

Standard Operating Procedures (SOP)

Detailed Standard Operating Procedures (SOP) for filing of QPR by Real Estate Agents.

1. The Quarterly Progress Report (QPR) should be filed in the Format named as 'QPR-1', The Format of which is attached with this e-mail as a fillable word file document. The same should be filled with precise and correct information. After filling the 'QPR-1' completely in word file, it should be named as **QPR-1** and saved, thereafter, take a print out after filling the complete QPR-1, sign the document and scan to make it a pdf file, named as **QPR-1**. The pdf file of QPR-1 should be submitted to HP Real Estate Regulatory Authority, Shimla, by email on 'hp.rera2020@gmail.com'.
2. Copies of first & last page (including the page describing details of property) of Agreement of Sale/ Conveyance / Sale Deed/ Lease Deed and copy of pages of Register/Record Register/Details of Executed Deeds (by whatever name it is called) showing list of Books of Account, records and documents, should be scanned to make it a pdf file and attach the same as Sub-Annexure to QPR-1.
3. The Quarterly Report, QPR-1 should be filed within fifteen days of the expiry of the Quarter i.e. for the First Quarter ending on 30th June should be filed by 15th July, for the Second Quarter ending on 30th September should be filed by 15th October, for the Third Quarter ending on 31st December should be filed by 15th January and for the fourth Quarter ending on 31st March should be filed by 15th April in each year. The time line for submission of QPR i.e. fifteen days from the expiry of each Quarter of a Financial Year should be strictly adhered to.
4. More number of rows/columns could be extended in the format depending upon the need.
5. The carpet area should be in accordance with the definition of 'carpet area' as per Section 2(k) of the Real Estate (Regulation and Development) Act, 2016. The same terminology should be used in terms of Plot or Apartments or Buildings or Cottages or Garages or Commercial units, as the case may be.
6. The Columns which are not applicable, N/A should be filled in.
7. In case you find any difficulty in filling the **QPR-1**, you can contact on Phone No. 01772626888(Extension 108) or on Mobile No. 82199 95428 or can send your queries through e-mail on hp.rera2020@gmail.com.