



ODISHA REAL ESTATE REGULATORY AUTHORITY

Block-A1, 3rd Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar- 751007

Email: - reeraodisha@gmail.com

No. 6807 /ORERA, Bhubaneswar.

Date 27/11/25

Office Order

Whereas there is no direction of this Authority to regulate filing of cases before it for which cases are not filed in regulated manner. So, this order U/s.38(2) of the Real Estate (Regulation and Development) Act, 2016 is passed by this Authority to regulate the procedure for filing cases before this Authority for better management of cases.

The cases filed offline before this Authority should be in the following manner:

- (1) All the complaint, show cause and other petitions should be in "Times New Roman" font with font size 14; and
- (2) those should be printed on one side of A4 size, 75 GSM white paper; and
- (3) the typing should be with margin of 3.5 centimetre on left and right margins and 3.5 centimetre on top and bottom margins; and
- (4) there should be 1.5 line space between the lines; and
- (5) the complainant or Decree Holder (D. Hr) should file the documents with proper page marking and Annexure marking with numbers, such as 1, 2, 3, etc and the respondent or Judgement Debtor (J. Dr) should file the documents with proper page marking and Annexure marking with letters, such as, A, B, C, etc.; and
- (6) the complaint petition/execution petition/ Misc Case/show-cause should not be marked Annexure; and
- (7) the page markings should start from complaint petition/execution petition/ Misc Case/ show-cause, as the case may be, and end with the Annexures; and
- (8) the complaint, show-cause and execution petitions should be filed with an index mentioning the complaint petition/execution petition/ Misc Case/ show-cause, as the case may be, filed with its page number and

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documents with its page numbers and Annexure, in a separate page;
and

- (9) the documents filed by the parties should be filed chronologically as per date, month and year; and
- (10) the complainant should file his/her Aadhar Card along with the complaint as identity proof; and
- (11) the documents filed by the parties should be signed by the parties or their advocate as true copy; and
- (12) the advocates filing vakalatnama should mention their State Bar Council registration number and phone number; and
- (13) if the cases are not filed as per this order, defect will be pointed out and the cases will not be admitted till the defects are removed.

By order of Authority.


Secretary,
Odisha RERA

Memo No. 6808, Dated. 27/11/25

Copy forwarded to Consultant (PS/PA) to Chairperson/Member (Admn.)/ Member (Judl.)/ Adjudicating Officer, for kind perusal of Chairperson, Member (Admn.), Member (Judl.) & Adjudicating Officer respectively.


Secretary,
Odisha RERA

Memo No. 6809(2), Dated. 27/11/25

Copy forwarded for favour of information and necessary action to:

1. The President, Real Estate BAR Association, Odisha, Bhubaneswar,
2. The Registrar, ORERA, Bhubaneswar,

Copy to O.O file/Guard file/Notice Board.


Secretary,
Odisha RERA