



Rajasthan RERA

**Rajasthan Real Estate Regulatory Authority**  
2<sup>nd</sup> & 3<sup>rd</sup> Floor, RSIC Wing, UdyogBhawan, Tilak Marg,  
C-Scheme, Jaipur-302005 Phone No.: 0141-2851900  
Website: <http://rera.rajasthan.gov.in>

No. F.1(229) RJ/RERA/2021/1478

Dated : 27.08.2021

*Order*

**Sub: Submission of Hardcopy of Application for Registration of Project (to be submitted in future only after the project is registered)**

As per the Authority's order no. 1196 dated 12.04.2018 as amended vide order no. 3080 dated 16.08.2019, hardcopy of registration application, alongwith all the documents uploaded therein, is required to be submitted within 7 days from the date of online submission of application for registration of the project, otherwise delay processing charges are applicable @ Rs. 1,000/- per day, with a maximum cap of 5% of the registration fee.

As the applications for registration and all post-registration modifications are now submitted online and processed by the Authority on deskflow system, hardcopy of application is no more required before registration of the project. Therefore, now onwards, hard copy is to be submitted post-registration, that too after Registration Certificate (RC) has been issued by the Authority, for purposes of future reference and record.

In this context, the Authority, in exercise of its powers under section 37 of the Real Estate (Regulation and Development) Act, 2016 (hereinafter called 'the Act'), hereby issues the following directions for compliance by the promoters of registered projects:

1. While submitting online application for registration, promoter shall also upload Form A in Project Profile (in "Other approvals as may be required and obtained for the project" tab).
2. Hardcopy of the online application, which includes all the uploaded documents, shall be submitted to the Authority within 30 days from the date of issue of RC.

3. Hardcopy submitted shall contain all the documents which are uploaded in the registered project, besides print-out of (1) RC, (2) online summary sheet (Project Profile), (3) Promoter Profile and (4) fee receipts. No uploaded documents may be left out and no other documents may be included in the hard copy. Printout should be taken only after (and not before) the project is registered so that the changes made in the online application form or documents uploaded therein during the scrutiny process are captured in the hardcopy submitted. Similarly, if any document got revised during the process of scrutiny, hardcopy of the document should reflect the document as it finally stood uploaded on the date of registration of the project. That is to say that the hardcopy submitted should be an exact replica of the online application displayed on RERA web portal for public viewing.
4. Hardcopy shall be submitted in hardbound file, with Promoter Name, Project Name and Registration No. written on the cover, with sketch pen or DVD writer.
5. All the documents shall be properly indexed and placed in sequence as per the attached Index template. This Index shall be placed in the file at the top and below that will be RC, Project Profile, Promoter Profile, fee receipts and then other documents in the order shown in the Index
6. Numbering of pages shall be done on top right corner of all pages, starting from last page of file to top of file; and then page numbers will accordingly be shown in the Index.
7. In case the promoter fails to submit the hardcopy, with complete set of documents, in accordance with these directions, within 30 days from the date of issue of RC, delay processing charges of ₹ 1,000/- per day (with no maximum cap) shall be payable before or at the time of depositing the hardcopy. In addition, the Authority may also impose a penalty under section 63 and suspend/revoke registration of the project under section 7 of the Act, for the violation of these directions.



8. Promoter shall keep with him a parallel set of the hardcopy as deposited with the Authority and keep adding to it 2 hardcopies of each application/document filed with the Authority online, post-registration, until the completion of project. A hardcopy of all such post-registration documents shall be submitted to the Authority if and when asked for by the Authority, otherwise with the copy of the CC/OC uploaded on RERA web portal, within 30 days of such uploading.
9. In the case of projects registered or pending for registration, where the hardcopy of application would have been deposited before 01.09.2021, two hardcopies of all post-registration applications/ documents filed online shall be similarly maintained by the promoter and one of the two sets of these documents shall be submitted to the Authority if and when asked for by the Authority, otherwise with the copy of CC/OC uploaded on RERA web portal, within 30 days of such uploading.

This issues with the approval of Hon'ble Chairman and shall come into effect on 01.09.2021.

  
(Ramesh Chandra Sharma)  
Registrar

<b>Hardcopy of Registration Application</b>	
Name of Project	
Registration No.	
Date of Registration	
Date of Issue of Registration Certificate	
Date of Submission of hardcopy	
No. of days from issue of RC taken in submitting hardcopy	
No. of days of delay in submitting hardcopy (beyond 30 days of issue of RC)	
Delay Processing Charges deposited	
Particulars of Payment	
Name of Promoter(s)	
Contact Details:	
Address	
E-mail	
Mobile No.	

**Instructions** – All documents that stand uploaded in the online application (Project Profile and Promoter Profile) as on the date of registration are to be submitted as per Index below. No uploaded document must be left out and no extra document may be added.

<b>A. Index of documents uploaded in online application and submitted herewith in the hardcopy</b>			
S.No	Particulars	Remarks (Original/Copy/ Printout)	Page No.
1.	Registration Certificate (RC)	Printout	
2.	Online Project Profile (as on the date of registration, after project registration no. is generated)	Printout	
3.	Online Promoter Profile	Printout	

	(as on the date of registration, after project registration no. is generated)		
4.	Receipts of Registration Fee/ Additional Fee/ Penalty, if any	Printout	

<b>B. Documents uploaded in Project Profile</b>			
1.	Authorization for filing application (Board Resolution, etc.)	Original	
2.	Form A (Application for Registration of Project)	Original	
3.	Declaration in Form B	Original	
4.	Affidavit for draft ATS & Signed Proforma of the allotment letter and agreement for sale for project (As per Rajasthan RERA Rules and FORM G)	Original	
5.	Affidavit for New Project	Original	
6.	Affidavit for Bank Account	Original	
7.	Other Affidavits (if any)	Original	
8.	Copy of the legal title report for project land (All documents, like Advocate Search Report, Jamabandi, Conversion Order (90A/90B), Sale Deed, Lease Deed, Development Agreement, Power of Attorney, MOU should be placed in same order as in uploaded PDF file)	Copy	
<b>Project Related – Approval Document</b>			
9.	Layout Plan Approval (in Case of Plotted) and Building Plan Approval (GH/COMM/COMM+GH) (Approval Letter + Layout Plan/ Building Plan + Phase Plan, if any)	Copy	
10.	NOC for Environment	Copy	
11.	NOC for Fire	Copy	
12.	Water Supply Permission	Copy	
13.	NOC from Airport Authority of India	Copy	

14.	Other approvals as required and obtained for the project	Copy	
15.	Declarations in lieu of NOCs and Approvals	Original	
<b>Building Documents</b>			
16.	Electrical Drawings	Copy	
17.	Common Plumbing Drawings	Copy	
18.	Firefighting Drawings	Copy	
19.	Architectural Drawings	Copy	
20.	Structure Drawings	Copy	
21.	HVAC Drawings	Copy	
22.	Services	Copy	
23.	Declarations in lieu of drawings	Original	
24.	Documents uploaded in Apartment Type Details (Floor plan/Unit Plan/Site plan)	Copy	
<b>Project Common Details – Development work for whole project</b>			
25.	Water Supply Drawings	Copy	
26.	Rain Water Harvesting/ Recharging Drawings	Copy	
27.	Sanitation Drawings (Storm Water Drainage, Sewerage, STP, Solid Water Disposal etc)	Copy	
28.	Electrification Drawings (Transformer, Solar Energy etc)	Copy	
29.	Fire Fighting Provision Drawings	Copy	
30.	Others Drawings (if any)	Copy	
31.	Declarations in lieu of drawings	Original	
<b>Project Related - Common Documents</b>			
32.	Brochure of Project	Original	
33.	Location with Demarcation (Map/Plan)	Original	
34.	Copy of Approved Site Plan	Copy	
35.	Gantt Charts or Milestone Charts and Project Schedule	Original	
36.	i.) <b>Project Litigation Documents, or</b>	Copy	
	ii.) No Litigation Declaration	Original	

37.	i.) <b>Project Encumbrance Documents, or</b>	Copy	
	ii.) No Encumbrance Declaration	Original	
38.	Other Promoters' Documents		
	i.) PAN Card	Copy	
	ii.) Address Proof	Copy	
39.	Any Other Documents uploaded	Copy	

<b>C. Documents uploaded in Promoter Profile</b>			
1.	<b>In Case, Individual/Proprietorship</b>		
	i.) PAN Card	Copy	
	ii.) Aadhar Card	Copy	
	iii.) Photo	Copy	
	iv.) Address Proof of Registered Office	Copy	
	<b>In case, Firm/Company/Associates</b>		
	i.) Registration Certificate	Copy	
	ii.) PAN Card	Copy	
	iii.) MOA, AOA/ Partnership Deed/ LLP Agreement/Other incorporation documents	Copy	
	iv.) Address Proof of Registered Office	Copy	
	v.) Partner/Director (PAN Card, Aadhar and Photo)	Copy	
2.	i.) Promoter's Criminal Record, or	Copy	
	ii.) No Criminal Record Declaration	Original	
3.	Any Other Document uploaded	Copy	

**Seal & Signature of the Promoter**

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Copy for information and necessary action:

1. PS to Chairman, Rajasthan RERA
2. PS to Member (Sh. Shailendra K. Agarwal), Rajasthan RERA
3. PS to Member (Sh. Salvinder Singh Sohata), Rajasthan RERA
4. PS to Adjudicating Officer, Rajasthan RERA
5. PS to Registrar, Rajasthan RERA
6. SA, DoIT & RISL Sh. Mukesh Arora
7. Coordinator, Conciliation Forum, Rajasthan RERA
8. Chairman/President, Confederation of Real Estate Developers' Associations of India (CREDAI) Rajasthan, 424, 4th Floor, Laxmi Complex, MI Road, Jaipur - 302001
9. Chairman/President, Confederation of Real Estate Developers' Associations of India (CREDAI) NCR Bhiwadi Neemrana, E-127, Industrial Area, Bhiwadi, Alwar-301019
10. President, Township Developer Association of Rajasthan (TODAR), Prim Pavilion, E-66, Nakul Path, Lal Kothi Scheme, Jaipur - 302015
11. Chairman/President, Rajasthan Affordable Housing Developers Association (RAHDA) S-220, Time Square, Central Spine, Vidyadhar Nagar, Jaipur
12. Vice Chairman, RAJREDCO, Jaipur
13. Chairman, All India Federation of Tax Practitioners (CZ), c/o Shri Pankaj Ghiya, 10, Ganesh Colony, Bhairav Path, JLN Marg, Jaipur-302004
14. Chairman, RERA Awareness Committee, ICAI, Jaipur Branch, Jain Rathore & Associates, 105, Jagdish Enclave, Hawa Sadak, Civil Line Circle, Opp. Ram Mandir, Jaipur-302006.
15. Chairman, RERA Committee, Tax Consultant Association, Jaipur, 801-803, 8th Floor, Signature Tower, DC-2, Behind Apex Bank, Tonk Road, Jaipur - 302015
16. President, RERA India Educational & Resources Federation, 6F 42 & 43, Mahima Trinita Mall, Swage Farm, New Sanganer Road, Jaipur-302019
17. Chairman, The Indian Institute of Architects, Rajasthan Chapter, 400, F-72, 'Suryoday', Subhash Marg, Bagadiya Bhawan, C-Scheme, Jaipur-302001
18. Chairman/Secretary, Rajasthan Realtors Association (RRA), 308, 3<sup>rd</sup> Floor, Plot No. 1, Felicity Tower, Sahakar Marg, Lal Kothi, Jaipur-302005
19. Chief Editor, RERA Times, Ghiya & Company, E-68, Ghiya Hospital Complex, Sector-12, Malviya Nagar, Jaipur - 302017
20. All officers of Rajasthan RERA
21. Guard File
22. Rajasthan RERA Website
23. All concerned promoters (through their dashboard)

  
Registrar  
Rajasthan, RERA