

From:

The Chief Administrator,
HUDA (Town Planning
Wing)
Panchkula

To

1. All the Administrators HUDA 12436-440
2. All the Senior Town Planners 12441-444
3. All the District Town Planner 12445-464
4. All the Estate Officers, HUDA, 12465-483

Memo no. CTP HUDA/DTP (N)/12436-83 Dated: 13/11/07

Subject: Instructions regarding procedure for finalization of zoning plans.

Timely finalization of zoning plans is an important area of concern having financial implications also, since possession of allotted sites is linked with the zoning plan. However, it has been observed that clear cut procedure/time lines have not been defined for preparation/finalization of zoning plans, due to which adequate attention is not being given to the zoning plans resulting into unnecessary complications and litigations. In order to streamline the procedure of preparation/finalization of zoning plans and in supersession of all instructions on the subject, it has been decided that:

1. The process of preparation of zoning plans will commence in a time bound manner immediately after the approval of the Demarcation plan of a sector in which unique property numbers to each and every plot and site would be assigned.
2. The concerned District Town Planner will prepare and submit the Zoning plan of all residential plots in a sector to the concerned Senior Town Planner within 30 days of the approval of demarcation plan.
3. The zoning plans of all other sites in a sector e.g. nursery schools, primary schools, Senior Secondary School, community centre, dispensaries, hospitals, nursing homes/clinics, religious building sites, institutional sites etc shall be prepared by the concerned District Town Planner and submitted to the concerned Senior Town Planner within 60 days of the approval of demarcation plan.
4. Similarly, the zoning plans of all commercial sites which are not governed by the architectural controls e.g. hotels, multiplexes, shopping malls, departmental stores etc shall be prepared by the

concerned District Town Planner and submitted to the concerned Senior Town Planner within 30 days of the approval of layout plan of a commercial scheme/area.

5. The concerned Senior Town Planner will technically examine and forward the above said zoning plans received from the concerned DTPs to the concerned Zonal Administrator within 15 days for placing the same before the Zoning plan committee Administrator HUDA will get the same approved from ZPC within 10 days and forward it to CTP HUDA within 7 days of the approval of Zoning Plan Committee CTP HUDA will get the plan approved from CA HUDA within 10 days of receipt of the plan in his office.
6. Once the main zoning plan is approved from CA HUDA, minor amendments required, if any, due to sites conditions/variations in dimensions, clubbing, of plots etc as well as of some left out individual plots within the sector if any will be approved by the zonal Administrators at their own level and a copy of such approved zoning plan will be sent by the Administrators to CTP HUDA for record.
7. No plot other than residential shall be floated/advertised for sale without approval of zoning plan in advance, which should be displayed/published at the time of advertisement/auction etc. Otherwise the Estate Officer (not any lower rank officer) shall be personally held responsible for this lapse and shall be accountable for all consequential losses.
8. No possession of residential plot shall be given unless the zoning plan is depicted in the possession letter.

Above instructions will come into force with immediate effect and should be followed meticulously. Any delay in the prescribed time lines at any level shall be viewed seriously and appropriate disciplinary action shall be taken against the defaulting official/officer.

Sd/-
District Town
Planner
For Chief Administrator HUDA,