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.



✓ Basic Information	
Project ID	Project Name
NPR-00111	NPR-00111 - Project A-34
Project Description	
Project Website Link	
Estimated Project Cost (Rs.	
in Lacs)	
0.00	

Provide latitude and longitude from map

 Project Location 					
Latitude*	Lon	ngitude*			
22.558	55	88.665235			

Update Agent details involved for the said project

✓ Registe	ered Agent	S						
Agent N	Agent Name* Agent Address* Add Agent Address*							
	S.No	Agent Name*	Agent Address					
∕∕×	1	Prosenjit Paul	123 street address, kol 08					
Ø×	2	Sathish Kr	48 street, kol 05					

Mention consultants involved for the said project, like Contactor/Architect/Structural Engineer

∼ Co	Consultants Details									
^	^									
Const	Consultant Name* Consultant Address Consultant Type Add Select •									
	S.No	Consultant Name*	Consultant Address	Consultant Type						
ØX	1	Prosenjit Paul	123 street address, Kolkata 01	Architect						
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4				•						

Mention Promoters and other Officials Handling the Project

Y Promoters and other Officials Handling the Project	Y Promoters and other Officials Handling the Project								
^									
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						

Mention the Facilities provided in the said project

~ Faci	ities	
^		
Select	Facility' tt	•
	S.No	Select Facility
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Mention the amenities provided in the said project

✓ Amenities		
^		
Amenities*		
Select		v
Add		
	S.No	Amenities"
0×	1	Community Center
0×	2	Access to common spaces
∕×	3	Laundry service
Ø×	4	Fitness center

Mention the Block/Building details in the said project

Y Block/Building Details								
^								
Block/Building No.*	Block/Building No.* No. of Floors* No. of Apartments/Units* Add							
S.No Block	/Building No."	No. Of Floors	No. Of Apartments/Units					
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Upload mentioned documents, please click on "Click to Upload" to see all the documents to upload

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Title*	Title* Description / Phase 1 / Phase 2 / Phase 3 / Phase 4 etc Browse file to upload* Select •								
	S.No	Title		Description / Pha	ase 1 / Phase 2 / Phase 3 / Phase 4 Etc				
0×	1	Gantt Charts and Project Schedule: the plan of developm project and the details of the proposed facilities to be pro	ent works to be executed in the ovided thereof.						
0×	2	Authenticated copy of the license or land use permission							
∕⁄ ×	3	Authenticated copy of the site plan or site map showing t along with names of revenue estates, survey numbers, ca	the location of the project land dastral numbers, khasra						
0×	4	Floor plans for each tower and block including clubhouse	e, amenities and common areas						

Upload legal documents, please click on "Click to Upload" to see all the documents to upload

∼ Legal	V Legal Documents							
Click to U	Click to Upload							
	S.No	Title	Browse File To Upload					
Ø×	1	Land Title Search Report from an advocate having experience of at least ten years in land related matters						
Ø×	2	No encumbrance certificate from an advocate having experience of at-least ten years in land related matters						
Ø×	3	Sanction letters - From banks for construction finance						
Ø×	4	Sanction letters - From banks for home loan tie-ups						
Ø×	5	Details including the proforma of the application form						

Update Promoter Info

Update your promoter profile information to publish on website publicly

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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/LLP	Company Registration No	Newly Incorporated Company?
 Registered Address 			
Street Address 1*	Street Address 2	District* Kolkata	¥
Block / Municipality* Kolkata	Police Station* Bowbazar	Pincode*	

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*			
мтесн			
	,		
	1	West Francisco in December Comment	
work Experience		Work Experience in Parent Company	1
	;		e e e e e e e e e e e e e e e e e e e

✓ Track Record of Promoter							
Number of years of experience of the promoter or parent entity Number of years of experience of the promoter or parent entity in realestate consutruction in the state In realestate consutruction in other state or union territorries							
Total No. of Projects Completed Area Construct		ted Till Date (sq.mtr.)	Total No. of Ongoing Projects		Proposed Area to be Constructed (sq.mtr.)		
1:	5	254,100.00		25	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							
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~ Litig	ations :	Details of past or ongoing litigations in relation to the real e	state projects and real estate agent if any				
^	^						
Litigation Details							
F	dd						

Update booking information for the selected quarter

 Update Information 			
Select Quarter* 4th quarter 2018-2019	Qtr End Date	Booking as on Date*	Total Residential Units Booked
Total Commercial Units Booked	Total Open Parking Booked	Total Basement Parking Booke	d
Total Covered Parking Booked			
0 Total Mechanical Parking Booked			
0			

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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Update construction status of internal infrastructure. For the selected quarter

Construction Status of Internal Infrastructure							
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	Add						
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Update construction status of common area. For the selected quarter

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Upload Approval Certificates

					Click to add/upload NOC Approval Document
Real Estate Approved P	roject History				
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