

ODISHA REAL ESTATE REGULATORY AUTHORITY BLOCK-A1, 3RD FLOOR, TOSHALI BHAWAN, SATYANAGAR, BHUBANESWAR-751007 Email.id- <u>reraodisha@gmail.com</u> *****

No<u>2772</u>/ORERA, Bhubaneswar, Date: <u>12/05/25</u>. File No. Regn.-Misc-40/2022

To

The Promoters.

Sub: Extension of timeline for one-time data updating in ORERA 2.0 Version.

As per the instruction issued vide ORERA Memo No. 1735 dtd.18.03.2025, the promoters were instructed to update the existing data in respect of registered projects in ORERA 2.0 version within the date stipulated therein. In response to this, most of the promoters have updated the existing data of their projects within such timeline.

As data updation has not been completed in respect of all the projects, the promoters of the remaining projects are directed to cooperate in the matter by updating the existing data of their projects in version 2.0 **by 15.05.2025** positively without fail.

In case any query in the matter, the promoter may contact this office through our help desk **No.0674-2570757.**



ODISHA REAL ESTATE REGULATORY AUTHORITY BLOCK-A1, 3RD FLOOR, TOSHALI BHAWAN, SATYANAGAR, BHUBANESWAR-751007 Email.id- reraodisha@gmail.com

Memo No. <u>1735</u> /ORERA., File No. Regn-Misc-40/2022

Date. 18/03/25

To

All the Promoters.

Sub: Step by Step Guide for One-time data updation in ORERA 2.0 Version.

This is to inform you that your application has been registered under PAC-MS application for which, you are required to update your existing data in ORERA 2.0 Version as per the Step-by-Step Guide enclosed herewith.

This is a one-time facility allowed to the promoters with valid registration certificate.

The above updating may be completed within 30 days of receipt of this letter positively.

In case of any query, you may contact our Helpdesk No. 0674-2570757.

ORERA

USER MANUAL FOR ONE-TIME PROJECT DATA UPDATION

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1 Overview

ORERA is taking significant strides towards enhanced governance and the protection of homebuyers' interests through a comprehensive IT transformation initiative. The primary goal is to deliver a range of Government to Citizens (G2C) and Citizens to Citizens (C2C) services within the real estate sector. The envisioned solution entails the implementation of a Next Generation Enterprise-wide IT System fortified with Business Intelligence capabilities, offering stakeholders a holistic 360-degree view of project lifecycles. This transformative approach encompasses various key components aimed at modernizing and optimizing the real estate regulatory processes, ensuring transparency, efficiency, and an elevated user experience.

1.1 Purpose

The Purpose of the document is to provide step-by-step procedure of One-Time Project Data Edit/Updation in ORERA 2.0 Application.

2 For Residential/Commercial/Mixed Projects

2.1 Getting Started

Enter the website link "**https://rera.odisha.gov.in/home**" in the browser and further the page navigates to the Home page of the Web application.



2.2 Login

Click on Login Button located on the left hand side upper corner and select "promoter".



Enter the registered mobile no./E-mail ID and click on "Generate OTP" button

Skip to Main Content FAQs	🗟 Screen Reader 📔 🔅 🦕 👘 📥 🕂
Odisha Real Estate Regulatory Authority	Home About Us V Tender Downloads V Agents Complaint V Login V
	Promoter Login
How to register a project?	Email / Mobile Number :
1. Verify yourself	~
2. Add personal or company details	Generate OTP
	8

Further a OTP is generated and sent to the added email or phone number.



Enter the respective OTP in the text box field and Click the **Verify OTP** button.

2.3 Project Registration \rightarrow My Projects

Go to project Registration Menu and click My Projects link. Click on "Action" of the project for which data is to be updated and select "Edit Project Details".

C Dashboard	My	My Projects				Register New Project		
\boxtimes Complaint Management \lor	s	Search by Application No. / Project Name				Q 🛛 🖓 Fi	t Edit Project Details	
Project Registration ^						Items Per Page:	View Project Details	
My Projects Apply Extension	SI. No	Application No.	Project Name	Application Progress Status	Payment Status	Application Status	View Money Receipt	
 Project Transfer Project Withdraw 	1	ORERA0924985417 17-Sep-2024	L.B. MAJESTIC APARTMENT Mixed MP/11/2024/01310	100%	Paid	Certificate Issued	View Notice Details	
🖱 Project Management 🛛 🗸								
$\textcircled{\sc star}$ Modification $\qquad \lor$								
	Sho	wing 1 to 1 of 1 entries				« Previous 1	Next »	

2.4 Add Block

Step 1: Click on the Add (I) icon provided in respective phase to add block information.

Contraction Contraction	Project Registration	(*) Mandatory
🗹 Complaint Management 🗠	Add Blocks	
Project Registration		(You can proceed to the next screen only after configuring the blocks for all phases)
My Projects	Phase-1	
Apply Extension	20 Dec 2024 - 15 May 2027 No. Of Added Blocks : 0	
 Project Transfer Project Withdraw 	•	
🗐 Project Management 🗸 🗸		
😩 Modification 🗸 🗸	Once you fill all block information, then 'Sa	ave & Continue' to enter Level Details.
		Previous Save as Draft Save & Continue

Step 2: Enter the total count of the Block in the phase. Click on Next button

Dashboard	Project Registration (*) Mandatory
$\ensuremath{\mathbb{Z}}$ Complaint Management $\ensuremath{^{\vee}}$	Add Block
Project Registration ^	Phase : Phase-1
My Projects	How many blocks are there? * 1
Apply Extension	
 Project Transfer Project Withdraw 	Once you fill above information, then 'Save & Next' to enter Details.
Project Management V	Previous Next

Complaint Management ✓ Add Block Phase : Phase-1 My Projects How many blocks are there?* 1	
Project Registration ^ Phase : Phase-1 My Projects How many blocks are there?* 1	
My Projects How many blocks are there?*	
Apply Extension	
Project Transfer	
Project Withdraw	
Project Management 🗸	rious Next

STEP 3: Enter the Name of the Block, Enter the Number of Levels of the Building and select or type the Building Type from the drop-down. click on the Add button.

Contraction Contraction Contraction	Project Registration		(*) Mandator	,
🗵 Complaint Management \vee	Add Block Name & Bui	bing Type		
Project Registration ^	To enhance clarity, kindly define	the names of each block & no of levels to	o better reflect	
My Projects	SI# Block Name *	Building Type *	No of Levels *	
Apply Extension	1 Block A	S+4	~ 4	1 1
Project Transfer				-
Project Withdraw			Canad	
🖱 Project Management 🗸 🗸			Calicer	
	1			
	Project Registration		(*) Mandator	
88 Dashboard	Project Registration		(*) Mandator	
≌ Dashboard ⊠ Complaint Management ∨	Project Registration Add Block Name & Buil	55%	(*) Mandator	
 Bashboard ✓ Complaint Management ∨ ■ Project Registration ∧ 	Project Registration Add Block Name & Bui	50%. ding Type	(*) Mandator	
S Dashboard Z Complaint Management ∨ Project Registration ∧	Project Registration Add Block Name & Buil To enhance clarity, kindly define	1555 Iding Type the names of each block & no of levels to	(*) Mandator o better reflect	
B Dashboard Z Complaint Management ∨ Project Registration ∧ My Projects Acade Enterprise	Project Registration Add Block Name & Buil To enhance clarity, kindly define Sl# Block Name *	555 ding Type the names of each block & no of levels to Building Type *	(*) Mandator o better reflect No of Levels *	
Dashboard Complaint Management Project Registration My Projects Apply Extension Project Transfer	Project Registration Add Block Name & Bui To enhance clarity, kindly define Sl# Block Name * 1 Block A	55% ding Type the names of each block & no of levels to Building Type * S+4	(*) Mandator o better reflect No of Levels *	
 Dashboard Complaint Management ~ Project Registration ^ My Projects Apply Extension Project Transfer Desiret Withdown 		505 ding Type the names of each block & no of levels to Building Type * S+4	(*) Mandator o better reflect No of Levels *	
 Dashboard Complaint Management Project Registration My Projects Apply Extension Project Transfer Project Withdraw 	Project Registration Add Block Name & Bui To enhance clarity, kindly define Sl# Block Name* 1 Block A	593 Iding Type the names of each block & no of levels to Building Type * S+4	(*) Mandator o better reflect No of Levels *	
 Dashboard Complaint Management Project Registration My Projects Apply Extension Project Transfer Project Withdraw Project Mithdraw 	Project Registration Add Block Name & Buil To enhance clarity, kindly define Sl# Block Name* 1 Block A	555 ding Type the names of each block & no of levels to Building Type * S+4	o better reflect No of Levels * 4 Cancel Add	
 Dashboard Complaint Management Project Registration My Projects Apply Extension Project Transfer Project Withdraw Project Management 	Project Registration Add Block Name & Buil To enhance clarity, kindly define Sl# Block Name* 1 Block A	55% ding Type the names of each block & no of levels to Building Type * S+4	(*) Mandator o better reflect No of Levels * 4 Cancel Add	
 Dashboard Complaint Management Project Registration My Projects My Project S Apply Extension Project Transfer Project Withdraw Project Management 	Project Registration Add Block Name & Bui To enhance clarity, kindly define St# Block Name * 1 Block A	55% ding Type the names of each block & no of levels to Building Type * S+4	(*) Mandator o better reflect Vo of Levels * 4 Cancel Add	

Note: Once added, user has the facility to update or edit the Block details clicking the Edit Icon. To add multiple Block details if any, click on the Add button.

Complaint Management V	Add Blocks (You can proceed to the next screen only after configuring the blocks for all phases)
 My Projects Apply Extension Project Transfer Project Withdraw 	Phase-1 20 Dec 2024 - 15 May 2027 No. Of Added Blocks : 1
Project Management	Do you want add more blocks?
	Previous Save as Draft Save & Continue

2.5 Configure Floors

${\Bbb Z}$ Complaint Management $$	Configure Floors	
Project Registration ^		(You can proceed to the next screen only after configuring the floors for all phases)
▹ My Projects	Phase-1	
Apply Extension	Block Block A	
Project Transfer	Building S+4	
Project Withdraw	Total 4	
🕅 Project Management 🛛 🗸	Floors 0 Configured	
🎒 Modification 🗸 🗸	+	
	_	
	Once you fill above information, then 'Sa	ve and Continue' to enter Parking Unit Details.
		Previous Save as Draft Save & Continue

Step 2: Add the Name of the Floor. Select the Category of the Floor from the drop-down. (Note - If required, user can select multiple category for the floor). Click on Add button after adding the floor information.

My Projects Apply Extension Project Transfer Project Withdraw	Phase- Building 1 S+4	1, Block A ^j ype : S+4	No of Floors : 4	997
린 Project Management 🗸	SI No . 1	Floor Name*	Category of the Floor*	
X Modification V	2	2nd Floor	Housing Floor × -	
	3	3rd Floor	Housing Floor × •	
		4th Floor	Housing Hoor X V	cel Add

Ster	יצ ו	Click or	ı "Man	Your	Fristing	IInit"	Button	on the	card
Ste	J J.	CHCK OI	тмар	Tour	EXISTING	Unit	Dutton	on the	Laru.

	Configure Floors
Project Registration	(You can proceed to the next screen only after configuring the floors for all phases)
▶ My Projects	Phase-1
Apply Extension	Block A Block A
Project Transfer	Building S+4 Type
Project Withdraw	Total 4 Floors
🕑 Project Management 🛛 🗸	Floors 4 Configured
🏽 Modification 🗸	Map Your Existing Unit
	Once you fill above information, then Save and Continue' to enter Parking Unit Details.

Step 4: Select Unit name floor wise,

Note: All units need to be mapped with respective floors to move forward. If units are missing please contact helpdesk Team.

Project Tr	ansfer			
Project Wi	ithdraw SI N	lo. Floor Name*	Unit Name*	
🖺 Project Ma	anagement \vee 1	1st Floor	401 (95.11 Sq. Mtr.) 306 (75.75 Sq. Mtr.) 205 (75 85 Sq. Mtr.) 206 (75.75 Sq. Mtr.) × -	
😩 Modificati	ion 🗸			
	2	2nd Floor	404 (95.11 Sq. Mtr.) R1 (89.99 Sq. Mtr.) 201 (95.11 Sq. Mtr.) 202 (75.85 Sq. Mtr.)	
		0.15		
	3	3rd Floor	203 (75.75 Sq. Mtr.) 301 (95.11 Sq. Mtr.) 303 (75.75 Sq. Mtr.) 302 (75.85 Sq. Mtr.)	
			406 (75.75 Sq. Mtr.) C2 (278.25 Sq. Mtr.) A (0.00 Sq. Mtr.)	
	4	4th Eleon		
	4	-til Hooi	402 (75.85 Sq. Mtr.) 403 (75.75 Sq. Mtr.) 204 (95.11 Sq. Mtr.) 304 (95.11 Sq. Mtr.) × ×	\uparrow
			305 (75.85 Sq. Mtr.) 405 (75.85 Sq. Mtr.)	0
				C



						()
				Cancel	Submit	1
			305 (75.85 Sq. Mtr.) 405 (75.85 Sq. Mtr.)			
			204 (95.11 Sq. Mtr.) 304 (95.11 Sq. Mtr.)	× *		
	4	4th Floor	402 (75.85 Sq. Mtr.) 403 (75.75 Sq. Mtr.)			
			A (0.00 Sq. Mtr.)			
			406 (75.75 Sq. Mtr.) C2 (278.25 Sq. Mtr.)			
			303 (75.75 Sq. Mtr.) 302 (75.85 Sq. Mtr.)	× -		
	3	3rd Floor	203 (75.75 Sq. Mtr.) 301 (95.11 Sq. Mtr.)			
			201 (95.11 Sq. Mtr.) 202 (75.85 Sq. Mtr.)	× ×		
	2	2nd Floor	404 (95.11 Sq. Mtr.) R1 (89.99 Sq. Mtr.)			
🐊 Modification 🗸						
			205 (75.85 Sq. Mtt.) 206 (75.75 Sq. Mtt.)			

Note: Once all the units are configured then "map your existing unit" button will not be visible and "Save & Continue" button to be enabled.

🗹 Complaint Management 🛛 🗸	Configure Floors	
Project Registration ^		(You can proceed to the next screen only after configuring the floors for all phases)
My Projects	Phase-1 🤣	
Apply Extension	Block Block A	
Project Transfer	Building S+4 Type	
Project Withdraw	Total 4 Floors	
🕅 Project Management 🗸 🗸	Floors 4 Configured	
🏩 Modification 🗸		
	Once you fill above information, then 'Save a	nd Continue' to enter Parking Unit Details.
		Previous Save as Draft Save & Continue

2.6 Project Milestone (Construction Plan)

Step 1: Click on Add button, to the phase given for the project, assign the start and end date for each milestone the project.

🗹 Complaint Management 🛛 🗠	Project Milestone (Construction Plan)
Project Registration	You can proceed to the next screen only after configuring the construction milestone. Fill up the data as prepared and approved by Engineer.
 My projects Apply Extension Project Transfer 	Phase-1 Block Block A
► Project Withdraw	Building S+4 Type Construction Period
Project Management	Start Date Not Assigned End Date Not Assigned
	Tentative Construction Plan Prepared & Approved by Structural Engineer * Choose File No file chosen (File Format: pdf & File size: SMB)

Step 2: To assign the dates, click on Add button.

88 Dashboard	«	Project Regi	stration			(*) Mandatory
Complaint Management		Project Mil	75% estone (Construction Plan)			
Project Registration			You can proceed to	o the next screen only af Fill up the d	ter configuring the co lata as prepared and a	nstruction milestone. approved by Engineer.
Apply Extension		Total Mandator	y Milestones: 1 (Remaining: 1) ock A			
 Project Transfer Project Withdraw 		SI. No	Construction Phase	Start Date	End Date	Action
Project Management		1	Site Development *			Add
😩 Modification 🗸 🗸		2	Foundation	-	-	Add
		3	PH Works	-	-	Add
		4	1st Floor	-	-	Add

Step 3: Select the Activity Type from the drop-down. (Note: The fields marked with red colour are mandatory field, and green ones are optional), Select the Start and End Date of the activity.

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🗹 Complaint Management 🔗	Project N	Ailestone (Construction Plan)		(Note: Red colours are mandatory fields, and green colours are optional.)
🖽 Project Registration 🔷			den den nord somen en	Activity *:
			Fill up t	Soil Excavation V
My Projects	Total Manda	tory Milestones: 1 (Remaining: 1)		Charle During the
Apply Extension	Dhase 1	Pleak A		Start Date -:
Project Transfer	FildSe-1,	DIOCK A		2024-12-20
Project Withdraw	SI. No	Construction Phase	Start Date	End Date *:
🖑 Project Management 🛛 😪	1	Site Development *	-	2024-12-31
🕱 Modification 🗸 🗸	2	Foundation	-	Add Reset
	3	PH Works	-	
	4	1st Floor	-	
	5	2nd Floor	-	
	6	3rd Floor	-	

Step 4: Click on "Update status" of the Milestone.

🗹 Complaint Management 🖂	Project	Milestone (Construction F	lan)							
Project Registration		You c	an proceed to the next so	reen only after configurin	g the construction milestone.					
▹ My Projects	Total Mano	Fill up the data as prepared and approved by Engineer. Total Mandatory Milestones: 1 (Remaining: 0)								
Apply Extension Project Transfer	Phase-1	Phase-1, Block A								
Project Withdraw	SI. No	Construction Phase	Start Date	End Date	Action					
🖺 Project Management 🗸 🗸	1	Site Development *	175	2	Add					
🐊 Modification 🗸 🗸	1.1	Soil Excavation	20-Dec-2024	31-Dec-2024	Edit Delete Update Status					
	2	Foundation	-	-	Add					
	3	PH Works	-		Add					
	4	1st Floor		-	Add					
	5	2nd Floor	12	-	Add					

Step 5: Select Yes and Click on Add to submit the photograph as proof of Milestone Completion

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Odisha Real Estate Regulatory Autho ଓଡିଶା ସ୍ଥାବର ସମ୍ପର୍ବି ନିସ୍ନାମକ ପ୍ରାଧିକରଣ	ority	Home About Us 🗸 (Complaint ~ RE Age	ents	Milestone Status	×
🕑 Complaint Management 🗠	Project	Milestone (Construction	(Sie Dian)		Milestone Name: Soil Excavation	
Project Registration		- You	can proceed to the next	screen on	Start Date: 20-Dec-2024 End Date: 31-Dec-2024	
 My Projects Apply Extension 	Total Man	datory Milestones: 1 (Remaining: 0 , Block A)	eni up t	Has the Milestone been successfully completed? * Yes No	
 Project Transfer Project Withdraw 	SI. No	Construction Phase	Start Date	End	Add photos to confirm milestone completion. Add	
🗐 Project Management 🗸 🗸	1	Site Development *	-		Submit Cancel	
🈩 Modification 🗸	1.1	Soil Excavation	20-Dec-2024	31-E		
	2	Foundation	-	-		
	3	PH Works	-	-		
	4	1st Floor	-	-		
	5	2nd Floor	-	2		

Step 6: Click on add button to submit the milestone.

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Odisha Real Estate Regulatory Autho ଓଡିଶା ସ୍ଥାବର ସମ୍ପର୍ଘି ନିସ୍ଟାମକ ପ୍ରାଧିକରଣ	rity	Home About Us ∽ Co	mplaint ~ RE Agent	S	Milestone Status X
🗹 Complaint Management 🔗	Project I	Milestone (Construction P	lan)		Milestone Name: Soil Excavation Start Date: 20-Dec-2024
Project Registration ^		You ca	in proceed to the next scr	een on	End Date: 31-Dec-2024
My Projects Apply Extension Project Transfer	Total Mand	atory Milestones: 1 (Remaining: 0) Block A	,	Fill up t	Has the Milestone been successfully completed? * Yes No
 Project Withdraw 	SI. No	Construction Phase	Start Date	End	Upload Photo *: phpEB94_1739966213.jpeg
🖭 Project Management 🗸 🗸	1	Site Development *	-	-	Add
🌋 Modification 🗸	1.1	Soil Excavation	20-Dec-2024	31-C	
	2	Foundation	-	-	
	3	PH Works	-	-	
	4	1st Floor	-	-	
	5	2nd Floor	-	-	

Step 7: If the milestone is in-complete then select "No" and click on submit

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Odisha Real Estate Regulatory Autho ଓଡ଼ିଶା ସ୍ଥାବର ସମ୍ପର୍ଭି ନିସ୍ଟାମକ ପ୍ରାଧିକରଣ	rity	Home About Us ∽ Co	mplaint ~ RE Agents		~
🛠 Bashboard	Project R	egistration		Start Date: 20-Dec-2024	
🗷 Complaint Management 🗸 🗸	Project I	767 Milestone (Construction P	an)	Has the Milestone been successfully completed? *	
Project Registration		You ca	n proceed to the next scre	en on O No	
My Projects Apply Extension Project Transfer	Total Mand	atory Milestones: 1 (Remaining: 0) Block A		Cancel	
Project Withdraw	SI. No	Construction Phase	Start Date	End	
🗐 Project Management 🧹	1	Site Development *	-	-	
😩 Modification 🗸 🗸	1.1	Soil Excavation	20-Dec-2024	31-0	
	2	Foundation	-	-	
	3	PH Works	**	-	

Note: If the status is not updated system will automatically take the milestone as not completed.

- Once updated, facilities are provided to edit and delete the record data.
- To update any changes, click on the Edit button.
- To delete the record data, click on the Delete Icon.
- If all the milestone details are entered correct, click on Save & Continue button and proceed to add the construction milestone of the project for other phases.
- Or, click on Save as Draft button to save the details in the draft format and submit later.

Step 8: Upload the "Tentative Construction Plan Prepared & Approved by Structural Engineer" and Click on "Save & Continue"

 My Projects Apply Extension Project Transfer Project Withdraw 	Phase-1 Block Block A Building S+4 Type Construction Period	
🗐 Project Management 🛛 🗸	Start Date 20-Dec-2024 End Date 01-Mar-2025	
X Modification V	+Add Tentative Construction Plan Prepared & Approved by Structural Engineer* php5042_1739966567.pdf	
	Once you fill above information, then 'Save and Continue' to enter Fund Source. Previous Save as Draft Save & Continue	 ▲ ● ●

2.7 Construction & Financial Budget

Step 1: For the list of the construction milestone provided like Site Development, Land Demarcation etc., enter the Construction Percentage followed by the Milestone Percentage.

- On entering the percentage, click on Save button.
- Add the Construction and Milestone Percentage for each phase.
- Update the Financial and Construction Budget for each milestone per phase wise.
- Make sure the cumulative percentage of Financial and Construction Budget for each phase is 100% only.
- Once all the information is added, click on Save & Continue button and proceed to assign professionals.
- Or, click on Save as Draft button to save the details in the draft format and submit later.

Complaint Management Project Registration My Projects	Construction and Financial Budget (You can proceed to the next screen only after con budget percentage across all phases should not e	85% figuring the milestone. Ensure coeed 100% .)	that the combined financial and construction	
 Apply Extension Project Transfer Project Withdraw 	Phase-1, Block A 🗶		Thinancial progress in a	•
Project Management Modification	Construction Milestones Site Development	Construction (%)	Financial (%) 10.00	
	Soll Excavation	10.00	10.00	8
	Soll Filling	10.00	10.00	•
	Distempering & Colouring exteriors of all units Power Supply	10.00	10.00	
	Installation & Charging of Transformer	10.00	10.00	
		Previous	Save as Draft Save & Continue	

2.8 Assign Professional

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Odisha Real Estate Regulatory Authority	Home About Us∨ Te	ender Downloads ~ Agents Complain	t ~ AB Welcome, ~ Ashish Bisht
88 Dashboard	Project Registration		(*) Mandatory
🗹 Complaint Management 🖂	Assign Professionals	90%	
Agent Registration ~		(You can proceed to the next screen only after	assigning the professional)
Project Registration	SI# Professional Type	Professionals Info Membership/License No	Action
My Projects	1 Engineer *		+Assign
Apply Extension	2 Architect *		+Assign
▶ Project Transfer	3 Chartered Accountant *		+Assign
Project Withdraw	4 Grievance Redressal Officer *		+Assign
III Dreiget Management	5 Contractor		+Assign
En Project Management	6 Agent		+Assign
) Profile Modification \sim			

Step 1: Click on "Assign" on Action Column to tag each professional Type.

Step 2: To tag a professional to the assigned role, enter the PAN Card/Mobile Number registered with RERA in the search to find the professional profile information & Click on Search button.

Note: If the PAN Card/Mobile Number searched is already present in the ORERA Data base the result will appear. Click on Assign to continue.

if the details displayed are wrong please contact ORERA 2.0 Helpdesk Team.

B Dashboard	~	Project Registration				(*) Mandatory		
🗹 Complaint Management \vee		Assign Professi	Assign Professionals					
Project Registration ^		Assign Engine	ssign Engineer					
My Projects		8889928828				Search		
Apply Extension								
Project Transfer		Name	LISHNA PRIYADARSHINI	Email				
Project Withdraw		Mobile	8889928828	PAN No.	ABVDE5262H			
🕅 Project Management 🛛 🗸		Membership No.	765437878	Experience in Yrs	0			
					Cancel	Assign		

Note: If the searched details are not present in the database system will prompt to add new professional

88 Dashboard	< Project Registration	(*) Mandatory
🗹 Complaint Management \vee	Assign Professionals	
Project Registration ^	Assign Engineer	
My Projects	8937628476	Search
 Apply Extension Project Transfer 	Add New Professional	
▹ Project Withdraw		Cancel
🖺 Project Management 🧹	1	

Fill up the asked details of the professionals and click on assign.

R: Dashboard	Project Registration	(*) Mandatory
${\mathbb Z}$ Complaint Management $\ \ \lor$	Assign Professionals	90%
G Agent Registration	Professional Type : Engineer	
Project Registration	Engineer License issuing Authority* 6243128407395	License validity till* 2024-12-31
Apply Extension Project Transfer	PAN No. * ERT4653D	Name * Amit Dev
 Project Withdraw 	Mobile No. * 7008934567	Email ID amitdev⊚gmail.co
Project Management	DOB * () 1992-12-02	Experience (in years)
	Address	
	Flat No./Plot No./House No. *	Area/Street/Sector * VSS Nagar
	Building/Apartment Ashra	Town/City/Village * Bhubaneswar
	PIN Code *	State *
	District *	~
		Cancel Add Professional

Step 3: Once all the professionals are added Click on "Save & Continue".

▶ My Projects		SI#	Professional Type	Professionals Info	Membership/License No.	Action	
 Apply Extension Project Transfer 		1	Engineer *	LISHNA PRIYADARSHINI \$8889928828 ***	765437878	+Modify	
 Project Withdraw Project Management 	~	2	Architect *	SATYA RANJAN PRUSTY Sushreesarangi1234@gmail.com 7267267267 😭	25662	+Modify	
(3) Modification	~	3	Chartered Accountant *	RAHUL KUMAR sushreesarangi1234@gmail.com 7775444544	642376	+Modify	
		4	Grievance Redressal Officer*	My-self		+Modify	
		5	Contractor			+Assign	
		6	Real Estate Agent			+Assign	
		000	you fill above information than "Save	a and Castinua ^t to aster Drasara AEC Dataile			1
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2.9 Project Preview

Step 1: Verify all the data entered earlier in the preview screen.

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Si Dashboard	Project Preview		
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 My Projects Apply Extension Project Transfer 	Promoter Promoter's Entity Name	e	
▷ Project Withdraw I Project Management	Partnership L B C E-Mail Address Mobil Ibconstructionscorporate@gmail.co	Constructions le No. 1076120	
X Modification	M Alternate Mobile No. Telepi 	phone No.	
	Partnership Details		

Step 2: Select the declaration

Agreement for Sale	~
Project Document & Explanatory Note Details	~
I L B Constructions. Solemnly affirm & declare that the particulars given herein are correct to [my/our] knowled and belief and nothing material has been concealed by [me/us] therefrom	je
Once you fill above information, then 'Save and Continue' to make Payment.	
Previous Submit	

Step 3: Click on Submit

	Project Document & Explar	natory Note Details		~	
	(,		herein are correct to [my/our] knowl n	edge	
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	- I	ок	Previous Sub	mit	
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2.10 Change Parking

Sten	1: Go to	Project	Management	Menu 8	Click on	Change I	Parking li	nk
oup	1. 00 10	TTOJECE	management	menu o	c unex on	ununge i	u king n	1117

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Project Management	SI. No.	Application No.	Project Name	Application Progress Status	Payment Status	Application Status	Action	
Submit QPR View QPR Assertion of the set o	1	ORERA1024394355 11-Oct-2024	MAHALAXMI PLAZA Residential	100%	Paid	Certificate Issued	•	
Annual Audit Certificate Money Receipt AFS								
Project Closure Ownershin Tanging								
Project gallery Booking Cancel	Showing	g 1 to 1 of 1 entries				« Previous 1	Next »	
Change Parking Unload Additional								
Document								2

Step 2: Select Project, Phase & Block from the drop down and click on Next.

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88 Dashboard Dashboard	Change Parking	(*) Mandatory
🗵 Complaint Management 🗸	Project* Phase*	
Project Registration	MAHALAXMI PLAZA · Phase-1 Block*	~
💾 Project Management 🤍	Block 1 🗸	
2 Modification V		Next
Government of Odisha	Digital India Digital India	

Step 3: The parking configured at the time of project registration is displayed in the screen.

Click on Add button against the Unit Name if you want to change the parking (Covered/Open Parking).

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Project Registration	 Project Nar 	me Phase	Block	Level		
🖑 Project Management	MAHALAX	MIPLAZA Phase-1	Block 1	All	~	
(2) Modification	SI No. #	Unit Name	Covered Parking	Open Parking		
	1	106-J		Add	Add	
	2	107-К		Add	Add	
			3	_		
	3	108-L	5	Add	Add	
	4	109-A	12	Add	Add	↑
	5	111-C		Add	Add	
	6	112-D		Add	Add	0

Step 4: Select the parking no. from the drop down which are available to be assigned.

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	Project Registration	~	Project Name MAHALAXMI F	Phase LAZA Phase-1		Block Block 1	1 X	
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	(2) Modification	~	SI No. #	Unit Name	Covered Parking		6	1
			1	106-J			7	Ш
					e_0		8	Ш
			2	107-К	3		9	Ш
			3	108-L	P 5			J
			4	109-A	P 12			
			5	111-C				
			6	112-D				

Note: You can also select multiple parking against a single unit and click on Add.

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	3 Modification		SI No. #	Unit Name	Covered Parking			
			1	106-J				
			2	107-К				
			3	108-L				
			4	109-A	12 8			
			5	111-C				
			6	112-D				

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🏨 Modification	SI No. #	Unit Name	Covered Parking	Ope	n Parking	
	1	106-J		Add	Add	
	2	107-K		Add	Add	
	3	108-L		Add	Add	
	4	109-A		Add	Add	
	5	111-C		Add	Add	\uparrow
	6	112-D		Add	Add	8

Step 5: If you want delete the already assigned parking to the unit click on cross icon placed in the parking.



Step 6: In the confirmation pop-up click on "Yes, delete it" button if you want to delete the parking or Click on Cancel to keep the assigned parking unchanged.



2.11 Ownership tagging

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NTA	nı		Project	vianagem	ρητ Ινιρηιι	X7 1 11CL	2 ON LIM/N	erchin	$12\sigma\sigma$ in σ	unk.
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Project Man	nagement A SI.	2.	Application No.	Project Name	Applica Status	tion Progress	Payment Status	Application Status	Action	
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 Money Received AFS 	elpt									
Project Clos Ownership	sure Tagging Sho	owing	1 to 1 of 1 entries					« Previous	Next »	
 Project gall Booking Ca Change Par 	ancel rking									1
▶ Upload Add Document	ditional									8

Step 2: Select Project, Phase & Block from the drop down and click on Next.

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🛞 Dashboard	Generate Ownership	(*) Mandatory
🗹 Complaint Management 🖂	Project* P	hase*
🖾 Project Registration 🛛 🗸	Block*	Phase-I
Project Management	Block 1 ~	
► Submit QPR		
► View QPR		Next
Annual Audit Certificate		
▹ Money Receipt		
► AFS		
► Project Closure		
Ownership Tagging		
Project gallery		

Step 3: The list of Units for the selected project, Phase & Block is displayed.

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88 Dashboard	« Ownership Taggi	ng				
🗹 Complaint Management 🗠	Phase-1, Block 1					
🖾 Project Registration 🗸 🗸	Building Type: S+4	No.	of Levels: 5	No. of House	ng Levels: 5	
Project Management 🔿	SI No.	Unit No.	Ownership*	Unit Type*	Is Available*	
Submit QPR View QPR	1 Stilt	101-E	Promoter	3.5 BHK	Available	
► Annual Audit Certificate	2 Stilt	102-F	Land Owner	4 BHK	Booked	
 Money Receipt AFS 	3 Stilt	103-G	Promoter	4 BHK	Available	
Project Closure	4 Stilt	104-H	Promoter	2 BHK	Available	
Ownership Tagging	5 Stilt	105-1	Promoter	4 BHK	Available	9
Project gallery	6			3.1		

Step 4: To change the ownership of the unit Click on Ownership drop-down and select the ownership type (Promoter/Landowner/Bank).

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Project gallery	_			_				_	
Booking Cancel	6	Floor 1	106-J		Promoter	4 BHK	Available		
Change Parking	7	Floor 1	107-К		Select Promoter	2 BHK	Booked		
Upload Additional Document					Land Owner				
	8	Floor 1	108-L		Bank	4 BHK	Available		
X Modification V	9	Floor 1	109-A		Promoter	4 BHK	Available		
	10	Floor 4	110-B		Promoter	4 BHK	Available		
	11	Floor 2	111-C		Promoter	2 BHK	Available		
	12	Floor 3	112-D		Land Owner	2 BHK	Available		
							Cancel Submit		
									3

Step 5: To Change the Unit Type of the unit Click on the unit type drop-down and the value which are (1 BHK/2 BHK .etc)

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Project gallery					,	1	_	
Booking Cancel	6	Floor 1	106-J	Land Owner	4 BHK	Available		
Change Parking	7	Floor 1	107-К	Promoter	Select 3.5 BHK	Booked		
Upload Additional Document					4 BHK			
10° Madifeeting	8	Floor 1	108-L	Promoter	2 BHK	Available		
Modification V	9	Floor 1	109-A	Promoter	1 BHK 3 BHK	Available		
	10	Floor 4	110-B	Promoter	4 DHK	Available		
	11	Floor 2	111-C	Promoter	2 BHK	Available		
	12	Floor 3	112-D	Land Owner	2 BHK	Available		
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					Са	Incel Submit		2

Step 6: To Change the Status of the unit Click on the "Is Available" drop-down and the value which are (Available/Booked).

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 Project gallery Booking Cancel 	6	Floor 1	106-J	Land Owner	4 ВНК	Available]
 Change Parking Upload Additional Document 	7	Floor 1	107-К	Promoter	2 BHK	Available Booked	
X Modification	8	Floor 1	108-L	Promoter	4 BHK	Available	
	9	Floor 1	109-A	Promoter	4 BHK	Available	
	10	Floor 4	110-B	Promoter	4 BHK	Available	
	12	Floor 3	112-D	Land Owner	2 BHK	Available	
							↑
					Ca	ancel Submit	8

Step 7: After selecting the required changes for the all the units under the project, click on Submit.

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Annual Audit Certificate		_
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➢ AFS		
➢ Project Closure		
Ownership Tagging		
h Project collegy		

Note:

• please contact our helpdesk "0674 – 2570757" for any assistance or to report issues during the process.

3 For Plotted Scheme Projects

3.1 Getting Started

Enter the website link "**https://rera.odisha.gov.in/home**" in the browser and further the page navigates to the Home page of the Web application.



3.2 Login

Click on Login Button located on the left hand side upper corner and select "promoter".



Enter the registered mobile no./E-mail ID and click on "Generate OTP" button

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Odisha Real Estate Regulatory Authority	Home About Us V Tender Downloads V Agents Complaint V Login V
	Promoter Login
How to register a project?	Email / Mobile Number :
1. Verify yourself	\sim
2. Add personal or company details	Generate OTP
	8

Further a OTP is generated and sent to the added email or phone number.



Enter the respective OTP in the text box field and Click the **Verify OTP** button.

3.3 Project Registration \rightarrow My Projects

Go to project Registration Menu and click My Projects link. Click on "Action" of the project for which data is to be updated and select "Edit Project Details".

🛞 Dashboard	My F	rojects				Register New Pro	oject
🗹 Complaint Management 🗸	Sear	ch by Application No.	/ Project Name			Q 7 Fil	lter
Project Registration ^						Items Per Page:	Edit Project Details
My Projects Apply Extension	SI. No.	Application No.	Project Name	Application Progress Status	Payment Status	Application Status	View Project Details Objection History
 Project Transfer Project Withdraw 	1	ORERA0624426683 12-Jun-2024	LINGARAJ ESTATE CELESTIA Residential RP/26/2024/01221	100%	Paid	Certificate Issued	View Money Receipt View Certificate
Project Management	2	ORERA0424308656 08-Apr-2024	LINGARAJ ESTATE Plotted Scheme RP/26/2024/01237	100%	Paid	Certificate Issued	:

Step 1: Click on "Assign" on Action Column to tag each professional Type.

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Odisha Real Estate Regulatory Authority	Home About Us ∨ Te	nder Downloads v Agents	Complaint ~ AB Welcome, Ashish Bisht	÷.
88 Dashboard	Project Registration		(*) Mandatory	
🗹 Complaint Management 🔗	Accian Professionals	90%		
Agent Registration ~	Assign Professionals	(You can proceed to the next scree	en only after assigning the professional)	
Project Registration	Sl# Professional Type	Professionals Info Membersh	ip/License No. Action	
My Projects	1 Engineer *		+Assign	
Apply Extension	2 Architect *		+Assign	
Project Transfer	3 Chartered Accountant *		+Assign	
Project Withdraw	4 Grievance Redressal Officer *		+Assign	
III Draiget Management	5 Contractor		+Assign	
ej Project Management V	6 Agent		+Assign	
$[m_{\rm eff}]^{\rm Schurch}$ Profile Modification \sim				

Step 2: To tag a professional to the assigned role, enter the PAN Card/Mobile Number registered with RERA in the search to find the professional profile information & Click on Search button.

Note: If the PAN Card/Mobile Number searched is already present in the ORERA Data base the result will appear. Click on Assign to continue.

if the details displayed are wrong please contact ORERA 2.0 Helpdesk Team.

88 Dashboard	Project Registrati	Project Registration						
🗹 Complaint Management 🗸	Assign Professi	Assign Professionals						
Project Registration	Assign Engine	Assign Engineer						
▹ My Projects	8889928828				Search			
Apply Extension								
Project Transfer	Name	LISHNA PRIYADARSHINI	Email					
Project Withdraw	Mobile	8889928828	PAN No.	ABVDE5262H				
門 Project Management ~	Membership No.	765437878	Experience in Yrs	0				
				Cancel	Assign			

Note: If the searched details are not present in the database system will prompt to add new professional

Se Dashboard	Project Registration	(*) Mandatory
🗷 Complaint Management \vee	sos Assign Professionals	
Project Registration	Assign Engineer	
▹ My Projects	8937628476	Search
Apply Extension	Add May Declarational	
Project Transfer	Add New Protessional	
Project Withdraw		Cancel
🖻 Project Management 🗸 🗸		

Fill up the asked details of the professionals and click on assign.

88 Dashboard	«	Project Registration	(*) Mandatory
🖄 Complaint Management	~	90% Assign Professionals	
Agent Registration	~	Professional Type : Engineer	
Project Registration	~	Engineer License issuing Authority*	License validity till*
My Projects		6243128407395	2024-12-31
Apply Extension		PAN No. *	Name *
Project Transfer		ERT4653D	Amit Dev
Project Withdraw		Mobile No. *	Email ID
I Project Management	~	7008934567	amitdev@gmail.co
Fi Project Management		DOB * 🚯	Experience (in years)
Profile Modification	~	1992-12-02	5
		Address	
		Flat No./Plot No./House No. *	Area/Street/Sector *
		34	VSS Nagar
		Building/Apartment	Town/City/Village *
		Ashra	Bhubaneswar
		PIN Code *	State *
		751007	Odisha ~
		District *	
		Khordha ~	
			Cancel Add Professional

Step 3: Once all the professionals are added Click on "Save & Continue".

My Projects		SI#	Professional Type	Professionals Info	Membership/License No.	Action
 Apply Extension Project Transfer 		1	Engineer *	LISHNA PRIYADARSHINI	765437878	+Modify
 Project Withdraw Project Management 	~	2	Architect *	SATYA RANJAN PRUSTY sushreesarangi1234@gmail.com 7267267267 🔋	25662	+Modify
(2) Modification	~	3	Chartered Accountant *	RAHUL KUMAR sushreesarangi1234@gmail.com 7775444544 🍟	642376	+Modify
		4	Grievance Redressal Officer*	My-self		+Modify
		5	Contractor			+Assign
		6	Real Estate Agent			+Assign
						1
		Once	e you fill above information, then 'Saw	e and Continue' to enter Prepare AFS Details.		
				Previous	Save as Draft Save	& Continue

3.5 **Project Preview**

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Step 1: Verify all the data entered earlier in the preview screen.

Step 2: Select the declaration

Agreement for Sale	·
Project Document & Explanatory Note Details	,
I L B Constructions. Solemnly affirm & declare that the particulars given herein are correct to [my/our] knowledg and belief and nothing material has been concealed by [me/us] therefrom	
Once you fill above information, then 'Save and Continue' to make Payment.	
Previous Submit	

Step 3: Click on Submit

	Project Document & Explar	natory Note Details		~	
	(,		herein are correct to [my/our] knowle n	edge	
	Data updat	ed successfully	Previous Subr	nit	
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3.6 Ownership tagging

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Project Management	SI. No.	Application No.	Project Name	Application Progress Status	Payment Status	Application Status	Action	
Submit QPR View QPR Annuel Audit Contificate	1	ORERA1024394355 11-Oct-2024	MAHALAXMI PLAZA Residential	100%	Paid	Certificate Issued	•	
Annual Addit Certificate Money Receipt AFS								
 Project Closure Ownership Tagging 							_	
 Project gallery Booking Cancel 	Showing	g 1 to 1 of 1 entries				« Previous	Next »	
Change Parking Upload Additional								1
Document								2

Step 1: Go to Project Management Menu & Click on Ownership Tagging link

Step 2: Select Project & Phase from the drop down and click on Next.

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88 Dashboard	Generate Ownership	(*) Mandatory
🗹 Complaint Management \vee	Project* Phas	ise*
🖾 Project Registration 🗸 🗸	LINGARAJ ESTATE V	Phase-1 ~
Project Management		Next
Submit QPR		
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Step 3: The list of Plots for the selected Project & Phase is displayed.

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Step 4: To change the ownership of the Plot Click on Ownership drop-down and select the ownership type (Promoter/Landowner/Bank).

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Step 5: To Change the Status of the unit Click on the "Is Available" drop-down and the value which are (Available/Booked).

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Step 6 : After selecting the required changes for all the plots under the project, click on Submit.

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Note:

• please contact our helpdesk "0674 – 2570757" for any assistance or to report issues during the process.