

USER MANNUAL BOOTH ALLOTMENT



The registration process is only supported on desktop computers. Please use a laptop or PC to complete your registration.

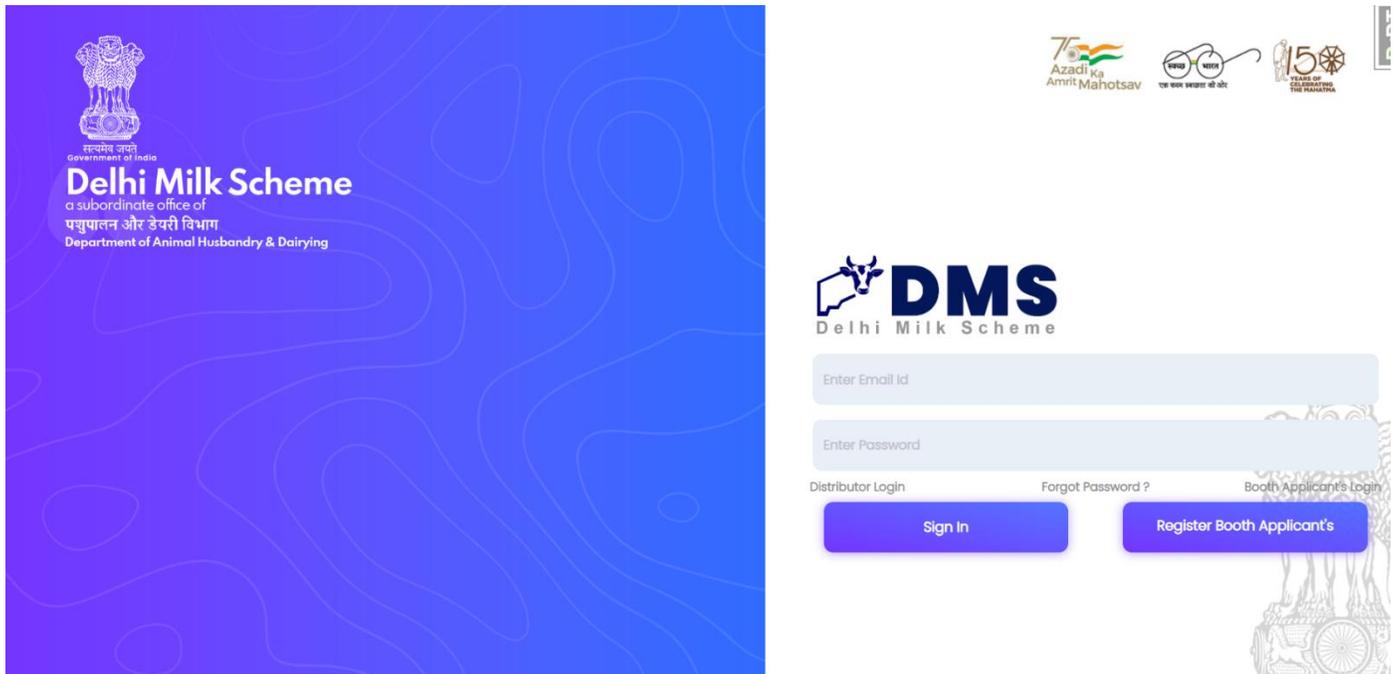
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This guide provides step-by-step instructions for applying for a booth under the Delhi Milk Scheme (DMS). Follow the steps carefully and refer to the screenshots for clarity.

1. Start Registration

- Click on the "**Register Booth Applicant**" button to begin the registration process.



Enter Personal Details

- Provide your **Full Name, Father / Husband Name, Mobile Number (as per Aadhar card), Aadhar Number** and **OTP**.
- You will receive a **One-Time Password (OTP)** on your registered mobile number. Enter the OTP in the required field and verify it.
- If all fields are correctly filled and OTP is verified, click on **Register** to complete the **DMS registration process**.



Applicant Full Name *

Father Husband

Mobile Number *

Aadhar Number *

OTP

[User Login](#)

2. Login

- After successful registration, you will receive your ID and password via SMS on your registered mobile number.
- Click on "Booth Applicant's Login" on the Booth App interface. Enter the ID and password received on your mobile number.
- After logging in, fill in all the required details as prompted on the screen.

Applicant's Additional Information

Age *

Upload Age Proof *

 No file chosen

Upload Passport Size photo *

 No file chosen

Community Group *

Applicant Category *

Educational qualification *

Educational qualification proof *

 No file chosen

Residential address (As per Aadhaar Card) *

Residential address proof *

 No file chosen

Marital Status *

[Logout](#)



[Logout](#)

Applicant Category Proof *

 No file chosen

Area *

Aadhar card proof *

 No file chosen
Please upload the Aadhaar card with the details duly masked.

Salesmanship experience *

Salesmanship experience Proof*

 No file chosen

The applicant must satisfy (through a notarized affidavit) the following criteria:*

- a) That, she/he is the single candidate from her/his family applying for allotment of DMS booth and no other person from her/his family (one family excluding married children - wife, husband, mother, father, son/s, daughter/s) has applied for allotment of /in possession of DMS booth.
- b) That, she/he is not working in Govt. organization/ Semi Govt. organization/Public Sector Undertaking/Autonomous body/ Private Sector or self-employed.
- c) That, she/he has not been convicted in any criminal case and against her/him, no FIR is pending.
- d) That, she/he is not an ex-booth holder/concessionaire, whose concessionaire-ship was terminated due to financial default or any other irregularity.
- e) That, in case she/he had resigned from previous concessionaire-ship, then she/he has handed over the physical possession of DMS booth and closed her/his previous account complete in all respect (Clause is not applicable for fresh/new applicants).

- Enter Your Age: The minimum age to apply for booth allotment is **18 years** and maximum age limit is **50 years**.
- Upload Age Proof Documents: Attach a valid **age proof document** (e.g., Aadhaar card, birth certificate, or any government-issued ID with DOB). Make sure the document is clear and legible.
- Upload Your Passport-Size Photo: Upload a **recent passport-size photograph**. The file size should be **less than 2 MB**. Accepted formats: **JPG, PNG**.
- Select Your Community Group:
 - General Category: No additional documents are required.
 - Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Caste (OBC)
 - If you belong to any of these categories, you must upload a valid **caste certificate**.
 - Ensure the document is clearly visible and issued by a competent authority.
- Select Your Category: You must choose one of the four available categories:
 - **Category 1:** Widows/War widows of Army, Navy, Air Force, and paramilitary personnel.
 - **Category 2:** Ex-Army/Navy/Air Force and para-military personnel and spill over eligible applicants from category 1 above.
 - **Category 3:** Physically Handicapped Person and spill over eligible applicants from category no 1 and 2 above.
 - **Category 4:** Unemployed youth/women/men and spill over eligible applicants of category no 1, 2 and 3 above.
- Applicant Category proof:
 - **For Categories 1, 2, and 3:** Upload a **valid certificate** issued by the appropriate authority as proof of your eligibility.
 - For Category 4 (Unemployed Youth): Upload a **certificate issued by GNCTD** (Government of

NCT of Delhi) or submit a **notarized** affidavit as proof of unemployment.

Note: Ensure that the uploaded documents are clear, in **PDF, PNG, JPEG, JPG, DOC and DOCX format** and do not exceed the specified file size limit.

- Aadhar card proof: Attach a **clear scanned copy** of your **Aadhar card** as proof of identity.
- Enter Your Educational Qualification: The **minimum educational qualification** required is **10th pass**.
 - If you belong to Ex-Army/Navy/Air Force personnel, War widows awaiting employment categories, the qualification requirement may be **relaxed**.
- Upload Educational Documents: Attach a **scanned copy of your 10th pass certificate or equivalent qualification proof**. If applying under a relaxation category, upload the necessary supporting documents.
- Enter Your Residential Address: Your address **must match** the details on your **Aadhar card**.
- Residential Address Proof: Upload a valid address proof document. Accepted address proof documents include **Aadhar Card (Preferred), Voter ID, Ration Card etc**.
- Select Your Marital Status: Choose one of the following options: **Married, Unmarried, Widow, Divorcee**.
- Select your Area: You must select an area from Delhi or New Delhi only. Applications from outside **Delhi/New Delhi** will not be considered.

Note: Providing an incorrect area may lead to the rejection of your application.

- Mandatory Salesmanship Experience: The applicant must have prior salesmanship experience.
- Mandatory Salesmanship experience Proof: The applicant must submit a document verifying their salesmanship experience.

Mandatory Affidavit Requirements:

- The applicant is required to confirm the following five criteria by submitting a notarized affidavit. In order to proceed with the application, the applicant must select **"Yes"** for each of the criteria listed below and submit a single affidavit that addresses all the points mentioned.

The applicant must satisfy (through a notarized affidavit) the following criteria :*

- a) That, she/he is the single candidate from her/his family applying for allotment of DMS booth and no other person from her/his family (one family excluding married children - wife, husband, mother, father, son/s, daughter/s) has applied for allotment of /in possession of DMS booth.
- b) That, she/he is not working in Govt. organization/ Semi Govt. organization/Public Sector Undertaking/Autonomous body/Private Sector or self-employed.
- c) That, she/he has not been convicted in any criminal case and against her/him, no FIR is pending.
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- e) That, in case she/he had resigned from previous concessionaire-ship, then she/he has handed over the physical possession of DMS booth and closed her/his previous account complete in all respect (Clause is not applicable for fresh/new applicants).

Select

Upload No file chosen

- Once you have selected "Yes" for all five criteria, you are required to upload a notarized affidavit as proof of compliance. The affidavit should clearly state that you meet all the required conditions.

3. Final Declarations and Actions

- Read the declarations carefully. Tick the checkbox to confirm your agreement before proceeding.

Declaration

a) By submitting this application (for registration), it is presumed that the applicant has read and agreed to all the Terms & Conditions of DMS as detailed in [booth operation agreement](#).

b) Mere submission of this application and application registration, does not confer to the claim of allotment of DMS booth.

c) Application fee for registration of booth applicant, is subject to its realization and is non-refundable.

d) I, hereby, solemnly declare & agree that I shall abide by all Terms & conditions as stated above and I also agree that in case any violation or submission of wrong information is found in my application before and after allotment is done, my candidature and such allotment shall be rejected.

e) Applications resorting to external influence, shall be summarily rejected.

f) I, [Full Name], residing at [Address], hereby voluntarily provide my consent to [Delhi Milk Scheme] for using my Aadhaar details (Aadhaar Number: XXXX-XXXX-XXXX) for [verification of my address for screening of Booth application]. I understand that my Aadhaar information will be used only for the stated purpose and in compliance with applicable laws. I confirm that I have no objection to this usage.

I have read and accept the declaration.

[Save as Draft](#) [Continue >](#)

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- Applicants may submit a single affidavit covering the above declaration along with the request for unemployment. A template of the same is given below:
Link - [Click here for view](#)
- Choose an Action:
 - Click "**Save as Draft**" to store your entered information. When you return later, all fields will be **pre-filled**, allowing you to continue from where you left off.
 - Click "**Continue**" to proceed to the next step of the application process.

Note: Make sure all required fields are correctly filled before saving or continuing.

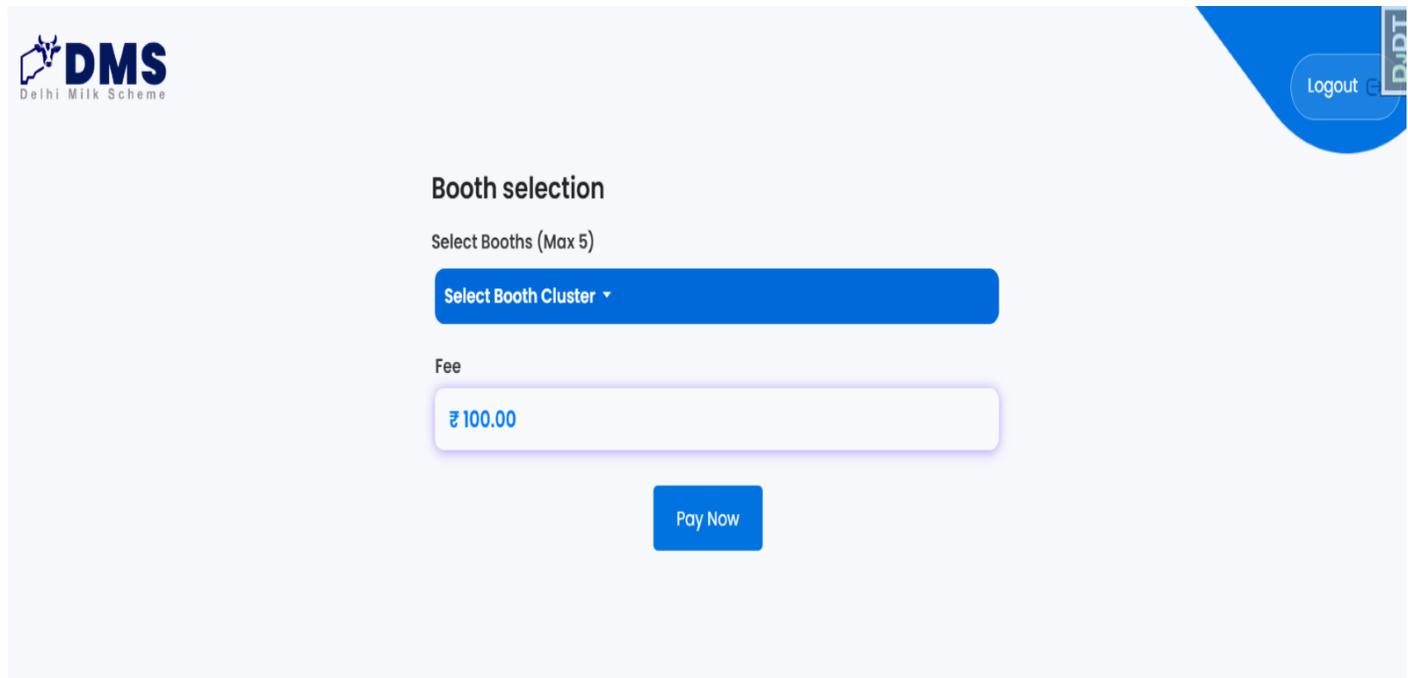
Preview & Final Submission Process:

- After clicking "**Continue**", you will be directed to the **Preview Page**. Review all your entered information and uploaded documents carefully.
- If you need to make any changes, click "**Edit**", update the required details, and save.

- If all details are correct, click "**Submit**" to complete the process.
- A pop-up message will appear: "**Please verify your details. Once submitted, they cannot be changed!**" Please verify before submitting. Confirm and proceed if everything is accurate.

Note: After submission, you will **not be able to modify any details**, so ensure everything is correct before finalizing.

Booth Cluster Selection & Payment Process:



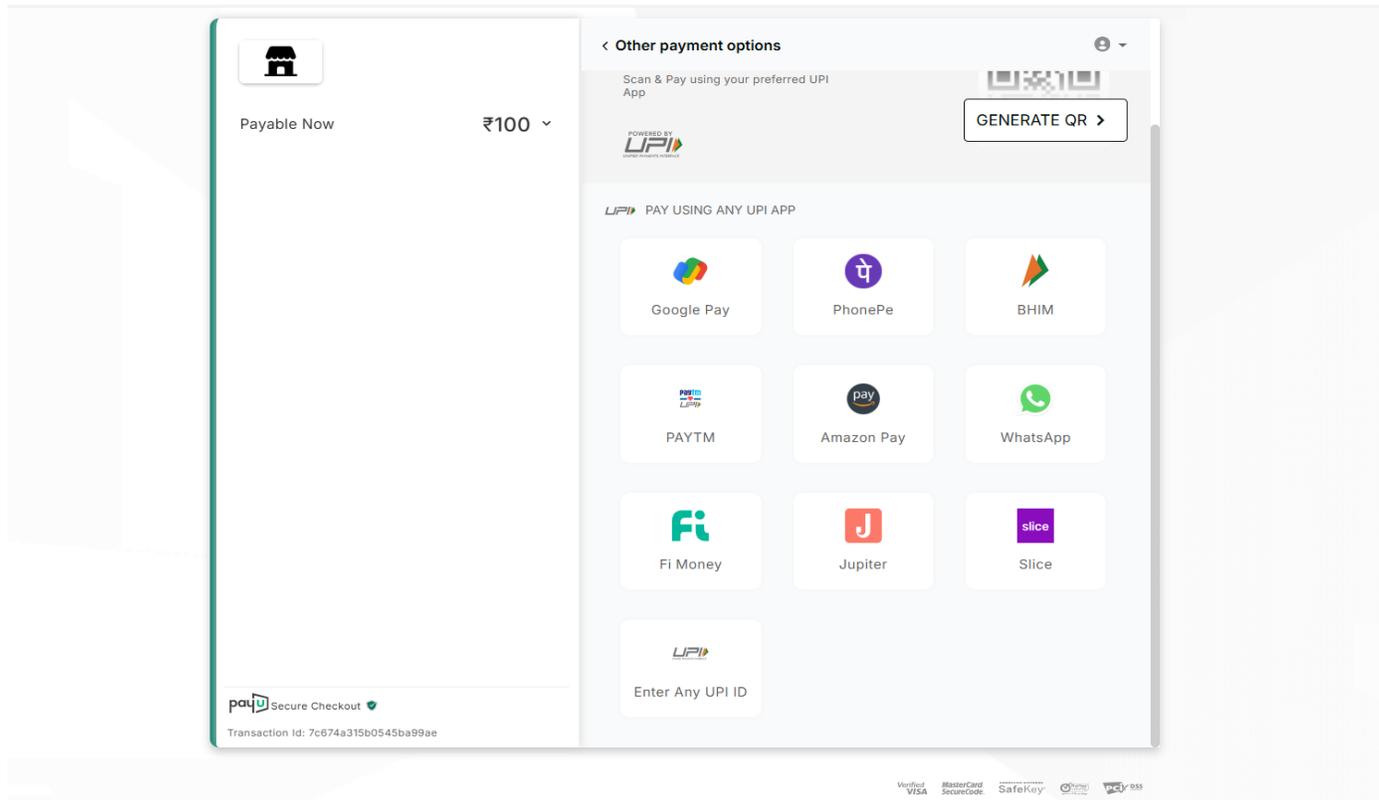
The screenshot shows the DMS (Delhi Milk Scheme) interface for booth selection and payment. The header includes the DMS logo and a 'Logout' button. The main section is titled 'Booth selection' and contains the following elements:

- A heading 'Booth selection'.
- A sub-heading 'Select Booths (Max 5)'.
- A blue button labeled 'Select Booth Cluster' with a dropdown arrow.
- A 'Fee' label above a text input field containing '₹ 100.00'.
- A blue button labeled 'Pay Now'.

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- You must select at least 1 and up to a maximum of 5 booth clusters from the available options.
- Once you have selected the required number of booth clusters, click on "**Pay Now**" to proceed with the payment process. Ensure that you have selected the correct clusters before making the payment.
- Payment must be completed to confirm your booth cluster selection.

4. Payment & Application Processing



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After clicking "Pay Now", the **payment gateway** will open. **UPI** is the only available payment method.

- Once the payment is **successful**, you will be redirected to the **Payment Success Page**.
- Here, you can: **Download your receipt**, **Logout** if you have completed the process.

Application Status:

- After successful payment, your application will be marked as "**Under Process**" for further review.

Provision for reapply in booth application app (updated on 14.05.2025)

- Based on the information conveyed by DMS ERP Consultant (M/s RGT), considering the query raised by some of the potential applicants, if they desire, who have withdrawn their applications because of some technical reasons, may reapply by submitting a fresh application in the booth application app. It may be noted that such provisions of submitting fresh application through reapply (after withdrawn previous application) is a onetime provision. There shall not be any scope of withdrawal of such application). For all such cases of the reapply, the applicant has to deposit an amount of Rs. 100/- as application fee at the time of submission of fresh application. The applicant can reapply using the same credentials (user id & already created password).

Help & Support:

For any queries related to the registration process, you may contact the following resource persons:

- Booth Policy Related Queries:
 - **Mr. Lila Dhar** – Contact: 9910489325
 - **Mr. Nando Sai** – Contact: 9716482016
- Booth App/IT Related Queries:
 - **Abhishek Kumar (RGT Team)** – Contact: 8540836263
