

Government of Bihar
Urban Development & Housing Department

Office Order

File No – RERA-07/2017¹¹⁸...../UDHD

Patna, Dated ²²/08. 2017


A workflow, timeline and task allotment structure, for grant of registration of projects under RERA (Real Estate Regulatory Authority, Bihar), starting from application through the web portal, to the grant/ rejection of registration (including hearing of grievance) has been prepared and attached with this order. It shall be complied with by all the officers and employees concerned with the functioning of the Authority.

sd./-

Principal Secretary,
Urban Development and Housing Department

Memo no.– 11 / न०वि० / विविध(Real Estate)-30 / 2016.....⁷⁵³...../UDHD, Patna, Date ²²/08.2017

Copy to –Sri Narendra Kumar Singh, Officer on Special Duty, RERA, Bihar/ Sri. Jay Prakash Mandal, Special Secretary/ Sri Hari Shanker Singh, Assistant Planner/ Sri Kumar Sarwanand, Assistant Planner/ Sri Pratyush Kumar, Research Associate, Bihar Vikas Mission/ Sri Prem Nath, Executive Engineer, RERA, Bihar/ Sri Amitesh Kumar, I.T. Manager, Urban Development & Housing Department, Bihar/ Office of the Real Estate Regulatory Authority, Bihar, for kind information and necessary action.


22/8/2017

Principal Secretary,
Urban Development and Housing Department

Real Estate Regulatory Authority, Bihar

The following workflow, allotment of task and timeline for grant of registration of projects, starting from application through the web portal, to the grant/ rejection (including hearing of grievance) of registration shall be followed at the Authority:

Stage of registration processing and workflow		Level / Personnel responsible	Expected maximum duration for the stage	Timeline (cumulative)	Remarks
1	After submission of the online application, the applicant submits all the hard copies of relevant documents and drawings at the RERA office with the registration fees in the form of DD/ banker's cheque.	Submission of hard copies and fees to the DEO (Data entry operator) at RERA office	T ₁ = 0 days (Final submission of online application)	T = -7 days	<ul style="list-style-type: none"> ▪ The applicant will start the application process by providing the exclusive email-id for the individual or society, company, competent authority etc. and subsequently fill all the details and upload all the documents with details of fees paid in the form of DD (Demand draft) / banker's cheque. ▪ After filling and uploading all the information and final submission of application, the applicant will submit the hard copies of all the relevant documents and drawings as mentioned in the Act and the Rules at the RERA, Bihar office to a DEO or any other person assigned for this job, within a period of 7 days after the online submission. After this the timeline of application processing starts.
			T ₁ = 7 days max.	T = 0 days	
			(Hard copy submission)		
2	TE ₁ (Technical Evaluation I)	DEO + JE / AE (Data entry operator + Junior engineer / Assistant Engineer) or equivalent / designated	T ₂ = 4 days max.	T = 4 days	<p>The DEO receives the online application and the JE/AE verifies (if the soft and hard copies are same) that all the required documents are uploaded and the information is provided properly (as per checklist 1). If any technical discrepancy is seen, it shall be brought in to the notice of the TCPO immediately by the Junior Engineer (JE)/ Assistant Engineer (AE) to notify the applicant to update and re-submit before Technical Evaluation 2 stage (File forwarded to TCPO, notice signed at TCPO level) otherwise forwards it to the TCPO.</p>

3	TE ₂ (Technical Evaluation 2)	TCPPO (Officers of the Town and country planning organization, UDHD, GOB)	T ₃ = 4 days max.	T = 8 days	This is the second technical evaluation stage, done by the officers of TCPPO, technical scrutiny and evaluation of all the documents and drawings will be done (as per checklist 2), if any technical or legal discrepancy is still found in terms of the Act & Rules, the application will be proposed for rejection and the regulator will be notified. (File forwarded up to the regulator level), otherwise it is forwarded to the OSD.
4	Overall scrutiny	Nominated OSD (Officer on special duty)	T ₄ = 2 days max.	T = 10 days	The OSD is the stage for overall scrutiny, takes in to consideration all the technical and legal aspects and then forwards it to the regulator for grant of registration or hearing (if proposed for rejection) as brought forward to him/ her.
5	Approval/ Show cause notice regarding rejection	Nominated regulator (Chairman) Principal Secretary, UDHD, GOB	T ₅ = 3 days max.	T = 13 days	The nominated regulator is the final authoritative stage, where the registration is granted or rejected finally. If granted, the file would be forwarded for issue of registration certificate i.e. "Form C" of Rules. If rejected, the applicant will be given a notice to appear for the hearing within 7 days from the date of issue of the notice.
6	Grant of registration/ Notice for hearing	By Authorized officer	T _{6A} = T + 2 days max.	T = 15 days	If the application is approved at the regulator level, the applicant will be issued the Certificate of registration in "Form C". If it is proposed for rejection by the Regulator, the applicant will be given a notice to appear for the hearing after 7 days from the date of issue of the notice.
	Rejection of application for registration of project	By Authorized officer	T _{6B} = HEARING + 2 days max.	T = 25 days max. (Including notice period of hearing, date of hearing and time to issue rejection certificate)	If, even after hearing the application is liable to be rejected or the applicant doesn't appear for the hearing, the application will be irreversibly rejected and the applicant will be notified in "Form D".


Note:

1. No application shall be rejected unless the applicant has been given an opportunity of being heard in the matter.
2. The prevalent work flow and hierarchy of the government persists, this timeline is indicative for guidance purpose as per the Act and the Rules.

(Chaitanya Prasad)

Principal Secretary

Urban Development and Housing Department


22/8/2017