

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA (in the State)
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Secretary, HUDA, Panchkula.
4. The Chief Engineer, HUDA, Panchkula.
5. The Chief Town Planner, HUDA, Panchkula
6. All the Estate Officer, HUDA( in the State)
7. All the Superintending Engineer, HUDA (in the State)
8. The Distt. Attorney, HUDA, Panchkula.
9. The XEN (Vigilance), HUDA, Panchkula
10. The General Manager (IT Cell), HUDA, Panchkula
11. The Sr. Architect, , HUDA, Panchkula.
12. The Administrative Officer, HUDA, Panchkula.
13. The Enforcement Officer, HUDA, Panchkula.
14. The Supdt, Urban Branch, HUDA, Panchkula

Memo No.Dy.ESA(HUDA)/A.R.O/2016/2005-18

Dated:- 27.1.2016

**Subject:- Proceedings of Review Meeting of HUDA officers held on 18.01.2016 from 10.30 A. M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S Additional Chief Secretary, Town and Country Planning Department Haryana in the presence of Chief Administrator, HUDA Sh. Vikas Gupta, I.A.S.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 18.01.2016 from 10.30 A. M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S Additional Chief Secretary, Town and Country Planning Department Haryana in the presence of Chief Administrator, HUDA Sh. Vikas Gupta, I.A.S. for your kind perusal and further taking necessary action please.

Assistant Research Officer,  
for Chief Administrator,HUDA,  
Panchkula

**Proceedings of Review Meeting of HUDA officers held on 18.01.2016 from 10.30 A. M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S Additional Chief Secretary, Town and Country Planning Department Haryana in the presence of Chief Administrator, HUDA Sh. Vikas Gupta, I.A.S.**

The brief of discussions and decisions taken as regards HUDA are as under:-

**Agenda Item No.1:- Reply to Complaints received on C.M's Window.**

Administrator, HQ briefed about the status of C.M's Window as on date (18.1.2016) as under:-

<b>Total Receipt</b>	<b>Overdue</b>	<b>In action</b>	<b>Clarification</b>	<b>Disposed</b>	<b>ATR sent.</b>
2603	767	957	432	1121	525

Administrator, HQ further informed that the overdue grievances have increased due to the number of cases of clarification, which had been returned by the CM's Office. The Chairman directed that early action should be taken on pending grievances.

All the field Administrators informed that they were/ would be holding camps to hear the aggrieved and would send action taken reports of the grievances within next 15 days.

**(Action by all the Administrators HUDA)**

**Agenda Item No.2 :- CM's E-Dashboard(Key Performance Indicator).**

ACSTCP impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, re-allotment letter etc. The G.M (I.T) explained the status as on 18.1.2016 urban estate wise. The ACSTCP directed that the composite score should be in the green zone by 1.2.2015. ACSTCP directed that:-

1. G.M(IT) shall ensure that passwords are given to all Administrators with immediate effect so that they can monitor the KPIs and improvement can be ensured before the meeting of Hon'ble Chief Minister which is to be held on 11<sup>th</sup> February 2016 .
2. In future G.M (I.T) shall show the improvement of KPIs in graphical manner Zone wise & U.E wise as is shown on C.M's E-dashboard
3. All Administrators shall regularly monitor the status of pendencies on PPM application on daily basis and ensure reduction. Further Administrator (HQ) should hold a meeting through Video -Conferencing with Administrators and review the status of KPIs on a regular basis.
4. No application shall be rejected without assigning any reason.

5. All fresh applications shall be accepted related to plot allotment, transfer etc only after checking outstanding dues and check list of documents from PPM System.
6. No case shall be sent to the Head Office for deletion/reversal of the transaction in PPM System, where the Estate Officer has finally granted approval to the process. Cases of this kind are to be routed out at the level of the Estate Officer.
7. It shall be ensured that all data corrections relating to individual property files are sent to Head Office in one go.
8. ACS directed that for those KPIs where there is justification for placing the matter on hold Admn(HQ) shall examine whether such provision is tenable, what reasons can be defined for this & what percentage of cases, if at all, can be put on hold report by 29.1.2016

**(Action by:- All Admn., Administrator(HQ) Estate Officers)**

**Agenda Item No.3, 4 & 5 :- Pending cases in the Hon'ble Supreme Court and Hon'ble High Court.**

During the meeting it was observed that as per list generated from the Court Case Tracking Network System (CCTNS) there are 2590 cases pending in the Hon'ble High Court. 587 cases are listed in the Hon'ble High Court and 46 cases are listed in the Hon'ble Supreme Court from 18.01.2016 to 29.02.2016 for filing of replies. In several cases many opportunities have already been taken to file replies. Apart from writ petitions and SLPs there are 109 COCPs which are pending and zone-wise detail of the same is given below:

Name of Zone	Total COCPs	No. where reply not filed
Faridabad	18	13
Gurgaon	36	21
Hisar	3	Reply filed in all
Panchkula	18	10
Rohtak	26	6
HQ	8	7
Total	109	57

It was also observed that number generated by the CCTNs is tentative, as the Zonal Administrators / Estate Officers have not updated the same properly. Therefore, it was decided not to review the Court Cases as the

list generated by the CCTNS was not updated and it was decided to take following steps:

- (I) The Estate Officer concerned shall get the CCTNS updated properly within a week the Zonal Administrator shall confirm and send a report to the Administrator (HQ), and the District Attorney, HUDA, Panchkula with regard to completion of updation. The format for such a report has been circulated to all Administrators (Zonal) on 6.1.2016.
- (II) The Zonal Administrator/ Estate Officer shall get the reply filed in all pending COCPs by 01.02.2016 without fail and send a report to the Administrator (HQ), along-with a copy of the reply filed.
- (III) The Chief Administrator/Administrator (HQ), HUDA, Panchkula shall hold a monthly meeting to review filing of replies in the Hon'ble High Court with the Administrators through video conferencing mode.
- (IV) The Ld. ACSTCP directed that in every case reply should be filed not later than the second date i.e. not more than 2 adjournments should be taken to file reply.
- (V) The Zonal Administrator/ Estate Officer shall ensure that directions (interim/final) issued by the Hon'ble High Court / Supreme Court are complied with or challenged in time and non compliance shall be viewed seriously and appropriate action shall be immediately recommended/ initiated against the officer responsible.
- (VI) In order to ensure the proper monitoring of Court Cases at the hq level for which the Administrator, HQ is the nodal officer District Attorney, HUDA, Panchkula is permitted to hire the services of the Date Entry Operators and junior programmers on contract basis with the approval of the Chief Administrator, HUDA, Panchkula on fixed monthly remuneration.
- (VII) The Zonal Administrators shall ensure that list of cases where reply is not filed listed in the next week is supplied to the Administrator (HQ), HUDA, Panchkula on each Friday in the proforma already circulated vide letter dated 6.1.2016.
- (VIII) The Zonal Administrator shall be Nodal Officer of his/ her respective zone to ensure timely filing of replies, attending court, compliance of courts directions and reports to HQ. The Administrator(HQ) would be the coordinating Nodal Officer for all HUDA cases pending in the Hon'ble High Court and Hon'ble Supreme Court.

**Action by:-(All Administrators, Estate Officers & DA)**

**Agenda Item No.6 :- Review of JSIC cases.**

Agenda item pertains to ADUE. Minutes of the meeting will be put-up by the department concerned separately.

## **Agenda Item No.7 :- Review of Major Projects**

The Administrators/ SEs concerned informed that works were under progress and were likely to be completed as per the dates (mentioned in the list) except for the projects where clear/ litigation free area was not available. The Chairman directed that timely completion of all projects should be ensured.

**(Action by all Administrators/CE/CE-I/All SEs)**

### **Additional Agenda Item No.1:- Implementation of C.M. Announcements**

**1. Announcement code No. 9746- Construction of "Atal" park in 7 acres of Animal Husbandry's Department land on Safidon Road Jind.**

Administrator, Hisar informed that the land 'where development of Atal park was to be done' is yet to be transferred by Animal Husbandry Department to HUDA. It was decided to send a D.O letter from ACSTCP to Principal Secretary Animal Husbandry.

**2. Announcement code No. 10349- Providing of Rs. 25 crore to HUDA/ Municipal Corporation for repair/ construction of roads in Municipal area Panipat.**

Administrator, Rohtak informed that from the announcement it was not clear how much amount is to be spent on repair of roads by HUDA. However, the estimate amounting to Rs. 9.96 Crores for sector-29 P-II Panipat is under process of approval. Deputy Commissioner Panipat be requested to decide the share of HUDA/Municipal Corporation Panipat as per need basis.

**3. Announcement code No. 10358- Construction of Sewage Treatment Plant (STP) in sector-6 & Sant Nagar, Panipat.**

SE, RGEC-Sonepat informed that tenders for the work have been invited are to be opened on 10.2.2016.

**4. Announcement code No. 10359- Providing of Rs. 1.00 Crore for repair/ renovation/ expansion of works of Gymkhana Club, HUDA Sector-25, Panipat.**

Administrator, Rohtak informed that the Gymkhana club is being maintained by an independent management. Moreover, HUDA does not have funds provision for repair/ renovation for the club. The Chairman directed that Chief Engineer-I will put up the matter on file for getting this announcement declared as not feasible.

**5. Announcement code No. 10470- Development of a Commercial complex, Mall, Auditorium in addition to a well planned park alongwith parking on a portion of 5 Acres government land situated near Railway station and Old Court Colony Sirsa.**

Administrator, Hisar informed that the land is yet to be transferred by Revenue Department to HUDA.

**6. Announcement code No. 10498- To establish a Common Effluent Treatment Plant in Industrial Sector-21 &26, Bhiwani.**

Chief Engineer informed that the announcement has been transferred from PHED to HUDA on 19.10.2015. The site has been approved on 16.12.2015 and the consultancy is in process of approval.

**7. Announcement code No. 10532- Construction of Sewerage System in Hathin Industrial Area.**

EE (W) O/o Chief Engineer informed that Hon'ble CM has approved on 18.12.2015 for arranging funds from the Water supply and Sewerage Board for this work. Matter referred to the Member Secretary, Water supply and Sewerage Board by CA, HUDA on 7.1.2016.

**8. Announcement code No. 10703- Up-Gradation of 100 Beded General Hospital Sector-10, Gurgaon upto 200 Beded.**

SE-II, Gurgaon informed that the feasibility report is yet to be given by the Health Department. SE-II, Gurgaon further informed that the General Hospital was constructed by HUDA but had been handed over to the Health Department. Chairman directed that the matter be put up on file by CE-I for getting it transferred to the Health Department.

**9. Announcement code No. 10748- Construction of 45M wide road behind Sector-8, Part-II and Sector-9, UE Karnal as per provision made in the Master Plan.**

Chief Engineer informed that the matter regarding identification of land for transferring to Forest Department for compensatory of forestation is under process.

Further ACSTCP directed that the updation of the system of CM's Announcements be done on a regular basis and all the officers must monitor the pending C.M's Announcements and take immediate steps to implement these within the target dates. Necessary co-ordination is required. Further the Chairman also directed that if any announcement is not feasible or required any co-ordination with other department the report shall be submitted to the Govt. without any delay.

**Action by:- (Action by all Administrators/CE/CE-I/All SEs)**

**Additional agenda Item No.2:- Centralized File Movement and Tracking Information System**

ACSTCP apprised that adoption CeFMATIs system is a mandatory agenda of the Govt. During the meeting it was also observed by the Chairman that the CeFMATIs system is not implemented at the level of field offices. ACSTCP directed that all the Administrators and Estate Officers shall ensure that no file is cleared without the CeFMATIs after 1<sup>st</sup> February, 2016 and zonal administrators concerned give a certificate that CeFMATIs system is fully implemented in all offices of their respective zones. Administrator (HQ) was directed to monitor the same at Hq level as well as at the field level, for which a compliance report from Zonal Administrators shall be sent to Hq by 27.01.2016

**Action by:- (All Administrators, Estate Officers, Head of Branches at HQ)**

The meeting ended with a vote of thanks to the chair.

**Proceedings of Review Meeting of HUDA officers held on 29.03.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers and desired that all the officers should work in a transparent and fair manner. Further Chairman pointed out that there is lot of scope for improvement in HUDA for increasing the goodwill and following issues were discussed and directions were issued accordingly:-

- **Audit of Land Inventory of HUDA:**

During the meeting, a concern was shown that the Estate Officers do not have the land inventory of HUDA's acquired land. Efforts in this regard have been made in the past also, but the data base has not been updated and certified. As custodian of HUDA land, every Estate Officer must have the details of acquired land, which is planned, or in the form of unplanned pockets. The Estate Officers informed that the Land Acquisition Officers do not provide the actual details to them. Concluding the discussion, CA HUDA directed that the Zonal Administrators need to coordinate between the Estate Officers, Land Acquisitions Officers and the District Town Planners. Since, it is a very important and huge task, the Estate Officer concerned will convey the time frame within a week in which he will be able to submit the details. In the larger Urban Estates, like Gurgaon, Faridabad, Panchkula, Sonipat and Rohtak etc., the Estate Officer will prepare the details for grant of sectors and will give a time frame for each such group. However, CA HUDA very categorically stated that the Zonal Administrators will ensure that each Estate Officer adhere to this time frame.

**Action by:-(All Administrators, Estate Officers, All Land Acquisition Officer, CTP, All District Town Planners )**

- **Mutation of Acquired Land :**

It was observed that the acquired land is not entered in the revenue record by way of mutations (inteqals). Zonal Administrators will review the matter within 15 days and submit a report. Also will initiate action to ensure that Mutations are entered in revenue record.

**Action by:-(All Administrators, Estate Officers, Enforcement Officer All Land Acquisition Officer, , All District Town Planners )**

- **Aggregation of Land for Development :**

During the meeting CA HUDA emphasised that HUDA through an enactment has been mandated to carry out the process of urban development in the state. Aggregation<sup>by</sup> land to enable carrying out urban development is the basic requirement. Apart from compulsory acquisition of land through the Land Acquisition Act; states Govt. has framed a Land Pooling Scheme also. However, this scheme has not taken of as most of the Estate Officers and Administrators may not be aware about the provision of the scheme. It was agreed that this scheme can effectively be used to aggregate land for urban

development. Therefore, the Zonal Administrators will examine the Land Pooling Policy and if any amendments are required they will give their inputs to CTP HUDA within two weeks positively.

**Action by:-(All Administrators, Estate Officers, All Land Acquisition Officer, CTP)**

• **EDC Works:**

CA HUDA emphasised that apart from carrying out the urban development by acquiring land and developing Urban Estates, HUDA has also been mandated to provide town level infrastructure in the form of sector roads, trunk water supply, trunk sewerage and town level drainage, apart from major social infrastructure like colleges, hospitals, fire stations, police stations etc. Private colonisers obtain licence from Town & Country Planning Deptt. also contribute significantly towards EDC funds in each town. The Zonal Administrators needs to assess the EDC requirements specifically in area where licences have been granted by the Deptt. and prepare a blue print for carrying out a development works especially roads, water supply, sewerage and drainage etc. The blue print to be prepared by the Zonal Administrators will identify the gaps and possible way forward. Time frame for preparing the action plan will be sent within two weeks to Chief Engineer, HUDA concerned.

**Action by:-(All Administrators, Estate Officers, All Land Acquisition Officer, CTP & CE)**

• **FINALIZATION OF PENDING/DEMARICATION PLANS :**

CTP HUDA requested the Zonal Administrators to ensure expeditious finalization of the following pending layout plans and demarcation plans of their respective zones, so that these sectors could be floated:

**FARIDABAD ZONE:**

Layout Plans: Sectors, 7, 8 & 11, Taoru.

Demarcation plans: Sectors 75, 80, Faridabad, MT Hathin.

**GURGAON ZONE:**

Demarcation Plans: Sector-52-A & 53 Gurgaon, Sector-6 Rewari, Sector-7 Rewari.

**HISAR ZONE:**

Demarcation plans: Sector-10, Dabwali, Sectors 4 & 5 Fatehabad, Sector-24, Hisar, Sector 21, 22, Sirsa.

**PANCHKULA ZONE:**

Layout plans: Sectors 22 & 23, Ambala, Sectors 9, 14 & 28 Part, Kurukshetra, Sector 46 & 47 Kurukshetra, Sector-13 Yamunanagar.

Demarcation plans: Sector-26 Ambala, Sector 27, 28, Pinjore, Sectors 23, 24 Yamunanagar.



## ROHTAK ZONE:

Layout Plans: Sector-13 Gohana, Sector 7, 8, 9-A, 10 Jhajjar, Sector-19 Panipat, Sector-26 Rohtak, Sector 6 Sampla, Sector-18 Sonipat.

Demarcation Plans: Sector-16 Gohana, Sector-36 Rohtak, Sector-6 Sonipat.

**Action by:- (All Administrators, Estate Officers, All Land Acquisition Officer, CTP & CE)**

- All the Administrators/Estate Officers should prepare a ~~blue~~<sup>map</sup> print of their respective urban estates regarding sanitation, street lighting, road repairs, dust management, dumping grounds and others public utility services. All the administrators/EO's were instructed to send the solid waste management proposals regarding their areas by 30<sup>th</sup> ~~September~~<sup>May</sup>, 2016.
- A monthly review meeting should be arranged by the administrators/estate officers with their counterparts in the municipal corporation/council to resolve the interdepartmental issues within a fix time frame. Chariman also advised all the officers to hold regular meetings for sorting out intra departmental issues and such matters should ~~not~~ be brought for discussion at the head office level <sup>only when matter could not be solved at their level.</sup>
- Chairman instructed all the administrators that immediate necessary action be taken to spruce up all the main/external sector dividing roads, shopping areas / parks.
- All the officers were also advised to access their e-mail account daily and take action as required at the earliest.
- Chairman pointed out that some of the office complexes are being not maintain properly. All the administrators were instructed that all the office complexes should be neat and tidy, office record should be arranged properly in the shelves/Almaries, Washroom/Toilets are kept clean with all fixtures properly working.

- **Action by:- (All Administrators, Estate Officers, Head of Branches at HQ, Superintending Engineer, Executive Engineers.)**

After that agenda items were discussed as under:-

### **Agenda Item No.1:- Review the Status of grievances received on C.M window Portal.**

Chairman pointed out that CM Window is a flagship programme of the Govt. and efforts be made at the level of Administrators / Estate Officers for Satisfactory disposal of the grievances received on the portal. The pendency figures at present do not speak about satisfactory performance by the field officers.

CA directed all the Administrators / Estate Officers to daily monitor the status of grievances on CM Window portal and identify the resolvable grievances for which reports should be uploaded within the scheduled time

period .Regarding overdue grievances, all were requested to take immediate necessary action so that pendency figures are brought down considerably.

(Action by all the Administrators / Head of branches at HQ)

**Action by:- All Admn., Estate Officers, SEs & All the Head of Branches at HUDA, (HQ).**

**Agenda Item No.2&3:-Review the status of Implementation of P.P.M system/CM E-Dashboard (Key Performance Indicator).**

Chief Administrator impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, re-alloment letter etc. The Chairman apprised that CMs E-Dashboard is monitored by the Hon'ble Chief Minister office and directed that :-

1. All Administrators should regularly monitor the status of pendencies on PPM application on daily basis and ensure reduction.
2. All Estate Officers should ensure that all plot files be entered in PPM System.
3. Record keepers/clerks shall be trained properly so that the particulars.

**(Action by:- All Administrators., Estate Officers)**

**Agenda Item No.4:-Aadhar Enabled Biometric attendance System.**

It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the attendance portal and Further directed that:-

1. Location wise detail of Biometric Machines installed in the office be sent to IT wing.
2. Fresh requisitions of AEBAS machines be sent immediately.
3. Detail of outsourced employees/ officials engaged by different offices of HUDA be sent by 15-04-2016.
4. The DDO's shall ensure that officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and no payment on account of salary be made for the month of April 2016, for the officials who have not registered on AEBAS Portal.

**Action by:-(All Administrators, Estate Officers Head of the Branches at HQ, All Superintending Engineer, Executive Engineers & G.M(I.T)**

**Agenda Item No.5:- Review the status of C.M. Announcements**

The CA desired that the updation of the system of CM Announcement in the CM cell be done on a regular basis and all the concerned officers must personally monitor the pending C.M Announcements and take immediate steps to implement the announcements within the target dates. Necessary co-ordination is required .

**Action by:-(All Administrators, Estate Officers, Head of Branches at HQ)**

**Agenda item No.6:- Agenda item for acquisition of land for STPs / CETPs as per action plan given in Hon'ble High Court by Chief Administrator, HUDA in COCP No. 1149 of 2011.**

It was informed by Chief Engineer, HUDA that an affidavit has been filed by HUDA in Hon'ble Punjab & Haryana High Court bearing CoCP No. 1149 of 2011 stating the time line for construction of STPs/CETPs in various Urban Estate of HUDA. In some of the Urban Estates, land for STPs/CETPs is yet to be acquired. It was desired by C.A., HUDA that concerned Administrator, HUDA will give the status of land for STPs/CETPs to be constructed, whether the land is available/can be made available or not, so the further action can be taken by the Engineering Wing for the construction of STPs/CETPs with the provision of land to be purchased by the contractual agency.

**(Action by:- Administrator, & Chief Engineer)**

**Agenda item No. 7:- Action Taken Report on CRM No. 26292 of 2013  
Dharam Singh Yadav Vs State of Haryana.**

All the Administrators were directed to take timely action regarding lodging of FIR and cancellation of plots after following due procedure. Action taken may be sent immediately to HUDA, Hq for further necessary action.

**(Action by:- Administrators, Estate Officers and Superintendent(U.B))**

The meeting ended with a vote of thanks to the Chair and all Officers present.

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

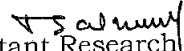
To

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12. The Administrative Officer, HUDA, Panchkula.
13. The Enforcement Officer, HUDA, Panchkula.
14. The Supdt, Urban Branch, HUDA, Panchkula

Memo No.Dy.ESA(HUDA)/A.R.O/2016/16773 Dated:-24/6/16

**Subject:- Proceedings of Review Meeting of HUDA officers held on 30.05.2016 from 11.30 A.M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S, Additional Chief Secretary Town and Country Planning Department to Govt. of Haryana**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 30.05.2016 from 11.30 A.M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S, Additional Chief Secretary Town and Country Planning Department to Govt. of Haryana for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of HUDA officers held on 30.05.2016 from 11.30 A.M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S, Additional Chief Secretary Town and Country Planning Department to Govt. of Haryana.**

List of participants in attached at Annexure 'A'

The brief of discussions and the decisions taken are as under:-

**Agenda item No. 1:- Review the status of CM's Announcement:-** The Chairman desired that special attention should be paid to the CM's announcements so that the same are implemented in a time bound manner. The matter should be pursued personally with the concerned department if there is any issue to be sorted out.

It was further desired by the ACSTCP that any of the announcement where EDC work is involved, specific information shall be given regarding EDC collected EDC spent and pending liability (work in hand) for which estimates have already been approved, so that CM announcements can be dealt accordingly. Further, decisions taken on the following CM's announcements are as under:-

**1. CM's announcement Code No.9678- Karan Tal at Karnal:-**

The ACSTCP directed that the progress of work should be expedited so that the project is got inaugurated during the month of August 2016.

**(Action by:- CE/SE,Karnal)**

**2. CM's announcement Code No. 9700- Transport Nagar Yamuna Nagar:-**

It was informed by ACSTCP that Hon'ble CM, Haryana has desired to explore the feasibility of Transport Nagar at any other place in Yamuna Nagar Town. The matter shall be taken up with DC, Yamuna Nagar for identification of suitable land.

**(Action by:- Administrator,HUDA, Panchkula)**

**3. CM's announcement Code No. 9723- Penalty on Ror Dharamshala at Panchkula**

It was desired by ACSTCP that since no penalty has been repeatedly imposed by HUDA, the affected party may be called to such further information on their request.

**(Action by:- Administrator (HQ),HUDA)**

**4. CM's announcement Code No. 9745-Transport Nagar at Jind:-**

It was desired by ACSTCP that the matter regarding identification of suitable land for setting up of Transport Nagar, Jind should be taken up with DC, Jind.

**(Action by:- Administrator, HUDA Hisar)**

**5. CM's announcement Code No. 9746-Atal Park at Jind:-**

It was informed by CA that that matter has been taken up with ACS, Animal Husbandry & Dairying Department and they are putting up the case before the Cabinet Committee for transferring the above land to Municipal Council, Jind.

**6. CM's announcement Code No. 9762- New Bus Stand at Fatehabad:-**

It was informed by CE-I, HUDA that the Transport Department has informed that although the land has been allotted to them for construction of Bus Stand in 8 acres in sector-5, Fatehabad but the possession of the same is yet to be handed over to the Transport Department. CE-I, HUDA informed that as per policy of HUDA the possession of site is handed over after development. Since the layout plan of sector-5 is yet to be approved and the development work have not been carried out in sector-5, Fatehabad, the possession has not yet been offered. Further, some portion of Bus Stand site is yet to be acquired. However, as the site of Bus Stand about the National Highway, the possession of the above undeveloped site can be handed over if the Transport Department agrees to it. It was desired by ACSTCP that the site shall be visited by the Administrator, HUDA, Hisar alongwith the representatives of the Transport Department and HUDA officers to sort out the issue at the earliest.

**(Action by:- Administrator, HUDA Hisar)**

**7. CM's announcement Code No. 9789- Traffic park at Karnal:-**

It was desired by ACSTCP that the work needs to be expedited and efforts be made to get the Traffic Park inaugurated by the month of August 2016.

**(Action by:- CE/SE,Karnal)**

**8. CM's announcement Code No. 10346-Stadium at Sector-25, Panipat:-**

It was desired by ACSTCP that since the land is not available with HUDA and land is to be identified by DC, Panipat, the file may be moved for transfer of the announcement to Sports Department.

**(Action by:- CTP, HUDA)**

**9. CM's announcement Code No. 10532-Sewerage system at Hathin:-**

As the project is neither covered under EDC nor any surplus funds available with HUDA, and also the fact that the Water Supply and Sewerage Board has expressed its inability to fund the above scheme, the file may be put up to the Government for further decision.

**(Action by:- CE-I)**

**10. CM's announcement Code No. 10711-Construction of RUB in Sector-45,46 Faridabad:-**

It was informed by CA, HUDA that the Urban Local Bodies Department has been requested to give consent for sharing 50% amount of the said work. The file has been sent to DC, Faridabad for approval but the approval is still awaited. It was desired by ACSTCP that the matter may be followed closely.

**(Action by:- Administrator, HUDA ,Faridabad)**

**11. CM's announcement Code No. 10341-Shifting of Bus stand at Panipat:-**

It was informed by DA, HUDA that the above said Court case is pending in the Hon'ble High Court. I was desired by ACSTCP that the Court case must be properly defended and efforts be made for its early finalization.

**(Action by:- District Attorney)**

## **Agenda Item No.2:-Review the status of Implementation of P.P.M system**

The Chairman impressed upon the officers to pay proper attention to the early disposal of pendency in conveyance deeds, Occupation Certificates, Transfer Permission letters, re-allotment letters, etc and observed that :-

1. The pendencies in Faridabad, Hisar and Rewari Estates are exceptionally high and directed that all Administrators should regularly monitor the status of pendencies on PPM application on a daily basis and ensure significant reduction in the pendency.
2. Instructions should be issued to all Estate Officers & Administrators to monitor the pendency on a weekly basis and send the status report to HUDA (HQ). Further G.M(I.T) informed that Online water & sewerage collection and on the spot billing system has already been implemented in Panchkula & Gurgaon and the remaining Estates would be covered by end of July 2016. The Payroll & Pension system and Reservation of Utilities like parks, community centres/ open spaces shall also be implemented in all Estate offices by July 2016.

**(Action by:- All Administrators., Estate Officers and G.M(I.T))**

## **Agenda Item No3:- Review the status of C.M. Window**

CA, HUDA informed about the status of pending CM Window complaints (upto 26.05.2016) as under :

<b>Total Receipt</b>	<b>Overdue</b>	<b>In Action</b>	<b>Clarification</b>	<b>Disposed</b>	<b>ATR sent</b>
3362	804(23.9%)	1043	318	2201	118

Further, the Administrative zone wise status was also discussed.

<b>Administrator</b>	<b>Total Receipt</b>	<b>Overdue</b>	<b>In Action</b>	<b>Clarification</b>	<b>Disposed</b>	<b>ATR Sent</b>
<b>Faridabad</b>	438	111(25.3%)	142	71	262	34
<b>Gurgaon</b>	818	233(28.5%)	297	144	498	22
<b>Hisar</b>	571	154(27%)	202	146	345	21
<b>HQ</b>	333	89(26.7%)	114	61	209	7
<b>Panchkula</b>	782	173(22.1%)	210	123	542	28
<b>Rohtak</b>	521	54(10.4%)	79	48	424	17

The Chairman observed that the overdue percentage was quite high (in the range of 22-28%) in case of all the Administrators except Rohtak and directed CA, HUDA to issue instructions to all the concerned Administrators for taking immediate steps for resolving the overdue grievances and bringing the overdue percentage well within 10% at an early date.

The Chairman further directed that the instructions issued in the last review meeting held on 18.05.2016 under the Ch'ship of APSCM should be complied, in letter and spirit by the concerned Administrator /Officer, by closely monitoring the CM Window portal on a daily basis.

Instructions issued in the review meeting held on 18.05.2016 have already been communicated to all the Administrators/Heads of Branches at HQ vide email dated 19.05.2016 and are reiterated as under:

1. Final ATRs of the pending grievances, which were registered in 2014, should be sent within 7 days positively.
2. Final ATRs of the pending grievances, which were registered in 2015, should be sent at the earliest.
3. Requisite ATRs of the cases where clarifications have been sought by the CM's Office should be sent without further delay.
4. ATRs of the pending grievances/demands, which were indicated in the power point presentations of the previous review meetings held on 11.12.2015, 15.01.2016, 17.02.2016, 01.04.2016 and the case mentioned in the PPT of meeting dated 18.05.2016 should be sent within 7 days positively.
5. More efforts be made to satisfactorily address the grievances.

**(Action by all the Administrators/Heads of Branches at HQ)**

**Agenda Item No 4:- Review the status of Court Cases.**

The status of updation of CCTNS, status of time bound directions issued by Hon'ble Supreme Court/High Court in which speaking orders are to be passed, status of compliance of orders in which COCPs have been filed and the status of court cases in which replies are to be filed on or before 31.07.2016 was also reviewed and the following decisions were taken:-

1. **Change in porforma of updated and non updated cases in CCTNS: -**

It was observed by ACSTCP that the porforma of updated and not updated cases should be clear. The following porforma was agreed to collect the information, compilation and submission in the review meetings to be held in future:-

Court name	Total Pending cases	Updated cases				Not Updated cases	Total
		Cases on Regular hearing	Admitted	Sine die	Not listed		

**(Action by:- District Attorney)**

2. **Monitoring of the CCTNS by the Estate Officers:-**

It was observed by W/ACSTCP that the Estate Officers must hold a weekly meeting of the staff regarding updation of the CCTNS of all court cases and send a copy of the progress report alongwith the number of cases updated to the Zonal Administrator as well as District Attorney, HUDA, Panchkula. The Estate Officers shall check the CCTNS personally at least two times a week.

**(Action by:- Estate Officers)**

3. **Steps to reduce litigation:-**

ACSTCP directed that the Legal Cell, HUDA (HQ) shall suggest five areas/issues on which steps can be taken for amending the policies, etc; for reducing the litigation. Necessary suggestive changes in the policies shall be proposed by the Legal Cell, HUDA (HQ) as well as by the Zonal Administrators. Necessary action in this regard shall be completed within the next one month.



(Action by:- Zonal Administrator & Legal Cell, HUDA H.Q.)

4. **Implementation of the orders of Revisional Authority :-**

ACSTCP observed that the orders being passed by Revisional Authority are neither being implemented nor being challenged timely. He requested the Chief Administrator, HUDA, Panchkula to issue appropriate instructions with regard to fixing time limit to examine the orders passed by the Revision Authority and for their implementation or challenging them before appropriate forum.

(Legal Cell, HUDA H.Q. shall submit the file to C.A., HUDA)

5. **Disposal of Court cases pertaining to Bus Stand, Panipat:-**

ACSTCP directed that the Legal Cell, HUDA (HQ) as well as the Administrator, HUDA, Rohtak shall request the HUDA's Counsel to get the case pertaining to Bus Stand, Panipat disposed off on the date of next hearing i.e. 19.07.2016 and ensure that opposite Counsel does not seek adjournment flimsy on grounds to delay decision.

The meeting ended with a vote of thanks to the Chair and all Officers present.

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. The Administrators, HUDA (~~in the State~~ <sup>Panchkula</sup>)
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Estate Officer, HUDA, Panchkula.
4. The Estate Officer, HUDA, Jagadhari.
5. The Estate Officer, HUDA, Kaithal.
6. The Estate Officer, HUDA, Karnal.
7. The Estate Officer, HUDA, Kurukshetra.
8. The Superintending Engineer, HUDA, Panchkula.
9. The Superintending Engineer(H), HUDA, Panchkula.
10. The Superintending Engineer, HUDA, Karnal.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/17487 Dated:- 30/6/16

**Subject:- Proceedings of Review Meeting of Panchkula Zone of HUDA officers held on 23.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 23.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula. for your kind perusal and further taking necessary action please.

Assistant Research Officer,  
for Chief Administrator,HUDA,  
Panchkula

**Proceedings of Review Meeting of Panchkula Zone of HUDA officers held on 23.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

<p>Agenda Item No.1: Auction of Commercial sites.</p>	<p>C.A., HUDA, observed that the auction of commercial sites has failed due to the lack of efficiency of the estate officers. The reserved price is not fixed from the long time and the concerned estate officers do not fix auction schedule.</p> <p>The Estate Officer, Panchkula apprised that 87no's of sites are lying vacant in Panchkula that can be put in open auction. The C.A directed to all the estate officers that at least 20 no's of potential sites be advertised on or before 1<sup>st</sup> July for which auction programme will start on 10<sup>th</sup> July .Auction should be done frequently (preferably on monthly basis )so that HUDA can fetch maximum price and efforts be made that no auction should fail at any cost.</p> <p>The Estate Officers were directed to depute their Accountant in O/o Administrator, HUDA, Panchkula on 27.06.2016 for fixing of reserve price in next auction. Further the Estate Officers were also directed to send th report by 27.06.2016 where the reserve price are fixed at the level of Administrator and Chief Administrator, and also depute the concerned officials for fixing the reserve prices so that next auction be fixed well in time.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone &amp; C.C.F]</b></p>
<p>Agenda Item No.2 &amp; 8: Review the status of survey of balance residential plots, religious and charitable sites and flotation thereof.</p>	<p>C.A expressed that data of vacant property are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He directed that proper record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula so that they may be floated. The Chief Town Planner was also directed to float the ploats at the earliest.</p> <p>He further directed the Estate Officers that the e-auction programme for left over residential plots be fixed on 10<sup>th</sup> July 2016. Further estate officer, Panchkula was also directed to advertise the institutional sites by 15<sup>th</sup> July 2016.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone/CTP]</b></p>
<p>Agenda Item No.3: Review the status of Recovery of dues/expenditure.</p>	<p>The recoveries upto 6/2016 were reviewed by the Chairman and it was found that overall recoveries are very less and not satisfactory. He expressed unhappiness on the shortfall in revenue collections. He directed to issue the notices to the plot holder under section 17(1) &amp; 17(2) of HUDA Act and to recover the amount earnestly. If the plot holders are not paying the amount after issuing the notice,</p>

	<p>resumption proceeding be initiated without any delay. The C.C.F is also directed to prepare the comparative statement after 15 days and he will put-up the report how much amount have been recovered by the Estate Offices.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone/C.C.F]</b></p>
Agenda Item No 4: Review the status of Court Cases.	<p>The status of updation of CCTNS, status of time bound directions issued by Hon'ble Supreme Court/High Court in which speaking orders are to be passed, status of compliance of orders in which COCPs have been filed and the status of court cases in which replies are to be filed on or before 31.07.2016 was also reviewed and the following decisions were taken:-</p> <ol style="list-style-type: none"> <li>1 While reviewing the updation of CCTNS, it was also observed that number generated by the CCTNs is tentative, as the Zonal Administrators / Estate Officers have not updated the same fully, therefore, the Estate Officer concerned shall get the CCTNS updated properly within a week which would be confirmed by the Zonal Administrator, the latter would send a report to the Administrator (HQ), and the District Attorney, HUDA, Panchkula in this regard.</li> <li>2 Estate Officers were directed to keep a list ready on their table where Apex Court &amp; High Court has asked for passing the speaking order or has directed for some other action/implementation. Administrators shall review it periodically. Likewise progress of COCP will also be reviewed by Administrator on monthly basis.</li> <li>3 Estate Officers were directed to file reply in CWP No.20141 of 2015 SUBASH Vs STATE OF HARYANA.within 15 days.</li> <li>4 The Estate Officers were directed to file replies in all cases which have been fixed up to 31.07.2016.</li> </ol> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone &amp; DA]</b></p>
Agenda Item No.5: Review the status of Implementation of P.P.M	<p>Chief Administrator impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, Re-alloment letter etc. The Chairman told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself besides his office .He further observed that pendencies in Kaithal, Kurukshetra and Panchkula Estates are exceptionally high and directed that Administrator and Estate Officers should monitor pendencies on PPM on a daily basis and ensure significant reduction in the pendency. All plot files be entered in PPM System.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone &amp; G.M(I.T)]</b></p>
Agenda Item No.6: Review the status	<p>The CA desired that the updation of the system of CM Announcement in the CM cell be done on a regular</p>

of C.M. Announcements	<p>basis for which nodal officers should remain in continuous touch with CM Cell. All the concerned officers must personally monitor the progress of pending C.M Announcements; the work should be completed within the target dates. Necessary co-ordination is required.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone]</b></p>
Agenda Item No.7: Review the Status of grievances received on C.M window Portal.	<p>Chairman pointed out that CM Window is a flagship programme of the Govt. and efforts be made at the level of Administrators / Estate Officers for satisfactory disposal of the grievances received on the portal. CA directed that Administrator /Estate Officers should monitor the status of grievances on CM Window portal on daily basis and identify the resolvable grievances for which reports should be uploaded within the scheduled time period.</p> <p>The Chairman further directed that to take immediate necessary action on complaints, which are due up to June 2015 and the complaints must be contacted telephonically (at least)so that his satisfaction may be reached.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]</b></p>
Agenda Item No.9: Review the Status of transfer of developed sectors to Local Bodies.	<p>All the estate officers apprised to the chairman that all the sectors have been transferred to the Municipal Corporation in their respective urban estate except those sectors which are not fully populated. Further C.A apprised that maintenance of transferred sectors in respect of sanitation, street light is not the mandatory responsibility of HUDA and directed to all the estate officers to issue the instructions to the D.D.O not to release the salary of the outsourced employees engaged in such activities in sectors transferred to M.C.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone ]</b></p>
Agenda Item No.10: Aadhar Enabled Biometric attendance System.	<p>It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the attendance portal and further directed to all Estate Officers that officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and no payment on account of salary be made to the officials who have not registered on AEBAS Portal including contractual or work charged daily wagger. The Estate Officers should ensure that those officials who are working in sanitation through outsourcing agency or through any individual contractor must be enrolled on Aadhar Enabled Biometric system by 30<sup>th</sup> June, 2016.</p> <p><b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone &amp; G.M(I.T)]</b></p>
Agenda Item No 11: Review the Status of Information	<p>All the estate officers have apprised that information have already been supplied to the C.T.P, HUDA, Panchkula except estate officer, Panchkula. The estate officers were directed to supply the information at hq. without any</p>

regarding increase of FAR of shopping malls.	delay., if not done earlier <b>[Action by: Administrator, Panchkula All Estate Officers of Panchkula Zone &amp; C.T.P]</b>
Agenda Item No.12: Review the Status of Price Fixation	Not discussed.
Agenda Item No.13: Review the Status of Outsourcing Contract of Sanitation.	CA shows his unhappiness regarding non-availability of the record and lack of supervision of those persons who are working for sanitation/water supply /sewage under outsourcing contract. Chairman directed that estate officers should ensure that those officials who are working in sanitation through outsourcing or through contractor must be enrolled on Aadhar Enabled Biometric system by 30 <sup>th</sup> June, 2016. <b>[Action by:-Administrator, Panchkula All Estate Officers of Panchkula Zone &amp; Chief Engineer]</b>

The meeting ended with a vote of thanks to the Chair and all Officers present.

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

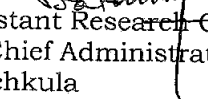


1. The Administrators, HUDA, Gurgaon
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Estate Officer-I, HUDA, Gurgaon.
4. The Estate Officer-II, HUDA, Gurgaon.
5. The Estate Officer, HUDA, Rewari.
6. The Superintending Engineer-I, HUDA, Gurgaon.
7. The Superintending Engineer-II, HUDA, Gurgaon.
8. The Superintending Engineer(H) HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/1938 Dated:- 6/7/16

**Subject:- Proceedings of Review Meeting of Gurgaon Zone of HUDA officers held on 24.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 24.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula. for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Gurgaon Zone of HUDA officers held on 24.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

<p>Agenda Item No.1: Auction of Commercial sites.</p>	<p>C.A., HUDA, observed that the auction of commercial sites has not taken off due to the lack of by the estate officers. The reserved price is not fixed from the long time and the concerned estate officers do not fix auction schedule.</p> <p>The Administrator, Gurgaon apprised to the Chairman that the auction programme has already been fixed of Gurgaon Zone from the month of July, 2016 to October, 2016.</p> <p>The C.A directed to all the estate officers that at least 20 no's of potential sites be advertised on or before 1<sup>st</sup> July for which auction programme will start on 10<sup>th</sup> July .Auction should be done frequently (preferably on monthly basis )so that HUDA can fetch maximum price and efforts be made that no auction fail.</p> <p>Further the Estate Officers were also directed to send the report by 27.06.2016 where the reserve price are to be fixed at the level of Administrator and Chief Administrator, and also depute the concerned officials for fixing the reserve prices so that next auction be fixed well in time. Before auction the commercial property, the zoning plan needs to be approved from HQ if not approved earlier.</p> <p><b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone &amp; C.C.F]</b></p>
<p>Agenda Item No.2 &amp; 8: Review the status of survey of balance residential plots, religious and charitable sites and flotation thereof.</p>	<p>C.A expressed that data of vacant property are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He directed that proper record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula so that they may be floated. The Chief Town Planner was also directed to float the ploats at the earliest.</p> <p>He further directed the Estate Officers that the e-auction programme for left over residential plots be fixed on 10<sup>th</sup> July 2016.</p> <p><b>[Action by: Administrator, Gurgaon All Estate Officers of Panchkula Zone/CTP]</b></p>
<p>Agenda Item No.3: Review the status of Recovery of dues/expenditure.</p>	<p>The Chairman reviewed the recoveries upto 6/2016 and it was found that overall recoveries are very less and not satisfactory. He expressed unhappiness on the shortfall in revenue collections. He directed to issue the notices to the plot holder under section 17(1) &amp; 17(2) of HUDA Act and to recover the amount earnestly. If the plot holders are not paying the amount after issuing the notice, resumption proceeding be initiated without any delay.</p> <p>He further directed that in the next 15 days 20%</p>



	<p>amount to be recovered and the balance amount shall be recovered next 3-4 months.</p> <p>The C.C.F is also directed to prepare the comparative statement after 15 days and he will put-up the report how much amount have been recovered by the Estate Offices.</p> <p><b>[Action by: Administrator, Gurgaon, All Estate Officers of Gurgaon Zone/C.C.F]</b></p>
<p>Agenda Item No 4: Review the status of Court Cases.</p>	<p>The status of updation of CCTNS, status of time bound directions issued by Hon'ble Supreme Court/High Court in which speaking orders are to be passed, status of compliance of orders in which COCPs have been filed and the status of court cases in which replies are to be filed on or before 31.07.2016 was also reviewed and the following decisions were taken:-</p> <ol style="list-style-type: none"> <li>1 While reviewing the updation of CCTNS, it was also observed that number generated by the CCTNs is tentative, as the Zonal Administrators / Estate Officers have not updated the same fully, therefore, the Estate Officer concerned shall get the CCTNS updated properly within a week which would be confirmed by the Zonal Administrator, the latter would send a report to the Administrator (HQ), and the District Attorney, HUDA, Panchkula in this regard.</li> <li>2 Estate Officers were directed to keep a list ready on their table where Apex Court &amp; High Court has asked for passing the speaking order or has directed for some other action/implementation. Administrators shall review it periodically. Likewise, Administrator will also review progress of COCP on monthly basis.</li> <li>3 It was observed that replies are not being filed on first date and general tendency is to seek adjournments. This practice should be discouraged. The Estate Officers were directed to file replies in the court well in time.</li> </ol> <p><b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone &amp; DA]</b></p>
<p>Agenda Item No.5: Review the status of Implementation of P.P.M</p>	<p>Chief Administrator impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, Re-alloment letter etc. The Chairman told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself besides his office .He further observed that pendencies in Estate Office Gurgaon-II and Rewari Estates are exceptionally high and directed that Administrator and Estate Officers should monitor pendencies on PPM on a daily basis and ensure significant reduction in the pendency. All plot files be entered in PPM System.</p> <p><b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone &amp; G.M(I.T)]</b></p>

<p>Agenda Item No.6: Review the status of C.M. Announcements</p>	<p>The CA desired that the updation of the system of CM Announcement in the CM cell be done on a regular basis for which nodal officers should remain in continuous touch with CM Cell. All the concerned officers must personally monitor the progress of pending C.M Announcements; the work should be completed within the target dates. Necessary co-ordination is required. <b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone]</b></p>
<p>Agenda Item No.7: Review the Status of grievances received on C.M window Portal.</p>	<p>Chairman pointed out that CM Window is a flagship programme of the Govt. and efforts be made at the level of Administrators / Estate Officers for satisfactory disposal of the grievances received on the portal. CA directed that Administrator /Estate Officers should monitor the status of grievances on CM Window portal on daily basis and identify the resolvable grievances for which reports should be uploaded within the scheduled time period.</p> <p>The Chairman further directed that to take immediate necessary action on complaints, which are due up to June 2015 and the complaints must be contacted telephonically (at least)so that his satisfaction may be reached. <b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]</b></p>
<p>Agenda Item No.9: Review the Status of transfer of developed sectors to Local Bodies.</p>	<p>All the estate officers apprised to the chairman that all the sectors have been transferred to the Municipal Corporation in their respective urban estate except those sectors which are not fully populated. Further C.A appraised that maintenance of transferred sectors in respect of sanitation, streetlight is not the mandatory responsibility of HUDA and directed to all the estate officers to issue the instructions to the D.D.O not to release the salary of the outsourced employees engaged in such activities in sectors transferred to M.C. <b>[Action by: Administrator,Gurgaon All Estate Officers of Gurgaon Zone ]</b></p>
<p>Agenda Item No.10: Aadhar Enabled Biometric attendance System.</p>	<p>It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the attendance portal and further directed to all Estate Officers that officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and no payment on account of salary be made to the officials who have not registered on AEBAS Portal including contractual or work charged daily wage. The Estate Officers should ensure that those officials who are working in sanitation through outsourcing agency or through any individual contractor must be enrolled on Aadhar Enabled Biometric system by 30<sup>th</sup> June, 2016. <b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone &amp; G.M(I.T)]</b></p>
<p>Agenda Item No 11:</p>	<p>The Estate Officer-I, Gurgaon &amp; Rewari apprised that no such site is auctioned/allotted in these Urban</p>

Review the Status of Information regarding increase of FAR of shopping malls.	Estates. The Estate Officer-II, HUDA, Gurgaon intimated that the information has already been supplied at HQ. <b>[Action by: Administrator, Gurgaon All Estate Officers of Gurgaon Zone &amp; C.T.P]</b>
Agenda Item No.12: Review the Status of Price Fixation	Not discussed.
Agenda Item No.13: Review the Status of Outsourcing Contract of Sanitation.	CA shows his unhappiness regarding non-availability of the record and lack of supervision of those persons who are working for sanitation/water supply /sewage under outsourcing contract. Chairman directed that estate officers should ensure that those officials who are working in sanitation through outsourcing or through contractor must be enrolled on Aadhar Enabled Biometric system by 30 <sup>th</sup> June, 2016. <b>[Action by:-Administrator, Gurgaon All Estate Officers of Gurgaon Zone &amp; Chief Engineer]</b>

The meeting ended with a vote of thanks to the Chair and all Officers present.

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

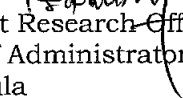
To

1. The Administrators, HUDA, Hisar
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Estate Officer, HUDA, Hisar
4. The Estate Officer, HUDA, Jind.
5. The Estate Officer, HUDA, Bhiwani.
6. The Estate Officer, HUDA, Sirsa.
7. The Superintending Engineer, HUDA, Hisar
8. The Superintending Engineer(H), HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/19308 Dated:-6/7/16

**Subject:- Proceedings of Review Meeting of Hisar Zone of HUDA officers held on 30.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 30.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula. for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Hisar Zone of HUDA officers held on 30.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

<p>Agenda Item No.1: Auction of Commercial sites.</p>	<p>C.A., HUDA, observed that the auction of commercial sites has not taken off due to the lack of efficiency of the estate officers. The reserved price is not fixed from the long time and the concerned estate officers do not fix auction schedule.</p> <p>The Administrator, Hisar apprised to the Chairman that the auction programme has already been fixed for Hisar Zone and starting from the month of July 2016 to December 2016 for Urban Estate Bhiwani, Hisar and Sirsa.</p> <p>The C.A directed to all the estate officers that at least 20 no's of potential sites be advertised on or before 7<sup>th</sup> July for which auction programme will start on 18<sup>th</sup> July .Auction should be done frequently (preferably on monthly basis )so that HUDA can fetch maximum price and efforts be made that no auction fail.</p> <p>Further the Estate Officers were also directed to send the report by 07.07.2016 where the reserve price are to be fixed at the level of Administrator and Chief Administrator, and also depute the concerned officials for fixing the reserve prices so that next auction be fixed well in time. Before auction the commercial property, the zoning plan needs to be approved from HQ if not approved earlier.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone &amp; C.C.F]</b></p>
<p>Agenda Item No.2 &amp; 8: Review the status of survey of balance residential plots /religious and charitable sites and flotation thereof.</p>	<p>C.A expressed that data of vacant property are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He directed that proper record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula so that they may be floated. The Chief Town Planner was also directed to float the ploats at the earliest.</p> <p>He further directed the Estate Officers that the e-auction programme for left over residential plots be fixed on 17<sup>th</sup> July 2016.</p> <p>The Chairman further directed that those sectors which are not developed in Sirsa/ Dabawali/ Fatehabad, their demarcation plan be prepared and float immediately.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone/CTP]</b></p>
<p>Agenda Item No.3: Review the status of Recovery of dues/expenditure.</p>	<p>The Chairman reviewed the recoveries upto 6/2016 and it was found that overall recoveries are very less and not satisfactory. He expressed unhappiness on the shortfall in revenue collections. He directed to issue the</p>

	<p>notices to the plot holder under section 17(1) &amp; 17(2) of HUDA Act and to recover the amount earnestly. If the plot holders are not paying the amount after issuing the notice, resumption proceeding be initiated without any delay.</p> <p>He further directed that in the next 15 days 10% amount to be recovered and the balance amount shall be recovered next 3-4 months.</p> <p>The C.C.F is also directed to prepare the comparative statement after 15 days and he will put-up the report how much amount have been recovered by the Estate Offices.</p> <p><b>[Action by: Administrator, Hisar, All Estate Officers of Hisar Zone/C.C.F]</b></p>
Agenda Item No 4: Review the status of Court Cases.	<p>The status of updation of CCTNS, status of time bound directions issued by Hon'ble Supreme Court/High Court in which speaking orders are to be passed, status of compliance of orders in which COCPs have been filed and the status of court cases in which replies are to be filed on or before 31.07.2016 was also reviewed and the following decisions were taken:-</p> <ol style="list-style-type: none"> <li>1 While reviewing the updation of CCTNS, it was also observed that number generated by the CCTNs is tentative, as the Zonal Administrators / Estate Officers have not updated the same fully, therefore, the Estate Officer concerned shall get the CCTNS updated properly within a week which would be confirmed by the Zonal Administrator, the latter would send a report to the Administrator (HQ), and the District Attorney, HUDA, Panchkula in this regard.</li> <li>2 Estate Officers were directed to keep a list ready on their table where Apex Court &amp; High Court has asked for passing the speaking order or has directed for some other action/implementation. Administrators shall review it periodically. Likewise, Administrator will also review progress of COCP on monthly basis.</li> <li>3 It was observed that replies are not being filed on first date and general tendency is to seek adjournments. This practice should be discouraged. The Estate Officers were directed to file replies in the court well in time.</li> <li>4 It was also observed that the status of lower court is not updated on the CCTNs. Estate Officers were directed to update the status association with concerned Land Acquisition Officer.</li> </ol> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone &amp; DA]</b></p>
Agenda Item No.5: Review the status of Implementation of P.P.M	<p>Chief Administrator impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, Re-alloment letter etc. The Chairman told that CMs E-Dashboard is monitored by the Hon'ble</p>

	<p>Chief Minister himself besides his office .He further observed that pendencies in Estate Office Hisar are exceptionally high and directed that Administrator and Estate Officer should monitor pendencies on PPM on a daily basis and ensure significant reduction in the pendency. All plot files be entered in PPM System.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone &amp; G.M(I.T)]</b></p>
Agenda Item No.6: Review the status of C.M. Announcements	<p>The CA desired that the updation of the system of CM Announcement in the CM cell be done on a regular basis for which nodal officers should remain in continuous touch with CM Cell. All the concerned officers must personally monitor the progress of pending C.M Announcements; the work should be completed within the target dates. Necessary co-ordination is required.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone]</b></p>
Agenda Item No.7: Review the Status of grievances received on C.M window Portal.	<p>Chairman pointed out that CM Window is a flagship programme of the Govt. and efforts be made at the level of Administrators / Estate Officers for satisfactory disposal of the grievances received on the portal. CA directed that Administrator /Estate Officers should monitor the status of grievances on CM Window portal on daily basis and identify the resolvable grievances for which reports should be uploaded within the scheduled time period.</p> <p>The Chairman further directed that to take immediate necessary action on complaints, which are due up to June 2015 and the complaints must be contacted telephonically (at least)so that his satisfaction may be reached.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]</b></p>
Agenda Item No.9: Review the Status of transfer of developed sectors to Local Bodies.	<p>The Administrator, Hisar apprised to the chairman that all the sectors have been transferred to the Municipal Corporation in their respective urban estate except those sectors which are not fully populated. Further C.A appraised that maintenance of transferred sectors in respect of sanitation, streetlight is not the mandatory responsibility of HUDA and directed to all the estate officers to issue the instructions to the D.D.O not to release the salary of the outsourced employees engaged in such activities in sectors transferred to M.C.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone ]</b></p>
Agenda Item No.10: Aadhar Enabled Biometric attendance System.	<p>It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the attendance portal and further directed to all Estate Officers that officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and no payment on account of salary be made to the officials who have not registered on AEBAS Portal including contractual or work charged daily wagger. The</p>

	<p>Estate Officers should ensure that those officials who are working in sanitation through outsourcing agency or through any individual contractor must be enrolled on Aadhar Enabled Biometric system by <b>10<sup>th</sup> July, 2016.</b></p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone &amp; G.M(I.T)]</b></p>
<p>Agenda Item No 11: Review the Status of Information regarding increase of FAR of shopping malls.</p>	<p>The Estate Officer Bhiwani, Hisar &amp; Jind apprised that no such site is auctioned/allotted in these Urban Estates. The Estate Officer-II, HUDA, Sirsa intimated that 2 no of sites of Shopping Mall has earmarked as per demarcation plan but Zoning plan has not been approved. The Chairman directed t</p> <p>o the Chief Town Planner to pursue this matter and do the needful.</p> <p><b>[Action by: Administrator, Hisar All Estate Officers of Hisar Zone &amp; C.T.P]</b></p>
<p>Agenda Item No.12: Review the Status of Price Fixation</p>	<p>Not discussed.</p>
<p>Agenda Item No.13: Review the Status of Outsourcing Contract of Sanitation.</p>	<p>CA \ shows his unhappiness regarding non-availability of the record and lack of supervision of those persons who are working for sanitation/water supply /sewage under outsourcing contract. Chairman directed that estate officers should ensure that those officials who are working in sanitation through outsourcing or through contractor must be enrolled on Aadhar Enabled Biometric system by <b>10<sup>th</sup> July, 2016.</b></p> <p><b>[Action by:-Administrator, Hisar All Estate Officers of Hisar Zone &amp; Chief Engineer]</b></p>

The meeting ended with a vote of thanks to the Chair and all Officers present.



Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

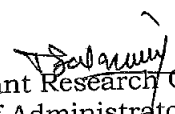
To

1. The Administrators, HUDA, Rohtak
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Estate Officer, HUDA, Rohtak.
4. The Estate Officer, HUDA, Sonipat.
5. The Estate Officer, HUDA, Panipat.
6. The Estate Officer, HUDA, Bahadurgarh.
7. The Superintending Engineer- HUDA, Rohtak.
8. The Superintending Engineer(H) HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/2084 Dated:- 8/7/16

**Subject:- Proceedings of Review Meeting of Rohtak Zone of HUDA officers held on 29.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 29. 06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Rohtak Zone of HUDA officers held on 29.06.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. The agenda wise deliberations / directions are as under:

<p>Agenda Item No.1: Auction of Commercial sites.</p>	<p>C.A., HUDA, observed that the auction of commercial sites has not taken off due to the lack of attention by estate officers. The reserved price has not fixed from the long time and the concerned estate officers do not fix auction schedule.</p> <p>The Administrator, Rohtak apprised to the Chairman that the auction programme has already been fixed for the month of for Urban Estate Panipat, Rohtak Sonapat and Bahdurgarh.</p> <p>The C.A directed to all the estate officers that at least 20 no's of potential sites be advertised on or before 15<sup>th</sup> July for which auction programme will start on 28<sup>th</sup> July .Auction should be done frequently (preferably on monthly basis)so that HUDA can fetch maximum price and efforts be made that no auction should fail at any cost.</p> <p>Further the Estate Officers were also directed to send the report by 10.07.2016 where the reserve price are fixed at the level of Administrator and Chief Administrator, and also depute the concerned officials for fixing the reserve prices so that next auction be fixed well in time. Before auction the commercial property, the zoning plan needs to be approved from HQ if not approved earlier.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone &amp; C.C.F]</b></p>
<p>Agenda Item No.2 &amp; 8: Review the status of survey of balance residential plots /religious and charitable sites and flotation thereof.</p>	<p>C.A expressed that data of vacant plots are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He directed that proper record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula so that they may be floated. The Chief Town Planner was also directed to float new sector at the earliest.</p> <p>He further directed the Estate Officers that the e-auction programme for left over residential plots be fixed on 28<sup>th</sup> July 2016.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone/CTP]</b></p>
<p>Agenda Item No.3: Review the status of Recovery of dues/expenditure.</p>	<p>The Chairman reviewed the recoveries upto 6/2016 and it was found that overall recoveries are very less and not satisfactory. He expressed unhappiness on the shortfall in revenue collections. He directed to issue the notices to the plot holder under section 17(1) &amp; 17(2) of HUDA Act and to recover the amount earnestly. If the plot holders are not paying the amount after issuing the notice, resumption proceeding be initiated without any delay.</p> <p>He further directed that in the next 15 days 20%</p>

	<p>amount to be recovered and the balance amount shall be recovered next 3-4 months.</p> <p>The C.C.F is also directed to prepare the comparative statement after 15 days and he will put-up the report how much amount have been recovered by the Estate Offices.</p> <p><b>[Action by: Administrator, Rohtak, All Estate Officers of Rohtak Zone/C.C.F]</b></p>
<p>Agenda Item No 4: Review the status of Court Cases.</p>	<p>The status of updation of CCTNS, status of time bound directions issued by Hon'ble Supreme Court/High Court in which speaking orders are to be passed, status of compliance of orders in which COCPs have been filed and the status of court cases in which replies are to be filed on or before 31.07.2016 was also reviewed and the following decisions were taken:-</p> <ol style="list-style-type: none"> <li>1 While reviewing the updation of CCTNS, it was also observed that number generated by the CCTNs is tentative, as the Zonal Administrators / Estate Officers have not updated the same fully, therefore, the Estate Officer concerned shall get the CCTNS updated properly within a week which would be confirmed by the Zonal Administrator, the latter would send a report to the Administrator (HQ), and the District Attorney, HUDA, Panchkula in this regard.</li> <li>2 Estate Officers were directed to keep a list ready on their table where Apex Court &amp; High Court has asked for passing the speaking order or has directed for some other action/implementation. Administrators shall review it periodically. Likewise, Administrator will also review progress of COCP on monthly basis.</li> <li>3 It was observed that replies are not being filed on first date and general tendency is to seek adjournments. This practice should be discouraged. The Estate Officers were directed to file replies in the court well in time.</li> <li>4 It was also observed that the status of lower court is not updated on the CCTNs. Estate Officers were directed to update the status association with concerned Land Acquisition Officer.</li> </ol> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone &amp; DA]</b></p>
<p>Agenda Item No.5: Review the status of Implementation of P.P.M</p>	<p>Chief Administrator impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, Re-allotment letter etc. The Chairman told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself besides his office .He further observed that pendencies in Estate Office Hisar are exceptionally high and directed that Administrator and Estate Officer should monitor pendencies on PPM on a daily basis and ensure significant reduction in the</p>

	<p>pendency. All plot files be entered in PPM System.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone &amp; G.M(I.T)]</b></p>
Agenda Item No.6: Review the status of C.M. Announcements	<p>The CA desired that the updation of the system of CM Announcement in the CM cell be done on a regular basis for which nodal officers should remain in continuous touch with CM Cell. All the concerned officers must personally monitor the progress of pending C.M Announcements; the work should be completed within the target dates. Necessary co-ordination is required.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone]</b></p>
Agenda Item No.7: Review the Status of grievances received on C.M window Portal.	<p>Chairman pointed out that CM Window is a flagship programme of the Govt. and efforts be made at the level of Administrators / Estate Officers for satisfactory disposal of the grievances received on the portal. CA directed that Administrator /Estate Officers should monitor the status of grievances on CM Window portal on daily basis and identify the resolvable grievances for which reports should be uploaded within the scheduled time period.</p> <p>The Chairman further directed that to take immediate necessary action on overdue complaints, which are due up to December, 2015 and the complaints must be contacted telephonically (at least)so that his satisfaction may be reached.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]</b></p>
Agenda Item No.9: Review the Status of transfer of developed sectors to Local Bodies.	<p>The Administrator, Hisar apprised to the chairman that all the sectors have been transferred to the Municipal Corporation in their respective urban estate except those sectors which are not fully populated. Further C.A appraised that maintenance of transferred sectors in respect of sanitation, streetlight is not the mandatory responsibility of HUDA and directed to all the estate officers to issue the instructions to the D.D.O not to release the salary of the outsourced employees engaged in such activities in sectors transferred to M.C.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of Rohtak Zone ]</b></p>
Agenda Item No.10: Aadhar Enabled Biometric attendance System.	<p>It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the attendance portal and further directed to all Estate Officers that officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and no payment on account of salary be made to the officials who have not registered on AEBAS Portal including contractual or work charged daily wagger. The Estate Officers should ensure that those officials who are working in sanitation through outsourcing agency or through any individual contractor must be enrolled on Aadhar Enabled Biometric system by 15<sup>th</sup> July, 2016.</p> <p><b>[Action by: Administrator, Rohtak All Estate Officers of</b></p>

	<b>Rohtak Zone &amp; G.M(I.T)]</b>
Agenda Item No 11: Review the Status of Information regarding increase of FAR of shopping malls.	Not Discussed
Agenda Item No.12: Review the Status of Price Fixation	Not discussed.
Agenda Item No.13: Review the Status of Outsourcing Contract of Sanitation.	CA showed his unhappiness regarding non-availability of the record and lack of supervision of those persons who are working for sanitation/water supply /sewage under outsourcing contract. Chairman directed that estate officers should ensure that those officials who are working in sanitation through outsourcing or through contractor must be enrolled on Aadhar Enabled Biometric system by <b>15<sup>th</sup> July, 2016.</b> <b>[Action by:-Administrator, Rohtak All Estate Officers of Rohtak Zone &amp; Chief Engineer]</b>

The meeting ended with a vote of thanks to the Chair and all Officers present.

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. The Administrators, HUDA, Faridabad.
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Estate Officer- HUDA, Faridabad.
4. The Superintending Engineer, HUDA, Faridabad.
5. The Superintending Engineer(H) HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/ 20000

Dated:- 01/7/16

**Subject:- Proceedings of Review Meeting of Faridabad Zone of HUDA officers held on 01.07.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 01.07.2016 from 11.00 A.M onwards under the Chairmanship of Sh. Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Faridabad Zone of HUDA officers held on 01.07. 2016 from 11.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

<p>Agenda Item No.1: Auction of Commercial sites.</p>	<p>C.A., HUDA, observed that the auction of commercial sites has not taken off due to the lack of attention by estate officers. The reserved price is not fixed from the long time and the concerned estate officers do not fix auction schedule.</p> <p><b>The Administrator, Faridabad apprised to the Chairman that 22no's of sites are ready for auction.</b></p> <p>The C.A directed to all the estate officers that at least 50 no's of potential sites be advertised on or before 15<sup>th</sup> July for which auction programme will start on 27<sup>th</sup> July .Auction should be done frequently (preferably on monthly basis)so that HUDA can fetch maximum price and efforts be made that no auction should fail at any cost.</p> <p>Further the Estate Officers were also directed to send the report by 10.07.2016 where the reserve price are fixed at the level of Administrator and Chief Administrator, and also depute the concerned officials for fixing the reserve prices so that next auction be fixed well in time. Before auction the commercial property, the zoning plan needs to be approved from HQ if not approved earlier.</p> <p><b>[Action by: Administrator, Faridabad, Estate Officer of Faridabad &amp; C.C.F]</b></p>
<p>Agenda Item No.2 &amp; 8: Review the status of survey of balance residential plots /religious and charitable sites and flotation thereof.</p>	<p>C.A expressed that data of vacant plots are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He directed that proper record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula so that they may be floated. The Chief Town Planner was also directed to float new sector at the earliest.</p> <p>He further directed the Estate Officers that the e-auction programme for left over residential plots be fixed on 28<sup>th</sup> July 2016.</p> <p><b>[Action by: Administrator, Faridabad, Estate Officer of Faridabad /CTP]</b></p>
<p>Agenda Item No.3: Review the status of Recovery of dues/expenditure.</p>	<p>The Chairman reviewed the recoveries upto 6/2016 and it was found that overall recoveries are very less and not satisfactory. He expressed unhappiness on the shortfall in revenue collections. He directed to issue the notices to the plot holder under section 17(1) &amp; 17(2) of HUDA Act and to recover the amount earnestly. If the plot holders are not paying the amount after issuing the notice, resumption proceeding be initiated without any delay.</p>

	<p>He further directed that in the next 15 days 20% amount to be recovered and the balance amount shall be recovered next 3-4 months.</p> <p>The C.C.F is also directed to prepare the comparative statement after 15 days and he will put-up the report how much amount have been recovered by the Estate Offices.</p> <p>He also directed that no payment will be accepted in future through Demand Draft/ banker Cheque and payments be made only through authorized bank directions to this effect have already been issued by C.C.F, HUDA, Panchkula.</p> <p><b>[Action by: Administrator, Faridabad, Estate Officer Faridabad /C.C.F]</b></p>
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	<p>told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself besides his office .He further observed that pendencies in Estate Office Faridabad are exceptionally high and directed that Administrator and Estate Officer should monitor pendencies on PPM on a daily basis and ensure significant reduction in the pendency. All plot files be entered in PPM System.</p> <p><b>[Action by: Administrator, Faridabad Estate Officer Faridabad &amp; G.M(I.T)]</b></p>
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Agenda Item No.7: Review the Status of grievances received on C.M window Portal.	<p>Chairman pointed out that CM Window is a flagship programme of the Govt. and efforts be made at the level of Administrators / Estate Officers for satisfactory disposal of the grievances received on the portal. CA directed that Administrator /Estate Officers should monitor the status of grievances on CM Window portal on daily basis and identify the resolvable grievances for which reports should be uploaded within the scheduled time period.</p> <p>The Chairman further directed that to take immediate necessary action on overdue complaints, which are due up to December, 2015 and the complaints must be contacted telephonically (at least)so that his satisfaction may be reached.</p> <p><b>[Action by: Administrator, Faridabad Estate Officer of Faridabad and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]</b></p>
Agenda Item No.9: Review the Status of transfer of developed sectors to Local Bodies.	<p>The Administrator, Faridabad apprised to the chairman that all the sectors have been transferred to the Municipal Corporation in their respective urban estate except those sectors which are not fully populated. Further C.A apprised that maintenance of transferred sectors in respect of sanitation, streetlight is not the mandatory responsibility of HUDA and directed to all the estate officers to issue the instructions to the D.D.O not to release the salary of the outsourced employees engaged in such activities in sectors transferred to M.C.</p> <p><b>[Action by: Administrator, Faridabad, Estate Officer Faridabad Zone ]</b></p>
Agenda Item No.10: Aadhar Enabled Biometric	<p>It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the attendance portal and further directed to all Estate Officers that officials (Regular/ outsourced/ contractual/ daily wages)</p>

attendance System.	must be registered on Aadhar Enabled Biometric system and no payment on account of salary be made to the officials who have not registered on AEBAS Portal including contractual or work charged daily wages. The Estate Officers should ensure that those officials who are working in sanitation through outsourcing agency or through any individual contractor must be enrolled on Aadhar Enabled Biometric system by 15 <sup>th</sup> July, 2016. <b>[Action by: Administrator, Faridabad / Estate Officer Faridabad &amp; G.M(I.T)]</b>
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The meeting ended with a vote of thanks to the Chair and all Officers present.

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

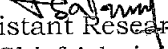
1. ALL The Administrators, HUDA (In the state) except Administrator, Faridabad
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. All the Estate Officer, HUDA, (in the state) except Estate Officer, Faridabad, Karnal and Kaithal.
4. All The Superintending Engineer, HUDA, (in the state) except S.E, Faridabad.

Memo No.Dy.ESA(HUDA)/A.R.O/2016 58193

Dated:- 31/8/16

**Subject:- Proceedings of Review Meeting of Panchkula, Gurgaon, Hisar & Rohtak Zone of HUDA officers held on 09.08.2016, 10.08.2016 & 11.08.2016 from 12.30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers Panchkula, Gurgaon, Hisar & Rohtak Zone of HUDA officers held on 09.08.2016, 10.08.2016 & 11.08.2016 from 12.30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula. for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

<p>Auction of residential plots.</p>	<p>( max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements were not made by any estate officer. The Chairman was very surprised to know that the procedure of e-auction is not properly understood by the EO's in general.</p> <p>He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be made/accepted through Cheque and Demand Draft in future.</p> <p>The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training Purposes.</p> <p>He further directed the Estate Officers that the e- auction programme for left over residential plots be fixed and also host the details of plots on HUDA website. It was also directed to advertise the minimum (30to 50) plots in the end of month August, 2016. The Pkl EO was asked to take the lead in this regard.</p> <p><b>[Action by: All Administrators, All Estate Officers , C.C.F &amp; G.M(I.T)]</b></p>
<p>Agenda Item No.4:</p> <p>To Review the status of /religious and charitable sites and flotation thereof. Also floated of residential new auction &amp; e-auction of left over balance residential plots.</p>	<p>C.A expressed that data of vacant property are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He again directed that accurate record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula. The new sectors would be floated at the level of HQ but left over balance vacant residential plots are to be auctioned at the level of Estate Officer through e-auction. The Chief Town Planner was also directed to co-ordinate with the Administrators to float new sectors at the earliest.</p>

	<p>1. Chairman pointed out that serious view is being taken by the CM's office regarding high percentage of overdue grievances. In view of the same earnest efforts are required at the level of all the Estate Officers for bringing the same below 10%. The Administrator should hold redressal camps for pending CM Window grievances in his zone in association with other officers like EO's, SE, XEN's, LAO, DTP etc. So that more satisfactory action taken reports could be sent to the CM's office before the next Review by CM Cell.</p> <p>2. Regarding pending complaints of 2015, the Chairman directed that all the concerned EOs should take immediate necessary action, CMs office has directed that complaint of 2015 be disposed off in next 2 months.</p> <p>3. Some examples of improper Action Taken Reports received from various offices under Panchkula zone were shown by Nodal Officer of HUDA, Sh. Nandwani, XEN, (HQ) in the meeting. The Chairman instructed all the concerned Officers to send proper ATRs in view of the directions of CMs office, communicated to all regularly by the Nodal Officer (HQ). The status of CM Window as on 10.08.2016 for Gurgaon &amp; Hisar zone was discussed as under:</p> <p>It was specifically pointed by the Chairman that complaint no. 2015/05635 (relating to removal of unauthorized encroachments in front of residential houses in Sector 13 Bhiwani) was discussed in the meeting held on 18.07.2016 under the Ch'ship of Hon'ble CM but the same is still pending. The Estate Officer, Bhiwani was instructed to take immediate necessary action in the matter.</p> <p><b>[Action by: All Administrators, All Estate Officers and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ.]</b></p>
<p>Agenda Item No.6: Review the status of</p>	<p>The Chairman told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself</p>

	and directions pending implementation. <b>[Action by: All Administrator, All Estate Officers, &amp; Chief Engineer)</b>
Agenda Item No.10: Aadhar Enabled Biometric attendance System.	<p>The Chairman shown his displeasure that after adopting the AEBAS the employees are marking their attendance manually, specifically in the engineering wings. It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the Attendance Portal and further directed to all Estate Officers that all types of officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and salary be paid to the officials who have not registered on AEBAS Portal including contractual or work charged daily wager.</p> <p><b>[Action by: All Administrator, All Estate Officers, &amp; Chief Engineer)</b></p>

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To


1. ALL The Administrators, HUDA (In the state)
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. All the Estate Officer, HUDA, (in the state)
4. All The Superintending Engineer, HUDA, (in the state)

Memo No.Dy.ESA(HUDA)/A.R.O/2016/ 68914

Dated:- 14/9/16

**Subject:- Proceedings of Review Meeting of Faridabad Zone held on 01.09.2016 from 12.30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA Faridabad Zone held on 01.09.2016 from 12.30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Faridabad Zone held on 01.09.2016 from 12.30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

Agenda Item No.1: To review the Action Taken Report of last review meeting held on 1.07.2016	The action taken reports were reviewed by the Chairman and necessary directions were issued during the discussion of agenda items. The Chairman showed his displeasure over on the poor recovery during the period under report and he also showed his concern that EO's have failed to do the expected efforts for e-auction of commercial properties.
Agenda Item No.2: Review the status of Recovery of dues/expenditure.	The recoveries up to 8/2016 were reviewed by the Chairman and it was found that overall recoveries are very less and not satisfactory even after issue of repeated directions by the HQ. He expressed unhappiness on the shortfall in revenue collections in comparison with the recoveries up to 8/2016. Notices of recoveries were not issued as discussed in the last meetings to the plot holder under section 17(1) & 17(2) of HUDA Act and the proceedings of plots resumption were not started by any estate officer. He again directed to issue the notices to the plot holder under section 17(1) & 17(2) of HUDA Act and to recover the amount earnestly by taking stern steps. If the plot holders are not paying the amount after issuing the notice, resumption proceeding be initiated without any delay and minimum 5 plots be resumed. Big sharks should be hit on priority. Notice be issued to those allottees immediately again whom huge amount is pending. He further directed that 50% due amount to be recovered in next 15 days. The Administrators are also directed to pursue the recovery on weekly basis <b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal &amp; C.C.F]</b>
Agenda Item No.3: To review the (A) Auction of commercial sites. (B) To review the Auction of residential plots.	C.A., HUDA, observed that after review the action taken report of last meeting that the auction of commercial sites has failed due to the lack of hard work by the estate officers. The reserved price has not been lowered by 5% on each unsuccessful auction ( max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements were not made by any estate officer. The Chairman was very surprised to know that



	<p>the procedure of e-auction is not properly understood by the EO's in general.</p> <p>He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be made/accepted through Cheque and Demand Draft in future.</p> <p>The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training Purposes.</p> <p>He further directed the Estate Officers that the e-auction programme for left over residential plots be fixed and also host the details of plots on HUDA website. It was also directed to advertise the minimum (30 to 50) plots in the end of month August, 2016. The Pkl EO was asked to take the lead in this regard.</p> <p><b>Further the Administrator, Faridabad assured to the chairman that the commercial properties will be e- auctioned during the coming Navratras.</b></p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, C.C.F &amp; G.M(I.T)]</b></p>
<p>Agenda Item No.4:</p> <p>To Review the status of residential /religious and charitable sites and flotation thereof. Also floated of residential new auction &amp; e-auction of left over balance residential plots.</p>	<p>C.A expressed that data of vacant property are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He again directed that accurate record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula. The new sectors would be floated at the level of HQ but left over balance vacant residential plots are to be auctioned at the level of Estate Officer through e-auction. The Chief Town Planner was also directed to co-ordinate with the Administrators to float new sectors at the earliest.</p> <p>The Administrator, Hisar is also directed to advertise the religious sites without any delay.</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, C.C.F &amp; CTP]</b></p>
<p>Agenda Item No.5:</p> <p>Review the Status</p>	<p>The status of CM Window as on 09.08.2016 for Panchkula zone was discussed as under:</p>

of grievances  
received on C.M  
window Portal.

**STATUS OF GRIEVANCES ON CM WINDOW  
AS ON 30.08.2016**

Sr. No.	Zone	Total Receipt	Overdue		In action (clarification)	Disposed	ATR Sent
			For more than 1 month	For more than 3 months			
1	Faridabad	571	122 (21.4%)	67 (11.7%)	164 (78)	392	15
2	EO Kaithal	92	43 (46.7%)	31 (33.7%)	50(37)	42	0
3	EO Karnal	153	39 (25.5%)	35 (22.9%)	39(38)	87	8

**Complaints of 2015 Pending/overdue**

Sr. No.	Zone	Complaints Overdue (No.)	Complaints on which no ATR uploaded (No.)
1	Faridabad	32	5 07661, 104827, 117290, 120402 & 97802
2	EO Kaithal	15	1 (42769)
3	EO Karnal	27	2 (19101, 108095)

1. Chairman pointed out that serious view is being taken by the CM's office regarding high percentage of overdue grievances. In view of the same earnest efforts are required at the level of all the Estate Officers for bringing the same below 10%. The Administrator should hold redressal camps for pending CM Window grievances in his zone in association with other officers like EO's, SE, XEN's, LAO, DTP etc. So that more satisfactory action taken reports could be sent to the CM's office before the next Review by CM Cell.

2. Regarding pending complaints of 2015, the Chairman directed that all the concerned EOs should take immediate necessary action, CMs office has directed that complaint of 2015 be disposed off in next 2 months.

3. Some examples of improper Action Taken Reports received from various offices under Faridabad zone were shown by Nodal Officer of HUDA, Sh. Nandwani, XEN, (HQ) in the meeting. The Chairman instructed all the concerned Officers to send proper ATRs in view of the directions of CMs office,

	<p>communicated to all regularly by the Nodal Officer (HQ).</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, and Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]</b></p>
<p>Agenda Item No.6:</p> <p>Review the status of Implementation of P.P.M</p>	<p>The Chairman told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself besides other Officer of CM Cell. He impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, Re-alloment letter etc. and directed that Administrator and Estate Officers should monitor pendencies on PPM on a daily basis and ensure significant reduction in the pendency.</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, &amp; G.M(I.T)]</b></p>
<p>Agenda Item No.7:</p> <p>Review the status of C.M. Announcements</p>	<p>The CA directed that all the concerned officers must personally monitor the progress of pending C.M Announcements and the work should be completed within the target dates. The action be taken immediately on those announcements which were discussed during the meeting.</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, Chief Engineer and Chief Town Planner)</b></p>
<p>Agenda Item No.8:</p> <p>To Review the status of disbursement of Enhanced Compensation of All the Urban Estate.</p>	<p>The Chief Controller of Finance, HUDA, Panchkula apprised that after issuing the reminders and DO's, the information is not sent by the LAO's. The C.A directed the LAO to send the information within a week in the prescribed format to C.C.F. otherwise they will be liable for disciplinary action.</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, C.C.F Land Acquisition Faridabad)</b></p>
<p>Agenda Item No 9:</p> <p>To review the cases where different courts have granted stay on acquisition /development works.</p>	<p>Chairman expressed his displeasure that the reply is not filed timely where the different courts have granted stay on acquisition /development works and directed that the Administrators and Chief Engineer should monitor such cases and should ensure that reply be filed timely and Public interest should be brought in books of Hon'ble Court. They should know that development works are suffering due to stay. Estate Officers were directed to keep a list ready on their table where Apex Court &amp; High Court has asked for passing the speaking order or has issued some other direction for implementation. Administrators</p>

	<p>shall review periodically the COCPs and directions pending implementation.</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, &amp; Chief Engineer)</b></p>
<p>Agenda Item No.10: Aadhar Enabled Biometric attendance System.</p>	<p>The Chairman shown his displeasure that after adopting the AEBAS the employees are marking their attendance manually, specifically in the engineering wings. It was impressed by Chief Administrator to upload the details of all the employees of HUDA on the Attendance Portal and further directed to all Estate Officers that all types of officials (Regular/ outsourced/ contractual/ daily wages) must be registered on Aadhar Enabled Biometric system and salary be paid to the officials who have not registered on AEBAS Portal including contractual or work charged daily wager.</p> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad, Kaithal and Karnal, &amp; Chief Engineer)</b></p>
<p><b>Other decisions taken in the meeting.</b></p>	<ul style="list-style-type: none"> <li>• Keeping in view the shortage of staff, specifically after retirement of Accountant on 31.8.2016. Administrator, Faridabad was allowed to engage the suitable person under Chief Secretary out-sourcing Policy, preferably some retired person.</li> <li>• Administrator, HUDA, Faridabad was also directed to pass the speaking orders in compliance of Hon'ble Court directions at the earliest.</li> <li>• Administrator, Faridabad to <del>get</del> remove the encroachment from the By-Pass at Faridabad no matter if they are very old.</li> <li>• Administrator, Faridabad was directed to visit the site of National Public School, Faridabad and prepare the report regarding the encroachment in the form of Mandir.</li> </ul> <p><b>[Action by: Administrators Faridabad, Estate Officer Faridabad]</b></p> <ul style="list-style-type: none"> <li>• All the Estate Officers were directed to get the land mutated in favour of HUDA in association with revenue authority and LAO, HUDA and send the details of minimum 10 entries of mutation in each review meeting, otherwise a certificate may be given that all the lands have already been mutated in favor of HUDA.</li> <li>• Notices of enhancement to allottees be issued immediately.</li> <li>• All the Estate Officers were also directed to prepare a plan for the allotment of Ashiana Flats.</li> </ul> <p><b>Action by: [All Administrators/Estate Officers / Enforcement Officers]</b></p>

	<ul style="list-style-type: none"><li>• Even after the Directions of Hon'ble Chief Minister, the matter of Forest Land was not sorted-out. Estate Officer, Karnal was directed to pursue the matter and take necessary action immediately.</li></ul> <p><b>Action by: [ Estate Officer, Karnal]</b></p>
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Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. The Administrator, HUDA, Hisar.
2. The Administrator, HUDA, Rohtak.
3. All the Head of Branch, HUDA, HQ, Panchkula.
4. The Estate Officer, HUDA, Hisar
5. The Estate Officer, HUDA, Jind.
6. The Estate Officer, HUDA, Bhiwani.
7. The Estate Officer, HUDA, Sirsa.
8. The Estate Officer, HUDA, Rohtak.
9. The Estate Officer, HUDA, Sonipat.
10. The Estate Officer, HUDA, Panipat,
11. The Estate Officer, HUDA, Bahadurgarh.
12. The Superintending Engineer, HUDA, Hisar.
13. The Superintending Engineer, HUDA, Rohtak.
14. The Superintending Engineer(H), HUDA, Panchkula.
15. The Superintending Engineer, HUDA(E), Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/SPL/244  
Dated:- 30.09.2016

**Subject:- Proceedings of Review Meeting of, Hisar Zone held on 23.09.2016 at 10.00 A.M. onwards and Rohtak Zone held on 24.09.2016 at 10.00 A.M. onwards under the Chairmanship of Sh.Vikas Gupta, IAS Chief Administrator, HUDA**

Please find enclosed herewith proceedings of Review Meeting of, Hisar Zone held on 23.09.2016 at 10.00 A.M. onwards and Rohtak Zone held on 24.09.2016 at 10.00 A.M. onwards under the Chairmanship of Sh.Vikas Gupta, IAS Chief Administrator, HUDA for your kind perusal and further taking necessary action please.

Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of, Hisar Zone held on 23.09.2016 at 10.00 A.M. onwards and Rohtak Zone held on 24.09.2016 at 10.00 A.M. onwards under the Chairmanship of Sh.Vikas Gupta, IAS Chief Administrator, HUDA.**

At the outset, the concerned Administrator, welcomed all the officers. The Chief Administrator, took the views of all the officers about HUDA vision, mission and objective. After detailed discussion, the Chief Administrator motivated all and directed that best efforts be made to improve the efficiency of HUDA.

**The agenda wise deliberations /directions for both the Zones are as under:**

<p>Agenda Item No.1:</p> <p>Review the status of Recovery dues/expenditure.</p>	<p>The recoveries up to 20.09.2016 were reviewed by the Chairman and it was found that overall recoveries are very less and not satisfactory even after issue of repeated directions by the HQ, particularly with regard to estate office of Hisar and Sonipat. He expressed unhappiness on the shortfall in revenue collections in comparison with the recoveries up to 9/2016 as compared with the status of 8/2016. Notices of recoveries were not issued to the big defaulters on priorities as discussed in the last meetings under section 17(1) &amp; 17(2) of HUDA Act and the proceedings of plots resumption were not initiated by any estate officer. He again directed to issue the notices to the plot holder under section 17(1) &amp; 17(2) of HUDA Act and to recover the amount earnestly by taking stern steps. If the plot holders are not paying the amount after issuing the notice, resumption proceeding be initiated without any delay. Notice be issued to those allottees immediately again whom huge amount is pending. The Administrators were directed to monitor the recovery position on day to day basis and also intimate to the Chief Administrator regularly.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; C.C.F]</b></p>
<p>Agenda Item No.2:</p> <p>Review of court cases where speaking orders are to be passed in compliance with directions of different courts.</p>	<p>The agenda was taken up in detail and the zone wise lists of COCPs were viewed. It was observed that 40 COCPs of Rohtak Zone were pending in Hon'ble Court. The Chief Administrator, HUDA, directed the Administrators and the Estate Officers present to file reply in COCPs on the first date of hearing in compliance of the instructions issued from time to time. It was also observed that there has been increase in the number of COCPs and the reason for the filing of COCPs is either due to</p>

<p>OR</p> <p>Agenda Item No.3: Review the Status of COCPS</p>	<p>non-compliance of court orders in given time or non-filing of further appeal as remedy etc. within limitation period. A serious view was taken for not taking action in time bound matters and it was directed that on receipt of contempt notices from the courts, the reason for arising of contempt petition should be identified and those responsible for laxity should be subjected to disciplinary action as per rule. It was also directed to take necessary action immediately where speaking orders are to be passed in compliance with directions of different courts.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; DA]</b></p>
<p>Agenda Item No.4: Review the status of cases where awards are to be announced.</p>	<p>The Administrator, Hisar, intimated that in Narwana only notification U/s-4/6 have been made for acquisition of land for developing the residential sector-15. Price of land has been fixed on 19.08.2016, which are as under:</p> <p>₹25 Lacs per acre (nehri/chahi out of MC limit)</p> <p>₹40 Lacs per acre (alongwith road out of MC limit) ₹50 Lacs per acre (Under MC limit)</p> <p>₹60 Lacs per acre (alongwith road under MC limit)</p> <p>After discussion, it transpired that at such exorbitant rates the floating of sector, will not be a successful venture. So before announcement of award, the specific permission of Govt. should be sought.</p> <p>The Administrator, Rohtak has also intimated that notification U/s-4/6 have been made in his zone in respect of land at Bahadurgarh for developing the residential sector-2 Pocket, the price for which has been fixed but matter is under court stay and no action can be taken at this stage.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; C.T.P]</b></p>
<p>Agenda Item No.5: To Review the status of /religious and charitable sites.</p>	<p>C.A expressed that data of vacant property are not being maintained properly by the Estate Officers, specially the residential plots, Institutional plots, Hospital Buildings, Dispensary etc. He again directed that accurate record be maintained and report of balance vacant plots in each sector showing their sizes be sent to the C.T.P, HUDA, Panchkula. The</p>



	<p>Administrators were also directed to advertise the religious sites without any delay.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; C.C.F, CTP]</b></p>																																																
<p>Agenda Item No.6:</p> <p>To review the</p> <p>(A) Auction of commercial sites.</p> <p>(B) To review the Auction of residential plots.</p>	<p>It was directed to advertise the at least 20 to 25 plots of Residential plots and 10 to 12 sites of Commercial for auction in one go. He also fixed the e-auction schedule which is as under:-</p> <p><b>Hisar Zone</b></p> <table><tr><th>Sr. No</th><th>Name of U.E</th><th>Date</th></tr><tr><td>1.</td><td>Sirsa</td><td>21.10.2016</td></tr><tr><td>2.</td><td>Hisar</td><td>28.10.2016</td></tr><tr><td>3</td><td>Jind</td><td>04.11.2016</td></tr><tr><td>4</td><td>Bhiwani</td><td>11.11.2016</td></tr><tr><td>5</td><td>Hisar</td><td>18.11.2016</td></tr><tr><td>6</td><td>Sirsa</td><td>25.11.2016</td></tr><tr><td>7</td><td>Bhiwani</td><td>02.12.2016</td></tr><tr><td>8.</td><td>Jind</td><td>07.12.2016</td></tr></table> <p><b>Rohtak Zone</b></p> <table><tr><th>Sr. No</th><th>Name of U.E</th><th>Date</th></tr><tr><td>1.</td><td>Rohtak</td><td>24.10.2016</td></tr><tr><td>2.</td><td>Panipat</td><td>31.10.2016</td></tr><tr><td>3.</td><td>Sonitpat</td><td>7.11.2016</td></tr><tr><td>3</td><td>Bahadurgarh</td><td>14.11.2016</td></tr><tr><td>4</td><td>Rohtak</td><td>21.11.2016</td></tr><tr><td>5</td><td>Panipat</td><td>28.11.2016</td></tr></table> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; C.C.F,G.M(I.T)]</b></p>	Sr. No	Name of U.E	Date	1.	Sirsa	21.10.2016	2.	Hisar	28.10.2016	3	Jind	04.11.2016	4	Bhiwani	11.11.2016	5	Hisar	18.11.2016	6	Sirsa	25.11.2016	7	Bhiwani	02.12.2016	8.	Jind	07.12.2016	Sr. No	Name of U.E	Date	1.	Rohtak	24.10.2016	2.	Panipat	31.10.2016	3.	Sonitpat	7.11.2016	3	Bahadurgarh	14.11.2016	4	Rohtak	21.11.2016	5	Panipat	28.11.2016
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<p>Agenda Item No.7:</p> <p>Review the status of</p>	<p>The CA directed that all the concerned officers must personally monitor the progress of pending C.M Announcements and the</p>																																																

C.M. Announcements	<p>work should be completed within the target dates. The action be taken immediately on those announcements which were discussed during the meeting.</p> <p>Further, the Administrator, HUDA, Hisar was also directed that the detailed reports be sent along with the map to Chief Town Planner, HUDA, Panchkula, for Development of Commercial Complex Mall, near old court complex Sirsa in pursuance of C.M announcement code 10472 dated 20.7.2015.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; Chief Engineer, Chief Town Planner)</b></p>
<p>Agenda Item No.8:</p> <p>Review the Status of transfer of developed sectors to Local Bodies.</p>	<p>All the estate officers apprised the chairman that all the sectors have been transferred to the Municipal Corporation in their respective urban estate except those sectors which are not fully populated. It was also brought to the knowledge of C.A that salary of the staff was not being released by the M.C</p> <p>It was directed to the Superintending Engineer for sending the detailed report in this regard along with the name of the employees to whom salary had not been released and it was also directed to prepare a list with reasons of the sectors facing problem in transfer so that a meeting may be conveyed at ACS level.</p> <p>Further, C.A apprised that maintenance of transferred sectors in respect of sanitation, street light is not the mandatory responsibility of HUDA and this liability would not be shared henceforth.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers, SE's Hisar &amp; Rohtak Zone &amp; C.E]</b></p>
<p>Agenda Item No.9:</p> <p>Review the status of development works of sectors floated after 1<sup>st</sup> January 2011.</p>	<p>C.A showed his displeasure for non co-ordination between the Executive Engineers and Estate Officers and directed that all the officers should coordinate each other and following decision were taken:-</p> <ol style="list-style-type: none"> <li>1. SE's Hisar apprised that the 80% development works of sector -14P, Hisar have been completed. It was directed to the Estate Officer that possession be given up to December, 2016 to the allottees.</li> </ol>

	<p>2. SE's Hisar apprised that the development works of Sector-7, Safidon is on progress. It was directed to complete the work as soon as possible.</p> <p>3. District Town Planner, Hisar and Rohtak is directed to prepare a lay out plan of M.T Bhattu(Hisar) and for Sector-11, Bahadurgarh and send the same to the Chief Town Planner, HUDA, Panchkula within 15 days alongwith the certified details.</p> <p>4. The S.T.P(N), HUDA, HQ intimated that in Sirsa, Dabawali and Sector-24 Part, Hisar the demarcation plan has been completed and target has been fixed in the month of December, 2016 for floatation. C.A directed the Eos/Administrators to send the certified details of the plots to C.T.P, HUDA, HQ so that same may be floated in time.</p> <p>5. The Administrator, Hisar was also directed to seek explanation of Senior Town Planner, Hisar for not attending the meeting.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; DTP, Hisar, DTP, Rohtak and CTP]</b></p>
<p>Agenda Item No.10:</p> <p>Review the status of Implementation of P.P.M</p>	<p>The Chairman told that CMs E-Dashboard is monitored by the Hon'ble Chief Minister himself besides other Officer of CM Cell. He further observed that overdue pendencies in estate officer of Hisar and Jind, are very high. He impressed upon the officers to pay proper attention to the disposal of overdue pendency on PPM system.</p> <p>The Chairman appreciated the Estate Officers of Rohtak Zone for doing their best efforts for decreasing the overdue pendency and encouraged them to bring the pendency to zero.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone &amp; G.M(IT)]</b></p>
<p>Agenda Item No.11:</p> <p>Review the Status of C.M window.</p>	<p>The status of CM Window as on 21.09.2016 for was discussed as under:</p> <p>Chairman pointed out that serious view is being taken by the CM's office regarding high percentage of overdue grievances. In view of the same earnest efforts are required at the level of all the Estate Officers for bringing the same below 10%.In</p>

pursuance of directions from CM cell, Chairman directed that pending complaints of 2015 be disposed of on priority.

The Chairman directed immediate action on the following complaints:-

Comp. No	Subject matter	Name of Estate Office
42270/2015	Waiving of extra fee	Hisar
100637/2015, 22099/2015	Removal of encroachment	Sirsa

**[Action by: Administrator, Hisar & Rohtak and All Estate Officers Hisar & Rohtak Zone Secretary-cum- Nodal officer C.M Window, at HUDA, HQ. ]**

Agenda Item No.12:  
  
Review the status of  
enhancements(Additional  
Agenda)

The Chief Administrator showed his strong displeasure for poor coordination between the Land Acquisition Officer and the Estate Officers. Further, it was noticed that the LAO's are not providing the information after repeated reminders by the CCF, HUDA, HQ, in pursuance of his office memo no. 13987-89 dated 29.07.2015. LAOs were directed to send the information in the prescribed performe as annexed by the CCF along with the said letter.

Following information will be complied by Administrator in their zones :

- i. Pending list of references to be sent to ADJ court.
- ii. List of reference pending in the ADJ court & their status.
- iii. List of RFA & SLPs pending in courts & their states.
- iv. Fixation of additional recovery from plot owners vis-à-vis enhancement by court.
- v. Status of recovery of additional price from plot owner.

Further all enhancement cases will be monitored by Administrators on weekly basis. Reply, in cases at the level of reference court will be approved by Administrators and in cases pending at High Court & Supreme Court, will be approved by Chief Administrator.

**[Action by: Administrator, Hisar & Rohtak and All Estate Officers Hisar & Rohtak Zone, LAO, Hisar, Rohtak & C.C.F]**

Other decision taken in the meetings	<p>The Administrator, HUDA, Rohtak intimated that the quality work of ITI Rothak and road of (Sector-18 &amp; 18A) are not satisfactory. It was directed that the Secretary, HUDA, Panchkula should bring the report from the Chief Engineer and charge sheets be issued against the erring officers/officials. Further the Chief Engineer should black list the contractor and recovery be made.</p> <p><b>[Action by: Administrator, Hisar &amp; Rohtak and All Estate Officers Hisar &amp; Rohtak Zone, LAO, Hisar, Rohtak &amp; C.C.F, C.E and Secretary]</b></p>
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Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. The Administrator, HUDA, Faridabad
2. The Estate Officer, HUDA, Faridabad.
3. The Chief Accounts Officer, O/o Administrator, HUDA, Faridabad.
4. The Land Acquisition Officer, Faridabad.
5. All Executive Engineers of Faridabad Zone.
6. The District Town Planner, Faridabad.
7. The Superintending Engineer, HUDA Circle, Faridabad.
8. The Chief Engineer, HUDA, Panchkula.
9. The GM(IT), HUDA, Panchkula.
10. The Supdt.(UB), HQ, HUDA, Panchkula.

Memo No.Dy.ESA (HUDA)/A.R.O/2016/SPL/227

Dated:- 21.10.2016

**Subject:- Proceedings of the Review meeting of Faridabad Zone held on 03.10.2016 at 10.00 A.M onwards under the Chairmanship of Sh. S.S. Prasad I.A.S Additional Chief Secretary to Govt. of Haryana, Town and Country Planning Department.**

Please find enclosed herewith Proceedings of the Review meeting of Faridabad Zone held on 03.10.2016 at 10.00 A.M onwards under the Chairmanship of Sh. S.S. Prasad, I.A.S, Additional Chief Secretary to Govt. of Haryana, Town and Country Planning Department for your kind perusal and also request you to send the action taken report immediately.

Dy. Superintendent.  
for Chief Administrator,  
HUDA, Panchkula

**Proceedings of Review meeting of Faridabad Zone held on 03.10.2016 at 10.00 A.M onwards under the Chairmanship of Sh. S.S. Prasad I.A.S Additional Chief Secretary to Govt. of Haryana, Town and Country Planning Department.**

At the outset, the concerned Administrator welcomed all the officers. The agenda wise deliberations/directions are as under:-

Agenda items	Decision Taken
<b>Agenda item No.1:- Review of enhancements:</b>	<p>1. The Chief Accounts Officer, HUDA, Faridabad informed the chair that the payment of enhanced compensation approximately ₹1900 Crores is to be paid in the RFAs/LACs cases which were decided in the year 2015. In these cases, no appeal has been filed as per legal advice of AG, Haryana and LR, Haryana. It was decided that Land Acquisition Officer, Faridabad will prepare the facts of these cases for considering and examining them for filling appeals in all cases by the Urban Estate, Department.</p> <p>The cost of enhanced compensation is to be passed on the allottees as per Regulation 10 of Haryana Urban Development &amp; Disposal of Land &amp; Building Regulation, 1978 and they should be made necessary party in the enhanced compensation cases/appeals. This should be included in the standard reply filed by the Urban Estate, Department since thirty rights have accrued as per Supreme Court Judgment of 1994 of Uttar Pradesh.</p> <p>It was decided that the Chief Administrator, HUDA shall hold a meeting with AG and LR, Haryana for re-considering the earlier opinion tendered by them because of the fact that the entire amount of enhanced compensation paid by HUDA is to be recovered from the allottees. This report must be prepared and sent to the District Attorney office of Chief Administrator, HUDA, so that needful and required opinion of AG and LR, Haryana may be sought and accordingly further appeal may be got filed by the Urban Estate, Department. The concerned allottees/RWA may be informed to become necessary party in these cases under the provisions of law. The Estate Officer, HUDA will give a draft rejoinder to allottee to become party in these cases. The Chairperson</p>

Agenda items	Decision Taken
	<p>directed the Administrator, HUDA/LAO, Faridabad may hire law graduates as per requirement for this purpose.</p> <p>The Chairperson directed the LAO, Chief Accounts Officer &amp; Estate Officer, HUDA, Faridabad to prepare the information of payment of enhancement compensation since 1999 to till date against which how much amount of recovery has been received in the respective sectors against the payment of enhanced compensation. This report should be sent in the prescribed proforma to the Head Office within one month. Further the Estate Officer should issue recovery notices to all allottees who have not deposited enhanced compensation. In cases where the rate of enhanced compensation has not been determined by the Head Quarter. The L.A.O, Faridabad and C.A.O. HUDA will send a list of such cases to the Chief Controller Finance, HUDA, Head Quarter.</p> <ol style="list-style-type: none"> <li>2. The Chief Administrator HUDA desired that the Administrator, HUDA Faridabad to review status of payment of enhancement cases on weekly basis.</li> <li>3. The C.A. HUDA directed to dispose of all pending references u/s 24(2) of the new LARR Act, 2013 by passing speaking orders within two months. The Administrator informed that the dates of hearing in all 53 cases have already been fixed and all these cases will be disposed of as early as possible.</li> <li>4. The C.A. HUDA further directed that all the pending applications of oustees plots be disposed off as per orders passed by the Hon'ble Supreme Court in SLP titled as Sandeep &amp; others V/s. State of Haryana and other judgments passed by the Hon'ble High Court and new oustees policy dated 11.08.2016 issued by the Head Office. The earnest money may also be refunded with normal rate of bank interest as per policy. It may also be informed to the applicants that the plots for oustees are being advertised in the month of November, 2016 and they may submit their applications for the same.</li> </ol> <p><b>[Action by:- Administrator, Estate Officer, LAO/CAO, HUDA, Faridabad]</b></p>



Agenda items	Decision Taken
	<p>school site. It was decided that the Administrator and DTP, Faridabad shall examining the facts and demand of the residents &amp; explore the possibility of carving of the residential plots on the vacant portion of school site. The school society may be considered for alternate site in an adjoining sector in lieu thereof.</p> <p>3. The Chairperson directed the Estate Officer to take possession of acquired HUDA land involved in COCP No.2724 of 2015 M/s Sledge Hammer Oil Tools Company Ltd. within a week positively and compliance report be sent immediately.</p> <p>4. The C.A HUDA specifically directed that if proper action is not taken as per direction of Hon'ble High Court by the concerned officer resultantly any cost is imposed by any competent court of law, the same shall be recovered from the responsible officer.</p> <p><b>[Action by:- Administrator /E.O/DTP, Faridabad]</b></p>
<p><b>Agenda item No. 4:- Auction of residential/Commercial Plots</b></p>	<p>1. The Estate Officer HUDA informed that the auction of commercial sites has already been fixed on 5, 6, 7 &amp; 8 October 2016 and 120 sites of various sectors have been put for sale through e-auction. The total 80 applicants have deposited the required earnest money till now. The C.A. HUDA directed that in future the sites for not more than 30 sites be put for auction in a day. The property should be a mixture of Kiosk, Booth, SCO, School, Clinic sites etc. The E.O. HUDA raised a query whether the policy dated 31.05.2006 is applicable on City Centre, Sector-12, Faridabad. It was clarified by Sh. Nadim Akhtar, STP, Head Quarter that this policy dated 31.05.2006 is applicable for auction of City Centre, Sector-12, Faridabad which was endorsed by the House.</p> <p>2. The C.A. HUDA directed that the schedule of auction of residential left over plots be also fixed immediately keeping 10%/12% of the total plots reserved for oustees as per policy before advertising. The claims of oustees may also be invited simultaneously. The Estate Officer HUDA</p>

Agenda items	Decision Taken
	<p>2. Similarly the software system requires generate the recovery notices automatically after expiry period of earlier notices u/s 17 of the HUDA Act. and the next notice should generate automatically by the system. In addition to above, in case where recovery is received from the allottee, the same should be generated as satisfactory automatically instead of manually.</p> <p><b>[Action by:- E.O/G.M.IT, HUDA, Panchkula]</b></p>
<p><b>Agenda item No. 8:- Review the status of C.M. Window</b></p>	<p>The Secretary, HUDA informed that there are 23 grievances relating to Estate Office have become overdue since 2015 which require to be cleared immediately and in 5 cases, no report has been uploaded till date. The next date of the C.M. Window grievances meeting is fixed 20.10.2016. The C.A. HUDA directed to Estate Officer, HUDA to clear all the cases without any further delay. The pendency in CM Window be brought down below 20.</p> <p><b>[Action by:- Estate Officer, Faridabad]</b></p>
<p><b>Other decision taken in the meetings:-</b></p>	<p>The information regarding vacant group housing sites in Faridabad has not been sent and it was directed to supply the same by 04.10.2016 positively as these sites are to be floated.</p> <ol style="list-style-type: none"> <li>1. The Chairman directed to convene a review meeting of Faridabad Zone or Head Office preferably once in each month to review the important issues.</li> <li>2. The layout plans of the acquired land of sector 7, 8 &amp; 11 Taoru and sector 1, 2 &amp; 9 Nuh Distt. Mewat be prepared and finalized immediately so that these sectors may be floated. A certified to effect be sent at once.</li> <li>3. The proposal for alternate plots should now be sent by Estate Officer, HUDA on new performa sent by Head Quarter, the deadline for which is 14.10.2016.</li> </ol> <p><b>[Action by:-Administrator,E.O/Faridabad and Superintendent(U.B), HUDA(HQ) Panchkula]</b></p>

Through:- e-mail Only (PKL Zone)

From

The Chief Administrator,  
HUDA, Panchkula.


To

1. The Administrator, HUDA, Panchkula
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Superintending Engineer, HUDA, Panchkula and Karnal.
4. All the Estate Officer, HUDA, of Panchkula Zone.
5. The Land Acquisition Officer, Panchkula.

Memo No. Dy. ESA (HUDA)/A.R.O/2016/ 135444  
Dated:- 21/12/16

**Subject:- Proceedings of Review Meeting of Panchkula, Zone of HUDA officers held on 08.12.2016 from 10.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers of Panchkula Zone held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
For Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Panchkula Zone of HUDA officers held on 08.12.2016 from 10.00 A.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. During the quick review of the progress of the previous meetings, the chairman showed his displeasure over the poor recovery by the Estate Officers. Likewise he showed dissatisfaction over the limited efforts done by Estate Officers to sell their Residential and Commercial properties through e-auction.

The agenda wise deliberations /directions are as under:

Agenda Item No.1: Review the status of enhancements Cases	The LAO was directed to present individual cases before the administrator for further probing wherein opinion has been given as "Not-Fit" for filing appeal. The ADA o/o Panchkula zone will assist the Administrator to know whether there is need for filing the appeal, keeping in view the high enhancement.
Agenda Item No.2: Review the status of Enhancement Notice to the allottees.	<ul style="list-style-type: none"> <li>The estate officers, Ambala and Panchkula were not aware of reasons for poor recovery on the enhancement, they were not even sure that enhancement notices had been served upon to all allottees or not.</li> <li>All EO's were directed to do a fresh combing of each sector in their estate to check whether enhancement notices have been served upon each allottees or not? They will ensure that enhancement notices should go to each allottees and will submit a certificate to this effect before the next meeting to the Chief Administrator.</li> <li>In case, it comes in their knowledge that enhancement has been allowed by the competent court but the case for the calculation has not been submitted to the C.C.F branch, then same should be brought in the notice of Administrator and C.C.F and the case be submitted with no further delay. EO's will also point out the pending calculations, if there is any at the level of HQ in this regard so that same may be decided immediately.</li> <li>The interest on the enhancement shall be calculated from the original date of decision.</li> </ul>
Agenda Item No.3: Review the Status of RFA's and SLP's of Enhancement cases	The LAO informed that there are four SLP's against the enhancement. One (relating to Patti Gadhar, Kaithal matter) has already been filed and the rest three are in process in the filing, they belong to Jagadhari, Ramgarh etc. in Panchkula District and Nanhera etc. in Ambala District. The LAO was directed to ensure that these should be filed in register of Apex Court in the next two weeks positively. In case of difficulty, he may bring it in notice of Administrator/Chief Administrator/A.G. Haryana.
Agenda Item No.4: Review the status of auction of Residential /commercial sites	<ul style="list-style-type: none"> <li>C.A., HUDA, observed that even after the promise by EOs in last review meeting, they failed to go for e-auction of commercial sites. This reflected their lack of hard work. The reserved price has not been lowered by 5% on each unsuccessful auction ( max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements were not made by any estate officer nor they could send hand bills to the public. The EOs failed to popularize the e-auction through training of interested public. The Chairman was very surprised to know that the procedure of e-auction is not properly understood by the EO's in general.</li> <li>He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be made/accepted through Cheque and Demand Draft in future.</li> <li>The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training</li> </ul>

	<p>developed at the earliest. The CE-1 was directed to get the development started from the other end.</p> <ul style="list-style-type: none"> <li>• The EO, Karnal was directed to do the needful for the change of name of Nirmal Kutir Chowk at Karnal.</li> <li>• The EO Kurukshetra was directed to pay heed to the CM announcement regarding development of Auto Market at Shahabad and floating of new sector at Shahabad.</li> <li>• The EO, Jagadhari was directed to have the follow up with D.C. Yamunanagar for sending a report on development of Transport Nagar at 34 Acre Land belonging to M.C.</li> </ul>
<p>Agenda Item No.8: Review the status of recovery, expenditure.</p>	<ul style="list-style-type: none"> <li>• The poor status of recovery was seriously viewed by the Chairman. The recovery was found below expectation under all the three heads namely Installment, Enhancement and Extension fee.</li> <li>• The EOs were directed to do a sector wise combing of the cases where OCs have not been captured in the PPM system so that the undue high demand may be settled automatically in the system.</li> <li>• The chairman showed his displeasure that EOs are giving notices under section 17(1) time and again for non-payment of dues and they do not conclude these default cases by resuming their properties. The officers were directed to complete the resumption proceedings at the earliest so that recovery rate may be given a boost. The EOs were directed to resume 5 properties at least before the next meeting.</li> </ul>
<p>Agenda Item No.9: Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts</p>	<p>The officers were directed to make compliance with the orders of Hon'ble High court in the following cases and to submit the compliance report in the next meeting.</p> <ul style="list-style-type: none"> <li>• Cwp No. 13457 Of 1989 Title: Ambala Urban Society V/S State Of Hry. Chand/1984/002</li> <li>• Cwp No. 18687/12 Residents Welfare Society Vs State Of Haryana &amp; Others And 5 Other Connected Cwps</li> <li>• Cwp No. 22319/15 Himprastha Coop Ghs Vs Huda</li> <li>• Cwp No. 19586 Of 1998 Title: Balwant Singh &amp; Ors Vs Huda</li> <li>• Cwp No. 26435 Of 2015 Title: Satinder Singh Vs State Of Haryana &amp; Others</li> <li>• Cwp No. 23162/2015 The Pgi Employees Welfare Housing Org. Vs Huda</li> <li>• Cwp No. 13405/2016 Titled As Narinder Nath Sharma Vs State Of Haryana And Ors</li> <li>• Cwp No. 15141/2015 Titled As Jitender Nath Sharma Vs Huda</li> <li>• Cwp No 13510/1994 Punnuswamy Vs Huda</li> <li>• Cwp No. 12583/2004 Subhash Chander Vs Huda</li> <li>• Cwp No. 8526/2016 Harinder Sharma Vs State Of Haryana And Ors.</li> <li>• Cwp No. 3848/2016 Titled As Bir Bhan Vs State Of Haryana And Ors.</li> <li>• Cwp No. 22470/2015 Ram Singh Vs St Of Hry &amp; Ors</li> <li>• Cwp No., 22407/2015 Gurjit Singh Vs St Of Hry &amp; Ors</li> <li>• Cwp No. 20363 Of 2016 Titled As Varinder Kumar Vs State Of Haryana</li> <li>• Cwp No. 14902 Of 2015 Titled As Sudesh Vs State Of Haryana</li> </ul> <p><b><u>Service Matters relating to Establishment Branch</u></b></p> <ul style="list-style-type: none"> <li>• Cwp No. 8628/2016 Titled As Rajbir Sharma Vs Huda</li> <li>• Cwp No. 13442/2016 Titled As Des Raj Vs Huda</li> <li>• Cwp No. 8788/2014 Titled As Anand Singh Vs State Of Haryana &amp; Ors.</li> <li>• Cwp No. 2671 Of 2015 Titled As Lakshmi Narain Vs State Of Haryana And Ors.</li> </ul> <p><b><u>Lac Matters</u></b></p> <ul style="list-style-type: none"> <li>• Cwp No. 18231 Of 2014 Titled As Ajit Singh Vs State Of Haryana</li> <li>• Cwp No. 9317 Of 2016 Titled As Karam Singh And Others Vs State Of Haryana</li> <li>• Cwp No. 15962 Of 2014 Hukam Singh Vs State Of Haryana</li> <li>• Cwp No. 12056 Of 2016 Titled As Santa Singh And Others Vs State</li> </ul>

	<p>purposes.</p> <ul style="list-style-type: none"> <li>• He further directed the Estate Officers that the e- auction programme for left over residential plots be fixed with no further delay and also host the details of plots on HUDA website. It was also directed to advertise the minimum (30 to 50) plots by the year end.</li> </ul>
Agenda Item No.5: Review the Status of Implementation of PPM.	<ul style="list-style-type: none"> <li>• The pendency of PPM was taken seriously. The overdue pendency as on 6.12.2016 in case of Kaithal (62) and Panchkula (59) was significantly high followed by Karnal(38). Displeasure was shown to these EOs. The administrator and estate officers were directed to monitor the PPM overdue pendency on daily basis for PPM of HUDA is one of the important items on the cm-dashboard which Hon'ble Chief Minister himself monitors almost on daily basis.</li> <li>• The officers were made aware of that the overdue pendency will be reflected in their ACRs if it continuous persistently for a significant long period. They were guided to keep it below 10 always for individual estate and ultimately to keep it at Zero. The excuse or the reason of shortage of staff shall not be tolerated. The Kaithal estate has already been given one retired J.E., still the overdue pendency of PPM is high, this is not acceptable.</li> </ul>
Agenda Item No.6: Review the Status of Review of CM window	<p>The XEN (CM Window) informed that APSCM which reviewing the CM window has directed that:</p> <ul style="list-style-type: none"> <li>• The overdue percentage should be brought to as low as possible, preferably below 10%.</li> <li>• The pending complaints of 2015 should be finalized at an early date as year 2016 is also going to end shortly.</li> <li>• The urgent cases-marked in red star on the portal should be dealt with on priority.</li> <li>• Incomplete ATRs should not be uploaded on the portal.</li> <li>• The clarification column should be peeped into by the officer in-charge on priority because this is very near to the disposal.</li> </ul> <p>The Chairman directed the Administrator/ EO concerned to comply with the instructions of CM's office issued from time to time so as to resolve the pending grievances in a specific time- frame. The SE/EO/LAO should also hold grievance redressal camps for early redressal of the overdue cases which will be supersized by concerned administrator so that HUDA is able to project satisfactory performance in the next Review meeting under the Ch'ship of APSCM.</p>
Agenda Item No.7: Review the status of CM announcements	<p>The Status of in- progress and pending CM's Announcements was discussed. The Chairman instructed that:</p> <ul style="list-style-type: none"> <li>• An early action be taken regarding the pending Announcements.</li> <li>• In case announcements are not found feasible, the case should be put up immediately by the concerned office/ branch at HQ so that it can be taken up with CM cell.</li> <li>• Also if any announcement is to be transferred to any other dept, the matter should be put up on file immediately by the concerned branch at HQ.</li> <li>• The progress of in-action announcements should be expedited for early completion of the same.</li> <li>• The Administrator should regularly review the Status of announcements under their zone and get the inter departmental/ intra departmental problems (as per the case), if any, sorted out.</li> <li>• The Estate Officer, Kaithal was directed to do the needful for advertisement of plots for social chertibale institution so that the request of the Bharat Vikas Prishad Kaithal under C.M announcement may be disposed off (though announcement regarding direct allotment of land to Bharat Vikas Prishad difectly has been declared non-feasible)</li> <li>• The Estate Officer, Karnal was directed to get the trees cut/removed after following the matter with forest department on the 45 Mtr. wide road behind sector-8(II), 9 Karnal so that road may be</li> </ul>

	<p>Of Haryana And Others.</p> <ul style="list-style-type: none"> <li>• Cwp No. 11833 Of 2016 Titled As Gurmit Kaur Vs State Of Haryana</li> <li>• Cwp No. 15987 Of 2015 Titled As Baljit Kaur Vs State Of Haryana</li> <li>• Cwp No. 11536 Of 2016 Titled As Dalip Kumar And Others Vs State Of Haryana And Others.</li> <li>• Cwp No. 10117 Of 2016 Titled As Jarnail Singh And Others Vs State Of Haryana.</li> <li>• Cwp No. 18620 Of 2016 Titled As Krishna Devi Vs Huda</li> </ul>
Agenda Item No.10: Review the status of COCPs	<p>The officers were directed to make compliance with the orders of Hon'ble High court in the following contempt cases and to file the reply at the earliest before the next fixed date. They must bring compliance report in the next meeting.</p> <ul style="list-style-type: none"> <li>• COCP No. 1527 Of 2016 In CWP No. 20165 Of 2010 Kuldeep Chand Vs Vikas Gupta IAS And Other</li> <li>• COCP No. 2278 Of 2016 In CWP No. 13510 Of 1994 P. Kalaiselvam Vs. Vikas Gupta</li> <li>• COCP No. 806 Of 2016 In RSA No. 413 Of 2015 Subhash Goyal V/S Vikas Gupta And Others</li> <li>• COCP No. 456 Of 2016 In CWP No. 1445 Of 2011 Resident Welfare Association Vs Sanjeev Verma</li> <li>• COCP No. 2136 Of 2016 In CWP No. 2983 Of 2016 Kanwal Rampal Vs Sh. P. Raghavendra Rao</li> <li>• COCP No. 2023 Of 2016 In CWP No. 2408 Of 2015 Amarjit Singh Vs Huda</li> <li>• COCP No. 2777 To 2781 Of 2016 In CWP No 22962 To 22967 Of 2014 Harnek Singh Vs Sh. Vikas Gupta</li> <li>• COCP No. 2632 Of 2016 In CWP No 22961 Of 2014 Surlekh Singh Vs Sh. Vikas Gupta, Ias</li> <li>• COCP No. 2678 Of 2016 In CWP No 3535 Of 2009 Option Properties Pvt. Ltd.</li> <li>• COCP No. 664 Of 2015 In CWP No 6204 Of 1992 Kehar Singh Rathi Vs Sh. Brijendra Singh And Ors</li> <li>• COCP No. 2860 Of 2016 In CWP No. 2808 Of 2016 Rajinder Kumar Vs Vikas Gupta</li> <li>• COCP No. 89 Of 2016 In CWP No 1986 Of 1998 Balwan Singh Vs Brijendra Singh</li> <li>• COCP No. 6 Of 2015 In CWP No. 6324 Of 2010 Piyush Verma And Ors. V/S Apurav K. Singh And Another</li> <li>• COCP No. 823 Of 2016 In CWP No. 25352 Of 2014 Ashok Kumar Vs Bajinder Singh</li> <li>• COCP No. 2335 Of 2016 In CWP No. 21531 Of 2015 Mohinder Singh Vs Sh. Vikas Gupta</li> <li>• COCP No. 2517 Of 2015 In CWP No. 6966 Of 2013 Puran Singh Vs Brijender Singh</li> <li>• COCP No. 2607 Of 2016 In CWP No. 8626 Of 2016 Rajbir Sharma Vs Sh. Vikas Gupta, IAS</li> </ul>
Agenda Item No.11: Review the status of cases where awards are to be announced	<p>The LAO was directed to send the status report to the CA/Director, U.E. regarding acquisition at Garunda/Malik Pur/Garghi Multan for development of sector-2 and 9 of U.E. Karnal as well as sector-25, Ambala.</p>
Agenda Item No.12: Review the status of Action Taken Report of Dharm Singh Yadav Case CRM-M 26292 of 2013	<ul style="list-style-type: none"> <li>• The Estate Officers were asked to issue the show cause notices to all defaulters and to lodge FIR against them after fulfilling all formalities and to send the report to the Administrator (HQ).</li> <li>• They are also to make a separate account of the cases where FIR has actually been lodged by the police by keeping a copy of the same on record.</li> <li>• The departmental disciplinary action against the delinquent Govt. employees also needs to be taken care of.</li> </ul>

Agenda Item No.13: Review the status of pending reference at HQ	The Administrator (HQ) was directed to have a meeting of pending references at his own level and to submit the report to C.A before next meeting.								
Miscellaneous discussion/directions beyond the agenda items.	<ul style="list-style-type: none"> <li>• <b>E-Auction:</b> All e-Auction events will now be held from 09:00AM to 02:00PM. The auction process will get automatically be extended for next 10 Minutes, in case any bid is received in the last 10 Minutes. The Terms and conditions of the e-auction may be amended as: "In case of online payment of EMD, the registration for e-auction will remain open till the start of prescribed time of e-auction."</li> <li>• <b>File tracking system:</b> All Head of the Offices will submit a certificate regarding 100% usages of CeFMatIS after obtaining compliance report from all the field offices under their control by 15th of every month. IT Wing will compile the data and put up the file to ACS (TCP) for issuing the certificate on behalf of HUDA. The demand of the computers required for implementation of file tracking system may be submitted to G.M (I.T) for a centralized purchase at the level of HQ.</li> <li>• <b>Water and Sewerage Billing System:</b> Consumer Data of Ambala and Jagadhari be provided to the G.M (I.T) for the implementation of Water and Sewerage Billing system.</li> <li>• <b>Revenue Receipts:</b> Administrators to ensure that all receipts of HUDA shall be accepted through bank challans only.</li> <li>• <b>Community Centre:</b> Estate Offices Kaithal, Kurukshetra and Ambala shall provide the list of all properties (community centres, open spaces, parks etc.) including their booking rates for including in the online reservation portal.</li> <li>• <b>Ashiana Schemes:</b> - The Estate Officers were directed to allot the Ashiana Flats to all eligible candidates before 31.12.2016 and will not allot to anyone without calling application through advertisement. For the balance left out plots, they may call fresh applications.</li> <li>• <b>Transfer of sector:</b> - EO's have been directed to transfer the sectors in next two weeks where they are yet to be transferred.</li> <li>• <b>Information for Advertisement :</b> The EOs were directed to send the latest status to C.T.P on sites for (i) petrol pump, (ii) RB, (iii) Social Charitable institutions so that a comprehensive advertisement may be issued at the level of C.T.P Branch by the year end.</li> <li>• <b>Pending Zoning Parameters:</b> CTP, HUDA will provide the following Zoning Parameters in Excel format (Soft Copy) to IT Wing by 16.12.2016.</li> </ul> <table border="1"> <tr> <td>Kaithal</td><td>Sec. No's- 18,19,20,21, M.T. Kalayat, M.T. Kaithal, M.T. Pundri, M.T. Gulha.</td></tr> <tr> <td>Kurukshetra</td><td>Sec.No.- 2,3,4,5,7,8,13,30, MTS, MTSIA</td></tr> <tr> <td>Shahbad</td><td>Sec. No- 1</td></tr> <tr> <td>Jagadhari</td><td>Sec.No.- 15,17,18</td></tr> </table> <ul style="list-style-type: none"> <li>• The cases for alternate plot should route through Administrator of Zone before its recommendation to CA.</li> <li>• The Administrator will review the cases pending for implementation of court directions and he will inform in next meeting about the action taken in this regard.</li> <li>• The details of disputed plots is to be prepared at the earliest.</li> </ul>	Kaithal	Sec. No's- 18,19,20,21, M.T. Kalayat, M.T. Kaithal, M.T. Pundri, M.T. Gulha.	Kurukshetra	Sec.No.- 2,3,4,5,7,8,13,30, MTS, MTSIA	Shahbad	Sec. No- 1	Jagadhari	Sec.No.- 15,17,18
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Jagadhari	Sec.No.- 15,17,18								



(Faridabad Zone)

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

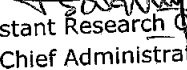
1. The Administrator, HUDA, Faridabad
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Superintending Engineer, HUDA, Faridabad.
4. The Estate Officer, HUDA, of Faridabad
5. The Land Acquisition Officer, Panchkula.

Memo No. Dy.ESA(HUDA)/A.R.O/2016/135447

Dated 21/12/16

**Subject:- Proceedings of Review Meeting of Faridabad Zone of HUDA officers held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers of Faridabad Zone held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
For Chief Administrator, HUDA,  
Panchkula

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**Proceedings of Review Meeting of Faridabad Zone of HUDA officers held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. During the quick review of the progress of the previous meetings, the chairman showed his displeasure over the poor recovery by the Estate Officer. Likewise he showed dissatisfaction over the limited efforts done by Estate Officer to sell Residential and Commercial properties through e-auction.

The agenda wise deliberations /directions are as under:

Agenda Item No.1: Review the status of enhancements Cases	The LAO was directed to present individual cases before the administrator for further probing wherein opinion has been given as "Not-Fit" for filing appeal. The ADA of Faridabad zone will assist the Administrator to know whether there is need for filing the appeal, keeping in view the high enhancement.
Agenda Item No.2: Review the status of Enhancement Notice to the allottees.	<ul style="list-style-type: none"> <li>The estate officers, Faridabad was not aware of reasons for poor recovery on the enhancement, he was not even sure that enhancement notices had been served upon to all allottees or not in the whole estate.</li> <li>E.O was directed to do a fresh combing of each sector in his estate to check whether enhancement notices have been served upon each allottees or not? he will ensure that enhancement notices should go to each allottees and will submit a certificate to this effect before the next meeting to the Chief Administrator.</li> <li>In case, it comes in their knowledge that enhancement has been allowed by the competent court but the case for the calculation has not been submitted to the C.C.F branch, then same should be brought in the notice of Administrator and C.C.F and the case be submitted with no further delay. EO will also point out the pending calculations, if there is any at the level of HQ in this regard so that same may be decided immediately.</li> <li>The interest on the enhancement shall be calculated from the original date of decision.</li> </ul>
Agenda Item No.3: Review the Status of RFA's and SLP's of Enhancement cases	The matter regarding filing of SLP in enhancement cases of Sector-75 to 89, Faridabad was discussed. The Administrator informed that though A.G has declared these cases as "not fit for SLP" but ACS has directed to go for SLP in these matters, accordingly the DGUE was requested to guide them. The Chief Administrator directed him to get the matter decided by personal follow-up. The Administrator was further directed to give details of other cases also where SLP is to be filed.
Agenda Item No.4: Review the status of auction of Residential /commercial sites	<ul style="list-style-type: none"> <li>C.A., HUDA, observed that the reserved price in case of Commercial e-auction has not been lowered by 5% on each unsuccessful auction (max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements was not made by estate officer nor he could send hand bills to the public. The EO failed to popularize the e-auction through training of interested public.</li> <li>The Chairman was very surprised to know that the procedure of</li> </ul>

	<p>e-auction is not properly understood by the EO's of the state in general.</p> <ul style="list-style-type: none"> <li>• He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be made/accepted through Cheque and Demand Draft in future.</li> <li>• The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training purposes.</li> <li>• He further directed the Estate Officer that the e- auction programme for left over residential plots be fixed with no further delay and also host the details of plots on HUDA website. It was also directed to advertise the minimum (30 to 50) plots by the year end.</li> </ul>
<p>Agenda Item No.5: Review the Status of Implementation of PPM.</p>	<ul style="list-style-type: none"> <li>• The pendency of PPM was taken seriously. The overdue pendency as on 6.12.2016 in case of Faridabad(119) was significantly high. Displeasure was shown to the EO. The administrator and estate officers were directed to monitor the PPM overdue pendency on daily basis for PPM of HUDA is one of the important items on the cm-dashboard which Hon'ble Chief Minister himself monitors almost on daily basis.</li> <li>• The officers were made aware of that the overdue pendency will be reflected in their ACRs if it continuous persistently for a significant long period. They were guided to keep it below 10 always for individual estate and ultimately to keep it at Zero. The excuse or the reason of shortage of staff shall not be tolerated.</li> </ul>
<p>Agenda Item No.6: Review of CM window</p>	<p>The XEN (CM Window) informed that APSCM which reviewing the CM window has directed that:</p> <ul style="list-style-type: none"> <li>• The overdue percentage should be brought to as low as possible, preferably below 10%.</li> <li>• The pending complaints of 2015 should be finalized at an early date as year 2016 is also going to end shortly.</li> <li>• The urgent cases-marked in red star on the portal should be dealt with on priority.</li> <li>• Incomplete ATRs should not be uploaded on the portal.</li> <li>• The clarification column should be peeped into by the officer in-charge on priority because this is very near to the disposal.</li> </ul> <p>The Chairman directed the Administrator/ EO concerned to comply with the instructions of CM's office issued from time to time so as to resolve the pending grievances in a specific time- frame. The SE/EO/LAO should also hold grievance redressal camps for early redressal of the overdue cases which will be supersized by concerned administrator so that HUDA is able to project satisfactory</p>

	performance in the next Review meeting under the Ch'ship of APSCM.																						
Agenda Item No.7: Review the status of CM announcements	<p>The Status of in- progress and pending CM's Announcements was discussed. The Chairman instructed that:</p> <ul style="list-style-type: none"> <li>• An early action be taken regarding the pending Announcements.</li> <li>• In case announcements are not found feasible, the case should be put up immediately by the concerned office/ branch at HQ so that it can be taken up with CM cell.</li> <li>• Also if any announcement is to be transferred to any other dept, the matter should be put up on file immediately by the concerned branch at HQ.</li> <li>• The progress of in-action announcements should be expedited for early completion of the same.</li> <li>• The Administrator should regularly review the Status of announcements under their zone and get the inter departmental/ intra departmental problems (as per the case), if any, sorted out. The Administrator was further directed to review the progress of following pending CM announcement on weekly basis:-</li> </ul> <table border="1"> <thead> <tr> <th>CM announcement code/date</th><th>Announcement in Brief</th></tr> </thead> <tbody> <tr> <td>10533/ 27.5.2015</td><td>Development of new residential colony at Hathin</td></tr> <tr> <td>11341/17.4.2016</td><td>Construction of foot path and cycling track along the main roads and sector dividing roads from NH-2 to Bye pass Faridabad</td></tr> <tr> <td>11055/ 6.2.2016</td><td>Beautification of parks in Ballabgarh constituency</td></tr> <tr> <td>11289/17.4.2016</td><td>Feasibility study will be conducted for construction of over bridge at Palla Chowk, Kheri Chowk and Sector-29 Baselwa Color, Chowk Faridabad.</td></tr> <tr> <td>12550/14.5.2016</td><td>The dividing roads Sector- 11-12 &amp; 12-15 Faridabad will be widened alongwith construction of cycle tracks</td></tr> <tr> <td>10206/7.6.2015</td><td>Municipal Corporation Faridabad to Conduct the feasibility study for construction and Identifying the sites for RUB and PUB on NH-2, Faridabad</td></tr> <tr> <td>10532/27.5.2015</td><td>Sewerage system at Hathin</td></tr> <tr> <td>10711/7.6.2015</td><td>Construction of RUB in Sector-45,46 Faridabad</td></tr> <tr> <td>11053/6.2.2016</td><td>Govt. Sr. Sec. School for girls at Faridabad</td></tr> <tr> <td>11056/6.2.2016</td><td>Arrangements be made to lift the garbage from Bye Pass Road and other places for cleanliness, Faridabad</td></tr> </tbody> </table>	CM announcement code/date	Announcement in Brief	10533/ 27.5.2015	Development of new residential colony at Hathin	11341/17.4.2016	Construction of foot path and cycling track along the main roads and sector dividing roads from NH-2 to Bye pass Faridabad	11055/ 6.2.2016	Beautification of parks in Ballabgarh constituency	11289/17.4.2016	Feasibility study will be conducted for construction of over bridge at Palla Chowk, Kheri Chowk and Sector-29 Baselwa Color, Chowk Faridabad.	12550/14.5.2016	The dividing roads Sector- 11-12 & 12-15 Faridabad will be widened alongwith construction of cycle tracks	10206/7.6.2015	Municipal Corporation Faridabad to Conduct the feasibility study for construction and Identifying the sites for RUB and PUB on NH-2, Faridabad	10532/27.5.2015	Sewerage system at Hathin	10711/7.6.2015	Construction of RUB in Sector-45,46 Faridabad	11053/6.2.2016	Govt. Sr. Sec. School for girls at Faridabad	11056/6.2.2016	Arrangements be made to lift the garbage from Bye Pass Road and other places for cleanliness, Faridabad
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11338/17.4.2016	Matter for converting service lane along Agra Canal (Faridabad) to 4 lane will be taken up with UP Govt.
11347/17.4.2016	Construction of Sports Stadium in Greater Faridabad
12446/17.4.2016	Construction of Sports Stadium in Sector-30 & 33 Faridabad.
10533/27.5.2015	Development of New Residential Colony in Hathin town.
11341/17.4.2016	Footpath and Cycling track will be constructed along the main roads and sector dividing roads from NH-2 to Bypass.
11296/17.4.2016	Construction of GyanKhana Club in sector-77-78.
11055/6.2.2016	All the park in Ballabgarh Constituency will be beautified.
11289/17.4.2016	Feasibility study will be conducted for construction of over Bridge at Palla Chowk, Kheri Chowk and Sector-29- Baselwa Colony Chowk.
12550/14.5.2016	The dividing roads sector-11-12 & 12-15 will be widened alongwith construction of cycle tracks.
9692/14.12.2014	Gurgaon and Faridabad would be connected with Metro rail lines if found feasible.
10206/7.6.2015	The Hon'ble CM directed the Municipal Corporation ,Faridabad to conduct the feasibility study for construction and identifying the sites for RUB and PUB on NH-2.
10532/27.5.2015	Regarding construction of Sewerage System in Hathin Industrial Area.
10711/7.6.2015	Construction of Railway under bridge (RUB) in Sector-45,46 Faridabad.
11053/6.2.2016	Construction of Govt. Sr. Secy School for girls on the HUDA land in front of the plots of 36 sq. yards.
11056/6.2.2016	Arrangements be made to lift the garbage from Bye Pass road and other places for cleanliness
11338/17.4.2016	Matter for converting service lane along Agra Canal to 4 lane will be taken up with UP Government.
11347/17.04.2016	Sports stadium will be constructed in Greater Faridabad
12446/17.04.2016	Sports stadium will be constructed in sector-30 & 33.

<p>Agenda Item No.8: Review the status of recovery, expenditure.</p>	<ul style="list-style-type: none"> <li>• The poor status of recovery was seriously viewed by the Chairman. The recovery was found below expectation under all the three heads namely Installment, Enhancement and Extension fee.</li> <li>• The EO was directed to do a sector wise combing of the cases where OCs have not been captured in the PPM system so that the undue high demand may be settled automatically in the system.</li> <li>• The chairman showed his displeasure that EO is giving notices under section 17(1) time and again for non-payment of dues and they do not conclude these default cases by resuming their properties. The E.O was directed to complete the resumption proceedings at the earliest so that recovery rate may be given a boost. The EO was further directed to resume 5 properties at least before the next meeting.</li> </ul>
<p>Agenda Item No.9: Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts</p>	<p>The officers were directed to make compliance with the orders of Hon'ble High court in the following cases and to submit the compliance report in the next meeting.</p> <ul style="list-style-type: none"> <li>• Case No.: Cwp No. 4765 Of 2014 Title: Kanchan Malhotra Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 4774 Of 2014 Title: Vinod Bansal Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 4743 Of 2014 Title: G.S. Gupta Vs. State Of Haryana And Others</li> <li>• Caseno.: Cwp No. 8456 Of 2014 Title: Krishan Kumar Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 8456 Of 2014 Title: Krishan Kumar Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 8857 Of 2015 Title: Ram Bhawan Gupta Vs. Huda And Others</li> <li>• Case No.: Cwp No. 13058 Of 2015 Title: C.M. Sachdeva Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 18653 Of 2015 Title: M/S Bajrang Engineer Works Vs. Huda And Others</li> <li>• Case No.: Cwp No. 357 Of 2016 Title: Bimal Goyal V/S Haryana Urban Development Authority Etc</li> <li>• Case No.: Cwp No. 5451 Of 2016 Title: Ramesh Chand And Another Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 8144 Of 2016 Title: Kamal Sehgal Vs. State Ofharyana</li> <li>• Case No.: Cwp No. 13023 Of 2016 Title: Vinay Kumar Vs Huda &amp; Ors</li> <li>• Case No.: Cwp No. 11590 Of 2016 Title: Pawan Singhal Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 14405 Of 2016 Title: Vipin Kumar Vs. Huda</li> <li>• Case No.: Cwp No. 14407 Of 2016 Title: Rajnish Aggarwal Vs. Huda And Others</li> </ul>

	<ul style="list-style-type: none"> <li>• Case No.: Cwp No. 13567 Of 2016 Title: Vinay Kumar Aggarwal Vs. State Of Haryana And Others</li> <li>• Case No.: Cwp No. 16194 Of 2016 Title: Gajraj And Anr V/S State Of Haryana And Ors</li> <li>• Case No.: Cwp No. 16330 Of 2016 Title: Satish Wadhwan V/S Haryana Urban Development Authority And Others</li> <li>• Case No.: Cwp No. 17931 Of 2016 Title: Sheel Madhur V/S Haryana Urban Development Authority Etc.</li> <li>• Case No.: Cwp No. 18205 Of 2016 Title: Shailesh Chauhan V/S Haryana Urban Development Authority</li> <li>• Case No.: Cwp No. 18417 Of 2016 Title: Lord Budha Cooperative Group Housing Society Ltd V/S Haryana Urban Development Authority Etc.</li> <li>• Case No.: Cwp No. 23377 Of 2013 Title: Sarup Singh @ Molu V/S State Of Haryana And Ors.</li> <li>• Case No.: Cwp No. 19882 Of 2016 Title: Deputy Lal And Ors V/S State Of Haryana And Ors</li> <li>• Case No.: Cwp No. 11603 Of 2015 Title: Sheenam Aggarwal V/S Haryana Urban Development Authority Etc</li> <li>• Case No.: Cwp No. 21013 Of 2016 Title: M/S Klj Developers Private Ltd V/S State Of Haryana And Ors</li> <li>• Case No.: Cwp No. 16844 Of 2016 Title: Kanta Sharma V/S Huda Etc.</li> <li>• Case No.: Cwp No. 11572 Of 2015 Title: Satish Sethi V/S Haryana Urban Development Authority Etc</li> </ul>
<p>Agenda Item No.10: Review the status of COCPs</p>	<p>The officers were directed to make compliance with the orders of Hon'ble High court in the following contempt cases and to file the reply at the earliest before the next fixed date. They must bring compliance report in the next meeting.</p> <ul style="list-style-type: none"> <li>• Cocp No. 1981 Of 2016 SANGAM Co-Op Housing Society Ltd. Vs Vikas Gupta</li> <li>• Cocp No. 2637 Of 2016 R.N. Gandhi Vs. Vikas Gupta</li> <li>• Cocp No. 2187 Of 2015 Sangeeta Babbar Vs. P.C. Meena</li> <li>• Cocp No. 2509 Of 2015 Anshu Mehta Vs Brijendra Singh</li> <li>• Cocp No. 1955 Of 2016 Ram Bhawan Gupta Vs. Vikas Gupta</li> <li>• Cocp No. 2021 Of 2016 The Faridabad Ex. Sainik And Karamchari Vs Vikas Gupta</li> <li>• Cocp No. 2724 Of 2015 M/S Sledge Hammer Oil Tools Company Pvt. Ltd. Vs. Bijender Singh And Others</li> <li>• Cocp No. 2521 Of 2016 Sheenam Aggarwal Vs. Yashindra Singh</li> <li>• Cocp No. 2938 Of 2016 Bimal Goyal Vs. Vikas Gpta</li> <li>• Cocp No. 1708 Of 2016 Pawan Kumar Vs P. Raghvendra Rao And Others</li> <li>• Cocp No. 1935 Of 2016 Infant Jesus Social Welfare Society And Ors. V/S Priyanka Soni And Anr.</li> <li>• Cocp No. 1886 Of 2015 Mohan Lal Vs. P.C. Meena Etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Cocp No. 2532 Of 2016 Satish Sethi V/S Yashindra Singh</li> <li>• Cocp No. 1867 Of 2016 Tilak Raj Vs. Vikas Gupta</li> <li>• Cocp No. 3127 Of 2015 National Public Education Society Vs Sh. Brijendra Singh And Another</li> <li>• <b>Cocp No. 2286 Of 2016 Pawan Kumar Vs. Vikas Gupta (Speaking order to be passed)</b></li> </ul>
Agenda Item No.11: Review the status of cases where awards are to be announced	The LAO was directed to send the status report to the CA/Director, U.E. regarding acquisition at Garunda/Malik Pur/Garghi Multan for development of sector-2 and 9 of U.E. Karnal as well as sector-25, Ambala.
Agenda Item No.12: Review the status of Action Taken Report of Dharm Singh Yadav Case CRM-M 26292 of 2013	<ul style="list-style-type: none"> <li>• The Estate Officer was asked to issue the show cause notices to all defaulters and to lodge FIR against them after fulfilling all formalities and to send the report to the Administrator (HQ).</li> <li>• They are also to make a separate account of the cases where FIR has actually been lodged by the police by keeping a copy of the same on record.</li> <li>• The departmental disciplinary action against the delinquent Govt. employees also needs to be taken care of.</li> </ul>
Agenda Item No.13: Review the status of pending reference at HQ	The Administrator (HQ) was directed to have a meeting of pending references at his own level and to submit the report to C.A before next meeting.
Miscellaneous discussion/directions beyond the agenda items.	<ul style="list-style-type: none"> <li>• <b>E-Auction:</b> All e-Auction events will now be held from 09:00AM to 02:00PM. The auction process will get automatically be extended for next 10 Minutes, in case any bid is received in the last 10 Minutes. The Terms and conditions of the e-auction may be amended as: "In case of online payment of EMD, the registration for e-auction will remain open till the start of prescribed time of e-auction."</li> <li>• <b>File tracking system:</b> All Head of the Offices will submit a certificate regarding 100% usages of CeFMatIS after obtaining compliance report from all the field offices under their control by 15th of every month. IT Wing will compile the data and put up the file to ACS (TCP) for issuing the certificate on behalf of HUDA. The demand of the computers required for implementation of file tracking system may be submitted to G.M (I.T) for a centralized purchase at the level of HQ.</li> <li>• <b>Revenue Receipts:</b> Administrators to ensure that all receipts of HUDA shall be accepted through bank challans only.</li> <li>• <b>Ashiana Schemes:</b> - The Estate Officers were directed to allot the Ashiana Flats to all eligible candidates before 31.12.2016 and will not allot to anyone without calling application through advertisement. For the balance left out plots, they may call fresh applications.</li> <li>• <b>Transfer of sector:</b> - EO's have been directed to transfer the sectors in next two weeks where they are yet to be transferred.</li> </ul>



	<ul style="list-style-type: none"><li>• <b>Information for Advertisement :</b> The EOs were directed to send the latest status to C.T.P on sites for (i) petrol pump, (ii) RB, (iii) Social Charitable institutions so that a comprehensive advertisement may be issued at the level of C.T.P Branch by the year end.</li><li>• The cases for alternate plot should route through Administrator of Zone before its recommendation to CA.</li><li>• The Administrator will review the cases pending for implementation of court directions and he will inform in next meeting about the action taken in this regard.</li><li>• The details of disputed plots is to be prepared at the earliest.</li></ul>
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Through:- e-mail Only (Rohtak Zone)

From

The Chief Administrator,  
HUDA, Panchkula.

To

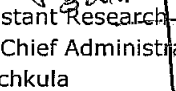
1. The Administrator, HUDA, Rohtak.
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Superintending Engineer, HUDA, Rohtak.
4. All the Estate Officer, HUDA, of Rohtak Zone.
5. The Land Acquisition Officer, Rohtak.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/138290

Dated: 27/12/16

**Subject:- Proceedings of Review Meeting of Rohtak Zone of HUDA officers held on 14.12.2016 from 2:30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers of Rohtak Zone held on 14.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
For Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Rohtak Zone of HUDA officers held on 14.12.2016 from 2:30 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. During the quick review of the progress of the previous meetings, the chairman showed his displeasure over the poor recovery by the Estate Officers. Likewise he showed dissatisfaction over the limited efforts done by Estate Officers to sell their Residential and Commercial properties through e-auction.

The agenda wise deliberations /directions are as under:

Agenda Item No.1: Review the status of enhancements Cases	The LAO was directed to present individual cases before the administrator for further probing wherein opinion has been given as "Not-Fit" for filing appeal. The ADA o/o Rohtak zone will assist the Administrator to know whether there is need for filing the appeal, keeping in view the heavy cost of enhancement.
Agenda Item No.2: Review the status of Enhancement Notice to the allottees.	<ul style="list-style-type: none"> <li>All EO's were directed to do a fresh combing of each sector in their estate to check whether enhancement notices have been served upon each allottees or not? They will ensure that enhancement notices should go to each allottees.</li> <li>Further all the EO's were directed to determine the enhancement rate with respect at least two sectors of their respective estates and send the report to C.C.F at (HQ) by 15<sup>th</sup> January, 2016. In case, it comes in their knowledge that enhancement has been allowed by the competent court but the case for the calculation has not been submitted to the C.C.F branch, then same should be brought in the notice of Administrator and C.C.F and the case be submitted with no further delay. EO's will also point out the pending calculations, if there is any at the level of HQ in this regard so that same may be decided immediately.</li> <li>The interest on the enhancement shall be calculated from the original date of decision.</li> <li>C.C.F shall issue instructions separately to all the Estate Officer of the state maintaining the methodology to calculate the enhancement sector wise. If need arise, CCF may call a separate meeting of Eos and LAOs for the purpose. This exercise is to be done for awards upto 2005. This impression is that the awards have not been loaded on the allottees by the Eos due to lack of coordination amongst LAO, CCF branch and Eos. The exercise requires that Eos should keep ready layout plans (latest) of all sectors.</li> <li>The Administrator and C.C.F will decided the Enhancement matter of Rajiv Gandhi Education City by 31<sup>st</sup> December, 2016.</li> </ul>
Agenda Item No.3: Review the Status of RFA's and SLP's of Enhancement cases	The LAO was directed to ensure that these should be filed in registered of Apex Court in the next two weeks positively. In case of difficulty, he may bring it in notice of Administrator/Chief Administrator/DGUE Haryana.
Agenda Item No.4: Review the status of auction of Residential /commercial sites	<ul style="list-style-type: none"> <li>C.A., HUDA, observed that even after the promise by EOs in last review meeting, they failed to go for e-auction of commercial sites. This reflected their lack of hard work. The reserved price has not been lowered by 5% on each unsuccessful auction (max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements were not made by any estate officer nor could they send hand bills to the public. The EOs failed to popularize the e-auction through training of interested public. The Chairman was very surprised to know that the procedure of e-auction is not properly understood by the EO's in general.</li> <li>He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be</li> </ul>

	<p>made/accepted through Cheque and Demand Draft in future.</p> <ul style="list-style-type: none"> <li>The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training purposes.</li> </ul>
Agenda Item No.5: Review the Status of Implementation of PPM.	<ul style="list-style-type: none"> <li>The pendency of PPM was taken seriously. The overdue pendency as on 6.12.2016 in case of Bahadurgarh (96), Panipat(134), Rohtak (103), Sonipat(129) was significantly high. Displeasure was shown to these EOs. The administrator and estate officers were directed to monitor the PPM overdue pendency on daily basis for PPM of HUDA is one of the important items on the cm-dashboard which Hon'ble Chief Minister himself monitors almost on daily basis.</li> <li>The officers were made aware of that the overdue pendency will be reflected in their ACRs if it continuous persistently for a significant long period. They were guided to keep it below 10 always for individual estate and ultimately to keep it at Zero. The excuse or the reason of shortage of staff shall not be tolerated.</li> </ul>
Agenda Item No.6: Review the Status of Review of CM window	<p>The XEN (CM Window) informed that APSCM which reviewing the CM window has directed that:</p> <ul style="list-style-type: none"> <li>The overdue percentage should be brought to as low as possible, preferably below 10%.</li> <li>The pending complaints of 2015 should be finalized at an early date as year 2016 is also going to end shortly.</li> <li>The urgent cases-marked in red star on the portal should be dealt with on priority.</li> <li>Incomplete ATRs should not be uploaded on the portal.</li> <li>The clarification column should be peeped into by the officer in-charge on priority because this is very near to the disposal.</li> <li>The 15 complaints under pending Additional Marking Coloum stand untouched at the level of Administrator. He was directed to look into the matter personally.</li> <li>The Superintendent(U.B) was also directed to put-up the case of Plot No. 2253(P) sector-13 &amp; Plot No. 223(MIE), Bahadurgarh and the case of Udam Singh, and Narander Singh which are still pending on the portal of C.M window due to no action taken by him.</li> </ul> <p>The Chairman directed the Administrator/ EO concerned to comply with the instructions of CM's office issued from time to time so as to resolve the pending grievances in a specific time- frame. The SE/EO/LAO should also hold grievance redressal camps for early redressal of the overdue cases which will be supersized by concerned administrator so that HUDA is able to project satisfactory performance in the next Review meeting under the Ch'ship of APSCM.</p>
Agenda Item No.7: Review the status of CM announcements	<p>The Status of in- progress and pending CM's Announcements was discussed. The Chairman instructed that:</p> <ul style="list-style-type: none"> <li>An early action be taken regarding the pending Announcements.</li> <li>In case announcements are not found feasible, the case should be put up immediately by the concerned office/ branch at HQ so that it can be taken up with CM cell.</li> <li>Also if any announcement is to be transferred to any other dept, the matter should be put up on file immediately by the concerned branch at HQ.</li> <li>The progress of in-action announcements should be expedited for early completion of the same.</li> <li>The Administrator should regularly review the Status of announcements under their zone and get the inter departmental/ intra departmental problems (as per the case), if any, sorted out.</li> </ul>

<p>Agenda Item No.8: Review the status of recovery, expenditure.</p>	<ul style="list-style-type: none"> <li>• The Over all recovery of Rohtak Zone found satisfactory.</li> <li>• The EO's were directed to do a sector wise combing of the cases where OCs have not been captured in the PPM system so that the undue high demand may be settled automatically in the system.</li> <li>• However, The chairman showed his displeasure that EO's are giving notices under section 17(1) time and again for non-payment of dues and they do not conclude these default cases by resuming their properties. The officers were directed to complete the resumption proceedings at the earliest so that recovery rate may be given a boost. It was also directed to all the EO's to resume at least 1 property in their respective U.E by 15<sup>th</sup> January, 2017 and Administrator, Rohtak should send the report in this regard to the Chairman.</li> </ul>
<p>Agenda Item No.9: Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts</p>	<p>The Officers Were Directed To Make Compliance With The Orders Of Hon'ble High Court In The Following Cases And To Submit The Compliance Report In The Next Meeting.</p> <ul style="list-style-type: none"> <li>• Cwp No. 14925 Of 2009 Mahesh Kumar Gupta Vs State Of Haryana</li> <li>• Cwp No. 19448 Of 2012 Bhagwan Singh V/S Huda And Others</li> <li>• Cwp No. 7503 Of 2015 Suresh Jain And Another Vs State Of Haryana And Ors</li> <li>• Cwp No. 7589 Of 201 Maya Devi Vs State Of Haryana And Others</li> </ul>
<p>Agenda Item No.10: Review the status of COCPs</p>	<p>The officers were directed to make compliance with the orders of hon'ble high court in the following contempt cases and to file the reply at the earliest before the next fixed date. They must bring compliance report in the next meeting.</p> <ul style="list-style-type: none"> <li>• Cocp No. 2919 Of 2016 Ram Kishan Vs S.S. Parsad</li> <li>• Cocp No. 796 Of 2016 Rajreb Singh Vs Sh.Vikas Gupta, Ias And Others</li> <li>• Cocp No. 2344 Of 2016 Rohan Kapoor Vs Sh. Vikas Gupta, Ias</li> <li>• Cocp No. 2134 Of 2016 Saroj Devi Vs Sh.Vikas Gupta Ias</li> <li>• Cocp No. 1503 Of 2016 Azad Singh V/S Sh. Vikas Gupta And Others</li> <li>• Cocp No. 2435 Of 2016 Manish Kumar Vs Sh. Vikas Gupta Ias</li> <li>• Cocp No. 1504 Of 2016 Krishan Dutt V/S Sh. Vikas Gupta Ias And Others</li> <li>• Cocp No. 1506 Of 2016 Rajnish V/S Vikas Gupta Ias And Others</li> <li>• Cocp No. 1902 Of 2016 Smt. Poonam Sharma Vs Sh. Vikas Gupta, Ias</li> <li>• Cocp No. 1505 Of 2016 Vinod V/S Vikas Gupta Ias And Others</li> <li>• Cocp No. 3046 Of 2016 Jagdeep Singh Vs Sh. Vikas Gupta</li> <li>• Cocp No. 2253 Of 2016 Ranbir Singh Vs Sh.Vikas Gupta, Ias</li> <li>• Cocp No. 2690 Of 2016 Chander Vs Sh.D.S. Dhesi</li> <li>• Cocp No. 725 Of 2016 M/S National Woolen Mills Vs D.S.Dhesi And Others</li> <li>• Cocp No. 1860 Of 2014 Raj Kumari &amp; Ors. Vs. Sh. A. K. Singh &amp; Anr.</li> <li>• Cocp No. 1662 Of 2016 Manjit Singh Vs Vikas Gupta And Anotehr</li> <li>• Cocp No. 9 Of 2015 Tek Ram Dahiya Vs Brijendra Singh</li> <li>• Cocp No. 1786 Of 2016 Anil Dutt &amp; Anr V/S P. Raghuvindra Rao &amp; Ors</li> <li>• Cocp No. 1420 Of 2016 Delhi Fransalian Society Vs Vikas Gupta And Others</li> <li>• Cocp No. 2064 Of 2016 Rajat Gupta Vs Sh.Vikas Gupta Ias</li> <li>• Cocp No. 2627 Of 2016 Raj Pal Malik Vs Sh.Vikas Gupta</li> <li>• Cocp No. 3037 Of 2015 Sunder Lal Vs Vikas Dhanda</li> <li>• Cocp No. 2897 Of 2016 Rajinder Singh Vs Sh.Vikas Gupta</li> <li>• Cocp No. 562 Of 2016 Jasbir Singh Virk Vs Brijendra Singh</li> </ul>

	<ul style="list-style-type: none"> <li>• Cosp No. 688 Of 2013 Paramjeet Kaur V/S Sh. D.P.S. Nagal And Another</li> <li>• Cosp No. 2405 Of 2015 Rohtash Vs Sh. Vikas Dhanda</li> </ul>
Agenda Item No.11: Review the status of cases where awards are to be announced	The LAO was directed to send the detailed status report to the CA/Director, U.E. where the awards to be announced.
Agenda Item No.12: Review the status of Action Taken Report of Dharm Singh Yadav Case CRM-M 26292 of 2013	<ul style="list-style-type: none"> <li>• The Estate Officers were asked to issue the show cause notices to all defaulters and to lodge FIR against them after fulfilling all formalities and to send the report to the Administrator (HQ).</li> <li>• During the review progression observed as dismal one and matter be taken up with due seriousness. Further the list of FIRs lodged by all the Eos be furnished to HQ along with FIR No/Date/Name of defaulter. Matter be taken up with watch man police authorities/S.P concerned at personal level.</li> <li>• Action taken against the officer/official of HUDA who got multiple allotment in then names and delinquent officials who committed any act of omission &amp; commission regarding multiple allotment be furnished to this office on fortnightly basis.</li> </ul>
Agenda Item No.13: Review the status of pending reference at HQ	The Administrator (HQ) was directed to have a meeting of pending references at his own level and to submit the report to C.A before next meeting.
Miscellaneous discussion/directions beyond the agenda items.	<ul style="list-style-type: none"> <li>• <b>E-Auction:</b> All e-Auction events will now be held from 09:00AM to 02:00PM. The auction process will get automatically be extended for next 10 Minutes, in case any bid is received in the last 10 Minutes. The Terms and conditions of the e-auction may be amended as: "In case of online payment of EMD, the registration for e-auction will remain open till the start of prescribed time of e-auction."</li> <li>• <b>File tracking system:</b> All Head of the Offices will submit a certificate regarding 100% usages of CeFMaTIS after obtaining compliance report from all the field offices under their control by 15th of every month. IT Wing will compile the data and put up the file to ACS (TCP) for issuing the certificate on behalf of HUDA. The demand of the computers required for implementation of file tracking system may be submitted to G.M (I.T) for a centralized purchase at the level of HQ.</li> <li>• <b>Water and Sewerage Billing System:</b> Consumer Data of Ambala and Jagadhari be provided to the G.M (I.T) for the implementation of Water and Sewerage Billing system.</li> <li>• <b>Revenue Receipts:</b> Administrators to ensure that all receipts of HUDA shall be accepted through bank challans only.</li> <li>• <b>Transfer of sector:</b> - EO's have been directed to transfer the sectors in next two weeks where they are yet to be transferred.</li> <li>• <b>Information for Advertisement :</b> The EOs were directed to send the latest status to C.T.P on sites for (i) petrol pump, (ii) RB, (iii) Social Charitable institutions so that a comprehensive advertisement may be issued at the level of C.T.P Branch by the year end.</li> <li>• The Administrator will send the Lay Out Plan of Sector-25 Rohtak to the C.T.P</li> <li>• The repair of Gymkhana Club, Panipat should be completed by 15<sup>th</sup> February, 2017.</li> </ul>

Through:- e-mail Only (Gurgaon Zone)

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. The Administrator, HUDA, Gurgaon.
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Superintending Engineer-I & II, HUDA, Gurgaon.
4. All the Estate Officer, HUDA, of Gurgaon Zone.
5. The Land Acquisition Officer, Gurgaon.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/ 138290

Dated: 27/12/16

**Subject:- Proceedings of Review Meeting of Gurgaon, Zone of HUDA officers held on 15.12.2016 from 2.00 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers of Panchkula Zone held on 15.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

  
Assistant Research Officer,  
For Chief Administrator, HUDA,  
Panchkula

**Proceedings of Review Meeting of Gurgaon Zone of HUDA officers held on 15.12.2016 from 2:00 P.M onwards under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.**

At the outset, Chairman welcomed all the officers. During the quick review of the progress of the previous meetings, the chairman showed his displeasure over the poor recovery by the Estate Officers. Likewise he showed dissatisfaction over the limited efforts done by Estate Officers to sell their Residential and Commercial properties through e-auction.

The agenda wise deliberations /directions are as under:

Agenda Item No.1: Review the status of enhancements Cases	The LAO was directed to present individual cases before the administrator for further probing wherein opinion has been given as "Not-Fit" for filing appeal. The ADA o/o Panchkula zone will assist the Administrator to know whether there is need for filing the appeal, keeping in view the heavy cost of enhancement.
Agenda Item No.2: Review the status of Enhancement Notice to the allottees.	<ul style="list-style-type: none"> <li>The estate officers, Rewari was not aware of reasons for poor recovery on the enhancement, He was not even sure that enhancement notices had been served upon to all allottees or not.</li> <li>All EO's were directed to do a fresh combing of each sector in their estate to check whether enhancement notices have been served upon each allottees or not? They will ensure that enhancement notices should go to each allottees.</li> <li>Further all the EO's were directed to determine the enhancement rate with respect at least two sectors of their respective estates and send the report to C.C.F at (HQ) by 15<sup>th</sup> January, 2016. In case, it comes in their knowledge that enhancement has been allowed by the competent court but the case for the calculation has not been submitted to the C.C.F branch, then same should be brought in the notice of Administrator and C.C.F and the case be submitted with no further delay. EO's will also point out the pending calculations, if there is any at the level of HQ in this regard so that same may be decided immediately.</li> <li>The interest on the enhancement shall be calculated from the original date of decision.</li> </ul>
Agenda Item No.3: Review the Status of RFA's and SLP's of Enhancement cases	<p>The LAO informed that all SLP's against the enhancement have already been filed and 6no's of SLP's are in process in the filing, they belong to Village Wazirabad, Kanhia etc. in Gurugram District. The LAO was directed to ensure that these should be filed in registered of Apex Court in the next two weeks positively. In case of difficulty, he may bring it in notice of Administrator/Chief Administrator/A.G. Haryana.</p> <ul style="list-style-type: none"> <li>The Estate Officer, Rewari, apprised that the enhancement notices for Sector-3 Part-I Rewari were issued in 2005.</li> <li>C.C.F shall issue instructions separately to all the Estate Officer of the state maintaining the methodology to calculate the enhancement sector wise. If need arise, CCF may call a separate meeting of Eos and LAOs for the purpose. This exercise is to be done for awards upto 2005. This impression is that the awards have not been loaded on the allottees by the Eos due to lack of coordination amongst LAO, CCF branch and Eos. The exercise requires that Eos should keep ready layout plans (latest) of all sectors.</li> </ul>
Agenda Item No.4: Review the status of auction of Residential /commercial sites	<ul style="list-style-type: none"> <li>C.A., HUDA, observed that even after the promise by EOs in last review meeting, they failed to go for e-auction of commercial sites. This reflected their lack of hard work. The reserved price has not been lowered by 5% on each unsuccessful auction ( max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements were not made by any estate officer nor they could send hand bills to the public. The EOs failed to popularize the e-auction through training of interested public. The Chairman was very surprised to know that the procedure of e-</li> </ul>



	<p>auction is not properly understood by the EO's in general.</p> <ul style="list-style-type: none"> <li>• He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be made/accepted through Cheque and Demand Draft in future.</li> <li>• The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training purposes.</li> <li>• The C.A showed his displeasure for not auction the single Residential plots in U.E. Rewari and directed that the e- auction programme for left over residential plots be fixed with no further delay and also to host the details of plots on HUDA website. It was also directed to advertise the minimum (30 to 50) plots by the year end.</li> <li>• It was also directed that to resume one properties at least before the next meeting by 31<sup>st</sup> December, 2016.</li> </ul>
Agenda Item No.5: Review the Status of Implementation of PPM.	<ul style="list-style-type: none"> <li>• The pendency of PPM was taken seriously. The overdue pendency as on 6.12.2016 in case of Gurugram-II (101) and Rewari(40) was significantly high. Displeasure was shown to these EOs. The administrator and estate officers were directed to monitor the PPM overdue pendency on daily basis for PPM of HUDA is one of the important items on the cm-dashboard which Hon'ble Chief Minister himself monitors almost on daily basis.</li> <li>• The officers were made aware of that the overdue pendency will be reflected in their ACRs if it continuous persistently for a significant long period. They were guided to keep it below 10 always for individual estate and ultimately to keep it at Zero. The excuse or the reason of shortage of staff shall not be tolerated.</li> </ul>
Agenda Item No.6: Review the Status of Review of CM window	<p>The XEN (CM Window) informed that APSCM which reviewing the CM window has directed that:</p> <ul style="list-style-type: none"> <li>• The overdue percentage should be brought to as low as possible, preferably below 10%.</li> <li>• The pending complaints of 2015 should be finalized at an early date as year 2016 is also going to end shortly.</li> <li>• The urgent cases-marked in red star on the portal should be dealt with on priority.</li> <li>• Incomplete ATRs should not be uploaded on the portal.</li> <li>• The clarification column should be peeped into by the officer in-charge on priority because this is very near to the disposal.</li> <li>• The Estate Officer, Rewari brought in notice that there are many cases relating to CM Window which are pending at the level of Urban Branch of HQ. He was directed to give details of same so that Superintendent (U.B) may get them decided at the earliest.</li> </ul> <p>The Chairman directed the Administrator/ EO concerned to comply with the instructions of CM's office issued from time to time so as to resolve the pending grievances in a specific time- frame. The SE/EO/LAO should also hold grievance redressal camps for early redressal of the overdue cases which will be supersized by concerned administrator so that HUDA is able to project satisfactory performance in the next Review meeting under the Ch'ship of APSCM.</p>
Agenda Item No.7: Review the status of CM announcements	<p>The Status of in- progress and pending CM's Announcements was discussed. The Chairman instructed that:</p> <ul style="list-style-type: none"> <li>• An early action be taken regarding the pending Announcements.</li> <li>• In case announcements are not found feasible, the case should be put up immediately by the concerned office/ branch at HQ so that it can be taken up with CM cell.</li> <li>• Also if any announcement is to be transferred to any other dept, the matter should be put up on file immediately by the concerned</li> </ul>

- Cosp No. 919 Of 2016 Urmila Yadav Vs Sh. Vikas Gupta
- Cosp No. 1900 Of 2016 Ramesh Chand Saini Vs P. Raghavendra Rao
- Cosp No. 777 Of 2016 Kiran Makhija Vs. Tarun Kumar Pawaria And Ors.
- Cosp No. 1704 Of 2015 Sandeep Vs Sh. Brijendra Singh
- Cosp No. 301 Of 2016 Parveen Kumar V/S State Of Haryana And Ors
- Cosp No. 1090 Of 2015 Dharmender Dhankar V/S Bijender Singh And Ors
- Cosp No. 1081 Of 2015 Dhanno Devi Vs Sh. Bijender Singh
- Cosp No. 1954 Of 2016 Subhash Rani And Ors Vs Vikas Gupta
- Cosp No. 2675 Of 2014 Plot Owner Welfare Association Gurgaon Vs State Of Haryana
- Cosp No. 423 Of 2013 Jitender Gupta Vs D P S Nagal And Others
- Cosp No. 666 Of 2012 Sikanderpur Marble Market, Sant Ram, M/S Shri Vimalnath Marbles And Jai Shree Granite Vs Sh. Praveen
- Cosp No. 1386 Of 2016 M/S Osiris Consultants P Ltd. Vs State Of Haryana
- Cosp No. 1261 Of 2016 Shakuntla Vs. Sh. Arun Kumar Gupta, Ias
- Cosp No. 2955 Of 2012 Rohtash Singh And Another Vs. Narender Yadav And Others
- Cosp No. 3078 Of 2015 Subhash Rani @ Susheela W/O Jagdihs Chander Vs P Raghuvendra Rao And Ors.
- Cosp No. 2582 Of 2015 Umesh Yadav Vs Brijendra Singh
- Cosp No. 733 Of 2016 Yogesh Kumar Maheshwari Vs. Brinjinder Singh
- Cosp No. 2230 Of 2016 Baldev Kumar Vs. Sidharth Singh
- Cosp No. 666 Of 2012 Sikanderpur Marble Market, Sant Ram, M/S Shri Vimalnath Marbles And Jai Shree Granite Vs Sh. Praveen
- Cosp No. 1386 Of 2016 M/S Osiris Consultants P Ltd. Vs State Of Haryana
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- Cosp No. 3078 Of 2015 Subhash Rani @ Susheela W/O Jagdihs Chander Vs P Raghuvendra Rao And Ors
- Cosp No. 2582 Of 2015 Umesh Yadav Vs Brijendra Singh
- Cosp No. 733 Of 2016 Yogesh Kumar Maheshwari Vs. Brinjinder Singh
- Cosp No. 2230 Of 2016 Baldev Kumar Vs. Sidharth Singh
- Cosp No. 1704 Of 2016 Smt. Kitab Kaur And Others Vs Vikas Gupta And Another
- Cosp No. 345 Of 2016 Sanskar Education Society V/S Huda & Ors
- Cosp No. 2711 Of 2014 Meera Jha Vs Parveen Kumar
- Cosp No. 2135 Of 2016 Shirikant Singh Vs Sh. P. Raghvendra Rao And Ors
- Cosp No. 1500 Of 2016 Smt. Bindu Sethi Vs Sh. Vatsal Vashisht
- Cosp No. 2610 Of 2016 Kuldeep Singh V/S Vikas Gupta And Ors
- Cosp No. 3445 Of 2013 Resident Welfare Association Iffco Negar Gurgaon Vs Surender Kumar And Another
- Cosp No. 1244 Of 2016 Sukhpal And Ors V/S P Raghvender Rao
- Cosp No. 2615 Of 2016 Ramlal Kamboj And Others Vs S.S.Prasad
- Cosp No. 189 Of 2016 Partap Singh Vs Om Parkash
- Cosp No. 1026 Of 2016 Ram Dutt Vs. Vikas Gupta
- Cosp No. 3147 Of 2015 Rajiv Kumar Vs Om Parkash
- Cosp No. 3146 Of 2015 Parkash Chand Vs Om Parkash
- Cosp No. 2594 Of 2016 Kewal Anad And Ors V/S S.S. Parsad And Ors.
- Cosp No. 1368 Of 2016 Birbal Vs Sh. Vikas Gupta, Ias
- Cosp No. 3050 Of 2015 Rajiv Mahotra Vs Brijendra Singh

	<ul style="list-style-type: none"> <li>• Cosp No. 821 Of 2016 Suman Lata Vs Vikas Gupta</li> <li>• Cosp No. 844 Of 2015 Lakhvinder Singh Vs Brijbeders Singh And Others</li> <li>• Cosp No. 1601 Of 2015 B.S.D. Parsada Vs Sh. Brijendra Singh And Ors</li> </ul>
Agenda Item No.11: Review the status of cases where awards are to be announced	The LAO was directed to send the detailed status report to the CA/Director, U.E. where the awards are to be announced.
Agenda Item No.12: Review the status of Action Taken Report of Dharm Singh Yadav Case CRM-M 26292 of 2013	<ul style="list-style-type: none"> <li>• The Estate Officers were asked to issue the show cause notices to all defaulters and to lodge FIR against them after fulfilling all formalities and to send the report to the Administrator (HQ).</li> <li>• During the review progression observed as dismal one and matter be taken up with due seriousness. Further the list of FIRs lodged by all the Eos be furnished to HQ along with FIR No/Date/Name of defaulter. Matter be taken up with watch man police authorities/S.P concerned at personal level.</li> <li>• Action taken against the officer/official of HUDA who got multiple allotment in then names and delinquent officials who committed any act of omission &amp; commission regarding multiple allotment be furnished to this office on fortnightly basis.</li> </ul>
Agenda Item No.13: Review the status of pending reference at HQ	The Administrator (HQ) was directed to have a meeting of pending references at his own level and to submit the report to C.A before next meeting.
Miscellaneous discussion/directions beyond the agenda items.	<ul style="list-style-type: none"> <li>• <b>E-Auction:</b> All e-Auction events will now be held from 09:00AM to 02:00PM. The auction process will get automatically be extended for next 10 Minutes, in case any bid is received in the last 10 Minutes. The Terms and conditions of the e-auction may be amended as: "In case of online payment of EMD, the registration for e-auction will remain open till the start of prescribed time of e-auction."</li> <li>• <b>File tracking system:</b> All Head of the Offices will submit a certificate regarding 100% usages of CeFMatIS after obtaining compliance report from all the field offices under their control by 15th of every month. IT Wing will compile the data and put up the file to ACS (TCP) for issuing the certificate on behalf of HUDA. The demand of the computers required for implementation of file tracking system may be submitted to G.M (I.T) for a centralized purchase at the level of HQ.</li> <li>• <b>Water and Sewerage Billing System:</b> Consumer Data of Ambala and Jagadhari be provided to the G.M (I.T) for the implementation of Water and Sewerage Billing system.</li> <li>• <b>Revenue Receipts:</b> Administrators to ensure that all receipts of HUDA shall be accepted through bank challans only.</li> <li>• <b>Ashiana Schems:</b> - The Estate Officers Rewari was directed to allot the Ashiana Flats to all eligible candidates before 15<sup>th</sup> January, 2017 and Estate Officer-I, Gurugram was directed to allot the flats by 15<sup>th</sup> February, 2017 and will not allot to anyone without calling application through advertisement. For the balance left out plots, they may call fresh applications.</li> <li>• <b>Transfer of sector:</b> - EO's have been directed to transfer the sectors in next two weeks where they are yet to be transferred.</li> <li>• <b>Information for Advertisement :</b> The EOs were directed to send the latest status to C.T.P on sites for (i) petrol pump, (ii) RB, (iii) Social Charitable institutions so that a comprehensive advertisement may be issued at the level of C.T.P Branch by the year end.</li> </ul>