

USER MANUAL

ONLINE APPLICATION FORM FOR SHIFTING OF TRANSPORT TRADERS TO IFC

NARELA

1. LOGIN PAGE:

- User will enter mobile number and email-Id first time for registration. An email with OTP will be sent for verification.
- On successful verification of the OTP user will be logged in.
- If user logs in again after successful registration the email-Id will be auto-populated based on the mobile number entered.

Picture.1



The screenshot shows the login interface for the Delhi Development Authority. At the top, there is a header with the DDA logo on the left, the text "Delhi Development Authority" in the center, and "Application for shifting of Transport Traders to IFC Narela" below it. On the right side of the header, there are links for "Home" and "Admin Login". The main content area features a "LOGIN" form with three input fields: "Mobile:", "Email-ID:", and "Enter OTP here:". The "Email-ID:" field has a "Send OTP" button to its right, and the "Enter OTP here:" field has a "Verify" button to its right. At the bottom of the page, there is a copyright notice: "DDA Copyright All rights reserved".

2. FORM TO FILL DETAILS:

- After successful Log-In user will be redirected to "Home" page where user will be required to enter details.

2.1. "INFORMATION/DETAILS" SECTION:

- 2..1.1. User will have to enter "Information/Details" section data first as shown in **Picture.2** and save the same in order to proceed further.

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- 2..1.2. In user “Information/Details” section, user is required to fill “Date of Allotment” w.r. to point “13” in “dd.mm.yyyy” format (eg. 13.02.2022) if applicable.
- 2..1.3. In point “14”, multiple firms operating from same premises can be added simply by entering details and clicking on “Add” button.
- 2..1.4. Once all the required details have been entered user has to “Save” the same to proceed further.
- 2..1.5. The information may be edited later on until Final Submission has been made.

Picture.2

Sr. No.	INFORMATION/DETAILS	
1.	Name of the Firm/Transport Godown	<input type="text"/>
2	Address of the Firm/Transport Godown	<input type="text"/>
3	Mobile Number	<input type="text"/>
4	PAN Number	<input type="text"/>
5	GST Number	GST no. of firm <input type="text"/>
6	Nature of Firm (Tick any one)	<input type="radio"/> Proprietorship <input type="radio"/> Partnership <input type="radio"/> Company
7	Number of Partners/Directors	<input type="text"/>
8	Year of Establishment (Specify/attach documentary evidence)	<input type="text"/>
9	Ownership of the plot (Ownership of the plot (wether owned/rented). Attach documentary evidence)	<input type="radio"/> Owned <input type="radio"/> Rented
10	Size of existing Godown	<input type="text"/>
11	Address of existing Godown on walled city	<input type="text"/>
12	Turnover of the Firm for last three (03) financial years (In Rs.Lakh) with documentary proof (IT/GST Return)	
	<input type="checkbox"/> Year 2019-20	<input type="text"/>
	<input type="checkbox"/> Year 2020-21	<input type="text"/>
	<input type="checkbox"/> Year 2021-22	<input type="text"/>
13	Whether any plot for transport has been allotted by the DDA, if so, date of allotment and area/IFC	<input type="radio"/> Yes <input type="radio"/> No
	<input type="checkbox"/> Date of Allotment (dd.mm.yyyy eg. 13.02.2022)	<input type="text"/>
	<input type="checkbox"/> Area/IFC	<input type="text"/>
14	Other firms operating from the same premises/address, if any	
	<input type="checkbox"/> Name of Firm	<input type="text"/>
	<input type="checkbox"/> Nature of Business	<input type="text"/>
	<input type="checkbox"/>	<input type="text"/>
		Add
Save		

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2.2. "ANNEXURE-A: DETAILS OF PARTNERS/DIRECTORS" SECTION:

- 2.2.1. User needs to enter details of all the partners as per the "Number of Partners/Directors" entered in "Information/Details" section.
- 2.2.2. If the "Partner/Director" is Partner/Proprietor/Director in other firms also then user needs to check the respective checkbox and fill the details regarding the same. Information of multiple firms can be added simply by entering details and clicking on "Add Other Firm" button.
- 2.2.3. User needs to upload "PAN" document of the "Partner/Director".
- 2.2.4. The details of "Partner/Director" will be saved when user clicks "Add Partner Details".
- 2.2.5. The details of "Partner/Director" can later be deleted if user desires so and new entry can be added using above mentioned process.

Picture.3

Annexure-A: Details of Partners/Directors (to be filled separately for each Partner/Director)

Name	Father/Spouse Name	Position in Firm	PAN of Partner(Attach copy)	DIN(In case of Director)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If Partner/Proprietor/Director in other firm:

Upload Partner PAN: No file selected.

Picture.4

If Partner/Proprietor/Director in other firm:

Firm Name	Nature of Business	Firm Address	Position in Firm	PAN of Firm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Partner PAN: No file selected.

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2.3. "UPLOAD DOCUMENTS" SECTION:

2.3.1. User is required to upload document regarding "Year of establishment", "Ownership of Plot", "Turnover of Firm for last 3 years(IT/GST returns)", "Passport size photo" of applicant and "signature with stamp" .

2.3.2. The size and format must be as mentioned.

Picture.5

Upload documents		
<input type="checkbox"/>		
a).	Year of Establishment Proof:* (.pdf/.jpg format only. Max. Size:1Mb)	Browse... No file selected. View
b).	Ownership of plot (Owned/Rented) Proof:* (.pdf/.jpg format only. Max. Size:1Mb)	Browse... No file selected. View
c).	Turnover of Firm for last three years(IT/GST returns):* (.pdf/.jpg format only. Max. Size:5Mb)	Browse... No file selected. View
d).	Passport Size Photo:* (.jpg / .png format only. Max. Size:300Kb)	Browse... No file selected. View
e).	Signature with Stamp:* (.jpg / .png format only. Max. Size:300Kb)	Browse... No file selected. View
Upload		

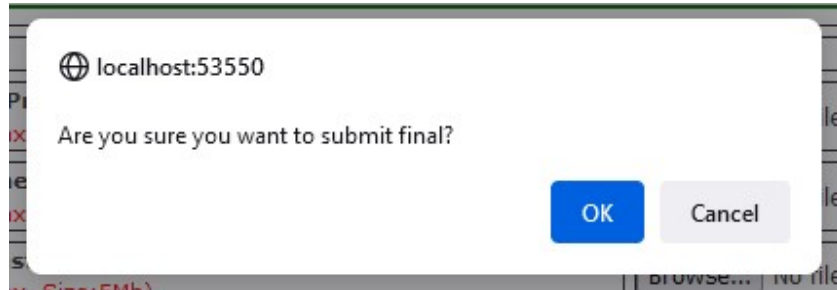
2.4. "FINAL SUBMISSION":

2.4.1. After user has filled and saved all the information i.e. "Information/Details", "Partner/Director" details and required documents "Upload", user will accept the "Declaration" by checking the respective checkbox and entering "Name". Then user will click on "Final Submit" and select "OK" in prompt window as shown in Picture.6 and Picture.7

Picture.6

Declaration	
<input type="checkbox"/> I hereby declare that the information furnished above is correct and I will bear all consequences arising out of the same. I understand that in case the information furnished above is found wrong, my application for allotment of plot will be rejected.	
Name of Applicant/Partner/Director: <input type="text"/>	
Final Submit	

Picture.7



2.5. "Print Application Form":

2.5.1. Once user has successfully submitted finally, they will be able to print application form using "Print Application Form" Button.

Picture.8

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Declaration

I hereby declare that the information furnished above is correct and I will bear all consequences arising out of the same. I understand that in case the information furnished above is found wrong, my application for allotment of plot will be rejected.

Name of Applicant/Partner/Director: