

From,

The Chief Town Planner,  
HUDA, Panchkula

To

District Town Planner,  
Panchkula, Gurgaon, Faridabad, Hissar, Rohtak, Bahadurgarh,  
Karnal, Ambala, Kurukshetra, Sonapat, Panipat, Bhiwani, Jind,  
Sirsa, Rewari, Narnaul, Yamuna Nagar, Kaithal, Jhajjar, Fatehabad

Memo no. CTP-HUDA/738-56 Dated: 25/1/06

**Sub: Site Report on Applications for Release of Land from Acquisition.**

Director, Urban Estate has observed that the site report and given by District Town Planner on the cases relating to release of land from acquisition is not clearly depicted on the plans attached with report and no categorical description is given about the effect of land if released from acquisition. Therefore, the following points may be specifically covered while giving the site report.

1. Every site should be indicated on the development plan of the town.
2. The site/land in question should be clearly depicted on the layout plan and the structures falling in the site should also be shown on the plan. Similarly, the site should also indicate the khasra Nos with boundaries falling in the site. However, if the above information is difficult to be shown distinctly on the layout plan then demarcation plan can be used for the same.
3. It is not enough to say that the land requested to be released effects plots, roads, green belt etc. Each and every affected proposal should be qualified to indicate the No. of plots/roads etc with areas.
4. When there is no layout plan prepared the site should be indicated on a Shajra plan showing the sector roads and other major roads proposed in the sector and it should be clearly stated if the site can be adjusted in the layout plan or not.
5. The constructions on the site should also be shown on a site plan clearly depicting the set backs from outer boundaries, covered area and category of construction.

Along with and keeping in view the above, clear cut recommendations should be given if the site in question is recommended to be

released or not.

Sd/-  
Chief Town Planner,  
HUDA, Panchkula

Endst. No. CTP (H)/757-64

Dated: 25/1/06

A copy is forwarded to the following:

1. Director, Urban Estates, Haryana, Chandigarh with reference to the discussion held on 23.1.2006 for kind information please.
2. Administrator, HUDA, Panchkula, Gurgaon, Faridabad, Hisar with the request to kindly ensure that these instructions are duly complied with and the cases are examined and forwarded to Director, Urban Estates with specific recommendations regarding release/non release of the land.
3. Senior Town Planner, Panchkula, Gurgaon & Hissar with a request for similar action.

Sd/-  
Chief Town Planner  
HUDA, Panchkula