IDLI System

(Interactive Disposal of Land Information System), Land Disposal Department

Frequently Ask Questions (FAQs)

for applying Online e-Conversion, e-EOT (Extension of Time for Construction) and e-Mutation Application for plotted properties

Q 1. How do I access the site to fill up the online application?

Answer: An applicant should log on to IDLI System i.e. https://online.dda.org.in/idliservice/Default2.aspx to access the home page of the online application

Q 2. Are there any detailed guidelines to guide an applicant for submitting an online application?

Answer: Yes, an applicant must refer to the detailed instructions which are available on website https://online.dda.org.in/idliservice/Default2.aspx for filling up the online application before doing so, which are available.

Q 3. I have a problem in filling up Name and Address fields. What should I do?

Answer: Due to security reasons, some reserved words and special characters like **(!,@,#,$,%,^,&,*,(,),<,>,?,/,~,`, etc**) are not acceptable in the Name and Address fields of the Online System. Please retry after deleting special characters.

Q 4. In which format should I upload the scanned photograph?

Answer: The image of the photograph (max 40 KB) should be scanned in the "JPG" format. No other format is acceptable.

Q5. How do I move to the next page when columns on one page have been completely filled?

Answer: An applicant should click on the "Submit" button at the bottom of the page to move to the next page.

Q 6. Is it necessary to fill up the details related to Mobile No. and e-mail?

Answer: Mobile No. and e-mail is mandatory to be filed in by the Applicant. It is advisable that Mobile No. and e-mail must be filled up correct. All the communication/ updates will be communicated by DDA on registered email ID.

Q 7. How can I make payment of the Conversion charges with the online application for leasehold to freehold conversion?

Answer: There are three options for the payment in the IDLI System (after submitting requisite documents a payment page will be shown at the applicant page) applicant can:

i) Pay by credit/debit Card, ii) Pay by Net Banking, iii) RTGS/NEFT, iv) UPI (Note: Payment must be made through IDLI System portal by login in with registered mobile. No other payment mode/source will be accepted.)

Q 8. In which format should I upload the scanned documents?

Answer: The documents (max 5 MB each) should be scanned in the "PDF" format. No other format is acceptable.

Q 9. How do I ensure that my online application has been submitted if email have not been received?

Answer: Auto-generated intimation is sent to candidates through email, which may not have been received by you due to reasons like Inbox over loaded, cleaning of spam folder without checking, email-id inactive, jamming due to heavy rush/ traffic, congestion of packets in mail server etc. It is advisable to keep a hard copy of application for any future reference. However, applicant can check application status/ or name of officer presently working on this in "**Check Conversion Status**" button, after login with registered mobile number in the IDLI System portal.

Q 10. How can I check status of my application?

Answer: Applicant can check the status of his/her applicant after login in the IDLI System portal by the registered mobile number.

Q 11. How I will take printing of my submitted application?

Answer: You may click on View/Print acknowledgment of your online application at "IDLI System" portal https://online.dda.org.in/idliservice/Default2.aspx site by login in with registered mobile number.

Q 12. Is it possible to edit my record submitted in my online application?

Answer: **There is no editing facility in the application**. In case of any mistake in filling application, applicant is responsible.

Q 13. Do I require to send a hard copy of application to DDA after submitting my online application?

Answer: No hard copy to be sent to DDA unless it is asked for any reason, However, it is strongly advised that the applicant keeps a hard copy of his /her application for his/her own record and future communication with the DDA, if any.

Q 14. If my online application is rejected due any reason, how can I re-open my online application for Freehold or Mutation?

Answer: In case of rejection of online application Freehold conversion, applicant will visit IDLI System portal through https://online.dda.org.in/idliservice/Default2.aspx link and click "**Re-apply**" button or directly visit at https://online.dda.org.in/idliservice/UserAdmin/Reapplylinkpage.aspx link for reapply. Applicant will login though this link with existing Request ID and register mobile number and follow same steps of applying fresh application.

Q.15 How can I get my Conveyance Deed (CD) approval of Freehold application?

Answer: After Approval of Online Freehold conversion application, AD of the concerned branch will generate online draft CD and will forward to the Applicant. Applicant can check this draft CD by login in the IDLI System with registered mobile number. Applicant will view this draft CD and will click "Verify" and print 03 (three) copies of the verified CD. After that, Applicant will upload the scanned copy of stamp duty in the IDLI System and submit. Applicant can also request for modification by clicking "Modify", if required.

Q 16. When DDA will raise demand of dues for online conversion?

Answer: Conversion will be allowed only when all proportionate dues including charges towards misuse, damages, sub-letting, UEI wherever applicable, ground, service/ maintenance changes etc. have been paid by the applicant in respect of the property. Concerned Accounts Branch will raise demand of dues for the online conversion application through IDLI System portal. An alert will also be sent on the registered email ID. Applicant will login in IDLI System and will click "Check Dues" button for the payment of dues raise against the online conversion application.

Q 17: What is helpline number of DDA?

Answer: **1800 110 332** (during office hours).