

User Manual

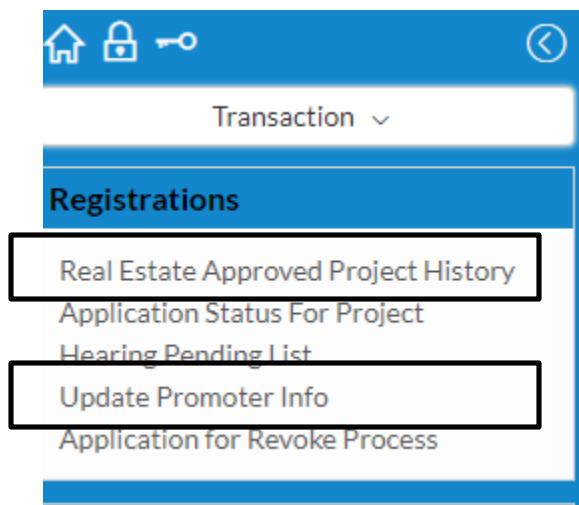
Updation of Approved Project in WBREERA Website

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.

The screenshot displays the 'Real Estate Approval Project History' interface. It features a table with columns for Project ID, Project Name, Project Description, Project Status, NOC Approvals, and New NOC Approval. Callouts point to specific actions: 'Click to update Project Details' points to the 'Update Details' link under Project ID; 'Click to update Quarterly Project Status' points to the 'Update' link under Project Status; 'Click to view all uploaded NOC Documents' points to the 'View' link under NOC Approvals; and 'Click to add/upload NOC Approval Document' points to the 'Add' link under New NOC Approval. The interface also includes a 'Print' button, 'Total no of records:' text, and 'Page No. 1 of 1'.

Project ID	Project Name	Project Description	Project Status	NOC Approvals	New NOC Approval
Update Details			Update	View	Add

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*
<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

Consultants Details

^





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 Promoters and other Officials Handling the Project

▼ Promoters and other Officials Handling the Project

^

Promoter Name

Name of the Firm

Year of Establishment

Contact Numbers

Email ID

Address

Names and profile of key projects completed

Add

	S.No	Promoter Name	Name Of The Firm	Year Of Establishment	Contact Numb
<div><div></div><div>✕</div></div>	1				

Approved Project Update – Screen 6

Mention the Facilities provided in the said project



Facilities

^

Select Facility*

-- Select --

Add

	S.No	Select Facility*
 	1	

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

	S.No	Block/Building No.*	No. Of Floors*	No. Of Apartments/Units*
<div><div></div><div></div></div>	1		0	0

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	
<div></div>	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.		
<div></div>	2	Authenticated copy of the license or land use permission		
<div></div>	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		
<div></div>	4	Floor plans for each tower and block including clubhouse, amenities and common areas		

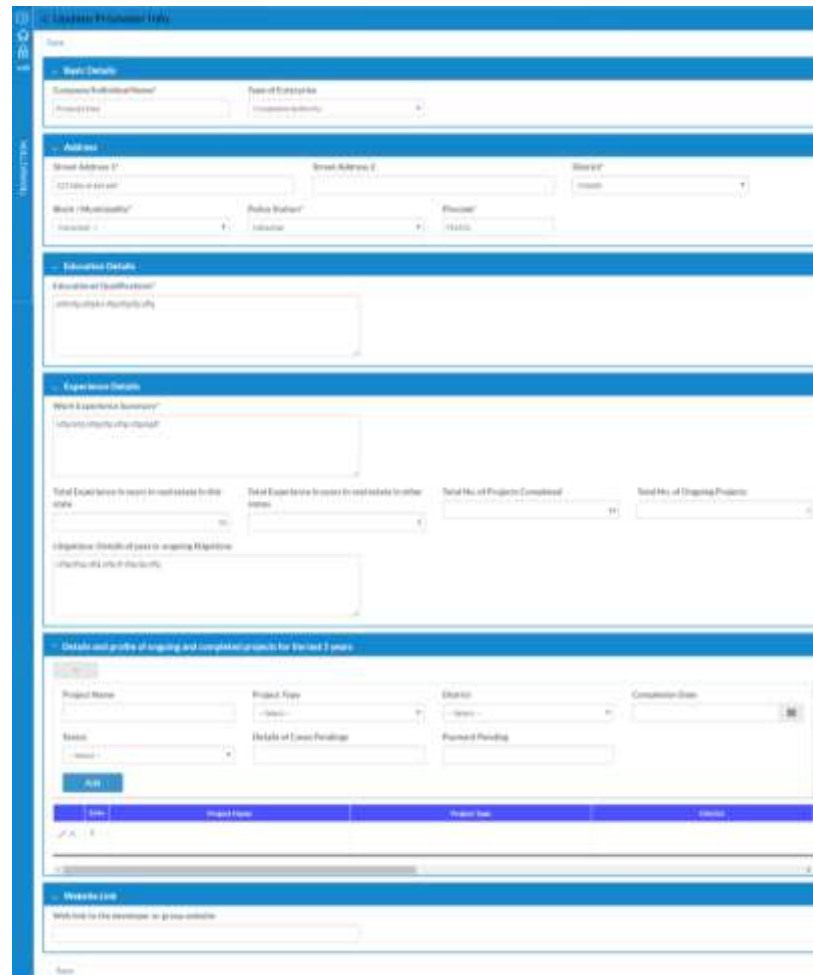
Approved Project Update – Screen 10

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/Institution/Name: Type of Organisation:

Address

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

Block / Municipality: Police Station: Pincode:

Education Details

Education and Qualification:

Experience Details

Work Experience Summary:

Total Experience in years in each role in the field:

Role	Years
<input type="text"/>	<input type="text"/>

Total Experience in years in each role in the field:

Role	Years
<input type="text"/>	<input type="text"/>

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

List of projects completed in the last 2 years:

Details and profile of ongoing and completed projects for the last 2 years

Project Name	Project Type	Status	Completion Date
<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

☐ Newly Incorporated Company?

Registered Address

Street Address 1*

Street Address 2

District*

Block / Municipality*

Police Station*

Pincode*

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

14

Number of years of experience of the promoter or parent entity in realestate consutruction in other state or union territories

8

Total No. of Projects Completed

15

Area Constructed Till Date (sq.mtr.)

254,100.00

Total No. of Ongoing Projects

25

Proposed Area to be Constructed (sq.mtr.)

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

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

5

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 --

Select Floor*

-- Select --





Construction Status*

-- Select --

Images of Construction

Allowed Type

Add

	S.No	Select Block*	Select Floor*	Construction Status*	Images Of Construction	
 	1	Block - A	3	Under Construction	<div>Lighthouse.jpg</div>	pdf
 	2	Block - A	2	Under Construction	<div>Hydrangeas.jpg</div>	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

	S.No	Description	Construction Status	Browse Image
<div><div></div><div></div></div>	1			<div></div>
<div><div></div><div></div></div>	2			<div></div>

Project Status Update – Screen 4

Update construction status of common area. For the selected quarter

Construction Status of Common Area

Description







Construction Status

-- Select --

Browse Image

Allowed Type

Add

	S.No	Description	Construction Status	Browse Image
 	1	Common area	Under Construction	
 	2	Common area	Under Construction	

Upload Approval Certificates

Click to
add/upload
NOC Approval
Document

Real Estate Approved Project History

Print

Total no of records: 11

Page No. 1 of 1

Project ID	Project Name	Project Description	Project Status	NOC Approvals	New NOC Approval
Update Detail			Update	View	Add

Select
department/type of
approval

Basic Info

Doc No

Auto 05:20

Application No

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

Real Estate Approved Project History

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

Project ID	Project Name	Project Description	Project Status	NOC Approvals	New NOC Approval
Update			Update	View	Add

Approvals List

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

SL No	Doc 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		24/11/2018	Environmental Clearance	02/11/2018	07/11/2018	15/11/2018

Click to edit NOC Approval Document

Click to view NOC Approval Document