

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers, HUDA.

Memo No.CTP-2009/2847-69 Dated: 21.4.2009

**Subject:- Instructions regarding finalization of Zoning Plans before offer of possession and auction of sites.**

Reference: In continuation of Memo no. CTPHUDA/DTP(N) 12436-83 dated 13.11.2007.

It has been noted that the zoning plans of various categories of plots have not been prepared and got approved from the competent authority in time because of which various complications are arising. It is also leading to numerous court cases as well as huge financial loss to HUDA because in some cases it has been ordered that interest should be charged from the date of supply of zoning plan. Though we are contesting all such cases but there is a need to prepare and supply the zoning plans in time. Your kind attention is invited to Headquarter instructions issued vide letter No.Policy/77/540-52 dated 11.01.1978 (copy enclosed) according to which it was decided that whenever possession of a plot is offered, the zoning of the plot should be mentioned in the possession letter itself. Instructions in this regard were consolidated and issued vide Memo no. CTP HUDA/DTP (N)/ 12436-83 dated 13.11.2007 to all Administrators / Senior Town Planners/ District Town Planners and Estate Officers. However, it has been noticed that these instructions are not being complied with in letter and spirit. Following is, therefore, ordered for strict compliance:-

- (i) No possession of plot should be given without a copy of the zoning plan which should be incorporated in the possession letter itself. If architectural drawings are applicable then number of architectural drawings should be mentioned clearly.
- (ii) As has already been ordered separately vide letter No.12436- 83 dated 13.11.2007, no plot other than residential plot should be put to auction unless its zoning has been approved and properly displayed at the time of auction otherwise Estate Officer shall be personally held responsible for lapse.

- (iii) A copy of the zoning plan in respect of the plots which have not been constructed so far should be obtained from the concerned DTPs and placed on the individual plot files for which concerned Asstt. shall be responsible.

Action on above points should be ensured forthwith and a compliance report in following format should be sent by 31.05.2009 :-

Sr. No	No. of sector	Total No. of plots carved out	Possession offered	Already constructed plots	Balance plots	No. of plots for which zoning plans have been obtained and placed on plot files	Balance	Reasons for not preparation of zoning plans for Col. No.8
1	2	3	4	5	6	7	8	9

A meeting to review the progress in this case shall be held at 11.00 AM on 3.6.2009. All the Administrators are requested to attend the meeting.

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(T.C.  
GUPTA,  
IAS)  
Chief  
Administ  
rator  
HUDA,  
Panchkula.