

9. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 27:
- (i) Amount
 - (ii) Name of the bank on which drawn
 - (iii) Demand draft number/bankers cheque number/online payment transaction number
10. List of enclosures:
- (i) an attested true copy of the order against which the appeal is filed
 - (ii) Copies of the documents relied upon by the appellant and referred to in the appeal
 - (iii) An index of the documents

Verification

I _____ (name in full block letters) son/daughter of _____ of appellant do hereby verify that the contents of paragraphs [1 to 10] are true to my personal knowledge and belief and nothing material has been concealed therefrom

Place:

Dated:

Signature of the applicant (s)

FORM- M

[See rule 35 (1)]

COMPLAINT TO REGULATORY AUTHORITY

Complaint under Section 31 of the Act

For use of Regulatory Authority (s) office:

Date of receipt by post: _____

Complaint No.: _____

Signature: _____

Registrar: _____

IN THE REGULATORY AUTHORITIES OFFICE (Name of place)

Between

_____ Complainant (s)

And

Respondent (s)

Details of claim:

1. Particulars of the complainant (s):

(i) Name of the complaint:

(ii) Address of the existing office /residence of the complaint:

(iii) Address for service of all notices:

2. Particulars of the respondents:

(i) Name (s) of respondent:

(ii) Office address of the respondent:

(iii) Address for service of all notices:

3. Jurisdiction of the Regulatory Authority:

The complainant declares that the subject matter of the claim falls within the jurisdiction the Regulatory Authority.

4. Facts of the case:

[give a concise statement of facts and grounds for complaint]

5. Relief (s) sought:

In view of the facts mentioned in paragraph 4 above, the complainant prays for the following relief (s) _____

[Specify below the relief (s) claimed explaining the ground of relief (s) and the legal provision (if any) relied upon]

6. Interim order, if prayed for:

Pending final decision on the complaint the complainant seeks issue of the following interim order:

[Give here the nature of the interim order prayed for with reasons]

7. Complaint not pending with any other court, etc.:

The complainant further declares that the matter regarding which his complaint has been made is not pending before any court of law or any other authority or any other tribunal(s).

8. Particulars of bank draft in respect of the fee in terms of sub-rule (1) of rule 36:

(i) Amount

(ii) Name of the bank on which drawn

(iii) Demand draft number/Bankers cheque number/online payment transaction number.

9. List of enclosures:

[Specify the details of enclosure with the complaint]

Verification

I _____ (name in full block letters) son/daughter of _____ the complainant do hereby verify that the contents of paragraphs [1 to 9] are true to my personal knowledge and belief and that I have not suppressed any material fact(s)

Place:

Dated:

Signature of the complainant(s)

FORM-N**[See rule 36 (1)]****APPLICATION TO ADJUDICATING OFFICER****CLAIM FOR COMPENSATION UNDER SECTION 71 OF THE REAL ESTATE (REGULATION AND DEVELOPMENT) ACT, 2016 (16 OF 2016)**

For use of Adjudicating officers office:

Date of filing: _____

Date of receipt by post: _____

Application No.: _____

Signature: _____

Authorized officer :-.....

IN THE ADJUDICATING OFFICERS OFFICE (Name of place)

Between

_____ Applicant(s)

And

_____ Respondent(s)

Details of claim:

1. Particulars of the applicants(s):

(i) Name of the applicant:

(ii) Address of the existing office/residence of the appellant:

(iii) Address for service of all notices:

(iv) Details of allottees apartment, plot or building

2. Particulars of the respondents;

(i) Name(s) of respondent:

(ii) Office address of the respondent:

(iii) Address for services of all notices:

(iv) Registration no. and address of project:

3. Jurisdiction of the Adjudicating Officer:

The applicant declares that the subject matter of the claim falls within the jurisdiction of the adjudicating officer.

4. Facts of the case:

[give a concise statement of facts and grounds of claim against the promoter]

5. Compensation(s) sought:

In view of the facts mentioned in paragraph 4 above, the applicant prays for the following compensation(s) _____

[Specify below the compensation(s) claimed explaining the grounds of claim(s) and the legal provisions (if any) relied upon]

6. Claim not pending with any other court, etc.:

The applicant further declares that the matter regarding which this appeal has been made is not pending before any court to law or any other authority or any other tribunal(s).

7. Particulars of bank draft / Bankers Cheque number in respect of the fee in terms of sub-rule (1) of rule 36:

(i) Amount

(ii) Name of the bank on which drawn

(iii) Demand draft number/Bankers cheque number/online payment transaction number.

8. List of enclosure:

[Specify the details of enclosure with the application]

Verification

I _____ (name in full block letters) son/daughter of _____ the complainant do hereby verify that the contents of paragraphs 1 to 8 are true to

my personal knowledge and belief and nothing material has been concealed by me/us therefrom.

Place:

Dated:

Signature of the complaint(s)

FORM-O
[See rule 37]
ANNUAL STATEMENT OF ACCOUNTS

Receipts and Payment Account

For the year ended _____

(In Rupees)

| A/c Code | Receipts | Current Year As on | Previous Year As on | A/c Code | Payments | Current Year as on | Previous year As on |
|----------|-----------------------------|--------------------|---------------------|----------|-----------------------------|--------------------|---------------------|
| 1. | To Balance Brought down: | | | 13. | By Chairperson and Members: | | |
| 1.1. | To Bank | | | 13.1. | By Pay and Allowances | | |
| 1.2. | To Cash in hand | | | 13.2. | By Other benefits | | |
| 2. | To Fee, Charges and Fine: | | | 13.3. | By Travelling expenses: | | |
| 2.1. | To Fees | | | 13.3.1. | By Overseas | | |
| 2.2. | To Charges | | | 13.3.2. | By Domestic | | |
| 2.3. | To Fines | | | 14. | By Officers | | |
| 2.4. | To Others (Specify) | | | 14.1. | By Pay and Allowances | | |
| 3. | To Grants: | | | 14.2. | By Retirement benefits | | |
| 3.1. | To Accounts with Government | | | 14.3. | By Other benefits | | |
| 3.2. | To Others (Specify) | | | 14.4. | By Travelling expenses: | | |
| 4. | To Gifts | | | 14.4.1. | By Overseas | | |
| 5. | To Seminars and conferences | | | 14.4.2. | By Domestic | | |

| | | | | | | | |
|------|---------------------------------------|--|--|---------|---------------------------------------|--|--|
| 6. | To Sale of Publications | | | 15. | By Staff: | | |
| 7. | To Income on investments and Deposits | | | 15.1. | By Pay and Allowances | | |
| 7.1. | To Income on investments | | | 15.2. | By Retirement benefits | | |
| 7.2. | To Income on Deposits | | | 15.3. | By Other benefits | | |
| 8. | To loans: | | | 15.4. | By Travelling expenses | | |
| 8.1. | To Government | | | 15.4.1. | By Overseas | | |
| 8.2. | To Others (Specify) | | | 15.4.2. | By Domestic | | |
| 9. | To Sale of Assets | | | 16. | By Hire of Conveyance | | |
| 10. | To Sale of Investments | | | 17. | By Wages | | |
| 11. | To Recoveries from pay bills | | | 18. | By Overtime | | |
| | | | | 19. | By Honorarium | | |
| | | | | 20. | By Other office expenses | | |
| | | | | 21. | By Expenditure on Research | | |
| | | | | 22. | By Consultation expenses | | |
| | | | | 23. | By Seminars and conferences | | |
| | | | | 24. | By publications of Authority | | |
| | | | | 25. | By Rent and Taxes | | |
| | | | | 26. | By Interest on Loans | | |
| | | | | 27. | By Promotional Expenses | | |
| | | | | 28. | By Membership fee | | |
| | | | | 29. | By Subscription | | |
| | | | | 30. | By Purchase of Fixed Assets (Specify) | | |
| | | | | 31. | By Investments and Deposits | | |
| | | | | 31.1. | By Investments | | |
| | | | | 31.2. | By Deposits | | |
| | | | | 32. | By Security Deposits | | |
| | | | | 33. | By loans and Advances to: | | |
| | | | | 33.1. | By Employees: | | |
| | | | | 33.1.1. | By Bearing Interest | | |

| | | | | | | | |
|--|-------|--|--|---------|-----------------------------|--|--|
| | | | | 33.1.2. | By Not bearing Interest | | |
| | | | | 33.2. | By Suppliers/contractors | | |
| | | | | 33.3. | By others (specify) | | |
| | | | | 34. | By Repayment of loan | | |
| | | | | 35. | By Others | | |
| | | | | 35.1. | By Leave Salary and Pension | | |
| | | | | 35.2. | Contribution | | |
| | | | | 35.3. | By Audit Fee | | |
| | | | | 35.4. | By Misc: | | |
| | | | | 36. | By Balance carried down: | | |
| | | | | 36.1. | By Bank | | |
| | | | | 36.2. | By Cash in hand | | |
| | Total | | | | Total | | |

Member(s) (Signature)
(Signature)

Chairperson

Income and Expenditure Account

For the 1st April _____ to 31st March _____

(In Rupees)

| A/c Code | Expenditure | Current Year As on | Previous Year As on | A/c Code | Income | Current Year As on | Previous Year As on |
|----------|----------------------------|--------------------|---------------------|----------|-----------------------------|--------------------|---------------------|
| 37. | To Chairperson and Members | | | 61. | By Fee, Charges and Fine | | |
| 37.1. | To Pay and Allowances | | | 61.1. | By Fee | | |
| 37.2. | To Other benefits | | | 61.2. | By Charges | | |
| 37.3. | To Travelling Overseas | | | 61.3. | By Fines | | |
| 37.3.1. | To overseas | | | 61.4. | By Others (specify) | | |
| 37.3.2. | To Domestic | | | 62. | By Grants | | |
| 38. | To Officers | | | 62.1. | By Accounts with Government | | |
| 38.1. | To Pay and Allowances | | | 62.2. | By Others (Specify) | | |
| 38.2. | To retirement Benefits | | | 63. | By Gifts | | |

| | | | | | | | |
|---------|---|--|--|-------|---------------------------------------|--|--|
| 38.3. | To Other Benefits | | | 64. | By Seminars and Conferences | | |
| 38.4. | To Travelling Expenses | | | 65. | By Sale of Publications | | |
| 38.4.1. | To Overseas | | | 66. | By Income on investments and Deposits | | |
| 38.4.2. | To Domestic | | | 66.1. | By Income on investments | | |
| 39. | To Staff | | | 66.2. | By Income on Deposits | | |
| 39.1. | To Pay and Allowances | | | 66.3. | By Interest on loan and Advances | | |
| 39.2. | To Retirement Benefits | | | 67. | By Miscellaneous Income | | |
| 39.3. | To Other Benefits | | | 67.1. | By Gain on Sales of Assets | | |
| 39.4. | To Travelling expenses | | | 67.2. | By Excess of expenditure over income | | |
| 39.4.1. | To Overseas | | | 67.3. | (Transferred to Capital Fund Account) | | |
| 39.4.2. | To Domestic | | | | | | |
| 40. | To hire of Conveyance | | | | | | |
| 41. | To Wages | | | | | | |
| 42. | To Overtime | | | | | | |
| 43. | To Honorarium | | | | | | |
| 44. | To Other office expenses | | | | | | |
| 45. | To expenditure on Research | | | | | | |
| 46. | To Consultation | | | | | | |
| 47. | To Seminars and conferences | | | | | | |
| 48. | To Publications of Real Estate Regulatory Authority | | | | | | |
| 49. | To Rent and | | | | | | |

| | | | | | | | |
|-------|---------------------------------------|--|--|--|-------|--|--|
| | Taxes | | | | | | |
| 50. | To Interest on loans | | | | | | |
| 51. | To Promotional Expenses | | | | | | |
| 52. | To membership fee | | | | | | |
| 53. | To Subscription | | | | | | |
| 54. | To Others | | | | | | |
| 54.1. | To Leave Salary and Pension | | | | | | |
| 54.2. | Contribution | | | | | | |
| 54.3. | To Audit | | | | | | |
| 54.4. | To Misc. | | | | | | |
| 55. | To Depreciation | | | | | | |
| 56. | To loss on sale of assets | | | | | | |
| 57. | To Bad Debts written off | | | | | | |
| 58. | To Provision for bad & doubtful debts | | | | | | |
| 59. | To Excess of income over Expenditure | | | | | | |
| 60. | (Transferred to capital Fund Account) | | | | | | |
| | Total | | | | Total | | |

Member(s) (Signature)
(Signature)

Chairperson

Balance Sheets as on 31st March _____

(In Rupees)

| A/c Code | Liabilities | Current Year As on | Previous Year As on | A/c Code | Assets | Currents Year As on | Previous Year As on |
|----------|--------------|--------------------|---------------------|----------|--------------|---------------------|---------------------|
| 68. | Funds | | | 72. | Fixed Assets | | |
| 68.1. | Capital Fund | | | 72.1. | Gross Block | | |

| | | | | | | | |
|--------------------------------|--|--|--|-------|------------------------------|--|--|
| | | | | | at Cost | | |
| 68.2. | Add Excess of Income over Expenditure/less excess of expenditure over Income | | | 72.2. | Less Cumulative depreciation | | |
| 68.3. | Other Funds (Specify) | | | 72.3. | Net Block | | |
| 69. | Reserves | | | 73. | Capital Work-in-progress | | |
| 70. | Loans | | | 74. | Investments & Deposits | | |
| 70.1. | Government | | | 74.1. | Investment | | |
| 70.2. | Others | | | 74.2. | Deposits | | |
| 71. | Current Liabilities and provisions | | | 75. | Loans and Advances | | |
| | | | | 75.1. | Account with Government | | |
| | | | | 76. | Sundry Debtors | | |
| | | | | 77. | Cash and Bank Balances | | |
| | | | | 78. | Other Current Assets | | |
| | Total | | | | Total | | |
| Accounting Policies and Notes: | | | | | | | |

Member(s) (Signature)

Chairperson (Signature)

FORM-P**[See rule 38]****ANNUAL REPORT TO BE PREPARED BY REAL ESTATE
REGULATORY AUTHORITY****A. Introduction :**

- (i) Chairman's statement:
- (ii) Objectives:
- (iii) Important achievements:
- (iv) The year in review:

a. Landmark decisions:

b. Legislative work:

c. Outreach programme:

(v) Capacity building:

(vi) International engagements:

(vii) Impact on:

a. Allottees:

b. Promoters:

c. Real Estate Agents:

d. Economy:

B. Registration of promoters and real estate agents under the Act:

I. In relation to promoters

| Serial Number | Name of promoter | Address of promoter | Description of project for which registration has been issued | Fee paid | Registration Number |
|---------------|------------------|---------------------|---|----------|---------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |

| Date of issue of registration | Date on which registration expires | Date of extension of registration with period of extension | Remark |
|-------------------------------|------------------------------------|--|--------|
| (7) | (8) | (9) | (10) |
| | | | |

II. In relation to Real Estate Agents:

| Serial Number | Name of Real Estate Agent | Address of Real Estate Agent | Registration Fee paid | Registration Number | Registration issue of registration certificate | Date on which registration certificate expires | Date and period of renewal of registration certificate | Remark |
|---------------|---------------------------|------------------------------|-----------------------|---------------------|--|--|--|--------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

C. Number of cases filed before the Real Estate Regulatory Authority and the Adjudication Officer for settlement of disputes and number of cases disposed:

| S. No. | No. of cases pending in the last quarter by the Real Estate Regulatory Authority | No. of cases received during the quarter by the Real Estate Regulatory Authority | No. of cases disposed of by the Real Estate Regulatory Authority |
|--------|--|--|--|
| (1) | (2) | (3) | (4) |

| S. No. | No. of cases pending in the last quarter with the Adjudicating Officer | No. of cases received during the quarter by the Adjudicating Officer | No. of cases disposed of by the Adjudicating Officer |
|--------|--|--|--|
| (1) | (2) | (3) | (4) |

D. Statement on the periodical survey conducted by the Real Estate Regulatory Authority to monitor the compliance of the provisions of the Act by the promoter, allottees and real estate agents:

| S. No. | Survey conducted during the quarter with details | Observation of Authority | Remedial steps taken |
|--------|--|--------------------------|----------------------|
| (1) | (2) | (3) | (4) |

E. Statements on steps taken to mitigate any non-compliance of the provisions of the Act and the rules and regulation made thereunder by the promoters, allottees and real estate agents:

| S.No. | Subject | Steps taken | Results achieved |
|-------|---------|-------------|------------------|
| (1) | (2) | (3) | (4) |

| S. No. | Name of the promoter | Details of the directions issued by the Authority/adjudicating officer | Penalty/interest/com-pensations imposed | Whether paid |
|--------|----------------------|--|---|--------------|
| | | | | 85 |

| (1) | (2) | (3) | (4) | (5) |
|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|

F. Statements on penalty imposed by the Real Estate Regulatory Authority for contravention of the Act and directions of the the Real Estate Regulatory Authority and

| S. No. | Name of the allottee | Details of the directions issued by the Authority/Adjudicating Officer | Penalty/interest/compensations imposed | Whether paid |
|--------|----------------------|--|--|--------------|
| (1) | (2) | (3) | (4) | (5) |

| S. No. | Name of the real estate agent | Details of the directions issued by the Authority/Adjudicating Officer | Penalty/interest/compensations imposed | whether paid |
|--------|-------------------------------|--|--|--------------|
| (1) | (2) | (3) | (4) | (5) |

G. Investigation and inquires ordered by the Real Estate Regulatory Authority or the Adjudicating Officer: A brief narrative of investigation an inquiries taken up by Authority or the Adjudicating Officer and references received from the Competent Authority or the Appropriate Government.

H. Order passed by the Real Estate Regulatory Authority and the Adjudicating Officer: A brief narrative of ordered passed by the Authority or the Adjudicating Officer separately for where no offence is made out, and in case offence is proved, category-wise for each category of order passed along with the tabular statement indicating the section under which the order was passed and brief particulars of the orders.

I. Execution of the order of the Real Estate Regulatory Authority and imposition of penalties;

(i) monetary penalties- details of recovery of penalty imposed, details of penalty imposed but not recovered, total number of matters and total amount of monetary penalty levied, total amount realized by restoring to rule 23; and

- (ii) matters referred to court under Section 59 – total number of matters referred to the court during the year, total number of matters disposed of by the court during the year, total number of matter pending with the court at the end of the year;
 - (iii) matter referred to court for execution of order under section 40- total number of order referred to the court during the year, total number of matter disposed of by the court during the year, total number of matters pending with court at the end of the year.
- J. Execution of the order of the Adjudicating Officer and imposition of interest and compensation:
- (i) interest and compensation- details of interest and compensation imposed, details of interest and compensation imposed but not paid, total number of matters and total amount of interest and compensation imposed, total amount realized by resorting to rule 23; and
 - (ii) matters refers to court for execution of order under section 40- total number of matters referred to the court during year, total number of matters disposed off by the court during the year, total number of matters pending with the court and the end of the year.
- K. Appeals:
- (i) Number of appeal filed against the orders of the Authority or the Adjudication Officer in the year.
 - (ii) Number of appeals pending at the beginning of the year.
 - (iii) Appeals files during the year
 - (iv) Number of appeal allowed by the Appellate Tribunal during the year

- (v) Number of appeal disallowed by the Appellate Tribunal during the year.
- (vi) Brief write up on the appeals allowed by the Appellate Tribunal
- L. References received from the Appropriate Government under Section 33:
 - A brief narrative on the references received from the appropriate Government under Section 33 providing for - number of references received during the year, number of references disposed off during the year, number of references pending at the end of the year.
- M. Advocacy measures under sub-section (3) of Section 33: A brief narrative on activity under taken under sub section (3) of Section 33-
 - (i) workshops, seminars and other interaction with public/experts/policy makers/regulatory body on laws and policy relating to the real estate sector and for creating awareness on the same;
 - (ii) papers and study published for advocacy on laws and policies relating to the real estate sector and for creating awareness on the same;
 - (iii) Consultation paper published/placed on website of the Authority;
 - (iv) Analytical papers prepared and examined;
 - (v) others.
- N. Administration and established matter:
 - (i) report of the Secretary;
 - (ii) composition of the Authority;
 - (iii) details of Chairperson and Members appointed in the year and of those who demitted office;
 - (iv) details of Adjudicating Officers appointed in the year and those who demitted office;
 - (v) Organizational structure;
 - (vi) a tabular statement containing information on personnel in the Authority, category wise: section post, post filled up, vacancies, appointment made in the year etc.
- O. Experts and consultants engaged: details of number of experts and consultant appointed in the year and of those who demitted office.

- P. Employee welfare measures, if any, beyond the regular terms and conditions of employments, under taken by the Authority.
- Q. Budget and Accounts:
- (i) budget estimates and revised the estimates, under the broad the category;
 - (ii) receipts under broad category in the Real Estate Regulatory Fund established under sub-section (1) of Section 75;
 - (iii) actual expenditure under broad categories;
 - (iv) balance available in the Real Estate Regulatory Fund under sub-section (1) of section 75;
 - (v) any other information.
- R. International cooperation: A brief narrative of international cooperation, if any, under taken by the Authority.
- S. Capacity Building: A brief narrative of capacity building imitative under taken including;
- (i) number of employees (category wise and grade wise) trained in house with details of such programme like content, duration and faculty;
 - (ii) number of employees (category wise and grade wise) trained by outside institutions (separately within India and outside India) with details of names of institutions and durations also to specify whether training was under internship, exchange programme, fellowships, study leave, special arrangement with foreign universities/ institutions;
 - (iii) expenditure of capacity building initiatives.
- T. Ongoing programme:- A brief narrative of ongoing programmes.
- U. Right to Information: A brief narrative of
- (i) number of application received by PIO/APIO seeking information under RTI Act;
 - (ii) number of applications for which information has been provide by PIO;
 - (iii) number of applications pending with PIO;
 - (iv) number of appeal filed before the first Appellate Authority against the order of PIO;
 - (v) number of appeals which have been disposed by the first Appellate Authority;
 - (vi) number of appeals pending with the first Appellate Authority;

(vii) number of application/appeals not disposed of in the stipulated time frame.

Chairperson (signature)

Member (s) (signature)

By order and in the name of the Governor of Chhattisgarh,
REGINA TOPPO, Joint Secretary.