

Through: - e-mail also

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 Chief Town Planner, HUDA, Panchkula
6. The Enforcement Officer, HUDA, Panchkula.
7. The Distt. Attorney, HUDA, Panchkula.
8. The General Manager (IT Cell), HUDA, Panchkula.
9. The Supdt.Urban Branch, HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/2012/1592-1624

Dated:9/1/13

Subject: Proceedings of the Review Meeting of Administrators and Estate Officers held under the Chairmanship of Sh. S.S.Dhillon, IAS, Principal Secretary to Govt. Haryana, Town and Country Planning Department on 15.12.2012 at 11.00 AM in the Conference Hall, C-3, HUDA Office Complex, Sector-6, Panchkula.

Please find enclosed herewith minutes of the Review meeting of Administrators and Estate Officers held on 15.12.2012 at 11.00 AM in the Conference Hall, C-3, HUDA Office Complex, Sector-6, Panchkula as approved by the worthy PSTCP for your kind perusal. You are therefore, requested to send the action taken report by 15th January, 2013 through e-mail dyesahuda@gmail.com. so, that report may be put up before the higher authorities.

DA: As above.

(R.R.Kapoor)
Deputy Economic & Statistical Advisor
for Chief Administrator, HUDA,
Panchkula

CC:

1. PS/FCTCP for information of the W/FCTCP.
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 the Review Meeting of Administrators and Estate Officers held under the Chairmanship of Sh. S.S.Dhillon, IAS, Principal Secretary to Govt. Haryana, Town and Country Planning Department on 15.12.2012 at 11.00 AM in the Conference Hall, C-3, HUDA Office Complex, Sector-6, Panchkula.

The list of participants is enclosed at Annexure-'A'.

At the outset, PSTCP observed that Urban Estates of HUDA are not being properly maintained and none of HUDA projects were completed in allotted time period. Neither the Administrators nor 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 development works. **The Administrators and Estate Officers were directed to hold regular monthly meetings with the engineering wing about development works and will also monitor development works at site every week** and in case of deficiency noticed in the projects/development works he/she will send report within 15 days to the Chief Administrator.

Thereafter, the following agendas were discussed as under:

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

Chief Engineer, HUDA informed that the budget of development works for the year 2012-13 is Rs. 1225.00 Crore and the proportionate budget upto 11/2012 is Rs. 795.00 Crore against which the expenditure is Rs. 852.14 Crore i.e. there is an achievement of 107%.

Regarding physical achievement, it was informed by the CE that reports are compiled quarter-wise and upto the 2nd quarter of 2012-13 (i.e upto 9/2012) the overall achievement is 110.92% for Roads, 114.39% for special repair of roads, 97.28% for SWD, 67.08% for water supply & 67.07% for sewerage.

Thereafter, regarding the major projects CE informed about the status of works under the Panchkula Circle as under:-

1. **Laying of water supply line from Kaushalya Dam to Sector-1, Panchkula and construction of WTP of 45 MLD capacity:-** The work of providing water supply line of 10.015 Km. length has been completed out of 10.06 km. and regarding construction of 45 MLD WTP 90% work has been completed and likely target date of completion is 31.3.2013.
2. Supplying Canal water from Water Works setor-39, Chandigarh to Water works Sector-1 and Water works MDC, Sector-1, Panchkula:-
 - a) **In the UT portion from Sector-39, Chandigarh to Panchkula upto Haryana/ UT boundary** the work is being executed as deposit work by the MC, Chandigarh and 3.00 Km. M.S line **(800mm i/d)** out of 17.44 Km. length has already been laid. The work of pump house is under progress and 5% completed. Tenders for machinery are under process. The whole work is likely to be completed by 12/2013. CA, HUDA desired that the CE must visit the site to see the progress himself.
 - b) For Haryana portion i.e from Haryana/ UT boundary to Water Works Sector-1, Panchkula and Water works Sector-1, MDC, Panchkula the tenders for laying M.S pipe lines (5.00 Km. length) have been allotted and work is likely to start soon and likely to be completed by December, 2013.
3. **Renovation of Golf Club, Sec-3, Panchkula:** - The work of hole No. 10 to 18 has been completed except filling sand in Bunkers and automization of sprinklers. The work of hole No. 1 to 9 is in progress. The renovation work is likely to be completed by 31.5.2013.
4. **Construction of Club Building in sector-1, MDC Panchkula:-**
 - a. The civil works of Club Building, Health Club and parking etc. have already been completed, except one steam bath/ sona bath in health club.
 - b. For providing interior furniture and kitchen equipment the work is in progress and likely to be completed by February, 2013. CA, HUDA instructed that this work should be got completed by 15.2.2013.

PSTCP further directed as under:-

- i) The green belt near Metro Station Sector-29, Gurgaon is in very shabby condition and needs to be cleaned and it should be properly maintained. The work allotted for widening of roads etc. be got completed at the earliest.
 - ii) The development works of balance plots in sector-43, 47, 51, 57 Gurgaon should be completed by 31.1.2013 for handing over possession to oustee and to the allottees for alternate plot to whom possession of the plot is yet not given due to litigation and other reason. Any delay or financial loss will be the responsibility of the concerned officer.
 - iii) Tender should not be allotted where land is under litigation.
 - iv) The works completed should also be properly maintained.
 - v) Boards/signages/kerbs and channels be properly painted (standard pattern/ design of signages be adopted) and fencing should be done in a proper way. Berms should be properly maintained.
 - vi) Status of projects costing more than Rs. 10.00 Crore be submitted within 15 days. Original time period of completion should also be indicated.
 - vii) Implementation of FAS in all the Divisions be expedited. CE, HUDA explained that as reported by the field SEs the FAS was working properly in all divisions except divisions at Palwal, Bahadurgarh, Electrical Rohtak, Sonapat, RGEC-Sonapat, Horticulture Faridabad and Horticulture Rohtak. These are facing problem(s) due to connectivity/shifting of premises. PSTCP and CA, HUDA directed that matter be discussed by the CE & CE-I with GM (IT) and problem(s) be sorted out so that FAS is implemented completely within 15 days otherwise concerned CE will be charged sheeted.
 - viii) PSTCP and CA, HUDA desired that feasibility be explored for getting road repair work done **during night hours** so that there is less disturbance to traffic during day time(as being done in Delhi and Chandigarh).
6. CE and SE, HUDA, Hissar/ SE Hort. Panchkula informed about the shortage of Engineering field staff viz. JE/SDE at the independent stations viz. Jind, Bhiwani, Sirsa and requested for early filling up the vacant posts so that development works could be got properly executed/ monitored/taken careof. PSTCP/CA directed Secretary HUDA for doing the needful to fill up the vacant posts in the Engineering wing.

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

PSTCP expressed his displeasure regarding the heavy overdue pendency of providing services to the allottees by the Estate Offices. **PSTCP directed to issue displeasure note to the Estate Officer whose overdue pendency is more than 100 in any service.** The Estate Officers assured the PSTCP that overdue pendency will be cleared within 3-4 days. On the assurance given by Estate Officers, PSTCP further directed to clear all overdue pendency within 10 days and send report to the Chief Administrator, if the same is not cleared within time, the Chief Administrator will **reflect the same in the ACRs of the concerned Officer.**

Following decisions were also taken.

- Files which have been destroyed or lost be re-created by placing the advertisement in leading national daily newspapers and on the website of HUDA. The data of all such files be digitized before 31.3.2013.
- Complete Financial Accounting System (FAS) shall be implemented by 31-3-2013 and the MIS application running in Engineering Wing shall be integrated with the FAS system.
- IT Audit shall be conducted again by requesting AG Audit.
- All notices are to be generated through the PPM application and the status of the plots shall be immediately updated in the system so that payment of the resumed / surrendered /cancelled plots is not uploaded/accepted in the system.
- More banks be added on the HUDA website for providing the payment gateway facilities.
- All plots in the PPM software shall be deactivated where the allottee has not deposited any amount after the deposit of 25% payment and the schedule is over.
- CTP office will ensure to provide certified Demarcation plans and Zoning plan data by 4th January, 2013.

- Chief Engineer will ensure the completion of HUDA Data Centre by 1st week of January 2013.
- Estate Officer, HUDA, Sonapat stated that there is a technical problem in implementing computerization system in the office. PSTCP directed GM(IT) to depute a person within a week in the Estate Office, HUDA, Sonipat to sort out the problem.
- Estate Officers stated that while generating the notices to the allottees, the format in the system is only for residential plots whereas the terms & conditions of commercial, industrial and institutional property are different from residential plots. PSTCP directed GM(IT) to design the separate formats for issuing notices to the allottees of the commercial, industrial and institutional property.
- **Online approval of Building Plan:** It was decided that DTP Gurgaon, Faridabad and Panchkula will spare a Senior Draftsman for getting the entries pertaining to zoning plans of all residential sectors entered into the system by the consultant engaged by HUDA. They will also verify and authenticate the data entered by the consultant. This job is to be completed within next 15 days so that the software prepared by the consultant is launched by HUDA in the first week of Jan 2013.
- Estate Officer, HUDA, Kurukshetra stated that record of around 14800 was burnt due to fire in the office in the year 1990, all files have been reconstructed except 401 plots. Despite efforts at local level as well as repeated advertisements in the newspapers nobody has submitted claim of ownership of these 401 plots which are vacant since long. Chief Administrator advised to publish an advertisement again in 5-6 leading National newspapers and on HUDA website by giving sufficient time of 30 days for submitting claim in this regard and thereafter proposal may be sent to head quarter.
- Estate Officer, HUDA, Kurukshetra stated that half of land of municipal committee was handed over to HUDA for which payment had been deposited by HUDA. The development works on this land has been completed long ago. Now, the remaining half of land is available for

development by HUDA. **STP (M) was directed to put-up the case with detail of Govt.land Scheme by Monday i.e. by 17.12.2012.**

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

PSTCP emphasized the need to expedite the land acquisition cases for which Administrators are required to monitor and assist the entire process of acquisition. Once the land has been acquired they should get the layout plans prepared in the shortest possible time. It was directed to revise the layout plan of sector-1A, Panchkula to examine the feasibility of providing a good Hotel Site near Majri Chowk. Feasibility of alternative connectivity to Chandigarh from Industrial area, Panchkula may be examined by way of widening of existing road by the side of Industrial plot No.397, Ph-II, Panchkula. **Estate Officer, Panchkula and STP (M) were directed to visit the site and put-up a proposal in this regard.**

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

PSTCP directed Estate Officers in view the pulse of the market auction of commercial property should be done frequently so that HUDA can fetch maximum price. Dy.Supt., Estate Office, HUDA, Rewari stated that in the recent auction held, the price was lower than the reserve price, therefore, could not be sold. PSTCP directed that if there is any hitch in selling property in auction then case be sent/referred to the HQ for review and maximum auctions be conducted upto 31st March, 2013.

Agenda item No.5: Review of Recoveries

The recoveries upto October, 2012 were reviewed by the Chairman and it was observed that that there is serious shortfall in over all recoveries of HUDA as only 86.23% achievement have been made by the various Estate Offices. Except Administrator, HUDA, Rohtak, no other Administrator could achieve 100% recovery targets. There is a shortfall in Faridabad, EO-I & II, Gurgaon, Hisar, Jind, Sirsa ,Jagadhari and Panchkula, which was viewed seriously by the Chairman. It was directed that the notices may be issued to the defaulters and resumption proceedings may be initiated against the defaulters. The number of notices sent by the **Estate Officers may be reported to the**

Chief Administrator, HUDA, Panchkula on monthly basis. The shortfall in the recovery should be made up in balance period of the financial year 2012-13. **Any shortfall should be recorded in the ACR of the concerned Officer.**

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

PSTCP expressed his displeasure about non-submission of information for this agenda. PSTCP pointed out that there are lot of irregularities on the part of Estate Officers as well as Administrators and arbitrary action is taken in resumption proceedings i.e. i) notices are sent repeatedly under the same section. ii) blank notices/cyclostyled notices are sent to the allottees. iii) notices are sent with incomplete/wrong address. iv) notices are signed by AEO/other officials who are not competent to sign as per provisions of HUDA Act, 1977. v) notices are sent through speed post, courier etc. whereas HUDA Act provides sending notices only through registered AD post. vi) review petitions are filed before the PSTCP without mentioning complete detail and days for which condonation of delay has been prayed vii) place and date left blank on the affidavits.

PSTCP directed that resumption proceedings should be done as per provisions of HUDA Act and no such irregularities and arbitrary action should be taken in future. Administrators are directed to decide the appeals after getting comments from the Estate Officers. Notices be sent properly, orders be passed by the Estate Officers as well as Administrators properly by giving all facts of the case and no resumption should be ordinarily made till the payment period is exhausted. PSTCP directed that lenient view be taken in genuine cases only of resumption of property on the ground non-payment of amount. PSTCP further directed that original plot/property file may not be sent to any authority except when original file is asked for by the competent authority. Photocopy of original file be sent by **marking page numbers properly.**

PSTCP further directed that in case there is no litigation/stay on the resumed property, eviction notices be served and the possession be taken over at the earliest possible.

Agenda Item No.7: Status of oustees claims

PSTCP observed that the SLP has been filed in case of Sandeep Vs HUDA & there is no stay. Therefore, it was desired to dispose of the pending oustees claims in view of the judgment passed in case this case.

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

PSTCP expressed his deep unhappiness that despite availability of alternative plots, the same have not been allotted in large number of cases and such cases are pending at headquarter since long e.g. case of Sector-1, part-I, Narnaul in this regard had been sent by the Estate Officer, HUDA, Rewari on dated 21.3.2012. Supdt.(UB) told that all the cases are sorted out as early as possible. Chief Administrator strictly directed the Supdt.(UB) to trace out and **put-up all the pending cases of alternative plots on Monday i.e.17.12.2012.** PSTCP further directed that laziness in settling disputed plots and allotment of alternative plots will not be tolerated. Administrators will hold draw of alternative plots for giving possession to the allottees and complete this exercise by 31.01.2013. Engineering Wing will develop these pockets by 31st March, 2013.

It was directed that the cases for allotment of alternative plots which are lying pending at HUDA, HQ should be decided within next 15 days positively.

Agenda Item No.9: Status of Encroachment of HUDA land.

PSTCP observed that officers of HUDA are not paying attention towards the removal of encroachments on HUDA land due to which planning is seriously affected. While discussing the progress of removal of encroachments on HUDA land, the PSTCP intimated the seriousness which PAC attaches to this issue and embarrassment which is faced by the officers before the PAC. Therefore, the PSTCP desired that all the encroachments on HUDA land where no stay exists from the courts be removed without any further delay and progress be intimated to Head Office within one month. Sites/plots be allotted immediately on getting the land cleared from encroachment. Judgment of Hon'ble Supreme Court be sent to all Administrators in this regard. PSTCP emphasized to remove encroachment on roads and prime location areas and **allot the flats constructed under the 'Ashiana Scheme' by 31st March, 2013.**

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

The Chairman, sensitized the Estate Officers to take proper care while issuing the notices under section 17 (1), (2), (3), (4) of HUDA Act as well as passing of resumption order. The notices should be issued through registered A/D. The reply submitted in response to notices should be looked into as per the rules, policy and the order thereafter should be speaking one.

The Chairman also sensitized the Zonal Administrators to take all aspects in consideration while deciding the appeals under Section 17 (5) of HUDA Act. The time barred appeals, GPA cases, surrender cases, cancellation cases etc. should not be entertained by the Zonal Administrator. The orders of Zonal Administrator should be speaking one and should deal with the issues raised by the allottees.

Parameters/guidelines regarding appeals under Section 17 (5) of HUDA Act were discussed at length and PSTCP directed to Sh.V.K.Singla, ADA to circulate parameters/guidelines. Further orders in properly held resumption proceedings and appeal be circulated.

Additional Agenda Item No.1: Recovery of lease amount from the petrol pump sites.

It was intimated in the meeting that there is shortfall of Rs.10.43 crores, recoverable from the 15 petrol pump sites as on 31.10.2012. During the Oral Examination of PSTCP by PAC held on 18.9.2012, PSTCP has given assurance to the PAC that the amount will be recovered by 31.3.2013 or the allotment of petrol pump sites will be cancelled. Chairman, therefore, directed all the Estate Officers to take immediate steps for recovery of over all amount from the petrol pump sites and if there is a default in due payments, the allotment may be cancelled and action in this regard be completed upto March, 2013. Estate Officers were directed to send the monthly progress of lease rent amount recovered from the petrol pump sites to the Chief Administrator, HUDA. Any lapse on this account will be viewed seriously.

Miscellaneous Decision: Shortage of staff: It was stated by the participants of the meeting that there is acute shortage of Technical and Clerical staff in HUDA and work has been increased manifold. Chief Administrator reveals that HUDA was constituted in the year 1977 and heavy retirements of officers/officials are natural after 34-35 years of constitution of an organization. Secretary, HUDA stated that requisition has been sent to HSSC for recruitment of staff, interview for the post of Office Associates has been completed and result may come in near future. PSTCP directed Secretary, HUDA for looking into the matter and doing the needful.

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

List of Participant:-

Sr. No	Name of Officer/Officials	Designation	Name of Office
1	Dr. Praveen Kumar	Administrator,	Gurgaon
2.	Samwartak Singh	Secretary	HUDA, HQ
3.	S.C.Kansal	C.C.F	HUDA, HQ
4.	D.K.Soni	Chief Engineer	HUDA, HQ
5.	Pankaj Kumra	Chief Engineer-I	HUDA, HQ
6.	P.K.Garg	Additional Chief Engineer,	Sonipat
7.	N.Mahtani	S.T.P,	HUDA, (HQ)
8.	Nadim Akhtar	S.T.P	,HUDA, (HQ)
9.	Sanjay Sharma	G.M(I.T)	HUDA, HQ
10.	S.K.Goel	Sr. Arch.	HUDA, HQ
11.	H.R.Yadav	Sr. Arch,	HUDA, (HQ)
12.	Subhita Dhaka	E.O.	HUDA, Karnal
13.	Ashwani Malik	E.O.	HUDA, Panipat
14.	Ashok Kumar Bansal	E.O.	HUDA, Kurukshetra
15.	Jagniwasi	E.O.	HUDA, Sonipat
16.	Dalbir Singh	E.O.	HUDA, Jind
17.	Manoj Khatri	E.O.-II	,HUDA, Gurgaon
18.	Amardeep Jain	E.O.	HUDA, Hisar
19.	N.K.Ahuja	E.O.	HUDA, Ambala
20.	Narinder Singh Yadav	E.O.-I,	HUDA, Gurgaon
21.	Bir Singh Kaliraman	E.O.	HUDA, Faridabad
22.	Narhari Bangar	E.O.	HUDA, Bahadurgarh
23.	Ashwani Sharma	E.O.	HUDA, Panchkula
24.	Hawa Singh	E.O.	HUDA, Kaithal

25.	Rajnarayan Kaushik	E.O.	HUDA, Jagadhri
26.	S.K.Kaushik	E.O.,	HUDA, Rewari
27.	R.K.Kakkar	SE.-II	Gurgaon
28.	S.K.Sachdeva	S.E.	HUDA, HQ
29.	S.K.Bhutani	S.E.	Hisar
30.	Ashok Somal	S.E	Rohtak
31.	A.K.Maggu	S.E.	Karnal
32.	N.K.Verma	S.E.,	Panchkula
33.	H.S.Malik	S.E.,	(Hort.),Pkl
34.	A.K.Gupta	S.E.-I,	Gurgaon
35.	T.D.Chopra	S.E.,	HUDA, Faridabad
36.	V.K.Ghai	S.E	., RGEN, Sonipat
37.	V.K.Kalra	XEN	(Works), HUDA, HQ
38.	Sanjiv Chopra	X.E.N PKL	(Vigilance), HUDA, HQ,
39.	V.K.Singla	A.D.A	HUDA, HQ
40..	Dharmesh Sharma	A.D.A	HUDA, HQ
41.	Harshi Goyal	ADA,	Hisar
42.	V.K.Gandhi	Sr.A.O,	E.O-II, Gurgaon
43.	Surjeet Singh	Accounts Officer	HUDA, HQ
44.	I.S.Pannu	Accounts Officer,	Administrator, Panchkula
45.	R.K.Kataria	Supdt.,	E.O,HUDA, Panchkula
46.	B.B.Tanuja	Dy.Supdt	.(U.B), (HQ)
47.	Deshraj	Dy.Supdt.,	E.O,HUDA,Rewari
48.	Balraj Singh	A.R.O,	Dy.Esa Branch, (HQ)
49.	Sidhart Kapoor		HUDA, Gurgaon
50.	Naresh Kumar	A/Assistant,	E.O., Sirsa
51.	Sohan Lal	Assistant	

52.	Naveen Tiwari	DBA(I.T)	HUDA, HQ
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