

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Sector-6, Panchkula.

To

1. All the Administrator(s), in the State.
2. All the Estate Officer(s), in the State.

Memo No.UB-A-6-2016/46612-13

Dated: 11.08.2016

**Subject: Providing one time opportunity to all allottees of Mandi Township/HUDA Urban Estates, who have occupied the buildings without obtaining valid Occupation Certificate, to make an application for issuance of Occupation Certificate - also waiving of extension fee beyond the actual date of completion.**

This is with reference to the subject cited as above.

2. HUDA in the past had formulated policy guidelines on the subject, in the year 2004, which remained in force till the year 2014. These policy guidelines provided that "an allottee who has constructed and occupied the building constructed on residential/commercial/industrial & institutional plot, without obtaining a valid occupation certificate, may subsequently make an application before the Zonal Administrator, HUDA for issuance of the same alongwith cogent evidences to the completion of building by a specific date and, get the violations, if any, compounded. No extension fee was payable beyond the deemed date of completion of building as determined by the Zonal Administrator, HUDA".

3. On the basis of reports received from field offices from time to time, it has been found that there still remain a considerable nos. of allottees who have been occupying the building without having a valid occupation certificate. The state of Haryana is celebrating the Year 2016 as "Golden Jubilee Year" of formation of Haryana State, and has decided that as a gesture and goodwill, all such allottees of Mandi Townships as well of Urban Estate carved by HUDA, may again be given another, but one time opportunity to those remaining allottees, to make an application for issuance of Occupation Certificate, for a limited period between **15.08.2016 to 31.12.2016**

4. Under this one time relief, the allottees, who are desirous to get a valid occupation certificate, may make an application for issuance of a occupation certificate, along with cogent proof/documentary evidence to facilitate determining the date of completion of houses to the satisfaction of Zonal Administrators, get the violations (if any) compounded after depositing the payable compounding fee, as per policy. Besides the compounding charges the allottees shall have to pay one time processing fee of ₹10,000/-.

5. For cases where building was constructed before 11.09.87, the old rates of erstwhile Colonization Department shall be made applicable and for cases pertaining the period from 11.09.1987 onwards, the present HUDA compounding rates, as circulated vide memo no. A-UB-A6/ 2013/18221-42 dated 12.04.2013 would be applicable to the allottees of Mandi Township and Urban Estate areas both. Cases where Occupation Certificate has already been obtained under the previous policies shall not be opened again and reconsidered under this limited period facility.

6. Occupation Certificate requests of such allottees shall be examined/decided as per present extension policy, on the basis of date of application and not on the actual date of construction of building.

7. You are requested to take further action accordingly. Wide publicity of these policy guidelines may be done, through press note, distribution of pamphlets and beating of drums.

8. A copy of Agenda item and extract of proceedings of the meeting are sent herewith. You are therefore requested to take further action accordingly and action taken report may be sent to this office immediately. The above guidelines may be brought to the notice to the all concerned for implementation in letter and spirit.

9. This issues with the prior approval of Authority accorded vide Agenda item no. Auth. 111<sup>th</sup> (19) in its meeting held on 27.07.2016.

  
Administrator (HQ's)  
for Chief Administrator, HUDA

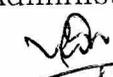
Endst. No. UB-A-6-2016/46614

Dated:-11.08.2016 

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Engineer, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Secretary, HUDA, Panchkula.
5. The General Manager (IT), HUDA, Panchkula. He is requested to host it on HUDA Web-site.
6. The District Attorney, HUDA (HQ), Panchkula.
7. The Dy. ESA, HUDA(HQ), Panchkula.
8. All the Assistants/Record-Keepers, Urban Branch, HUDA (HQ), Panchkula.

  
Administrator (HQ's)  
for Chief Administrator HUDA

  
11/8/06