



తెలంగాణ రాజ పత్రము
THE TELANGANA GAZETTE
PART - II EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 180-B]

HYDERABAD, SUNDAY, SEPTEMBER 24, 2023.

NOTIFICATIONS BY HEADS OF DEPARTMENTS Etc.,

—X—
**TELANGANA REAL ESTATE REGULATORY AUTHORITY
(GENERAL) REGULATIONS, 2023**

**TELANGANA STATE REAL ESTATE REGULATORY
AUTHORITY (GENERAL) REGULATIONS, 2023**

TS RERA.2023/GEN/REGULATIONS

No.TSRERA-2023/General, dated .09.2023:- In exercise of the powers conferred on it under sub-section (1) and clause (i) of sub-section (2) of Section 85 of the Real Estate (Regulation & Development) Act, 2016, and of all other powers enabling it in that behalf, the Telangana State Real Estate Regulatory Authority, hereby makes the following Regulations:

CHAPTER-I

PRELIMINARY

1. Short title, object, commencement and extent;

(a) These Regulations may be called the Telangana State Real Estate Regulatory Authority (General) Regulations, 2023.

(b) These Regulations shall apply in relation to all the matters falling within the jurisdiction of this Authority within the State of Telangana.

(c) These Regulations prescribe the procedure regarding the general functioning and for the conduct of business of the Authority.

(d) These Regulations shall come into force on the date of their notification in the Official Gazette.

2. Definitions;

(1) In these Regulations, unless the context otherwise requires:

- (i) "Act" shall mean the Real Estate (Regulation and Development) Act, 2016 as amended from time to time.
- (ii) "Address for service" shall mean the address furnished by a party or his/her authorized agent, or his/her legal practitioner, chartered accountant, company secretary, cost accountant at which service of summons, notices or other processes may be effected;
- (iii) "Adjudication" shall mean the process of arriving at decisions on complaints received by the Authority or the Adjudicating Officer under Section 31 of the Act and under Sections 12, 14, 18 and 19 of the Act;
- (iv) "Adjudicating Officer" shall mean the Adjudicating Officer appointed under sub-section (1) of Section 71;
- (v) "Application" shall mean the complete application made under Section 4 or under Section 9, as the case may be, submitted online and/or in hard copy to the Authority with such details and documents as required to be submitted along with the prescribed charges and fees under the provisions of the Act, Rules and Regulations made thereunder;
- (vi) "Association of Allottees or any Voluntary Consumer Association", as defined under Section 31 of the Act shall have the same meaning as that of the Association of apartment owners defined under the Telangana Apartments (Promotion of Construction and Ownership) Act, 1987, duly registered under the Registration Act, 1908;
- (vii) "Authorized person" shall mean person authorized by the complainant or respondent or applicant to represent itself before the Authority or before the Adjudicating Officer and which term shall include the persons as explained under Section 56 of the Act;
- (viii) "Authority" shall mean the Telangana State Real Estate Regulatory Authority;
- (ix) "Chairperson" shall mean the Chairperson of the Telangana State Real Estate Regulatory Authority.
- (x) "Complaint" shall mean a complaint made under Section 31 of the Act.

- (xi) "Complainant" shall mean and include a person or a group or association of persons who has filed complaint under Section 31 of the Act before the Authority or the Adjudicating Officer, as the case may be;
- (xii) "Code" shall mean the Code of Civil Procedure, 1908, as amended from time to time.
- (xiii) "Member" shall mean a member of the Telangana State Real Estate Regulatory Authority;
- (xiv) "Proceedings" shall mean and include proceedings of all nature that the Authority and/or the Adjudicator may conduct in the discharge of its functions under the Act and the Rules and Regulations made thereunder;
- (xv) "Officer" shall mean an officer of the Authority;
- (xvi) "Regulations" shall mean the Telangana State Real Estate Regulatory Authority (General) Regulations, 2023, as amended from time to time.
- (xvii) "Rule" shall mean the Telangana State Real Estate (Regulation and Development) Rules, 2017 as amended from time to time.

(2) Words and Expressions not defined in this Regulation but defined in the Act or Rules shall have the same meaning respectively as assigned to them in the Act and the Rules.

(3) In construing these Regulations, the singular shall include the plural and vice versa.

CHAPTER-II

APPLICATION FOR REGISTRATION AND FEE FOR REGISTRATION

3. Submission of application and fee for Registration:-

- (1) Every application under Section 4 and Section 9 of the Act shall be submitted online on <http://rera.telangana.gov.in/> as well as in hard copy with such details and documents as provided in the said provision and the Rules thereunder to the Authority along with the prescribed charges and fees. The payment of fee shall be in the form of Demand Draft drawn on a Scheduled Bank payable at Hyderabad in favour of "TS RERA FUNDS" or via online mode to the Bank.
- (2) The hard copy of the application made under Section 4 or Section 9 of the Act along with such details and documents as required thereunder shall be submitted to the Authority within a period of 7 days from the date of online submission of the application.

(3) The Authority shall scrutinize the applications made under (1) and (2) above, filed for registration for projects or agents, as the case may be, and if it is found in consonance with the provisions of the Act, a Registration Certificate shall be issued in the format prescribed within 30 (thirty) days from the date of submission of the application for a project or an agent, as the case may be, as set out in sub-rule (1) of Rule 5 and sub-rule (2) of Rule 9 respectively.

Explanation: 30 (thirty) days period shall exclude the period granted to the applicants/registrants for compliance, if any, in such incomplete applications as returned by the Authority.

- (4) If the application is found to be incomplete, a letter/mail shall be sent to the promoter or the Agent, as the case may be, to furnish the required particulars within such time as the Authority deems fit.
- (5) The Authority in exercising the powers under sub-section (1) of Section 7 and sub-section (7) of Section 9 of the Act read with sub-Rule (2) of Rule 5 and Rule 11 respectively to revoke the registration granted to a project or an agent, as the case may be, shall issue notice to the applicant/registrant calling him/her for enquiry and by granting a personal hearing before the Authority on the day specified in such notice.
- (6) The Authority in exercising the powers under Sub-Clause (b) Sub-Section (1) of Section 5 and sub-Clause (b) of sub-section (3) of Section 9 of the Act to reject an application for registration, shall issue a notice to the applicant/registrant to furnish such explanation and/or call upon him/her to appear in person or through a representative for such enquiry before the Authority on the day specified in the Notice.
- (7) If after the personal hearing, the Authority is still not satisfied with the information provided in the application, it shall reject such application (or) if after due notice for personal hearing has been given and the party does not appear for these hearing consecutively for two hearings, such application shall be deemed to be rejected.
- (8) If the promoter or agent continuously fails to take steps to register the project / agent as contemplated under Sections 3 and 9 of the Act, even after rejection of application for registration of project or agent, as the case may be, either in default or on merits, the Authority shall take action against the promoter or the agent as provided under Section 59 & 62 of the Act respectively.
- (9) The authority may *suo motu* or on receipt of a complaint from any person or such aggrieved person as defined under Section 31 to the effect that a project or agent which is registrable under the provisions

of the Act has not been registered, the Authority may issue a show cause notice calling upon the promoter/agent to show cause as to why penalty under Section 59 and 62, respectively, ought not to be issued and also to submit an application for registration under Section 4 and 9, respectively, within such time as the Authority may deem fit.

Such show cause notice calling upon the promoter or the agent shall be issued by Registered Post/Courier Service/E-mail to the last known address or e-mail ID, as the case may be, of the promoter or the agent. If the notice is not served upon the promoter or the agent, for want of specific address or any other particulars, the Authority may issue for a second time and if such notice is not served again, then the Authority shall order for a publication in one vernacular daily in the region in which he is residing or his office is situated for appearance on a particular date, and even after the publication, if the party does not appear, the Authority shall pass orders on merits of the case treating such promoter or agent as *ex parte*.

4. Other Fees:-

(1) The promoter or agent as the case may be shall be required to pay to the Authority the charges, via offline or online mode, as the case may be, at the rates as may be determined by general or special order of the Authority and notified on website by the Authority from time to time on the following matters:-

- (i) Fee for application to the Authority for project registration including fee for late submissions and for permission for changes required to be made in the application for registration, before or after registration;
- (ii) Fee for application for extension of registration under Section 6 and renewal fee for registration under Section 9;
- (iii) Fee for any other matter as may be determined by the Authority by way of general or special order from time to time.

CHAPTER III DISCLOSURES

5. Formats of Certificates of Architect, Engineer and Chartered Accountant:-

- (1) The promoter shall maintain a separate book of accounts for each project.
- (2) The Promoter shall designate a Chartered Accountant, Architect and Engineer who shall issue certificates for the project to enable

the withdrawal of amounts from the separate/RERA designated Bank Account during the project development & completion. Such designated chartered accountant, architect or engineer shall continue up to completion of the project. The certificates shall be issued in the following manner, namely:

- a. The certificate to be issued by the Project Architect, Project Engineer and Chartered Accountant, in practice (for registering the project, for quarterly updation & for completion of the project) for withdrawal of money from the separate account maintained Under Section 4(2) (l) (D) of the Act shall be in **Form-1, 2 and 3** respectively.
- b. The Architect certificate shall be issued by the Project Architect on completion of each of the Real Estate Project shall be in **Form-1A**.
- c. The Annual Audit Report on the statement of accounts shall be issued in accordance with the Proviso (D) to Section 4 (2) (l) of the Act, and certified by the Statutory Auditor of the promoter's enterprise as provided under **Form-7**.

Explanation 1: The Chartered Accountant certifying the progress of the registered real estate project for the purpose of withdrawal of amounts from the separate account shall be a "different entity" than the Chartered Accountant who is the statutory auditor of the promoter's enterprise.

Explanation 2: Any certificate issued by the project architect, engineer or the chartered accountant has false or incorrect information, or that the amount collected for such project has not been utilized for the project and/or the withdrawal has not been complied with development of the project, the Authority shall, apart from taking action against the promoter under the Act and Rules made there under, also bring the matter to the concerned respective regulatory body of the said architect, engineer or chartered accountant, for necessary penal action against them.

6. Additional disclosures by promoters on the website after registration:-

- (1) After registration of the project before the Authority, all the details of the proposed Real Estate Project, shall be uploaded by the promoter within 7 days from the date of registration, on the allotted webpage on the website of the Authority with further mandatory updates once in every 3 months as required under sub-section (1) of Section 11 of the Act.
- (2) The promoter shall prominently display at the project site or in their brochure or on the website, as the case may be, the sanctioned plans, layout plans, along with specifications, approved by the Competent Authority along with their RERA registration details.
- (3) In all advertisement and publicity related activities of the projects in any print or electronic media (including press, electronic media,

pamphlets, banners, posters or publicity in any form), shall bear the registration details of the project with the RERA. If the project does not fall within the ambit of RERA as per Section 3(2), such information shall also be indicated for the knowledge of the parties.

CHAPTER IV

COMPLAINT UNDER SECTION 31 BEFORE THE AUTHORITY

7. Complaint before the Authority:-

- (1) Any complaint filed before the Authority under Section 31 of the Act read with Rule 34 of the Rules shall be in Form-M annexed to the Rules accompanied by a fee of Rs.1,000/- (Rupees One Thousand Only). The payment of fees shall be in the form of a Demand Draft drawn on a Scheduled bank payable at Hyderabad in favour of "TS RERA FUNDS" or via online mode to the Bank.
- (2) The aggrieved person or persons shall submit three sets of complaints along with documents and sufficient copies thereof required to be sent to the respondents to the Authority by registered post or in person in office within 7 days from the date of filing on-line.
- (3) Every complaint shall be filed in English and in case it is in some other Indian language, it shall be accompanied by a copy translated in English and shall be fairly and legibly type-written, lithographed or printed in double spacing on one side of standard A4 size white paper with an inner margin of about four centimeters width on top and with a right margin on 2.5 cm, and left margin of 5 cm, duly paginated, indexed and stitched together in paper book form.
- (4) Any complaint filed by an Association of Allottees as defined under these Regulations shall be accompanied with the Certificate of their Registration issued under the Registration Act, 1908 or such other law for the time being in force.
- (5) The Complaint filed under Section 31 of the Act shall have the following particulars:
 - (a) Index duly enumerating the complaint and the supporting documents filed along with complaint;
 - (b) Memo of the parties detailing the complete names, phone numbers, e-mail IDs, mailing addresses or such other

- contact details as may be available, of all the parties in the said complaint;
- (c) Complaint, along with such supporting documents, duly page numbered, elaborating the facts and the relief sought and/or interim relief, if any;
 - (d) Supporting Documents shall also be page numbered and be of legible print.
- (6) Every complaint, whether filed vide online or offline mode, shall be presented along with an empty file size envelope bearing full address of the respondent and where the number of respondents is more than one, then sufficient number of extra empty file size envelopes bearing full address of each respondent shall be furnished by the party preferring the complaint as provided in the Rules.
- (7) The complaint shall be presented either in person by the applicant himself/herself or through an advocate as contemplated under Section 56 of the Act, and if through an advocate, necessary *Vakalathnama* duly attested with enrollment number and with affixture of court fee stamp of Rs.10/- (Rupees Ten Only) as well as Advocate Welfare Fund Stamp of Rs.100/- (Rupees Hundred Only) as prescribed in the Civil Court Procedure, as the case may be, shall be filed.
- (8) An authorized representative other than advocate shall furnish an authorization in **Form-5** and such authorization shall contain the address of the representative with particulars of enrolment or Registration Number, e-mail address or mobile number for proper communication.
- (9) When several complaints are made to the Authority based on similar facts and seeking the same or similar relief against the same promoter in the same project, the Authority shall ordinarily club all such complaints and dispose them in common proceedings.
- (10) The designated officer of the Authority may at any time call upon the party to produce such further materials as and when he is directed by the Authority in this regard.
- (11) The complainant shall, along with the Complaint, also pay the Authority a sum of Rs.600/- (Rupees Six Hundred Only) towards postage charges in the form of Demand Draft drawn on a scheduled bank payable at Hyderabad in favour of TS RERA FUNDS or in online mode to the Bank.

CHAPTER V**COMPLAINT BEFORE ADJUDICATING OFFICER****8. Complaint before the Adjudicating Officer:-**

- (1) Any complaint filed before the Adjudicating Officer under Section 31 of the Act read with Rule 35 shall be in Form N annexed to the Rules accompanied by a fee of Rs.1,000/- (Rupees One Thousand Only). The payment of fee shall be in the form of Demand Draft drawn on a scheduled bank payable at Hyderabad in favour of "TS RERA FUNDS" or via online mode to the Bank.
- (2) The aggrieved person shall submit a set of the complaint and sufficient copies required to be sent to the respondents along with supporting documents to the Authority by registered post or in person in office until the filing of complaint is made web based. The counter/reply statement shall also be submitted along with sufficient copies to be served to the complainant.
- (3) Filing of complaint and payment of fee shall be made *online* once the Authority makes its web portal operational.
- (4) The complaint shall be presented either by the complainant himself/herself or through an Advocate or through an authorized representative as contemplated under Section 56 of the Act.
- (5) An authorized representative other than Advocate shall furnish an authorization in **Form-5** and such authorization shall contain the address of the representative with particulars of enrolment number, registration number, *e-mail* address or mobile number for proper communication.
- (6) When a number of complaints are made to the Adjudicating Officer based on similar facts and seeking the same or similar relief against the same promoter in the same project, the Adjudicating Officer shall ordinarily club all such complaints, hear them jointly and dispose them through a common order.
- (7) An officer designated on this behalf may, at any time, call upon the party to produce such further materials as and when he is directed in this regard.

- (8) The complainant shall, along with the Complaint, also pay the Authority a sum of Rs.600/- (Rupees Six Hundred Only) towards postage charges in the form of Demand Draft drawn on a scheduled bank payable at Hyderabad in favour of TS RERA FUNDS or in online mode to the Bank.

CHAPTER VI

SUBMISSION OF COMPLAINT

9. Procedure for presentation of complaint:-

- (1) Pagination of the complaint filed before the Authority/Adjudicating Officer shall be in continuous manner beginning from the complaint along with supporting documents.
- (2) Initial alteration: Every interlineations, eraser or correction or deletion in any complaint or document shall be initialed by the party or his authorized representative.
- (3) Every complainant is required to affix his or her signature and shall state his or her name in capitals near his or her signature and initial or sign at the bottom of each page of the complaint.

10. Procedure on filing complaint:-

- (1) The complaint shall be in such manner and form as provided under the Act, the Rules and the Regulations provided herewith. If the complaint so filed by any complainant is inadequate or does not comply with the provisions of the Act, Rules and the Regulations, the same shall not be accepted and be returned during the time of filing. Such complaints shall be deemed to be "inadequate" and hence shall not be adjudicated upon.
- (2) The complaint fee paid through online mode with the complaint shall be entered immediately on the receipt in the Register and the same should be initialed by the cashier or Accounts Officer and/or the Section Officer every day. The official in charge of Cash Section and Section Officer shall, after verifying the entries in the prescribed Register along with Demand Draft(s), put their initials in the relevant columns in the said Register as a token of acknowledgment.
- (3) Court fee stamps affixed in the *Vakalathnama* or Memorandum of Authorization shall be checked and after cancellation of the same with the seal of the Authority shall be accounted in the Court Fee Register.

- (4) Every complaint filed under Section 31 of the Act read with Rule 34 of the Rules shall be numbered as a "Complaint No. (number assigned by the Authority) of (year)" and registered in the appropriate register maintained in this behalf by the Authority.
- (5) Every complaint filed under Section 31 of the Act read with Section 12, 14, 18 and 19 of the Act and Rule 35 of the Rules after checking and scrutiny shall be numbered as "Compensation Claim Petition Number... (CCP No.)" and registered in the appropriate register maintained in that behalf.
- (6) Interlocutory Application filed along with the Complaint or instituted thereafter shall be numbered separately as "I.A. No."

CHAPTER VII

STEPS ON NUMBERING COMPLAINT

11. Notice and Service:

- (a) The Authority/the Adjudicating Officer shall issue Notice in **Form-4** to the respondent along with one copy of the complaint and copies of documents and give 15 (fifteen) days or such time as the Authority/the Adjudicating Officer deems fit to file a reply/counter by serving a copy of the same under intimation to the complainant which serves as an acknowledgment.
- (b) On receipt of the Notice, the respondent shall file the reply/counter on or before the prescribed time limit with a copy delivered to the complainant. An acknowledgment of receipt of the reply/counter by the complainant shall be filed along with the reply/counter for record of the Authority.
- (c) On receipt of the reply/counter from the respondent, the Authority/Adjudicating Officer shall take up the complaint for hearing wherein both the complainant and the respondent will be called for. The Authority/the Adjudicating Officer will also take into consideration the plea of contest or not in that hearing and accordingly decide the matter granting time for enquiry.

Provided, if the matter is settled amicably between the parties, the complainant and the respondent shall file a joint memo of settlement with clear terms in the form of a duly notarized affidavit and on the basis of such terms the Authority/the Adjudicating Officer shall record and dispose of the complaint. In the event of a failure to arrive at a compromise between the parties, the enquiry shall be proceeded as per the provisions of the Act, Rules and Regulations.

(d) If any person fails, neglects or refuses to appear in person or through his authorized representative as directed by the Authority/the Adjudicating Officer, the Authority/Adjudicating Officer shall have the power to proceed with the enquiry in the absence of such person or persons after recording the reasons for doing so and appropriate decision will be taken by the Authority on the basis of available documents and evidence on record.

12. Service of Process:-

- (1) Issue of notice: When a notice of complaint or interlocutory application is issued by the Authority/the Adjudicating Officer, copies of the same and other supporting documents filed therewith, if any, shall be served on the respondent(s) with acknowledgment.
- (2) Whenever notice is ordered by private service, the complainant unless already served on the other side in advance, shall arrange to serve the copy of complaint and other documents by registered post or courier service or e-mail and file affidavit of service with its proof of acknowledgment before the date fixed for hearing.
- (3) Steps for issue fresh notice: If any notice is returned unserved in the circumstances not specified in the Rule or Regulations, that fact and the reason thereof shall be notified immediately on the notice board and the official website of the Authority. The complainant or his authorized representative shall, within seven days from the date of such notification take steps to serve the notice afresh, as ordered by the Authority/Adjudicating Officer.
- (4) Consequence of failure to take steps for issue of fresh notice: Where, after a notice has been issued to the other side, and returned unserved, and the complainant fails to take necessary steps within a period as ordered by the Authority/the Adjudicating Officer from the date of return of the notice on the respondent(s), the case shall be posted for dismissal for non-prosecution.
- (5) The Authority/the Adjudicating Officer shall take steps to serve notice to respondents by post as per the address given in the complaint on payment made by the complainant. If the notice sent by the Authority/the Adjudicator is not served for any defect in the address or any other reason for more than two occasions, then the complainant shall be directed by the Authority/the Adjudicator to take substituted service while making a publication in a vernacular daily in the place of address of the respondent of the site or registered office or residence at his cost.

(6) Appearance of parties: The party who has engaged a legal practitioner or any other authorized representative to appear for him/her before the Authority/the Adjudicating Officer shall not be entitled to be heard in person unless permitted by the Authority.

(7) Parties appearing before the Authority shall be properly dressed: and in the case of Advocates with collar and Advocate Coat.

CHAPTER VIII

EXAMINATION OF WITNESS AND ISSUE OF COMMISSIONS

13. Examination of Witness and Issue of Commissions:-

(1) The Authority/the Adjudicating Officer may permit examination of witnesses only when it is deemed fit by the Authority/the Adjudicating Officer and the summary procedure as provided in the Civil Procedure Code shall be followed.

(2) Numbering of Witnesses: The witness called by the complainant shall be numbered consecutively as CWs and those by the respondents as RWs.

(3) Marking of documents: The documents when produced shall be marked as follows:

(i) if relied upon by the complainant's side, they shall be numbered as "A" series;

(ii) if relied upon by the respondent's side, they shall be numbered as "B" series;

(iii) any documents produced by the third party on summon by the Authority or any expert evidence or documents produced at the request of the Authority, or any Government documents/commission documents shall be marked "X" series.

(4) For the purpose of commission of examination of witness, any documents required from the Authority, a copy of such documents shall be provided to the commission by the Authority.

CHAPTER IX

OFFICE OF AUTHORITY AND OFFICE HOURS

14. Authority's office, office hours and sittings:-

- (1) The office of the Authority shall be situated at Hyderabad.
- (2) The Authority shall follow the office timings and holidays as notified by the Telangana State Government.
- (3) The Authority may conduct its proceedings at its office at Hyderabad or at any other place within its jurisdiction as decided by the Authority on any working days and time as directed by the Chairperson.

CHAPTER X

LANGUAGE AND SEAL OF THE AUTHORITY

15. Language of the Authority:-

- (1) The proceedings of the Authority shall be conducted in English, provided the Authority shall also allow any person to plead or represent his case in any local language as he deems fit.
- (2) The Authority at its own discretion, may accept complaint or petition made in Telugu, provided the same is to be accompanied by a translation thereof in English attested by a Notary.
- (3) Any translation which is agreed to, by the parties to the proceedings or which any of the parties furnish may be accepted by the Authority as a true translation.

16. Seal of the Authority:-

Any document requiring authentication by the Authority shall be issued under the seal of the Authority and shall be signed by the Officer authorized by the Chairperson in this behalf.

CHAPTER XI**MEETINGS****17. Meetings of the Authority:**

- (1) The Chairperson shall preside over the meetings and conduct the business.
- (2) If the Chairperson for any reason is unable to attend a meeting of the Authority, any other member chosen by the Members present amongst themselves at the meeting shall preside over the meeting.
- (3) All questions which come up before any meeting of the Authority shall be decided by a majority of votes by the Members present and voting, and in the event of an equality of votes, the Chairperson or in his absence, the person presiding shall have a second or casting vote.
- (4) The Chairperson for the meeting of the Authority may, if considered necessary, also invite any expert, qualified in the matter to be discussed at any meeting of the Authority, with a view to facilitate meaningful discussion and such expert may participate any proceedings of the meeting, but shall have no right to vote. Every expert invited to attend any meeting of the Authority other than the Members, Officers or employees of the Authority, shall be entitled to a payment for each meeting of the Authority attended by him as prescribed by the Authority from time to time.
- (5) Any member, who has a direct or indirect pecuniary or other interest in any matter including those relating to immediate family, coming up for consideration in meeting of the Authority and he/she shall not take part in any deliberation or decision of the Authority, with respect of that matter.
- (6) For the purpose of this Regulation, immediate family shall include wife or husband or son or daughter (whether biological or adopted), parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on such member or not.
- (7) The Authority may from time to time appoint such committees or sub-committees consisting of such members and other employee or officers or outside expert in that field as it deems fit, to advise the authority on such matters as may be prescribed or specified and subject to such directions as the authority may give.

- (8) If any doubt arises as to the interpretation of these Regulations, the decision of the Authority shall be final and binding on all concerned.
- (9) (a) An Officer of the Authority designated by the Chairperson, shall record the minutes of the meetings and maintain a register which will, amongst other things, contain the names and designation of Members and invitees present in the meeting.
- (b) The recorded minutes of the meeting will be duly signed by the Members present.

CHAPTER XII

ORDERS OF THE AUTHORITY

18. Orders of the Authority:

- (1) The decision arrived at the Authority Meeting shall be duly signed by all the Members present.
- (2) All orders and decisions shall be certified by an Officer empowered in this behalf by the Chairperson and shall bear the official seal of the Authority and be communicated by way of the same being published on the official website of the Authority and also by way of post/courier/e-mail as expeditiously as possible from the date of passing such order thereof to all parties in the proceeding.
- (3) The Authority may pass such *ad-interim* or interim orders, as the Authority may consider appropriate at any stage of the proceedings, having regard to the facts and circumstances of the case.
- (4) The Authority may, at any time, direct anyone or more Officers or any other person as the Authority considers appropriate to study, investigate or furnish information with respect to any matter within the jurisdiction of the Authority under the Act and the Rules.
- (5) General orders and directions by the Authority to promoters, allottees agents or public shall be conveyed as public notices through the website of the Authority.

CHAPTER XIII
COLLECTION OF INFORMATION

19. Collection of Information:

- (1) The Authority may issue such directions for the purpose of collection of any information, particulars or documents that the Authority considers necessary in connection with the discharge of its functions under the Act and the Rules.
- (2) If any such report or information obtained appears to the Authority to be insufficient or inadequate, the Authority or an Officer authorized for this purpose may give directions for further inquiry, report and furnishing of information.
- (3) The authority may direct such incidental, consequential and supplemental matters to be attended to which may be considered relevant in connection with the above.
- (4) If the report or information obtained in accordance with Regulation above or any part thereof is proposed to be relied upon by the Authority for forming its opinion or view in any proceedings, the parties to the proceedings shall be given a reasonable opportunity for filing objections and making submissions on such report or information.

CHAPTER XIV
CONFIDENTIALITY

20. Confidentiality:

- (1) The Authority shall appraise and determine whether any documents or evidence provided to it by any party and claimed by that party to be of a confidential nature being withheld from disclosure to other parties as being confidential and shall provide brief reasons in writing for arriving at its conclusion.

Notwithstanding the above, it shall be open to the Authority to take into consideration the contents of the documents, for declaring them to be confidential in arriving at its decision.

- (2) If the Authority is of the view that the claim for confidentiality is justified, the Authority may direct that such information not to be provided to such parties as the Authority may deem fit. The party claiming the confidentiality shall provide a brief non-confidential summary of the substance of the documents to be treated as confidential and the import of the same.

- (3) The Authority may direct any person either to appear to give evidence and/or to produce any documents or books of accounts and such documents or evidence produced may be ordered to be kept in the safe custody of any of the officers of the Authority.

CHAPTER XV

REGISTERS AND RECORDS OF THE AUTHORITY

21. Maintenance of Registers and documents of the Authority:

- (1) The Authority shall maintain an indexed database of its records including complaints filed, details of hearings conducted, orders issued or any other documents.
- (2) Whenever it is discovered that a record or portion of a record or a document on the file of a record is missing, the loss shall be immediately reported in writing to the designated officer and he in turn shall report it to the chairperson.
- (3) One copy of the entire registration file including note file and documents pertaining to the registration of projects shall be kept as permanent record.
- (4) Except permanent records, all other records shall be ordered to be destroyed by the designated officer after six years from the conclusion of the proceedings.

Explanation.- For the purpose of this Regulation, permanent records shall include registers mentioned in sub-clause (1) of Regulation 21 and such other records as may be ordered to be included by the Chairperson.

- (5) Entry regarding destruction shall be made in the relevant columns of a separate register.
- (6) The following Registers shall be maintained and posted on a day-to-day basis by the officer authorized, subject to any order of the Chairperson:
 - (i) Register of Complaints under Form M & N: A complaint Register shall be kept by an officer authorized separately for Form M and Form N, respectively and it shall be

written legibly. The register shall contain a concise history of the complaint, the substance of the orders passed thereon and in execution proceedings and it shall contain a complete record of all proceedings in the execution of order or direction or rule and shall be checked by the Section Officer and initialed once in a fortnight;

- (ii) Register of Interlocutory Application;
- (iii) Register of unnumbered complaint;
- (iv) Register of Execution Petition.

22. Records of the Authority:-

(1) Arrangement of Records: The records of complaint shall be divided into the following four parts and shall be collated and maintained:-

- (a) Main file (Complaint)
- (b) Interlocutory Application file;
- (c) Process file; and
- (d) Execution file.

(2) Contents of main file: The main file shall be kept in the following order and it shall be maintained as permanent record till ordered to be destroyed under the Regulations:

- (a) Index;
- (b) Complaint Copy;
- (c) Counter or reply or objection, if any;
- (d) Documentary evidence;
- (e) Oral evidence or proof of affidavit, Evidence taken; and
- (f) Written arguments.

(3) Contents of process file: The process file shall contain the following items, namely:-

- (a) Index;
- (b) *Vakalat* or power of attorney or authorization letter.
- (c) Summons and other process and affidavits relating thereof.
- (d) Applications for summoning witness;
- (e) Letters calling records; and
- (f) All other miscellaneous papers such as postal acknowledgments.

(4) Execution file: The execution file shall contain the following items, namely:-

- (a) Index;
 - (b) Copy of Minute Book wherein order or direction passed or decision taken;
 - (c) Execution application under **Form-8**;
 - (d) All processes and other papers connected with such execution proceedings;
 - (e) Transmission of order to civil court, if ordered; and
 - (f) Result of execution;
- (5) File for interlocutory applications: For all interlocutory applications connected to a complaint there may be only one file with title page prefixed to it and immediately after the title page, the diary, the interlocutory applications, supporting affidavit, the order sheet and all other documents shall be filed.
- (6) Loss of record: Whenever it is discovered that a record or portion of a record or a document on the file of a record is missing, the loss shall be immediately reported in writing to the designated officer and he in turn shall report it to the Chairperson.
- (7) Destruction of record:
- (a) One copy of the entire registration file including note file and documents pertaining to the registration of projects shall be kept as permanent record. The other copies of the same registration file shall be destroyed after a period of 6 years from the date of registration.
 - (b) Record of the Authority except permanent record, shall be ordered to be destroyed by the designated officer after six years from the final conclusion of the proceedings and if any appeal is filed under Section 44 of the Act, the same shall be destroyed after 2 years from the date of disposal of the appeal.
 - (c) The destruction of such records shall be affected by tearing, so as to render it unlikely that the document so tearing, may be used against or destroying with the help of paper shredding machine.
 - (d) Entry regarding destruction: Entries regarding destruction shall be made in the relevant column of the register.

Explanation: For the purpose of Regulation 22 under Chapter XV of the Regulations, permanent record shall include order, complaint register, interlocutory application register and such other record, as may be ordered to be included by the Chairperson.

CHAPTER XVI**INSPECTION OF RECORDS****23. Inspection of Records.**

- (1) The parties to any complaint or their legal representative may be allowed to inspect the records of the Authority by making an application in **Form-6** on payment of Rs.500/- for each record/file. The payment of fees shall be in the form of Demand Draft drawn on a Scheduled Bank payable at Hyderabad in favour of the "TS RERA FUNDS" or via online mode to the Bank.

Provided that the inspection of records of a pending or decided case before the Authority shall be allowed only on the order of the Authority.

- (2) The person inspecting the records shall not in any manner cause dislocation, mutilation, tampering with the records in the course of inspection.
- (3) The person inspecting the records shall not make any marking on any record or paper so inspected and taking notes, if any, of the documents or records. No electronic gadgets are allowed inside the record room. In the court hall or in any hearing before the Authority or the Adjudicating Officer, no cell phone or any other electronic gadget can be used or operated.
- (4) The person supervising the inspection may, at any time, prohibit further inspection, if in his opinion, any of the records are likely to be damaged in the process of inspection or the person inspecting the records has violated or attempted to violate the provisions of these Regulations and shall immediately make a report about the matter to the designated officer and seek further orders from the designated officer and such notes shall be made in the relevant column of the Inspection Register.
- (5) The designated officer shall cause to maintain a Register of Records for the purpose of inspection of documents or records and shall obtain therein the signature of the person making such inspection on the Register as well as on the application on the conclusion of inspection.

CHAPTER XVII

DISCOVERY, PRODUCTION AND RETURN OF DOCUMENTS

24. Discovery, Production and Return of documents:

- (1) Summoning, discovery and production of documents shall be regulated by Section 35 (2) of the Act read with Rule 64 of the Civil Rules of Practice as amended from time to time.
- (2) *Suo motu* summoning of documents: Notwithstanding anything contained in these Rules, the Authority may, *suo motu*, issue summons/notices for production of documents or other documents in the custody of any court of public officer or any other party.
- (3) Return of documents: An application for return of the documents produced shall be numbered. Such application shall be filed with a notice to the parties who produced the documents. No such application shall be entertained after the destruction of the records.
- (4) The Authority may, at any time, direct return of documents produced subject to such conditions as it deems fit.

25. Certified Copies of Order:

- (1) The Authority shall, on such terms and conditions as the Authority considers appropriate, provide for supply of certified copies of documents and papers available with the Authority to any person, applying in prescribed **Form-6**, by making cash payment of fee of Rs.100/- per copy of the order containing up to a maximum of 10 pages. If the pages exceed ten, then for every extra page per copy, a sum of Rs.2/- shall be paid. The payment of fees shall be in the form of Demand Draft drawn on a Scheduled Bank payable at Hyderabad in favour of "TS RERA FUNDS" or via online mode to the Bank.
- (2) The parties to the proceedings are entitled to get one free copy of the order from the Authority/Adjudicating Officer either by post or in person. Additional copies, if required by the parties to the proceedings, shall be provided on payment of fee as stipulated *supra*.
- (3) The Authority shall designate an Officer for ensuring timely response to requests received for supply of certified copies of documents who shall endeavour to dispatch the certified copies of documents requested for, as expeditiously as possible within a period of 30 working days from the date of receipt of request.

CHAPTER XVIII

POWER TO AMEND

26. General Power to Amend/Rectify orders/decisions of the Authority/Adjudicating Officer, as the case may be:-

The Authority may, at any time and on such terms as to costs or otherwise, as it may think fit, remove any defect or error apparent on the facts of the record in any proceedings before it (including any clerical or arithmetical error in any order passed by the Authority or the Adjudicating Officer, as the case may be), on an application by any one of the aggrieved party filed under **Form-9** within 60 days from the date of order. The Authority shall not pass any order on the said application, if entertained without giving notice to others.

CHAPTER XIX

POWER TO REMOVE DIFFICULTIES

27. Power to remove difficulties:

If any difficulty arises in giving effect to any of the provisions of the Regulations, the Authority may, by general or special order, do anything not being inconsistent with the provisions of the Act or Rules made thereunder, which appears to be necessary or expedient for the purpose of removing the difficulties.

CHAPTER XX

INHERENT POWERS

28. Saving of Inherent Powers of the Authority:-

- (1) Nothing in the Regulations shall be deemed to limit or otherwise affect the inherent power of the Authority to make such orders as may be necessary for meeting the ends of justice or to prevent the abuse of the process of the Authority.
- (2) Nothing in these Regulations shall bar the Authority from adopting in conformity with the provisions of the Act or Rules, a procedure, which is at variance with any of the provisions of these Regulations including summary procedures, if the Authority, in view of the special circumstances of a matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient for so dealing with such a matter or class of matters.
- (3) Nothing in the Regulations shall bar the Authority from dealing with any matter or exercise any power under the Act or Rules for which no Regulations have been framed, and the Authority may deal with such matters, powers and functions in a manner it thinks fit.

CHAPTER XXI

CONTINUANCE OF PROCEEDINGS ON DEATH OF A PARTY

29. Continuance of Proceedings after death, etc.,

- (1) Where any of the parties to the proceeding dies or is adjudicated as insolvent or in the case of a company under liquidation/winding up, the proceeding shall continue with other parties, legal heirs, successors-in-interest, the executor, administrator, liquidator or other legal representative of the party concerned, as the case may be.
- (2) The Authority may, for reasons to be recorded, treat the proceedings as abated and incase the Authority so directs dispense with the need to bring successors-in-interest on the record of the case.
- (3) In case any person wishes to bring on record the successor-in-interest, the application for the purpose shall be filed within sixty days, failing which proceedings shall be treated as abated.

CHAPTER XXII

POWER OF AUTHORITY TO EXTEND TIME

30. Extension or abridgement of time prescribed.

The time prescribed by the Regulations or by order of the Authority for doing any act may be extended (whether it has already expired or not) or abridged for sufficient reason by an order of the Authority subject to the provisions of the Act or the Rules.

CHAPTER XXIII

EFFECT OF NON-COMPLIANCE

31. Effect of non-compliance:

Failure to comply with any requirement of the Regulations shall not invalidate any proceeding by reason of such failure, wherever the Authority is of the view that such failure has resulted in a miscarriage of justice.

CHAPTER XXIV**COSTS****32. Costs:**

Subject to such condition and limitation as may be directed by the Authority, the costs of and incidental to all proceedings shall be awarded at the discretion of the Authority.

CHAPTER XXV**ADMINISTRATIVE CHARGES AND STANDARD FEES****33. Administrative charges and standard fees.**

The Authority may, by order, fix standard fees, to be levied on the promoters or real estate agents or allottees for inspection of documents, certified copies of documents, the updating of website, database management and maintenance of the website.

Hyderabad,
23-09-2023.

(Sd/-),
Secretary,
Telangana State Real Estate,
Regulatory Authority.

ANNEXURE-1
FORM - 1

(See Regulation 5)

ARCHITECT 'S CERTIFICATE (On Letter Head)

(To be submitted at the time of Registration/Quarterly update/ Completion of the Real Estate Project for withdrawal of Money from Separate/Designated Account)

Date:

To

_____(Name & Address of Promoted)

Sub:- Certificate of percentage of Completion of Construction work of _____
 No.of Building(s) _____ Block(s) of the _____ Phase of the Project (TS
 RERA)
 Registration No. _____ situated on the Survey No./Plot
 No. _____ Demarcated by its boundaries (latitude and longitude of the end
 points) _____ to the North _____ to the South _____ to the
 East _____ to the West of Division _____
 Village _____ Taluk _____ District _____
 PIN measuring _____ Sq. Mts. Area being developed by (Promoter's
 Name) _____.

Sir,

I/We, _____ have undertaken assignment as
 Architect of certifying percentage of Completion of Construction Work Building(s)
 _____ Block(s) of the _____ Phase of the Project, situated on the Survey
 No./Plot No. _____ Of Division _____ village _____
 Taluk _____ District _____ PIN _____ measuring _____
 sq.mtrs. area being developed by (Promoter's Name) _____ as per the approved plan.

1. Following technical professionals are appointed by Owner/Promoted (as applicable)

- (i) M/s.Sri _____ as Engineer.
- (ii) M/s.Sri _____ as Structural Consultant.
- (iii) M/s.Sri _____ as MEP Consultant.
- (iv) M/s.Sri _____ as Site Supervisor/Clerk of works.

Based on site inspection by undersigned on _____ date and with respect to each of the Building/Block or of the Plots, as the case may be, of the aforesaid Real Estate Project, I certify that as on the date of this certificate, the percentage of work done for each of the building/Block of the Real Estate Project as registered vide number _____ under TS RERA is as per table A herein below. The percentage of the work executed with respect to each of the activity of the entire phase is detailed in Table A and B.

TABLE - A

Building/Block Number _____ (to be prepared separately for each Building/Block of the Project)

Sl. No.	Tasks/Activity	Percentage of work done
1	Excavation	
2	_____ number of Basement(s) and Plinth	
3	_____ number of Podiums	
4	Stilt Floor	
5	_____ number of slabs of Super structure	
6	Internal walls, internal Plaster, Floorings within Flats/Premises, Doors and Windows to each of the Flats/Premises	
7	Sanitary Fittings within the Flat/Premises	
8	Staircases, Lifts wells and Lobbies at each Floor level connecting Staircases and Lifts, Overhead and Underground Water Tanks	
9	The external plumbing and external plaster, elevation, completion of terraces with waterproofing of the Building/Block/Tower.	
10	Installation of lifts, water pumps, Fire Fighting Fittings and Equipment as per CFO NOC, Electrical fittings to Common Areas, electro, mechanical equipment, compliance to conditions of environment/CRZ NOC, Finishing to entrance lobby/s, plinth protection, paving of areas appurtenant to Building/Block/Tower, Compound Wall and all other requirements as may be required to obtain Completion Certificate.	

TABLE-B

Internal & External Development Works in respect of the entire Registered Phase

Sl.No.	Common areas and Facilities Amenities	Proposed (Yes/No)	Percentage of Work Done	Remarks
1	Internal Roads and Footpaths			
2	Water Supply			
3	Sewerage (chamber, lines, Septic Tank, STP)			
4	Storm Water Drains			
5	Landscaping & Tree Planting			
6	Street Lighting			
7	Community Buildings			
8	Treatment and disposal of sewage and sullage water/STP			
9	Solid Waste Management & Disposal			
10	Water Conservation, Rain waster harvesting, Percolating /well/Pit			
11	Energy Management			
12	Fire Protection ad Fire Safety Requirements.			
13	Electrical Meter Room, Sub-Station, Receiving Station			
14	OTHERS (Option to Add more)			

Yours faithfully,

Signature & Name (IN BLOCK LETTERS) with Stamp of Architect Council of Architects (CoA)
Registration No.CA/ _____

Council of Architects (CoA) Registration valid till (Date) _____

**ANNEXURE-II
FORM - 2
(See Regulation 5)**

ENGINEER'S CERTIFICATE (On Letter Head)

(To be submitted at the time of Registration/Quarterly update/ Completion of the Real Estate Project for withdrawal of Money from Separate/Designated Account)

Date:

To _____

(Name & Address of Promoter)

Sub:- Certificate of Cost incurred for Development of (Project Name _____) for Construction of _____ building(s) Wing(s) of the _____ phase or for the plotted project, as the case may be, (TS RERA Registration No. _____) situated on the Plot No./Survey No./R.S.No./Block No. _____ village _____ demarcated by its boundaries (latitude and longitude of the end points) to the North _____ to the South _____ to the East _____ to the West _____ of Village _____ Taluk _____ Disitrcit _____ PIN _____ measuring _____ sq.mts area being developed by (Promoter) _____.

Ref:- TS RERA Registration Number _____

Sir,

I/We _____ have undertaken assignment of certifying /Estimated Cost for the Real Estate Project proposed to be registered under TSRERA, being _____ Building(s) _____ Block(s) of the _____ Phase or for the plots of the plotted project as the case may be, situated on the plot No./Survey No./RS.No./TS No. _____ of Division _____ Village _____ Taluk _____ District _____ PIN _____ measuring _____ sq.mtrs. area being developed by (Owner/Promoter).

1. Following technical professionals are appointed by Owner/Promoter: (as applicable)

(i)	M/s/Sri	as Architect
(ii)	M/s/Sri	as Structural Consultant
(iii)	M/s/Sri	as MEP Consultant
(iv)	M/s/Sri	as Quantity Surveyor*

2. We have estimated the cost of the completion v to obtain Occupation Certificate/Completion Certificate, of the Civil, MEP and Allied works, of the Building(s) of the Project. Our estimated cost calculations are based on the Drawing/Plans made available to us for the project under reference by the Developer and Consultants and the Schedule of items and quantity for the entire work as calculated by _____ quantity Surveyor* appointed by Developer/Engineer and the site inspection carried out by us.

3. We estimate total Estimated Cost of completion of the building(s) of the aforesaid project under reference as Rs. _____ (Total of Table A and B.) The estimated total Cost of Project is with reference to the Civil, MEP and allied works required to be completed for the purpose of obtaining completion certificate for the building(s) from the _____ Competent Authority under whose jurisdiction the aforesaid project is being implemented.
4. Based on site inspection by undersigned on _____ date, the Estimated Cost incurred till date is calculated at Rs. _____ (Total of Table A and B). The amount of Estimated Cost incurred is calculated on the base of amount of total Estimated Cost.
5. The Balance Cost of Completion of the Civil, MEP and Allied Works of the Building(s) of the subject project to obtain Completion Certificate from _____ (Competent Authority) is estimated at Rs. _____ (Total of Table A and B).
6. I certify that the Cost of the Civil, MEP and allied work for the aforesaid Project as completed on the date of this certificate is as given in Table A and B below:

TABLE - A

Building/Block bearing Number _____ or called _____
(to be prepared separately for each Building/Block of the Real Estate Project)

Sl.No.	Particulars	Amount (in Rs.)
1	Total Estimated Cost of the building/block as on _____ date of Registration is	
2	Cost incurred as on _____	
3	Work done in Percentage (as Percentage of the estimated cost)	
4	Balance Cost to be incurred (Based on Estimated Cost)	
5	Cost incurred on Additional/Extra Items as on _____ not included in the Estimated Cost (Table-C)	

TABLE - B**Internal & External Development Works in Respect of the entire Registered Phase**

Sl.No.	Particulars	Amounts (in Rs.)
1	Total Estimated Cost of the Internal and External Development Works including amenities and Facilities in the layout as on _____ date of Registration is	
2	Cost incurred as on _____	
3	Work done in Percentage (as Percentage of the estimated cost)	
4	Balance Cost to be incurred (Based on Estimated Cost)	
5	Cost incurred on Additional/Extra Items as on _____ not included in the Estimated Cost (Table-C)	

Yours faithfully

Signature & Name (IN BLOCK LETTERS) with Stamp of Engineer Local Body license
No. _____ if any _____.

Local Body License No. _____ valid till (Date) _____

***Note**

1. The scope of work is to complete entire Real Estate Project as per drawings approved from time to time so as to obtain Completion Certificate.
2. (*) Quantity Survey can be done by office of Engineer or can be done by an independent Quantity Surveyor, whose certificate of quantity calculated can be relied upon by the Engineer. In case of independent quantity surveyor being appointed by Promoter, the name has to be mentioned at the place marked (*) and in case quantity are being calculated by office of Engineer, the name of the person in the office of Engineer, who is responsible for the quantity calculated should be mentioned at the place marked (*).
3. The estimated cost includes all labour, material, equipment and machinery required to carry out entire work.
4. As this is an estimated cost, any deviation in quantity required for development of the Real Estate Project will result in amendment of the cost incurred/to be incurred.
5. All components of work with specifications are indicative and not exhaustive.

Table - C

List of Extra/Additional Items executed with Cost

(Which were not part of the original Estimate of Total Cost)

**ANNEXURE-III
FORM-3**

(See Regulation 5)

CHARTERED ACCOUNTANT'S CERTIFICATE (On Letter Head)

(To be submitted at the time of Registration/Quarterly update/ Completion of the Real Estate Project for withdrawal of Money from Separate/Designated Account)

Cost of Real Estate Project TS RERA Registration Number _____)

Sl.No.	Particulars	Amount (In Rs)	
		Estimated (Column-A)	Incurred & Paid (Column-B)
1	(I) Land Cost:		
	a. Cost of Land or Development Rights, lease Premium, least rent, interest cost incurred or payable on Land Cost and legal cost.		
	b Amount of Premium payable to obtain development rights, FSI, additional FSI, and any other incentive under DR from Local Authority or State Government or any Statutory Authority.		
	c Acquisition cost of TDR (if any)		
	d Amounts payable to State Government or competent authority or any other statutory authority of the State or Central Government towards stamp duty, transfer charges, registration fees etc. and		
	e Land Premium payable as per annual statement of rates (ASR) for developmental of land owned by Public Authorities.		
	f Under Redevelopment/Rehabilitation Scheme:		
	(i) Estimated construction cost of redeveloped/rehab building including site development and infrastructure for the same as certified by Engineer (Column-A)		
	(ii) Actual Cost of construction of redeveloped/rehab building incurred as per the books of accounts as verified by the CA (Column-B)		
Note	(For total cost of construction incurred, Minimum of (i) or (ii) is to be considered)		
	(iii) Cost towards clearance of land of all or any encumbrances including cost of removal of legal/illegal occupants, cost for providing temporary transit accommodation or rent in lieu of Transit Accommodation, overhead cost.		
	(iv) Fees, charges and security deposits or maintenance deposit, or any amount whatsoever payable to any authorities towards and in project of rehabilitation.		
	Sub -Total of LAND COST		

			Bank Name
(II)	Development Cost/Cost of Construction:		
a	(i) Estimated Cost of Construction as Certified by Engineer (Column-A)		Account No.
	(ii) Actual Cost of Construction incurred ad paid as per the books of accounts as verified by the CA (Column-B)		BCG Code Dealing Person (as on)
	Note: (for adding to total cost of construction incurred, Minimum of (i) or (ii) is to be considered)		Amount due by Date of issue Details of the Debtors
(III)	On-site expenditure for development of entire project excluding cost of construction as per (i) or (ii) above, i.e., salaries, consultants fees, site overheads, development works, cost of services (including water, electricity, sewerage, drainage, layout roads etc.), cost of machineries and equipment including its hire and maintenance costs, consumable etc. All costs directly incurred to complete the construction of the entire phase of the project registered.		Cost of Services (as on) etc.
b	Payment of Taxes, cess, fees, charges, premiums, interest etc. to any Statutory Authority.		Name and Signature of Certified Accountant with Date (Name of CA)
c	Interest payable to financial institutions, scheduled banks, non-banking financial institution on construction funding or money borrowed for construction.		Partner/Proprietor Membership Number
Sub-Total of = Development Cost			
2.	Total Estimated Cost of the Real Estate Project (1(I) + 1 (II) of Estimated Column -A)		
3.	Total Cost incurred and Paid of the Real Estate Project (1(I) + 1 (II) of incurred and Paid Column - B)		
4.	Percentage of completion of Construction Work (as per Project Architect's Certificate on completion of project)-----%		
5	Proportion of the Cost incurred and paid on Land Cost and Construction Cost to the Total Estimated Cost (Sl.No.3/2) %		
6	Amount which can be withdrawn from the Designated Account Total Estimated Cost x Proportion of cost incurred and paid (Sl. number 2 x Sl. Number 5)		
7	Less: Amount withdrawn till date of this certificate as per the Books of Accounts and Bank Statement		
8	Net Amount which can be withdrawn from the Designated Bank Account under this certificate.		

Details of RERA Account:

Bank Name : _____

Branch Name : _____

Account No. : _____

IFSC Code : _____

Opening Balance (as on _____) : _____

Deposit during the period : _____

Withdrawals during the period : _____

Closing Balance (as on _____) : _____

This certificate is being issued for RERA compliance for the Company (Promoter's name _____) and Project Name _____ and is based on the records and documents produced before me and explanations provided to me by the management of the Company; based on the verification of books of accounts till (date _____).

Yours faithfully,

Name and Signature of Chartered Accountant with Stamp.

For (Name of CA Firm)

Partner/Proprietor

(Membership Number.....)

(ADDITIONAL INFORMATION)

1. Estimated Balance Cost to complete the Real Estate Project
(Difference of Total Estimated Project cost less Cost incurred)
2. Balance amount of receivables from booked apartments as per Annexure-A to this Certificate (as certified by Chartered Accountant as verified from the records and books of Accounts)
3. (i) Balance Unbooked area (to be certified by Management and to be verified by CA from the records and books of accounts)
- (ii) Estimated amount of sales proceeds in respect of unbooked apartments as per Annexure-A to this certificate.
4. Estimated receivables of the project. Sum of 2+3 (ii)
5. Amount to be deposited in Designated Account 70% or 100% If 4 is greater than 1, then 70% of the balance receivables of the project will be deposited in designated Account. If 4 is lesser than 1, then 100% of the balance receivables of Ongoing project will be deposited in designated Account.

This certificate is being issued for RERA compliance for the Company (Promoter's name _____ and Project Name _____) and is based on the records and documents produced before me and explanations provided to me by the management of the Company; based on the verification of books of accounts till date _____.

Yours faithfully,

Name and Signature of Chartered Accountant with Stamp For (Name of CA Firm)

Partner/Proprietor

(Membership Number _____)

ANNEXURE-A

Statement for calculation of Receivables from the Sales of the Ongoing Real Estate Project:

Booked Inventory

Sl. No.	Block/Type/ Bungalow/ Category (as per Form 1)	Flat/Bunga- low/ Office/ Plot No.	Carpet Area (in Sq.Mts)	Area of Exclusive Balcony/ Verandah (Sq.Mts)	Unit amount Consideration as per agreement (as per Clause 1(b) of the Model Form of Agreement to be entered between Promoter and Allottee(s))	Received Amount Rs	Balance Amount Rs

	Total Proposed	Total Booked
No. of Covered Parking		
No. of Open Parking		

(Unbooked Inventory Valuation)

Of the Residential/commercial premises Rs.....per Sq. Mts.

Sl.No.	Block/Type (as per Form 1)	Flat/Office/ Plot No.	Carpet Area (in Sq.Mts)	Area of exclusive balcony/ Verandah (Sq.Mts)	Estimated Amount of Sale Proceeds

A. STOZER

standard test pattern or to select one of a number of test patterns to determine the function of the device.

Vzdušní bezpečnost

No. of Open Projects	No. of Current Projects	Total Projects

ANNEXURE-IV**Form - 1A****(See Regulation 5)****ARCHITECT'S CERTIFICATE****(To be issued on Overall completion of Registered Project)**

Date:

Date: _____

To,

The _____ [Name & Address of Promoter]

Subject: Certificate of Completion of Constructions work of (Project Name) having TS RERA Registration Number _____ being developed by (Promoter's Name)

Sir, _____ have undertaken assignment as Architect/Licensed Surveyor of certifying Completion of Constructions Work of **<Project Name>** having TS RERA Registration Number _____ being developed by (Promoter's Name).

I/We hereby certify that, on basis of my inspection and certificate received from Structural Engineer (Name & License Number) and Site Supervisor the following Real Estate Project **<Project Name>** has been completed in all aspects. The Occupancy certificate issued by the Competent Authority is detailed below:

Sl. No	Occupancy Certificate Number	Layout / Building/ Phase	Date	Competent Authority

I certify that the **<Project Name>** having TS RERA Registration Number _____ is completed in all aspects as per agreement of sale and Form-B.

Yours faithfully,

Signature and Name
(IN BLOCK LETTERS) of
L.S/ Architect with
(licence No. _____)

Agreed and Accepted by:

Signature of Promoter
Name:
Date:

ANNEXURE-V**FORM-4****[See Regulation 11(a)]****NOTICE OF HEARING****OFFICE OF TELANGANA STATE REAL ESTATE REGULATORY AUTHORITY****Date:**

Sub: Complaint No. _____ filed by Smt./Sri _____

Sir/Madam,

Whereas the Complainant/s above named has / have filed the complaint against respondents for the relief prayed therein. A copy of complaint along with documents filed by the complainant is hereby served upon you.

You are hereby directed to present either in person or through your authorized representative/Advocate before the Authority on _____ at _____ to submit your reply / objections, if any, failing which the matter shall be proceeded further and appropriate decision will be taken on the basis of available documents and evidence on record.

Sd/-

The Designated Officer,
TS RERA.

To

All Respondents

.....

ANNEXURE-VI**FORM-5****[See Regulation 7(8) & 8(5)]****BEFORE THE TELANGANA STATE REAL ESTATE REGULATORY AUTHORITY****Authorization Form****Complaint No. _____**

In the matter of

PetitionerVersusRespondent(s)**Memo of Authorization**

I/We, _____ the petitioner/respondent

above named, do hereby nominate, appoint and

constitute _____ to act, plead and appear on my/our
behalf in the aforesaid matter.IN WITNESS WHEREOF I/We have set and subscribed my/our hands to this
writing on this _____ day of _____

Place:

Signature

(Petitioner/Respondent)

Date: _____

Address for Correspondence

I/We accept _____

**ANNEXURE-VII
FORM-6**

[See Regulation 23(1) & 25(1)]

BEFORE THE TELANGANA STATE REAL ESTATE REGULATORY AUTHORITY

Application for inspection/obtaining copies of documents/ records.

I hereby apply for grant of permission to inspect/obtain copies of the following documents/records in the above case. The details are as follows:

- 1) Name & Address of the person seeking permission to inspect/obtain copies of the documents/records.
- 2) Whether he is a party to the case or he is the authorized representative of any party. (Furnish necessary particulars).
- 3) Details of papers/documents sought to be inspected/copies required.
- 4) Date and duration of the inspection sought.
- 5) The amount of fee payable (as per relevant Regulations) and the mode of payment.

Place: _____

Date: _____ Signature _____

Office Use: _____

Granted inspection on _____ / Yes _____ / Rejected _____

Granted copies of documents on _____ / Rejected _____

Nominee of the Authority

(Bettigole/Rasheed)

..... Date: _____

Address for Correspondence

1/W6 No. 38

ANNEXURE-VIII**Form - 7****(See Regulation 5)**

**Annual Audit Report on Statement of Accounts
 (To be submitted on the letter head of Chartered
 Accountants who is statutory auditor of the promoter's
 company/firm)**

Date: _____

RERA No. : _____
 Project Name : _____
 Promoter Name: _____

To,
 [NAME & ADDRESS OF PROMOTER]

SUBJECT: Report on Statement of Accounts on project fund utilization and withdrawal by [Promoter] for the period from _____ to _____ with respect to project _____ RERA Registration Number _____.

Designated Bank Account Details

Name of the Account Holder: _____.
 Designated Account Number: _____.
 Bank Name: _____.
 IFSC Code: _____.
 Branch Name: _____.

1. This Certificate is issued in accordance with the provisions of the Real Estate (Regulation and Development) Act, 2016 read the Real Estate (Regulation and Development Rules, 2017).
2. I/We have obtained all the necessary information and explanation from the Promoter/ Company, during the course of our audit, which in my/our opinion are necessary for the purpose of this certificate.
3. I/We hereby confirm that I/We have examined the prescribed registers, books and documents, and the relevant records of [Promoter] for the period ended _____ and hereby certify that:

G.604/6.

A. Deposits:

		For this Financial year	Total for this project till date
1	Total Amounts collected from allottees		
2	% of amount to be deposited as per act		
3	Amount to be deposited as per act (1*2)		
4	Total amount deposited in the Designated Bank Account		
5	% of Amount deposited in Designated Bank Account [(4)/(1)*100]		
6	Shortfall/Excess deposit (3-4)		

Amount collected/deposited at Sr.No 1&2, shall not include pass through charges and indirect taxes.

Has the required proportion of money collected from allottees of the project units, as specified in the act, deposited in the Designated RERA Bank Account? (Yes/No).

If no, Please mention the amount not deposited

B. Withdrawals.

		For this Financial year	Total for this project till date
1	Opening Balance of Designated Bank Account		
2	Total Deposits		
3	Total amount withdrawn		
4	Closing Balance		

As specified in the Act, All the amounts withdrawn during the year from RERA Bank Account were within the withdrawal limit as certified under the relevant Form1, Form 2 and Form 3 issued during the reporting period? (Yes/No)

If No, Please provide the below details:

Sl. No	Date of withdrawal	Amount of Excess Withdrawals

C. Utilisation

I/We certify that, the (Name of Promoter) has utilized the amounts withdrawn from designated bank account towards project cost only, as specified in the act.

If No, please provide the below details:-

Sl. No	Date	Amount not utilised for Project Cost

D. Any Qualifications/ Observations of CA

1.	
2.	
3.	
4.	

Signature and Stamp/Seal of the Signatory CA)

Name of the Signatory:

Membership No.:

Full Address:

Contact No. :

E mail :

Website Link:

Agreed and Accepted by:

Signature of Promoter

Name:

Date:

**ANNEXURE-IX
FORM - 8**

[See Regulation 22 (4C)]

**APPLICATION FOR FILING EXECUTION OF ORDER
ISSUED BY AUTHORITY/ADJUDICATING OFFICER**

Date of filing application: _____

Complaint No/ Compensation Claim Petition No: _____

Date of Order: _____

Name & Signature of Registrar (for office use): _____

**IN THE REGULATORY AUTHORITIES OFFICE/ ADJUDICATING OFFICER,
HYDERABAD**

Between

Complainant(s)

And

Respondent(s)**1. Particulars of the complainant(s):**

- (i) Name(s) of the complainant:
- (ii) Address of the existing office / residence of the complainant:
- (iii) Address for service of all notices:
- (iv) Contact Details (Phone number, e-mail, Fax Number etc.):

2. Particulars of the respondents:

- (i) Name(s) of respondent:
- (ii) Office address of the respondent:
- (iii) Address for service of all notices:
- (iv) Contact Details (Phone number, e-mail, Fax Number etc.):

3. Case Details:

- (i) Complaint No./Compensation Claim Petition No. _____
- (ii) Date of Order: _____

4. Reasons for Execution of the Orders passed by the Authority/Adjudicating Officer:

5. Supporting Documents if any:**6. Any Additional information:**

[Signature]

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

ANNEXURE-X**FORM - 9**

[See Regulation 26]

**FILING APPLICATION FOR RECTIFICATION /AMENDING THE
ORDERS/ DECISIONS PASSED BY THE AUTHORITY/
ADJUDICATING OFFICER**

Date of filing application: _____

Complaint No: _____

Date of Order: _____

Name & Signature of Registrar (for office use): _____

**IN THE REGULATORY AUTHORITIES OFFICE/ ADJUDICATING OFFICER,
HYDERABAD**

Between

_____ Complainant(s)

And

_____ Respondent(s)

1. Particulars of the complainant(s):

- (i) Name(s) of the complainant:
- (ii) Address of the existing office / residence of the complainant:
- (iii) Address for service of all notices:
- (iv) Contact Details (Phone number, e-mail, Fax Number etc.):

2. Particulars of the respondents:

- (i) Name(s) of respondent:
- (ii) Office address of the respondent:
- (iii) Address for service of all notices:
- (iv) Contact Details (Phone number, e-mail, Fax Number etc.):

3. Case Details:

- (i) Complaint No./Compensation Claim Petition No. _____
- (ii) Date of Order: _____

**4. Reasons for filing application for the Rectification /Amending of the
Orders/Decisions passed by the Authority/Adjudicating Officer:**

5. Supporting Documents if any:**6. Any Additional information:**

[Signature]

Name: _____.

Address: _____.

Email Address: _____

Phone Number: _____

**SECRETARY
TELANGANA STATE REAL ESTATE
REGULATORY AUTHORITY.**

—X—