

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA (in the State)
2. All the Estate Officers, HUDA (In the State)
3. The Chief Controller of Finance, HUDA, Panchkula.
4. The Chief Engineer & Chief Engineer-I, HUDA, Panchkula.
5. The Secretary, HUDA, Panchkula.
6. The Chief Town Planner, HUDA, Panchkula
7. The Enforcement Officer, HUDA, Panchkula.
8. The Additional Chief Engineer, HUDA, Sonipat.
9. All the Superintending Engineer, HUDA(in the State)
10. The Distt. Attorney, HUDA, Panchkula.
11. The Chief Architect, HUDA, Panchkula.
12. The General Manager (IT Cell), HUDA, Panchkula.
13. The XEN (Vig.), HUDA, Panchkula.
14. The Supdt, Urban Branch, HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O-II/2013/31511 Dated:-12/7/2013

**Subject:-Proceedings of Review Meeting of HUDA officers held under the Chairmanship of Sh. D.P.S. Nagal, IAS, Chief Administrator, HUDA, Panchkula and also addressed by Sh. T.C. Gupta, IAS, Principal Secretary Town & Country Planning Deptt. to Government of Haryana, on 5.7.2013 at 11.00 AM.**

Please find enclosed herewith minutes of the Review meeting of HUDA Officers held on 5.7.2013 at 11.00 AM in the Conference Hall, C-3, HUDA Office Complex, Sector-6, Panchkula as approved by the Chief Administrator for your kind perusal. You are therefore, requested to send the action taken report by 20<sup>th</sup> July, 2013 through e-mail [dyesahuda@gmail.com](mailto:dyesahuda@gmail.com). so, that report may be put up before the higher authorities.

DA: As above.

-Sd-

Deputy Economic & Statistical Advisor  
for Chief Administrator, HUDA,  
Panchkula

CC:

1. PS/PSTCP for information of the W/PSTCP.
2. PS/CA, HUDA for the information of worthy Chief Administrator, HUDA, Panchkula.
3. PA/Admn.(HQ), HUDA for information of worthy Admn.(HQ), HUDA, Panchkula.

**Proceedings of Review Meeting of HUDA officers held under the Chairmanship of Sh. D.P.S. Nagal, IAS, Chief Administrator, HUDA, Panchkula and also addressed by Sh. T.C. Gupta, IAS, Principal Secretary Town & Country Planning Deptt. to Government of Haryana, on 5.7.2013 at 11.00 AM in the Conference Hall, C-3, Sector-6, HUDA Office Complex, Panchkula.**

The list of participants is enclosed at Annexure-‘A’.

At the outset, Chairman welcomed the officers and desired that all the officers should work in a transparent and fair manner keeping in view the slogan **“HUDA- IN THE SERVICE OF MASSES”**

**Follow up action of the last meeting:**

Action taken on the decisions of the last review meeting held on 15.12.2012 was discussed in detail. It was pointed out that action taken was not satisfactory especially with regard to development works, overdue pendency, status of resumed property, on-line approval of building plan, review of Court cases, encroachment of HUDA land. Neither the Administrators nor the Estate Officers are paying attention towards the development works carried out in the Urban Estates whereas they are doing only daily routine job. PSTCP directed Estate Officers that they should play active role in maintaining Urban Estates properly and expedite the development of works. Chief Administrator, HUDA, directed all the field officers to prepare the land data of each sector i.e. total land acquired, planned, allotted and balance land.

The following agenda items were discussed in detail:-

**Agenda Item No. 1: Status of projects/development works**

**Supplying Canal Water from water works sec-39 Chandigarh to water works sec-1 Panchkula (Deposit work)**

CA,HUDA asked the present status of work. CE intimated that out of 17.44 k.m. M.S. pipe line, 16 km had been laid. The work of pump chamber is in progress and 70% has been completed. Regarding pumping machinery tenders has recently been received by the Municipal Corporation Chandigarh and is under process. CA asked CE HUDA to take up the matter with the CE, M.C.

Chandigarh and monitor/follow up regularly. CE was also directed to monitor the progress of on going work of Haryana portion also which was being executed by HUDA.

Further Chief Administrator, directed all the Administrators to submit the list of projects which were nearing completion in their areas within one week to the Chief Engineer, & Chief Engineer-IHUDA HQ.

**Action by:- Administrators and C.E & C.E-I**

**HUDA CIRCLE FARIDABAD.**

CE-I, HUDA explained the status of major on-going works at Faridabad as under:-

**i) Construction of ROB at bye-pass sector 37 to 59 at Malerna.**

The railway authorities have launched girders during June-2013 and the remaining work of railway portion is likely to be completed in 2 months. The work is held up in HUDA portion due to the non-launching of above girders which has now been taken up. It will take approx. two months for completion of the work in railway portion. Administrator, HUDA Faridabad intimated that in the alignment of bye-pass road, sec. 37 to 59 one factory is functioning on HUDA land. CA, HUDA directed Administrator, HUDA, Faridabad that it should be removed on priority.

**Action by: - Administrator Faridabad/C.E-I**

**ii) Construction of ROB at Badkhal crossing.**

HUDA has completed work of approaches upto wet mix macadam (WMM) but due to non launching of girders by Railways the work has got abnormally delayed. Now launching has been completed during 6/2013 and the work of deck slab in railway portion is in progress. After completion of work in railway portion it will take approx. 2 months for completion of the project.

**Action by: - Chief Engineer-I**

**iii) Development of external services in sector 75 to 89 Faridabad.**

It was explained by CE-I, HUDA, Panchkula that out of 44.48 km roads , the possession of 36.65 km has been handed over to the Engineering Wing. The road in clear area shall be completed as per the schedule.

**Action by: - Chief Engineer-I**

**iv) External Sewerage for Sector 75 to 89 : -**

CA HUDA pointed out that work of external sewer is in progress but no proposal has been made for the treatment plant. Therefore the work for acquisition of land and preparation of estimate may be expedited.

**Action by: - Admn. & Chief Engineer-I**

**v) Construction of Polyclinic, Sec. 55, Faridabad.**

CE-I HUDA informed that the work was completed up to roof level of ground floor and shall be completed as per the time schedule i.e. 4/2014.

**vi) Construction of bridge over Gurgaon Canal for connecting Sector 55-56 Faridabad.**

CE-I, HUDA, Panchkula intimated that this is a deposit work of HUDA by Irrigation Deptt. Haryana and estimate is under scrutiny by HUDA.

**vii) Master Water Supply at Rozkameo:**

CE-I HUDA informed that the deposit estimate of Rs.451.65 lacs received and being submitted to Works Committee. P.H.E.D. Haryana is executing the work with a proportionate cost to be deposited by HUDA. SE, HUDA intimated that 90% work stands completed. CA, HUDA directed CE-I/SE FBD to physically verify the progress of work at site.

**Action by: - Chief Engineer-I/S.E. Fbd.**

**viii) Development of sector-12, Palwal:**

CE-I, HUDA intimated that execution of development works is in progress and same is likely to be completed as per schedule.

**Circle -I Gurgaon**

**1.Construction of Northern Peripheral Road (NPR)**

CE-I explained about the present status of work. Admn (G) requested CA HUDA for taking up the case of construction of NPR Road in Delhi portion. It was stated that matter has been taken up with Delhi Administration & they have already taken up required steps for construction of NPR in their area. Admn(G) intimated that a few industries falling in the alignment of NPR are causing obstruction in execution of the work. Admn(G) was directed for taking necessary steps for shifting of industries. CA, HUDA complimented Admn(G) & engineering

wing for good quality construction of road work at Gurgaon and desired that similar improvement be shown in the other areas also.

**Action by: - Administrator Gurgaon & C.E-I**

**2.Prov. Distribution mains for Recycled water for Zone-I-II & III U/E [Old Area] Gurgaon.**

SE-I Gurgaon intimated that at present 7.5 MLD recycled water is being supplied to builders for construction purposes. Adm(G) has been requested to enforce unauthorized withdrawal of underground water for construction purposes in HUDA area. SE-I further intimated that D.C. Gurgaon being Nodal officer was monitoring illegal extraction of ground water in Gurgaon town.

In addition the construction of 2 nos Sewerage Treatment Plants (STPs) – one each at Behrampur & Dhanwapur is in progress and after commissioning of same additional 57 MLD recycled water would be available.

**3.Construction of Water Treatment Plants**

SE-I Gurgaon explained the progress of treatment plant at Chandubudhera, as under:

- Ist Unit of 22 MGD has been made operational.
- 2<sup>nd</sup> Unit of 22 MGD is under construction & to be completed by Oct. 2013.
- For 3<sup>rd</sup> Unit of 22 MGD work stands allotted & shall be operational by Oct. 2014.

**1.Horticulture Works:**

CA pointed out that green belts/plantation along master roads at Gurgaon are not being maintained properly and directed SE (Hort.) for improvement of Hort. works along the roads.

In addition, CA directed that railing/ barbed wire fencing should be got repaired & missing railing/barbed wire should be provided.

CA HUDA further directed that in the old areas overhead signage boards at strategic locations should be provided and kerb & channels / medians should be properly maintained.

**Action by: - C.E.-I & S.E (Hort.)**

**Circle –II Gurgaon**

**1. Providing SWD along Southern Peripheral Master Roads from Sohna Road to NH-8 Gurgaon.**

CE-I explained that the work of SWD along SPR was allotted with box drain. After discussion it was decided to explore the possibility for open drain. The repair of road shall be taken after providing proper SWD system.

CA, HUDA pointed out that the land for Sector-72/72A stands acquired but no development work started and directed that estimates be submitted within 10 days.

**Action by: - C.E.-I & S.E -II, Gurgaon.**

**2. Strengthening of M.G. Road (Deposit work by PWD B&R Haryana)**

CA, HUDA observed that the work had got delayed and directed that matter be taken up with PWD (B&R) for expediting the work as HUDA had already deposited Rs. 6.50 Crore with B&R.

**Action by: - C.E.-I & S.E -II, (GGN)**

**3. Up-gradation of 60 mtr. wide Master Road from N.H.-8 to 55/56, Gurgaon(Joint venture of HUDA & DLF).**

CE-I explained that so far progress of work was slow due to lot of hindrances due to underground services. Chief Administrator directed Admn (G) to monitor the progress of work and construction programme may be intimated to superintending of police traffic for diversion & management of traffic.

**Action by: - Administrator (GGN)**

**Agenda Item No.2 and 2 A: Status of Computerization & Status of payment gateway:**

1. **Online Approval of Building Plan:** G.M.(I.T) intimated that the Online approval of building plan software shall be implemented initially for six sectors of Panchkula on pilot basis and other sectors may be added thereafter CTP, HUDA shall ensure supply of duly verified zoning and other parameters required for the approval of Online Approval of Building Plan Application software from DTP, Panchkula . The whole exercise for Urban Estate Panchkula shall be completed by 31.07.2013. All Estate Officers shall ensure that plot files which are yet to be captured shall be uploaded in PPM Software by 31.07.2013.

**Action by: - All Administrators, Estate Officers, CTP, HUDA & G.M (I.T)**

**Agenda Item No. 3 and 3A: Status of utilization of acquired land and Status of land acquisition.**

C.A. HUDA brought out in the meeting that in different Urban Estates, there are various pockets which are lying unutilized. In the past, numbers of communications have been sent to Zonal Administrators including D.O. references from C.A. HUDA ensuring utilization of such pockets. This issue

is also being highlighted in all the review meetings but no status is coming forward, as a result valuable land of HUDA is lying unutilized.

It was decided that to begin with at least two sectors in each zone be taken-up. CTP, HUDA was asked that the land details of these sectors may be worked out in coordination with Zonal Administrators and thereafter submit the report.

**Action by: - All Admn. & Estate Officers/CTP**

**Agenda Item No.4: Review of unsold property/plots clearly vacant**

PSTCP took a serious view that commercial properties not auctioned when the market was in boom and a huge amount of pecuniary loss to authority. He directed that all Estate Officers should fix auction schedule of commercial property when the market is in boom especially in harvesting season, i.e, March and November, so that HUDA can fetch maximum price. Further Chairman has also directed that details of vacant institutional sites and residential plots may be sent to CTP, HUDA, office by 31.7.2013 for their floatation.

**Action by: - All Admn. & Estate Officers/CTP**

**Agenda item No.5: Review of Recoveries**

The recoveries upto May, 2013 were reviewed by the Chairman and it was observed that over all recoveries of HUDA are in good position but in case of recovery of enhancement compensation there is a serious shortfall which was viewed seriously by the Chairman. Therefore, C.C.F, HUDA, has been directed to take immediate necessary steps to recover enhancement amount.

**Action by: - All Admn., C.C.F & Estate Officers**

**Agenda Item No.6: Status/list of resumed property and action taken report regarding residential/commercial/institutional/industrial property separately.**

PSTCP and Chief Administrator, HUDA, expressed their displeasure about numerous irregularities on the part of Estate Officers as well as Administrators regarding resumption of property. No data regarding resumed property was available with the Estate Officers.

PSTCP directed that resumption proceedings should be done as per provisions of HUDA Act and no such irregularity and arbitrary action should be taken in future. The details of resumed property be maintained properly and

possession of resumed property should be taken immediately after following due procedure.

**Action by: - All Admn & Estate Officers**

**Agenda Item No.7: Status of oustees claims**

PSTCP expressed displeasure that no annuity amount is being paid to land owners and allotment of plots under Rehabilitation and Resettlement policy are not being made well in time. There are large no of pending cases in Rohtak Zone. Therefore it was directed to settle all pending oustees claims within next 15 days and also directed to make the payment of annuity to the land owners at the earliest who have not received the payment yet.

**Action by: - All Admn., C.C.F & Estate Officers**

**Agenda Item No.8: Status of allotment of alternative plots**

PSTCP expressed his displeasure that despite availability of alternative plots, the same have not been allotted. In those cases where directions have been given by the court, all the Estate Officers were directed to strictly comply with the directions of Hon'ble Court, and alternative plots be allotted with the approval of competent authority within the prescribed period of the court orders. Any contempt proceedings will not be tolerated and fee of the council shall be borne by the Estate Officer concerned and no T.A. /D.A will be reimbursed to them. Besides it has also been directed that alternative plots in lieu of all disputed plots may be allotted on priority, and for this purpose they may pick-up one sector at a time in each of the urban estates and finish this exercise expeditiously. The comprehensive proposal for allotment of alternative plots along with availability, number of disputed plots and eligibility as per policy guidelines may be sent to HUDA, (HQ) with in next 15 days. Further in the case of N.P.Jain Vs HUDA where there is a stay order of the court the Estate Officer-I, HUDA, Gurgaon has been directed to sort out the problems and send the proposal at HQ so that stay may be got vacated at the earliest.

**Action by: - All Admn., C.C.F & Estate Officers**

**Agenda Item No. 9: Status of Encroachment on HUDA Land (In Acres):-**

It was decided that all the Estates Officers shall take possession of the encroached land within one month where Courts/Forums have not issued orders



of stay against dis-possession. The Estate Officers should also review all the court cases where stay has been granted and thereafter file necessary application for vacation of stay and on vacation of stay they should take possession of the land at the earliest. Therefore, all the Estate Officers, HUDA will conduct survey in the area under their jurisdiction and get the encroachments removed as per HUDA bye-laws and send the status of encroachments upto 7<sup>th</sup> of every month to Head office through the Zonal Administrators. It was also directed by the Chief Administrator, HUDA that where there is new encroachment on HUDA land that should be removed without issuing any notice to the encroachers and in case of old encroachments existing on HUDA land, proper procedure of issuance of notices. and dis-connection of water and electricity should be carried out in advance before removal of encroachments.

**Action by: - All Admn., Estate Officers& Enforcement Officer**

**Agenda Item No.10 and 11: Status of appeal cases under section 17(5) of HUDA Act and Status of Court Cases**

Pendency of large number of Speaking Orders wherein prescribed time limit has already been expired has not been appreciated by the Chairman. All the directions passed by Courts for passing of Speaking Order should be complied on top priority within the prescribed period given by the courts. All the pending Speaking Orders should be passed within next 7 days. Strict disciplinary action shall be initiated for not passing Speaking Orders within the prescribed period as per court's direction.

The contempt of court petition (COCP's) should be monitored by the Estate Officers/Administrators personally. In case of default/non compliance of the orders resultantly filing of COCP's in that eventuality all the expenses of COCP's will be borne by the concerned Estate Officers itself.

The court cases should be monitored by the Estate Officers/Administrators at personal level and ensure timely filing of written statement.

PSTCP also directed while filing revision petition the Estate Officer concerned should ensure that time barred revision petition is not being filed and all the relevant documents i.e. order of appellate authority, decision of competent authority for filing the revision etc. is annexed with.

**Action by: - All Admn., Estate Officers & District Attorney.**

**Agenda Item No.12. - Taking possession of the land which has become free from litigation.**

All the administrators were strictly directed to personally monitor the utilization of land pocket cleared from litigation. Whenever the said land have not been planned, the planning proposals should be got finalized with in 30 days. In case of already planned land pocket, their utilization for the planned purposes may be ensured and sent action taken report with in 20 days to C.T.P

**Action by: - All Administrators/CTP.**

**Agenda Item No.13. (Chief Minister's Announcement)**

PSTCP directed that all announcements should be monitored by the officers concerned at their own level and take immediate necessary steps to implement the announcement with in the target date. In case the announcement is not feasible, then the case may be submitted for approval of Hon'ble Chief Minister, Haryana. Any lapse will be viewed seriously.

**Action by: - All Admn., Estate Officers, C.T.P, C.E.& Supdt.(U.B)**

**Agenda Item No.14. (Floatation of Residential sectors during the financial year 2013-14 "Settlement of oustees claim.**

PSTCP observed that in large number of cases the oustees claims have not been settled by Administrators even though, the land is acquired 5 to 6 years ago. The delay leads to harassment to the land-owners and also gives rise to litigations.

PSTCP directed CTP, HUDA to make an inventory of such sectors where land has been acquired and planned but could not be floated in the absence of settlement of oustees claims and supply the same to concerned Zonal Administrators within a week for settlement of pending oustees claims.

Thereafter, Zonal Administrators will settle the pending oustees claims within 15 days. In those sectors where oustees claims are yet to be invited, assessment of plots required for settlement of oustees claims based on details of land-owners, may be finalized and sent to HUDA (HQ) within next 15 days.

**Action by: - All Admn., Estate Officers, C.T.P., & Supdt.(U.B)**

**Miscellaneous Decisions:-**

**i) Shortage of staff:** It was stated by the participants that there is acute shortage of Technical and Clerical staff in HUDA whereas work has increased manifold.

PSTCP directed Secretary, HUDA to put-up details of the requisition which have already been sent and are being sent to HPSC & HSSC regarding technical & clerical staff category within 7 days. If the recruitments are to be made by Commission/Board take more time then staff may be recruited through contractual agencies to meet out the problems.

**Action by: - Secretary, HUDA, Panchkula**

**ii) Monitoring of Harsamadhan website:** - PSTCP intimated that the issue of redressal of complaints registered on Harsamadhan website came up for discussion during DCs/SPs conference. It was observed by the PSTCP during the meeting that there is complete lack of sensitivity on the part of HUDA officers who are dealing with the complaints lodged at Harsamadhan Portal and there is no monitoring at the higher level. PSTCP has viewed this very seriously and directed all the concerned officers to access the site and monitor daily itself and not to entrust this work to their subordinates. It has further been directed that all pending complaints lodged on this website should be cleared within next 7 days positively and take expeditious action for redressal of grievances/complaints as posted on Harsamadhan Portal

**Action by: - All Admn., Estate Officers, SEs & All the Head of Branches at HUDA, (HQ)**

**iii) On-line Grievances of redressal received from e-mail I.D. [cm@hry.nic.in](mailto:cm@hry.nic.in):** PSTCP has viewed seriously for not responding the e-mail received from the e-mail I.D. [cm@hry.nic.in](mailto:cm@hry.nic.in) and no data has been maintained in the respective organizations and directed to all the officers the same should

be responded immediately through e-mail to the complainant as well as C.M. Sectt.

**Action by: - All Admn., Estate Officers, SEs & All the Head of Branches at HUDA, (HQ)**

**iv) Inspection of Sectors by Estate Officers.**

PSTCP directed that full time Estate Officers, should conduct inspection of a sector fortnightly and in case of those Estate Officers having dual charge, they shall conduct the inspection once in a month. Inspection will be reviewed directly by PSTCP from **July, 2013**. The proforma was also circulated to all field offices to submit their reports as per instructions which have already been issued earlier in year 2008 and send the report to concerned Administrators, Chief Administrator as well as to PSTCP through e-mail directly by Estate Officers.

**Action by: -All Admn., Estate Officers.**

v) **Occupation certificates**- The break-up of pending occupation Certificates (O.C) be given i.e 6 month/1year/2 years old and onwards. Sr. Arch. Shall supply the M8 and M9 Performa to filed offices with the direction to submit their monthly report on the prescribed performa and Estate Officers send the report to concerned Administrators .Concerned Administrators shall compile the report and send it to Sr. Arch. HUDA, HQ for further submission to PSTCP.

**Action by: -All Admn., Estate Officers, & Sr. Arch.**

vi) It was decided that the next review meeting will be held in the month of August,2013 which should be attended in person by all Administrators, S.Es and all the Head of Branches at HQ.

The meeting ended with a vote of thanks to the Chair.