

User Manual

Real Estate Project Registration

Version : 1.0

Create login to the application

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

WEST BENGAL HOUSING INDUSTRY REGULATORY AUTHORITY WBHIRA



[Home](#) [Organization](#) [Acts/Rules](#) [Registered Projects](#) [Online Registration](#) [Real Estate Agents](#) [Defaulters](#) [Gallery](#) [Login](#) [Contact](#)

[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 a transparent manner in the interest of consumers in the real estate sector and to establish a mechanism for speedy dispute redressal and to ensure transparency in the real estate 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: prosenjit_kolkata

Full Name: Prosenjit Paul

Email: [Redacted]

Mobile: [Redacted]

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)



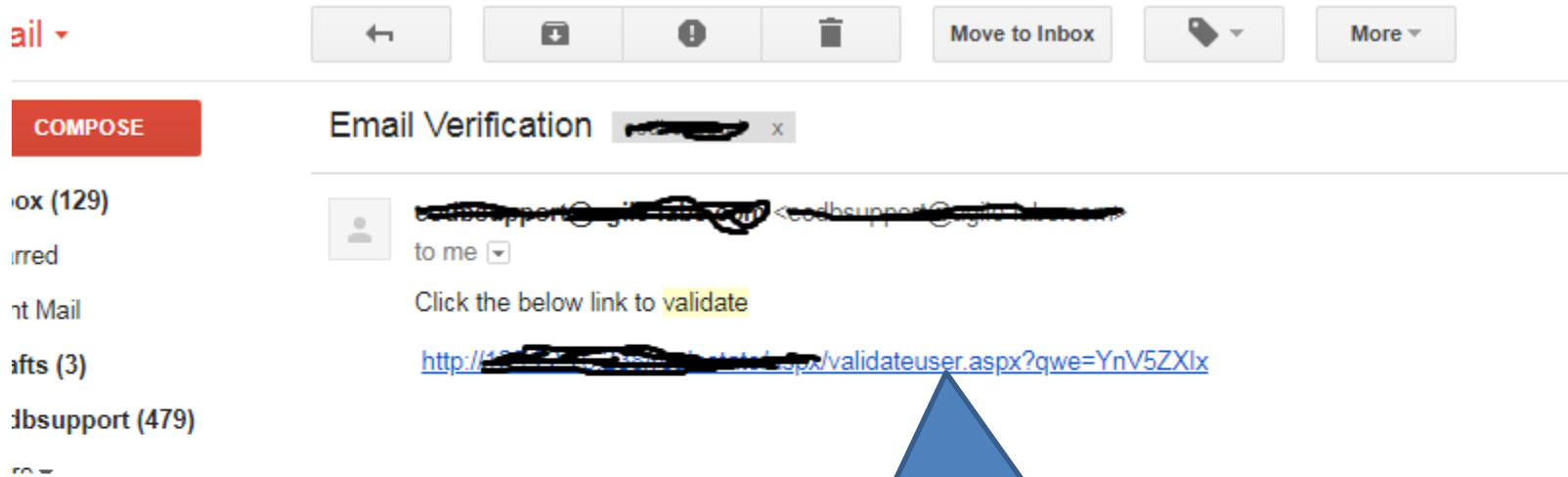
Registration

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. The main content area is divided into a left sidebar and a main panel. The sidebar has a "Registrations" section with links for "Real Estate Approved Project History", "Application Status For Project", "Hearing Pending List", and "Update Promoter Info". The main panel has a "Transaction" dropdown menu and a "New" button. Below these, there is a link for "Application for Registration of Project".

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

Menu open or close button

Click here to register your project

ards found.

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 shows the 'Project Registration' page on the West Bengal Housing Industry Regulatory Authority (WBHIRA) website. The page is divided into several sections for data entry:

- Basic Information:** Fields for Project Name, Registration No., and Project Type.
- Project Location:** Fields for District, Block, and Panchayat, along with a map and address details.
- Specifications:** Fields for Project Size, Plot Area, and Block/Phase.
- Project Details:** Radio buttons for 'New Project', 'Extension', and 'Land', and checkboxes for 'No. of Residential Flats', 'No. of Commercial Flats', and 'No. of Industrial Flats'. Includes a 'Construction Start' date field.
- Other Project Details:** Fields for Project Name, Project Type, Block, and Project Category.
- Registration Information:** A field for 'Project Status'.
- Terms and Conditions:** A table with columns for 'S.No.', 'Description', and 'Accepted/Not Accepted'. It lists 15 terms and conditions related to project registration.

S.No.	Description	Accepted/Not Accepted
1	1. The project must be registered with the authority before the commencement of construction.	Yes
2	2. The project must be registered with the authority before the commencement of construction.	Yes
3	3. The project must be registered with the authority before the commencement of construction.	Yes
4	4. The project must be registered with the authority before the commencement of construction.	Yes
5	5. The project must be registered with the authority before the commencement of construction.	Yes
6	6. The project must be registered with the authority before the commencement of construction.	Yes
7	7. The project must be registered with the authority before the commencement of construction.	Yes
8	8. The project must be registered with the authority before the commencement of construction.	Yes
9	9. The project must be registered with the authority before the commencement of construction.	Yes
10	10. The project must be registered with the authority before the commencement of construction.	Yes
11	11. The project must be registered with the authority before the commencement of construction.	Yes
12	12. The project must be registered with the authority before the commencement of construction.	Yes
13	13. The project must be registered with the authority before the commencement of construction.	Yes
14	14. The project must be registered with the authority before the commencement of construction.	Yes
15	15. The project must be registered with the authority before the commencement of construction.	Yes

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

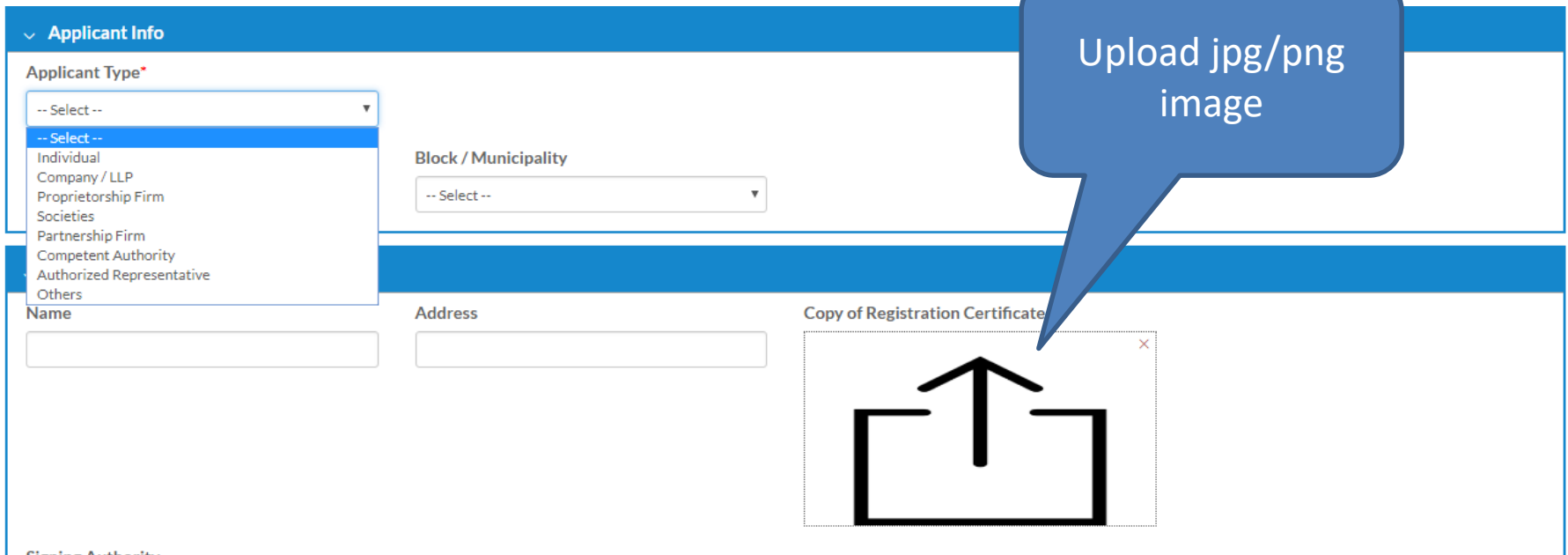
-- Select --

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 Pendings (if any)

Add

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				
	S.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 contractors, architect, structural engineer, if any and other persons concerned with the development of the proposed project;		Yes
	16	A declaration in FORM 'A' [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	4000	Delete

Transaction Details

User:
Reference No:
WB180807174 59608

Total Amount: ~~4000~~
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	<p>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</p> <p>View/edit History Make Payment Payment History</p>	N.A	N.A

After Approval of Project

After approval of project you need to furnish following details :

1. Other details of project
2. Promoter Profile

to upload the project onto HIRA website.

Real Estate Approved Project History

+ Filters **1** Print PDF Excel

Project ID	Project Name	Project Description
XXXXXXXXXX	Project Name	this is a test details updated

Approved Project Update – Screen 1

Basic Information

Project ID	Project Name
<input type="text" value="P-12345"/>	<input type="text" value="Project Name"/>

Project Description

Project Website Link

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

-- 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 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 6





Upload valid images with valid image title to publish on website. All the details above along with the images will be published to HIRA website publicly after verification

Upload Documents

^

Description extension Browse file to upload

Add

	S.No	Description	Extension	Browse File To Upload
 	1	Construction plan for building	jpg	<input type="button" value="Untitled.jpg"/>
 	2	Bedroom	jpg	<input type="button" value="Lighthouse.jpg"/>

Update Promoter Info

Update your promoter profile information to publish on website publicly

West Bengal Housing Industry Regulatory Authority (WBHIRA) Welcome Developer 3, PROJECT

TRANSACTION

<< Update Promoter Info

Save

Basic Details

Company/Individual Name* Type of Enterprise

Address

Street Address 1* Street Address 2 District*

Block / Municipality* Police Station* Pincode*

Education Details

Educational Qualifications*

Experience Details

Work Experience Summary*

Total Experience in years in real estate in this state Total Experience in years in real estate in other states Total No. of Projects Completed Total No. of Ongoing Projects

Litigations: Details of past or ongoing litigations

Details and profile of ongoing and completed projects for the last 5 years

Project Name Project Type District Completion Date

Status Details of Cases Pending Payment Pending

Add

S.No	Project Name	Project Type	District
1			

Website Link

Web link to the developer or group website

Save

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	
<input type="text" value="Prosenjit Paul"/>	<input type="text" value="Competent Authority"/>	

Address		
Street Address 1*	Street Address 2	District*
<input type="text" value="123 fake street add"/>	<input type="text"/>	<input type="text" value="Maldah"/>
Block / Municipality*	Police Station*	Pincode*
<input type="text" value="Kaliachak - I"/>	<input type="text" value="Kaliachak"/>	<input type="text" value="742552"/>

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

Education Details

Educational Qualifications*

B.Com (Accts Hons)
MCA (S.M.U) Distance

Experience Details

Work Experience Summary*

We are developing Residential buildings, Bungalow, Commercial Buildings, Retail shops for more than 12 years.

Total Experience in years in real estate in this state	Total Experience in years in real estate in other states	Total No. of Projects Completed	Total No. of Ongoing Projects
10	5	14	3

Litigations: Details of past or ongoing litigations

Update Promoter Info – Screen 3



Mention your overall completed or ongoing projects and company website if exists. All the details you provided will be displayed publicly. In case of invalid or unauthorized data the profile will be suspended

Details and profile of ongoing and completed projects for the last 5 years

^

Project Name	Project Type	District	Completion Date
<input type="text"/>	-- Select --	-- Select --	<input type="text"/>
Status	Details of Cases Pending	Payment Pending	
-- Select --	<input type="text"/>	<input type="text"/>	

Add

	S.No	Project Name	Project Type	District
 	1	Project ABC	Residential Flats	Kolkata

Website Link

Web link to the developer or group website