

From:

Chief Administrator,
HUDA, Panchkula.

To

1. The Administrator (HQ), HUDA, Panchkula.
2. All the Administrators, HUDA, (in the State)
3. The Chief Engineer and Chief Engineer-1, HUDA, Panchkula.
4. The Superintending Engineer (HQ), HUDA, Panchkula.
5. The District Attorney, HUDA, Panchkula.
6. The General Manager (I.T.) HUDA, Panchkula.
7. The XEN (Vigilance) HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)-2009/26692-705

Dated :21.07.09

SUBJECT: PROCEEDINGS OF REVIEW MEETING OF ADMINISTRATORS HELD UNDER THE CHAIRMANSHIP OF CHIEF ADMINISTRATOR, HUDA ON 30.06.09 AT 2:00 PM AT INDRADHANUSH HUDA AUDITORIUM, SEC-5, PANCHKULA.

A copy of the proceedings of said Meeting is sent herewith for immediate compliance on each decision on priority basis. It has also been decided that a Meeting to review the Action Taken in this case shall be held at 3.00PM on 5.08.2009 in the Conference Hall, HUDA, Sec-6, Panchkula.

2. All the Administrators are requested to email the Action Taken Report by 31.07.09(FN) to the concerned officers at HQs. The concerned officers of HQs shall consolidate the reports and send a copy of the same to the undersigned by 31.07.09(AN)

(R.R.Kapoor)
Dy.Economic & Statistical Adviser,
for Chief Administrator,HUDA,
Panchkula.

C.C:

1. PS/CA, HUDA for the information of Chief Administrator, HUDA, Panchkula.
2. The Supdt. (Store) for making necessary arrangement of the meeting.

Proceedings of the Review Meeting of Administrators held under the Chairmanship of Chief Administrator, HUDA on 30.06.2009 at 2 PM in the Indradhanush Auditorium(HUDA) in Sector-5, Panchkula.

The list of participants is enclosed at Annexure-‘A’.

At the outset, Chairman welcomed all the participants especially Administrator Panchkula and Gurgaon who had joined recently. Afterwards, the following Agenda items were discussed as under:-

Agenda Item No.1:-

Review of replies to be filed in court listed before the Hon,ble High Court and Supreme Court July, 2009 .

- (i) The Administrators must see their e-mails daily, get updated C.C.T.S.(Court Case Tracking System) which is of great significance. The importance of C.C.T.S. was explained as the same is very useful and was prepared with a view to have the status of court cases updated / loaded on the system for timely an effective monitoring.
- (ii) The Chairman was not satisfied with the number of court cases in which replies have not been filed so far which are listed in the month of July, 2009 before the Hon'ble High Court and Hon'ble Supreme Court of India.
- (iii) In Faridabad Zone, 191 number of cases were shown in the C.C.T.S. in which reply was not filed and similarly 278 cases were shown in the C.C.T.S. in respect of Gurgaon Zone. As far as Panchkula and Hisar are concerned the number was on the higher side i.e. 319 and 187 respectively as it was only in case of Rohtak Zone that the position was found to be satisfactory.
- (iv) The Panchkula and Gurgaon Zone was having maximum number of cases where reply was not filed. In the Faridabad zone, cost was imposed in two cases due to non-filing of reply within the stipulated period which was not appreciated. In a

case in respect of Gurgaon Zone, 8 dates have been obtained for filling the reply regarding “Udyog Vihar Association” matter concerning EDC which was also not appreciated as same was of very important nature.

- (v) The Zonal Administrators were asked to ensure that reply in all the pending matters are settled at their level in LAC matters and in rest of the matters the same may be got approved from the W/Chief Administrator, HUDA and filed thereafter, within the stipulated period to avoid any delay. It was also informed that it is being contemplated that in all the cases, powers will be delegated to the Zonal Administrators to approve the reply. Therefore, it is necessary that they should monitor the Court cases on regular basis.
- (vi) A deadline of 31.07.09 has been given to all the Administrators for filing the reply and updation of the C.C.T.S.
- (vii) The Chairman also directed that non-deciding of the representation, non-passing of the speaking order within stipulated period given by the Hon'ble High Court / Hon'ble Supreme Court of India is to be taken very seriously and recovery of the financial loss shall be done from the defaulting official / officer besides issuance of charge-sheet in case of default and filing of contempt petition.
- (viii) The Administrator, Panchkula and Gurgaon were advised particularly to stream line the legal matters and ensure filing of the timely reply. Updation of the C.C.T.S. should be given top most priority as the position of the Panchkula Zone beside Gurgaon was not appreciated as 49 out of 79 cases were of Panchkula Zone where reply has so far not been filed. Administrator, Panchkula should warn the Estate Officer, Panchkula for the poor status of court cases. Administrator, Panchkula was further advised to review the filing of replies and updation of CCTS atleast on weekly basis.

Agenda Item No.2:-

Computerization:-

The status of connectivity and digitization was reviewed and following decisions were taken:-

(I) Connectivity

- (i) The matter was reviewed in detail with the representatives of M/s. Bharti Airtel Ltd. Chairman was not satisfied with the performance of the job done by M/s. Bharti Airtel Ltd. and directed Sr. Manager (IT) to write a memo to M/s. Bharti Airtel Ltd. for explaining the reasons for delay. M/s. Bharti Airtel Ltd. assured to complete the project as per schedule given below:

Name of Zone	Date for Completion of Job
Faridabad	: 5 th & 10 th of July, 2009 for 2 Locations
Gurgaon	: Work completed in Gurgaon Urban Estate and 15 th of July, 2009 for Rewari Urban Estate
Hisar	: 21 st July, 2009
Panchkula	: 27 th July, 2009
Rohtak	: 21 st July, 2009
Data Center Mumbai	: 5 th July, 2009

- (ii) The Chairman directed all the Administrators to nominate a senior and responsible person to act as a Nodal Officer. He further advised Airtel officials to update and send the progress of job to all the Administrators through e-mail with a copy to Sr. Manager (IT). SM (IT) was also directed to provide a copy of Agreement to them immediately.

(II) Digitization

- (i) **DELTA Files to be handed over to the Banks:** All files where Delta entry has to be made be given to the Banks on urgent basis and strictly as per the Priority Sector Schedule.
- (ii). **Uploading of Drawing Details / Drawing Master (DD/DM) Information in HUDA Server:** - DD/DM details to be provided as per the format circulated by

IT Wing, HUDA. All the Administrators were requested to ensure the completion of the drawing details/drawing masters before the implementation.

- (iii) **Sector Master Information:** The details are to be provided as per format provided by IT Wing in-coordination with the Banks. The work is to be completed before implementation.
- (iv). **Random Checking:-** The Administrators were advised to ensure proper random checking by deputing the staff from the respective Estate Officers. The random checking should be done as per the RFP (Request For Proposal).
- (v). **Review of Computerization:-** All the Administrators were advised to review the status of computerization weekly so as to complete all the works related to computerization before going online.
- (vi) **Installation of Hardware:** The Chairman, HUDA desired to submit the installation report of all hardware before 10th of July, 2009 otherwise it will be presumed that all installation relating to PCs, Servers, Printers and UPS are complete and balance payment of the vendors will be released.

Agenda Item No.3:-

Cleaning of storm water drains to prevent flooding during ensuing rainy season.

It has been observed by Chairman that consolidated information regarding status of cleaning of SWD in the HUDA area has not been prepared and sent by Administrators for their respective areas of jurisdiction. Rather, copies of letters of SEs/XENs have been forwarded. It was noted with regret that none of the Administrators had cared to actually see the work on ground and have sent the report in a routine manner. Administrators were requested to visit their areas of jurisdiction which are prone to flooding to ensure that suitable measures have been taken to avoid flooding. If there are certain shortcomings, the same may be got rectified immediately. The consolidated report after the inspection of the area may be sent by the Administrators to Chief Administrator, HUDA within a week.

Miscellaneous:

- (i) It was desired that Administrator, (HQ) should ask the CTP, HUDA to put up the policy regarding renumbering of plots while deleting/omitting some of the plots.
- (ii) Chairman directed all the Administrators to recover the penal rent and strict action be taken for the vacation of houses from the unauthorized occupants.

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

Annexure' A'

List of Officers who had attended the Review Meeting held on 30.06.09 at Indradhanush Auditorium, Sector-5, Panchkula under the Chairmanship of Chief Administrator, HUDA.

<u>S.No</u>	<u>Name of Officers</u>	<u>Designation</u>
1	Sh. R.P.Gupta, IAS	Administrator(HQ)
2	Sh.Abhe Singh Yadav, IAS	Administrator, Faridabad
3	Smt.Dipti Uma Shankar, IAS	Administrator, Gurgaon
4	Sh.Balbir Singh Malik, IAS	Administrator, Hisar
5	Sh.Balraj Singh, IAS	Administrator, Pkl.
6	Smt.Suprabha Dahiya, IAS	Administrator, Rohtak
7	Sh.S.K.Dhiman	Chief Engineer
8	Sh.D.K.Soni	Chief Engineer-I
9	Sh.R.K.Garg	Superintending Engineer (HQ)
10	Sh.A.K.Arya	Xen(Vigilance) HQ
11	Sh.Sanjay Sharma	Sr.Manager (IT) Cell
12	Sh.Dharmesh Sharma	Assistant District Attorney
13	Sh.Mukesh	Law Trainee
14	Sh.Navneet Sharma	Law Trainee
15	Sh.Navneet Sodi	Law Trainee
16	Miss. Bhawna Chaudhary	Law Trainee
17	Miss Sonia Sharma	Law Trainee

Representatives from M/s. Bharti Airtel Ltd.:

1. Sh. Rajat Dhawan, Senior Regional Business Manager.
2. Sh. Simran Verma, Manager.

Representatives from Banks.

1. Sh. Sarabjit Singh, (Axis Bank)
2. Sh. Harish Bhardwaj (HDFC Bank)