



## HARYANA REAL ESTATE REGULATORY AUTHORITY, PANCHKULA.

Mini Secretariat (2<sup>nd</sup> and 3<sup>rd</sup> Floor), Sector-1, Panchkula.

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### Office Order

**Subject: Policy for supply of photocopies and inspection of files pertaining to complaint/ project cases of the Authority.**

As per Regulation No. 22 of the Haryana Real Estate Regulatory Authority, Panchkula (Adjudication of Complaints) Regulations, 2018, a copy of the judgement downloaded from the website of the Authority, will serve as a certified copy of the judgement for all intents and purpose.

2. In the 68<sup>th</sup> meeting of the Authority held on 16.09.2019, it was observed by the Authority that on several occasions, various parties/ counsels approach the Authority for supply of photocopy/ certified copies of the complaints/ project files of the Authority. Since, the functioning of the Authority is fully transparent and all its proceedings are in public domain, any person/party can obtain a copy of the record/ proceedings of the Authority after depositing a nominal fee of Rs.5/- per page. The concerned section heads were authorized to supply the photocopy of the document/ record pertaining to their section on receipt of the requisite fee.

3. It has been reported to the Authority that before taking the aforesaid decision dated 16.09.2019, the Complaint Section had been supplying attested/ certified photo copies of the documents/ record files to the applicants. However, now the photocopies are being supplied as per decision of the Authority. This matter was discussed in the meeting of the Authority held on 27.01.2020.

4. After discussions, the Authority approved the following procedure for supplying copies of the documents/ record file in the Complaint/ Project Section of the Authority.

- i. Henceforth, the concerned parties only to the complaint/ project shall be eligible to obtain copies of the documents/ papers in respect of the cases which are under



consideration of the Authority on which final decisions are yet to be taken on payment of requisite fee. However, in case of finally disposed of cases, copies of the consigned record may be obtained by any person on payment of requisite fee.

- ii. The applicant shall file an application in the prescribed format (**Proforma P-1** for Complaint cases and **Proforma P-2** for Project cases) with the Receipt Section along with the requisite fee. The said application shall be forwarded by the Receipt Section to the concerned section head i.e. AO (Petitions)/ CTP.
- iii. AO (Petitions)/ CTP will arrange photocopy of the record/ document as requisitioned by the applicant within three days. The photocopy of the document/ record being supplied shall bear the signature of the concerned section head or the Law Associate dealing the said case. The concerned Law Associate shall get affixed the stamp as decided by the Authority on each photo page of the document/ record of the file being supplied to the applicant.
- iv. The photocopies of the documents/ record shall be supplied by the Receipt Section to the applicant at the counter of the Receipt Section. No officer/ official of the complaint/ project section shall entertain the counsel/ any other person for this purpose.

5. Further, in case, any of the applicant intends to inspect the complaint or the project file, he will have to file a separate application with the Receipt Section of the Authority in **Proforma P-3**. The concerned Law Associate shall get the file inspected in his/ her presence after obtaining orders of the concerned section head. A register containing record of such inspection/ photocopies supplied to the applicant, shall be maintained by the concerned section head.

Place: Panchkula  
Date: 29.01.2020

Endst. No. HRERA-PKL/ED/2020/2755-61



A copy of the above is forwarded to the following: -

1. Executive Director, HRERA, Panchkula.
  2. CTP, HRERA, Panchkula.
  3. JC (B & A), HRERA, Panchkula.
  4. AO (P), HRERA, Panchkula.
  5. Readers/ Law Associates, HRERA, Panchkula.
  6. PS to Hon'ble Chairman.
  7. PS to Hon'ble Members - I and II.
- for information of Hon'ble Chairman and Hon'ble Members.

Executive Director  
HRERA Panchkula

BEFORE THE HARYANA REAL ESTATE REGULATORY AUTHORITY, PANCHKULA

'Proforma P-1'

To

The AO (Petitions),  
Haryana Real Estate Regulatory Authority,  
Panchkula

Subject: To supply photocopies of the documents in Compliant No. \_\_\_\_ of 20 \_\_\_\_.

\_\_\_\_\_ Complainant

VERSUS

\_\_\_\_\_ Respondent

1. Name of the Applicant : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. E-mail/ Mobile No. : \_\_\_\_\_
4. Aadhar No.  
(Enclose copy) \_\_\_\_\_
5. Whether, the complaint case has been disposed of by the Authority: (Yes/ No)
6. In case of live complaint, date of hearing : \_\_\_\_\_
7. Whether the applicant is a party to the complaint (Yes/ No)
8. Document (s) of which photo copy is required:
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
9. Total number of pages : \_\_\_\_\_
10. Fee paid (Rs. 5/- per page) : \_\_\_\_\_
11. DD/ RTGS No. : \_\_\_\_\_

\* I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ is party to the above-mentioned complaint. OR I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ is duly authorized by the complainant/ respondent in the above complaint. Enclose authority letter/ power of attorney/ resolution, in case of company.

I request you to kindly supply the photocopies of the above-mentioned documents. The requisite fee of Rs. \_\_\_\_\_ (at the rate of Rs.5/- per page) is enclosed/ already remitted, as per details given above.

Yours faithfully,

\_\_\_\_\_

\* In case of disposed of matters, above certificate is not required.

BEFORE THE HARYANA REAL ESTATE REGULATORY AUTHORITY, PANCHKULA

'Proforma P-2'

To

The Chief Town Planner,  
Haryana Real Estate Regulatory Authority,  
Panchkula

**Subject: To supply photocopies of the documents of the real estate project.**

1. Name of the Promoter: \_\_\_\_\_
2. Name of the Project: \_\_\_\_\_
3. Location of the Project: \_\_\_\_\_
4. Whether, registered or not: \_\_\_\_\_ (Yes/ No)
5. Registration Number : \_\_\_\_\_
6. Name of the Applicant : \_\_\_\_\_
7. Address : \_\_\_\_\_
8. E-mail/ Mobile No. : \_\_\_\_\_
9. Aadhar No. : \_\_\_\_\_  
(Enclose copy)
10. Whether, the applicant is an allottee/ POA / promoter of the project: \_\_\_\_\_ (Yes/ No)  
(If yes, attach a copy of the allotment letter/ proof thereof)
11. Document (s) of which photo copy is required:
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
12. Total number of pages : \_\_\_\_\_
13. Fee paid (Rs. 5/- per page + Rs.200/- per site plan) : \_\_\_\_\_
14. DD/ RTGS No. : \_\_\_\_\_

\* I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ is allottee of the above-mentioned project. OR I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ is duly authorized by the above named allottee of the project.  
(Enclose authority letter/ power of attorney/ resolution, in case of company.)

I request you to kindly supply the photocopies of the above-mentioned documents. The requisite fee of Rs. \_\_\_\_\_ (at the rate of Rs.5/- per page and Rs.200/- per site plan) is enclosed/ already remitted, as per details given above.

Yours faithfully,

\_\_\_\_\_

\* In case the project is registered with the Authority, no such certificate is required.

BEFORE THE HARYANA REAL ESTATE REGULATORY AUTHORITY, PANCHKULA

'Proforma P-3'

To

The Chief Town Planner/ AO (Petitions),  
Haryana Real Estate Regulatory Authority,  
Panchkula

**Subject:** Application for inspection of record/ file.

**Reg:** 1. Complaint No. \_\_\_\_\_ titled as \_\_\_\_\_.

2. Project Registration No. \_\_\_\_\_

i. Name of the Promoter: \_\_\_\_\_

ii. Name of the Project: \_\_\_\_\_

3. Name of the Applicant : \_\_\_\_\_

4. Address : \_\_\_\_\_

5. E-mail/ Mobile No. : \_\_\_\_\_

6. Aadhar No.: \_\_\_\_\_  
(copy enclosed)

I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_

intend to inspect the record/ file in respect of the complaint/ project as mentioned above.

\* It is certified that I am one of the parties/ allottee in respect of the above complaint/ project. OR I have been duly authorized by the above-named complainant/ respondent/ promoter/ allottee of the project to inspect the aforesaid file. A copy of the authority letter/ power of attorney/ resolution, in case of company, is enclosed for reference.

Yours faithfully,

\_\_\_\_\_

\* **In case the project is registered/ complaint is disposed of by the Authority, no such certificate is required.**