sadan, INA,  
 New Delhi 110023

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- Successful Bidder will receive an email when LOI has been issued from DDA, The email id screen will be displayed as shown below:

 <b>Delhi Development Authority</b> Government Of India	
To #####,	
A letter of intent has been issued to you. Further details are as mentioned below:	
Letter of Intent issued by	Delhi Development Authority
Divison/Section	####
Auction Number	####
Auction Description of Work	####
Awarded Value (H1 Bid)	Rs. ####
Security Deposit (Second Stage EMD Amount)	Rs. ####
Details	Auction inviting Authority has issued LOI for Plot No. mentioned herewith through DDA e-services portal <a href="https://eservices.dda.org.in/user">https://eservices.dda.org.in/user</a> and no offline formal letter will be issued in this respect. Kindly login to <a href="https://eservices.dda.org.in/user">https://eservices.dda.org.in/user</a> for accpeting the LOI as a token of accpetance and making Second Stage EMD payment within stipualted time.

Kindly Visit the website <https://eservices.dda.org.in/user> for more details and to take further necessary actions(s). For any difficulty in accessing login <https://eservices.dda.org.in/user>. Please contact DDA call center no. 1800110332 for any technical assistance.

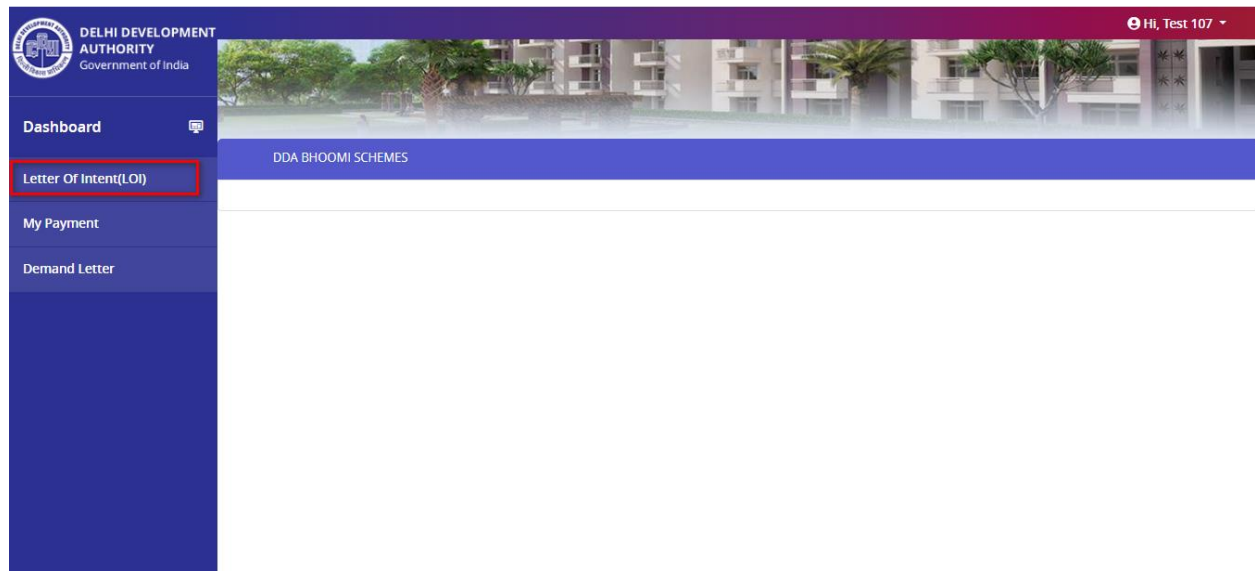
Note: To ensure that you receive our e-mail alerts in your inbox, please add [ddaeuction@dda.org.in](mailto:ddaeuction@dda.org.in) to your address book or your safe sender list.

With Regards,  
 Delhi Development Authority

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- After First login, User may reset his password.
- After Login dashboard page will appear as shown in screen below:



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## 2. Letter Of Intent

- Click on 'Letter of Intent (LOI)' button, following page will appear as shown in screen below:

**DELHI DEVELOPMENT AUTHORITY**  
Government of India

Dashboard

Letter Of Intent(LOI)

My Payment

Demand Letter

Bhoomi Letter Of Intent(LOI)

View LOI Document

S.No.	Plot Number	Application Number	Name Of Bidder	Reserve Price (Rs)	H1 Bid (Rs)	LOI Issue Date	LOI Payment Date (without penalty)	LOI Payment Date (with penalty)	2nd Stage EMD Amount (Rs)	LOI Penalty Payment (If any)	Total Amount (Rs)	LOI Document
1	2121 Pocket-NA Sector-NA MANSAROVER PARK	BH1495029708	Jyoti AGGARWAL	100.00	200.00	12-11-2021	19-11-2021	21-11-2021	45		45	

- Click on Action column to accept LOI screen will be display as shown below:

**DELHI DEVELOPMENT AUTHORITY**  
Government of India

Dashboard

Letter Of Intent(LOI)

My Payment

Demand Letter

Bhoomi Letter Of Intent(LOI)

For accept LOI click on given button

Plot Number	Application Number	Name Of Bidder	Reserve Price (Rs)	H1 Bid (Rs)	LOI Issue Date	LOI Payment Date (without penalty)	LOI Payment Date (with penalty)	2nd Stage EMD Amount (Rs)	LOI Penalty Payment (If any)	Total Amount (Rs)	LOI Document	Action
9	BH1630675805	Test 109	1,10,88,000.00	3,25,88,000.00	02-12-2021	08-12-2021	10-12-2021	7592600.00		7592600		

- When LOI accepted then payment tab will be enabled and for make payment need to click on payment tab.
- After accept LOI payment button will appear as shown below:

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DELHI DEVELOPMENT AUTHORITY  
Government of India

Hi, Test 109

Dashboard

Letter Of Intent(LOI)

My Payment

Demand Letter

Bhoomi Letter Of Intent(LOI)

Lot Number	Application Number	Name Of Bidder	Reserve Price (Rs)	H1 Bid (Rs)	LOI Issue Date	LOI Payment Date (without penalty)	LOI Payment Date (with penalty)	2nd Stage EMD Amount (Rs)	LOI Penalty Payment (If any)	Total Amount (Rs)	LOI Document	Action
9	BH1630675805	Test 109	1,10,88,000.00	3,25,88,000.00	02-12-2021	08-12-2021	10-12-2021	7592600.00		7592600		

After accept LOI payment button will be enabled

- Click on payment tab, payment screen will appear as shown below:
- To enter valid amount, select Net Banking/Credit Card/Debit Card option or RTGS/NEFT and captcha and click on generate tab.

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## Delhi Development Authority

Online Payment For DDA Flats/Plots/Group Housing Properties/cooperative Society/Unauthorised Colonies

GO BACK	HOME	GENERATE CHALLAN	MAKE PAYMENT (IF E-CHALLAN GENERATED)	RE-PRINT E-CHALLAN	CHECK PAYMENT STATUS	ADMIN
---------	------	------------------	---------------------------------------	--------------------	----------------------	-------

**Generate Plots/Plotted/CGHS/UC Properties E-Challan & Make Payment**

**Important Instruction:-To fillup challan and make payment-**  
**Note 1:-** Challan once generated and payment made through it, can't be used again the same challan. Payment made through used challan shall be treated as Invalid !  
**Note 2:-** Pay exact amount which is given in challan, more or less payment amount shall be treated as Invalid !

**File Details**

*Select Department	INDUSTRIAL
*Zone/District	ROHINI
*Locality/Colony	ROHINI
*Payment ReferenceNo	CCCCC0824F

**Flat/Plot/Unit Details**

Sector	1	Block	NA	Pocket/Street	NA	*Flat/Plot/Unit No.	109	Floor/Area(sq.m/sqy)	87
FL NO/ID		Area Sq. Mtr.		Scheme					
Remark If Any, <input type="text"/>									

**Allottee Details**

*Name of the Applicant/ Allottee/Occupant	Test 109
*Address	M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI 110087
	DELHI
	India
Pin Code	110087
*Depositor Name	Test 109
*Email ID	mohsin.alam@velocis.co.in
*Mobile No. [Not add +91]	9899941635

**Type of Payment**

	Payment Type	Code	Amount
1	L-COST	520	<input type="text"/>
2	--Select One--	<input type="text"/>	<input type="text"/>
3	--Select One--	<input type="text"/>	<input type="text"/>
4	--Select One--	<input type="text"/>	<input type="text"/>
Total Amount			<input type="text"/>

**Mode of Payment**

☐ RTGS/NEFT ☐ Net Banking/Credit Card/Debit Card

**Generate Challan**


 Please enter image code

Note: For get your challan details, Please check your mail id, Spam folder also.

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First Copy Of DDA Plot/Plotted Properties Payment Delhi Development Authority			Second Copy Of DDA Plot/Plotted Properties Payment Delhi Development Authority		
Challan Date : 02/12/2021			Challan Date : 02/12/2021		
Challan No : 70139600 Unique(FL NO) :			Challan No : 70139600 Unique(FL NO) :		
File No : CCCCC0824F			File No : CCCCC0824F		
Name : Test 109			Name : Test 109		
Address : M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI India 110087			Address : M 256 GURU HARKISHAN NAGAR PASCHIM VIHAR WEST DELHI India 110087		
Property Particulars			Property Particulars		
Scheme : IND			Scheme : IND		
Locality : RHN Plot Category :			Locality : RHN Plot Category :		
Sector : Block : Pocket :			Sector : Block : Pocket :		
Plot No : 109 Floor/Area(sq.m) :			Plot No : 109 Floor/Area(sq.m) :		
Remark, If any- Sector :- 1, Block :- NA, Pocket :- NA, Area :- 87			Remark, If any- Sector :- 1, Block :- NA, Pocket :- NA, Area :- 87		
Type of Payment			Type of Payment		
Type Of Payment	CODE	Amount(In Rs.)	Type Of Payment	CODE	Amount(In Rs.)
L-COST	520	6	L-COST	520	6
Total Amount: 6			Total Amount: 6		
Total Amount In Words: Rs. Six Only			Total Amount In Words: Rs. Six Only		
Signature of Tenderer			Signature of Tenderer		
<b>Note:</b> (i) The validity of challan for making online payment shall be 15 days. (ii) No part payment shall be allowed against online generated challan amount. (iii) No Bank stamp is required if the payment has been made through NEFT/RTGS. Payment to be Made as per Details Given Below if Paying through NEFT/RTGS			<b>Note:</b> (i) The validity of challan for making online payment shall be 15 days. (ii) No part payment shall be allowed against online generated challan amount. (iii) No Bank stamp is required if the payment has been made through NEFT/RTGS. Payment to be Made as per Details Given Below if Paying through NEFT/RTGS		
Beneficiary Name : Delhi Development Authority			Beneficiary Name : Delhi Development Authority		
Pay to Account No :			Pay to Account No :		
Bank Name :			Bank Name :		
IFS Code :			IFS Code :		
Receive the above amount			Receive the above amount		
Bank Manager's Signature(with dated seal)			Bank Manager's Signature(with dated seal)		
Depositor is requested to check details before making payment			Depositor is requested to check details before making payment		

- Click on make payment, it will redirect on payment gateway. After Successful payment, payment record will display in payment tab.

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### 3. Payment

After successfully payment screen will display as shown below:

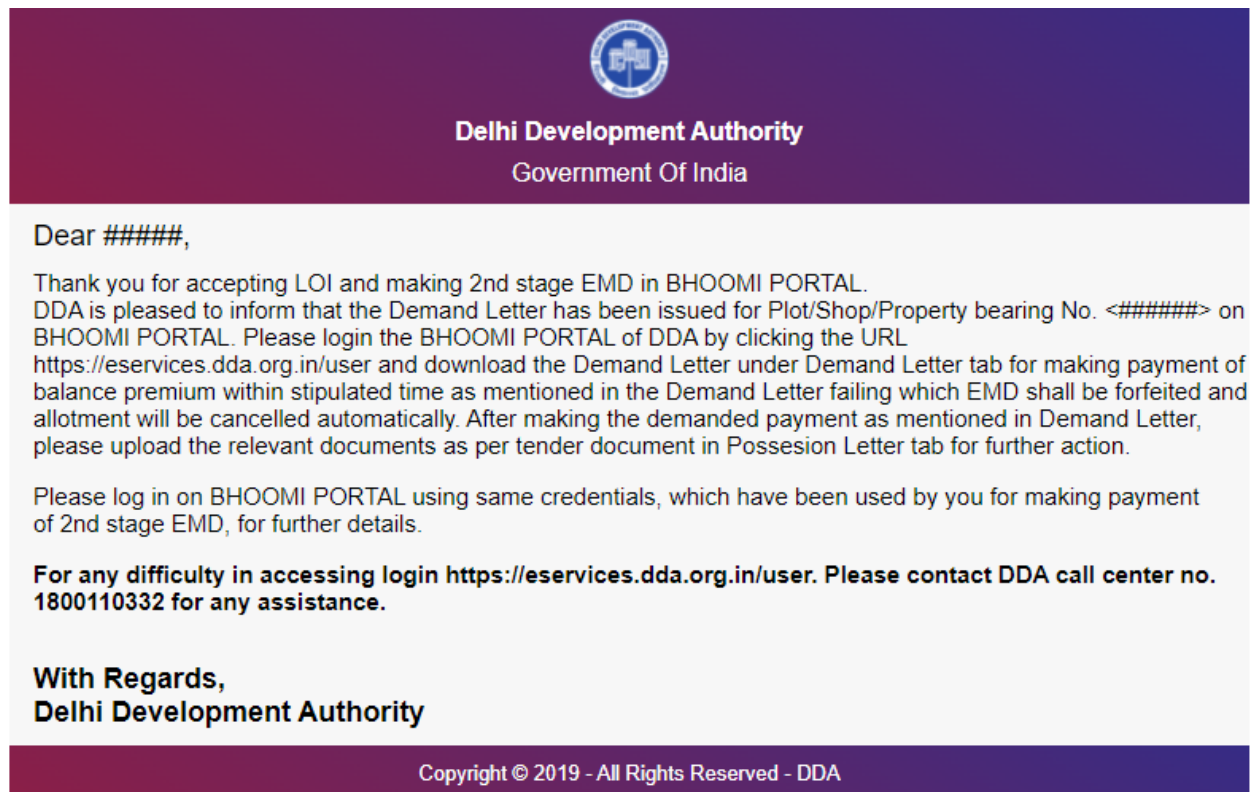
The screenshot shows the 'Bhoomi My Payment' screen of the DDA BHOOMI PORTAL. The header includes the DDA logo and 'DELHI DEVELOPMENT AUTHORITY Government of India'. The user is logged in as 'Hi, Test 109'. The sidebar on the left contains the following menu items: Dashboard, Letter Of Intent(LOI), My Payment, and Demand Letter. The main content area displays a table with the following data:

S.No.	Plot Description	Application No.	Challan No.	Amount	Payment Gateway	Payment Mode	Transaction Id	Transaction Date
1	109 Pocket-NA Sector-1 ROHINI			340360			INDBN27092281093	27/09/2021
2	109 Pocket-NA Sector-1 ROHINI	BH1630675805	70139600	7592600	CENTRAL BANK OF INDIA	Online	133313202861342	02/12/2021

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#### 4. Demand Letter

Applicant will receive an email while generate demand letter, email will appear as displayed as shown in screen below:



For demand letter, click on 'Demand Letter' menu following screen will be displayed as shown in screen below:

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**DELHI DEVELOPMENT AUTHORITY**  
Government of India

Hi, Test 107

**Demand Letter**

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEMANDED AMOUNT (Rs)	DEPOSITED AMOUNT(Rs)	Interest as on date(Provisional) (Rs)	Total Due Amount(Rs)	Demand Letter	Action
1		Test 107	107 Pocket-Pocket 3 Sector-Sector-3 MANGOLPURI Industrial Area PHASE-I	9899941635	23.00	15	0.10	8.10		

Click on Demand Letter column to view the demand letter and in action column for make payment.  
following screen will be displayed as shown in screen below:

**DELHI DEVELOPMENT AUTHORITY**  
Government of India

Hi, Test 107

**Demand Letter**

Download demand letter

#	Scheme Name	Applicant Name	Plot No.	Mobile No.	DEMANDED AMOUNT (Rs)	DEPOSITED AMOUNT(Rs)	Interest as on date(Provisional) (Rs)	Total Due Amount(Rs)	Demand Letter	Action
1		Test 107	107 Pocket-Pocket 3 Sector-Sector-3 MANGOLPURI Industrial Area PHASE-I	9899941635	23.00	15	0.10	8.10		

Payment Link for Demanded Amount

**Note – Possession Letter tab and Conveyance Deed tab screen will display soon.**

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