

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

Preliminary Instructions:

1. HRERA, Gurugram 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 uploaded on the website of the Authority. A list of registered projects 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 on-line 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 up to 31st 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 31st March 2019 pertaining to the period up to 31st December 2018.

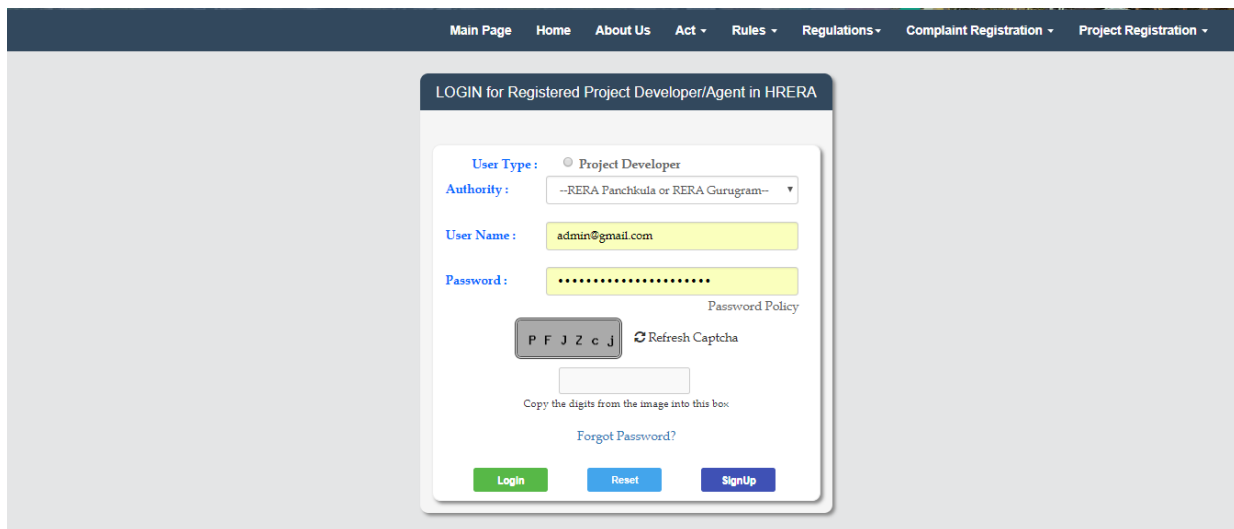
STEPS:-

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 along with 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:



The screenshot displays a web application interface for logging in as a Registered Project Developer/Agent in HRERA. At the top, a dark blue navigation bar contains the following menu items: Main Page, Home, About Us, Act, Rules, Regulations, Complaint Registration, and Project Registration. The main content area features a white login form with a dark blue header that reads "LOGIN for Registered Project Developer/Agent in HRERA". The form includes the following fields and elements: "User Type" with a radio button selected for "Project Developer"; "Authority" with a dropdown menu showing "--RERA Panchkula or RERA Gurugram--"; "User Name" with a text input field containing "admin@gmail.com"; "Password" with a masked text input field (dots) and a "Password Policy" link below it; a "Refresh Captcha" button with a circular arrow icon; a captcha image showing the digits "P F J Z c J"; a text input field for entering the captcha digits, with the instruction "Copy the digits from the image into this box" above it; a "Forgot Password?" link; and three buttons at the bottom: "Login" (green), "Reset" (blue), and "SignUp" (purple).

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

Estimated cost of the Project (ref. REP-I Part-C)		Amount in Lakhs Only
	Expenditure already incurred up to the date of registration	Total Estimated/ Revised cost of project.
Land	22	22
Building	22	22
Infrastructure facilities, etc.	222	222
Other costs including EDC, IDC, etc.	222	222
Total	22	22

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:

Save & Continue

Unit Type (Apartment or Plotted Colony or Mixed) For Project :- Plotted Colony

Status of receipt of statutory approvals (In case of Plotted Colony)

Name Of the Approvals	Status	Date
Layout Plan	On expiry have not applied	
Demarcation Plan	On expiry have not applied	
Zoning Plan	On expiry have not applied	
Service Plans	Have not applied till date	12/12/2018
Electricity Plans	Have not applied till date	26/12/2018

Save & Continue

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

Step-6. The system will automatically move to the next icon “Cash Inflow Details”. Following screen will show: -

RERA

Project Application View
Project Application Status
Compliance
Fill Quarterly Schedules
Change Password

[Infra & Approval Details](#) |
 [Plot/Apartments/Mix Type Details](#) |
 [Cash Inflow Details](#) |
 [Cash Outflow Details](#) |
 [Escrow Account Details](#) |
 [Upload Documents](#) |
 [Final Submit](#)

Project Number :- RERA-PKL-304-2018 Project Name :- Herman City Ambala Project Type :-Ongoing
 Fill Quarterly Schedules Quarter No 3 Of 2019

Financial information for the previous quarter ending on
Cash Inflow (Amount incurred on the project) Amount in Lakhs Only

Opening Balance	5665
Amount collected against booked plots	Amount collected against booked plots
Amount availed from the bank/ financial institutions	Amount availed from the bank/ financial i
Amount contributed by the promoters/ his associates	Amount contributed by the promoters/ hi
Any other receipt	Any other receipt
Total	Enter Total

Save & Continue

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

Step-7. The system will automatically move to the next icon “Cash Outflow Details”. Following screen will show: -

The screenshot shows the RERA portal interface. On the left is a navigation menu with options: Project Application View, Project Application Status, Compliance, Fill Quarterly Schedules, and Change Password. The top navigation bar includes: Infra & Approval Details (checked), Plot/Apartments/Mix Type Details, Cash Inflow Details, Cash Outflow Details (active), Escrow Account Details (checked), Upload Documents, and Final Submit. Below the navigation bar, project details are displayed: Project Number :- RERA-PKL-304-2018, Project Name :- Herman City Ambala, and Project Type :-Ongoing. The main form area is titled "Financial information for the previous quarter ending on" and "Cash Outflow (Amount incurred on the project)" with a note "Amount in Lakhs Only". The form contains the following fields:

Land	Land Cost
Expenditure on construction of apartments	Expenditure on construction of apartmen
Expenditure on infrastructure & other structure.	Expenditure on infrastructure & other str
Other costs including EDC, taxes, etc	Other costs including EDC, taxes, etc
Total	Enter Total
Balance	Enter Balance

A "Save & Continue" button is located at the bottom of the form.

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

Step-8. The system will automatically move to the next icon “Escrow Account”. Following screen will show: -

The screenshot shows the RERA portal interface. On the left is a navigation menu with options: Project Application View, Project Application Status, Compliance, Fill Quarterly Schedules, and Change Password. The top navigation bar includes: Infra & Approval Details (checked), Plot/Apartments/Mix Type Details, Cash Inflow Details, Cash Outflow Details, Escrow Account Details (active), Upload Documents, and Final Submit. Below the navigation bar, project details are displayed: Project Number :- RERA-PKL-304-2018, Project Name :- Herman City Ambala, and Project Type :-Ongoing. The main form area is titled "Information relating to Escrow Account" with a note "Amount in Lakhs Only". The form contains the following fields:

Opening balance at the beginning of the quarter	566
Amount deposited in Escrow Account	33
Amount withdrawn during the quarter	33
Balance at the end of the quarter	33

Below the form, a note states: "The information relating to the Escrow Account must be certified by the Chartered Accountant". A "Save & Continue" button is located at the bottom of the form.

Expenditure on Infrastructure		Amount in Lakhs Only
Total Estimated Cost of Infrastructure	<input type="text"/>	Enter Total Expenditure
Expenditure made till the date of Registration	<input type="text"/>	Enter Expenditure upto Registration
Infrastructure	<input type="text"/>	Enter Expenditure for Infra
Apartments	<input type="text"/>	Enter Expenditure for Apartments
EDC, IDC, etc	<input type="text"/>	Enter Expenditure for EDC
Others Expenditure	<input type="text"/>	Enter Expenditure for Others

Expenditure on Taxes, Levies, EDC etc		Amount in Lakhs Only
EDC due as on the date of Registration	<input type="text"/>	Enter EDC due date on Registration
Actual paid as on date	<input type="text"/>	Enter Actual paid EDC
EDC due as on date	<input type="text"/>	Enter EDC due on date

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 up-loading 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 up to 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 up to 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 up to the date of registration and the plots/apartments sold in each quarter there-after.

Infra & Approval Details	Plot/Apartments/Mixed Type Details	Cash Inflow Details	Cash Outflow Details	Escrow Account Details	Upload Documents	Final Submit
Project Number :- RERA-PKL-304-2018		Project Name :- Herman City Ambala			Project Type :-Ongoing	
Fill Quarterly Schedules Quarter No 2 Of 2019						
* Upload File Size limit is 8 MB						
Upload Documents						
Sr. No.	Document Description	Upload		Uploaded Status	View	
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 (.pdf,jpg,jpeg,png)*	Choose File	No file chosen	Uploaded Successfully	View	
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. (.pdf,jpg,jpeg,png)*	Choose File	No file chosen	Not Uploaded Yet	--	
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. (.pdf,jpg,jpeg,png)*	Choose File	No file chosen	Not Uploaded Yet	--	
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. (.pdf,jpg,jpeg,png)*	Choose File	No file chosen	Not Uploaded Yet	--	
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. (.pdf,jpg,jpeg,png)*	Choose File	No file chosen	Not Uploaded Yet	--	

(To add more rows, Click Add More. To delete, Click Remove)

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 along with 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.