

User Manual

Real Estate Project Registration

Version : 1.1

Create login to the application

Go to following website : <https://hira.wb.gov.in/>

WEST BENGAL HOUSING INDUSTRY REGULATORY AUTHORITY WBHIRA



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[Online registration for Real Estate Project / Real Estate Agent / Complaint](#)

Housing Industry Regulatory Authority is established under section 20 of West Bengal Housing Industry Regulatory Authority Act, 2017 which has been published in the Official Gazette of West Bengal and came into effect on 1st June, 2018.

The Authority is established to regulate and promote of the housing sector and to ensure sale of plot, apartment or building, as the case may be, in the interest of consumers in the real estate sector and to establish a mechanism for speedy dispute redressal and to ensure transparent management of the housing sector.

Registration of Real Estate Project with the Housing Industry Regulatory Authority is compulsory under section 3 of the

Click this link to open registration page

Section 3 of West Bengal Housing Industry Regulatory Authority (WBHIRA) Act

User Application Registration Page

Provide all the required field and click on submit to register into application.
An email will sent to your mentioned email id for validation.

West Bengal Housing Industry Regulatory Authority
(WBHIRA)

Registration

User Name:

Full Name:

Email:

Mobile:

Registration For:

- Realestate Project
- Select--
- Realestate Project
- Realestate Agent
- Complaint

Already a user [click here](#) to sign In

Login User ID

Select Realestate Project for Project registration

After submit on Registration page



सत्यमेव जयते

West Bengal Housing Industry Regulatory Authority (WBHIRA)



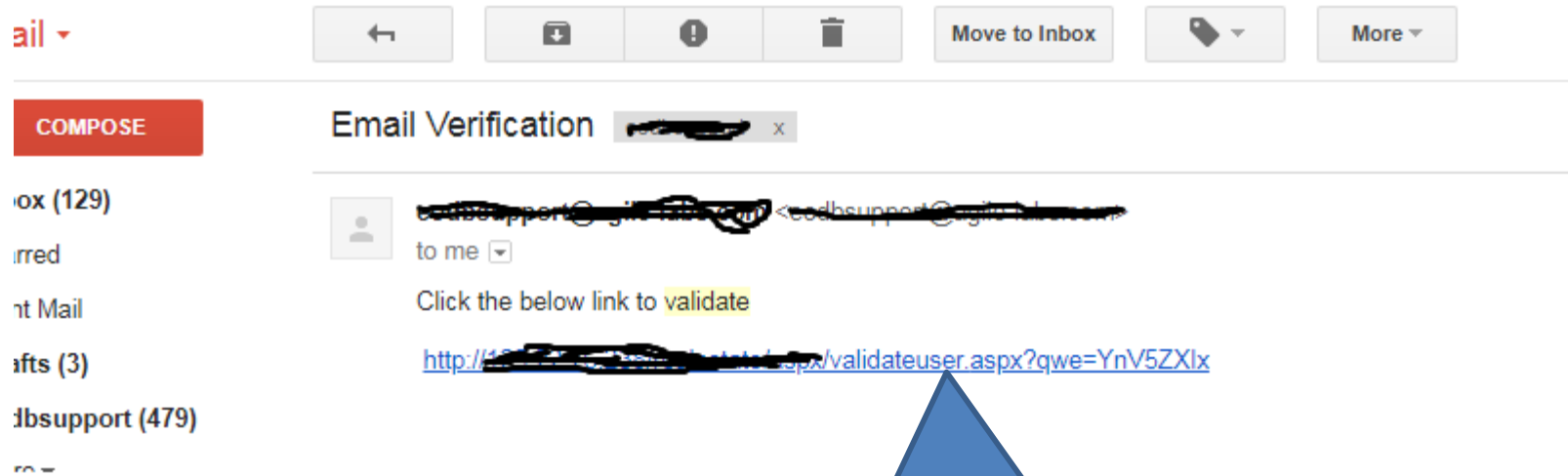
Registration

User Name: <input type="text" value="User name"/>	Full Name: <input type="text" value="Full name"/>
Email: <input type="text" value="Email address"/>	Mobile: <input type="text" value="Mobile number"/>
Registration For: <input type="text" value="--Select--"/>	 <input type="text"/>

Already a user [click here](#) to sign In

Email sent to . Click on the verification link sent to complete registration.

Open your email to check the Validation Link



Click this link / copy and paste
the link to browser to validate
your email and enable login

Login to application

Provide your User Name (in registration page) and password to login



West Bengal Housing Industry Regulatory Authority

User ID

Password



CONTINUE

[Forgot your password? Click here](#)

[Click here to SignUp](#)

Dashboard/Home Screen

The image shows a screenshot of the West Bengal Housing Industry Regulatory Authority (WBHIRA) dashboard. The header is blue with the WBHIRA logo on the left and the text 'West Bengal Housing Industry Regulatory Authority (WBHIRA)' on the right. Below the header, there is a navigation bar with a home icon, a lock icon, and a key icon. A dropdown menu is open, showing 'Application Status For Project' and 'New'. Below this, there is a 'Registrations' section with a list of links: 'Real Estate Approved Project History', 'Application Status For Project', 'Hearing Pending List', and 'Update Promoter Info'. A callout box points to the 'Application Status For Project' link with the text 'Click here to register your project'. Another callout box points to the 'New' button with the text 'Click here to register your project'. A third callout box points to the menu icon with the text 'Menu open or close button'. A fourth callout box points to the 'Logout' button with the text 'Logout'. A fifth callout box points to the 'Change password' button with the text 'Change password'. The text 'Items found.' is partially visible at the bottom right of the dashboard.

Logout

Change password

West Bengal Housing Industry Regulatory Authority (WBHIRA)

Application Status For Project

Transaction ▾

New

Application for Registration of Project

Registrations

- Real Estate Approved Project History
- Application Status For Project
- Hearing Pending List
- Update Promoter Info

Items found.

Menu open or close button

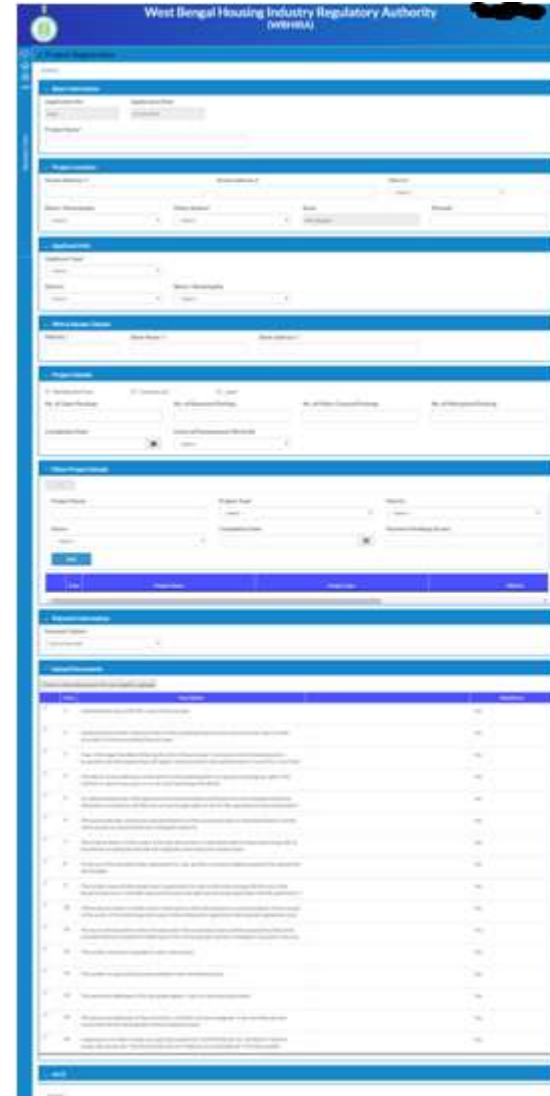
Click here to register your project

Left Panel Menus

- **Realestate Approved Project History**
 - If the application got approved applicant can update the project details from this menu
- **Application Status for Project**
 - Applicant can view the status of submitted applications for project registration. And can apply for new project registration.
- **Hearing Pending List**
 - If department call for physical document verification applicant can check from this menu
- **Update Promoter Info**
 - After approval of project applicant need to update his/her promoter profile from this menu

Project Registration Page

To register your project open “Application Status for Project” from left menu. Here you need to click “Application for Registration of Project”



The screenshot displays the Project Registration Page of the West Bengal Housing Industry Regulatory Authority (WBHIRA). The page is structured with a blue header and a left-hand navigation menu. The main content area is divided into several sections, each with a blue header and a white background. The sections include:

- Project Details:** Fields for Project Name, Location, and other basic information.
- Registration Information:** Fields for Registration Number, Date, and other registration-related details.
- Project Description:** A section for providing a detailed description of the project.
- Project Status:** A section for indicating the current status of the project.
- Project Details Table:** A table with columns for S.No., Project Name, Location, and Status. The table contains multiple rows of project data.

Project Registration Screen - 1

Provide project name and location – scroll to input next

« Project Registration

Draft Submit

Basic Information

Application No. Application Date

Auto 07-08-2018

Project Name*

Project Location

Street Address 1* Street Address 2 District*

Block / Municipality Police Station* State Pincode*

-- Select -- -- Select -- West Bengal

Project Registration Screen - 2

Select Organization type to display more input fields for applicant details
(Individual info, Company info etc)

▼ Applicant Info

Applicant Type*

District Block / Municipality

▼ PAN & Banker Details

PAN No.*

Bank Name

Bank Address

Project Registration Screen - 3

Select your organization type from this dropdown and fillup the required fields according to selection

Applicant Info

Applicant Type*

- Select --
- Select --
- Individual
- Company / LLP
- Proprietorship Firm
- Societies
- Partnership Firm
- Competent Authority
- Authorized Representative
- Others

Block / Municipality

-- Select --

Name

Address

Copy of Registration Certificate

Upload jpg/png image

Project Registration Screen - 4

Select your project type and according to selection you need to provide land area in square meter, and other informations

Project Details

Residential Flats Commercial Land

No. of Open Parkings:

No. of Basement Parking:

No. of Other Covered Parkings:

No. of Mechanical Parking:

Completion Date*:

External Development Works By:

Other Project Details

Project Name:

Project Type*:

District:

Status:

Completion Date:

Payment Pendencies (if any):

S.No	Project Name	Project Type*	District
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Project Registration Screen - 5

Payment according to your selection (Residential/Commercial/Land). Payment will be Online payment only

Payment Information		
Registration Fee (Rs.)	Commercial Fee (Rs.)	Payment Option*
<input type="text"/>	<input type="text"/>	Online Payment ▼

Project Registration Screen - 6

Documents upload – You need to upload all the necessary documents to complete the registration process

Upload Documents				
Click to view document list you need to upload				
	Sl No	Description		Mandatory
✓	1	Authenticated copy of the PAN card of the promoter		Yes
✓	2	Audited balance sheet of the promoter for the preceding financial year and income tax returns of the promoter for three preceding financial years		Yes
✓	3	Copy of the legal title deed reflecting the title of the promoter to the land on which development is proposed to be developed along with legally valid documents with authentication of such title, if such land		Yes
✓	4	The details of encumbrances on the land on which development is proposed including any rights, title, interest or name of any party in or over such land along with details		Yes
✓	5	An authenticated copy of the approvals and commencement certificate from the competent authority obtained in accordance with the laws as may be applicable for the for the real estate project mentioned in		Yes
✓	6	The sanctioned plan, layout plan and specifications of the proposed project or the phase thereof and the whole project as sanctioned by the competent authority		Yes
✓	7	The location details of the project, with clear demarcation of land dedicated for the project along with its boundaries including the latitude and longitude of the end points of the project		Yes
✓	8	Proforma of the allotment letter, agreement for sale, and the conveyance deed proposed to be signed with the allottees.		Yes
✓	9	The number, type and the carpet area of apartments for sale in the project along with the area of the exclusive balcony or verandah areas and the exclusive open terrace areas apartment with the apartment, if		Yes
✓	10	Where the promoter is not the owner of the land on which development is proposed details of the consent of the owner of the land along with a copy of the collaboration agreement, development agreement, joint		Yes
✓	11	The plan of development works to be executed in the proposed project and the proposed facilities to be provided thereof including fire-fighting facilities, drinking water facilities, emergency evacuation services.		Yes
✓	12	The number and areas of garage for sale in the project.		Yes
✓	13	The number of open parking areas available in the real estate project.		Yes
✓	14	The names and addresses of his real estate agents, if any, for the proposed project.		Yes
✓	15	The names and addresses of the contractor, architect, structural engineer, if any and other persons concerned with the development of the proposed project.		Yes
✓	16	A declaration in FORM W (See rule 3(2)) DECLARATION SUPPORTED BY AN AFFIDAVIT, WHICH SHALL BE SIGNED BY THE PROMOTER OR ANY PERSON AUTHORIZED BY THE PROMOTER		Yes

Project Registration Screen - 7

Upload documents with valid title


Document Title

Attach PDF

▼ Copy of the legal title deed reflecting the title of the project, if such land is owned by another person. Development is proposed to be developed along with legally valid documents with authentication of such title, if such land is owned by another person

^

Description*

Upload PDF Document* 


Add

S.No	Description*	Upload PDF Document*

▼ The sanctioned plan, layout plan and specifications of the proposed project or the phase thereof, and the whole project as sanctioned by the competent authority

^

Description*

Upload PDF Document* 

Add

S.No	Description*	Upload PDF Document*

Listing of Applications

After submitting the application form it will list the application, and to complete the process and submit to department you need to complete the payment.
Click on Make Payment to proceed to payment

Click here to proceed to payment

Application Status For Project

Print PDF Excel New

1-7 of 7 < >

> [Application for Registration of Project](#)

SL No	Details	Status	Remarks
1	<p>Applied For: Application for Registration of Project Project/Agent ID: XXXXXXXXXX Project/Agent Name: XXXXXXXXXX Project/Agent Type: Commercial Project/Agent Status: Under Registration District: North Pongas</p> <p>View/Edit History Make Payment Payment History</p>	N.A	N.A

Payment Screen

Payment can be done using Credit Card/Debit Card/Internet Banking. After clicking on paynow button it will redirect to BillDesk payment gateway

Click on Pay now button to proceed to BillDesk Payment

Payment Details

Sr No	Application Form	Department	Amount(₹)	Delete
1	WB Housing Industry Regulatory Authority-Payment regarding new project registration fees	Hosuing Department	59608	Delete

Transaction Details

User:
Reference No:
WB180807174-59608

Total Amount: ~~59608~~
No of Items: 1

Pay now

Pay later

Returned from department for Rectification

Edit can be possible in case if the application returned from department, or at the time of hearing for physical document verification by the department personnel

Click here to view full application form and to edit if required

Application Status For Project

Print PDF Excel New 1-7 of 7

> [Application for Registration of Project](#)

SL No	Details	Status	Remarks
1	Applied For: Application for Registration of Project Project/Agent ID: XXXXXXXXXX Project/Agent Name: XXXXXXXXXX Project/Agent Type: XXXXXXXXXX Project/Agent Status: XXXXXXXXXX District: XXXXXXXXXX View/edit History Make Payment Payment History	N.A	N.A

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:" 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 first row of the table is highlighted in light blue. Callout boxes 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".

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	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

^

Consultant Name* Consultant Address Consultant Type

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Numbers	Email ID	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

^

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			
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

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

- Header:** West Bengal Housing Industry Regulatory Authority (WBHRA) logo and name.
- Basic Details:** Fields for Company/Individual Name, Type of Enterprise, Company Registration No., and a checkbox for 'Needs Incorporated Company?'. Example values: 'ABC Pvt. Ltd.', 'Company Ltd.', 'WBH1234567890'.
- Registered Address:** Fields for Street Address I, Street Address II, District, Block (Municipality), Police Station, and Pincode. Example values: 'ABC Road, Kolkata', 'Kolkata', 'Kolkata', '700001'.
- Background of Promoter:** Text areas for 'Educational Qualifications' and 'Work Experience'.
- Track Record of Promoter:** Fields for 'Number of years of experience of the promoter in similar work in residential construction in this state' (e.g., 10) and 'Number of years of experience of the promoter in similar work in other states or union territories' (e.g., 5). Summary statistics: Total No. of Projects Completed (12), 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 5 years:** A table with columns: SNo., Project Name, Project Type, and Status.
- Litigation:** Details of past or ongoing litigations in respect to the real estate projects and real estate agent, if any. Includes a text area for 'Litigation Details' and an 'Add' button.
- Website Link:** Field for 'Web Site for 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"/>	<input type="text" value="Company / LLP"/>	<input type="text"/>	

Registered Address

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

^

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

^

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	Lighthouse.jpg	pdf
 	2	Block - A	2	Under Construction	Hydrangeas.jpg	pdf

Project Status Update – Screen 3

Update construction status of internal infrastructure. For the selected quarter

Construction Status of Internal Infrastructure

^

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

^





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"/>
 	2	<input type="text"/>	<input type="text" value="Under Construction"/>	<input type="text"/>

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
Update Details			Update	View	Add

Select department/type of approval

Basic Info

Doc No:

Select Approval* Applied On* Approval Expected On* Approval Received On*

Modifications, amendment or revisions

Upload Approval Certificate

^

Browse Certificate* Allowed File Type

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
[Redacted]	[Redacted]	[Redacted]	Update	View	Add

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	CERT-000001	[Redacted]	21/12/2018	Consent to Establish and Operate	01/11/2018	08/11/2018	15/11/2018
2	CERT-000002	[Redacted]	24/11/2018	Environmental Clearance	02/11/2018	07/11/2018	15/11/2018