



OTS Application Steps- Help Document

Step 1:-

Go to the mddaonline.in and click on “MDDA E-Office (MAP-NEW System)” link

← → ↻ 🏠 ⓘ Not secure | mddaonline.in ☆ 🇮🇳 📝 📄 ⌛ ⌚ Paused N ⋮

 मसूरी देहरादून विकास प्राधिकरण
Mussoorie Dehradun Development Authority
(AN ISO CERTIFIED AUTHORITY)

Shri T.S. Rawat
Hon'ble Chief Minister
Uttarakhand

Shri Madan Kaushik
Hon'ble Minister
Housing & Urban Development
Uttarakhand

HOME ABOUT US TENDER **ONLINE MAP** APPLICATION FORMS **WHAT'S NEW** PROJECTS CONTACT US MISC LINKS ERP HELP

MDDA E-OFFICE(AUTOPLAN DOWNLOADS)

MDDA E-OFFICE (MAP-NEW SYSTEM)

ONLINE MAP SUBMISSION AUTO DCR

GUIDELINES FOR MAP APPROVAL/OCCUPANCY/COMPLETION CERTIFICATE

MY APPLICATION STATUS

OTS CALCULATION CHART

National E-Governance Award(2018-19)

VIEW

SIGN UP

Step 2:-

Login page will appear, where use has to login with his/her credentials

Home About Us Help Feedback Contact Us

MDDA, Dehradun
(Mussoorie Dehradun Development Authority, Dehradun)
मसूरी देहरादून विकास प्राधिकरण, देहरादून
(AN ISO CERTIFIED AUTHORITY)

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LOG IN SIGN UP

Forgot Password?

0
Grievance redressed
Per Week

Trivendra Singh Rawat
Hon'ble Chief Minister

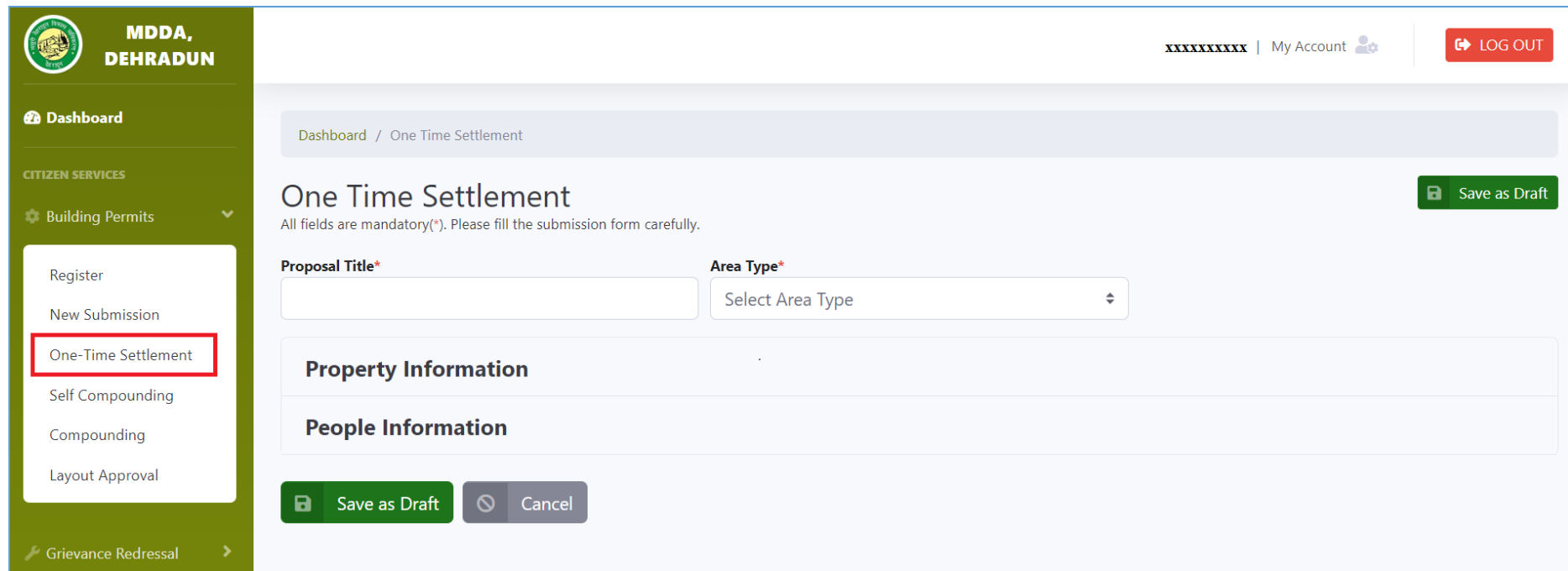
Madan Kaushik
Hon'ble Urban Development
Minister

UPDATES

New Map Approval System Launched, REGISTER TODAY

Step 3:-

User console will be shown, where user has to select “One-Time Settlement” as mentioned in below image.



Step 4:-

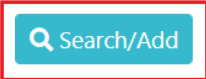
Type the “Proposal Title” and select the “Area Type”

The screenshot shows the MDDA Dehradun web portal. The left sidebar contains the MDDA logo and navigation menu with 'Building Permits' expanded. The main content area is titled 'One Time Settlement' and includes a 'Save as Draft' button. A form field for 'Proposal Title*' contains 'OTS file'. The 'Area Type*' dropdown menu is open, showing options: 'Plain Area', 'Select Area Type', 'Plain Area' (highlighted), 'Hilly Area', 'Foot Hill Area', and 'Not Selected'. A 'Search/Add' button is visible at the bottom right of the form area.

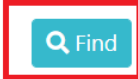



Step 5:-

You can Search property if already added before and you can add new property detail by click on “Search/Add”

Property Information



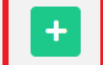



Property Information

Site Address * <input type="text" value="shiv kunj lane no 5"/>	Property No/Khasra No. <input type="text"/>	Old Khasra No. <input type="text"/>
City * <input type="text"/>	District * <input type="text"/>	State * <input type="text"/>
Village <input type="text"/>	Tehsil <input type="text"/>	Postal Code * <input type="text"/>


Property Information

 Find  Add  Clear  Cancel

S. No.	Site Address	Khasra Number	City	Pin Code	Action
1	shiv kunj lane no 5	1234	Dehradun	248001	
2	shiv kunj lane no 5	123	Dehradun	248001	
3	shiv kunj lane no 5	1234	Dehradun	248001	
4	shiv kunj lane no 5	123	Dehradun	248001	

Property Information

 Search/Add

S. No.	Site Address	Khasra No	City	Pin Code	Action
1	shiv kunj lane no 5	1234	Dehradun	248001	

Step 6:-

You can Search People information (Owner/Architect/Structural Engineer) if already added before and you can add new detail by click on “Search/Add” for each user

People Information

[Search/Add](#)

Role	Name	Email	Action
Contact Person	Neeraj Kumar	neeraj@gmail.com	

[Save as Draft](#) [Cancel](#)

People Information

 Find

 Clear

 Cancel

First Name*

Shiva


Middle Name

Last Name

Phone

 +91 Enter 10 digit mobile Number

Email ID

 Enter Valid email Id

Address*


Enter Flat no, Colony, Area and Lankmark...


State*

City*




Postal Code


Enter 6 digit Area Pin Code

 Save as Draft

 Cancel

People Information

 Find  Clear  Cancel

S. No.	Name	Email	Action
1	Shiva Rath	shiva@shiva.com	


5

Showing 0 - 5 of 1

« 1 »

People Information

 Search/Add

Role	Name	Email	Action
Contact Person	Neeraj Kumar	neeraj@gmail.com	
Owner	Shiva Rath	shiva@shiva.com	

Select People Role

- Owner
- Architect
- Engineer
- Structural Engineer
- Co-Owner
- Contact Person

Step 7:-

All type of role must be added in people information as shown in below image.

People Information

Search/Add

Role	Name	Email	Action
Contact Person	Neeraj Semwal	neeraj@gmail.com	
Owner	Shiva Rath	shiva@shiva.com	✕
Architect	Neeraj Semwal	neeraj@gmail.com	✕
Structural Engineer	NeerajStructure NeerajStructure	neeraj33@gmail.com	✕

Save as Draft Cancel

Step 8:-

Insert GIS coordinates

GIS Coordinates	
Longitude *	Latitude *
<input type="text" value="45.265434"/>	<input type="text" value="56.231127"/>

Step 9:-




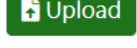

Enter the proposal information

Proposal Information		
Property Category *	Site Purpose *	UEPPCB Concernt *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Area Zone *	Layout Proposal Status *	Layout Approval Map ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimate *	Labour Cess Payment Status *	Site Area *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total No. of Dwellings *	Paid Amount *	Sector *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 10:-

Insert technical detail and attach all mandatory documents

Technical Details		
SSB(B) Effected Area *	Total Covered Area *	Net Plot Area (in Meter Sq) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachments				
#	Type	Attachment Description		
1	Affidavit *	<input type="text"/>	Choose File N...n	 Upload
2	Applicant Photo *	<input type="text"/>	Choose File N...n	 Upload
3	CAD Drawing (.dwg file)	<input type="text"/>	Choose File N...n	 Upload
4	Co-Applicant Photo	<input type="text"/>	Choose File N...n	 Upload
5	Demolish Affidavit *	<input type="text"/>	Choose File N...n	 Upload

Step 10:-

Once all information has filled in application form click on submit button then system will ask for OTP to verify the mobile no. of concerning user(s)

User Name	Mobile Number	OTP
Shiva Rath Owner	9911458525	967932
NeerajStructure NeerajStructure Structural Engineer	7906033121	192989

Save as Draft Submit

Step 11:-

Final submit the proposal and Pay the submission fees