**Broad Flow of New Plot Allotment**



Registered Citizen

Log in to the CDA ONE App

Apply for New Property

n

**Lottery Mode**

**Auction Mode**

Demand Letter as intimation of auction winner (Pay the difference of 10%)

Registration of applicant with Unique Registration No

H1 & H2 declared by CDA

Registered user can apply for maximum 3 plots & accordingly processing fee will be calculated

Provisional Allotment by CDA

Selection of Lottery winner by CDA

Payment of processing fee for three plots & EMD 10% by citizen

90% of the bid price pays within 90 days by Citizen

90% of the bid price pays within 90 days by citizen

Provisional Allotment by CDA

Final Allotment by CDA with intimation to Citizen

Paid the balance amount by Citizen

Paid the balance amount by Citizen

Final Allotment by CDA with intimation to Citizen

Possession Letter by CDA with intimation to Citizen

If citizen wants loan then he should apply for NOC to CDA

Possession Letter by CDA with intimation to Citizen

If citizen wants loan then he should apply for NOC to CDA

Possession Handing Over Memo by Citizen

Possession Handing over Memo by Citizen

CDA will provide NOC to Citizen

CDA will provide NOC to Citizen

Sale Lease / Deed by CDA with intimation to Citizen

Sale Lease/ Deed by CDA with intimation to Citizen

Paid the balance amount by Citizen

Paid the balance amount by Citizen

**USER HERARCHY for Plot Approval**

**Dealing Assistant**

**Section Officer**

**OIC ESTATE Officer/Admin Officer**

**Secretary**

**VC**

SHOP

PLOT

Ground Rent

R

Possession Intimation

Final Allotment

Provisional Allotment

Lottery

Auction

Demand Collection

Registration

Lease/Deed

Auction Data/Lottery Data to upload by Admin (CDA)

1. Plot No
2. Plot Size
3. Name of the Applicant
4. Mobile No
5. Offset Price
6. Bid Value
7. Saving(Bid Value – Offset Price)
8. Date of Auction/Date of Lottery

**Applicant Registration**

Enter Mobile No (Validate with Uploaded Mobile No)

OTP will send to the Mobile No if it entered into the Database

Then he/she able to Login

Upon Login he/she will update his profile details like Present Address, Permanent Address, Email ID, Name of the Occupation, Average Annual Income

He/She will get a Notification for Payment i.e. 10% of the Payment Bid Price

Upon Successful Payment, He/She will move for Provisional Allotment

**Provisional Allotment**

Provisional Allotment Date

Provisional Letter No

Provisional Allotment Cost (90% of Bid Price)

He/she has to deposit the Amount within 3 Months of the Provisional Letter Issued.

He/She will get a Notification for Payment i.e. 90% of the Payment Bid Price

In Between, Applicant can apply for NOC to CDA

NOC Date

Purpose of NOC

NOC Price (Rs. 1000)

Upon Successful Payment, He/She will move for Final Allotment

**Final Allotment**

Final Allotment Date

Final Allotment Letter No

**Possession Intimation**

Possession Intimation Date

Possession Handing Over Date

Possession Amount (Rs. 1000)

Amina Name

North Side Description

South Side Description

East Side Description

West Side Description

First Witness Name & Address

Second Witness Name & Address

**Sale Lease/Deed**

Type of Deed (Sale/Lease)

Deed No

Deed Date

Upload Deed