

Technical Guide for Filing Quarterly Progress Report for Quarter Ending September 2026

1. Overview

The QPR for the quarter ending 30th September 2026 shall be considered complete when the achievements against the physical and financial targets along with the photograph and videos are uploaded and the Architect, Engineer and CA Certificates have all been digitally signed and submitted on the UP RERA portal.

Filing happens in two stages:

1. **Project Progress:** Fill the achievements against the physical and financial targets, and upload photographs and videos as evidence.
2. **Professional Certificates** — Fill, sign with DSC, and submit the Architect, Engineer and CA Certificates through a project-specific web-link.

The full sequence, in order:

1. Fill the project achievements and upload photographs and videos **(Part A)**.
2. Initiate the process of certificate submission by clicking on the link to generate the email.
3. Download and set up the Digital Signature Certificate (DSC) on the computer where the certificate is being generated and submitted. **(Part B)**.
4. Click on the web-link received on the registered email address of the promoter.
5. Fill the certificate, sign and submit the Architect Certificate, then the Engineer Certificate, then the CA Certificate **(Part C)**.

2. Part A — Fill Project Progress

The link to initiate the submission of digital certificate will be available only after project achievements are filled, so this step always comes first.

2.1 Step A1 — Fill in Project Achievements

1. Fill the achievements for the quarter against the **physical** and **financial** targets, including any previous quarters that were not filled.
2. Upload the photographs and videos that evidence the project's progress.

2.2 Step A2 — Generate the Certificate Submission Email

1. Once achievements are saved, the link-button to generate the certificate submission email becomes active. Click it to send the email.
2. Open the email received on the registered email id of the promoter. It contains a web-link for digital submission of the certificates.

The web-link is unique to each registered project. In case a promoter has multiple projects, they are required to follow the process mentioned under Step A1 and Step A2 for each of their projects.

3. Part B — Download and Set up the DSC (one time per computer)

The link to download the DSC Installation Package will be shared in the same email mentioned in Part A.

The DSC setup lets the UP RERA portal identify the Digital Signature Certificate (USB signing token), and it is needed only once on each computer. If a DSC has already been used successfully on this computer for the UP RERA portal, the setup may already be done — go straight to Part C.

What you need

Item	Detail
Computer	Windows 10 or Windows 11, 64-bit
Browser	Google Chrome or Microsoft Edge
Signing token	ProxKey USB token, with its PIN
Token driver	ProxKey token driver, installed
Setup files	UPRERA DSC setup folder

3.1 Step B1 — Install the DSC Signer

1. Open the folder **1-Install-DSC-Signer**.
2. Double-click **UPRERA-DscSigner-Setup-0.3.0.exe**.
3. Click **Next** → **Install** → **Finish**.

Note:

1. The DSC Signer runs in the background. It does not create a desktop icon, so do not look for one.
2. If Windows shows "**Windows protected your PC**", click **More info** → **Run anyway**.

3.2 Step B2 — Install the Browser Extension

1. Copy the folder **2-Extension-Chrome-Edge\UPRERA-DscBridge** to a short path on the C: drive, for example C:\UPRERA-DscBridge.
2. Open the extensions page: `chrome://extensions` in Chrome, or `edge://extensions` in Edge.
3. Switch on **Developer mode**.
4. Click **Load unpacked** and select C:\UPRERA-DscBridge.
5. Confirm that **UPRERA ProxKey DSC Bridge** appears in the list and is switched **On**.

Note: Keep the C:\UPRERA-DscBridge folder in place after loading. The browser reads the extension from that folder.

3.3 Step B3 — Restart the Browser

Close every browser window, then open the browser again. This connects the browser to the DSC Signer.

3.4 Step B4 — Sign a certificate

1. Insert the ProxKey USB token.
2. Open the certificate to be signed on the browser.
3. Select the DSC shown by the system and click **Sign**.
4. Enter the token PIN when prompted.

For future quarters, simply insert the token and sign — no setup is needed on the same computer.

4. Part C — Submit the Certificates

Click the web-link from the email; the Architect Certificate opens first. Certificates are to be filled and submitted in a fixed order — **Architect first, followed by the Engineer and then the Chartered Accountant**. Once the first certificate is filled and submitted, the page moves to the next certificate automatically.

Each certificate follows the same four actions: **Fill → verify → sign with DSC → submit**. After submission, a PDF copy of that certificate appears at the top of the page — download it for your records.

Order	Certificate	What to check before signing	After submission
First	Architect	All required fields filled; Table A created and completed separately for each tower/block , where applicable	PDF shown at top of page; Engineer form opens
Second	Engineer	All required fields filled and verified	PDF shown at top of page; CA form opens
Third	CA	All required fields filled and verified	PDF shown at top of page; QPR filing complete

4.1 Step C1 — Architect Certificate

1. Fill in all required fields.
2. Create and complete **Table A for each tower/block** of the project, wherever applicable.
3. Verify every entry.
4. Sign with the DSC and click **Submit**.
5. Download the PDF copy shown at the top of the page.

4.2 Step C2 — Engineer Certificate

1. The form opens automatically after the Architect Certificate is submitted.
2. Fill in all required fields and verify them.
3. Sign with the DSC and click **Submit**.
4. Download the PDF copy shown at the top of the page.

4.3 Step C3 — CA Certificate

1. The form opens automatically after the Engineer Certificate is submitted.

2. Fill in all required fields and verify them.
3. Sign with the DSC and click **Submit**.
4. Download the PDF copy shown at the top of the page.

5. Completion Checklist

The QPR is completed only when every box below is ticked. Use this reference list for each registered project.

- Achievements filled against physical and financial targets
- Photographs and videos uploaded
- Certificate submission email generated, and its project-specific web-link used
- Architect Certificate signed and submitted
- Engineer Certificate signed and submitted
- CA Certificate signed and submitted
- PDF copies of all three certificates downloaded and kept on record

Not complete: filling in the forms, generating the link, or submitting only one or two certificates. All three must be digitally signed and submitted.

6. Common issues and Quick Fixes

Problem	What to do
Link to generate the certificate email is not active	Enter achievements and upload photographs and videos first (Step A1)
Windows shows "Windows protected your PC" during install	Click More info → Run anyway
No desktop icon after installing the DSC Signer	Expected — it runs in the background
Extension not listed, or switched off	Recheck Step B2: Developer mode on, C:\UPRERA-DscBridge loaded, extension switched On
DSC not shown, or signing does not start	Insert the ProxKey token, close all browser windows and reopen (Step B3)
Certificates for one project submitted via another project's link	Contact UP RERA for reset

7. Support for Queries & Issues

For any queries or technical issues relating to the above process, users may contact U.P. RERA through the following support channels:

Email: adsystems@up-rera.in

Phone: +91 8130602244