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Proceedings of Meeting of all Zone held on 03.03.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Vikas Gupta, IAS, Chief Administrator, HUDA, Panchkula.

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

Agenda Item	Decision Taken
Agenda item No. 1 Fixation of Reserve Price for the year 2017-18	The method of fixing the reserve price was discussed in detail and it was directed by the Chairman as under:- Auction Price 1. While fixing the reserve price, (auction price or 80% of the market price) whichever is higher may be taken into consideration and it should be ensured that the above rate is not lower than the collector rate. Nodel Price It was discussed in the meeting that Nodel Price/reserve price should be fixed at a uniform rate of all sizes of plots. The Chairman expressed his displeasure for fixing the reserve price of plots without application of mind. Faridabad Zone:- 15% rates to be increased while fixing the reserve price of the property of U.E. Faridabad as the property is being auctioned on 15 to 20% higher side of reserved price fixed by HUDA. Gurugram Zone:- It was discussed that the rates of Urban Estate Gurugram-II, Rewari and Narnaul are on higher side and same are required to be reviewed again. The Administrator, Gurugram was directed to send the proposal of reserve price of their respective urban estate to HQ immediately so that same could be got approved before 31st March, 2017. Hisar Zone:- The Administrator, Hisar apprised that the information has already been sent to HQ. The Chairman directed to review the price of U.E. Fatehabad and Sirsa and send the report to HQ accordingly. Panchkula Zone:- Administrator, Panchkula apprised that there was no need for change in the price of U.E Panchkula whereas the rate of U.E. Karnal was fixed higher side. The reserve price of U.E. Ambala is required to be reviewed again. It was directed by the Chairman that a meeting may be convened by the Administrator, Panchkula with the Estate Officer before the next meeting and send the information of reserve price again to HQ. Rohtak Zone:- The Administrator, Rohtak apprised that the rate of Urban Estate Panipat is required to be reduced and the rate of U.E. Rohtak is to be reviewed again. The Chairman directed to increase the rate of U.E. Rohtak and Sonipat and send the report to HQ accordingly at the earliest. Further it was also directed that:- 1. All the Zonal Administrators were asked to review the fixation of rates of all kind of properties and detail of sold and balance properties should be sent to the HQ. Zonal Administrators were also asked to send the lowest and higher rate of successful bids (Sector-wise) of each property. Action by:-All Administrators, All Estate Officers and Chief Controller of Finance, HUDA, Panchkula

Agenda item No. 2 Flotation of Social/Religious Sites	The Chairman expressed his displeasure for not sending the statistical data of Residential /Commercial / Industrial/ Institutional plots by the Zonal Administrators after repeated reference issued by the HQ. and further directed that all Administrators should send the report of vacant social/religious sites alongwith the details to HQ before the next meeting and also apprise the Chief administrator on whatsapp. The Administrator, Panchkula was also directed to send the report of the sites of Sector-32 Karnal on or before 06.03.2017 (Monday) so that same may be approved for floatation. It was also directed that the Zonal Administrator would give the certificate that no other Social/Religious sites are vacant in their respective urban estates. Action by:- All Administrators, All Estate Officers and Chief Town Planner HUDA, Panchkula
Agenda item No. 3 Proposal for development of sectors :- Purchase of land as per policy of Haryana Govt. circulated vide letter no. 273A-R-5-2017	The policy issued by the Govt. for the purchase of land was discussed in detail and it was directed by the Chief Administrator to explore the possibility of land where the land owners are ready for selling their land as per the policy of the Govt. so that proposal of the new sector could be sent to the Govt. accordingly. Action by:- All Administrators, All Estate Officers and Chief Town Planner HUDA, Panchkula
Agenda item No. 4 Review the status of auction of Residential / commercial/ Industrial/Institutional sites	It was directed by the Chairman that maximum number of prime location plots of Commercial and Residential category in Urban Estate- be put up in E-auction to be conducted up to April, 2017. The Chairman directed that if E-auction failes, then the follow-up action report may be sent to the HUDA, HQ, Panchkula with concrete reason for failure the auction and best efforts be made so that auction is successful. All the Administrator was also directed to send the information of Industrial and Institutional plots to C.C.F and C.T.P at HQ alongwith their price so that next proceedings may be started at HQ. The Chairman noticed there is no need of the auction committee which was earlier constituted under the Chairmanship of Estate Officer and D.T.P/Executive Engineer was member of the Committee for auction. The C.C.F was directed to issue the instructions in this regard. Action by:- All Administrators/All Estate Officers /C.T.P and Chief Town Planner HUDA, Panchkula
Agenda item No. 5 Discussion on Budget for the year 2017-2018	The Chief Accounts Officer explained about the details of Budget for the year 2017-18. The Chairman expressed his displeasure for not preparing the Budget relating to the estate offices in realistic and fair manner and pointed out that: 1. Why the figure of Revenue Receipt was shown less as compared to the Budget for the year 2016-2017? 2. The new sectors were floated in the U.E. Bhiwani, Hisar and Panchkula whereas as the Budget is shown Zero in these U.E. in the Head of New Sale Receipts. Accordingly the following directions were issued:- Revenue Receipt :- 1. Administrator, Hisar was asked to incorporate the receipt amount of accrued interest on instalment in the revenue receipt head in the next peninsular budget 2. Administrator, Hisar and Panchkula were asked to incorporate the receipt amount of interest on enhancement realisation in the Budget Estimate for the

year 2017-18.

3. Instalments :-

Zonal Administrator, Hisar and Rohtak were directed to increase the instalment budget than the current year's provision.

4. Enhancement :-

All the Zonal Administrator are directed to incorporate the new recovery receipt of enhancement in the next financial year budget which are likely to be finalized by the HQ on the basis of enhancement of cost of land as per the Court orders.

5. New Sale Residential/Commercial sites :-

All the Zonal Administrators were asked to review the receipt Budget of new sale of residential plots by fixing a meeting with the concerned Estate Officers as the receipt on account of sale of commercial is shown much lower than the expected receipts. All the Zonal Administrators were asked to review and send the revised expected receipts for the year 2017-18. Zonal Administrator, Gurgaon, Faridabad and Panchkula were particularly asked to review the expected receipts of new sale of residential and send the revised budget immediately

6. EDC receipts

It was discussed in the meeting that EDC receipts may be increased to the extent of ₹ 3000 crore for the year 2017-18.

7. Loans & Advances

The loan amount of ₹ 5000/- is likely to be received from the Banks as per the approval of Authority. The same should be incorporated under the Receipts Head of Loan & Advances during the year 2017-18.

8. Auction:-

The Estimated figures of auction may also added in revenue receipt.

BUDGET ESTIMATE OF EXPENDITURE FOR THE YEAR 2017-18.

1. Computerisation

GM (IT) was directed to send the estimated expenditure of computerisation, if any, for the year 2017-18.

2. Land Acquisition

Budget of land expenditure is required to be increased from ₹2330 crore to ₹ 3000 crore as the payment of land acquisition are likely to be made from the loan amount.

3. Works Expenditure

The Chief Engineer explained that the provision made for development works and informed that in view of the present financial position of HUDA as well as due to transfer of some of the services from HUDA to concerned MCs, the overall budget of development works for the year 2017-18 has been proposed for ₹ 1555.00 Crores. The corresponding budget during the year 2016-17 is ₹ 2085.00 Crores. The sub- head wise details were also explained by the Chief Engineer.

4. Cash Credit Limit

Budget estimate of CCL may be incorporated in the receipt Head of Loans & Advances also.

The Chairman issued the following directions also:-

1. All the Zonal Administrators will bring the Budget Estimate in the next meeting by hand which is to be held on next Friday i.e. 10.03.2017
2. All the Information should be on the basis of FAS. The

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information to be incorporated in the Budget should be fair and in a realistic manner.

3. The allotment letters to be issued through PPM should be under the head "Sale through auction". The Estate Officer should be sensitized for issuing the allotment letters and should give the minimum 7 days to the plots holder for depositing the remaining amounts.
4. The Heads to be rectified in the Budget Proforma.
5. The Chief Accounts Officer will break up the salary Head and put- up the report separately to the Chief Administrator. It was also directed to issue the instructions for disburse the arrear of 7th Pay Commission.
6. The Head of Group Housing Society included in the Budget estimate. The Administrators should also bring the information regarding Group Housing plots in the next meeting after verification.

**Action by:- All Administrators,/ All Estate Officers/
Chief Engineer and C.C.F, HUDA, Panchkula**

See

Through:- e-mail Only

(Faridabad Zone)

From

The Chief Administrator,
HUDA, Panchkula.

To

1. The Administrator, HUDA, Faridabad
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Superintending Engineer, HUDA, Faridabad.
4. The Estate Officer, HUDA, of Faridabad
5. The Land Acquisition Officer, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2016/135447
Dated:- 21.12.2016

Subject:- Proceedings of Review Meeting of Faridabad Zone of HUDA officers held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers of Faridabad Zone held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula for your kind perusal and further taking necessary action please.

Assistant Research Officer,
For Chief Administrator, HUDA,
Panchkula

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Proceedings of Review Meeting of Faridabad Zone of HUDA officers held on 08.12.2016 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.

At the outset, Chairman welcomed all the officers. During the quick review of the progress of the previous meetings, the chairman showed his displeasure over the poor recovery by the Estate Officer. Likewise he showed dissatisfaction over the limited efforts done by Estate Officer to sell Residential and Commercial properties through e-auction.

The agenda wise deliberations /directions are as under:

Agenda Item No.1: Review the status of enhancements Cases	The LAO was directed to present individual cases before the administrator for further probing wherein opinion has been given as "Not-Fit" for filing appeal. The ADA of Faridabad zone will assist the Administrator to know whether there is need for filing the appeal, keeping in view the high enhancement.
Agenda Item No.2: Review the status of Enhancement Notice to the allottees.	- The estate officers, Faridabad was not aware of reasons for poor recovery on the enhancement, he was not even sure that enhancement notices had been served upon to all allottees or not in the whole estate. - E.O was directed to do a fresh combing of each sector in his estate to check whether enhancement notices have been served upon each allottees or not? he will ensure that enhancement notices should go to each allottees and will submit a certificate to this effect before the next meeting to the Chief Administrator. - In case, it comes in their knowledge that enhancement has been allowed by the competent court but the case for the calculation has not been submitted to the C.C.F branch, then same should be brought in the notice of Administrator and C.C.F and the case be submitted with no further delay. EO will also point out the pending calculations, if there is any at the level of HQ in this regard so that same may be decided immediately. - The interest on the enhancement shall be calculated from the original date of decision.
Agenda Item No.3: Review the Status of RFA's and SLP's of Enhancement cases	The matter regarding filing of SLP in enhancement cases of Sector-75 to 89, Faridabad was discussed. The Administrator informed that though A.G has declared these cases as "not fit for SLP" but ACS has directed to go for SLP in these matters, accordingly the DGUE was requested to guide them. The Chief Administrator directed him to get the matter decided by personal follow-up. The Administrator was further directed to give details of other cases also where SLP is to be filed.
Agenda Item No.4: Review the status of auction of Residential /commercial sites	- C.A., HUDA, observed that the reserved price in case of Commercial e-auction has not been lowered by 5% on each unsuccessful auction (max up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Inst. Proper advertisements was not made by estate officer nor he could send hand bills to the public. The EO failed to popularize the e-auction through training of interested public. - The Chairman was very surprised to know that the procedure of

	e-auction is not properly understood by the EO's of the state in general. • He also expressed that Financial Accounting System (FAS) is not adopted in the field offices. The payments are also accepted through Cheque and Demand Draft inspite of the discouragement by the HQ. It was directed by the Chairman no payment will be made/accepted through Cheque and Demand Draft in future. • The General Manager (I.T) was directed to hold training programme of e-auction and FAS of the Accountants, Estate Officers and Chief Accounts Officers posted with Administrators within a week or depute a master trainer of I.T in the field offices for training purposes. • He further directed the Estate Officer that the e- auction programme for left over residential plots be fixed with no further delay and also host the details of plots on HUDA website. It was also directed to advertise the minimum (30 to 50) plots by the year end.
Agenda Item No.5: Review the Status of Implementation of PPM.	• The pendency of PPM was taken seriously. The overdue pendency as on 6.12.2016 in case of Faridabad(119) was significantly high. Displeasure was shown to the EO. The administrator and estate officers were directed to monitor the PPM overdue pendency on daily basis for PPM of HUDA is one of the important items on the cm-dashboard which Hon'ble Chief Minister himself monitors almost on daily basis. • The officers were made aware of that the overdue pendency will be reflected in their ACRs if it continuous persistently for a significant long period. They were guided to keep it below 10 always for individual estate and ultimately to keep it at Zero. The excuse or the reason of shortage of staff shall not be tolerated.
Agenda Item No.6: Review the Status of Review of CM window	The XEN (CM Window) informed that APSCM which reviewing the CM window has directed that: • The overdue percentage should be brought to as low as possible, preferably below 10%. • The pending complaints of 2015 should be finalized at an early date as year 2016 is also going to end shortly. • The urgent cases-marked in red star on the portal should be dealt with on priority. • Incomplete ATRs should not be uploaded on the portal. • The clarification column should be peeped into by the officer in-charge on priority because this is very near to the disposal. The Chairman directed the Administrator/ EO concerned to comply with the instructions of CM's office issued from time to time so as to resolve the pending grievances in a specific time- frame. The SE/EO/LAO should also hold grievance redressal camps for early redressal of the overdue cases which will be supersized by concerned administrator so that HUDA is able to project satisfactory

performance in the next Review meeting under the Ch'ship of APSCM.

Agenda Item No.7:
Review the status
of CM
announcements

The Status of in- progress and pending CM's Announcements was discussed. The Chairman instructed that:

- An early action be taken regarding the pending Announcements.
- In case announcements are not found feasible, the case should be put up immediately by the concerned office/ branch at HQ so that it can be taken up with CM cell.
- Also if any announcement is to be transferred to any other dept, the matter should be put up on file immediately by the concerned branch at HQ.
- The progress of in-action announcements should be expedited for early completion of the same.
- The Administrator should regularly review the Status of announcements under their zone and get the inter departmental/ intra departmental problems (as per the case), if any, sorted out. The Administrator was further directed to review the progress of following pending CM announcement on weekly basis:-

CM announcement code/date	Announcement in Brief
10533/ 27.5.2015	Development of new residential colony at Hathin
11341/17.4.2016	Construction of foot path and cycling track along the main roads and sector dividing roads from NH-2 to Bye pass Faridabad
11055/ 6.2.2016	Beautification of parks in Ballabgarh constituency
11289/17.4.2016	Feasibility study will be conducted for construction of over bridge at Palla Chowk, Kheri Chowk and Sector-29 Baselwa Colony Chowk Faridabad.
12550/14.5.2016	The dividing roads Sector- 11-12 & 12-15 Faridabad will be widened alongwith construction of cycle tracks
10206/7.6.2015	Municipal Corporation Faridabad to Conduct the feasibility study for construction and Identifying the sites for RUB and PUB on NH-2, Faridabad
10532/27.5.2015	Sewerage system at Hathin
10711/7.6.2015	Construction of RUB in Sector-45,46 Faridabad
11053/6.2.2016	Govt. Sr. Sec. School for girls at Faridabad
11056/6.2.2016	Arrangements be made to lift the garbage from Bye Pass Road and other places for cleanliness, Faridabad

11338/17.4.2016	Matter for converting service lane along Agra Canal (Faridabad) to 4 lane will be taken up with UP Govt.
11347/17.4.2016	Construction of Sports Stadium in Greater Faridabad
12446/17.4.2016	Construction of Sports Stadium in Sector-30 & 33 Faridabad.
10533/27.5.2015	Development of New Residential Colony in Hathin town.
11341/17.4.2016	Footpath and Cycling track will be constructed along the main roads and sector dividing roads from NH-2 to Bypass.
11296/17.4.2016	Construction of GyamKhana Club in sector-77-78.
11055/6.2.2016	All the park in Ballabgarh Constituency will be beautified.
11289/17.4.2016	Feasibility study will be conducted for construction of over Bridge at Palla Chowk, Kheri Chowk and Sector-29- Baselwa Colony Chowk.
12550/14.5.2016	The dividing roads sector-11-12 & 12-15 will be widened alongwith construction of cycle tracks.
9692/14.12.2014	Gurgaon and Faridabad would be connected with Metro rail lines if found feasible.
10206/7.6.2015	The Hon'ble CM directed the Municipal Corporation ,Faridabad to conduct the feasibility study for construction and identifying the sites for RUB and PUB on NH-2.
10532/27.5.2015	Regarding construction of Sewerage System in Hathin Industrial Area.
10711/7.6.2015	Construction of Railway under bridge (RUB) in Sector-45,46 Faridabad.
11053/6.2.2016	Construction of Govt. Sr. Secy School for girls on the HUDA land in front of the plots of 36 sq. yards.
11056/6.2.2016	Arrangements be made to lift the garbage from Bye Pass road and otherplaces for cleanliness
11338/17.4.2016	Matter for converting service lane along Agra Canal to 4 lane will be taken up with UP Government.
11347/17.04.2016	Sports stadium will be constructed in Greater Faridabad
12446/17.04.2016	Sports stadium will be constructed in sector-30 & 33.

Agenda Item No.8: Review the status of recovery, expenditure.	The poor status of recovery was seriously viewed by the Chairman. The recovery was found below expectation under all the three heads namely Installment, Enhancement and Extension fee. - The EO was directed to do a sector wise combing of the cases where OCs have not been captured in the PPM system so that the undue high demand may be settled automatically in the system. - The chairman showed his displeasure that EO is giving notices under section 17(1) time and again for non-payment of dues and they do not conclude these default cases by resuming their properties. The E.O was directed to complete the resumption proceedings at the earliest so that recovery rate may be given a boost. The EO was further directed to resume 5 properties at least before the next meeting.
Agenda Item No.9: Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts	The officers were directed to make compliance with the orders of Hon'ble High court in the following cases and to submit the compliance report in the next meeting. - Case No.: Cwp No. 4765 Of 2014 Title: Kanchan Malhotra Vs. State Of Haryana And Others - Case No.: Cwp No. 4774 Of 2014 Title: Vinod Bansal Vs. State Of Haryana And Others - Case No.: Cwp No. 4743 Of 2014 Title: G.S. Gupta Vs. State Of Haryana And Others - Caseno.: Cwp No. 8456 Of 2014 Title: Krishan Kumar Vs. State Of Haryana And Others - Case No.: Cwp No. 8456 Of 2014 Title: Krishan Kumar Vs. State Of Haryana And Others - Case No.: Cwp No. 8857 Of 2015 Title: Ram Bhawan Gupta Vs. Huda And Others - Case No.: Cwp No. 13058 Of 2015 Title: C.M. Sachdeva Vs. State Of Haryana And Others - Case No.: Cwp No. 18653 Of 2015 Title: M/S Bajrang Engineer Works Vs. Huda And Others - Case No.: Cwp No. 357 Of 2016 Title: Bimal Goyal V/S Haryana Urban Development Authority Etc - Case No.: Cwp No. 5451 Of 2016 Title: Ramesh Chand And Another Vs. State Of Haryana And Others - Case No.: Cwp No. 8144 Of 2016 Title: Kamal Sehgal Vs. State Ofharyana - Case No.: Cwp No. 13023 Of 2016 Title: Vinay Kumar Vs Huda & Ors - Case No.: Cwp No. 11590 Of 2016 Title: Pawan Singhal Vs. State Of Haryana And Others - Case No.: Cwp No. 14405 Of 2016 Title: Vipin Kumar Vs. Huda - Case No.: Cwp No. 14407 Of 2016 Title: Rajnish Aggarwal Vs. Huda And Others

	• Case No.: Cwp No. 13567 Of 2016 Title: Vinay Kumar Aggarwal Vs. State Of Haryana And Others • Case No.: Cwp No. 16194 Of 2016 Title: Gajraj And Anr V/S State Of Haryana And Ors • Case No.: Cwp No. 16330 Of 2016 Title: Satish Wadhwan V/S Haryana Urban Development Authority And Others • Case No.: Cwp No. 17931 Of 2016 Title: Sheel Madhur V/S Haryana Urban Development Authority Etc. • Case No.: Cwp No. 18205 Of 2016 Title: Shailesh Chauhan V/S Haryana Urban Development Authority • Case No.: Cwp No. 18417 Of 2016 Title: Lord Budha Cooperative Group Housing Society Ltd V/S Haryana Urban Development Authority Etc. • Case No.: Cwp No. 23377 Of 2013 Title: Sarup Singh @ Molu V/S State Of Haryana And Ors. • Case No.: Cwp No. 19882 Of 2016 Title: Deputy Lal And Ors V/S State Of Haryana And Ors • Case No.: Cwp No. 11603 Of 2015 Title: Sheenam Aggarwal V/S Haryana Urban Development Authority Etc • Case No.: Cwp No. 21013 Of 2016 Title: M/S Klj Developers Private Ltd V/S State Of Haryana And Ors • Case No.: Cwp No. 16844 Of 2016 Title: Kanta Sharma V/S Huda Etc. • Case No.: Cwp No. 11572 Of 2015 Title: Satish Sethi V/S Haryana Urban Development Authority Etc
Agenda Item No.10: Review the status of COCPs	The officers were directed to make compliance with the orders of Hon'ble High court in the following contempt cases and to file the reply at the earliest before the next fixed date. They must bring compliance report in the next meeting. • Cocp No. 1981 Of 2016 SANGAM Co-Op Housing Society Ltd. Vs Vikas Gupta • Cocp No. 2637 Of 2016 R.N. Gandhi Vs. Vikas Gupta • Cocp No. 2187 Of 2015 Sangeeta Babbar Vs. P.C. Meena • Cocp No. 2509 Of 2015 Anshu Mehta Vs Brijendra Singh • Cocp No. 1955 Of 2016 Ram Bhawan Gupta Vs. Vikas Gupta • Cocp No. 2021 Of 2016 The Faridabad Ex. Sainik And Karamchari Vs Vikas Gupta • Cocp No. 2724 Of 2015 M/S Sledge Hammer Oil Tools Company Pvt. Ltd. Vs. Bijender Singh And Others • Cocp No. 2521 Of 2016 Sheenam Aggarwal Vs. Yashindra Singh • Cocp No. 2938 Of 2016 Bimal Goyal Vs. Vikas Gupta • Cocp No. 1708 Of 2016 Pawan Kumar Vs P. Raghvendra Rao And Others • Cocp No. 1935 Of 2016 Infant Jesus Social Welfare Society And Ors. V/S Priyanka Soni And Anr. • Cocp No. 1886 Of 2015 Mohan Lal Vs. P.C. Meena Etc

	76 - Cocp No. 2532 Of 2016 Satish Sethi V/S Yashindra Singh - Cocp No. 1867 Of 2016 Tilak Raj Vs. Vikas Gupta - Cocp No. 3127 Of 2015 National Public Education Society Vs Sh. Brijendra Singh And Another Cocp No. 2286 Of 2016 Pawan Kumar Vs. Vikas Gupta (Speaking order to be passed)
Agenda Item No.11: Review the status of cases where awards are to be announced	The LAO was directed to send the status report to the CA/Direct, U.E. regarding acquisition at Garunda/Malik Pur/Garghi Multan for development of sector-2 and 9 of U.E. Karnal as well as sector-25, Ambala.
Agenda Item No.12: Review the status of Action Taken Report of Dharm Singh Yadav Case CRM-M 26292 of 2013	- The Estate Officer was asked to issue the show cause notices to all defaulters and to lodge FIR against them after fulfilling all formalities and to send the report to the Administrator (HQ). - They are also to make a separate account of the cases where FIR has actually been lodged by the police by keeping a copy of the same on record. - The departmental disciplinary action against the delinquent Govt. employees also needs to be taken care of.
Agenda Item No.13: Review the status of pending reference at HQ	The Administrator (HQ) was directed to have a meeting of pending references at his own level and to submit the report to C.A before next meeting.
Miscellaneous discussion/directions beyond the agenda items.	E-Auction: All e-Auction events will now be held from 09:00AM to 02:00PM. The auction process will get automatically be extended for next 10 Minutes, in case any bid is received in the last 10 Minutes. The Terms and conditions of the e-auction may be amended as: "In case of online payment of EMD, the registration for e-auction will remain open till the start of prescribed time of e-auction." File tracking system: All Head of the Offices will submit a certificate regarding 100% usages of CeFMaTIS after obtaining compliance report from all the field offices under their control by 15th of every month. IT Wing will compile the data and put up the file to ACS (TCP) for issuing the certificate on behalf of HUDA. The demand of the computers required for implementation of file tracking system may be submitted to G.M (I.T) for a centralized purchase at the level of HQ. Revenue Receipts: Administrators to ensure that all receipts of HUDA shall be accepted through bank challans only. Ashiana Schemes: - The Estate Officers were directed to allot the Ashiana Flats to all eligible candidates before 31.12.2016 and will not allot to anyone without calling application through advertisement. For the balance left out plots, they may call fresh applications. Transfer of sector: - EO's have been directed to transfer the sectors in next two weeks where they are yet to be transferred.

- **Information for Advertisement :** The EOs were directed to send the latest status to C.T.P on sites for (i) petrol pump, (ii) RB, (iii) Social Charitable institutions so that a comprehensive advertisement may be issued at the level of C.T.P Branch by the year end.
- The cases for alternate plot should route through Administrator of Zone before its recommendation to CA.
- The Administrator will review the cases pending for implementation of court directions and he will inform in next meeting about the action taken in this regard.
- The details of disputed plots is to be prepared at the earliest.

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Proceedings of the Review Meeting of Panchkula, Faridabad and Gurugram Zone held on 16.05.2017 & 18.05.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Vikas Gupta, IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula.

The list of officers participated in the meeting is enclosed as Annexure 'A'.

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

Agenda item	Decision Taken
Agenda item No. 1 Review the details of enhancement notices	After discussion/perusal of report the Chairman expressed his displeasure for not mapping the enhancement rates for last years and the following directions were issued:- <u>Panchkula Zone</u> Panchkula:- - The Land Acquisition Officer Panchkula intimated that the information of sector 20,21,22,31 & 32 has already been supplied to C.C.F. It was directed by the C.A. to fix additional price of the said sectors and convey within 30 days. - The LAO was directed to prepare a report of sectors of MDC within 7 days and submit the report. - The Administrator, HUDA, Panchkula and EO, HUDA, Panchkula were directed to send the requisite information for calculation of additional price of remaining sectors within one month positively. - It was also directed to prepare a report of sector 1, 2, 4,6,7,8, and of Govt. sites that how much enhancement amount was recovered. Whether the payment has been received or not from Haryana Govt. offices. The Chief Controller of Finance was also directed to peruse the record within 7 days and will confirm that whether the additional price is to be fixed or not? - Recovery should be made from all the Govt. or Non-Govt. plots holders expeditiously. Ambala:- - The Estate Officer apprised that the additional price of sector 7 & 8 of Ambala City has already been finalized and notices of enhancement are being issued. - Estate Officer was directed to send the required documents pertaining to Sector 27, 32 & 34 (10 & 11) and the latest status of sector-4, Naraingarh to C.C.F for fixing the additional price within one month positively. Yamuna Nagar:- - The Estate Officer assured to send the information of Sector 15P-I, 17P-I and sector 18 of UE, Jagadhri

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within one month and also send the information of remaining sectors in next month to fix the additional price.

Kurukshetra:-

- The Land Acquisition Officer Panchkula was directed to provide the information of enhancement of sector 2,3,5,8 of UE, Kurukshetra and sector 7 & 13 of UE, Shahabad so that the additional price of the said sectors could be fixed in the last week of May, 2017.

Kaithal & Karnal

- Both the Estate Officers were directed to send the details report of Sector 18,19 Part-I, Sector 21 and 25 of U.E. Kaithal and Sector 6,7,8,9,32,33 and Taroari of U.E. Karnal so that notices be issued within the one month.

Faridabad Zone:-

- The Administrator Faridabad apprised that the complete enhancement notices of U.E Faridabad have been issued. The Chairman expressed his displeasure that the Estate Officer Faridabad as well as Administrator Faridabad have not applied their mind and directed them to check the record of Sector 20A, 20B, 56 & 58 and be communicated to him up to 27th May.

Gurugram Zone

- **Gurugram-I:-** Chairman expressed his displeasure for not supplying the information and directed the Estate Officer-I to supply the information within 2 days and was further directed to prepare data of unplanned, un-sold land of sector 1,2,3,5,6 along with the detailed reasons and submitted to C.T.P, HUDA, Panchkula within one month.
- **Gurugram-II:-** Administrator, HUDA, Gurugram and Estate Officer (II), HUDA, Gurugram were directed to dispose of the land of Sector 51,57 & 58 of UE, Gurugram expeditiously.
- Estate Officer-II was also directed to send the required information of sector 38,44,45,46,52 of UE, Gurugram to HQ up to 25th May, 2017 and 55,56,57 of UE, Gurugram up to 2nd June 2017.
- Further asked to check the status of enhancement rate awarded by Hon'ble High Court of UE, Patnaudi and to send the report within 15 days.

Rewari:-

- Estate Officer was directed to check the record whether the amount of enhancement was included or not during the flotation of Sector -18 & 19 and Sector

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Through:- e-mail Only

From

The Chief Administrator,
HUDA, Panchkula.

To

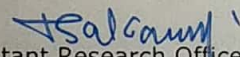
1. The Administrator, HUDA, Panchkula
2. The Administrator, HUDA, Faridabad.
3. The Administrator, HUDA, Gurugram.
4. All the Head of Branch, HUDA, HQ, Panchkula.
5. The Estate Officer, HUDA, Panchkula
6. The Estate Officer, HUDA, Kaithal
7. The Estate Officer, HUDA, Karnal
8. The Estate Officer, HUDA, Jagadhari
9. The Estate Officer, HUDA, Kurukshetra
10. The Estate Officer, HUDA, Ambala
11. The Estate Officer, HUDA, Faridabad
12. The Estate Officer-I, HUDA, Gurugram.
13. The Estate Officer-II, HUDA, Gurugram
14. The Estate Officer-, HUDA, Rewari
15. The Superintending Engineer, HUDA, Panchkula.
16. The Superintending Engineer, HUDA, Faridabad.
17. The Superintending Engineer-I, HUDA, Gurugram.
18. The Superintending Engineer-II, HUDA, Gurugram.
19. The Additional Director, Urban Estate (HQ), Panchkula.
20. The Land Acquisition Officer, Panchkula.
21. The Land Acquisition Officer, Faridabad
22. The Land Acquisition Officer, Gurugram.

Memo No. Dy.ESA(HUDA)/A.R.O/2017/ 97362

dated:- 30/05/2017

Subject:- Proceedings of the Review Meeting of Panchkula, Faridabad and Gurugram Zone held on 16.05.2017 & 18.05.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Vikas Gupta, IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula.

Please find enclosed herewith the proceedings of the Review Meeting of Panchkula, Faridabad and Gurugram Zone held on 16.05.2017 & 18.05.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Vikas Gupta, IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula for your kind perusal and also request you to send the action taken report immediately.


Assistant Research Officer,
for Chief Administrator, HUDA,
Panchkula

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Proceedings of the Review Meeting of Panchkula, Faridabad and Gurugram Zone held on 16.05.2017 & 18.05.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Vikas Gupta, IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula.

The list of officers participated in the meeting is enclosed as Annexure 'A'.

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

Agenda item	Decision Taken
Agenda item No. 1 Review the details of enhancement notices	After discussion/perusal of report the Chairman expressed his displeasure for not mapping the enhancement rates for last years and the following directions were issued:- <u>Panchkula Zone</u> Panchkula:- - The Land Acquisition Officer Panchkula intimated that the information of sector 20,21,22,31 & 32 has already been supplied to C.C.F. It was directed by the C.A. to fix additional price of the said sectors and convey within 30 days. - The LAO was directed to prepare a report of sectors of MDC within 7 days and submit the report. - The Administrator, HUDA, Panchkula and EO, HUDA, Panchkula were directed to send the requisite information for calculation of additional price of remaining sectors within one month positively. - It was also directed to prepare a report of sector 1, 2, 4,6,7,8, and of Govt. sites that how much enhancement amount was recovered. Whether the payment has been received or not from Haryana Govt. offices. The Chief Controller of Finance was also directed to peruse the record within 7 days and will confirm that whether the additional price is to be fixed or not? - Recovery should be made from all the Govt. or Non-Govt. plots holders expeditiously. Ambala:- - The Estate Officer apprised that the additional price of sector 7 & 8 of Ambala City has already been finalized and notices of enhancement are being issued. - Estate Officer was directed to send the required documents pertaining to Sector 27, 32 & 34 (10 & 11) and the latest status of sector-4, Naraingarh to C.C.F for fixing the additional price within one month positively. Yamuna Nagar:- - The Estate Officer assured to send the information of

Sector 15P-I, 17P-I and sector 18 of UE, Jagadhri within one month and also send the information of remaining sectors in next month to fix the additional price.

Kurukshetra:-

- The Land Acquisition Officer Panchkula was directed to provide the information of enhancement of sector 2,3,5,8 of UE, Kurukshetra and sector 7 & 13 of UE, Shahabad so that the additional price of the said sectors could be fixed in the last week of May, 2017.

Kaithal & Karnal

- Both the Estate Officers were directed to send the details report of Sector 18,19 Part-I, Sector 21 and 25 of U.E. Kaithal and Sector 6,7,8,9,32,33 and Taroari of U.E. Karnal so that notices be issued with in the one month.

Faridabad Zone:-

- The Administrator Faridabad apprised that the complete enhancement notices of U.E Faridabad have been issued. The Chairman expressed his displeasure that the Estate Officer Faridabad as well as Administrator Faridabad have not applied their mind and directed them to check the record of Sector 20A, 20B, 56 & 58 and be communicated to him up to 27th May.

Gurugram Zone

- **Gurugram-I:-** Chairman expressed his displeasure for not supplying the information and directed the Estate Officer-I to supply the information with in 2 days and was further directed to prepare data of un-planned un- sold land of sector 1,2,3,5,6 alongwith the detailed reasons and submitted to C.T.P, HUDA,

Panchkula with in one month.

- **Gurugram-II:-** Administrator, HUDA, Gurugram and Estate Officer (II), HUDA, Gurugram were directed to dispose of the land of Sector 51,57 & 58 of UE, Gurugram expeditiously.
- Estate Officer-II was also directed to send the required information of sector 38 44,45,46,52 of UE, Gurugram to HQ up to 25th May, 2017 and 55,56,57 of UE, Gurugram up to 2nd June 2017.
- Further asked to check the status of enhancement rate awarded by Hon'ble High Court of UE, Pataudi and to send the report within 15 days.

Rewari:-

- Estate Officer was directed to check the record whether the amount of enhancement was included or

	not during the flotation of Sector -18 & 19 and Sector 6(Part) Dharuhera and submit the report with in 10 days. • The Estate Officer was further directed to issue the enhancement notices of sector- 3 within 10 days & compliance be submitted. • The Estate Officer apprised that the sector 6,7& 20 were ready for flotation. Directions were issued to C.T.P for put the status in this regard. • It was also directed to send the detail report of Sector 1 Pataudi by or before 2nd June, 2017 so that additional price could be fixed and notices to be issued with in the 1 month. Further directed that:- • The allotment letter of Sector 9A, 10 & 11 Mahandergarh should be issued by 31st May, 2017 positively. • The Administrator, Gurugram was directed to prepare & submit a sector wise details of the land acquired for dividing roads and send information to C.C.F (HQ) so that EDC expenditure may be booked against the enhancement. CCF to issue detail Instructions in this regard separately. • Further, Estate Officers are directed to pass the speaking orders in case of default by property owners and process for resuming the same be completed expeditiously.
Agenda item No. 2 Review the status of enhancements cases where enhancement rate is to be fixed.	While reviewing the status of Enhancement cases where the enhancement rates are to be fixed Chairman expressed his displeasure for not mapping the enhancement rates of all sector inspite of repeated directions. All the Administrators/Estate Officers were directed to submit the information of remaining sectors which to the C.C.F with in 15 days and will also inform through telephonic.
Agenda item No. 3 Review the status of Recovery	• The Chairman expressed his displeasure over shortfall in recoveries. It was observed that recovery notices to the defaulter allottees are not being issued regularly. • It was noticed by the Chairman that no properties have been resumed in Faridabad and Gurugram Zone. • Further directed all Estate Officers that notices under Section 17 of HUDA Act be issued regularly and ensure if, the defaulter allottees, do not deposit the due amount, then the process of resumption be adopted. • The Estate Officer, Faridabad was also directed to resume at least 91 no's sites on or before 01.06.2017 and the Estate Officers of Gurugram Zone and

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	Panchkula Zone shall resume atleast 50no's of property.
Agenda item No. 4& 5 Review the fixation of Reserve price of Residential/Commercial sites and auction there -of	Administrator Panchkula, Faridabad and Gurugram apprised that the tentative schedule of E-auction of Residential /Commercial sites for the month of June to August has already been fixed. • C.A., HUDA, observed that even after the assurance given by EOs in last review meetings, they failed to achieve the target of e-auction of commercial sites. This reflected their lack of hard work. The reserved price has not been lowered by 5% on each unsuccessful auction (max up to 20%) in pursuance of HUDA policy despite of repeated directions. The EOs failed to popularize the e-auction through training to interested quarters. • The Administrators and the Estate Officers apprised that the market in recession position and the reserve price of the HUDA properties is on higher side, even after lowering the reserve price up to 20% as per HUDA policy as comparison of the market rate. The said point was discussed at length and decided that the Chief Controller of Finance should device the proforma and collect the information from the Estate Officers to review the price of commerical property. It was also decided a meeting of price fixation will also held in the last week of May, 2017 and accordingly report will be put-up to the Govt for further action. Panchkula Zone • The Chairman expressed his displeasure for non-auctioning of residential plots in the U.E Jagadhari and directed to the Estate Officer, Jagadhari to put-up the maximum sites for e-auction without any delay. • Chairman Further asked the Estate Officer Kurukshetra to put-up the case of Sector-29 for the approval of Govt. for e-auction of residential plots. • The Estate Officer Karnal apprised that sufficient no of 2 Marla (EWS) plots are available vacant in Sector-16. The matter was discussed in details and decided that the Estate Officer will send the fresh proposal/report to convert/club the 2 Marla size plots in 4 Marla size plots to HQ so that same could be reviewed. • The Chairman directed to all the Estate Officers that maximum No of plots at prime location of Commercial and Residential Sectors in their respective Urban Estate-be put in E-auction to be conducted up to July, 2017.
Agenda item No. 6	The Chairman conveyed his displeasure on dismal progress in

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Review the status of P.P.M	PPM and large pendency especially in case of Estate Office, HUDA, Kaithal, Panchkula, Faridabad, Rewari which is over 50. He impressed upon the officers to pay proper attention to the disposal of overdue pendency on PPM system.
Agenda item No. 7 Review the status of pending zoning data for on-line approval of Building plans.	The Chairman expressed his unhappiness for not sending the zoning data even after repeated directions issued by the HQ. All the Administrators/Estate Officers were directed to send the data with in 15 days so that further necessary action can be taken. The Estate Officer, Faridabad was specially directed to send the zoning plans of commercial sites of his respective U.E.
Agenda item No. 8 & 9 Review the total no's of sites sold through e-auction & Review the total no's of pending allotment letter for properties sold through e-auction.	It was noticed by the Chairman the commercial properties are not being auctioned by the concerned estate officers and the allotment letter of sold property is also not handed over to the allottee well in time. It was directed by the Chairman that maximum number of prime location plots of Commercial and Residential category in Urban Estate- be put up in E-auction and be processed expeditiously.
Agenda item No. 10 Review the status of C.M window	The status of CM Window was discussed and the Chairman apprised to the officers that a serious view has been taken by the C.M.s office regarding high percentage of overdue C.M. grievances and overall progress observed very poor and dismal one. It was also informed by the Chairman that during the CMGGA workshop on CM window, held on 25.02.2017 under the Chairmanship of Hon'ble Chief Minister, it was decided that ATRs be uploaded in the standardized format. Accordingly following directions were issued:- - To reduce the percentage of CM window grievances below 5%, best efforts are required at the level of all Estate Officers as well as S.E./ XENs and it was directed that:- - In pursuance of directions from C.M. Cell, Chairman directed that pending complaints of 2015 be disposed off on or before 30th June 2017. - All the Officers/Officials should ensure the ATR should be send in the prescribed format as issued by the Chief Minister Grievance Redressal Cell. - The Grievance No. CMOFF/N/2015/119546 and CMOFF/N/2015/119537 of Sh. Valayat Raj and Fully Devi was also reviewed and Estate Officer Ambala was directed to review the cases and send the proposal at HQ for allotment of alternative plots, if the case is reasonable expeditiously.
Agenda item No. 11 Review the status of Group Housing Sites	Panchkula Zone CTP informed that the information regarding availability of G.H. sites for e-auction has been provided by Administrator,

	HUDA, Panchkula. After discussions, following decisions were taken:- • The Zonal Administrator-cum-Chairman, ZPC will take necessary action for immediate finalization of zoning plans of all the available G.H. sites, latest by 31.05.2017. • CTP pointed out that the reserve price for e-auction of G.H. sites in sector-20 & 24, Panchkula for the financial year 2017-18 was not fixed. CCF(H) was requested to do the needful within 7 days. • The Zonal Administrators will send a certified list, (duly signed by concerned Estate Officer and Administrator) of available G.H. sites in the urban estates under their respective jurisdiction, which may be advertised for e-auction in the first phase likely to commence from 15.06.2017. Faridabad and Gurugram Zone • CTP informed that the information regarding availability of G.H. sites for e-auction has been provided by both the Zonal Administrators. • The Zonal Administrator-cum-Chairman, ZPC will take necessary action for immediate finalization of zoning plans of all the available G.H. sites, latest by 31.05.2017. • The Zonal Administrators will send a certified list (duly signed by concerned Estate Officer and Administrator) of available G.H. sites in the urban estates under their respective jurisdiction, which may be advertised for e-auction in the first phase likely to commence from 15.06.2017.
Agenda Item No.12: Review the Status of RFA's and SLP's of Enhancement cases	• The Chairman expressed his displeasure for not supplying the information of status of RFA's and SLP's by the Land Acquisition Officer Panchkula and directed to put-up the report in this regard on or before 31st May 2017. Faridabad Zone • The Administrator Faridabad apprised the Chairman regarding LAC No. 99/2015 and LAC No. 1128/2014 in the case of Sh. Chiranji Lal and Sh. Bhagwan Dass that the necessary documents have been handed over to A.G. office for legal opinion which is still pending. • Whereas in the LAC No. 7108/2012 Rampal Vs State (A bunch of 1354 cases) of Faridabad has been pending at the level of the office of PSTCP for taking the decision whether the SLP is to be filed or Not. It was directed to the Administrator, Faridabad to take

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	up the matter personally in the A.G office as well as office of PSTCP in order to expedite the issue. Gurugram Zone The Administrator, Gurugram apprised that RFA is to be filed in 38 no cases. It was directed by the C.A. to take up the matter personally in this regard.
Agenda Item No.13: Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts	The officers were directed to make compliance with the orders Of Hon'ble High Court in the following cases and to submit the compliance report in the next meeting by taking personal interest. Panchkula Zone - CWP NO. 3848/2016 TITLED AS BIRBHAN Vs STATE OF HARYANA AND ORS. - CWP NO. 3518 OF 2015 TITLED AS BHARAT BHUSHAN SINGH - CWP NO. 10626 OF 2016 TITLED AS GURDWARA SSATBHAI GOLAJI, BHAI LACHHI RAM JI VS STATE OF HARYANA (Sector-14, Part-II, Karnal) - CWP NO. 23162/2015 PGI EMPLOYEES WELFARE HOUSING ORG. Vs HUDA. - CWP NO. 1072 OF 2013 TITLED AS MEHAR SINGH AND Ors Vs STATE OF HARYANA - CWP NO. 18620 OF 2016 TITLED AS KRISHANA DEVI Vs HUDA. - CWP NO. 20354 OF 2016 TITLED AS RAMPAL Vs STATE OF HARYANA. - CWP NO. 15732 OF 2015 TITLED AS SHUSHIL KUMAR Vs STATE OF HARYANA. Faridabad Zone:- It was noticed by the Chairman that speaking orders have not been passed by the Estate Officer Faridabad. It was directed by the C.A. to pass the speaking orders and submit the compliance report on or before 15th June, 2017. Gurugram Zone:- - The Administrator apprised the Chairman that 10 no's of cases are pending at the level of HQ in C.C.F branch in which speaking orders is to be passed. The Chairman directed to the C.C.F to take up the matter and put up the report immediately.
Agenda Item No.14: Review the status of COCPs	The officers were directed to make compliance with the orders of Hon'ble high court in the contempt cases and to file the reply at the earliest before the next fixed date. Further all EO's were directed to send the details of alternative plots in a Performa issued by Urban Branch through Administrator so that they may be decided in a uniform way, instead of individual favour before the next date in Court.

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Agenda item No. 15 Review the PAC Paras	The Chairman pointed out that serious view to settle the PAC Paras be taken on priority basis and the job should be completed within 15 days with detailed report. Further it was also directed the concerned Officers will be present during the next PAC meeting.
Agenda Item No.16: Review the status of pending reference at HQ	The Administrator (HQ) was directed to have a meeting of pending references at his own level and to submit the report to C.A.
Agenda Item No.17: Review the status of CM announcements	The Status of in- progress and pending CM's Announcements was discussed. The Chairman instructed that: • An early action be taken regarding the pending Announcements. • The Chairman directed that all the concerned officers must personally monitor the progress of pending C.M. announcements and work should be completed within the target dates. • It was also directed by the Chairman those announcement which were made by the Hon'ble Chief Minister till 30.6.2016 and on which the work cannot be started up to 31.03.2017, they have highlighted the same in their comments which have been entered/updated CM's Announcement Portal and also put-up the special report in this regard separately.
Miscellaneous discussion/directions beyond the agenda items.	• The Land Acquisition Officer Panchkula apprised the Chairman that CFMS/CCTNS system has not been incorporated in his office due to not availability of the Computers/Photostat Machine and net service. • Further it was also requested by the LAO to provide the Data Entry Operators who is well conversant in Hindi typing because most of the work is done by the Patwaris in Hindi language. Accordingly the following directions were issued:- • The Chairman directed G.M (I.T) to get provided the Computers and networking system and depute the I.T personal in the O/o LAO Panchkula and put up the report immediately. • ADUE was also directed to depute at least 2no's of newly data entry operators who are well conversant in Hindi typing from the O/o ADUE(HQ) out of 8 no's of D.E.O's and also purchase the photo state machine from Govt. Sources. General : > It was observed that all the Administrators/Estate Officers/Senior Town Planners/District Town Planners/Land Acquisition Officers are not serious while responding the special references communicated

personally by the Headquarter in respect of COCP/court cases/CM Window and other important references.

- Further observed that the report of the reply regarding the court cases, generally being submitted in the late night on the eve of the date fixed in the court which causes the unnecessarily harassment and even due to lack of proper examination of the reply/report which even cause embarrassing position of the HQ.
- It has also been observed that the information and report regarding this very meeting has not been submitted timely and despite of the repeated requests, some of the Administrators/Estate Officers submitted in the pre-late night of the meeting. Hence, the W/C.A directed all the Administrators/Estate Officers / STPs /DTPs / LAOs to ensure the compliance of the orders of the HQ in the stipulated period, failing which the same shall be viewed seriously and the matter will be brought to the notice of the higher authorities for initiation of the disciplinary proceedings.
- Further, it has also been observed that there is a absolute lack of coordination amongst the various wings of HUDA like Town Planning, Engineering Wing, Legal Cell, Administrator and LAO offices. It is desired that all wings shall maintain proper coordination for the purpose of discharging the official duties in order to improve the efficiency.
- It has also been observed that certain field functionaries do not respond the telephonic and E-mail messages timely and also do not maintain the HQ. C.A. has viewed it seriously and directed to ensure the timely compliance.
- The C.A-cum-Chairman has also observed that the action taken report of the previous meetings have not been submitted by any of the officers. It has been viewed seriously and directed that in future all the action taken reports be ensured within 15 days by all the quarter concern.
- The various problems being faced by the field functionaries were also enlisted, e.g. shortage of staff etc.

In the end of the meeting, Administrators/Estate Officers including other field functionaries assured that in future the compliance will be submitted timely.

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