

From

The Chief Administrator,
HUDA (Town Planning Wing),
Panchkula.

To

All the Senior Town Planners in the State_____.

All the District Town Planners in the State_____.

Memo No. CTP/STP-M/1526-51

Dated: 6-2-2012

Subject:- Guidelines for preparation of demarcation plans.

It has been observed by the authorities that deficiencies left in the demarcation plans of HUDA sectors result in disputes with allottees and land owners; at times result in litigation also. Hence it has been decided that henceforth following guidelines should be adhered meticulously in demarcation plans, part demarcation plans and revised demarcation plans:-

1. The exact number of available of plots / sites gets established at the finalization of demarcation plans. Therefore, the numbering of plots/sites should invariably be incorporated in the demarcation plans, rather than preparing separate Numbering plans for sectors.
2. The Area Schedule (i.e. details of area under various uses/activities) is being depicted in the layout plan, but it is often found missing in the index of the demarcation plans, although details of plots is being given. Since the area under various uses e.g. Roads, Schools, Shopping Centre, Public & Semi-Public buildings etc. may be at variance from the approved Layout plans, vis-à-vis site conditions. Therefore, the demarcation plan must indicate the improvised final Area Schedule, alongwith the details of plots.

Demarcation plan should clearly indicate the exact number of all the plots that have been omitted or added, at the stage of finalization of demarcation plan.

3. Each demarcation plan must indicate the Drawing Number & Date of the approved layout plan in the Notes given in the index and also the reference of the letter (i.e. Memo no. & Date) vide which the verified dimension have been supplied by the concerned XEN office.
4. The revised demarcation plan should clearly indicate the exact number of plots/sites, as well as details of individual plot-number /site-number of each omitted or added plot/site.

While sending cases for revision of demarcation plans, reasons of necessity of the proposed revision must be clearly highlighted and a comparative table should be sent, clearly indicating therein the proposed revised dimension / size of each affected plot/site vis-à-vis in earlier approved dimensions / size of these plots and difference in area thereof.

5. The Timelines already prescribed in guidelines issued vide memo no. 7885-88 dated 22.06.2010 must be adhered to.

(K. Anirudh Sharma)
Chief Town Planner,
for Chief Administrator, HUDA

Endst. No. CTP/STP-(M)1552-59

Dated: 6-2-12

A copy is forwarded to the following for information and with a request to bring it to the notice of all concerned:-

1. All the Zonal Administrators of HUDA in the State, _____.
2. Chief Controller of Finance, HUDA, Panchkula.
3. Chief Engineer/Chief Engineer-I, HUDA, Panchkula.

(K. Anirudh Sharma)
Chief Town Planner,
for Chief Administrator, HUDA