# User Manual

Updation of Approved Project in WBRERA Website

Version : 1.0

Nov 2022

After Approval of Project

Once the project approved by WB RERA Authority, promoter will get one new login credential and password will be his/her mobile no. Please change the default password immediately after first login. After login using the new credential promoter can update the data for WB RERA Website. "Update Promoter Info" will be same for all the projects of same promoter/login
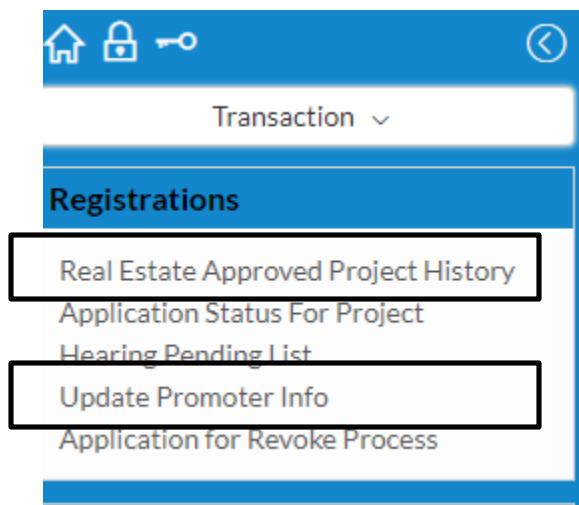
After Approval of Project

After approval of project you need to furnish following details :

1. Other details of project
2. Quarterly Status Update
3. NOC Approvals
4. Promoter Profile

to upload the project onto RERA website.

Approved Project Update – Screen 1

Basic Information

Project ID

NPR-00111

Project Name

NPR-00111 - Project A-34

Project Description

Project Website Link

Estimated Project Cost (Rs. in Lacs)
*

0.00

Approved Project Update – Screen 2

Provide latitude and longitude from map

Project Location

Latitude*	Longitude*
22.558965	88.665235

Approved Project Update – Screen 3

Update Agent details involved for the said project

Approved Project Update – Screen 4

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

Approved Project Update – Screen 5

Mention Promoters and other Officials Handling the Project

Approved Project Update – Screen 6

Mention the Facilities provided in the said project

Approved Project Update – Screen 7

Mention the amenities provided in the said project

Approved Project Update – Screen 8

Mention the Block/Building details in the said project

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*		**Description / Phase 1 / Phase 2 / Phase 3 / Phase 4 etc**	**Browse file to upload***
-- Select -- ▾			📎

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, khasra		
✎ ✕	4	Floor plans for each tower and block including clubhouse, amenities and common areas		
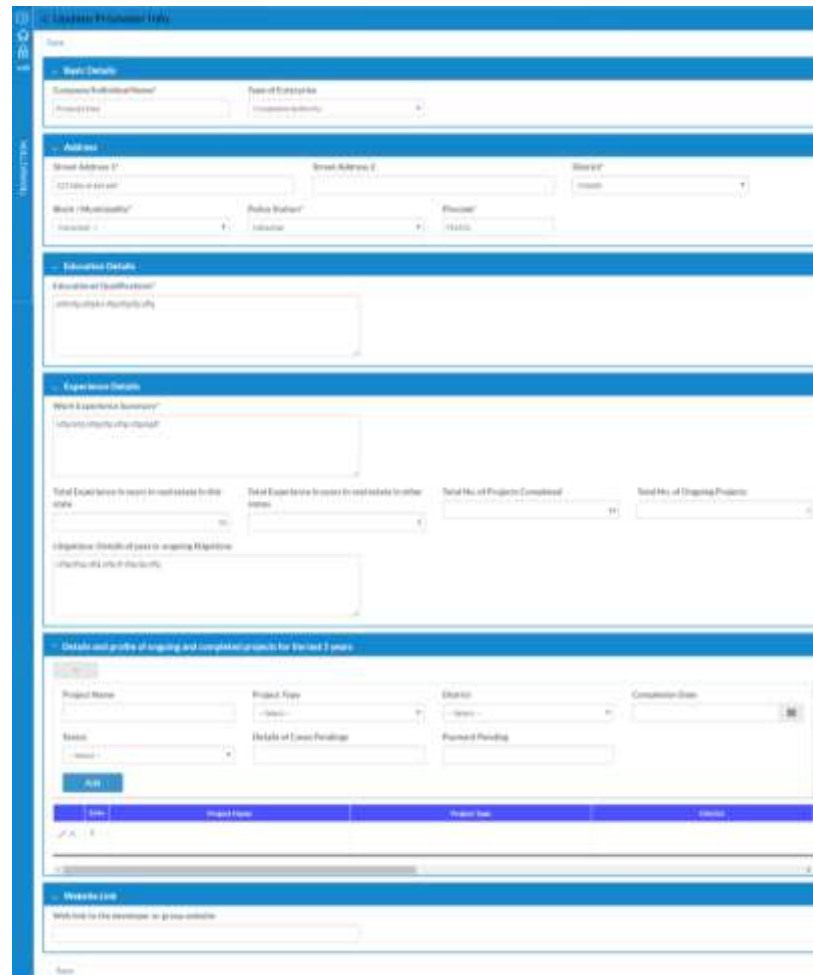
Approved Project Update – Screen 10

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 – 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	☐ Newly Incorporated Company?
	Company / LLP ▼		

Registered Address

Street Address 1*	Street Address 2	District*
		Kolkata ▼

Block / Municipality*	Police Station*	Pincode*
Kolkata ▼	Bowbazar ▼	

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*

MTECH

Work Experience

Work Experience in Parent Company

Track Record of Promoter

Number of years of experience of the promoter or parent entity in realestate consutruction in the state		Number of years of experience of the promoter or parent entity in realestate consutruction in other state or union territorries	
14		8	

Total No. of Projects Completed	Area Constructed Till Date (sq.mtr.)	Total No. of Ongoing Projects	Proposed Area to be Constructed (sq.mtr.)
15	254,100.00	25	5,489,300.00

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

	S.No	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

Project Status Update – Screen 2

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

Project Status Update – Screen 3

Update construction status of internal infrastructure. For the selected quarter

Project Status Update – Screen 4

Update construction status of common area. For the selected quarter

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
Update Det			Update	View	Add

Click to add/upload NOC Approval Document

Select department/type of approval

Basic Info

Doc No

Auto

Application No

35:20

Select Approval*

-- Select --

Applied On*

Approval Expected On*

Approval Received On*

Modifications, amendment or revisions

Upload Approval Certificate

Browse Certificate*

Allowed File Type

pdf

View Approval Certificates

Click to view NOC Approval Document

Real Estate Approved Project History

Print

Total no of record 1

Page No. 1 ▼ of 1

Proje	Click to edit NOC Approval Document	roject Name	Project Description	Project Status	NOC A rovals	New NOC Approval
Update				Update	View	Add

Approvals List

Print PDF Excel

Total no of records: 2

Page No. 1 ▼ of 1

SL No	DC No	Application No	Added On	Approval	Applied On	Exptected Date	Received On
1	CERT-000001		21/12/2018	Consent to Establish and Operate	01/11/2018	08/11/2018	15/11/2018
2	CERT-000002	N	24/11/2018	Environmental Clearance	02/11/2018	07/11/2018	15/11/2018