

# User Manual

## Real Estate Project Registration

Version : 1.0

Nov 2022

# Create login to the application

Go to following website : <https://rera.wb.gov.in/>

WEST BENGAL REAL ESTATE REGULATORY AUTHORITY  
WBRERA

Home Organization Acts/Rules Registered Projects Online Registration Real Estate Agents Defaulters Gallery Login Notice Contact Search User Manual

Online registration for Real Estate Project / Real Estate Agent / Consumer

ABOUT US

The Real Estate Regulatory Authority, West Bengal is established under section 20 (1) of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016).

Objective : To regulate and promote the housing sector and to ensure sale of plot, apartment or building, as the case may be, or sale of real estate project, in an efficient and transparent manner and to protect the interest of consumers in the real estate sector and to establish a mechanism for speedy dispute redressal and for matters connected therewith or incidental thereto.

Registration of Real Estate Project with the Real Estate Regulatory Authority is compulsory under section 3 of the Real Estate (Regulation and Development) Act, 2016 (Act No. 16 of 2016).

WEST BENGAL STATE EMERGENCY RELIEF FUND

The West Bengal Government appoints the West Bengal State Emergency Relief Fund and assist the State Government in the event of unforeseen emergencies like

**The 100% Contribution made for the fund is exempted under section 80(G) of Income Tax**

**Bank details for making Contribution through Cash / Cheque / Online / Debit & Credit Card / UPI are as follows:**

A/c Name : West Bengal State Emergency Relief Fund  
Bank : ICICI Bank Ltd., Branch: Howrah  
A/c No : 628005501339  
IFS Code : ICIC0006280

Please CLICK the ICON below

# User Application Registration Page

Provide all the required field and click on submit to register into application.  
An email will sent to your mentioned email id for validation.

West Bengal Real Estate Regulatory Authority  
(WBRERA)

Registration

User Name: prosenjit\_kolkata

Full Name: Prosenjit Paul

Email: [REDACTED]

Mobile: [REDACTED]

Registration For:

- Realestate Project
- Select--
- Realestate Project
- Realestate Agent
- Complaint

Already a user [click here](#) to sign In

Login User ID

Select Realestate Project for Project registration

# After submit on Registration page



## West Bengal Real Estate Regulatory Authority (WBREERA)



### Registration

**User Name:**

**Full Name:**

**Email:**

**Mobile**

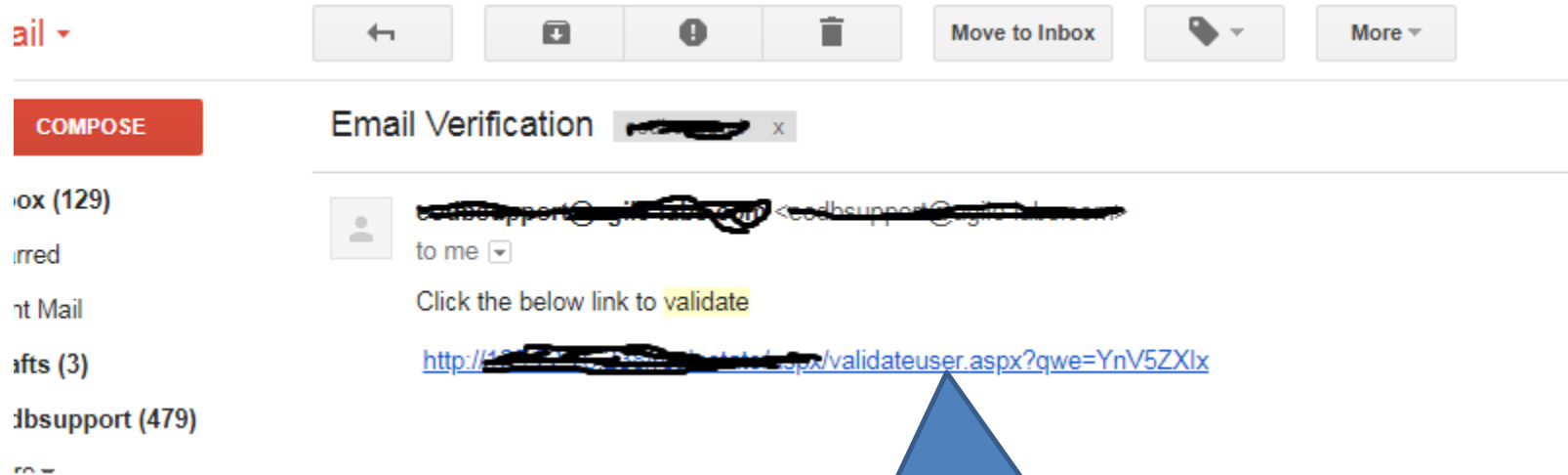
**Registration For:**



Already a user [click here](#) to sign In

Email sent to . Click on the verification link sent to complete registration.


# Open your email to check the Validation Link



Click on this link to validation  
your email and enable login


# Login to application

Provide your User Name (in registration page) and password to login



**West Bengal Real  
Estate Regulatory  
Authority**

User ID

Password  

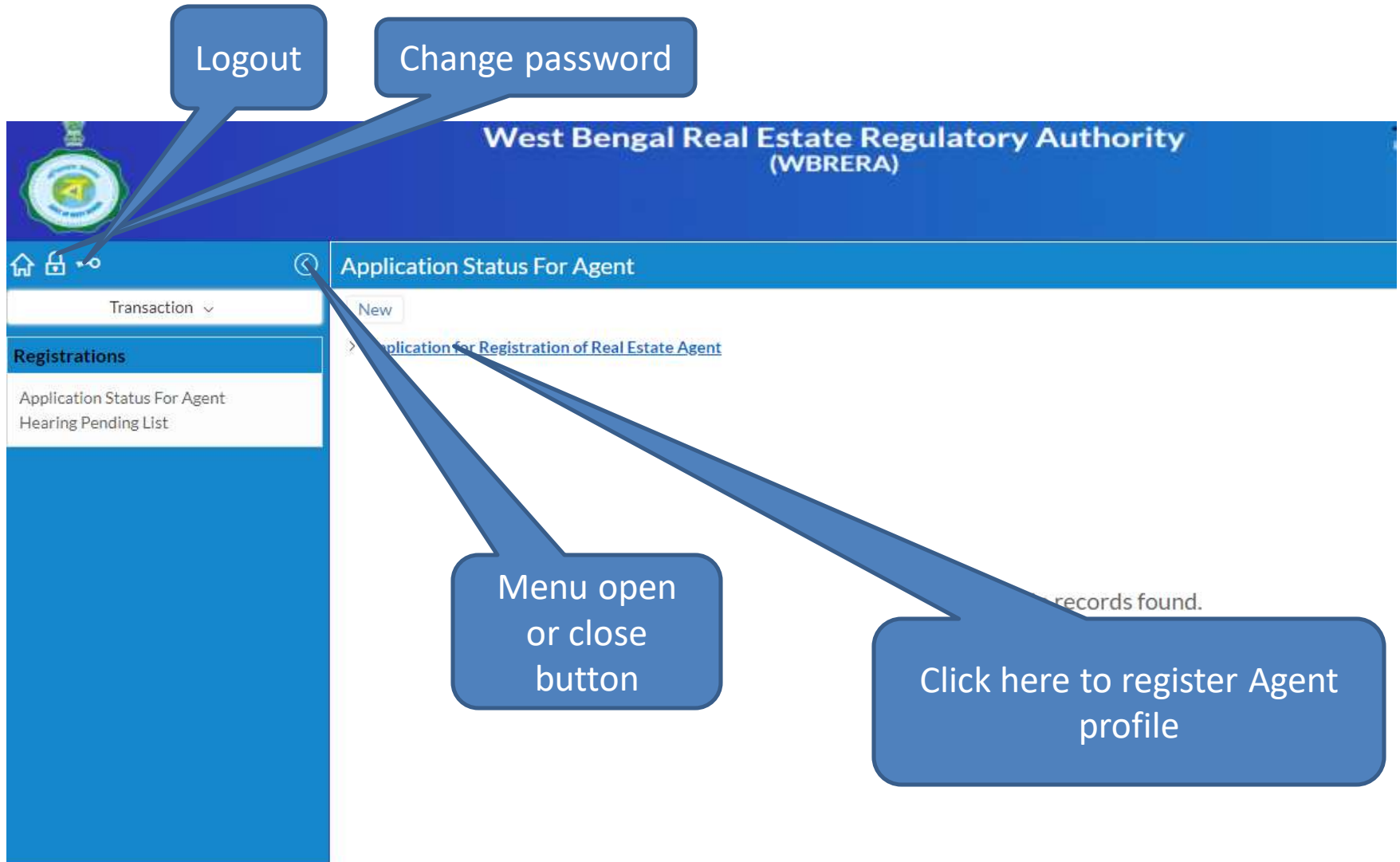
**CONTINUE**

[Forgot your password? Click here](#)

[Forgot your user id? Click here](#)

[Click here to SignUp](#)

# Dashboard/Home Screen



# Left Panel Menus

- **Real estate Approved Project History**
  - If the application got approved applicant can update the project details from this menu
- **Application Status for Project**
  - Applicant can view the status of submitted applications for project registration. And can apply for new project registration.
- **Hearing Pending List**
  - If department call for physical document verification applicant can check from this menu
- **Update Promoter Info**
  - After approval of project applicant need to update his/her promoter profile from this menu

# Project Registration Page

To register your project open “Application Status for Project” from left menu. Here you need to click “Application for Registration of Project”



The screenshot displays a web application interface for project registration. It features a blue header bar with the text "Project Registration" and a left sidebar menu. The main content area is divided into several sections, each with a blue header bar. The first section is "Project Information" and contains fields for "Project Name", "Project Number", "Project Type", "Project Status", "Project Start Date", "Project End Date", "Project Manager", and "Project Sponsor". The second section is "Project Description" and contains a text area for "Project Description" and a checkbox for "Project is a new project". The third section is "Project Budget" and contains fields for "Project Budget", "Project Funding Source", and "Project Funding Amount". The fourth section is "Project Risks" and contains a table with columns for "Risk ID", "Risk Description", "Risk Level", and "Risk Status". The table contains 10 rows of data. The fifth section is "Project Milestones" and contains a table with columns for "Milestone ID", "Milestone Description", "Milestone Start Date", "Milestone End Date", and "Milestone Status". The table contains 10 rows of data. The sixth section is "Project Documents" and contains a table with columns for "Document ID", "Document Name", "Document Type", and "Document Status". The table contains 10 rows of data. The seventh section is "Project Contacts" and contains a table with columns for "Contact ID", "Contact Name", "Contact Email", and "Contact Phone". The table contains 10 rows of data. The eighth section is "Project Settings" and contains a table with columns for "Setting ID", "Setting Name", "Setting Value", and "Setting Status". The table contains 10 rows of data. The ninth section is "Project History" and contains a table with columns for "History ID", "History Description", "History Date", and "History Status". The table contains 10 rows of data. The tenth section is "Project Summary" and contains a table with columns for "Summary ID", "Summary Description", "Summary Date", and "Summary Status". The table contains 10 rows of data. The bottom of the page features a blue footer bar with the text "Project Registration" and a "Log Out" button.

# Project Registration Screen - 1

Provide project name and location – scroll to input next

[<< Project Registration](#)

Draft

Submit

Basic Information

Application No.

Auto

Application Date

07-08-2018

Project Name\*

Project Location

Street Address 1\*

Street Address 2

District\*

-- Select --

Block / Municipality

-- Select --

Police Station\*

-- Select --

State

West Bengal

Pincode\*

# Project Registration Screen - 2

Select Organization type to display more input fields for applicant details  
(Individual info, Company info etc)

▼ Applicant Info

Applicant Type\*

-- Select -- ▼

District

-- Select -- ▼

Block / Municipality

-- Select -- ▼

▼ PAN & Banker Details

PAN No.\*

Bank Name?

Bank Address?

# Project Registration Screen - 3

Select your organization type from this dropdown and fillup the required fields according to selection

Applicant Info

Applicant Type\*

-- Select --  
-- Select --  
Individual  
Company / LLP  
Proprietorship Firm  
Societies  
Partnership Firm  
Competent Authority  
Authorized Representative  
Others

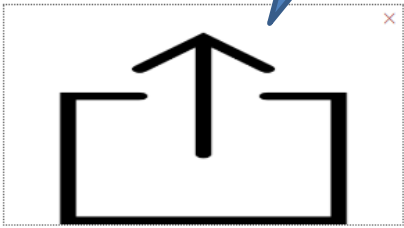
Block / Municipality

-- Select --

Name

Address

Copy of Registration Certificate



Upload jpg/png image

# Project Registration Screen - 4

Select your project type and according to selection you need to provide land area in square meter, and other informations

Project Details

☐ Residential Flats

☐ Commercial

☐ Land

No. of Open Parkings

No. of Basement Parking

No. of Other Covered Parkings

No. of Mechanical Parking

Completion Date\*

External Development Works By

Other Project Details

Project Name

Project Type\*

District

Status

Completion Date

Payment Pendings (if any)

Add

S.No	Project Name	Project Type*	District
------	--------------	---------------	----------

# Project Registration Screen - 5

Payment according to your selection (Residential/Commercial/Land). Payment will be Online payment only

Payment Information		
Registration Fee (Rs.)	Commercial Fee (Rs.)	Payment Option*
<input type="text"/>	<input type="text"/>	Online Payment <span>▼</span>

# Project Registration Screen - 6

Documents upload – You need to upload all the necessary documents to complete the registration process

Upload Documents				
Click to view document list you need to upload				
	S.No	Description		Mandatory
	1	Authenticated copy of the PAN card of the promoter		Yes
	2	Audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years		Yes
	3	Copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land		Yes
	4	The details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details		Yes
	5	An authenticated copy of the approvals and commencement certificate from the competent authority obtained in accordance with the laws as may be applicable for the for the real estate project mentioned in		Yes
	6	The sanctioned plan, layout plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by the competent authority		Yes
	7	The location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project		Yes
	8	Protocols of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with the allottees		Yes
	9	The number, type and the carpet area of apartments for sale in the project along with the area of the exclusive balcony or verandah area and the exclusive open terrace area apartment with the apartment, if		Yes
	10	Where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint		Yes
	11	The plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, emergency evacuation services,		Yes
	12	The number and areas of garage for sale in the project;		Yes
	13	The number of open parking areas available in the real estate project;		Yes
	14	The names and addresses of his real estate agents, if any, for the proposed project;		Yes
	15	The names and addresses of the contractor, architect, structural engineer, if any and other persons concerned with the development of the proposed project;		Yes
	16	A declaration in FORM A (See rule 3(2)). DECLARATION SUPPORTED BY AN AFFIDAVIT, WHICH SHALL BE SIGNED BY THE PROMOTER OR ANY PERSON AUTHORIZED BY THE PROMOTER		Yes

# Listing of Applications

After submitting the application form it will list the application, and to complete the process and submit to department you need to complete the payment.

Click on Make Payment to proceed to payment

Click here to proceed to payment

## Application Status For Project

Print PDF Excel New

1-7 of 7 < >

> [Application for Registration of Project](#)

SL No	Details	Status	Remarks
1	<b>Applied For:</b> Application for Registration of Project <b>Project/Agent ID :</b> <del>XXXXXXXXXX</del> <b>Project/Agent Name :</b> <del>XXXXXXXXXX</del> <b>Project/Agent Type :</b> <del>Commercial</del> <b>Project/Agent Status :</b> <del>Under Review</del> <b>District :</b> <del>North Goa</del> <a href="#">View/Edit</a> <a href="#">History</a> <a href="#">Make Payment</a> <a href="#">Payment History</a>	N.A	N.A

# Payment Screen

Payment can be done using Credit Card/Debit Card/Internet Banking. After clicking on paynow button it will redirect to BillDesk payment gateway

Click on Pay now button to proceed to BillDesk Payment

	Amount(₹)	Delete
	<del>1000</del>	Delete

User:  
Reference No:  
WB180807174 59608

## Transaction Details

Total Amount: ~~1000~~  
No of Items: 1

Pay now

Pay later

# Returned from department for Rectification

Edit can be possible in case if the application returned from department, or at the time of hearing for physical document verification by the department personnel

Click here to view full application form and to edit if required

## Application Status For Project

[Print](#) [PDF](#) [Excel](#) [New](#)

1-7 of 7 < >

> [Application for Registration of Project](#)

SL No	Details	Status	Remarks
1	<p>Applied For: Application for Registration of Project Project/Agent ID: <del>XXXXXXXXXX</del> Project/Agent Name: <del>XXXXXXXXXX</del> Project/Agent Type: <del>XXXXXXXXXX</del> Project/Agent Status: <del>XXXXXXXXXX</del> District: <del>XXXXXXXXXX</del></p> <p><a href="#">View/Edit</a> <a href="#">History</a> <a href="#">Make Payment</a> <a href="#">Payment History</a></p>	N.A	N.A

# After Approval of Project

After approval of project you need to furnish following details :

1. Other details of project
2. Promoter Profile

to upload the project onto RERA website.

## Real Estate Approved Project History

+ Filters 1 Print PDF Excel

Project ID	Project Name	Project Description
<del>Project ID</del>	<del>Project Name</del>	<del>this is a test details updated</del>

# Approved Project Update – Screen 1

Basic Information

Project ID

Project Name

Project Description

this is a test details updated

Project Website Link

http://yahoo.com

# Approved Project Update – Screen 2

Provide latitude and longitude from map

Project Location	
Latitude*	Longitude*
<input type="text" value="22.558965"/>	<input type="text" value="88.665235"/>

# Approved Project Update – Screen 3





Update Agent details involved for the said project

Registered Agents

Agent Name\*

Agent Address\*

Add

	S.No	Agent Name*	Agent Address*
 	1	Prosenjit Paul	123 street address, kol 08
 	2	Sathish Kr	48 street, kol 05

# Approved Project Update – Screen 4

Mention consultants involved for the said project,  
like Contactor/Architect/Structural Engineer

^





Consultant Name\*

Consultant Address

Consultant Type

-- Select --

Add

	S.No	Consultant Name*	Consultant Address	Consultant Type
 	1	Prosenjit Paul	123 street address, Kolkata 01	Architect
 	2	Prosenjit Paul	45 Street Address, Kol 02	Contractor

# Approved Project Update – Screen 5

Mention the amenities provided in the said project









▼ Amenities

^

Amenities\*

-- Select --

Add

	S.No	Amenities*
 	1	Community Center
 	2	Access to common spaces
 	3	Laundry service
 	4	Fitness center

# Approved Project Update – Screen 6

Upload valid images with valid image title to publish on website. All the details above along with the images will be published to RERA website publicly after verification

Upload Documents

Description

extension

Browse file to upload

Add

	S.No	Description	Extension	Browse File To Upload
<div></div>	1	Construction plan for building	jpg	Untitled.jpg
<div></div>	2	Bedroom	jpg	Lighthouse.jpg

# Approved Project Update – Screen 7









Mention the amenities provided in the said project

Amenities

Amenities\*

-- Select --

Add

	S.No	Amenities
 	1	Community Center
 	2	Access to common spaces
 	3	Laundry service
 	4	Fitness center

## Approved Project Update – Screen 8

Mention the Block/Building details in the said project

Block/Building Details

Block/Building No.\*

No. of Floors\*

No. of Apartments/Units\*

Add

Slno	Block/Building No.	No. of Floors	No. of Apartments/Units
<div><div></div><div></div><div></div></div>			

# Approved Project Update – Screen 9

Upload mentioned documents, please click on “Click to Upload” to see all the documents to upload

Upload Documents

Click to Upload

Title\*

-- Select --

Description / Phase 1 / Phase 2 / Phase 3 / Phase 4 etc

Browse file to upload\*

Add

	S.No	Title	Description / Phase 1 / Phase 2 / Phase 3 / Phase 4 etc	
 	1	Gantt Charts and Project Schedule: the plan of development works to be executed in the project and the details of the proposed facilities to be provided thereof.		
 	2	Authenticated copy of the license or land use permission		
 	3	Authenticated copy of the site plan or site map showing the location of the project land along with names of revenue estates, survey numbers, cadastral numbers, khassas		
 	4	Floor plans for each tower and block including clubhouse, amenities and common areas		

# Approved Project Update – Screen 10

Upload legal documents, please click on “Click to Upload” to see all the documents to upload

Legal Documents			
Click to Upload			
	S.No	Title	Browse File to Upload
 	1	Land Title Search Report from an advocate having experience of at least ten years in land related matters	
 	2	No encumbrance certificate from an advocate having experience of at least ten years in land related matters	
 	3	Sanction letters - From banks for construction finance	
 	4	Sanction letters - From banks for home loan tie-ups	
 	5	Details including the proforma of the application form	

# Update Promoter Info

Update your promoter profile information to publish on website publicly

**Update Promoter Info**

**Basic Details**

Company Name/Institution Name:  Type of Organization:

Project Name:  Company/Institution:

**Address**

Street Address I:  Street Address II:  Street Address III:

City:  State:  Zip:

Phone Number:  Mobile Number:  Email:

**Education Details**

Education Details:

**Experience Details**

Experience Details:

Total of Experience to report in each state for the state:

Total of Experience to report in each state for the state:

Total No. of Projects Completed:  Total No. of Ongoing Projects:

List of projects/Details of past or ongoing experience:

**Details and profile of ongoing and completed projects for the last 3 years**

Project Name	Project Type	Status	Completion Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save** **Cancel**

# Update Promoter Info – Screen 1

Mention enterprise or individual name, type and address.  
These will publish publicly

Basic Details			
Company/Individual Name*	Type of Enterprise*	Company Registration No	<input type="checkbox"/> Newly Incorporated Company?
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Registered Address			
Street Address 1*	Street Address 2	District*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Block / Municipality*	Police Station*	Pincode*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

# Update Promoter Info – Screen 2

Provide brief details of your educational qualification and work experience to publish to RERA website. Experience of development in West Bengal and other states

Background of Promoter			
Educational Qualifications*			
<input type="text" value="MTECH"/>			
Work Experience		Work Experience in Parent Company	
<input type="text"/>		<input type="text"/>	


  

Track Record of Promoter			
Number of years of experience of the promoter or parent entity in realstate construction in the state		Number of years of experience of the promoter or parent entity in realstate construction in other state or union territories	
<input type="text" value="14"/>		<input type="text" value="8"/>	
Total No. of Projects Completed	Area Constructed Till Date (sq.mtr.)	Total No. of Ongoing Projects	Proposed Area to be Constructed (sq.mtr.)
<input type="text" value="15"/>	<input type="text" value="254,100.00"/>	<input type="text" value="25"/>	<input type="text" value="1,489,300.00"/>

# Update Promoter Info – Screen 3

Your overall completed or ongoing projects and company website if exists (will fetch from main application form) and All Litigations.  
All the details you provided will be displayed publicly.

Details and profile of ongoing and completed projects for the last 5 years

	Site	Project Name	Project Type	District
	1			

Litigations : Details of past or ongoing litigations in relation to the real estate projects and real estate agent if any

Litigation Details

Add

# Project Status Update – Screen 1

Update booking information for the selected quarter

Update Information

Select Quarter\*

4th quarter 2018-2019

Qtr End Date

31/03/2019

Booking as on Date\*

17/01/2019

Total Residential Units Booked

4

Total Commercial Units Booked

0

Total Open Parking Booked

0

Total Basement Parking Booked

0

Total Covered Parking Booked

0

Total Mechanical Parking Booked

0

# Project Status Update – Screen 2

Update construction status of each building and floor. Upload photos of constructions.  
For the selected quarter

Status of Construction of each Building and Floor with Photographs

Select Block\*







Select Floor\*

Construction Status\*

Images of Construction

Allowed Type

Add

	S.No	Select Block	Select Floor	Construction Status	Images Of Construction	
 	1	Block - A	3	Under Construction		pdf
 	2	Block - A	2	Under Construction		pdf

# Project Status Update – Screen 3

Update construction status of internal infrastructure. For the selected quarter

Construction Status of Internal Infrastructure

Description







Construction Status

-- Select --

Browse Image

Allowed Type

Add

	SLNo	Description	Construction Status	Browse Image
 	1			
 	2			

# Project Status Update – Screen 4

Update construction status of common area. For the selected quarter

Construction Status of Common Area





Description

Construction Status

Browse Image

Allowed Type

Add

	S.No	Description	Construction Status	Browse Image
 	1			
 	2			

# Upload Approval Certificates

Real Estate Approved Project History

Print Total no of records: 11 Page No. of 1

Project ID	Project Name	Project Description	Project Status	NOC Approvals	New NOC Approval
<a href="#">View Details</a>			<a href="#">Update</a>	<a href="#">View</a>	<a href="#">Add</a>

Select department/type of approval

Click to add/upload NOC Approval Document

**Basic Info**

Doc No:  Application No:

Audio:  15:29

Select Approval\*  Applied On\*  Approval Expected On\*  Approval Received On\*

Modifications, amendment or revisions

**Upload Approval Certificate**

Browse Certificate\*  Allowed File Type

# View Approval Certificates

Real Estate Approved Project History

Print Total no of records: 1 Page No. 1 of 1

Project	Project Name	Project Description	Project Status	NOC Approvals	New NOC Approval
<a href="#">Update</a>			<a href="#">Update</a>	<a href="#">View</a>	<a href="#">Add</a>

Click to edit NOC Approval Document

Click to view NOC Approval Document

Approvals List

Print PDF Excel Total no of records: 2 Page No. 1 of 1

Sl. No	Dr. No	Application No	Added On	Approval	Applied On	Expected Date	Received On
1	<a href="#">CERT-000001</a>		21/12/2018	Consent to Establish and Operate	01/11/2018	06/11/2018	15/11/2018
2	<a href="#">CERT-000002</a>		24/11/2018	Environmental Clearance	03/11/2018	07/11/2018	15/11/2018