

Instructions to fill online form

1. Before filling up online application form, applicants are advised to carefully go through the Brochure and instructions.
2. The Email ID used for filling up your application must belong to the applicant. Ensure that the Email ID must be valid and functional. There is no scope for changing the Email ID in future.
3. Applicant should have completed 18 years of age as on the date of submitting the application. (Please refer to point (II) of Eligibility of Brochure)
4. Applicant should mention his/her correct PAN No.. The application form without this information shall be considered incomplete and is liable to be rejected (Please refer to point (VIII) of Other Eligibility of Brochure).
5. Before filling up the application form, applicants have to scan and store the following documents as separate files. The same needs to be uploaded during the filling online application process.
 - a) Applicant Passport size photo which should be in jpg or png or jpeg format and not exceed 50kb in size.
 - b) Applicant Signature which should be in jpg or png or jpeg format and not exceed 50kb in size.
 - c) Applicant's Joint passport size photo which should be in jpg or png or jpeg format and not exceed 50kb in size. (if any required)
 - d) Applicant Joint Signature which should be in jpg or png or jpeg format and not exceed 50kb in size. (if any required)

Joint Application must be in blood relation or spouse. In case of Joint Applicant, applicants have to mention the name of Joint Applicant and the relation of the applicant with the joint applicant (that is, if the applicant is husband and the joint applicant is wife, relation column will be filled as WIFE) and also upload the scan image of photograph and signature of joint applicant. (Please refer to point (XI) and (XII) of Eligibility of Brochure)

Please ensure that above documents are legible and readable. Applicant/Applicant's Joint should scan his/her signature (on white paper with Black Ink pen).
6. In case of both husband and wife apply separately, applicants have to mention Application No of the spouse.
7. Please do not enter NRI Account or Current Account in Bank Account No. Box for refund of amount in case of unsuccessful applicant.
8. The fields Red Star (*) marks in online Applicant Form are mandatory and essential to be filled in by the applicant.

Steps for filling the Registration form, Application Form and making payment

Online submission of Application form is available in link "DDA HOUSING SCHEME 2021" at website www.dda.org.in. Applicant should read the instructions and brochure carefully before making any entry or selecting options. Applicant should supply the all required details while filling up the online form.

There are three steps to complete your application successfully:

Step-I. Registration

- a) In Part-I, applicant who want to apply will have to register himself/herself by entering basic information like Applicant Name, Date of Birth, PAN No, Mobile No, and Email-Id. Registration

Form link is available on the menu in DDA HOUSING YOJANA 2021 website. On submission of details, password page will display and applicant will have to create password there.

Step-II. Filling personal details, Bank details, address details, selection of category and locations preferences, uploading photo and signature.

- a) In Part-II, applicant will have to log on by entering userid and password to access the Application Form.
- b) On successful logging, application form screen will be displayed for filling along with following options. All options is available on the left side menu in DDA HOUSING SCHEME 2021 website.
 - i) DDA Schemes : To select scheme and fill application form
 - ii) AWAS Application : To view application form and make payment online
 - iii) My Payment : To view payment details
- c) There are two button on Application Form. One is "Save Draft" button and other is "Submit" button (final).
 - i) On pressing "Save Draft" button, application details is saved in draft mode.
 - ii) On pressing "Submit", application Form is submitted final and cannot be edited after final submission.
- d) Fill the personal details, Bank details, address details, joint applicant details and select the category and locations preferences in the application form.
- e) Upload the scan image of photograph and signature of applicant and joint applicant (if any).
- f) At the bottom of the page, there is a declaration for the applicant. Applicants are advised to go through the contents of the declaration carefully.
- g) Select the check box of declaration by clicking on it and then submit the application form in save draft / submit mode.
 - i) In save draft mode, applicant can edit the application details.
 - ii) In submit mode (final), applicant can submit the application details final.
- h) After submitting application form in submit mode (final), applicant will have to make registration amount online.

Step-III. Payment of Registration Amount

- a) Once the Application Form has been submitted final, applicant cannot edit application details thereafter but can pay registration amount through Net Banking or NEFT/RTGS. Payment Method option is available on the next screen at the time of submitting the form final and is also available on the left side menu in "AWAS APPLICATION" link of DDA HOUSING SCHEME 2021 website.
- b) After selecting bank name and payment method, next screen E-Challan will be displayed with showing application form no, amount and "Continue" button to make payment. Applicant has to make payment to complete the process of application form. There is also a provision to take printout of the E-Challan.
- c) If applicant selects "NEFT/RTGS" option, applicant has to select bank for generating challan and then submit. Challan will be display in next screen and take printout of challan generated online and deposit registration amount in any bank where his/her account is exist.
- d) If applicant selects "Net Banking" option, applicant has to select bank for making payment online through respective bank website.
- e) At last, after successful completion of your payment process, next page i.e. Acknowledge Slip will be displayed showing payment details.
- f) There is also provision to take printout the Acknowledge Slip if not printed earlier after payment. This facility is available in "My Payment" page.

If husband and wife both are applying application form, both application forms have to submit in draft mode. After submitting both applications in draft mode, application form no is generated. Then, applicant has to fill this application form in opposite application form. Thereafter, applicant can submit application form in final mode.

Note : Applicants are allowed to complete application process (i.e final submission of Application Form and Payment) from opening date to 12 midnight of closing of DDA HOUSING SCHEME 2021.