



**ODISHA REAL ESTATE REGULATORY AUTHORITY  
BLOCK-A1, 3<sup>RD</sup> FLOOR, TOSHALI BHAWAN, SATYANAGAR,  
BHUBANESWAR-751007**

**Email.id- raeraodisha@gmail.com**

**\*\*\*\*\***

No 2472 /ORERA, Bhubaneswar, Date: 02/05/25.  
File No. Regn.-Misc-40/2022

To

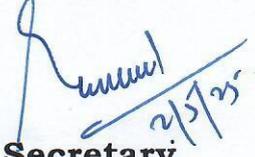
The Promoters.

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.**

  
**Secretary**



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

\*\*\*\*\*

Memo No. 1735/ORERA.,  
**File No. Regn-Misc-40/2022**

Date. 18/03/25

To

All the Promoters.

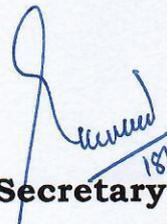
Sub: Step by Step Guide for One-time data updation in ORERA 2.0 Version.

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.**

  
Secretary  
18/3/25

# **ORERA**

## **USER MANUAL FOR ONE-TIME PROJECT DATA UPDATE**

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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.

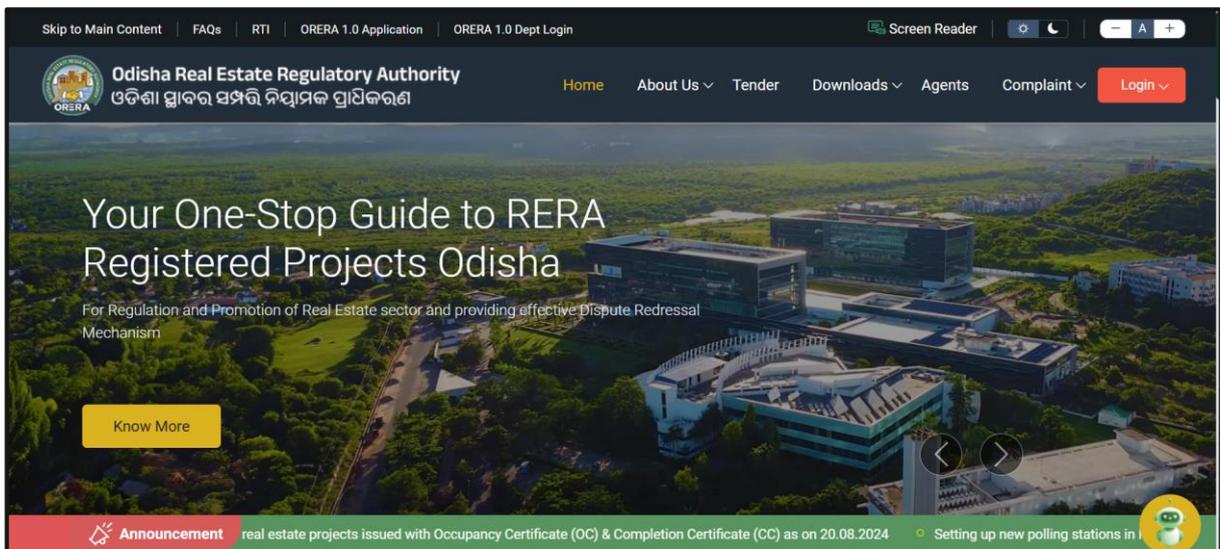
## 1.1 Purpose

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

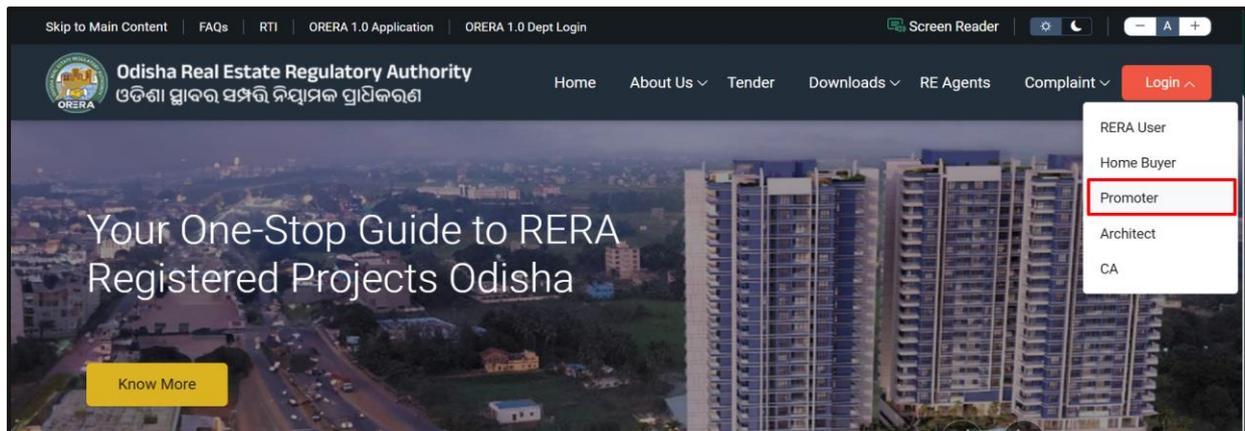
## 2.1 Getting Started

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.

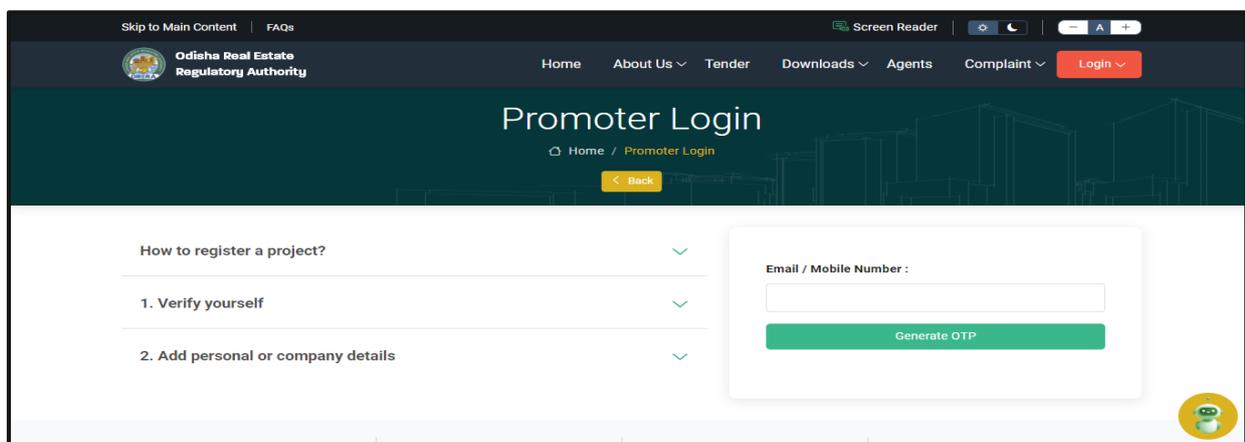


## 2.2 Login

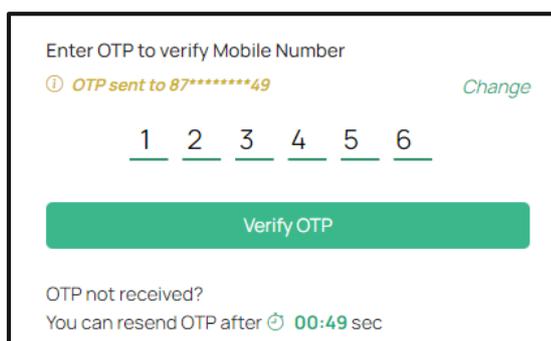
Click on Login Button located on the left hand side upper corner and select “promoter”.



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



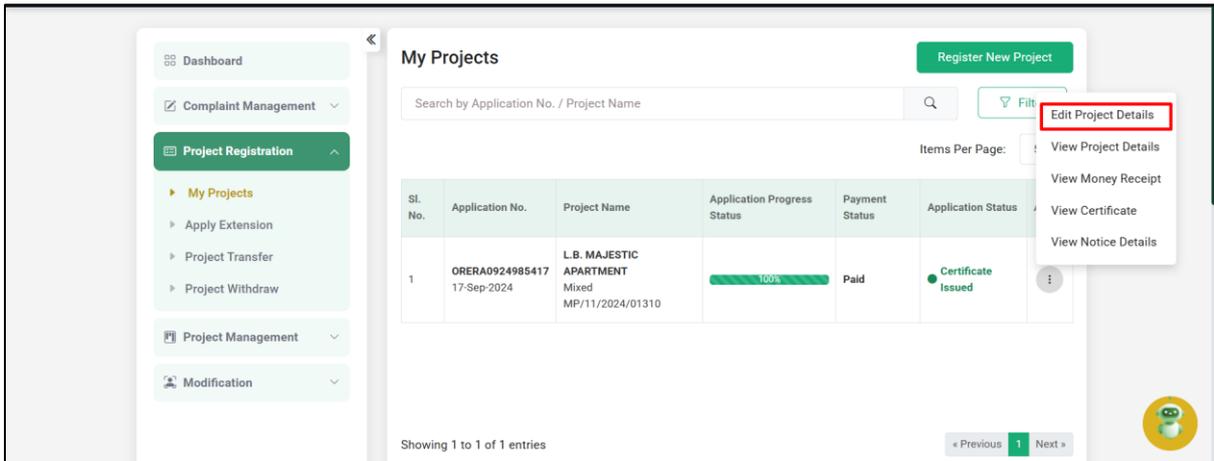
Further a OTP is generated and sent to the added email or phone number.



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

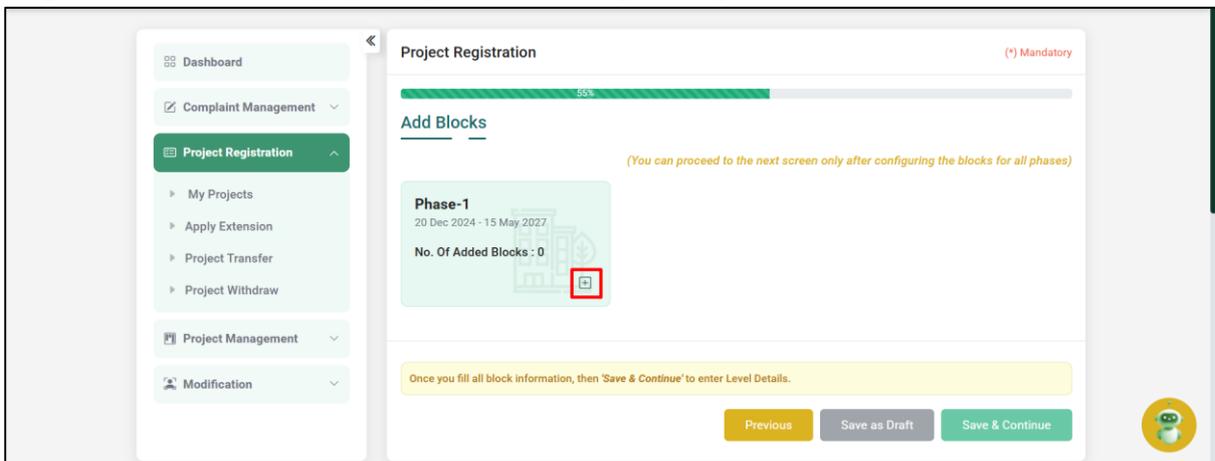
### 2.3 Project Registration → My Projects

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”.

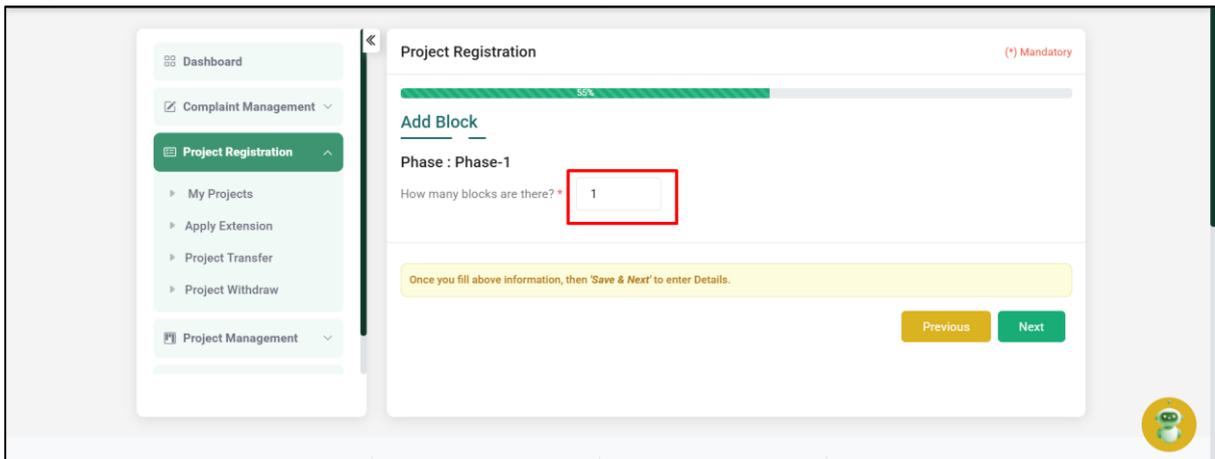


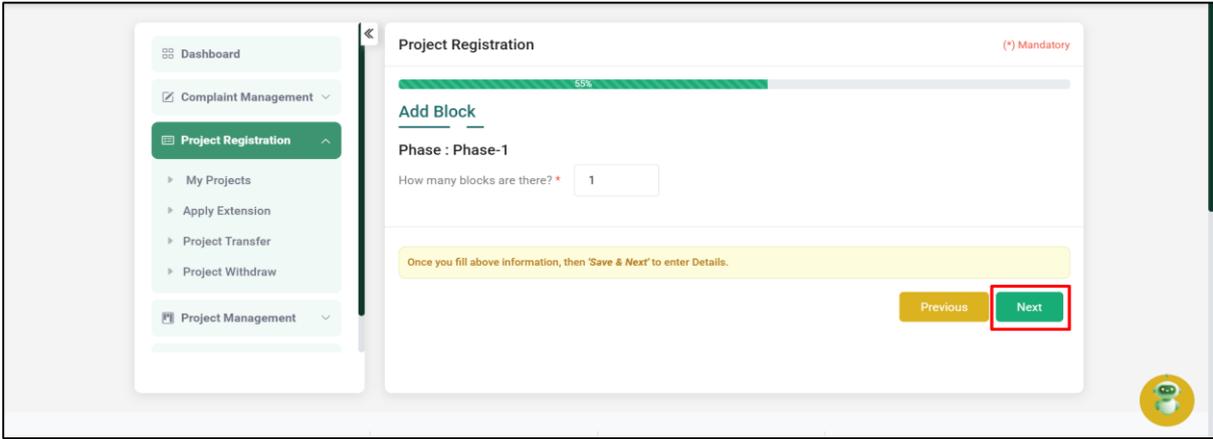
## 2.4 Add Block

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

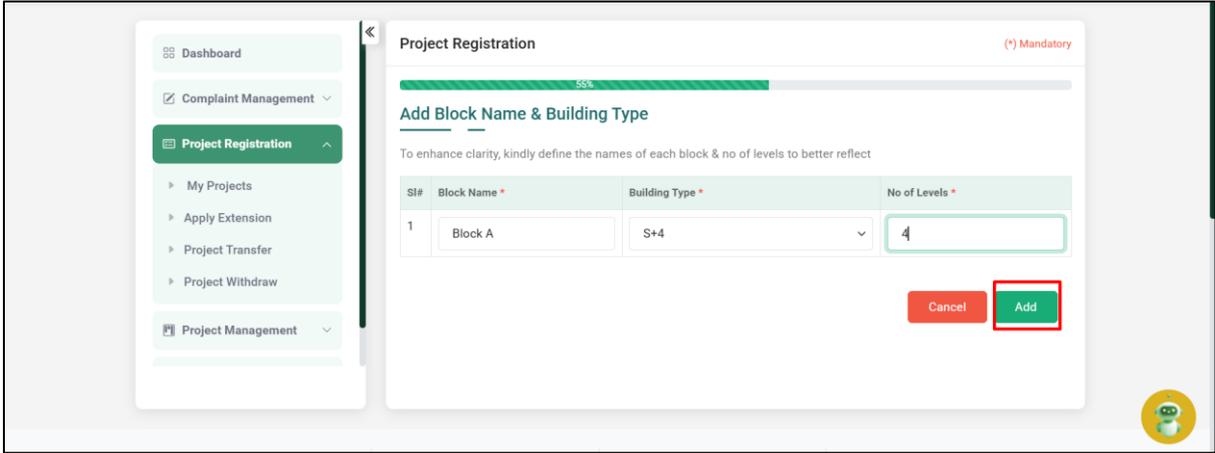
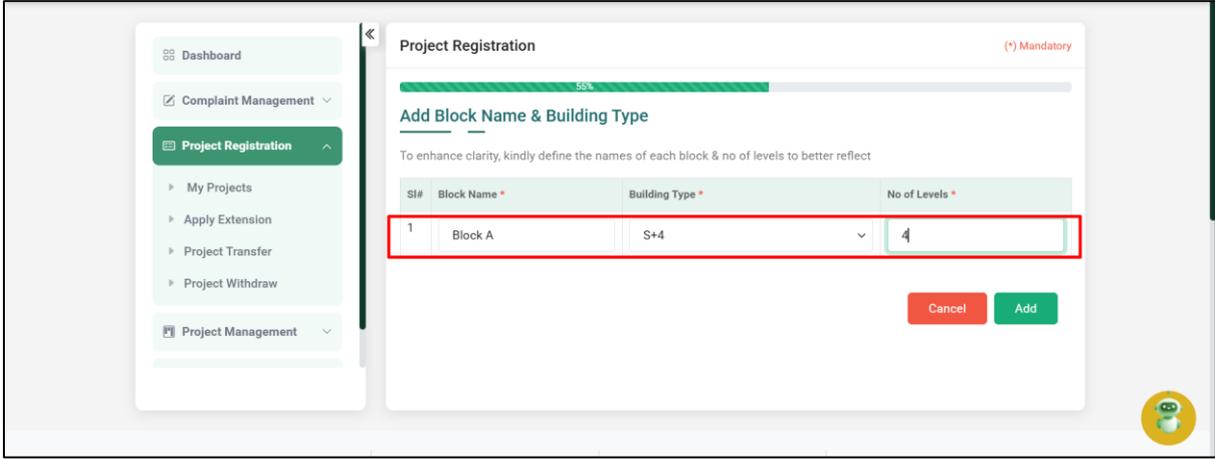


**Step 2:** Enter the total count of the Block in the phase. Click on Next button

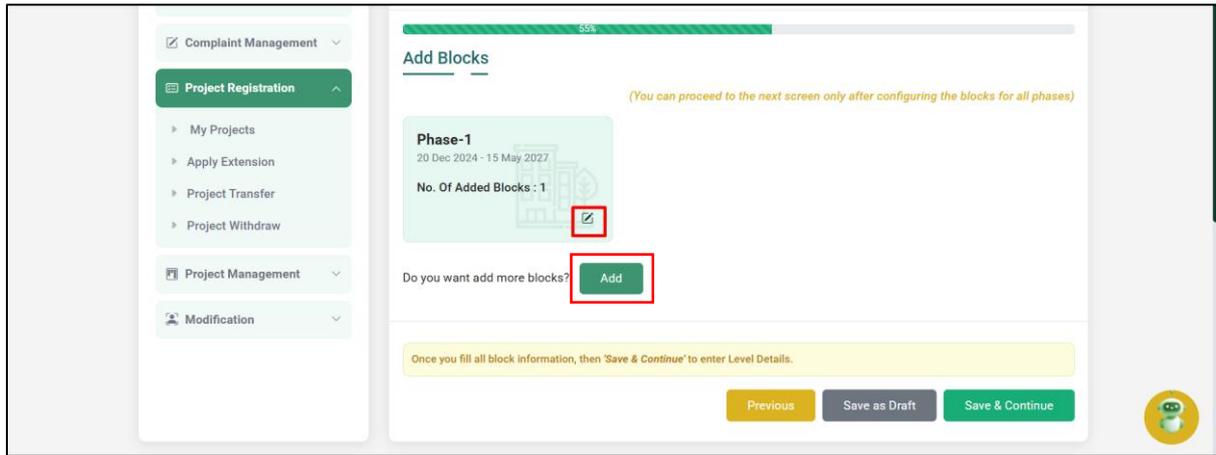




**STEP 3:** Enter the Name of the Block, Enter the Number of Levels of the Building and select or type the Building Type from the drop-down. click on the Add button.

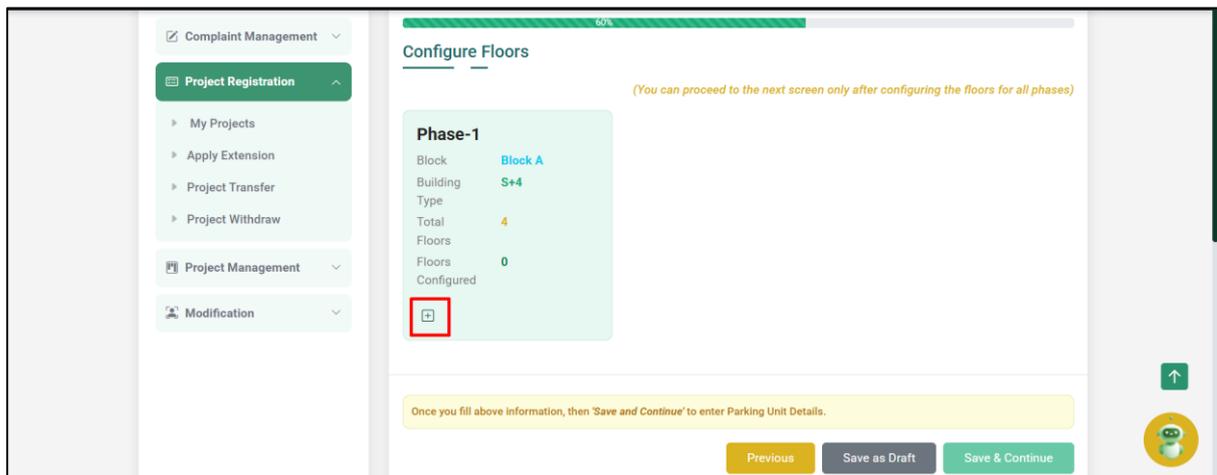


**Note:** Once added, user has the facility to update or edit the Block details clicking the Edit Icon. To add multiple Block details if any, click on the Add button.

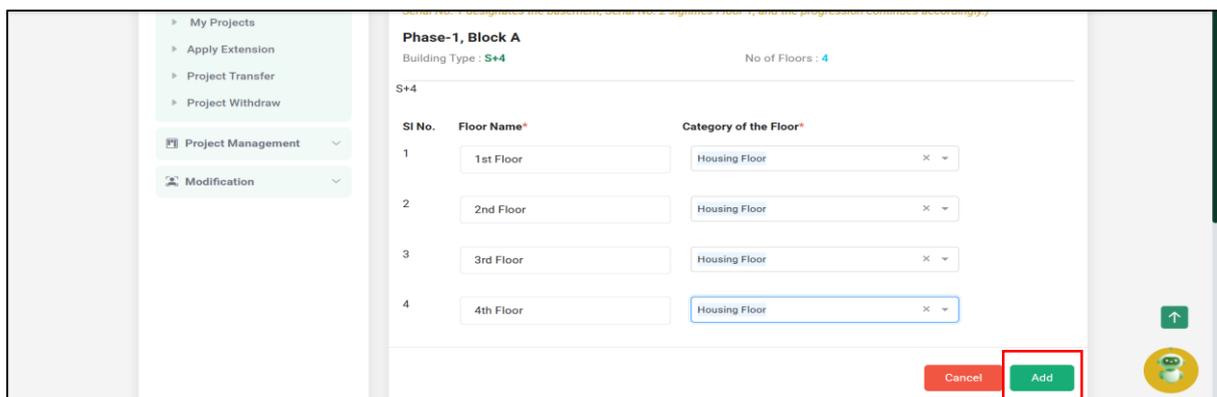


## 2.5 Configure Floors

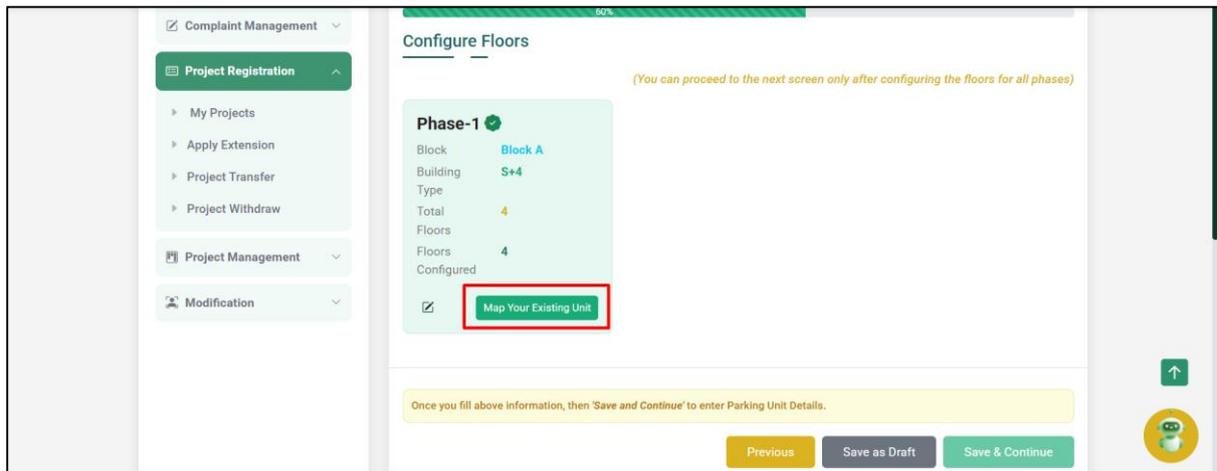
**Step 1:** Click on the Add (+) icon provided in respective phase to add floor information.



**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.

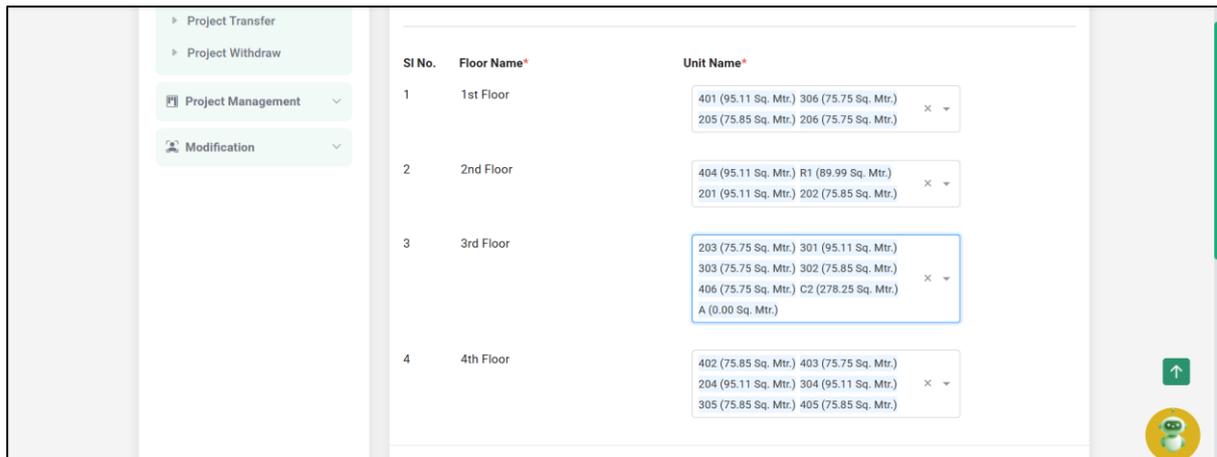


**Step 3:** Click on “Map Your Existing Unit” Button on the card.

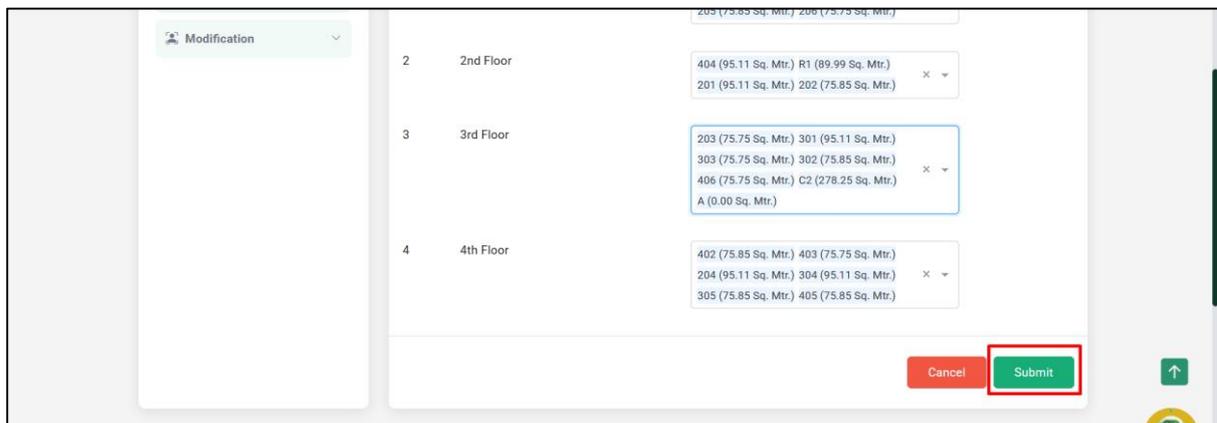


**Step 4:** Select Unit name floor wise,

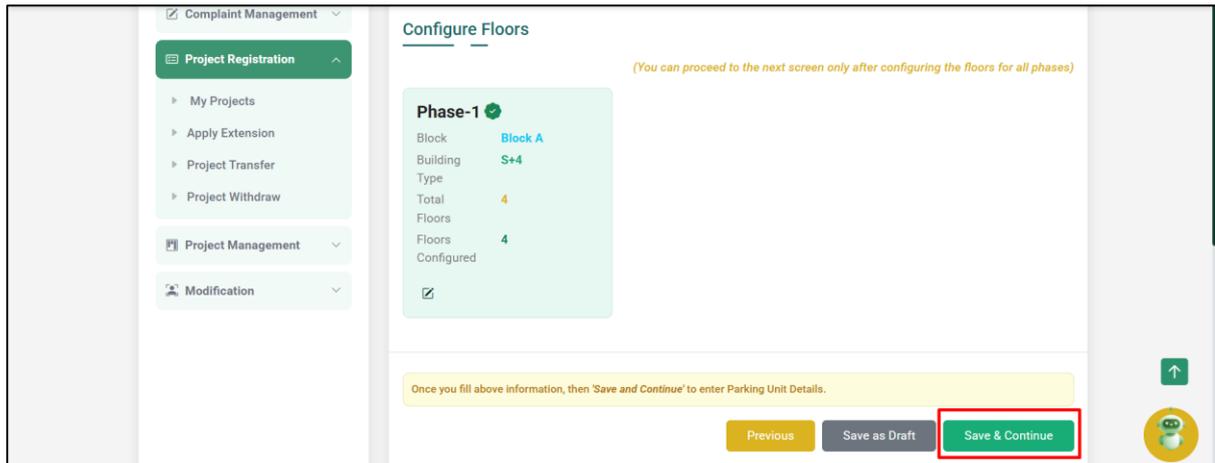
**Note:** All units need to be mapped with respective floors to move forward. If units are missing please contact helpdesk Team.



**Step 5:** Click on Submit

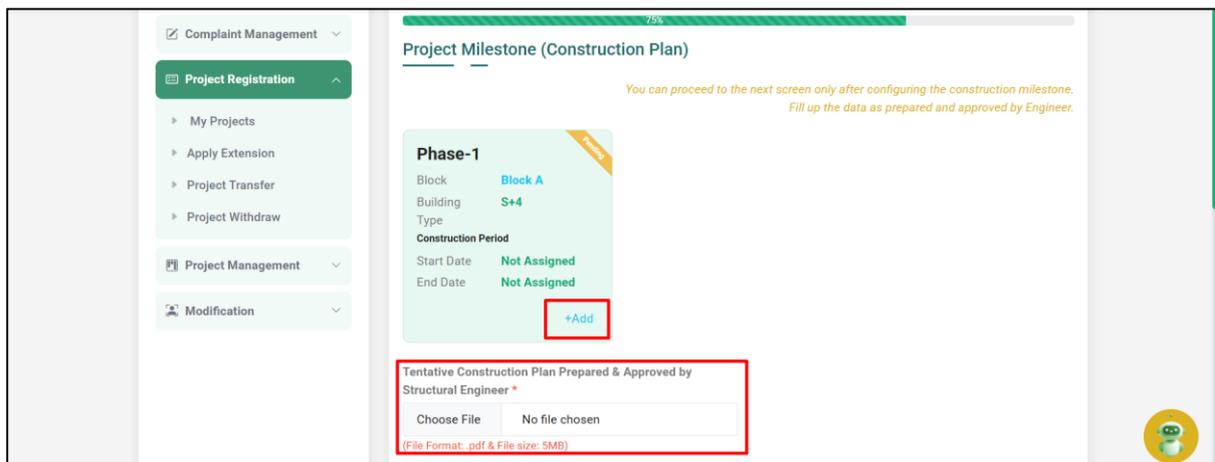


**Note:** Once all the units are configured then “map your existing unit” button will not be visible and “Save & Continue” button to be enabled.

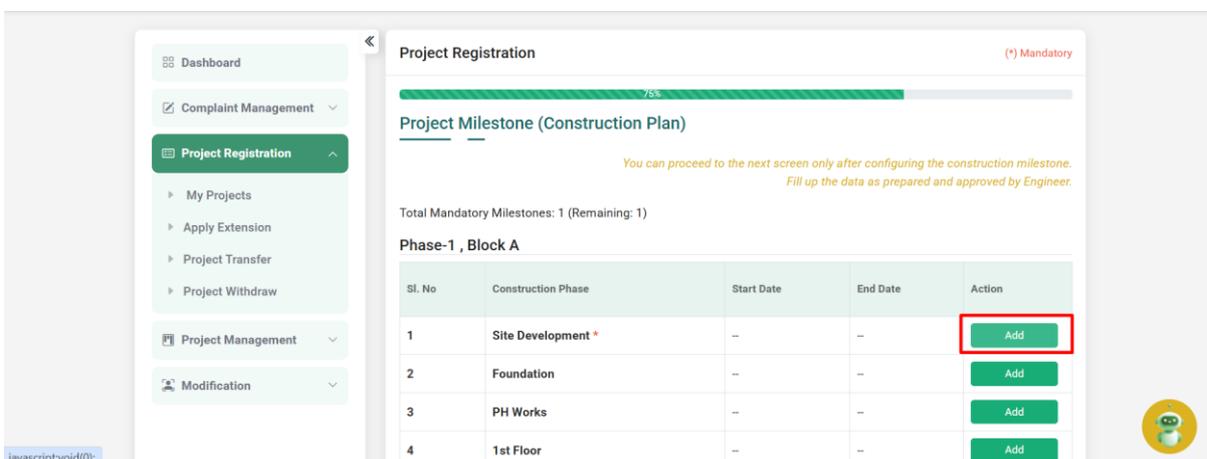


## 2.6 Project Milestone (Construction Plan)

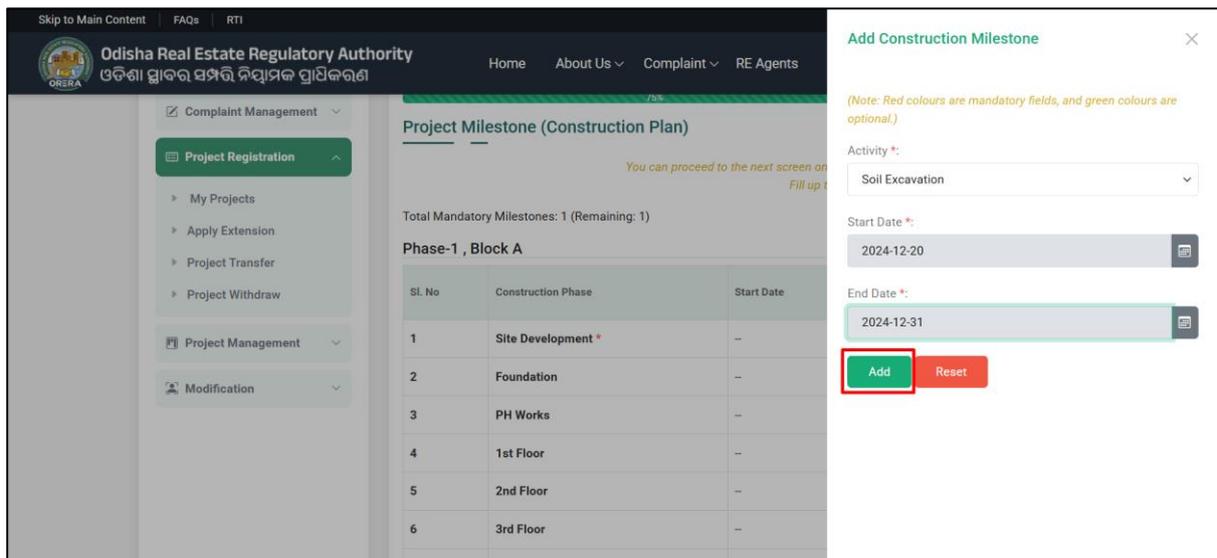
**Step 1:** Click on Add button, to the phase given for the project, assign the start and end date for each milestone the project.



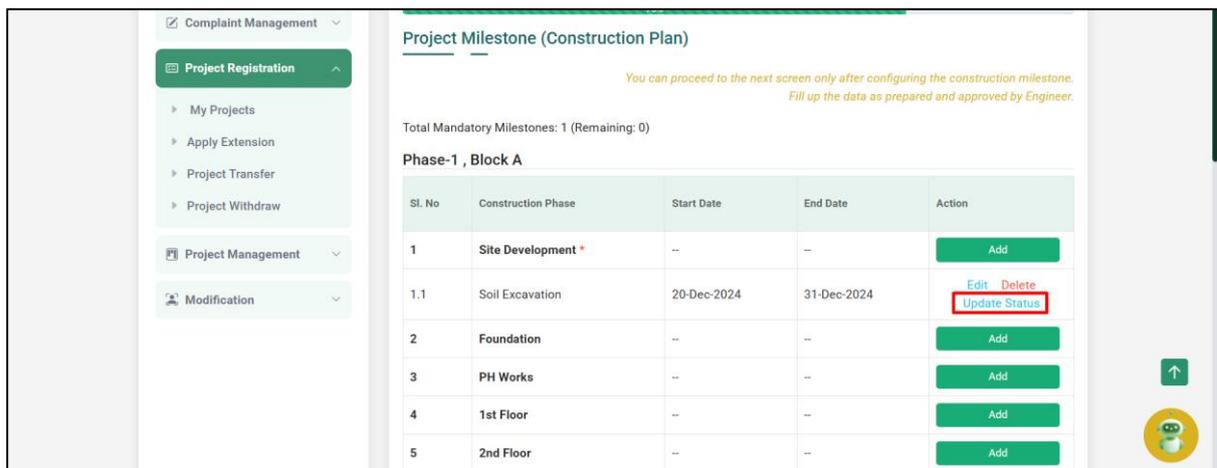
**Step 2:** To assign the dates, click on Add button.



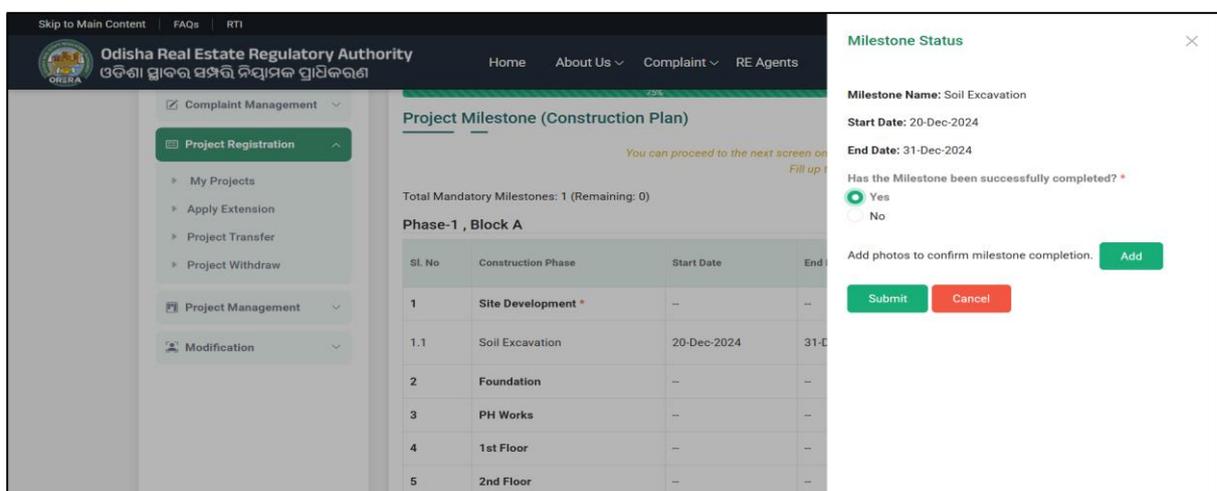
**Step 3:** Select the Activity Type from the drop-down. (Note: The fields marked with red colour are mandatory field, and green ones are optional), Select the Start and End Date of the activity.



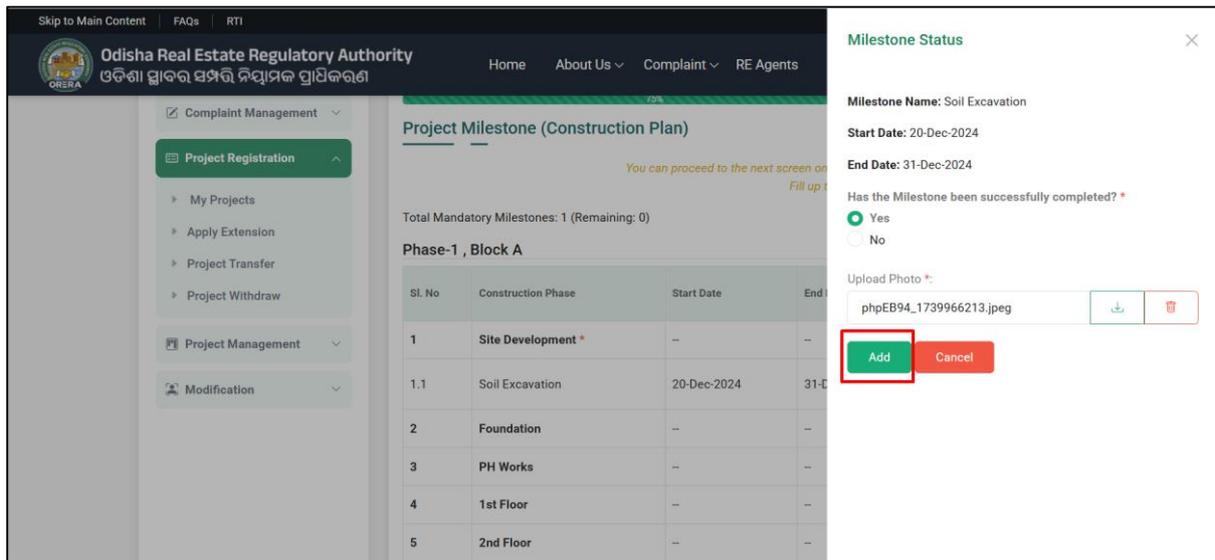
**Step 4:** Click on “Update status” of the Milestone.



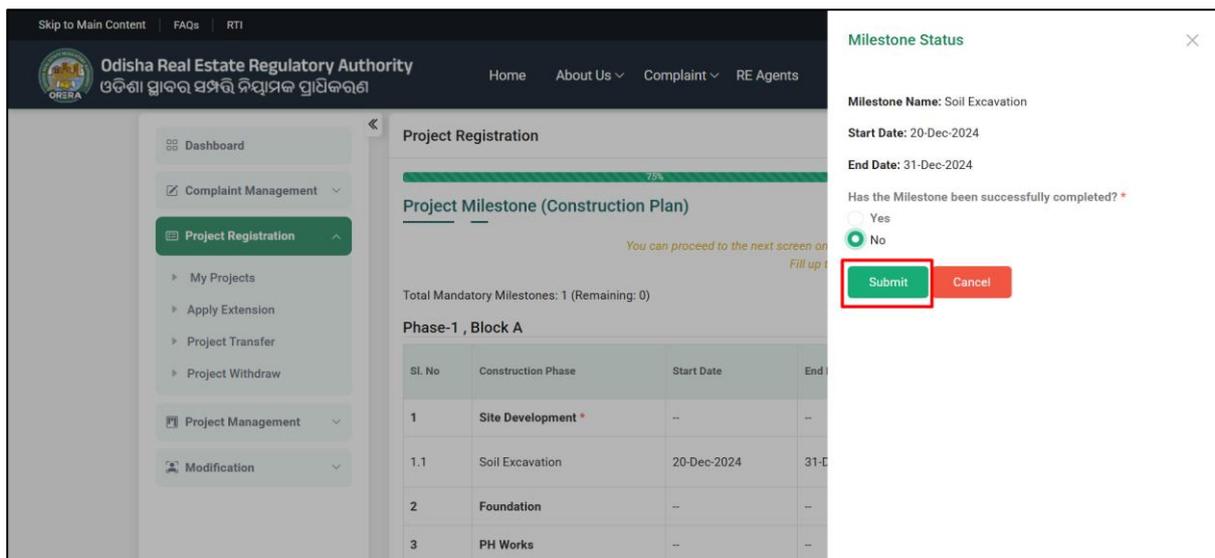
**Step 5:** Select Yes and Click on Add to submit the photograph as proof of Milestone Completion



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



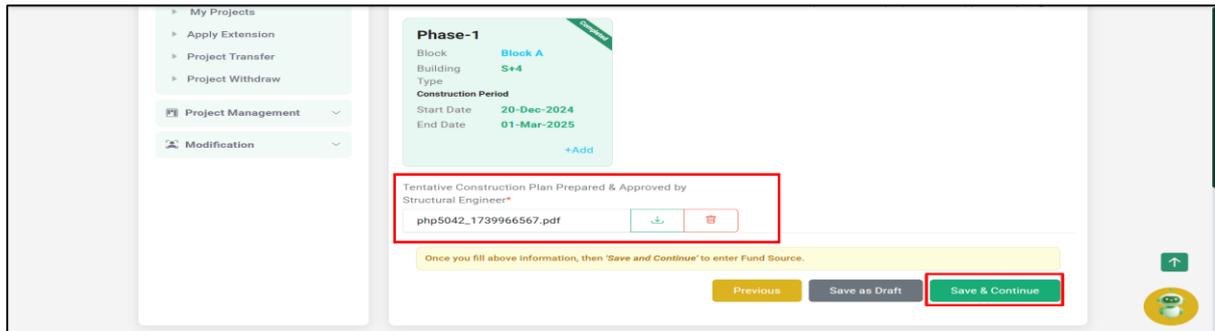
**Step 7:** If the milestone is in-complete then select “No” and click on submit



**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.

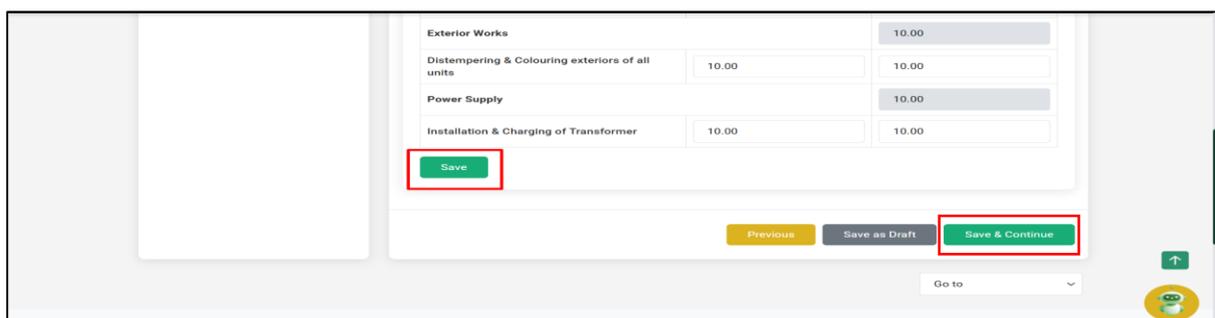
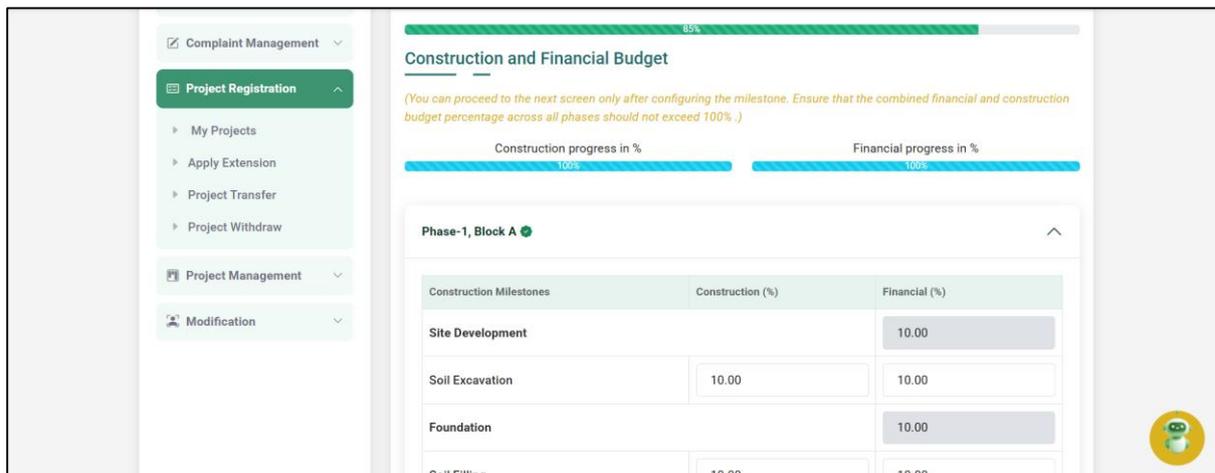
**Step 8:** Upload the “Tentative Construction Plan Prepared & Approved by Structural Engineer” and Click on “Save & Continue”



## 2.7 Construction & Financial Budget

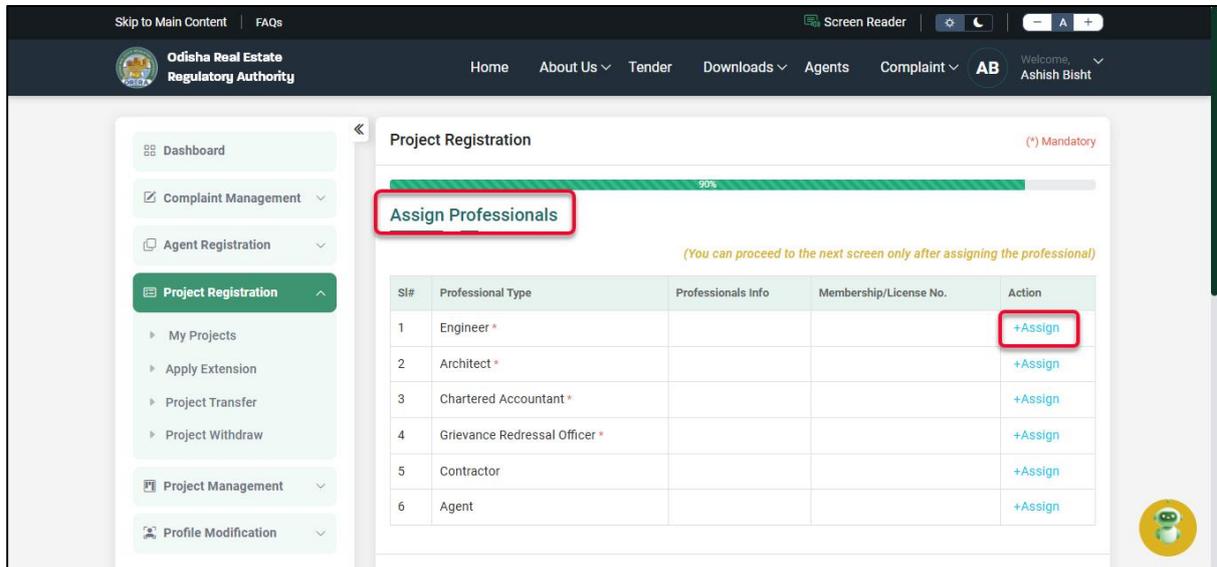
**Step 1:** For the list of the construction milestone provided like Site Development, Land Demarcation etc., enter the Construction Percentage followed by the Milestone Percentage.

- 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.



## 2.8 Assign Professional

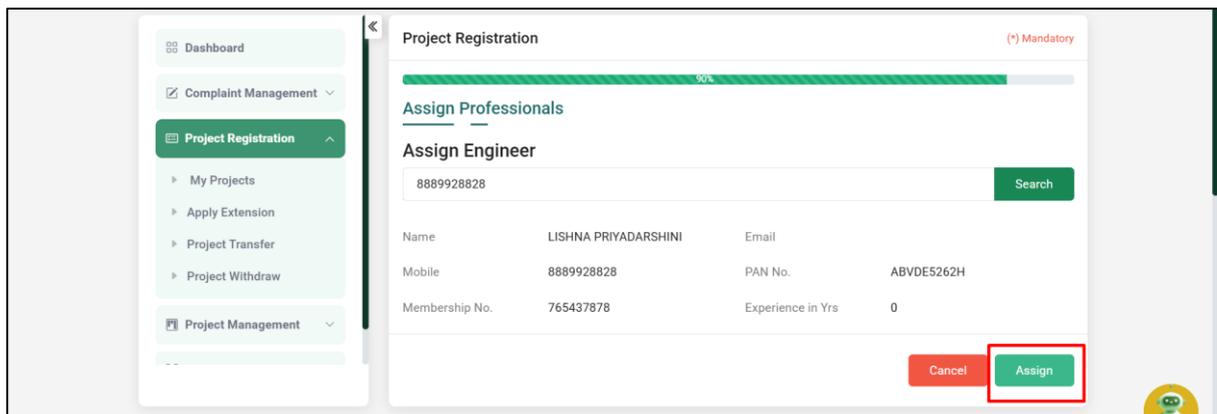
**Step 1:** Click on “Assign” on Action Column to tag each professional Type.



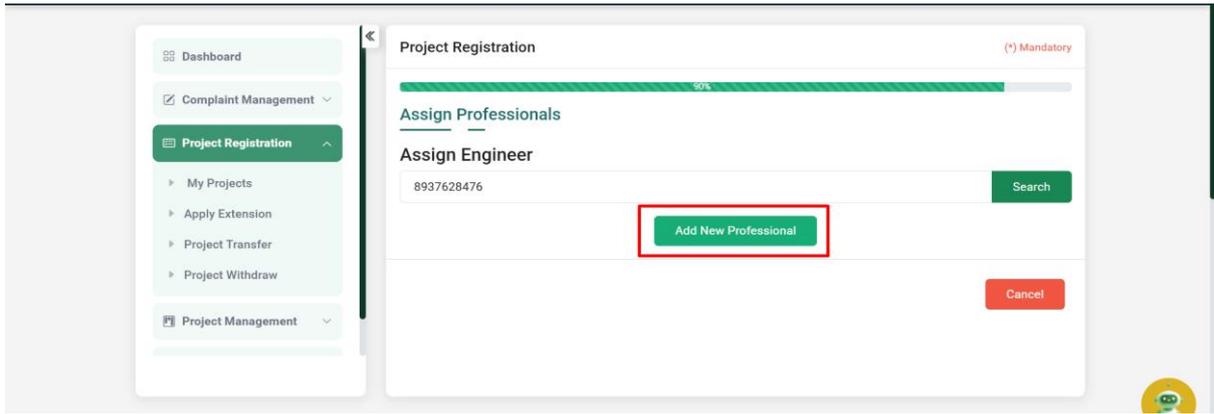
**Step 2:** To tag a professional to the assigned role, enter the PAN Card/Mobile Number registered with RERA in the search to find the professional profile information & Click on Search button.

**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.**



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



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

**Project Registration** (\*) Mandatory

90%

### Assign Professionals

Professional Type : Engineer

Engineer License issuing Authority\*  
6243128407395

License validity till\*  
2024-12-31

PAN No. \*  
ERT4653D

Name \*  
Amit Dev

Mobile No. \*  
7008934567

Email ID  
amitdev@gmail.co

DOB \* ⓘ  
1992-12-02

Experience (in years)  
5

### Address

Flat No./Plot No./House No. \*  
34

Area/Street/Sector \*  
VSS Nagar

Building/Apartment  
Ashra

Town/City/Village \*  
Bhubaneswar

PIN Code \*  
751007

State \*  
Odisha

District \*  
Khordha

Cancel Add Professional

**Step 3:** Once all the professionals are added Click on “Save & Continue”.

Sl#	Professional Type	Professionals Info	Membership/License No.	Action
1	Engineer *	LISHNA PRIYADARSHINI -- 8889928828	765437878	+Modify
2	Architect *	SATYA RANJAN PRUSTY sushreesarangi1234@gmail.com 7267267267	25662	+Modify
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

Once you fill above information, then 'Save and Continue' to enter Prepare AFS Details.

Previous Save as Draft Save & Continue

## 2.9 Project Preview

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

Skip to Main Content | FAQs | RTI | Screen Reader

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Dashboard

Complaint Management

**Project Registration**

My Projects

Apply Extension

Project Transfer

Project Withdraw

Project Management

Modification

### Project Preview

95%

#### Promoter Details

##### Promoter

Promoter's Entity: Partnership Name: L B Constructions

E-Mail Address: lbconstructions corporate@gmail.com Mobile No.: 9437076120

Alternate Mobile No.: -- Telephone No.: --

#### Partnership Details

**Step 2:** Select the declaration

Agreement for Sale ✓

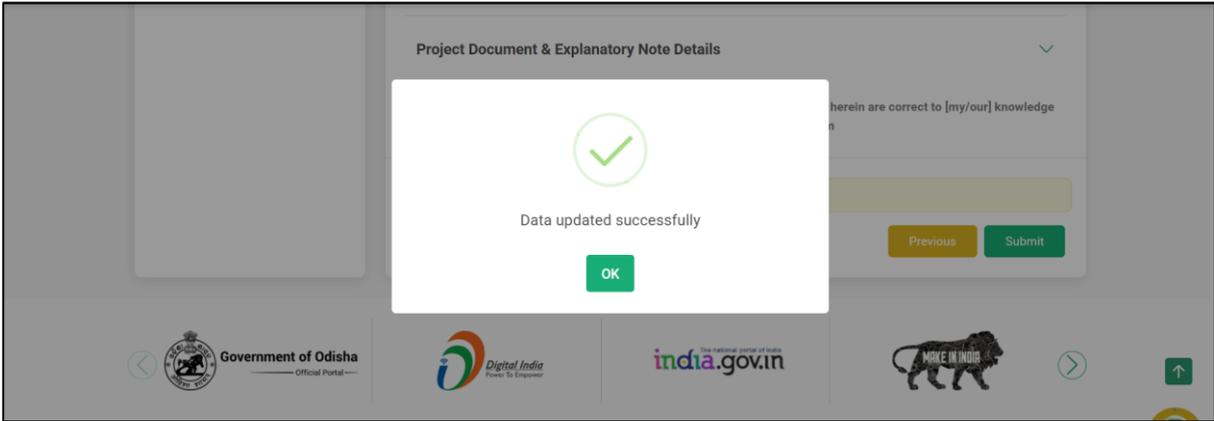
Project Document & Explanatory Note Details ✓

I L B Constructions. Solemnly affirm & declare that the particulars given herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom

Once you fill above information, then 'Save and Continue' to make Payment.

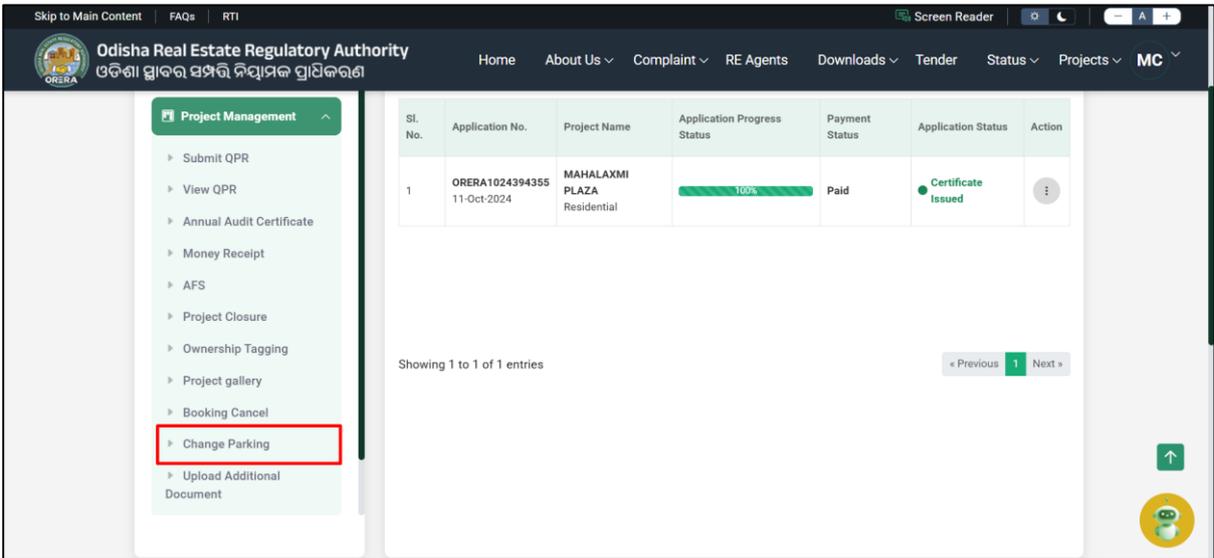
Previous Submit

**Step 3:** Click on Submit

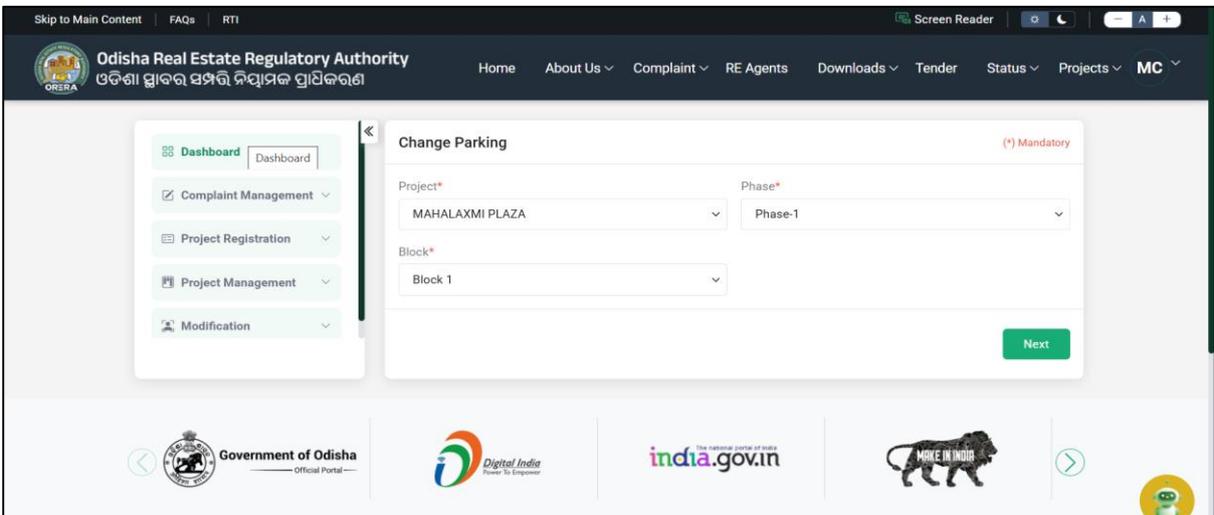


## 2.10 Change Parking

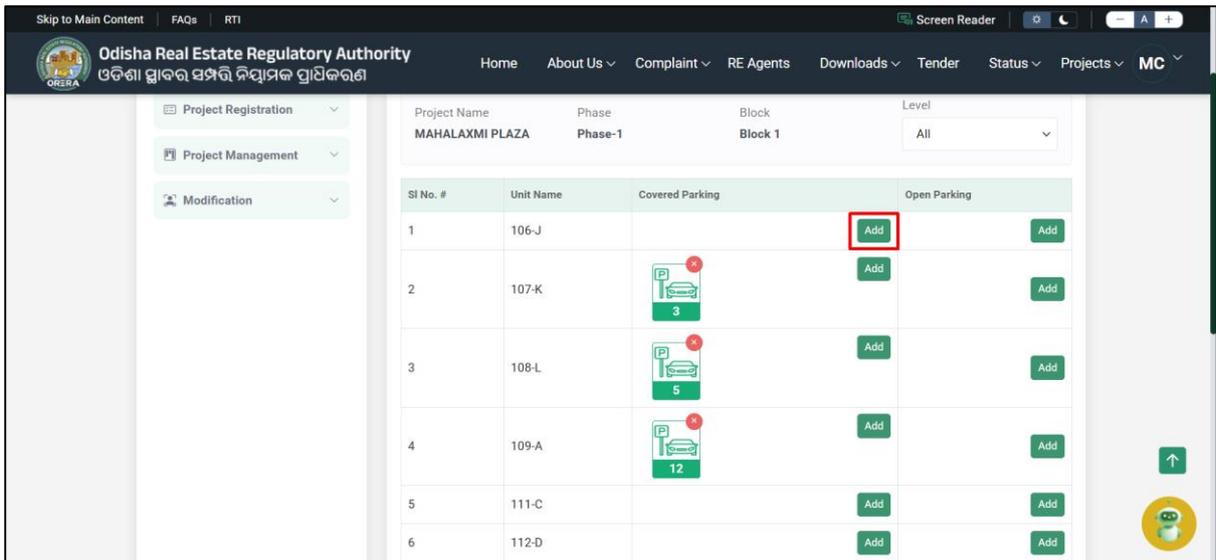
**Step 1:** Go to Project Management Menu & Click on Change Parking link



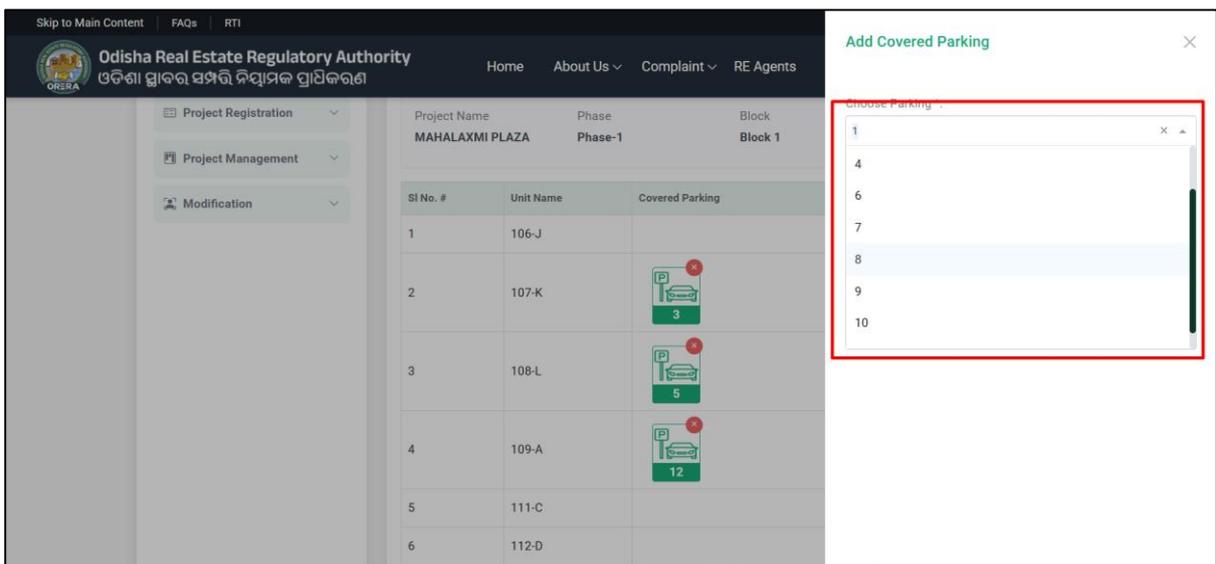
**Step 2:** Select Project, Phase & Block from the drop down and click on Next.



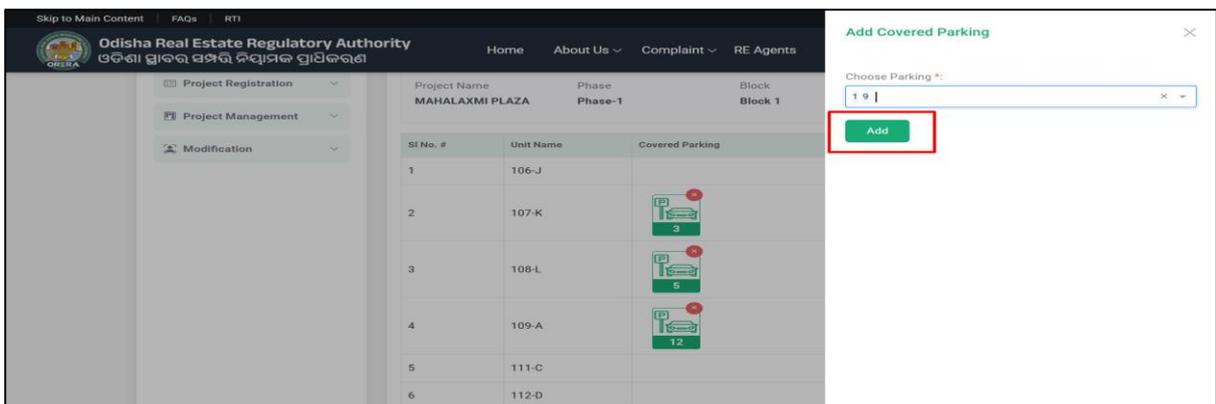
**Step 3:** The parking configured at the time of project registration is displayed in the screen. Click on Add button against the Unit Name if you want to change the parking (Covered/Open Parking).

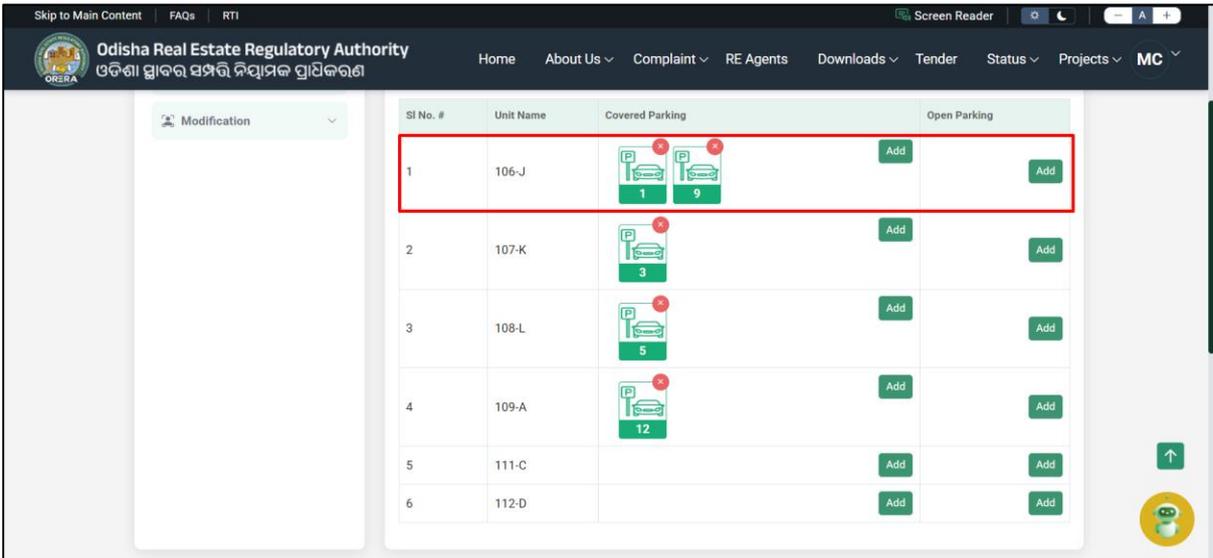


**Step 4:** Select the parking no. from the drop down which are available to be assigned.

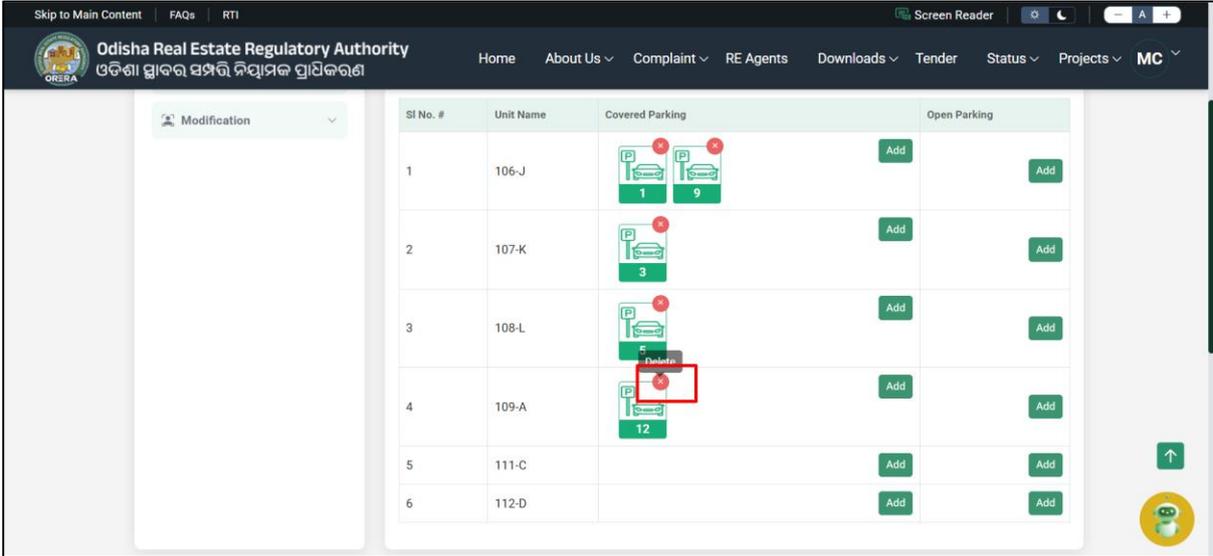


**Note:** You can also select multiple parking against a single unit and click on Add.

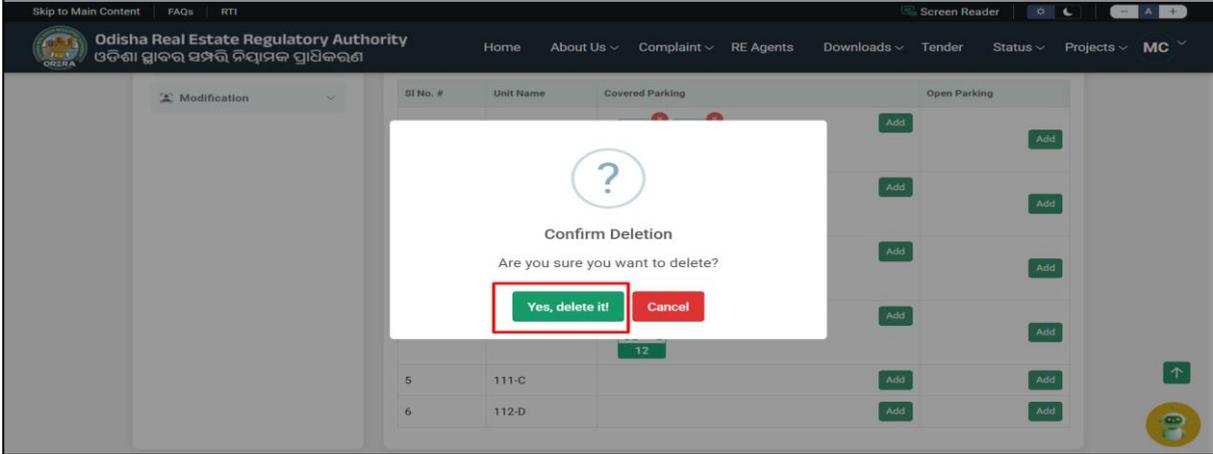




**Step 5:** If you want delete the already assigned parking to the unit click on cross icon placed in the parking.

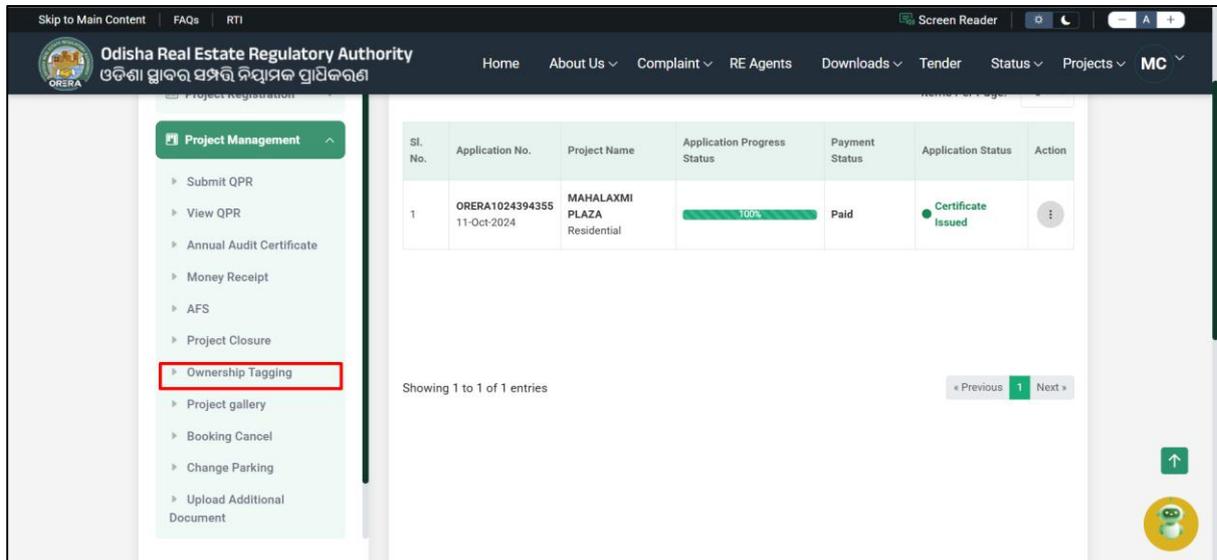


**Step 6:** In the confirmation pop-up click on “Yes, delete it” button if you want to delete the parking or Click on Cancel to keep the assigned parking unchanged.

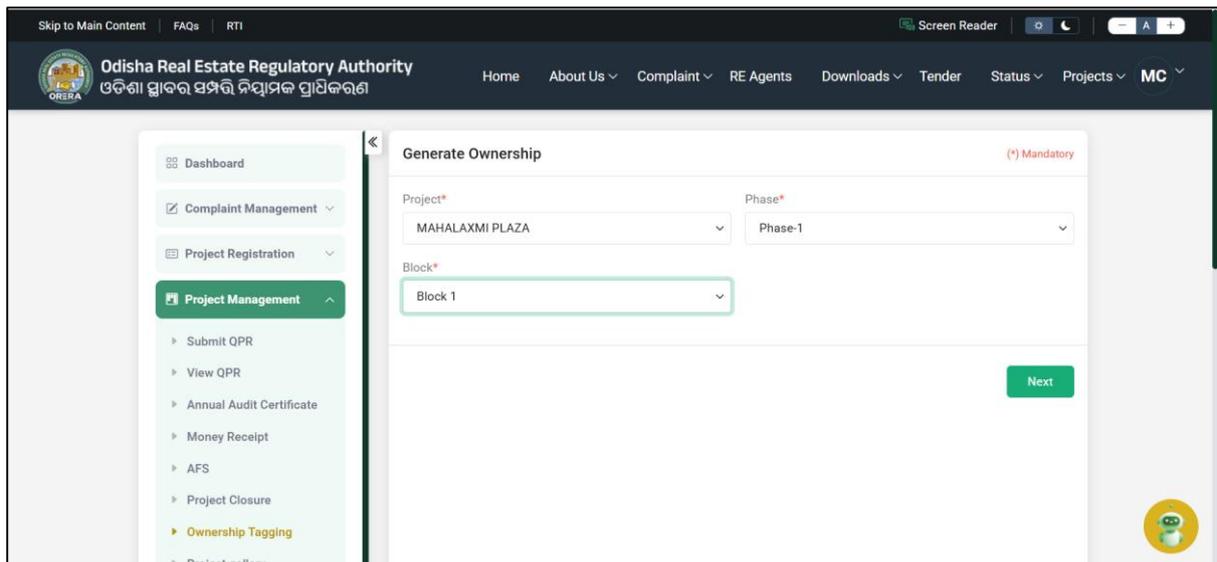


## 2.11 Ownership tagging

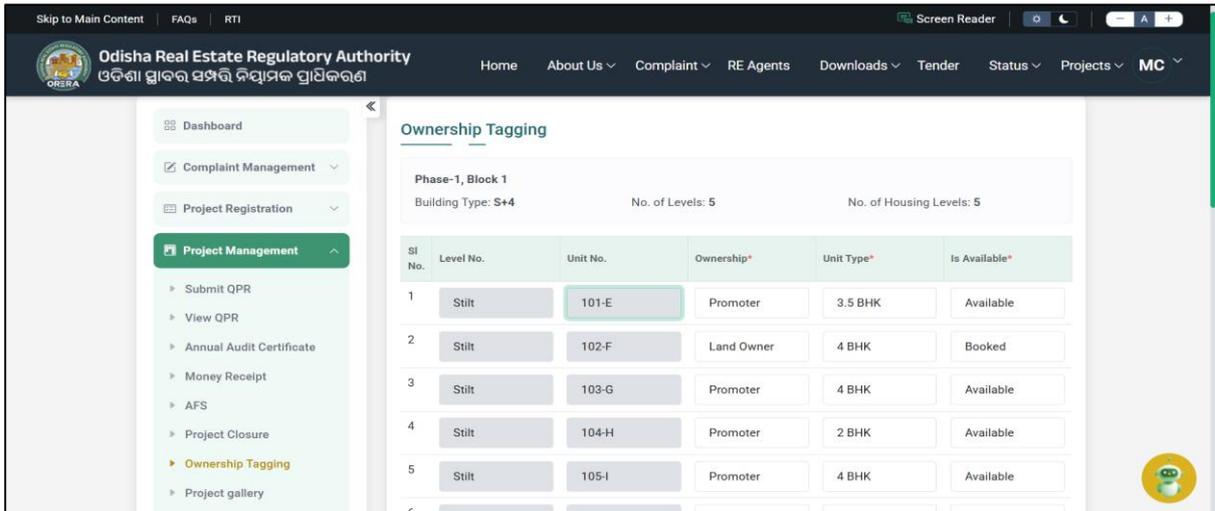
**Step 1:** Go to Project Management Menu & Click on Ownership Tagging link



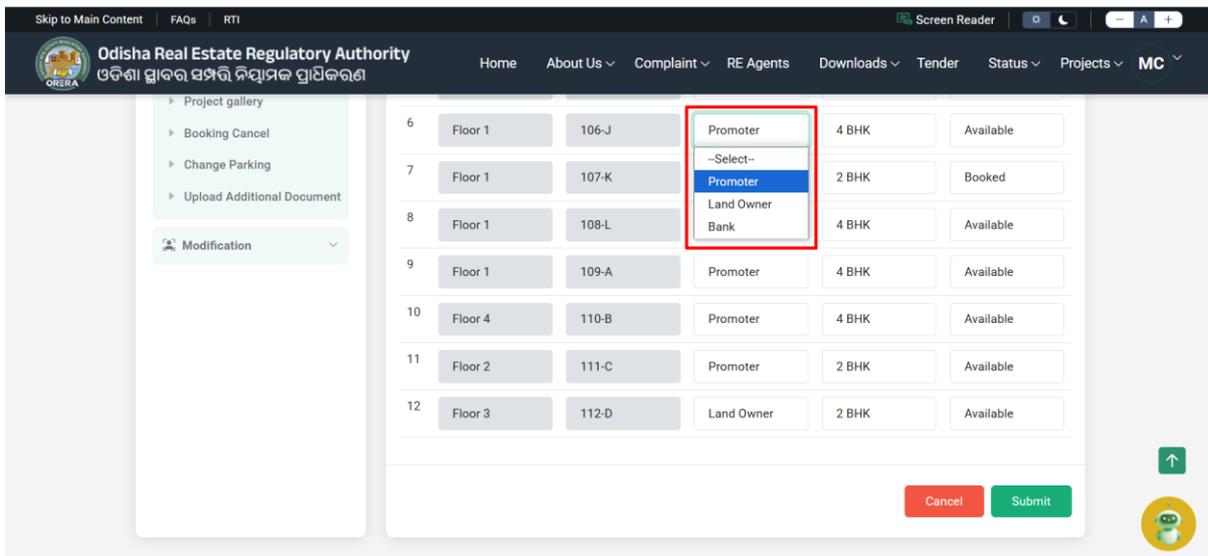
**Step 2:** Select Project, Phase & Block from the drop down and click on Next.



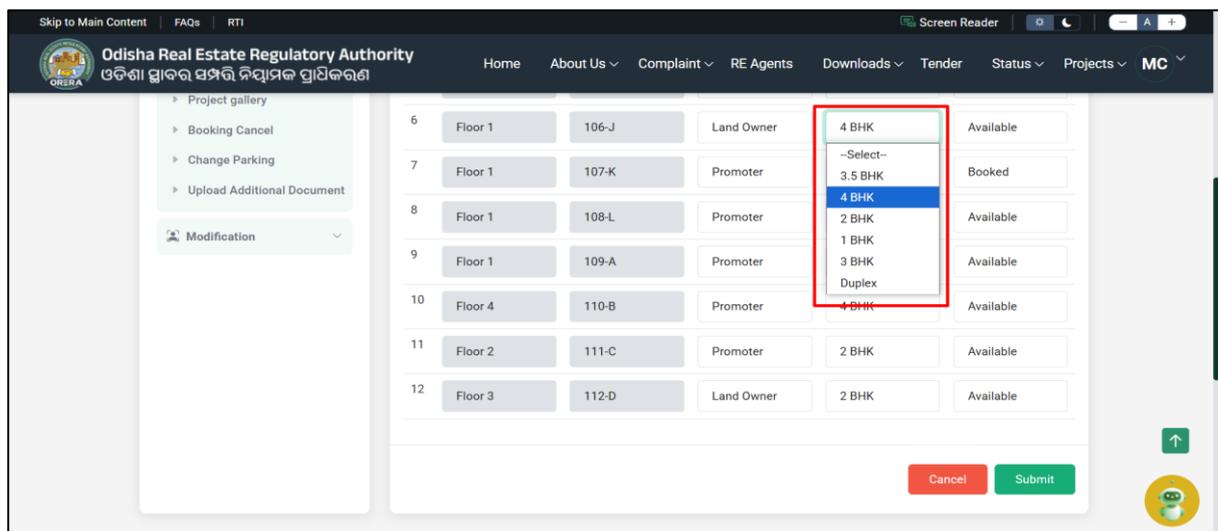
**Step 3:** The list of Units for the selected project, Phase & Block is displayed.



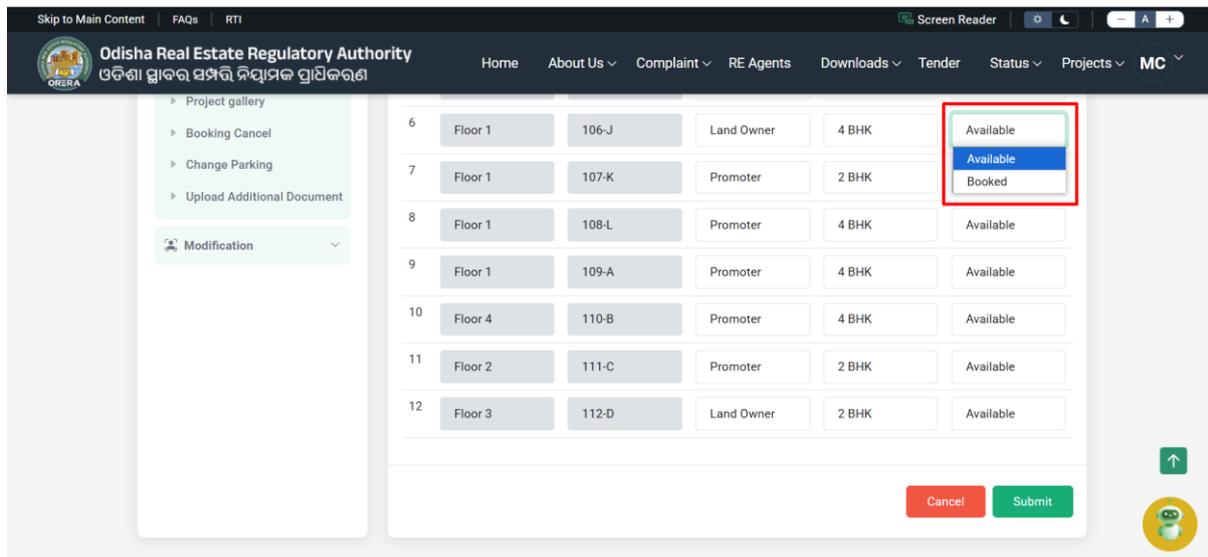
**Step 4:** To change the ownership of the unit Click on Ownership drop-down and select the ownership type (Promoter/Landowner/Bank).



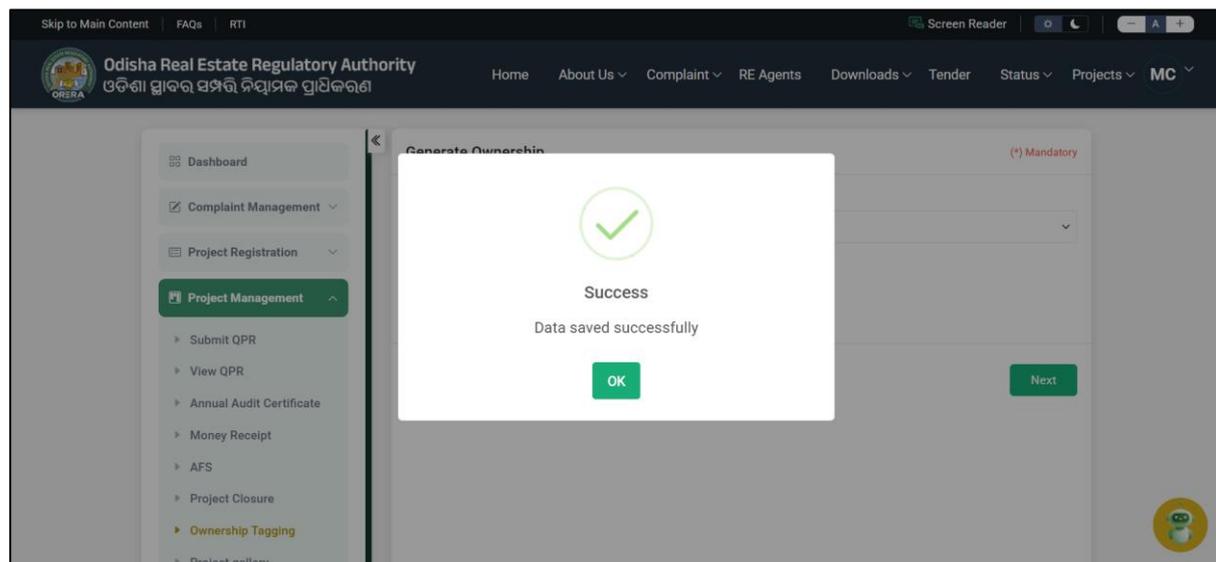
**Step 5:** To Change the Unit Type of the unit Click on the unit type drop-down and the value which are (1 BHK/2 BHK .etc)



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



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



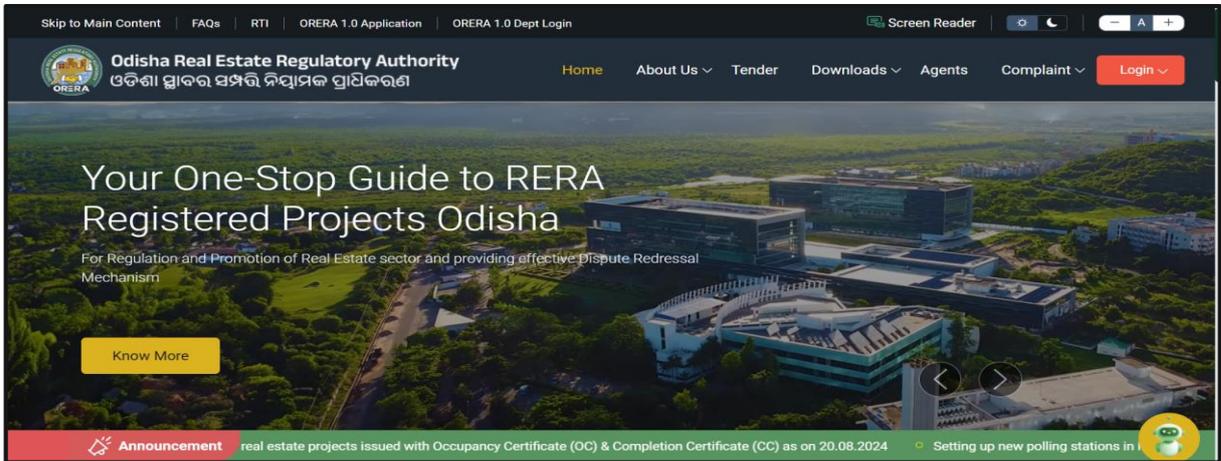
**Note:**

- **please contact our helpdesk “0674 – 2570757” for any assistance or to report issues during the process.**

### 3 For Plotted Scheme Projects

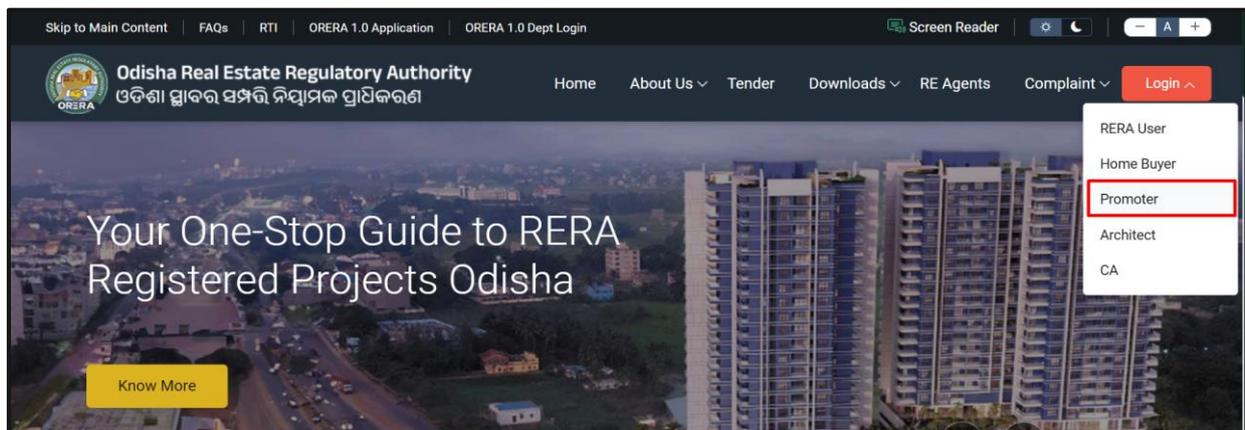
### 3.1 Getting Started

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.

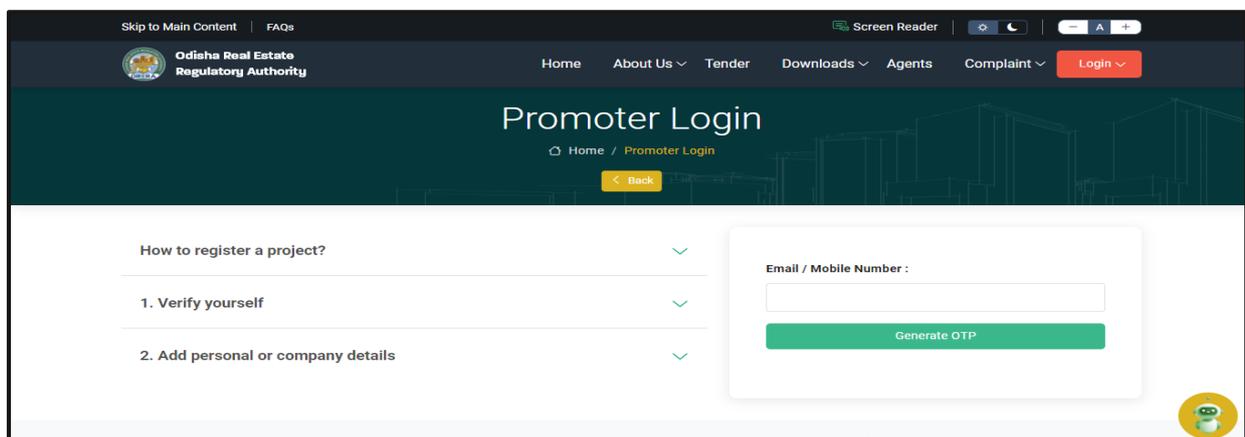


### 3.2 Login

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



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

Enter OTP to verify Mobile Number

① OTP sent to 87\*\*\*\*\*49 Change

1 2 3 4 5 6

Verify OTP

OTP not received?  
You can resend OTP after 00:49 sec

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

### 3.3 Project Registration → 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”.

Skip to Main Content | FAQs | RTI | Screen Reader | [Icons]

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Register New Project

Search by Application No. / Project Name [Filter]

Items Per Page: [Dropdown]

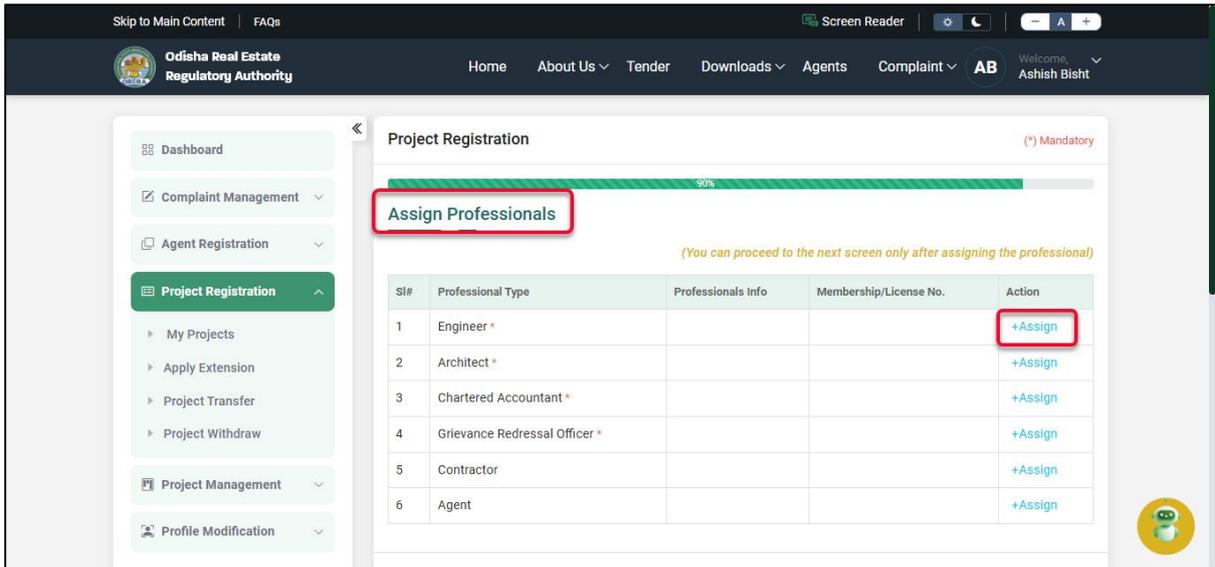
Sl. No.	Application No.	Project Name	Application Progress Status	Payment Status	Application Status	Action
1	ORERA0624426683 12-Jun-2024	LINGARAJ ESTATE CELESTIA Residential RP/26/2024/01221	100%	Paid	Certificate Issued	[Action]
2	ORERA0424308656 08-Apr-2024	LINGARAJ ESTATE Plotted Scheme RP/26/2024/01237	100%	Paid	Certificate Issued	[Action]

Showing 1 to 2 of 2 entries

« Previous 1 Next »

### 3.4 Assign Professional

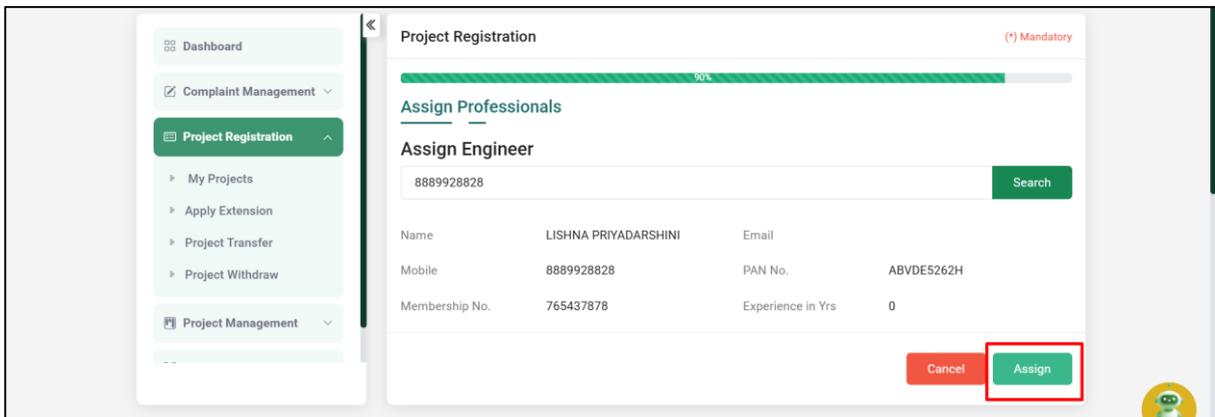
**Step 1:** Click on “Assign” on Action Column to tag each professional Type.



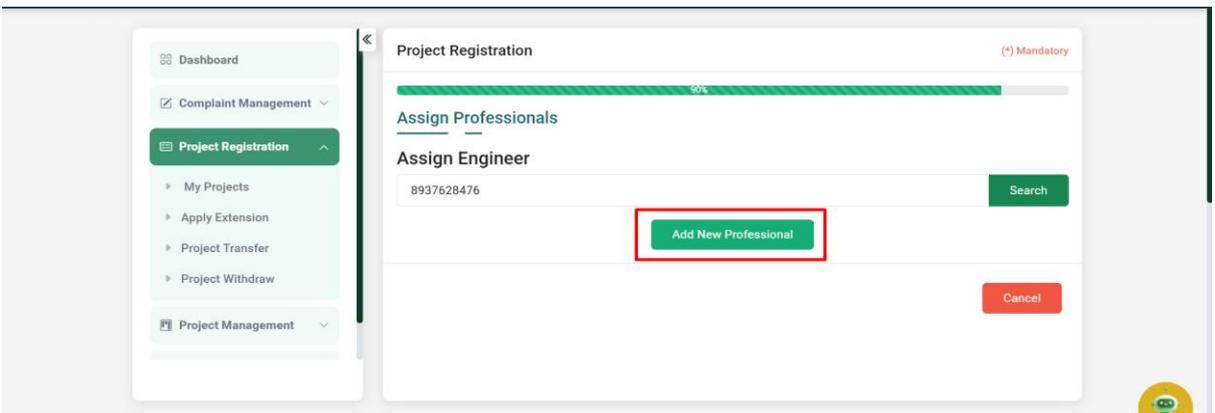
**Step 2:** To tag a professional to the assigned role, enter the PAN Card/Mobile Number registered with RERA in the search to find the professional profile information & Click on Search button.

**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.**



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



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

Project Registration (\*) Mandatory

90%

### Assign Professionals

Professional Type : Engineer

Engineer License issuing Authority\*  License validity till\*

PAN No. \*  Name \*

Mobile No. \*  Email ID

DOB \*  Experience (in years)

### Address

Flat No./Plot No./House No. \*  Area/Street/Sector \*

Building/Apartment  Town/City/Village \*

PIN Code \*  State \*

District \*

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

My Projects

Apply Extension

Project Transfer

Project Withdraw

Project Management

Modification

Sl#	Professional Type	Professionals Info	Membership/License No.	Action
1	Engineer *	LISHNA PRIYADARSHINI 8889928828	765437878	+Modify
2	Architect *	SATYA RANJAN PRUSTY sushreesarangi1234@gmail.com 7267267267	25662	+Modify
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

Once you fill above information, then 'Save and Continue' to enter Prepare AFS Details.

## 3.5 Project Preview

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

The screenshot shows the 'Project Preview' page. At the top, there is a navigation bar with links for 'Skip to Main Content', 'FAQs', 'RTI', 'Screen Reader', and a dark header with the Odisha Real Estate Regulatory Authority logo and name in Odia. The main navigation includes 'Home', 'About Us', 'Complaint', 'RE Agents', 'Downloads', 'Tender', 'Status', 'Projects', and 'LC'. A sidebar on the left contains a menu with 'Dashboard', 'Complaint Management', 'Project Registration' (highlighted), 'My Projects', 'Apply Extension', 'Project Transfer', 'Project Withdraw', 'Project Management', and 'Modification'. The main content area is titled 'Project Preview' and shows a progress bar at 95%. Below this is the 'Promoter Details' section, which includes a 'Promoter' sub-section with the following information:

Promoter's Entity	Name
Partnership	L B Constructions
E-Mail Address	Mobile No.
lbconstructions corporate@gmail.com	9437076120
Alternate Mobile No.	Telephone No.
--	--

Below the promoter details is a 'Partnership Details' section.

**Step 2:** Select the declaration

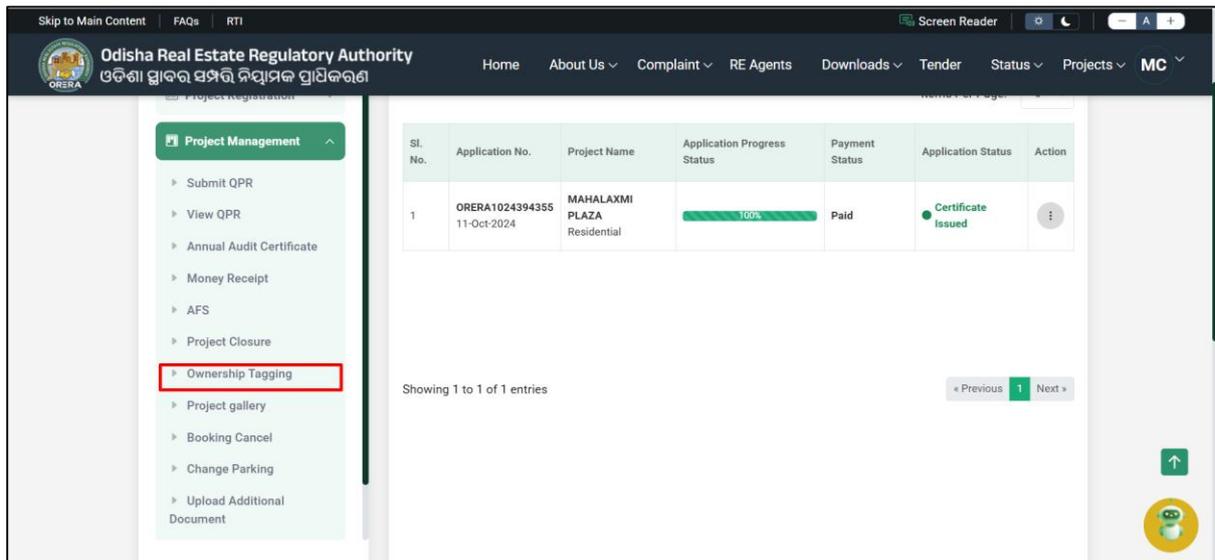
The screenshot shows the declaration step. It features a list of sections: 'Agreement for Sale' (checked), 'Project Document & Explanatory Note Details' (checked), and a declaration checkbox (checked and highlighted with a red box). The declaration text reads: 'I L B Constructions. Solemnly affirm & declare that the particulars given herein are correct to [my/our] knowledge and belief and nothing material has been concealed by [me/us] therefrom'. Below this is a yellow instruction box: 'Once you fill above information, then 'Save and Continue' to make Payment.' At the bottom right, there are 'Previous' and 'Submit' buttons.

**Step 3:** Click on Submit

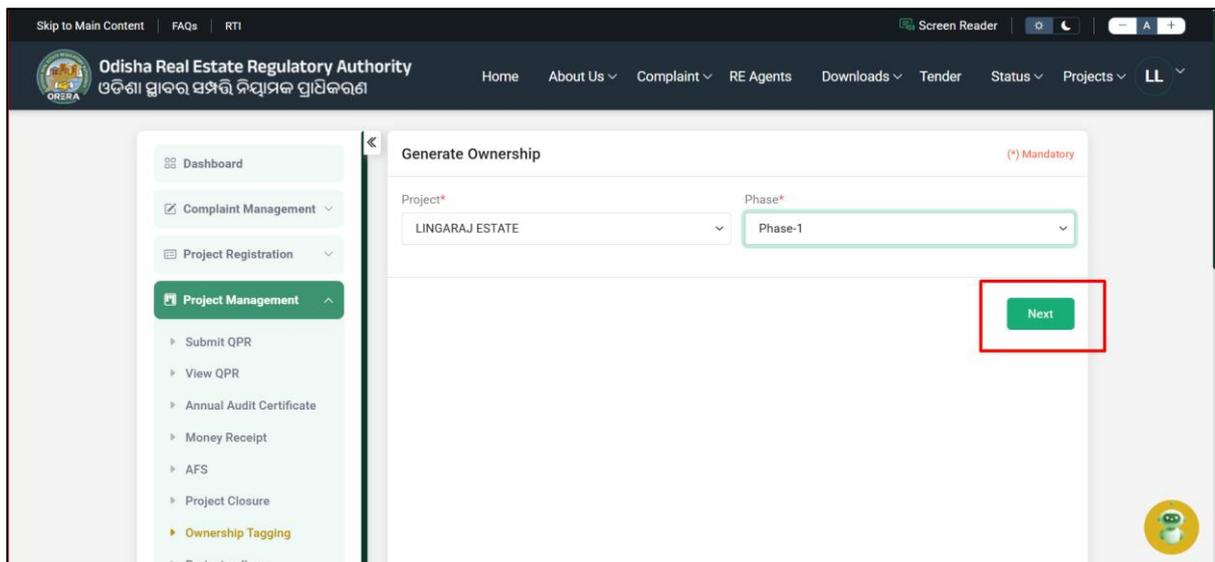
The screenshot shows a confirmation dialog box with a green checkmark icon and the text 'Data updated successfully'. Below the text is an 'OK' button. The background is dimmed, showing the 'Project Document & Explanatory Note Details' section and the 'Previous' and 'Submit' buttons. At the bottom of the page, there are logos for the Government of Odisha, Digital India, india.gov.in, and Make in India.

## 3.6 Ownership tagging

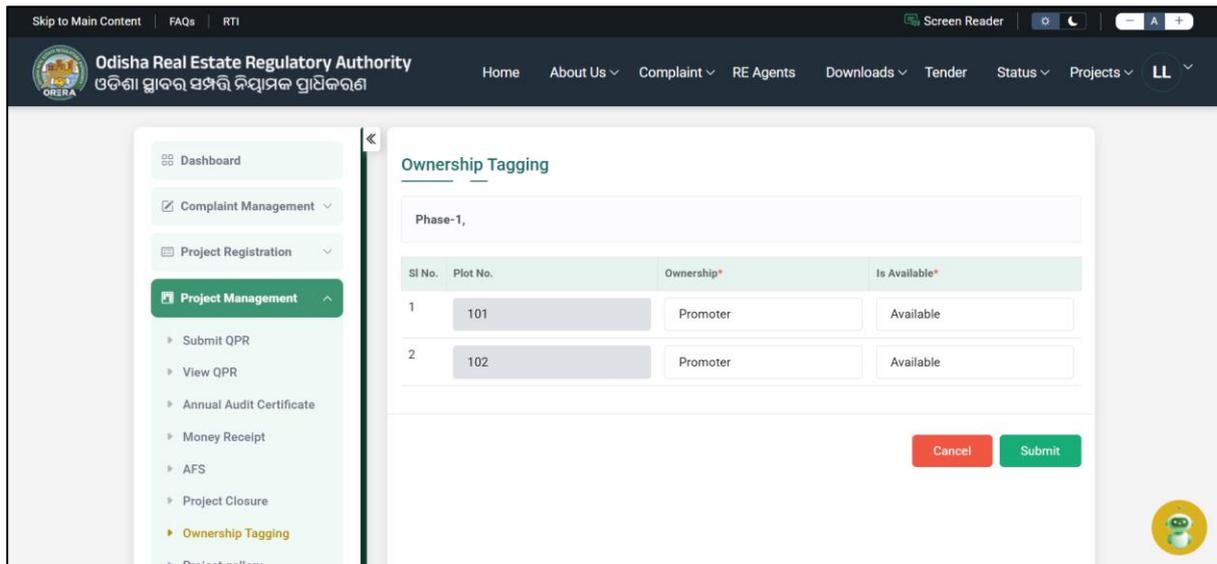
**Step 1: Go to Project Management Menu & Click on Ownership Tagging link**



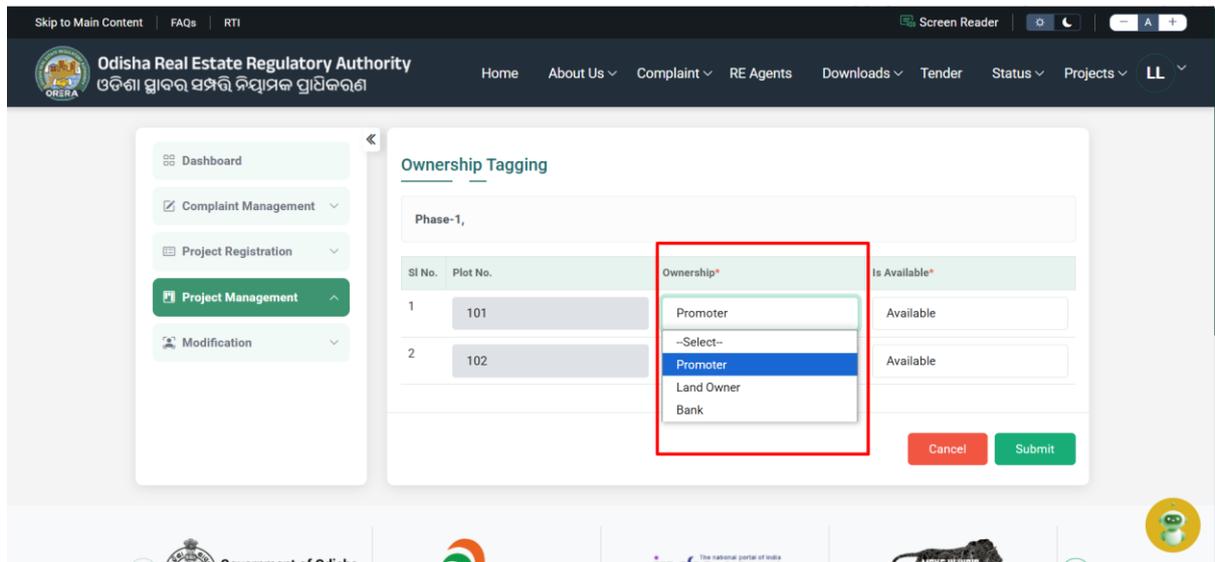
**Step 2: Select Project & Phase from the drop down and click on Next.**



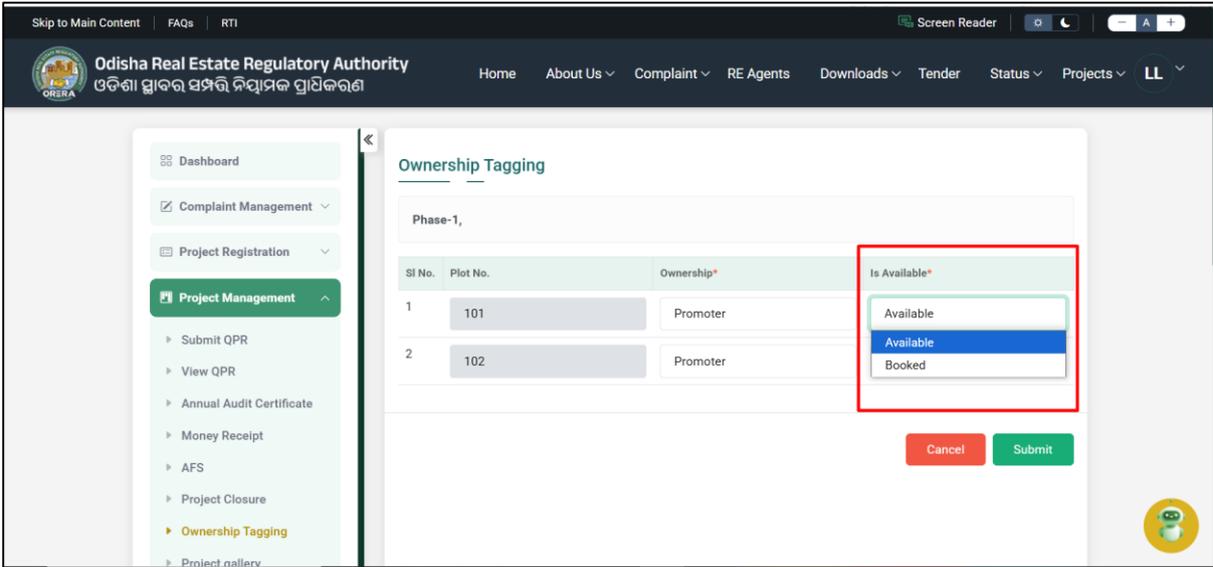
**Step 3: The list of Plots for the selected Project & Phase is displayed.**



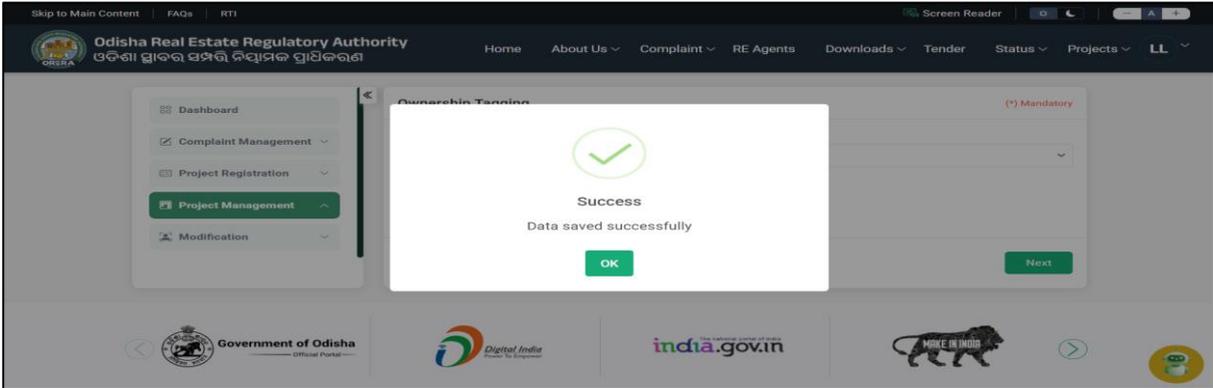
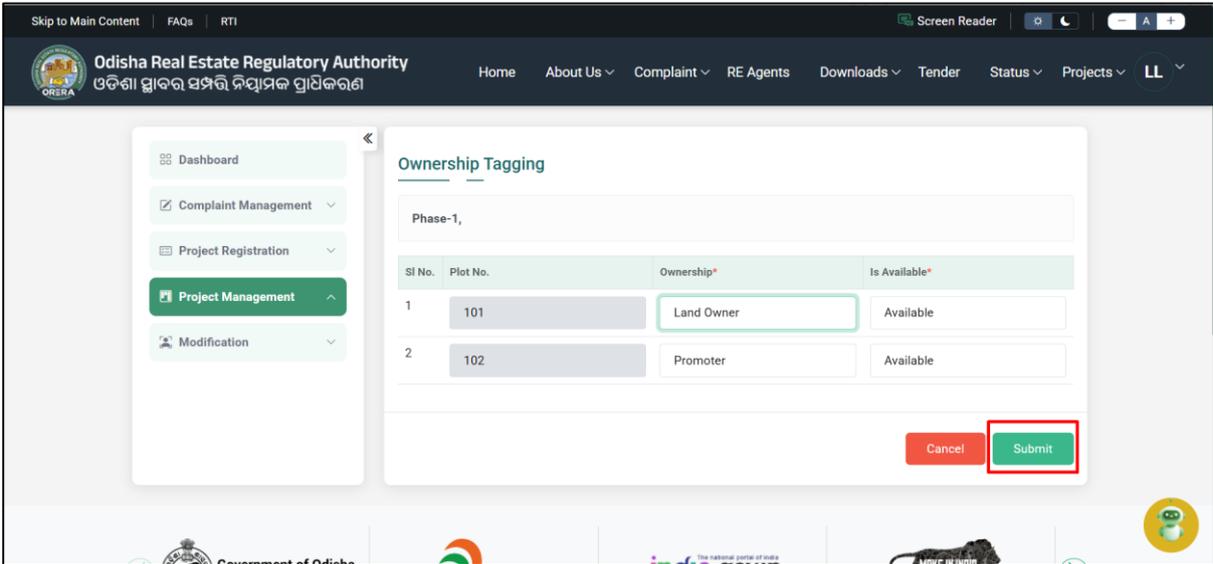
**Step 4:** To change the ownership of the Plot Click on Ownership drop-down and select the ownership type (Promoter/Landowner/Bank).



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



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



**Note:**

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