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Address: C-3 HSVP HQ Sector-6,  
Panchkula

To,

- 1) All the Administrators, HSVP in the State,
- 2) All the Estate Officers, HSVP in the State.

Memo No A-7-UB-2021/ 187337 Dated: 29-10-21

**Subject: Regarding technical support and Data Correction issues.**

This is in partial modification of this office memo no. A-7-UB-2021/54892 dated 26.03.2021 on the subject cited above.

The instruction regarding data correction in PPM issued vide above referred letter have been reviewed and it has been decided as under:-

Sr. No.	Services	Original Powers	Approving Authority
<b>(A) Possession Matters</b>			
1.	Updation of Offer of Possession date if certificate has already been issued.	Estate Officer	Zonal Administrator
2.	Updation/Change of actual date of Offer of possession	Estate Officer	If gap ≤ 2 years Zonal Administrator, > 2 year Admin(HQ)
3.	Updation of possession interest after approval of competent authority.	Estate Officer	If interest for ≤ 2 years Zonal Administrator, > 2 year Admin(HQ)
<b>(B) Name correction/change matters</b>			
4.	Addition of name, substitution, deletion, change in spelling of names, surname, father/husband of an allottee of residential/commercial plots	Estate Officer	Zonal Administrator
5.	Addition of name, substitution, deletion, change in spelling of names of an allottee or Directors/Partners in case of company/ firm in case of institutional plot	HQ	HQ
6.	Updation of an allottee details a. Aadhaar no. b. Mobile no c. Email	Estate Officer	Estate Officer
7.	Updation of details of GPA holder (blood relation)	Estate Officer	Estate Officer
<b>(C) Payment matters.</b>			
8.	Updation of zero period interest after approval of competent authority & Waiver amount updation.	Zonal Admin/HQ	≤ 5 Lacs ZA > 5 lacs CCF/UB
9.	Duplicate payment, deletion/missing payment schedule.	Estate Officer	Zonal Administrator
10.	Payment receipt date (including legacy data) Owner details, payment receipts, payment schedule.	Estate Officer	Zonal Administrator
11.	Change of Payment head.	Estate Officer	Zonal Administrator
12.	Updation of extension fees, updation as per new extension policy if wrongly charged.	Estate Officer	Zonal Administrator
13.	Refund made but not reflected on PPM.	Estate Officer	Estate Officer
14.	Payment made by 'X' but reflected in 'Y' account-correction thereof.	Estate Officer	Zonal Administrator
<b>(D) Area updation/correction matter.</b>			
15.	Allotment of additional area.	Zonal Administrator/ HQ	HQ - CTP
16.	Updation of plot as per demarcation plan/Area change (increase and decrease) and change in dimensions, Location cost etc.	Estate Officer	Zonal Administrator



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<b>(E) Miscellaneous Matters</b>			
17.	OC, POC certificate has already been issued by competent authority	Zonal Administrator	Zonal Administrator
18.	Change/deciding the date of Occupation (Completion)/POC Certificate.	Zonal Administrator	OC/POC apply and issued gap ≤ 2 Year ZA > 2 Admin(HQ)
19.	Change of category of plot of residential. (ie. Reserved to General and vice versa.) and any updation in Original Allottee detail.	Estate Officer	Others->ZA Residential-Admin(HQ)
20.	Survey details not reflected in PPM for OC purpose.	Zonal Administrator	HQ - CTP
21.	Updation of date of approval of zoning plan and updation of Architectural controls, clubbing of plots, floor wise division etc.	Estate Officer/ Zonal Administrator	Zonal Administrator
22.	Fingers not captured from single Window for attendance.	Estate Officer	Zonal Administrator
23.	Updation of wrongly processed application (LOI/TP/Re-allotment).	Estate Officer	Estate Officer
24.	Blocking of plots.	Estate Officer	Estate Officer
25.	Unblocking of plots.	Estate Officer	HQ - UB
26.	Plot status from Resumed/Cancelled/ Surrendered to Restore/Allot and those properties in which no payment has been deposited after 25% till the end of payment schedule.	Estate Officer	HQ - UB → CA
27.	Upload property in PPM system with complete detail of plot/site and an allottee.	Estate Officer	Estate Officer
28.	Correction of memo No. & date of actual possession.	Estate Officer	Estate Officer
29.	Updation/Correction of date of allotment.	Estate Officer	Estate Officer
30.	Updation/Change of rate of allotment.	HQ	HQ - CCF
31.	Relaxation in Fee for Preponement of date of appointment for bio-metric attendance.	Estate Officer	HQ - CA
32.	Change/Approval of date of Building plan	Estate Officer/ Zonal Administrator	Zonal Administrator
33.	Updation/Change of date of a. Conveyance Deed b. Mortgage/Demortgage c. Misuse/Violation d. Details of court case e. DPC Date	Estate Officer	Estate Officer
34.	Marital status.	Estate Officer	Estate Officer
35.	Date of death of an allottee.	Estate Officer	Estate Officer
36.	Transfer Permission old sale deed case	Estate Officer	HQ-UB
37.	Any change after final approval/ digital letter of application by Eos with wrong detail and other miscellaneous issue.	Zonal Administrator	Zonal Administrator

1. Plans for cleaning/updating of PPM.

**विवादों का समाधान**

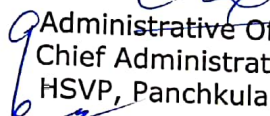
All Zonal Administrators/Estate Officers be directed to resolve the all pending grievances of allottees regarding PPM corrections and other issues from 08/11/2021 to 31/12/2021. For this purpose the road map be prepared by the concerned Zonal Administrators.





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2. System Officer will be posted Zonal Administrator, Estate Offices HSVP office for any type of technical support and resolving the PPM issues after the approval of competent authority. Before any correction the issue will be raised in PPM Data Correction System for record purpose.
3. System Officers shall be placed by Zonal Administrator, Estate Offices level & they shall update the PPM from Zone level or EO level and no file will come to HQ for correction of PPM in IT cell. The Estate Officers & Zonal Administrators of HSVP shall be empowered to correct the PPM approvals mentioned in this list at their level.
4. The random verification of 2% cases shall be done by HQ level by concerned branches which are nodal branches for that work.
5. The approving authority is fully responsible for the correction so made in the PPM System as per their recommended.

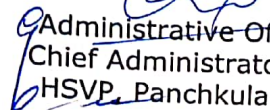
for  Administrative Officer (U.B),  
Chief Administrator, HSVP,  
HSVP, Panchkula.

Endst. No. A-7-UB-2021/ 182342

Dated: 29-10-21

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

1. The Chief Vigilance Officer, HSVP Panchkula.
2. The Legal Remembrancer, HSVP, Panchkula.
3. The Chief Town Planner-I & II, HSVP, Panchkula.
4. The Chief Engineer I & II, HSVP, Panchkula.
5. The Chief Architect, HSVP, Panchkula.
6. The Chief Controller of Finance-I & II, HSVP, Panchkula.
7. The Chief Information & Technology Officer is directed to make necessary provisions in the software of HSVP accordingly.
8. The Secretary, HSVP, Panchkula.
9. The Enforcement Officer, HSVP, Panchkula.

for  Administrative Officer (U.B),  
Chief Administrator, HSVP,  
HSVP, Panchkula.