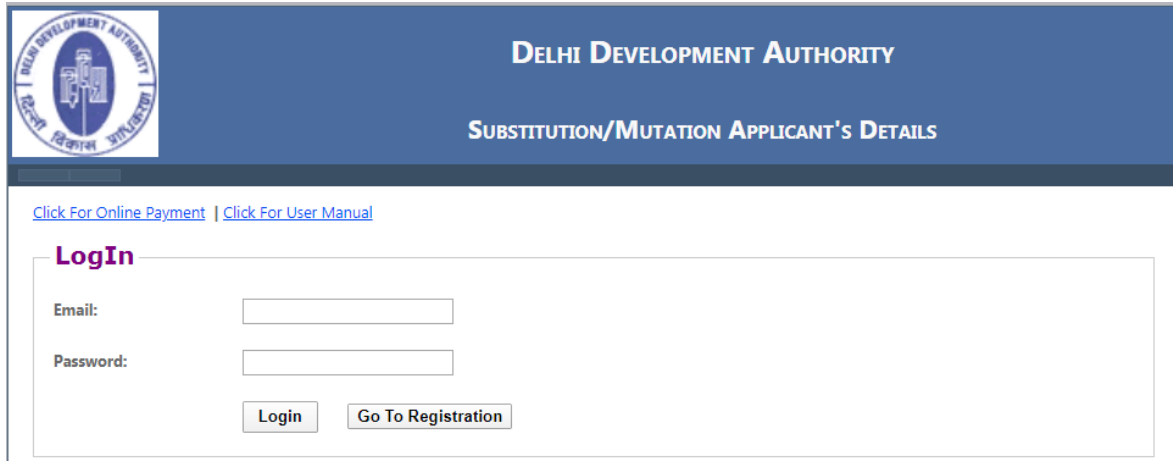




SELF ASSESSMENT FORM FOR DAMAGE/MUTATION

User Manual for Damage/Mutation

1. Home Page:-



The screenshot shows the top section of the Delhi Development Authority website. On the left is the DDA logo. The header contains the text "DELHI DEVELOPMENT AUTHORITY" and "SUBSTITUTION/MUTATION APPLICANT'S DETAILS". Below the header are two links: "Click For Online Payment" and "Click For User Manual". The main content area is titled "LogIn" and contains two input fields for "Email:" and "Password:". Below these fields are two buttons: "Login" and "Go To Registration".

Click For Online Payment: User can perform online payment by clicking on link.

Click For User Manual: For any instant help regarding software user can check user manual.

For Login to Damage application, user will be complete the registration. click on the '**Go to Registration**' Button. Then the following screen will show for registration:-

2. Registration Page:

User must enter in all fields with valid name, mobile and Email id. A confirmation message and password will be received by the user in their registered email id after successful registration.



Registration

Name:	<input type="text" value="Test User"/>
MobileNo:	<input type="text" value="9810000000"/>
Email:	<input type="text" value="testsuer@gmail.com"/>
<input type="button" value="Save"/>	<input type="button" value="Go to Login"/>

Fill required parameters then click on "Save" button, then user password send on email-id filled by user.

3. Log in Page

User must login with their register email and password to access damage application.



[Click For Online Payment](#) | [Click For User Manual](#)

LogIn

Email:	<input type="text" value="test@gmail.com"/>
Password:	<input type="password" value="...."/>
<input type="button" value="Login"/>	<input type="button" value="Go To Registration"/>

4. Damage Page: After successful login user will redirect to Damage Page. After open the page fill the following information and self calculate the damage from 'Damage Calculator' button.



DELHI DEVELOPMENT AUTHORITY

SELF ASSESSMENT FORM FOR DAMAGE PROPERTIES PANEL PROVISION EXIST FOR WRONG CALCULATION AND CONCELAMENT OF FACTS

[Logout](#)

File Information

File No.*

Personal information

S.No.	Name	Father's/ Husband's Name	Gender	Address	Mobile No.	Email Id	Aadhar No.	Pan No.	
1	<input type="text"/>	<input type="text"/>	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>	
<input type="button" value="Add owners"/>									
S.No.	Name	Father's Name	Gender	Address	Mobile No	Email Id	Aadhar No.	Pan No.	Delete
No records has been added.									

Type of Owner

Original Subsequent Purchaser/occupier

Property Identification Details

Property/House/Municipal No.*

Colony Name*

Floor No(if purchased floor wise)

Road/Street Name*

Pin Code*

District*

Upload Photograph of Property* No file chosen

Plot Area in Sq. yds.*

Floor Area in Sq. yds. (if purchased floor wise)

Litigation Status

The land/ Property is not a subject matter of any litigation/Court Case
 Land/ Property title is under litigation

Payment History

S.No.	Name	Receipt No.	Mode of Payment	Date	Amount	Upload receipt
1				dd/mm/yyyy		Choose File N...
						Add Payment

No records has been added.

Online payment of such calculated (self-assessed)

Damage Calculator

NOTE: PLEASE CALCULATE DAMAGE DUE ON CALENDAR YEAR BASIS. FOR ANY CALENDAR YEAR (OR PART THEREOF) THE DUE DATE OF PAYMNET WOULD BE 31ST DECEMBER OF THAT YEAR.

Interest Information

Cumulative Compound*
 Damage Amount*
 Interest(Cumulative - Damage)*
 Rebate 50% of total Interest*
 Total Payable Amount=(Damage charges - Rebate)*

Declaration

I certify that the particulars filled in this form are true and correct to the best of my knowledge and i am authorized to sign this form. I am aware of the penal provisions of the Delhi Development Authority, 2019 which are attracted on wilful suppression and submission of false and in correct particulars.
 I understand that any of the information supplied by me is found incorrect, my application shall be rejected.
 I understand that any email sent to me on the ID provided by me shall be deemed service of notice to me.*
Note The compliance of above section will not entitle occupancy rights and super structure claim of the property and all the occupent will continue to be considered as unauthorised occupent of the property.

Submit

5. Damage Calculations page:

- Encroach Property:- user select the Encroach Property(Residential/Commercial)
- Encroach Date: - The property was encroached from which date, same date select by the user. (Note: - The Encroach Date start from 1952 to till date).
- Are you want to calculate between particular year: - there are two option (No or Yes). If user select the 'No' option then calculation will be calculate from encroach date to till date continuously.

And if user select the 'Yes' option then display the from date & to date option (i.e. you want to calculate damage between any yeas with encroach date)



DELHI DEVELOPMENT AUTHORITY

DAMAGE CALCUTATION

Encroach Property

Encroach Date

Are you want to calculate between particular year? No Yes

Encroach Locality

Encroach Area



DELHI DEVELOPMENT AUTHORITY

DAMAGE CALCUTATION

Encroach Property

Encroach Date

Are you want to calculate between particular year? No Yes

Encroach Locality

Encroach Area

SNo	Start Date	End Date	Rate	Area	Month	Damage Charge	Cumulative Interest	Paid Amount	Remain Amount
1	01/02/2018	31/03/2018	312.47	10	2	6249.4	0	0	0
2	01/04/2018	31/03/2019	321.84	10	12	38620.8	6687	0	0
3	01/04/2019	31/03/2020	331.50	10	12	39780	48479	0	0
Grand Total						84650.2	48479	0	0

6 Damage Calculations Date Wise



DELHI DEVELOPMENT AUTHORITY

DAMAGE CALCUTATION

Encroach Property

Encroach Date

Are you want to calculate between particular year? No Yes

From Date

To Date

Encroach Locality

Encroach Area

SNo	Start Date	End Date	Rate	Area	Month	Damage Charge	Comulative Interest	Paid Amount	Remain Amount
1	02/02/2017	31/03/2017	303.37	100	2	60674	0	0	0
2	01/04/2017	31/03/2018	312.47	100	12	374964	64921	0	0
3	01/04/2018	31/03/2019	321.84	100	12	386208	470677	0	0
4	01/04/2019	31/03/2020	331.50	100	12	397800	916867	0	0
Grand Total						1219646	916867	0	0

7. Click Add New Calculation button for another calculation.

Encroach Property

From Date

To Date

Encroach Area

SNo	Start Date	End Date	Rate	Area	Month	Damage Charge	Comulative Interest	Paid Amount	Remain Amount
1	08/02/2018	31/03/2018	390.58	20	2	15623.2	0	0	0
2	01/04/2018	31/03/2019	402.30	20	12	96552	16717	0	0
3	01/04/2019	31/03/2020	414.37	20	12	99448.8	121198	0	0
Grand Total						211624	121198	0	0

- Click the final submit button and all data saved In database and only back to damage button will display for redirect to damage application form.



DELHI DEVELOPMENT AUTHORITY

SELF ASSESSMENT FORM FOR DAMAGE PROPERTIES PANEL PROVISION EXIST FOR WRONG CALCULATION AND CONCELAMENT OF FACTS

[Logout](#)

File Information

File No.*

Personal information

S.No.	Name	Father's/ Husband's Name	Gender	Address	Mobile No.	Email Id	Aadhar No.	Pan No.
1	<input type="text"/>	<input type="text"/>	Male ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>
								<input type="button" value="Add owners"/>

S.No.	Name	Father's Name	Gender	Address	Mobile No	Email Id	Aadhar No.	Pan No.	Delete
1	test	test	Male	test	8695465656	test@gmail.com	3-2192020023129PM-3-13120200451 (2).jpg	3-2192020023129PM-3-13120200451 (2).jpg	Delete

Type of Owner

Original Subsequent Purchaser/occupier

Property Identification Details

Property/House/Municipal No.*

Colony Name*

Floor No(if purchased floor wise)

Road/Street Name*

Pin Code*

District*

Upload Photograph of Property* No file chosen

Plot Area in Sq. yds.*

Floor Area in Sq. yds. (if purchased floor wise)

Type of Property

Residential Commercial Mixed

Residential in Sq. yds.*

Commercial in Sq. yds.*

Whether present occupant's is/are damage payee in DDA record

Whether present occupant's is/are damage payee in DDA record*

Yes No

Apply for mutation/ substitution*

[Open Mutation Form](#)

Upload documents of damage property

Upload documents of damage property

SCN(if issued) [Choose File](#) No file chosen

F /G Form [Choose File](#) No file chosen

Residential proof*

Electricity bill/
WaterBill/
HouseBill* [Choose File](#) No file chosen

Litigation Status

- The land/ Property is not a subject matter of any litigation/Court Case
 Land/ Property title is under litigation

Payment History

S.No.	Name	Receipt No.	Mode of Payment	Date	Amount	Upload receipt
1				dd/mm/yyyy		Choose File N...
Add Payment						

S.No.	Name	Receipt No.	Mode of Payment	Date	Amount	Upload receipt	Delete
1	test	wcx12	neft	19/02/2020	2000	3-2192020023214PM-3-13120200451 (2).jpg	Delete
					2000		

Online payment of such calculated (self-assessed)

[Delete All Calculation Details](#)

S.No.	StartDate	EndDate	RATE	Area(sqmters)	Months	Damage Charges	Cumulative Compounding	Paid Amount	Remain Amount
1	14/02/2018	31/03/2018	312.47	10	2	6249.4	0	0	0
2	01/04/2018	31/03/2019	321.84	10	12	38620.8	6687	0	0
3	01/04/2019	31/03/2020	331.50	10	12	39780	48479	0	0

NOTE: PLEASE CALCULATE DAMAGE DUE ON CALENDAR YEAR BASIS. FOR ANY CALENDAR YEAR (OR PART THEREOF) THE DUE DATE OF PAYMENT WOULD BE 31ST DECEMBER OF THAT YEAR.

Return to Information

NOTE: PLEASE CALCULATE DAMAGE DUE ON CALENDAR YEAR BASIS. FOR ANY CALENDAR YEAR (OR PART THEREOF) THE DUE DATE OF PAYMENT WOULD BE 31ST DECEMBER OF THAT YEAR.

Interest Information

Comulative Compound*	48479
Damage Amount*	84650.2
Interest(Comulative - Damage)*	-36171.2
Rebate 50% of total Interest*	-18086
Total Payable Amount=(Damage charges - Rebate)*	66565

Declaration

- I certify that the particulars filled in this form are true and correct to the best of my knowledge and i am authorized to sign this form. I am aware of the penal provisions of the Delhi Development Authority, 2019 which are attracted on wilful suppression and submission of false and in correct particulars.
- I understand that any of the information supplied by me is found incorrect, my application shall be rejected.
- I understand that any email sent to me on the ID provided by me shall be deemed service of notice to me.*
- Note** The compliance of above section will not entitle occupancy rights and super structure claim of the property and all the occupent will continue to be considered as unauthorised occupent of the property.

Submit

- Interest information automatically carried from damage calculator. Enter another details of application form and click the submit button for final submission of information.
- Mutation Form.



DELHI DEVELOPMENT AUTHORITY

SUBSTITUTION/MUTATION APPLICANT'S DETAILS

[Logout](#)

File Information

File No.

Original Owner/Details*

S.No.	Name	Father's/ Husband's Name	Gender	Address	Mobile/ Phone No.	Email ID (if any)	Aadhar No.	PAN No.
1	<input type="text"/>	<input type="text"/>	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>
<input type="button" value="Save"/>								

S.No.	Name	Father's/Husband's Name	Gender	Address	Mobile/Phone No.	Email ID(if any)	Aadhar No.	PAN No.	
1	test	test	1	test	7567567575	test@gmail.co	3-2192020031257PM-3-13120200451 (2).jpg	3-2192020031257PM-3-13120200451 (2).jpg	Delete

New Owner/s Details*

S.No.	Name	Father's/ Husband's Name	Gender	Address	Mobile/ Phone No.	Email ID (if any)	Aadhar No.	PAN No.
1	<input type="text" value="required!"/>	<input type="text" value="required!"/>	Select ▼	<input type="text" value="required!"/>	<input type="text" value="required!"/>	<input type="text" value="required!"/>	<input type="button" value="Choose File"/>	<input type="button" value="Choose File"/>
<input type="button" value="Save"/>								

S.No.	Name	Father's/Husband's Name	Gender	Address	Mobile/Phone No.	Email ID(if any)	Aadhar No.	PAN No.	
1	user test	user test	1	user test	7657567575	usertest@gmail.com	3-2192020031357PM-3-13120200451 (2).jpg	3-2192020031357PM-3-13120200451 (2).jpg	Delete

Propert Identification Details

Property/House/Municipal No.

Colony Name

Floor No(if purchased floor wise)

Road/Street Name

Pin Code

District

Upload Photograph of Property No file chosen

Plot Area in Sq. Mts.*

Floor Area in Sq. Mts. (if purchased floor wise)

Purpose of Mutation/Change of Title

Purpose of Mutation/Change of Title	
Inheritance/Purchaser	<input type="text" value="user"/>
If Purchased:- (these options will open When applicant select Purchaser)	
Date of Purchase:-	<input type="text" value="19-02-2020"/>
Upload ATS (Agreement to sell)	<input type="button" value="Choose File"/> No file chosen
Upload GPA(General Power Attorney (if any)	<input type="button" value="Choose File"/> No file chosen
Upload Money receipts(if any)	<input type="button" value="Choose File"/> No file chosen
If transfer through Inheritance:-	
Death Certificate Original:- (In Case of Demise of Previous damage assess)	<input type="button" value="Choose File"/> No file chosen
Proof of Relationship with Previous damage assess(ID proof,Retion Card,etc.)	<input type="button" value="Choose File"/> No file chosen
Non object certification from other legal heirs	<input type="button" value="Choose File"/> No file chosen
List of Legal heirs	
Name	<input type="text" value="test"/>
Father's/Husband Name	<input type="text" value="test"/>
Relationship with Original Owner	<input type="text" value="user"/>
Date Of Order	<input type="text" value="19-02-2020"/>
Upload latest Address Proof:-	
HouseTax	<input type="button" value="Choose File"/> No file chosen
Electricity Bill	<input type="button" value="Choose File"/> No file chosen
Water Bill	<input type="button" value="Choose File"/> No file chosen
Any Other	<input type="button" value="Choose File"/> No file chosen
Upload Affidavit on Non-Judicial stamp paper(Download format):-	
Affidavit	<input type="button" value="Choose File"/> No file chosen
Upload indemnity Bond on Non-Judicial stamp paper(Download Format):-	
indemnityBond	<input type="button" value="Choose File"/> No file chosen
Litigation Status:-	
<input type="radio"/> The land/ Property is ot a subject matter of any litigation/Court Case <input checked="" type="radio"/> Land/ Property title is under litigation	
Details of Court Case(if any)	
Name Of Court	<input type="text" value="test"/>
Case Number	<input type="text" value="123"/>
Name Of opposition party	<input type="text" value="test"/>

Declaration

I/We hereby expressly warranty and declare that the above information provided in Support of my / our application is Correct and genuine and We expressly acknowledge that I am / we are aware and accept that the decision on the application will be made by the DDA on the basis of the information supplied by me / us and may be immediately Cancelled in the event that such information is found to be false or misleading.
Note:- Please fill all Details Carefully, you can't make any changes after final Submission.

Upload specimen Signature:-

specimen Signature

Choose File No file chosen

Submit

Go To Damage

Click the submit button and all data save in database.

Thanking you