

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:-

Total Receipt	Overdue	In action	Clarification	Disposed	ATR sent.
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-alloment letter etc. The G.M (I.T) explained the status as on 18.1.2016 urban estate wise. The ACSTCP directed that the composite scone 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 11th 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 Bedded General Hospital Sector-10, Gurgaon upto 200 Bedded.

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 1st 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.