**FORM ‘P’**

**[See rule 39]**

**ANNUAL REPORT TO BE PREPARED BY AUTHORITY**

1. Introduction:
2. Chairman’s statement:
3. Objectives:
4. Important achievements:
5. The year in review:
6. Landmark decisions:
7. Legislative work:
8. Outreach programme:
9. Capacity building:
10. International engagements:
11. Impact on:
12. Allottees:
13. .Promoters:
14. Real Estate Agents:
15. Economy:
16. Registration of promoters and real estate agents under the Act:
17. 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 expire** | **Date of extension of registration with period of extension** | **Remark** |
| 7 | 8 | 9 | 10 |
|  |  |  |  |

1. In relation to Promoters:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial Number** | **Name of Real Estate Agent** | **Address of Real Estate Agent** | **Registration Fee paid** | **Registration Number** | **Date of 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 |
|  |  |  |  |  |  |  |  |  |

1. Number of cases filed before the Authority and the adjudicating officer for settlement of disputes and number of cases disposed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **No of cases pending in the last quarter with the Authority** | **No of cases received during the quarter by the Authority** | **No of cases disposed of by the Authority** |
|  |  |  |  |

1. Statement on the periodical survey conducted by the Authority to monitor the compliance of the provisions of the Act by the promoters, allottees and real estate agents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Survey conducted during the quarter with details** | **Observation of Authority** | **Remedial steps taken** |
|  |  |  |  |

1. Statements on directions of the Authority and the penalty imposed for contraventions of the Act and the rules and regulations made thereunder and statement on interest and compensations ordered by the adjudicating officer:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Subject** | **Steps Taken** | **Results achieved** |
|  |  |  |  |

1. Statements on directions of the Authority and the penalty imposed for contraventions of the Act and the rules and regulations made thereunder and statement on interest and compensations ordered by the adjudicating officer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the promoter** | **Details of the directions issued by the Authority/ adjudicating Officer** | **Penalty/ interest/ compensations imposed** | **Whether paid** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the allottee** | **Details of the directions issued by the Authority/ adjudicating officer** | **Penalty/ interest/ compensations imposed** | **Whether paid** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the real estate agent** | **Details of the directions issued by the Authority/ adjudicating officer** | **Penalty/ interest/ compensations imposed** | **Whether paid** |
|  |  |  |  |  |

1. Investigations and inquiries ordered by the Authority or the adjudicating officer: A brief narrative of investigations and inquiries taken up by the Authority or the adjudicating officers and references received from the competent authority or the State Government.
2. Orders passed by the Authority and the adjudicating officer: A brief narrative of orders passed by the Authority or the adjudicating officers separately for where no offence is made out, and in case offence is proved, category-wise for each category of orders passed along with a tabular statement indicating the sections under which the order was passed and brief particulars of the orders.
3. Execution of the orders of the 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 resorting to rule 23; (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 matters pending with the court at the end of the year; (iii) matters referred to court for execution of order under section 40 – 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 matters pending with the court at the end of the year.
4. Execution of the orders of the adjudicating officer and imposition of interest and compensation: (i) interest and compensations – 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 compensations imposed, total amount realized by resorting to rule 23; and (ii) matters referred to court for execution of order under section 40 – 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 matters pending with the court at the end of the year.
5. Appeals:
6. Number of appeals filed against the orders of the Authority or the adjudicating officer in the year:
7. Number of appeals pending at the beginning of the year:
8. Appeals filed during the year:
9. Number of appeals allowed by the Appellate Tribunal during the year:
10. Number of appeals disallowed by the Appellate Tribunal during the year:
11. Brief write up on the appeals allowed by the Appellate Tribunal:
12. References received from the State Government under section 33: a brief narrative on references received from the State Government under section 33 providing for – number of references received during the year, number of references disposed of during the year, number of references pending at the end of the year.
13. Advocacy measures under sub-section (3) of section 33: a brief narrative on activities undertaken under subsection (3) of section 33 – (i) workshops, seminars and other interactions with public / experts / policy-makers / regulatory bodies on laws and polices relating to the real estate sector and for creating awareness on the same; (ii) papers and studies published for advocacy on laws and policies relating to the real estate sector and for creating awareness on the same; (iii) consultation papers published/placed on website of the Authority; (iv) analytical papers prepared and examined; (v) others.
14. Administration and establishment matters: (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: sanctioned posts, posts filled up, vacancies, appointments made in the year etc.
15. Experts and consultants engaged: details of number of experts and consultants appointed in the year and of those who demitted office.
16. Employee welfare measures, if any, beyond the regular terms and conditions of employment, undertaken by the Authority.
17. Budget and Accounts: (i) budget estimates and revised estimates, under broad categories; (ii) receipts under broad categories 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.
18. International cooperation: A brief narrative of international cooperation, if any, undertaken by the Authority.
19. Capacity Building: A brief narrative of capacity building initiative undertaken including (i) number of employees (category wise and grade wise) trained in house with details of such programmes like content, duration and faculty; (ii) number of employees (category wise and grade wise) trained by outside institutions (separately within Indian and outside India) with details of names of institutions and duration also to specify whether training was under internship, exchange programme, fellowships, study leave, special arrangements with foreign universities/institutions; (iii) expenditure of capacity building initiatives.
20. Ongoing programmes: A brief narrative of ongoing programmes.
21. Right to Information: A brief narrative of (i) number of applications received by CPIO/ACPIO seeking information under RTI Act; (ii) Number of applications for which information has been provided by CPIO; (iii) number of applications pending with CPIO; (iv) number of appeals filed before the First Appellate Authority against the order of CPIO; (v) number of appeals which have been disposed of by First Appellate Authority; (vi) number of appeals pending with the First Appellate Authority; (vii) number of applications/appeals not disposed of in the stipulated time frame.

Chairperson (Signature)

Member(s) (Signature)

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\* or such other certificate by whatever name called issued by the competent authority.