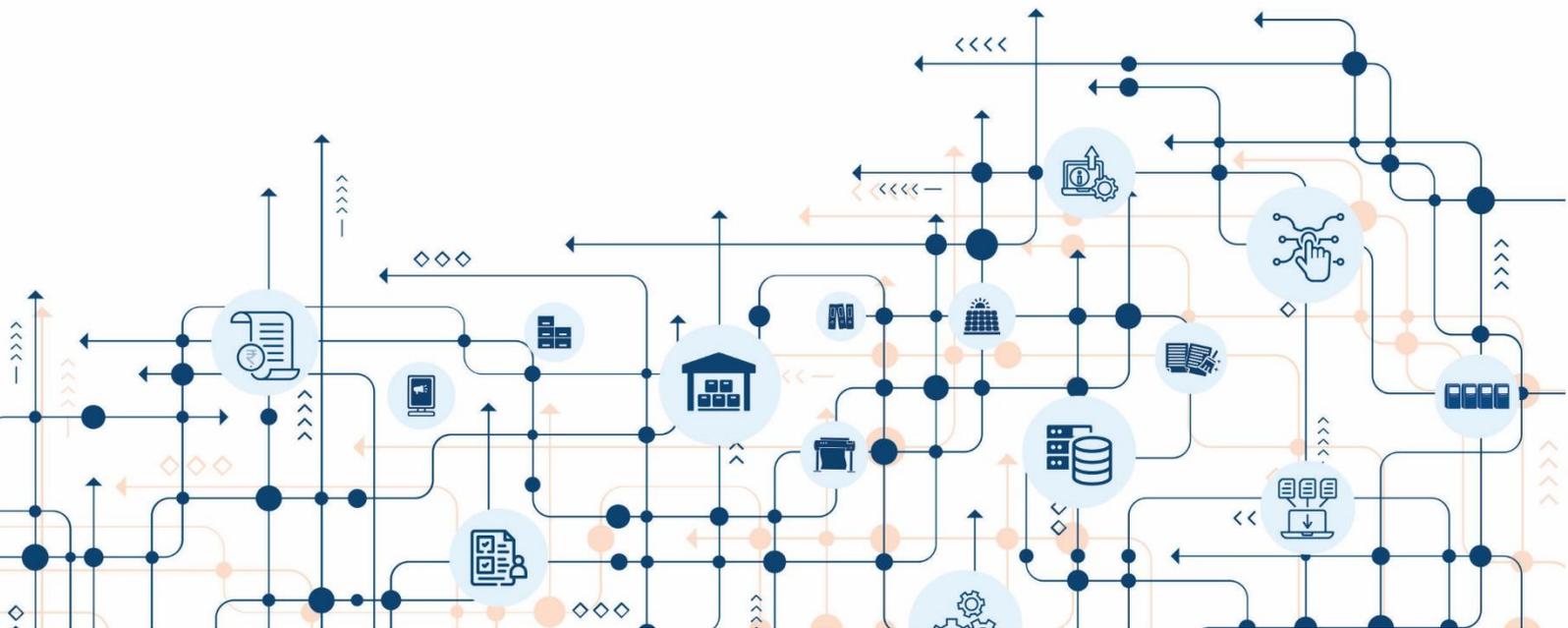


User Manual

Real Estate Regulatory Authority, Bihar (Public)



ISO/IEC 20000

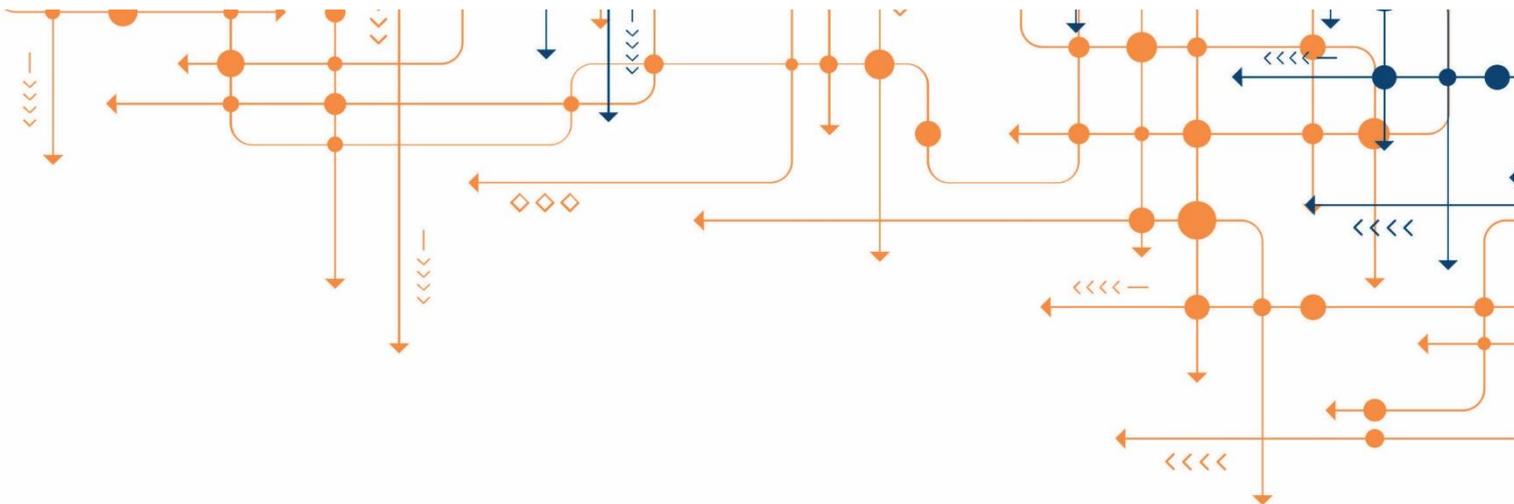


CMMIDEV/5



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Tracking and Downloading Requested Copies	11
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Login into the Application: (Public Login)

New User Registration

Access the Application:

1. Open a web browser and go to the official [Real Estate Regulatory Authority, Bihar](#) portal.
2. Click on the **Public Login** button on the homepage.

Real Estate Regulatory Authority, Bihar

Apply Online for Obtaining Certified Copies of Various Documents

Our online platform provides a convenient and efficient way to apply for certified copies of various documents through the RERA portal.

Persons who apply online to download certified copies with digital signatures will need to pay half of the fees prescribed by **Office Order No :- RERA/Fees/Misc./014/2024/54, Corrigendum Dated 09-05-2024**. This offer is valid only for online applications and is subject to terms and conditions.

Payment Details:
The fees for obtaining certified copies of various documents have been fixed by this office order, [RERA/Fees/Misc./014/2024/54, Corrigendum Dated 09-05-2024](#), as follows:

- For five pages: Rs. 200/-
- For every additional page: Rs. 40/-

Create an account for Sign Up

Verify Mobile Number*

Enter mobile number

Send OTP

Cancel

Step -1

Step -2

- Enter your **Mobile Number** in the provided field.
- Click on the **“Verify Mobile Number”** button.

Real Estate Regulatory Authority, Bihar

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- For five pages: Rs. 200/-
- For every additional page: Rs. 40/-

OTP sent to your registered mobile number
07XXXX4248

Enter OTP

Verify OTP

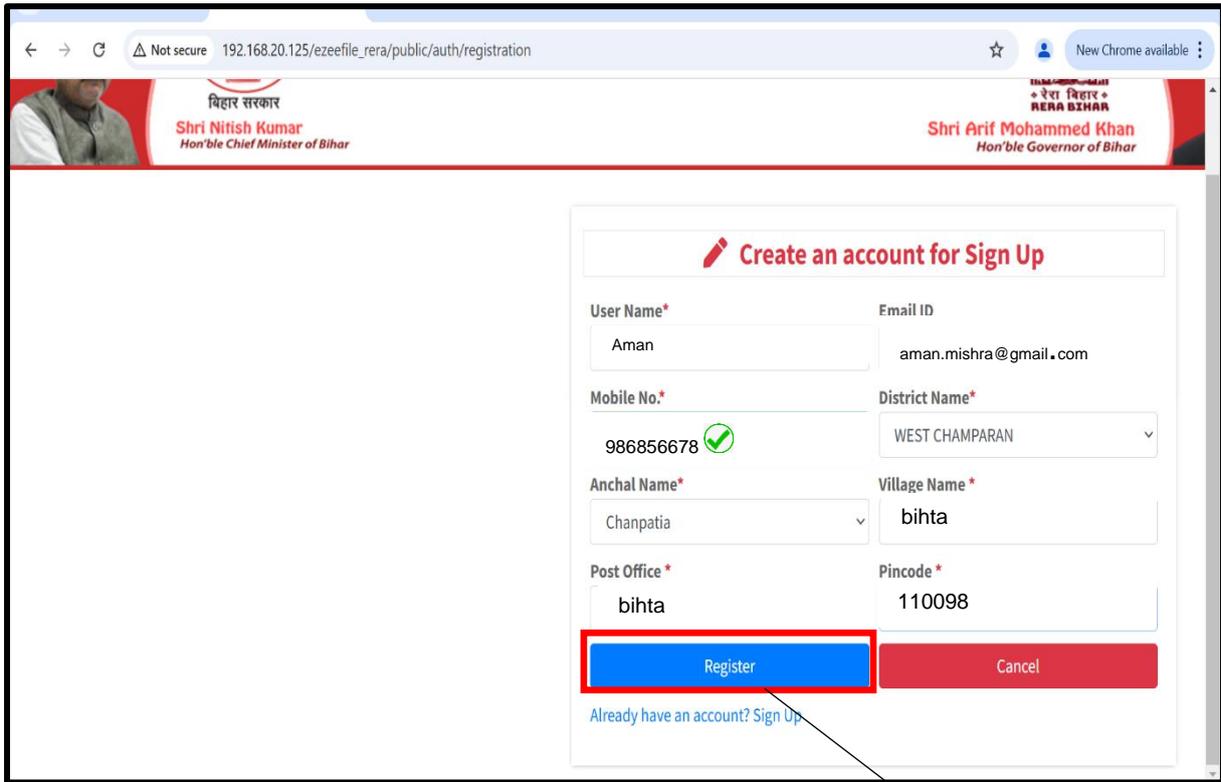
Resend OTP 57s

← Back to Login

Step -1

Step-2

- An **OTP (One-Time Password)** will be sent to your mobile number.
- Enter the OTP in the designated field and click **“Submit”** to verify.



Create an account for Sign Up

User Name* Email ID

Mobile No.* District Name*

Anchal Name* Village Name*

Post Office* Pincode*

[Already have an account? Sign Up](#)

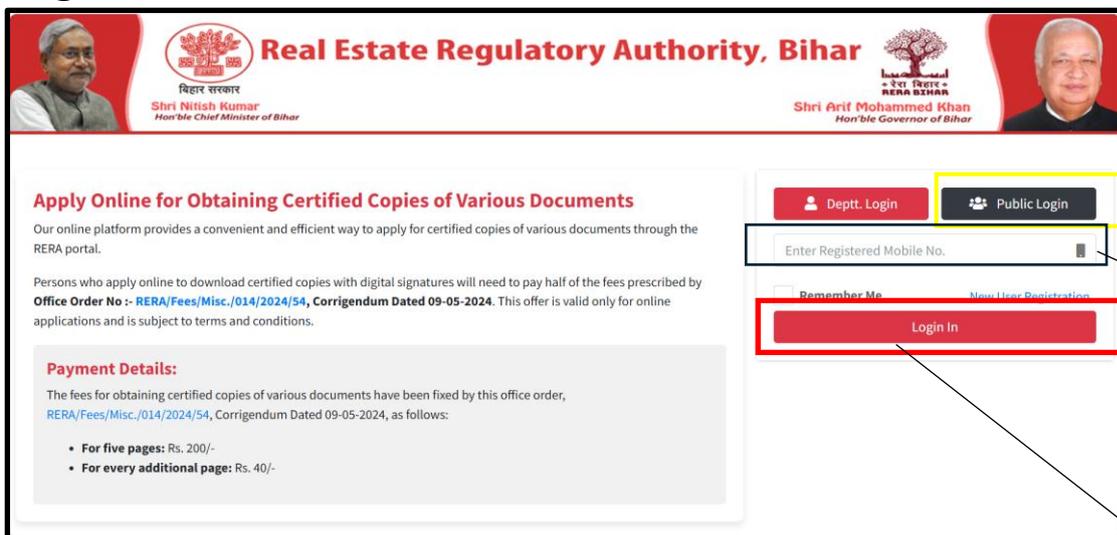
- **User Name:** Enter your name.
- **Email ID:** Provide a valid email address (e.g., user@example.com).
- **Mobile Number:** Enter a 10-digit mobile number
- **District Name:** Select the district from the dropdown menu.
- **Anchal Name:** Enter the name of your police station (Sub-Division).
- **Village Name:** Input the correct village name.
- **Post Office:** Provide the post office name without special characters.
- **Pincode:** Enter a valid 6-digit postal code.

Click on the Register Button

Submit the Registration Form

1. Click the **Register** button to submit your details

Registered Account



Real Estate Regulatory Authority, Bihar

Deptt. Login

Remember Me [New User Registration](#)

Step -1

Step -2

Step -3

1.. Logging into Your Account

To log in, follow these steps:

1. Enter your **Registered Mobile Number** in the provided field.
2. Check the "**Remember Me**" option if you want to stay logged in for future sessions.
3. Click on the **Login** button.



Real Estate Regulatory Authority, Bihar

Shri Nitish Kumar
Hon'ble Chief Minister of Bihar

Shri Arif Mohammed Khan
Hon'ble Governor of Bihar

Apply Online for Obtaining Certified Copies of Various Documents

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Payment Details:

The fees for obtaining certified copies of various documents have been fixed by this office order, **RERA/Fees/Misc./014/2024/54, Corrigendum Dated 09-05-2024**, as follows:

- For five pages: Rs. 200/-
- For every additional page: Rs. 40/-

OTP sent to your registered mobile number
07XXXX4248

Enter OTP

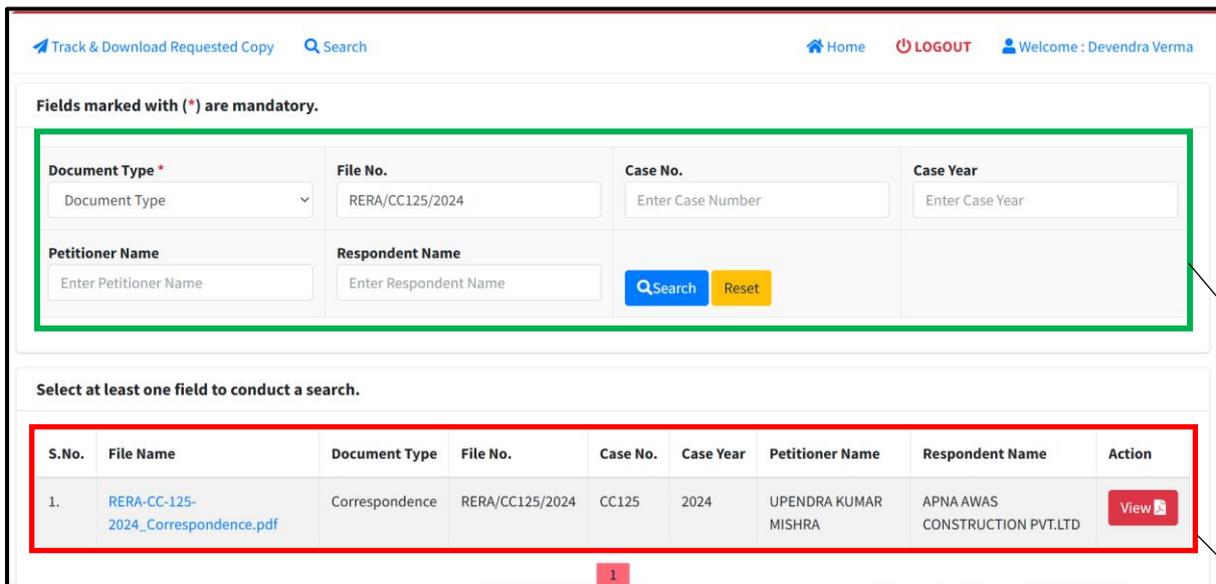
Verify OTP

Resend OTP 57s

← Back to Login

- An **OTP (One-Time Password)** will be sent to your mobile number.
- Enter the OTP in the designated field and click "**Submit**" to verify.

Dashboard



Track & Download Requested Copy Search

Home LOGOUT Welcome : Devendra Verma

Fields marked with (*) are mandatory.

Document Type * File No. Case No. Case Year

Petitioner Name Respondent Name

Select at least one field to conduct a search.

S.No.	File Name	Document Type	File No.	Case No.	Case Year	Petitioner Name	Respondent Name	Action
1.	RERA-CC-125-2024_Correspondence.pdf	Correspondence	RERA/CC125/2024	CC125	2024	UPENDRA KUMAR MISHRA	APNA AWAS CONSTRUCTION PVT.LTD	View

Step 1: Enter Search Criteria

Fill in at least one of the following fields to conduct a search:

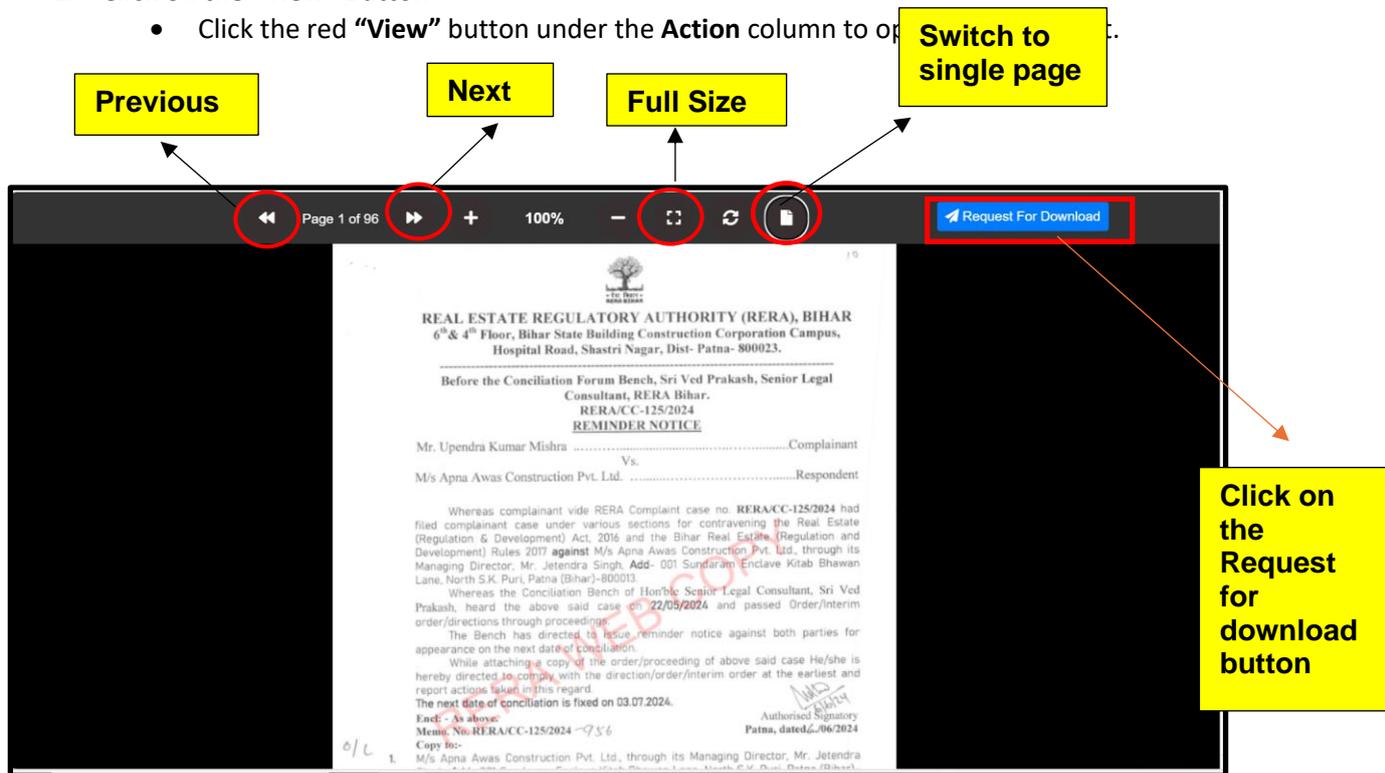
- **Document Type (Mandatory)** – Select **your document Type**

- **File No.** – Enter the file number (e.g., **RERA/CC125/2024**) from the Dropdown.
- **Case No.** – Enter the case number (e.g., **CC125**) from the Dropdown.
- **Case Year** – Enter the year of the case (e.g., **2024**) from the Dropdown.
- **Petitioner Name** – Enter the name of the petitioner from the Dropdown.
- **Respondent Name** – Enter the name of the respondent from the Dropdown.
- Click **Search** to view results or **Reset** to clear fields.

Step 2: Click “How to View Document”

Options to View a File

1. **Click on the File Name**
 - Click on the file name (**RERA-CC-125-2024_Correspondence.pdf**) to open and view the document.
2. **Click on the “View” Button**
 - Click the red **“View”** button under the **Action** column to open the document.



Application For Digital Copy

Applicant Name	Devendra Verma	Email ID	
Mobile No.		District Name	28
Anchal Name	7	Village Name	Patna
Post Office	Kankadbagh	Pin Code	700001
Document Type	Correspondence	File Type	Complain Case File
File No.	RERA/CC125/2024	Case No.	CC125
Case Year	2024	File Subject/Project	RAJ KAMAL
Petitioner Name	UPENDRA KUMAR MISHRA	Respondent Name	APNA AWAS CONSTRUCTION PVT.LTD
Request For	Soft Copy	Application Date	05-02-2025
Digital Copy Type (Choose Soft Copy with Digital Sign and get a 50% discount!)		<input checked="" type="radio"/> Soft Copy With Digital Sign. <input type="radio"/> Physical Copy With Wet Sign.	
Total PDF Pages	96	Mention Page No. :	Enter Like (e.g., 1-5, 8, 13-15)
Total Pages	Total Pages	Total	Total Amount
		<small>(Up to 5 pages: ₹200, beyond that: ₹40 per page)</small>	

1. Filling the Application Form

Users must enter the following details in the form:

- Applicant Name
- Mobile Number
- Email ID
- District Name
- Village Name
- Anchal Name
- Post Office
- Pin Code
- Document Type (e.g., Correspondence, Complaint Case File)
- File Number
- Case Number
- Case Year
- File Subject/Project
- Petitioner Name
- Respondent Name
- Request For (Soft Copy or Physical Copy)
- Application Date

Click on the Submit Request button

2. Selecting the Copy Type

Users must select their preferred document type:

- **Soft Copy with Digital Sign:** If a user chooses a soft copy with a digital signature, they will receive a digitally signed document and get an **instant 50% discount** on the

charges.

- **Physical Copy with Wet Sign:** If a user requests a physical copy with a wet signature, they must **pay 100% of the document charges** and collect the document in person from the specified address: **(address)**.

3. Payment Details

The cost of obtaining a copy is calculated as follows:

- **Up to 5 pages:** ₹200
- **Beyond 5 pages:** ₹40 per additional page

Users must verify the total cost before submitting the request.

4. Mentioning Specific Pages (If required)

Users can specify particular pages they need by entering the page numbers in the **Mention Page No.** field (e.g., 1-5, 8, 13-15).

5. Submitting the Request

After filling in all details:

1. Review the entered information.
2. Click on the **Submit Request** button.

Application & Payment Details

View & verify your requested copy

Application & Payment Details	
Applicant Name:	Devendra Verma
Email ID:	devendra.verma@cbslgroup.in
Mobile No.:	7001724248
Requested Copy :	<input type="checkbox"/> Requested Copy
Application Date:	04-02-2025
Token No.:	RERA2025020418166
Total PDF Pages:	96
Requested Pages:	1-5
Transaction ID:	RERA2025020418166
Currency Code(₹):	INR
Total Amount[Up to 5 pages: ₹200, beyond that: ₹40 per page] :	₹100.00
Digital Copy Type:	Soft Copy With Digital Signature (50% Discount Applied!)
	<input type="button" value="Make Payment"/> <input type="button" value="Go BACK"/>

Click on the Make Payment Button

1. Confirm Payment Information:

- Ensure the total amount is correct based on the number of pages requested.
- Verify the digital copy type you have chosen.

2. Make Payment:

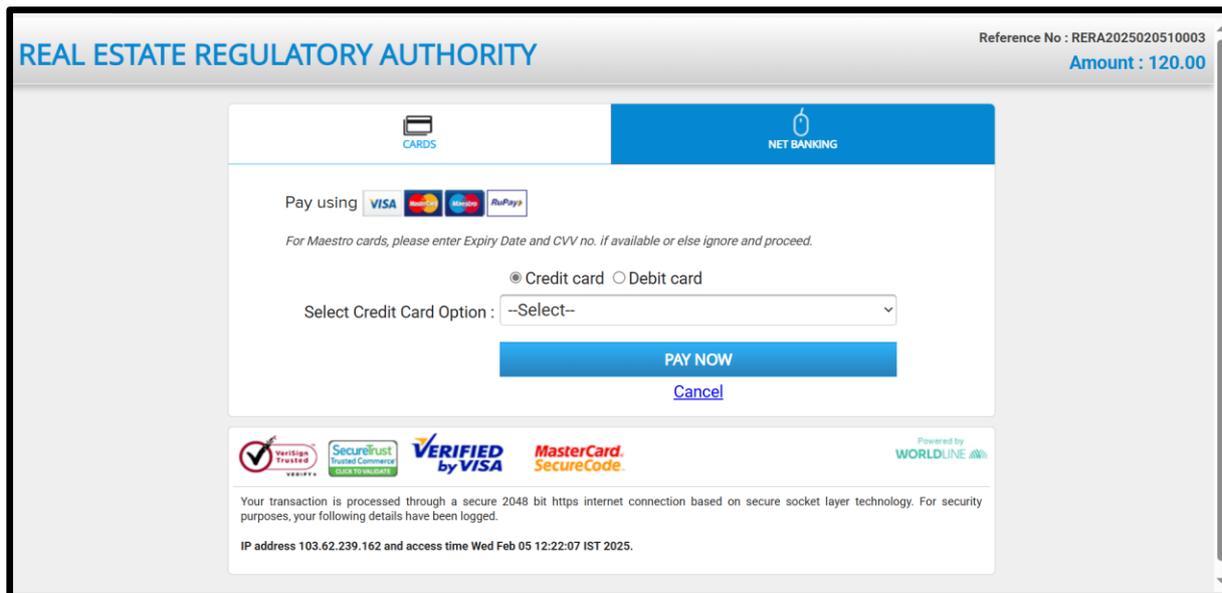
- Click on the **"Make Payment"** button.
- You will be redirected to a secure payment gateway where you can

complete the transaction.

3. Go Back:

- If you need to review or modify any information, click on the "Go Back" button. You will be redirected to the previous screen.

Payment Process



The screenshot shows the payment gateway for the REAL ESTATE REGULATORY AUTHORITY. At the top, it displays the reference number RERA2025020510003 and the amount 120.00. The interface is divided into two main sections: CARDS and NET BANKING. Under the CARDS section, users can pay using VISA, MasterCard, Maestro, or RuPay. A note specifies that for Maestro cards, the expiry date and CVV must be entered. Users can select between Credit card and Debit card, and a dropdown menu allows them to choose a specific credit card option. A prominent blue button labeled 'PAY NOW' and a 'Cancel' link are provided. The bottom of the page features security logos for VeriSign, SecureTrust, VERIFIED by VISA, and MasterCard SecureCode, along with a 'Powered by WORLDLINE' logo. A security notice states that the transaction is processed through a secure 2048-bit https connection. Technical details at the bottom include the IP address 103.62.239.162 and the access time on Wednesday, February 05, 2025, at 12:22:07 IST.

Step 1: Access the Payment Portal

1. Navigate to the official RERA website.
2. Select the appropriate option to make a payment.
3. You will be redirected to the payment gateway.

Step 2: Select Payment Method

1. Choose between **Cards** or **Net Banking** at the top of the page.
2. If using a **credit or debit card**:
 - Select **Credit Card** or **Debit Card** option.
 - Choose the type of card (Visa, MasterCard, Maestro, RuPay) from the dropdown menu.
 - Click **PAY NOW** to proceed.
3. If using **Net Banking**:
 - Select the respective bank from the list.
 - Click **Proceed** to continue.

Step 3: Enter Payment Details

1. If using a card:
 - Enter the card number, expiry date, and CVV.
 - Click **Submit** to proceed.
2. If using net banking:

- Log in using your bank credentials.
- Confirm payment.

Step 4: Confirm Payment

1. Review the payment details.
2. Click **Confirm Payment** to complete the transaction.
3. Wait for the system to process the payment.

Once successful, a confirmation message will appear, and you will receive a receipt.

Real Estate Regulatory Authority, Bihar

Track & Download Online Request | Search & Request Document | LOGOUT | Welcome :

The payment status for your request Print

Field Name	Value
Transaction Status	0300
Message	success
Transaction ID	RERA2025013120043
TPSL Bank Code	1220
TPSL Transaction ID	559336211
Amount	105.90
User Information	<p>Applicant's Name : Dev Babu</p> <p>Email ID : devendravermaec21@gmail.com</p> <p>Phone No.: 7827092759</p>

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1. Review Payment Status:

- The system will display your Payment Status along with other transaction details.
- Possible statuses include:
 - Success: Payment has been completed successfully.
 - Pending: Payment is under process; please check later.
 - Aborted: Transaction was not completed due to inactivity.
 - Failed: Payment was unsuccessful due to technical issues.

2. Understanding the Payment Status Details:

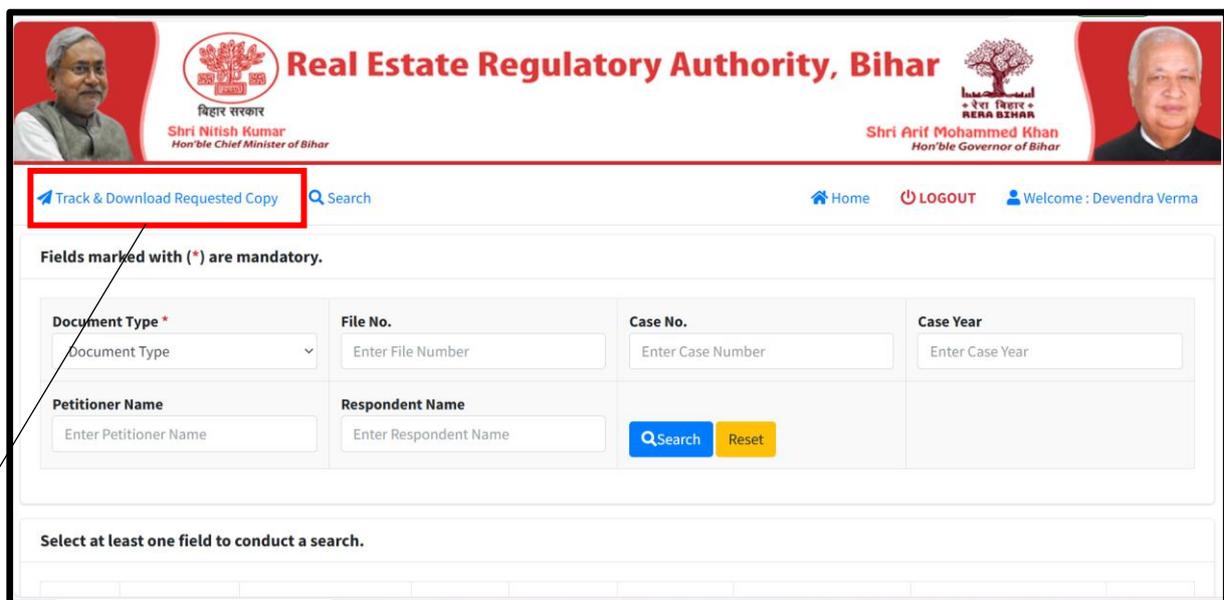
- Transaction Status: Displays the status code for your transaction.
- Message: Shows whether the payment was completed or aborted.

- Error Message: Provides a reason for failure, if any (e.g., *Transaction aborted due to no activity by user*).
- Transaction ID: Unique identifier for your payment request.
- TPSL Bank Code: Code assigned by the payment gateway.
- Amount: Displays the transaction amount.
- User Information: Includes details such as Applicant's Name and Phone Number.

Next Steps in Case of Payment Failure

- If the transaction was aborted:
 - Retry the payment by initiating a new request.
 - Ensure that you complete the payment within the required time frame.
- If the transaction failed:
 - Verify with your bank if the amount was deducted.
 - If deducted but not reflected, wait for 24-48 hours or contact the payment gateway.
- If the payment is pending:
 - Wait and check again later.
 - If the status does not change after 24 hours, contact support.

Tracking and Downloading Requested Copies

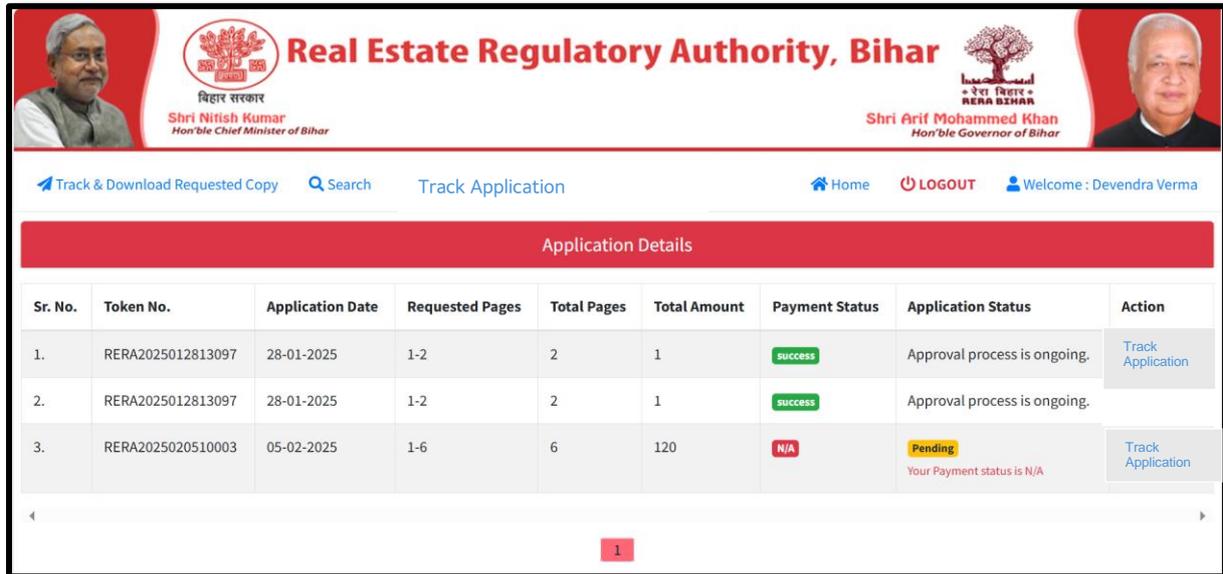


The screenshot shows the website interface for the Real Estate Regulatory Authority, Bihar. At the top, there are portraits of Shri Nitish Kumar (Hon'ble Chief Minister of Bihar) and Shri Arif Mohammed Khan (Hon'ble Governor of Bihar). Below this is a navigation bar with a 'Track & Download Requested Copy' button highlighted in a red box, a search icon, and links for Home, LOGOUT, and a welcome message for Devendra Verma. The main content area contains a search form with fields for Document Type, File No., Case No., Case Year, Petitioner Name, and Respondent Name. A 'Search' button and a 'Reset' button are also present. A note indicates that fields marked with an asterisk are mandatory. At the bottom of the form, it says 'Select at least one field to conduct a search.'

Click on the Track & Download Requested Copy Button

1. Click on “Track & Download Requested Copy” from the menu.
2. Use the **Search** option to find your application using the **Token No.** or other details.

Application Details



Real Estate Regulatory Authority, Bihar

बिहार सरकार
Shri Nitish Kumar
Hon'ble Chief Minister of Bihar

श्री अरिफ़ मोहम्मद खान
RERA BIHAR
Hon'ble Governor of Bihar

Track & Download Requested Copy Search Track Application Home LOGOUT Welcome : Devendra Verma

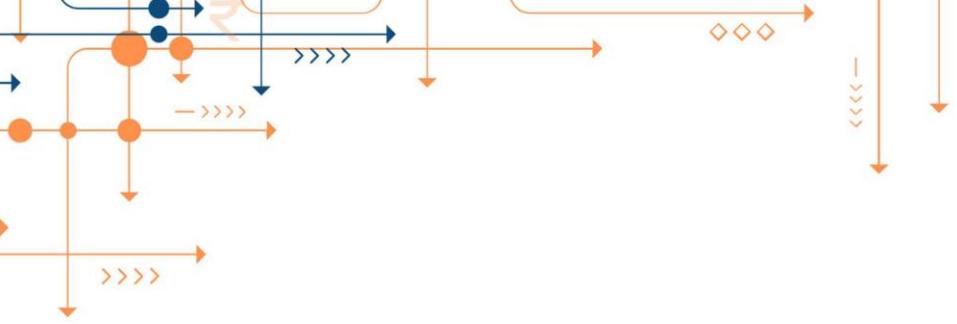
Application Details

Sr. No.	Token No.	Application Date	Requested Pages	Total Pages	Total Amount	Payment Status	Application Status	Action
1.	RERA2025012813097	28-01-2025	1-2	2	1	SUCCESS	Approval process is ongoing.	Track Application
2.	RERA2025012813097	28-01-2025	1-2	2	1	SUCCESS	Approval process is ongoing.	
3.	RERA2025020510003	05-02-2025	1-6	6	120	N/A	Pending Your Payment status is N/A	Track Application

1

The application status table consists of the following columns:

- **Sr. No.** – Serial number of applications.
- **Token No.** – Unique reference number for your application.
- **Application Date** – Date on which the request was submitted.
- **Requested Pages** – Range of document pages requested.
- **Total Pages** – Total number of pages requested.
- **Total Amount** – Fee applicable for the request.
- **Payment Status** – Indicates whether the payment was successful, pending, or not applicable.
- **Application Status** – Displays whether the application is approved, pending, or rejected.
- **Action** – Shows if any further action is required.



Thank You!