



Tel : 0172-2560605  
 Fax : 0172-2560605  
 Website : www.huda.gov.in  
 Email id : ctphuda2@gmail.com

हरियाणा शहरी विकास प्राधिकरण

**O/o CHIEF TOWN PLANNER,  
 HARYANA URBAN  
 DEVELOPMENT AUTHORITY**

Address : C-3 HUDA HQ Sector-6  
 Panchkula

**Through email only**  
**Policy Matter**

To

1. All the Administrators, HUDA.
2. All the Estate Officers, HUDA.

Memo. no. CTP/STP(S)/VY/ 11727

Dated: 18.01.2017.

**Subject: Regarding construction of First Floor on the Booths and Service Booths in the HUDA markets, Haryana.**

With reference to above cited subject, it is intimated that an announcement was made by Hon'ble Chief Minister Haryana on 24.04.2016 (announcement code no. 11282) at Panchkula for allowing first floor on booths. In compliance of the said announcement, matter was examined by a committee of officers constituted under the chairmanship of Administrator, HUDA HQs and a proposal in this regard was placed before the Authority in its 112<sup>th</sup> meeting held on 10.01.2017 vide agenda item no. 20. The Authority has approved the following policy proposal contained in the agenda note for allowing construction of first floor on single storey Booths and Service Booths in HUDA markets:-

- (i) **Applicability:-** The scheme shall be applicable to all the allotted Single Storey Shops governed by Architectural Controls having size 2.75m x 8.25m and above.
- (ii) **Charges for construction of additional floor:-** The allottee shall have to pay a sum equal to 35% of the Commercial Collector rates of the sector/Urban Estate in which it falls or updated auction price whichever is higher, as applicable at the time of making request for grant of approval to raise first floor on existing single storey booth/shops.
- (iii) **Mode of payment of charges:-** The charges shall be payable in lump sum along with request letter.
- (iv) **Sanction of Building Plan:-** Before the commencement of the construction, the allottee of Single Storey Shops shall get the building plan of first floor sanctioned from concerned Estate Officer, HUDA. The building plan shall be accompanied with "structural stability certificate" issued by registered Structure Engineer and applicant/allottee shall also submit an undertaking in the shape of an affidavit to the effect that:-
  - (a) The allottee shall be entirely responsible for the safety of his/her own structure as well as abutting booths/shops.
  - (b) The allottee shall also be responsible to make good the loss, if any, sustained by the allottees of abutting booths/shops, HUDA or its employees.
- (v) The first floor on single storey shops shall be used "for storage purpose" only.

- (vi) The permission to raise first floor on single storey shops, shall also be governed by the terms and conditions as laid in the allotment letter.
- (vii) The applicant/allottee will be bound by the HUDA Act, Regulations, Building Code, Policies and Instructions as applicable and amended from time to time.
- (viii) If in case there is more than one allottee i.e. the site is jointly held, then the application shall have to be made by all the allottees of that site.
- (ix) Application submitted by the allottee should be accompanied by Occupation Certificate, if already constructed, and should be submitted through empanelled Architect along with the requisite fees as per rules.
- (x) Allottee may ensure that there is no building violation. If in case it exists, same be removed before submitting application.

Also, the un-allotted Single Storey Shops governed by Architectural Controls having size 2.75m x 8.25m and above shall be auctioned with the provision of First Floor to be used for storage purposes only. The reserve price of such un-allotted shops shall be fixed accordingly.

A copy of the agenda note and extract of proceedings is enclosed for information and necessary action. The policy instructions approved by the Authority may be strictly complied with.

DA/As above



(R. Jain, ATP)

o/c for Chief Administrator, HUDA  
Dated:- 18.01.2017

Endst. No. CTP/STP(S)/VY/ 11731

A copy is forwarded to the following for information and further necessary action please:-

- 1) The Chief Controller of Finance, HUDA, Panchkula.
- 2) The Administrator, HUDA(HQ), Panchkula.
- 3) The Chief Engineer-I, HUDA, Panchkula.
- 4) The Chief Engineer-II, HUDA, Panchkula.
- 5) The Chief Architect, HUDA, Panchkula with the request to get the standard design for additional floor finalized on priority.
- 6) All the Senior Town Planners in the State.
- 7) The General Manager(IT), HUDA, Panchkula with the request to upload these instructions on HUDA website
- 8) The District Attorney, HUDA, Panchkula.
- 9) All the District Town Planners in the State.



(R. Jain, ATP)

o/c for Chief Administrator, HUDA