Steps for on-line Quarterly compliance of Projects with HRERA, Panchkula.

**Preliminary Instructions:** 

- 1. HRERA, Panchkula has initiated the process of on-line applications for registration of projects with effect from 1.10.2018. Prior to that hard copies of the applications used to be submitted in the office of the Authority. In case the project was ordered to be registered, the registration certificate was up loaded on the website of the Authority. A list of <u>registered projects</u> along with their certificates can be viewed on the web site of the Authority.
- 2. W.e.f. October, 2018 all applications for registration of the projects are being received on-line on proforma A to H. In respect of the projects registered after the commencement of on-line system the registration certificate issued by the Authority along with information submitted by the applicants in proforma A to H can be viewed on the website of the Authority.
- 3. As per Section 11 of the RERA Act, the developers of the projects are obliged to file quarterly information in respect of progress of the project on certain specified parameters. Various steps to be followed for filing on-line quarterly progress of the projects are given below.
- 4. All the projects registered with the Authority before commencement of online registration process i.e. before October, 2018 are required to first file the information relating to the projects on-line on proforma A to H. For this purpose they should click on the icon "Registration of Projects" and follow the prescribed steps. They should also file the progress of the project from the date of grant of registration upto 31<sup>st</sup> December, 2018 in accordance with the steps given in these instructions.
- 5. In case of the project registered after October, 2018 i.e. after commencement of the on-line registration system, the first quarterly information should be filled in before 31<sup>st</sup> March, 2019 pertaining to the period upto 31<sup>st</sup> December, 2018.

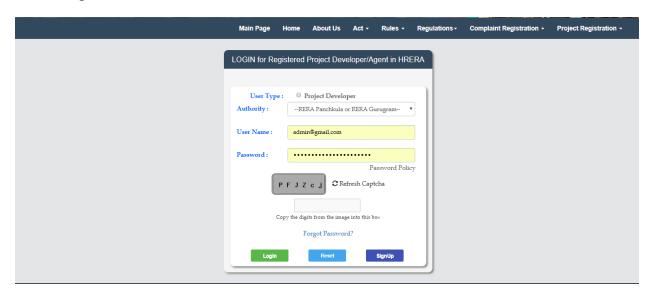
## **STEPS:-**

Step-1. Quarterly progress can be filled up online only in respect of those projects which have been registered online with the Authority and of which proforma A to H has been submitted and approved by the Authority and is being

shown alongwith the registration certificate issued to them. Those promoters who have not submitted online proforma A to H should do so immediately. The registration certificate granted to such projects is liable to be reviewed in case they fail to submit online information by the date already conveyed to them.

Step-2. At the time of submitting online proforma A to H, the promoters have to generate a login ID and Password. Same login and password shall be used for filling up the online quarterly progress.

Step-3. For submitting quarterly progress the promoters should login in the following screens:



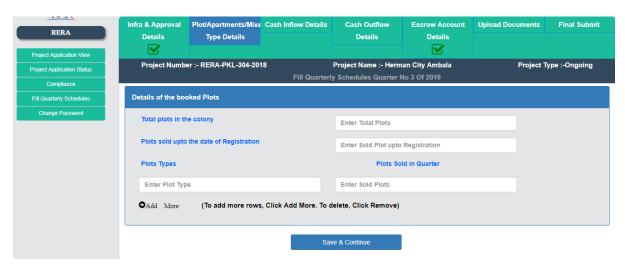
RERA Details Type Details Project Number :- RERA-PKL-304-2018 Project Name :- Herman City Ambala Project Type :-Ongoing Fill Quarterly Schedules Quarter No 3 Of 2019 Estimated cost of the Project (ref. REP-I Part-C) Expenditure already incurred up to the date of registration 22 22 Building 22 22 Infrastructure facilities, etc. 222 Other costs including EDC, IDC, etc. 222 222 22 22

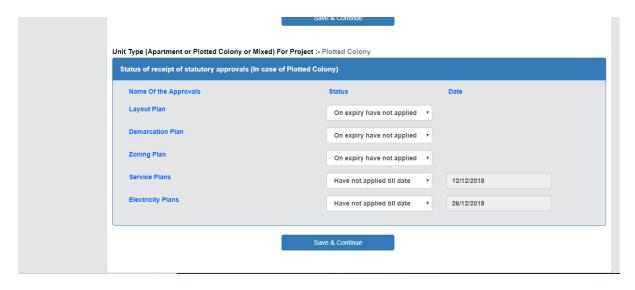
Step-4:- After a successful login, following screen will show:

Click on the icon, 'fill quarterly schedule' for commencing filling up the quarterly progress of the project.

The process of filling up the progress should be commenced by clicking on the tab "Infra and Approval Details". After completing the format, click on the button "Save and continue".

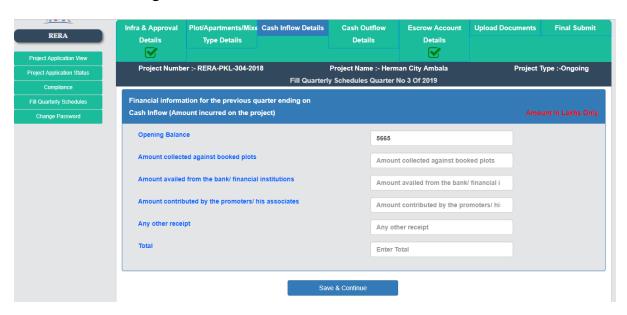
Step-5. The system will automatically move to the next icon "Plot/Apartment/Mixed type details". Following screen will show:





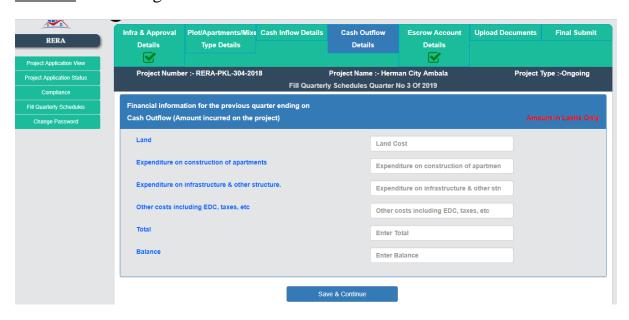
After filling up the information, click on the button "save and continue".

Step-6. The system will automatically move to the next icon <u>"Cash Inflow Details"</u>. Following screen will show:-



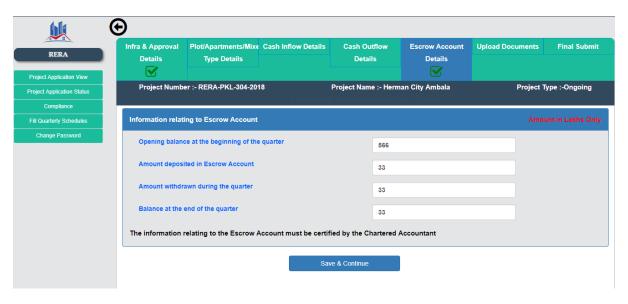
After filling up the information, click on the button "save and continue".

Step-7. The system will automatically move to the next icon <u>"Cash Outflow Details"</u>. Following screen will show:-



After filling up the information, click on the button "save and continue".

Step-8. The system will automatically move to the next icon <u>"Escrow Account"</u>. Following screen will show:-



Total Estimated Cost of Infrastructure	Enter Total Expenditure	
Expenditure made till the date of Registration	Enter Expenditure uoto Registration	
Infrastructure	Enter Expenditure for Infra	
Apartments	Enter Expenditure for Apartments	
EDC, IDC, etc	Enter Expenditure for EDC	
Others Expenditure	Enter Expenditure for Others	
Save & Con	ntinue	

Expenditure on Taxes,Levies,EDC etc		Amount in Lakhs Only
EDC due as on the date of Registration	Enter EDC due date on Registration	
Actual paid as on date	Enter Actual paid EDC	
EDC due as on date	Enter EDC due on date	
Save & Continue		

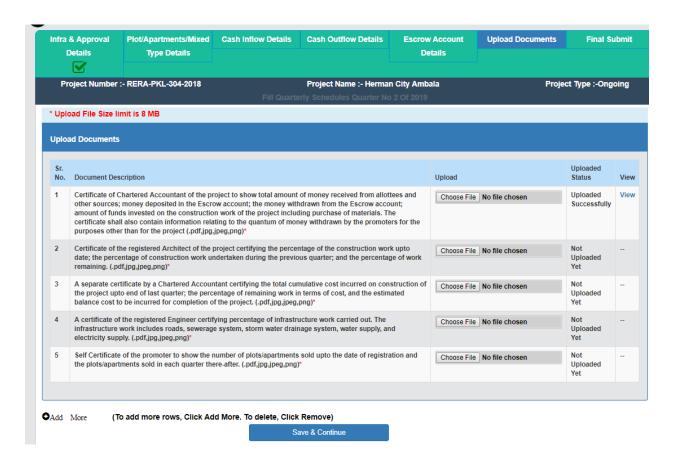
After filling up the information, click on the button "save and continue".

Step-9. After filling up all the parts, following screen will show for uploading the documents. It is necessary that following documents are up-loaded in each quarter. Documents should be up-loaded in PDF/JPG/PNG etc. formats:-

## **List of Documents which must be uploaded**:

1. Certificate of Chartered Accountant of the project to show total amount of money received from allottees and other sources; money deposited in the Escrow account; the money withdrawn from the Escrow account; amount of funds invested on the construction work of the project including purchase of materials. The certificate shall also contain information relating to the quantum of money withdrawn by the promoters for the purposes other than for the project.

- 2. Certificate of the registered Architect of the project certifying the percentage of the construction work upto date; the percentage of construction work undertaken during the previous quarter; and the percentage of work remaining.
- 3. A separate certificate by a Chartered Accountant certifying the total cumulative cost incurred on construction of the project upto end of last quarter; the percentage of remaining work in terms of cost, and the estimated balance cost to be incurred for completion of the project.
- 4. A certificate of the registered Engineer certifying percentage of infrastructure work carried out. The infrastructure work includes roads, sewerage system, storm water drainage system, water supply, and electricity supply.
- 5. Self Certificate of the promoter to show the number of plots/apartments sold upto the date of registration and the plots/apartments sold in each quarter there-after.



It is also mandatory to up-load photographs of the project from 8 different angles for showing physical progress and from as many angles as necessary for showing the internal progress.

- Step-10. The promoters are advised to prepare soft copies of all the documents and save them on the home screen before commencing filling up of quarterly progress.
- Step-11. There is a feature of purview available before final submission. The promoter may purview the entire information before finally uploading the same.
- Step-12. After final submission, information shall be automatically visible alongwith site of the registration certificate and the proforma A to H submitted by the promoter.
- Step-14. The entire process should be repeated in each quarter till completion of the project.