



**HARYANA SHEHRI  
VIKAS PRADHIKARAN**

Tel: 0172-2564048  
Website: [www.hsvphry.org.in](http://www.hsvphry.org.in)  
Toll Free No. 1800-180-3030  
E-mail id: [adohsvp02@gmail.com](mailto:adohsvp02@gmail.com)  
Address: C-3 HSVP HQ Sector-6,  
Panchkula

To

1. All the Administrators,  
HSVP in the State.
2. All the Estate Officers,  
HSVP in the State.

Memo No. A-7-UB-2022/ 194934

dated 21/11/22

**Subject:- Providing one time opportunity to all allottees of Residential, Commercial, Institutional and Group Housing HSVP Urban Estates, who have occupied the buildings without obtaining valid Occupation Certificate, to make an application for issuance of Occupation Certificate. - Revised policy.**

This is in continuation of this office memo no. A-6-UB-2019/42373-74 dated 05.03.2019 on the subject cited above.

1. HSVP in the past had formulated policy guidelines on the subject, in the year 2004, which remained in force till the year 2014 and thereafter in 2016 which was extended from time to time upto 31.03.2020. These policy guidelines provided that "an allottee who has constructed and occupied the building constructed on residential/commercial/industrial & institutional plot, without obtaining a valid occupation certificate, may subsequently make an application before the Zonal Administrator, HSVP for issuance of the same alongwith cogent evidence to the completion of building by a specific date and, get the violations, if any, compounded. No extension fee was payable beyond the deemed date of completion of building as determined by the Zonal Administrator, HSVP".
2. On the basis of reports received from field offices from time to time, it has been found that there still remains a considerable nos. of allottees of residential, commercial and institutional who have been occupying the building without having a valid occupation certificate. Further it has been decided that as a gesture and goodwill, all such allottees of Group Housing Plots carved by HSVP, may also be given another, but one time opportunity, to make an application for issuance of Occupation Certificate, for a limited period from the date of issue of this policy to 31.12.2022.
3. Concerned Zonal Administrators and Estate Officer shall ensure that complete outstanding installments/enhancement/auction price/ pending dues on account of any other reason are paid by the applicant before taking the decision with regard to waiver of extension fee under this policy.
4. Under this one time relief, the allottees, who are desirous to get a valid occupation certificate, may make an application for issuance of a occupation certificate, along with cogent proof/documentary evidence to facilitate determining the date of completion of houses to the satisfaction of Zonal Administrators, get the violations(if any)



- compounded after depositing the payable compounding fee, as per policy. Besides the compounding charges the allottees shall have to pay Rs. 25,000/- in respect of residential plots, Rs. 50,000/- in respect of commercial plots and Rs. 1.00 Lac in respect of institutional and Group Housing Plots.
5. For cases where building was constructed before 11.09.87, the old rates of erstwhile Colonization Department shall be made applicable and for cases pertaining the period from 11.09.1987 onwards, the present HSVP compounding rates as provided in prevalent policy would be applicable. Cases where Occupation Certificate has already been obtained under the previous policies shall not be opened again and reconsidered under this limited period facility.
  6. Occupation Certificate requests of such allottees shall be examined/decided as per present extension policy, on the basis of date of application and not on the actual date of construction of building.
  7. The matter was placed before the Pradhikaran in its 124<sup>th</sup> meeting held on 06.09.2022 vide agenda item no. A-124<sup>th</sup>(20) for consideration and decision. The Pradhikaran has accorded its approval. A copy of agenda and extract of proceeding of the Pradhikaran is enclosed herewith for your reference and record.
  8. **Application shall be dealt as per following procedure:-**
    - i) The allottee shall apply online through his/her user ID and password in new data correction with all the supporting documents proof i.e. Electricity Bill, Water Sewerage bill, etc with depositing prescribed fee in Administrative fee head Rs. 25,000/- in respect of residential plots, Rs. 50,000/- in respect of commercial plots and Rs. 1.00 lac in respect of institution and Group Housing Plots.
    - ii) The Estate Officer will check and examine the documents submitted online by the allottee.
    - iii) The committee constituted by ZA/EO will survey the building for checking the violation and submit the signed report.
    - iv) Estate Officer shall approve the case online by attaching the survey report and the proof of deposited compounding fee by the allottee.
    - v) Concerned Zonal, Administrator shall decide OC date as per present extension policy, on the basis of date of application and attached proof and Estate Office recommendation.
    - vi) As the Concerned Zonal Administrator Approve/Reject the application the Occupation Certificate date will be appeared in PPM and all the charges will be waive off automatically from the allottee account.
    - vii) The Estate Office may issue the Occupation Certificate manually and a copy the same may be uploaded in allottee scanned documents for record purpose by concerned Estate Office.



**HARYANA SHEHRI  
VIKAS PRADHIKARAN**

Tel: 0172-2564048  
Website: [www.hsvphry.org.in](http://www.hsvphry.org.in)  
Toll Free No. 1800-180-3030  
E-mail id: [adohsvp02@gmail.com](mailto:adohsvp02@gmail.com)  
Address: C-3 HSVP HQ Sector-6,  
Panchkula

9. You are requested to take further action. A wide publicity of this policy guideline may be done, through print and electronic media.


  
for Administrator (HQ)  
Chief Administrator, HSVP,  
Panchkula

Endst. No. A-7-UB-2022/ 194440

Dated: 21/11/22

A copy of above is forwarded to the following for information and necessary action:-

1. The Chief Vigilance Officer, HSVP, Panchkula
2. The Chief Town Planner, HSVP, Panchkula.
3. The Chief Controller of Finance, HSVP, Panchkula.
4. The Chief Engineer-I & II, HSVP, Panchkula.
5. The Chief Architect, HSVP, Panchkula.
6. The Legal Remembrancer, HSVP, Panchkula.
7. The Secretary, HSVP, Panchkula(Pradhikaran Branch).
8. The Chief Information Technology Officer, HSVP, Panchkula. He is requested to host it on HSVP website.
9. The Dy. ESA, HSVP, Panchkula.
10. The All Dy. Supdts./Assistants/Record Keepers of Urban Branch, HSVP, Panchkula.

  
for Administrator (HQ)  
Chief Administrator, HSVP,  
Panchkula