

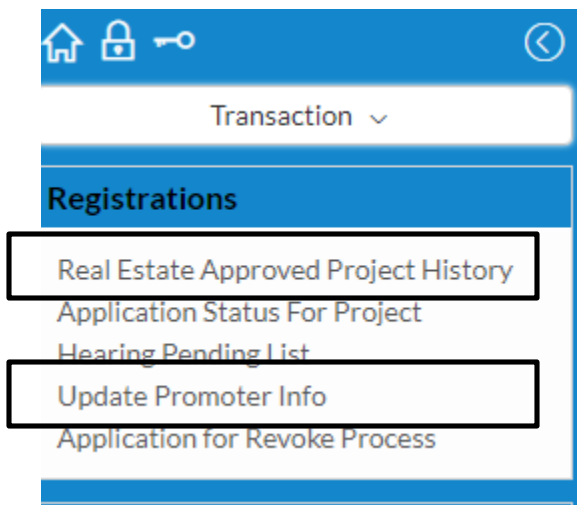
# User Manual for Approved Project

Real Estate Approved Project Update  
for Website

Version : 1.0

# After Approval of Project

Once the project approved by WB HIRA Authority, promoter will get one new login credential with the NPR No. 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 HIRA 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 HIRA website.

The screenshot shows a web application interface for project management. At the top, there is a blue header with the text "Real Estate Appro" and "Project History". Below the header, there is a "Print" button on the left and "Total no of records:" followed by a blank space and "Page No. [ ] of 1" on the right. The main content area is a table with the following columns: "Project ID", "Project Name", "Project Description", "Project Status", "NOC Approvals", and "New NOC Approval". The table has a light blue background. Below the table, there are three callout boxes with blue backgrounds and white text, each pointing to a specific action in the table. The first callout box points to the "Update Details" link under the "Project ID" column. The second callout box points to the "Update" link under the "Project Status" column. The third callout box points to the "Add" link under the "New NOC Approval" column.

Project ID	Project Name	Project Description	Project Status	NOC Approvals	New NOC Approval
<a href="#">Update Details</a>			<a href="#">Update</a>	<a href="#">View</a>	<a href="#">Add</a>

Callout boxes:

- Click to update Project Details
- Click to update Quarterly Project Status
- Click to view all uploaded NOC Documents
- Click to add/upload NOC Approval Document

# Approved Project Update – Screen 1

Basic Information

Project ID	Project Name
<input type="text" value="NPR-00111"/>	<input type="text" value="NPR-00111 - Project A-34"/>

Project Description

Project Website Link

Estimated Project Cost (Rs. in Lacs)

# 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

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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

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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
 	1				



# Approved Project Update – Screen 6

Mention the Facilities provided in the said project

Facilities

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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*
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\* 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			
<a href="#">Click to Upload</a>			
	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

The screenshot displays the 'Update Promoter Info' form on the West Bengal Housing Industry Regulatory Authority (WBHIRA) website. The form is organized into several sections:

- Basic Details:** Includes fields for Company/Individual Name, Type of Enterprise, Company Registration No., and a checkbox for 'Is this Incorporated Company?'. Example values shown are 'ABC PROMISER', 'Private Ltd', and 'WBH123456'.
- Registered Address:** Includes fields for Street Address I, Street Address II, District, Block (Municipality), Police Station, and Pincode. Example values include 'ABC DDA House, Road for a Service', 'District', 'ABC', and '700000'.
- Background of Promoter:** Contains text areas for 'Educational Qualifications' and 'Work Experience'.
- Track Record of Promoter:** Features input fields for 'Number of years of experience of the promoter in real estate (immediate commitment by the client)' and 'Number of years of experience of the promoter in real estate (broader commitment in other related up-coming real estate)'. Below these are summary statistics: Total No. of Projects Completed (22), Area Constructed Till Date (sq. mt.) (100,000), Total No. of Ongoing Projects (21), and Planned Area to be Constructed (sq. mt.) (2,00,00,000).
- Details and profile of ongoing and completed projects for the last 3 years:** A table with columns for SNo, Project Name, Project Type, and Status.
- Litigation:** A section for 'Details of past or ongoing litigation in relation to the real estate projects and real estate agent if any', with an 'Add' button.
- Website Link:** A field for 'Web Site by the developer or project website'.

# 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	<input type="checkbox"/> Newly Incorporated Company?
<input type="text"/>	Company / LLP	<input type="text"/>	

Registered Address

Street Address 1*	Street Address 2	District*
<input type="text"/>	<input type="text"/>	Kolkata
Block / Municipality*	Police Station*	Pincode*
Kolkata	Bowbazar	<input type="text"/>

# Update Promoter Info – Screen 2

Provide brief details of your educational qualification and work experience to publish to HIRA 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 territorries	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*	Qtr End Date	Booking as on Date*	Total Residential Units Booked
4th quarter 2018-2019	31/03/2019	17/01/2019	4
Total Commercial Units Booked	Total Open Parking Booked	Total Basement Parking Booked	
0	5	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





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Select Block\*  Select Floor\*  Construction Status\*

Images of Construction 

Allowed Type

Add

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

# Project Status Update – Screen 3

Update construction status of internal infrastructure. For the selected quarter

Construction Status of Internal Infrastructure

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Description

Construction Status

Browse Image

Allowed Type

	S.No	Description	Construction Status	Browse Image
<input type="button" value="edit"/> <input type="button" value="delete"/>	1	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse Image"/>
<input type="button" value="edit"/> <input type="button" value="delete"/>	2	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse Image"/>

# Project Status Update – Screen 4

Update construction status of common area. For the selected quarter

Construction Status of Common Area

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Description

Construction Status

Browse Image

Allowed Type

Add

	S.No	Description	Construction Status	Browse Image
 	1	<input type="text"/>	<input type="text" value="Under Construction"/>	<input type="text" value="Browse Image"/>
 	2	<input type="text"/>	<input type="text" value="Under Construction"/>	<input type="text" value="Browse Image"/>

# Upload Approval Certificates

Click to add/upload NOC Approval Document

## 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
<a href="#">Update Details</a>			<a href="#">Update</a>	<a href="#">View</a>	<a href="#">Add</a>

Select department/type of approval

### Basic Info

Doc No

Auto

Name

35:20

Application No

Select Approval\*

-- Select --

Applied On\*

Approval Expected On\*

Approval Received On\*

Modifications, amendment or revisions

### Upload Approval Certificate

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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
<a href="#">Update</a>			<a href="#">Update</a>	<a href="#">View</a>	<a href="#">Add</a>

Click to edit NOC Approval Document

Click to view NOC Approval Document

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	<a href="#">CERT-000001</a>		21/12/2018	Consent to Establish and Operate	01/11/2018	08/11/2018	15/11/2018
2	<a href="#">CERT-000002</a>		24/11/2018	Environmental Clearance	02/11/2018	07/11/2018	15/11/2018