

Through:- e-mail Only

From

The Chief Administrator,
HUDA, Panchkula.

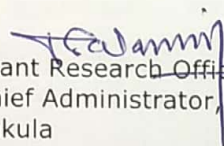
To

1. The Administrator, HUDA, Faridabad
2. The Administrator, HUDA, Gurugram.
3. All the Head of Branch, HUDA, HQ, Panchkula.
4. The Estate Officer, HUDA, Faridabad.
5. The Estate Officer-I, HUDA, Gurugram.
6. The Estate Officer-II, HUDA, Gurugram.
7. The Estate Officer, HUDA, Rewari.
8. The Superintending Engineer, HUDA, Gurugram
9. The Superintending Engineer, HUDA, Faridabad.
10. The Land Acquisition Officer, HUDA, Gurugram.
11. The Land Acquisition Officer, HUDA, Faridabad.

Memo No.Dy.ESA(HUDA)/A.R.O/2017/ 24627
Dated:- 8/2/17

Subject:-Proceedings of Review Meeting of Faridabad and Gurugram Zone of HUDA officers held on 23.01.2017 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula

Please find enclosed herewith Proceedings of Review Meeting of Faridabad and Gurugram Zone of HUDA officers held on 23.01.2017 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

Proceedings of Review Meeting of Faridabad and Gurugram Zone of HUDA officers held on 23.01.2017 under the Chairmanship of Sh. Vikas Gupta, IAS Chief Administrator, HUDA Panchkula.

The agenda wise deliberations /directions are as under:-

Agenda Item No.1: To review the action taken report of last review meeting held on 8.12.2016 of Faridabad Zone and 15.12.2016 of Gurugram Zone.	Action taken on the decisions of the last review meetings held on 8.12.2016 and 15.12.2016 was discussed in detail. It was pointed out that action taken was not satisfactory especially with regard to overdue pendency, status of resumed property, review of court cases. Neither the Administrator nor the Estate Officer are paying attention towards the recoveries from the allottees.
Agenda Item No.2: Review the status of enhancements Cases where enhancement rate is to be fixed	- The Chairman expressed his displeasure for not mapping the enhancement rate of at least 2 sectors in each Urban Estate even after issue of directions in the month of October. Administrator, Faridabad was advised to improve his performance in this regard and explain his position within 10 days for not calculating the rate of enhancement of atleast 2 no's of Sector. It was also directed that all the EO's to determine the enhancement rate with respect at least two sectors of their respective estate and send the report to C.C.F at (HQ) by 31st January 2017. - Further Estate Officer, Rewari apprised that enhancement rate of Sector-3 (Part-I) Rewari is being determined. The Chairman directed the Administrator, Gurugram shall submit the proposal of "Additional Price Recovery "to C.C.F of Sector-3 (Part-I) Rewari and Sector 44, 45 and 51 Gurugram by 31st January, 2017. Further Chief Town Planner and Chief Controller of Finance will hold a meeting in the first week of the month of February, 2017 and submit the final proposal. - The Chief Town Planner will device a proforma with detailed remarks that in which year the sectors were floated with the co-ordination of C.C.F and than same be circulated to field offices for getting the report so that enhancement rate could be fixed accordingly.
Agenda Item No.3: Review the status of Enhancement Notice to the allottees.	- It was directed to the Administrator Faridabad and Gurugram in the last review meetings that enhancement notices should be issued to each allottee and will submit a certificate to this effect in the next meeting but no certificate has been received from their side. The Chairman expressed his displeasure and directed to Estate Officer, Faridabad to explain his position for not issuing the notices to the allottee within 10 days and further directed that: - The Estate Officer 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 required certificate.

Agenda No.4: Review the Status of RFA's and SLP's of Enhancement cases	Item	The Chairman expressed his displeasure for non- updating of the status of the filing the SLP's and RFA's. The Chairman directed to get the matter decided by personal follow-up. The Administrators were further directed to give details of other cases also where SLP/RFA is to be filed.																													
Agenda No.5: Review the status of auction of Residential /commercial sites	Item	- C.A., HUDA, observed that the reserved price in case of Commercial e-auction has not been lowered by 5% on each unsuccessful auction (maximum up to 20%) in pursuance of HUDA policy given at P-322 of HUDA Booklet on Instructions. Neither proper advertisement were given by Estate Officers nor hand bills distributed among public. The EOs failed to popularize the e-auction programme. - He further directed the Estate Officer that the e- auction programme for left over residential plots be fixed without further delay and also host the details of plots on HUDA website. No Urban Estate be left without e-auction. The G.M (I.T) will submit the report of e-auction to Chief Administrator on regular basis.																													
Agenda No.6: Review the Status of Implementation of PPM.	Item	- The pendency of PPM was taken seriously. The Administrator and Estate Officers were directed to monitor the overdue pendency on daily basis for PPM which is one of the important parameters on the CM- dashboard and is monitored by Hon'ble Chief Minister himself. Following general instructions were also given:- Implementation of PPM Estate Officers shall regularly monitor the application pendency status in PPM and ensure to bring it to zero. File Tracking System (Certificate Required) All Head of the Offices will submit a certificate regarding 100% usages of CeFMatIS from all the field offices concerning their section 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. Aadhar Enabled Bio-Metric Attendance System. All Head of the offices shall ensure that all officials under their control are marking their attendance on Aadhar Enabled Bio-Metric Attendance System. E-Auction All Estate officer shall reconcile the plot data with PPM Data, so that exact information on vacant, un-allotted plots be brought out.																													
Agenda No.7: Review the Status of Review of CM window	Item	The Status of CM Window relating to Faridabad Zone was discussed with Status of 20.01.2017 as under:- <table border="1"> <thead> <tr> <th>Total Receipt</th><th>In Action</th><th colspan="2">Over due</th><th>Clarification</th><th>Pending Complaints of 2015</th><th>Complaints of 2015 on which no ATR uploaded</th><th>Pending Additional marked cases</th></tr> <tr> <th></th><th></th><th>For more than 1 month</th><th>For more than 3 months</th><th></th><th></th><th></th><th></th></tr> </thead> <tbody> <tr> <td>791</td><td>158</td><td>125 (15.8%)</td><td>79 (9.9%)</td><td>44</td><td>4</td><td>-</td><td>31</td></tr> </tbody> </table> Chairman pointed out that serious view is being taken by the CM's office regarding high percentage of overdue grievances. Hence, earnest efforts are required at the level of Zonal Administrator/Estate Officer for bringing the same below 5% before the next review meeting to be held on 9.2.2017 under the Ch'ship of APSCM.						Total Receipt	In Action	Over due		Clarification	Pending Complaints of 2015	Complaints of 2015 on which no ATR uploaded	Pending Additional marked cases			For more than 1 month	For more than 3 months					791	158	125 (15.8%)	79 (9.9%)	44	4	-	31
Total Receipt	In Action	Over due		Clarification	Pending Complaints of 2015	Complaints of 2015 on which no ATR uploaded	Pending Additional marked cases																								
		For more than 1 month	For more than 3 months																												
791	158	125 (15.8%)	79 (9.9%)	44	4	-	31																								

Regarding pending complaints of 2015, the Chairman instructed that final ATR be uploaded on the portal within 7 days as the CM's office has directed that overdue complaints of 2015 be reduced by 50% before the next review meeting.

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 Administrator/EO should also hold Grievance redressal camps for early redressal of the overdue cases so that HUDA could able to project satisfactory performance in the next Review meeting under the Ch'ship of APSCM.

The Status of CM Window relating to Gurugram Zone was discussed with Status of 20.01.2017 as under:-

Total Receipt	In Action	Over due		Clarification	Pending Complaints of 2015	Complaints of 2015 on which no ATR uploaded	Pending Additional marked cases
		For more than 1 month	For more than 3 months				
1329	268	214 (16.1%)	121 (9.1%)	80	34	-	14

Chairman pointed out that serious view is being taken by the CM's office regarding high percentage of overdue grievances. Hence, earnest efforts are required at the level of Zonal Administrator/Estate Officers for bringing the same below 5% before the next review meeting to be held on 9.2.2017 under the Ch'ship of APSCM.

Regarding pending complaints of 2015, the Chairman instructed that final ATR be uploaded on the portal within 7 days as the CM's office has directed that overdue complaints of 2015 be reduced by 50% before the next review meeting.

The Chairman directed the Administrator/ EOs 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 Administrator/EOs should also hold Grievance redressal camps for early redressal of the overdue cases so that HUDA could able to project satisfactory performance in the next Review meeting under the Ch'ship of APSCM.

Agenda Item No.8:	Review the status of CM announcements	CA expressed his unhappiness over present state of affairs regarding implementation of CM's announcements. He exhorted both the Administrators to take action in accordance with the Govt. and stressed that updation should be done atleast on weekly basis by the Administrator after reviewing at their level. Various aspects pertaining to implementation of CM's announcements were discussed in detail and it was stressed that Administrator should use their discretion and show initiative in achieving the target of commissioning at least 50% announcements made till 30.09.2016 by 31.03.2017. It was also stressed that not more than 5% of these announcements should remain pending as on 31.03.2017. The status of 'in progress' and 'pending' CM's announcements was discussed in detail. 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 department, 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 pending/ in progress CM announcements on weekly basis.
Agenda No.9: Review the status of recovery, expenditure.	Item	• The recovery status up to 19th January, 2017 was reviewed by the Chairman. The status was compared with the last 6 few months and it was observed that:- • Estate Officers, were not aware of reasons for poor recovery on the enhancement, and they were not sure whether enhancement notices had been served upon to all allottees or not in their respective Estate. • The recovery was found below expectation under all the three heads namely Installment, Enhancement and Extension fee. • The chairman expressed his displeasure that EOs were 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.Os were directed to complete the resumption proceedings at the earliest. Chairman also directed that plots to be resumed immediately where resumption proceedings has been completed as per law. The EOs were further directed to resume 5 properties at least on or before 31st January, 2017. • The Administrators were directed to issue the recovery notices to the Judicial Complex in their area where payments are pending.
Agenda No.10: Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts	Item	It was observed by the Chairman that 24 cases(10 Oustees Matter, 9 Alternati Plots, 5 Other issue) of Faridabad Zone and 12 cases(3 oustees Matter, 7 LAC Matter & 2 other issues) of Gurugram Zone are pending where speaking orders are to be passed in compliance with directions of different courts. The officers were directed to pass the speaking orders and send the compliance report at HQ immediately before the next date of hearing in the Hon'ble High Court.
Agenda No.11: Review the status of COCPs	Item	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 date and send the compliance report at HQ immediately.
Agenda No.12: Review the status of	Item	C.A.HUDA, observed that the data of vacant property are not being maintained properly by the Estate Officers especially for the Residential and Commercial sites. The data has not been prepared even after repeated directions issued by the HQ.

statistical data of (Residential, Commercial, Industrial and Institutional and Infrastructure Plots)	Chairman directed that proper record be maintained and report of each plots on the prescribed proforma, already send by the Monitoring and Co-ordination Cell, HUDA, HQ, with in 7 days to the A.R.O, HUDA, Panchkula. The detailed should by matched with P.P.M
Agenda Item No.13: Review the status of Group Housing Societies.	- It was apprised that the Authority in its 112th meeting held on 10.01.2017 has approved new Group Housing Scheme of HUDA in which the earmarked group housing sites are to be disposed of by way of e-auction to the registered Cooperative Group Housing Societies/Welfare Housing Organizations. Request has already been made to Registrar, Cooperative Societies, Haryana and Registrar, Firms & Societies Haryana to register Societies under the scheme. - Administrators were requested to get the group housing sites identified which are free from encumbrances like litigation, encroachment, HT line etc. and finalize program of auction of such sites. Auction should be conducted only when the model bye-laws of the Cooperative Societies are finalized by the RCS, Haryana. Wide publicity to the scheme may be given at the local level.
Agenda Item No.14: Review the status of PAC Paras	The Chairman apprised that the audit paras are being reviewed by the PAC Committee regularly but the reply is not sent by the concerned field offices in proper manner. As a result the paras do not get settled. It was directed by the Chairman the reply of each para should be submitted immediately to C.C.F

8

1

2

ma

3

(21)

From

The Chief Administrator,
HUDA, Panchkula.

To

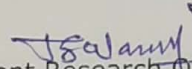
1. The Administrator, HUDA, Hisar.
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. All the Estate Officer, Hisar Zone.
4. The Superintending Engineer, HUDA, Hisar.

Memo No.Dy.ESA(HUDA)/A.R.O/2017/ 39365

Dated:- 3/3/17

Subject:- Proceedings of Review Meeting of Hisar Zone held on 15.02.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Arun Gupta, IAS, Principal Secretary, Town & Country Planning Department to Govt. Haryana in Faculty House, HAU, Hisar.

Please find enclosed herewith Proceedings of Review Meeting of Hisar Zone held on 15.02.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Arun Gupta, IAS, Principal Secretary, Town & Country Planning Department to Govt. Haryana in Faculty House, HAU, Hisar for your kind perusal and further taking necessary action please.


Assistant Research Officer,
for Chief Administrator, HUDA,
Panchkula

22

(23)

Proceedings of Review Meeting of Hisar Zone held on 15.02.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Arun Gupta, IAS, Principal Secretary, Town & Country Planning Department to Govt. Haryana in Faculty House, HAU, Hisar.

At the outset, the Administrator, HUDA, Hisar welcomed all the officers. The Principal Secretary, Town & Country Planning Department to Govt. Haryana, took the views of all the officers about HUDA vision, mission and objective. After detailed discussion the PSTCP, Haryana motivated all and directed that best efforts be made to improve the efficiency of HUDA.

The agenda wise deliberations/directions are as under:-

Agenda item	Decision Taken
Agenda item No. 1 Review the status of Enhancement cases where the enhancement rates are to be fixed	The status of Enhancement cases where the enhancement rates are to be fixed were reviewed by the Chairman. The Administrator, HUDA, Hisar submitted the first priority list of total 12 Nos. cases to calculate the enhancement of various Sectors in Urban Estate, Hisar/Fatehabad/Jind and Sirsa which have been decided by the Hon'ble Supreme Court of India. The Chairman directed to the Administrator, all Estate Officers under Hisar Administrative Zone and LAO, Hisar to calculate the enhancement of the Sectors under their jurisdiction from the Chief Controller of Finance, HUDA, Panchkula immediately, so that recovery of enhancement can be started in step by step manner. The matter regarding calculation of enhancement of Sector-19, P-II, Sirsa was also reviewed by the Chairman and it has been observed that the if enhancement of Sector-19, P-II, Sirsa is to be fixed, then the rates of plots of said Sector will be fixed approximately Rs. 25000/- per. Sq. mtr. and there is remote possibility of sale of these plots of Sector-19, P-II, Sirsa at these rates due to slump in the market. Hence, before the calculation of enhancement of said Sector, the said point may be keep in view. Action Taken by: CCF, HUDA, PKL/Administrator, HUDA, Hisar)
Agenda item No. 2 Review the status of enhancement notices to the allottees	The recoveries up to 31.01.2017 were reviewed by the Chairman and it was found that overall recoveries are very less and not satisfactory even after issuance of repeated directions by the HQ, particularly with regard to Estate Office, HUDA, Hisar. He expressed dissatisfaction on the shortfall in revenue collections in comparison with the recoveries up to 01/2017 as compared with the status of 12/2016. Notices of recoveries were not issued to the big defaulters on priorities as discussed in the last meetings under Sections 17(1) & 17(2), 17(2) and 17(3) of HUDA Act and the proceedings of resumption of plots were not initiated by any Estate Officer. He again directed to issue the notices to all defaulter plot holders under Sections 17(1) & 17(2), 17(2) and 17(3) of HUDA Act and to recover the amount earnestly by taking stern steps. If the plot holders are not paying the amount after issuing the notices, resumption

Agenda item	Decision Taken
Agenda item No. 3 Review the status of RFA & SLP of enhancement cases	(24) proceeding be initiated without any delay. Notices be issued to those allottees immediately against whom huge amount is pending. The Administrator was directed to monitor the recovery position on day to day basis and also intimate to the HUDA, HQ, Panchkula regularly. Action by:- Administrator, Hisar, All Estate Officers Hisar Zone The Chairman showed his strong displeasure for poor coordination between the Land Acquisition Officer, Hisar and the Estate Officers under Hisar Administrative Zone, it was noticed that LAO, Hisar is not providing the information after repeated reminders by the Chief Administrator, HUDA, Panchkula. The following information will be complied by the Administrator, HUDA, Hisar:- (i) The list of cases of Hon'ble Justice Rajesh Bindal, Punjab & Haryana High Court be prepared by LAO, Hisar on the prescribed performa supplied by the Chief Administrator, HUDA, Panchkula and sent to HUDA, HQ, Panchkula through Administrator, HUDA, Hisar immediately. (ii) Pending list of references/cases in ADJ, Court alongwith their status regarding enhancement compensation. (iii) List of RFA & SLPs pending in Courts and their status. (iv) Fixation of additional recovery from plot owners in cases in which enhancement has been decided by Hon'ble court. Further all enhancement cases will be monitored by Administrator, HUDA, Hisar on weekly basis. Reply, in cases at the level of reference court will be approved by Administrator, HUDA, Hisar and in cases pending at High Court and Supreme Court, the same will be approved by Chief Administrator, HUDA, Panchkula. Action Taken by:- District Attorney/ CCF/Administrator, Hisar /All Estate Officers/LAO, Hisar
Agenda item No. 4 Review the status of auction of Residential and Commercial Sites	It was directed by the Chairman that maximum prime location plots of Commercial and Residential Sectors in Urban Estate- Hisar/Sirsa/Jind/Bhiwani be put up in E-auction to be conducted up to March, 2017. The Chairman directed that if the single bid is given by the bidder, then the same may not be rejected and be dealt as per existing instructions. If E-auctions does not succeed, then the reserve price be reduced as per latest HUDA E-auction policy. 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. The Chairman directed that a public proclamation by beat of drum and to deliver the pamphlets through popular

25

Agenda item	Decision Taken
	the date of E-auction, so that the auction is not unsuccessful. Action Taken by:- CCF, HUDA, Pkl/Admn, Hisar /All Estate Officers
Agenda item No.5 Review the status of implementation of PPM	The Chairman expressed unhappiness regarding overdue pendency especially in Estate Office, HUDA, Hisar which is very high. The pendency of PPM in Estate Officer, HUDA, Bhiwani/Jind & Sirsa are also high. He impressed upon the officers to pay proper attention to the disposal of overdue pendency on PPM system. The Chairman also directed that all applications of the allottees should be disposed off according to Citizen Charter i.e. within stipulated period. (Action Taken by:- GM, IT Cell/All Estate Officers
Agenda item No. 6 Review the status of C.M. Window	The status of CM Window as on 15.02.2017 was discussed as under:- The Chairman pointed out that serious view is being taken by the C.M.'s office regarding high percentage of overdue C.M. grievances. In view of the same, best efforts are required at the level of all Estate Officers as well as S.E./all XENs. under Hisar Administrative Zone for bringing the same below 10%. In pursuance of directions from C.M. Cell, Chairman directed that pending complaints of 2015 be disposed off on priority. Action Taken by:- Admn, Hisar/SE, Hisar/All Estate Officers, Hisar Zone/XENs under Hisar Zone, Secretary-cum-Nodal Officer, HUDA, HQ
Agenda item No. 7 Review the status of C.M. Announcement	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. The action be taken on those announcements which were discussed during the meeting and latest up-dation/progress of C.M. announcements may also be intimated to the higher authority of HUDA during regular interval. Action Taken by:- Chief Engineer/Chief Town Planner/Administrator, Hisar/S.E., Hisar
Agenda item No 8 Review the status of recovery and expenditure	The Chairman showed his displeasure due to shortfall in recoveries. It was observed that recovery notices to the defaulter allottees are not being issued regularly and no plot by any Estate Officer under Hisar Zone has been resumed so far even after clear cut directions given by the Chief Administrator, HUDA, Panchkula. All Estate Officers have not issued the notices under HUDA Act beyond 17(2) hearing and it seems that notices are not being issued properly. The Chairman directed all Estate Officers that notices under Section 17 of HUDA Act be issued regularly and if the defaulter allottees do not deposit the dues amount, then the plots be resumed without any hitch. All Estate Officers were directed by the Chairman that a certificate from all concerned dealing Assistant working in Estate Offices under Hisar Zone be sought to the effect that all notices to the defaulter allottees in the Sectors being dealt by them have been

Agenda item	Decision Taken
	issued and no plot has been left from the notices within 15 days positively. Action Taken by:- Admn, Hisar/All Estate Officers, Hisar Zone/CCF
Agenda item No. 9 & 10 Status of Court Cases where speaking orders are to be passed in compliance with the directions of different courts OR Agenda Item No. 10 Review the status of COCPs	The agenda was taken up in detail as per list provided by the Administrator, HUDA, Hisar. The PSTCP, Haryana directed Administrator/SE, Hisar/all Estate Officers/LAO, Hisar that reply in COCPs be filed on the first date of hearing of the court cases in compliance of the instructions issued from time to time. It was also directed that on receipt of contempt notices from the courts, the reason for contempt petition should be identified and those responsible for laxity should be subjected to disciplinary action as per rule. It was also directed by the Chairman that necessary action be taken immediately where speaking orders are to be passed in compliance with the directions of different courts. Action Taken by: Administrator, Hisar/S.E., Hisar/All Estate Officer/DA, HQ,
Agenda item No. 11 Review the status of statistical data of (Residential/Commercial/Industrial/Institutional plots)	The Chairman expressed pleasure that statistical data of Residential/Commercial/Industrial/Institutional plots of Hisar Administrative Zone has been prepared. The Chairman desired that the statistical data of all plots may be matched from GM (IT Cell), Panchkula as well as all concerned plot files and if any variation/mistake is found, then the same be rectified immediately and statistical data of all plots should be 100% corrected. (Action Taken by: Administrator, Hisar/All Estate Officer, Hisar Zone).
Agenda item No. 13 Review the status of Group Housing Sites	The Agenda regarding floatation of Group Housing Sites situated in various Urban Estates under Hisar Administrative Zone was taken up in detail. It was observed that almost all Group Housing Sites under Hisar Zone are not clear for floatation. It is very surprising able that Zoning Plans of almost all Group Housing Sites are not approved so far and due to which the said sites could not be put to E-auction as per policy circulated by the Chief Administrator, HUDA, Panchkula vide memo No. CTP/STP/11657 dated 18.01.2017 and Department is bearing huge financial loss due to non floatation of Group Housing Sites. The Chairman directed the Administrator, HUDA, Hisar that Zoning Plan of each and every Group Housing Sites be prepared from DTP/STP and same may be sent to Chief Town Planner, HUDA, Panchkula for necessary approval without any loss of further time, so that vacant/unsold Group Housing Sites can be floated accordingly. (Action Taken by:- CTP, HUDA, Panchkula/Administrator, Hisar/S.E., HUDA, Circle, Hisar/S.T.P., Hisar/All E.Os, HUDA, Hisar Zone/D.T.P., Hisar/Fatehabad/Sirsa/Jind/ Bhiwani).

Agenda item	Decision Taken
Agenda item No. 14 Review the PAC Paras	The Chairman pointed out that serious efforts be made to settle the PAC Paras and the job should be completed within 15 days time by all concerned officers. (Action Taken by:- CCF/Administrator, Hisar/S.E., HUDA, Circle, Hisar/All E.Os, HUDA, Hisar Zone).
Other decision taken in the meeting	(i) The Administrator, HUDA, Hisar intimated that large number of posts Junior Engineers are lying vacant in various offices of Hisar Zone and due to which the development works/maintenance works and work of Estate Offices is suffering very badly. At least 5-6 Junior Engineers are urgently required. (ii) The posts of Accountant and Accounts Assistant in Estate Office, HUDA, Bhiwani & Jind are also lying vacant since long time and due to which the accounts work of said Estate Offices is suffering very badly. After discussion in the meeting, the Chairman has advised that retired J.Es from HUDA and Accountant/Accounts Assistant, who have not completed the age more than 62 years can be engaged on contractual/D.C. rates after prior approval of the Chief Administrator, HUDA, Panchkula. The Chairman has given the directions to the Administrator, HUDA, Hisar that applications of retired J.E./Accountant/Accounts Assistant, who are willing to be engaged on contractual basis/D.C. rates be sent to the Chief Administrator, HUDA, Panchkula for necessary approval. Action taken by: Secretary, Administrator, HUDA, Hisar/S.E., HUDA Circle, Hisar/All Estate Officers under Hisar Zone).

35

Proceedings of the review meeting of Faridabad Zone held on 03.02.2017 at 11:00 AM under the chairmanship of Sh. Yashendra Singh, HCS, Administrator, HUDA, Faridabad in his office chamber Sector-12, Faridabad.

The following officer/officials were present:-

1. Smt. Kamlesh Malhotra, Dy. Supdt. O/o Estate Office, HUDA, Faridabad.
2. Smt. Veena and Sh. Suresh Madan Accountant O/o Estate Office, HUDA, Faridabad.
3. Sh. Chander Pal, Assistant and Nodal Officer C.M. Window.
4. Sh. Piush Verma, I.T. Cell
5. Sh. Bir Singh J.E Survey Sub Division.
6. All Dealing Assistants O/o Estate Office, HUDA, Faridabad.

At the outset, the Administrator, HUDA informed that the Chief Administrator, HUDA, Panchkula has taken very serious views in the review meeting held on 23.01.2017 for not initiating resumption proceedings against the defaulting allottees by the Estate Office inspite of repeated directions issued from time to time. It was directed to improve the recovery position by issuing notices as per provisions of HUDA Act & start resumption proceedings against them. In case the allottees are not deposited the outstanding dues, properties be resumed immediately.

After deliberation, following directions were issued:-

1. Review of PPM Pendency:-

The Administrator, HUDA directed that the pendency should be cleared on day to day basis and time limit fixed in the citizen charter should be followed strictly. Any laxity will be viewed seriously against the officers/officials who are found at fault. It was informed that 140 cases are overdue as on 03.02.2017 as per list generated from the portal. All the officials were directed to clear the pending cases immediately. The pendency is reviewed at the level of Hon`ble Chief Minister, Haryana and the pendency should not

be increased. As this is a flagship programme, it was directed to observe 15.02.2017 as **ZERO PENDENCY DAY.** (Action by all concerned).

2. Review of Cases of C.M. Window:-

The total 125 cases are pending on 03.02.2017 as per C.M. Portal. Out of total 125 cases, 97 cases relating to Estate Office & SDE Survey HUDA, Faridabad are overdue. The Nodal Officer, Estate Office and SDE (Survey) HUDA, Faridabad were directed to clear all the pending cases immediately. The pendency should not be increased more than 5% of the total cases. The Administrator, HUDA also directed that the pending C.M. Window cases should be cleared before the next date of meeting to be held 09.02.2017 by the Hon'ble Chief Minister, Haryana to review the C.M window cases. All the concerned officials be ensured that the pending cases are cleared before the date of meeting.

(Action by all)

3. Allotment of alternate plot in lieu of disputed plots:-

The Administrator HUDA informed that the office of Chief Administrator, HUDA, Panchkula has directed to send the detail of disputed plots with availability of vacant plots in the prescribed format with demarcation plans duly marked/shown in compliance of the orders passed by the Hon'ble High Court in CWP No. 23117 of 2014 titled as Residents Welfare Association, Sector-4, Rohtak Vs. State of Haryana & Others. But the desired information in the prescribed format has not been sent by the Estate Office, HUDA, Faridabad to the Chief Administrator, HUDA, Panchkula. The Deputy Superintendent was directed to ensure that the desired report is sent in the prescribed format within two weeks. The Administrator further directed that in case the report of disputed plots alongwith available residential plots is not sent within two weeks the Dy Supdt., concerned dealing assistant and clerk shall be charge-sheeted under rule-7 of the service rule.

(Action by DS/Asstt/clerk)

4. Draw of lots of Mandi Township Hathin.

The Administrator, HUDA observed that applications of residential plots in Mandi Township Hathin were invited by the head office and draw of lots of the residential plots of Mandi Township Hathin is to be conducted within six

months from the date of inviting applications otherwise HUDA will have to pay interest @ 5.5% to the applicants. The Incharge IT Cell directed to get the details of applications from the Head Quarter and it may be ensured that the draw is held within 6 months. Sh. Piush informed that 118 plots were advertised and draw is to be held before April 2017. The Administrator, HUDA directed that if the draw is not conducted within 6 months, the interest of intervening period shall be recovered from the concerned dealing officials Dy. Supdt. and IT Cell.

(Action by all concerned)

5. Review of Recovery Position and Issue of Notices.

It has been observed that the recovery notices are not being sent in continuity. The resumption proceedings have not been initiated against the defaulting allottees inspite of directions issued in various meeting to the officials of Estate Office, HUDA, Faridabad. The Incharge (IT Cell) was directed to generate the notices through PPM System and the same be given to the concerned Assistants for further issuing to the allottees. The properties of the defaulter's allottees should be resumed after completing the entire process of notices within minimum prescribed period. The allottees who have outstanding dues more than 10 lacs be taken up in first phase and resumption proceedings in such cases be taken up immediately. Notices in the EDC may also be issued & in case non-payment of dues the cases be sent to the head office for cancellation of lease agreement.

The Administrator HUDA further informed that this matter was discussed in the review meeting of the Chief Administrator, HUDA, Panchkula and it was directed that action to resume the properties defaulters' be taken immediately.

The Administrator also directed that the recovery in the next meeting shall be reviewed head wise & the report in each category be sent in the devised proforma as under:-

Review performa of Residential/Commercial Sites.

Sr. No.	Total notices u/s 17(1) Issued	Total notices u/s 17(2) Issued	Total notices u/s 17(3) Issued	Total notices u/s 17(4) Issued	No. of cases in which resumption orders have been passed	Eviction notices u/s 18(1) issued during	Eviction notices u/s 18(2) issued during	No. of cases in which possession of plot/site have been taken
---------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--	--	--	---

	during the period.	during the period.	during the period.	during the period.	during the month	the month	the month	during the month.	the
--	--------------------	--------------------	--------------------	--------------------	------------------	-----------	-----------	-------------------	-----

Review performance of EDC.

Sr. No.	Name of owner of land	Date of release	Total area/rate of release	Total amount to be recovered under EDC.	Total outstanding amount	Action taken against the defaulter for recovery of EDC under section 16	Action against cancellation of lease agreement after completing the required notices	Remarks

6. Status of allotment of flats under Ashiana Scheme Sector-56-56A, Faridabad.

The Administrator, HUDA desired that the matter shall be perused with the Additional Deputy Commissioner, Faridabad by the Estate Officer HUDA to finalize the applications of Ashiana flats immediately and it may be ensured that the draw of Ashiana flats is being conducted by 28.02.2017 so that the higher authority may be appraised accordingly.

7. Review of important pending references.

The above said matter was discussed in the review meeting held at the Head Office. A list important pending cases was issued by the Head Quarter and reply/report in each case is to be sent to them. A list of 13 Nos. cases were issued and report in these cases has not been sent. The Dy. Supdt. O/o Estate Office, HUDA, Faridabad directed to send report in these cases within ten days. The matter shall again be reviewed in the next review meeting on 15.02.2017.

8. Auction of Residential and Commercial Plots/Sites through E-Auction.

It was informed that six auction programmes of residential and commercial plots/sites i.e. three auctions each has been prepared upto March 2017. The Administrator, HUDA directed that the auction of 22.03.2017 and 29.03.2017 may also be prepared on these date. The programme of auction be sent for publication to DPR Haryana and the same may also be upload on

Diary No. 44 8/2
Date 01/03/2017
HUDA, Hq. Panchkula

615
25-2-17
15/3/17
✓ BY E&A

HUDA website. The Estate Officer was directed to issue schedule of auctions to be conducted on every Wednesday till 30.04.2017.

The IT Incharge informed that the NOC in multiple cases could not be issued due to non-posting of regular ADA in the Estate Office, being a member of the committee. The Administrator, HUDA desired that ADA is coming on every Wednesday in Faridabad and these cases may be got fixed on Wednesday and the same may be got finalized accordingly.

Meeting ended with thanks to the chair.

Administrator,
HUDA, Faridabad.

Endst no. 1197

Date: 15-2-17

✓ A copy of the above is forwarded to the Chief Administrator, HUDA, Panchkula for kind information please.

Administrator,
HUDA, Faridabad.

Endst no.

Date:

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

1. Estate Officer, HUDA, Faridabad.
2. Sub Divisional Engineer (Survey), HUDA, Faridabad.
3. S.O, IT Cell HUDA Faridabad.
4. Accounts Officer/Dy Supdt O/o Estate Office, HUDA, Faridabad.
5. All Accountants/All Dealing Assistants.

Administrator,
HUDA, Faridabad.

Through:- e-mail Only

45

From

The Chief Administrator,
HUDA, Panchkula.

To

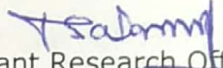
1. The Administrator, HUDA, Rohtak
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. All the Estate Officer, Rohtak Zone.
4. The Superintending Engineer, HUDA, Rohtak
5. The Superintending Engineer (RGEC), HUDA, Sonipat.

Memo No.Dy.ESA(HUDA)/A.R.O/2017/ 41725

Dated:- 7/3/17

Subject:- Proceedings of the Review Meeting of Rohtak Zone held on 16.02.2017 at 11.00 am onwards under the Chairmanship of Sh. Arun Kumar Gupta, IAS, Principal Secretary to Government, Haryana, Town & Country Planning Department at HUDA Complex Sector-4 Rohtak.

Please find enclosed herewith Proceedings of Review Meeting of Rohtak Zone held on 16.02.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. Arun Gupta, IAS, Principal Secretary, Town & Country Planning Department to Govt. Haryana at HUDA Complex Sector-4 Rohtak for your kind perusal and further taking necessary action please.


Assistant Research Officer,
for Chief Administrator, HUDA,
Panchkula

27

Proceedings of the Review Meeting of Rohtak Zone held on 16.02.2017 at 11.00 am onwards under the Chairmanship of Sh. Arun Kumar Gupta, IAS, Principal Secretary to Government, Haryana, Town & Country Planning Department at HUDA Complex Sector-4 Rohtak.

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

At the outset, the Administrator, HUDA, Rohtak welcomed all the officers. The Principal Secretary to Government Haryana, Town & Country Planning Department took the view about HUDA vision, mission and objective of all the officers. After detailed discussions the PSTCP, Haryana motivated all and directed to make best efforts improve the efficiency of HUDA.

The agenda wise deliberations/discussions are as under:-

Agenda item	Decision Taken
Agenda item No. 1 Review the status of Enhancement cases where the enhancement rates are to be fixed	The status of Enhancement cases where the enhancement rates are to be fixed were reviewed by the Chairman. The Administrator, HUDA, Rohtak submitted the first priority list of total 6 Nos. cases to calculate the enhancement of various Sectors which have been decided by the Hon'ble Punjab and Haryana High Court. The Chairman directed to the Administrator and all Estate Officers falling under the jurisdiction of Administrator, Rohtak and LAO, Rohtak to calculate the enhancement of the Sectors from the Chief Controller of Finance, HUDA, Panchkula immediately, so that recovery of enhancement can be started in a systematic manner. The Chairman expressed his displeasure for not mapping the enhancement rates since last 5 years. It was also directed to all the EO's to determine the enhancement rates of their respective urban estate and send the report to C.C.F at (HQ) by 28th February, 2017. Action Taken by:- CCF, HUDA, PKL/Administrator, HUDA, Rohtak, LAO Rohtak and all Estate Officer of Rohtak Zone
Agenda item No. 2 Review the status of enhancement notices to the allottees	The recoveries up to 13.02.2017 were reviewed by the Chairman and it was found that overall recoveries are very less and not found satisfactory even after issuance of repeated directions by the HQ, particularly with regard to Estate Office, HUDA, Rohtak and Sonipat. He expressed his dis-satisfaction on the shortfall in revenue collections i.e recoveries up to 01/2017 as compared with the recoveries of 9/2016. Also Notices of recoveries under Sections 17(1) & 17(2), 17(2) and 17(3) of HUDA Act were not issued to the big defaulters on priority, as discussed in the last meetings. He also expressed his displeasure that the proceedings of resumption of plots were not initiated by any

Agenda item	Decision Taken
	48 Estate Officer. The Chairman again directed to issue the notices to all defaulter plot holders under Sections 17(1) & 17(2), 17(2) penalty and 17(3) of HUDA Act and to recover the amount earnestly by taking stern steps. If the plot holders are not paying the amount after issuing the notices, resumption proceeding be initiated against them without any further delay. Notices be also issued to those allottees immediately against whom huge amount is pending. The Administrator was directed to monitor the recovery position on day to day basis and apprise to HQ regularly. Action by:-Administrator, Rohtak, All Estate Officers Rohtak Zone
Agenda item No. 3 Review the status of RFA & SLP of enhancement cases	The Chairman showed his strong displeasure for poor co-ordination between the Land Acquisition Officer, Rohtak and the Estate Officers under Rohtak Administrative Zone. It was noticed that LAO, Rohtak is not providing the information after repeated reminders by the Chief Administrator, HUDA. The following information will be compiled by the Administrator, HUDA, Rohtak:- (i) The list of cases of Hon'ble Punjab & Haryana High Court listed in the court of Hon'ble Justice Rajesh Bindal, be prepared by LAO, Rohtak on the prescribed performa supplied by the Chief Administrator, HUDA, Panchkula and send to HUDA, HQ, Panchkula through Administrator, HUDA, Rohtak immediately. (ii) Pending list of references/cases in ADJ, Court alongwith their status regarding enhancement compensation. (iii) List of RFA & SLPs pending in Hon'ble Apex Court and their status. (iv) Fixation of additional recovery from plot owners in the cases in which enhancement has been decided by Hon'ble Court. Further all enhancement cases will be monitored by Administrator, HUDA, Rohtak on weekly basis. Written Statements of the cases at the level of Reference Court, will be approved by Administrator, HUDA, Rohtak and the cases, pending at High Court and Supreme Court, the same will be approved by Chief Administrator, HUDA, Panchkula. Action Taken by:- District Attorney/CCF/Administrator, Rohtak /All Estate Officers/LAO, Rohtak)
Agenda item No. 4	It was directed by the Chairman that maximum plots at prime location of Commercial and Residential Sectors in

Agenda item	Decision Taken
Review the status of auction of Residential and Commercial Sites	49 Urban Estate-Rohtak/Bahadurgarh/Panipat/Sonipat be put in E-auction to be conducted up to March, 2017. The Chairman directed that if the single bid is given by the bidder, then the same may not be rejected and be dealt as per existing instructions. If E-auction does not succeed, then the reserve price be reduced as per latest HUDA E-auction policy. The Chairman directed that if E-auction fails, then the follow-up action report may be sent to the HUDA, HQ, Panchkula with concrete reason for failure of the auction and best efforts be made so that auction is successful. It was also directed that a public proclamation be done by beat of drum and to deliver the pamphlets through popular newspaper before the date of E-auction, so that the auction is not unsuccessful. Further, the Chairman advised that initial reserve price of plots to be reviewed before the auction of the plots. Action Taken by:- CCF, HUDA, Pkl/Admn, Rohtak /All Estate Officers
Agenda item No.5 Review the status of implementation of PPM	The Chairman expressed his unhappiness regarding overdue pendency in PPM, especially in Estate Office, HUDA, Panipat & Rohtak which is very high. He impressed upon the officers to pay proper attention to the disposal of overdue pendency on PPM system. The Chairman also directed that all the applications of the allottees should be disposed off according to Citizen Charter i.e. within stipulated period. Action Taken by:- GM, IT Cell/All Estate Officers
Agenda item No. 6 Review the status of C.M. Window	The status of CM Window as on 16.02.2017 was discussed and the Chairman pointed out that a serious view has been taken by the C.M.'s office regarding high percentage of overdue C.M. grievances. To reduce the percentage of CM window grievances below 10%, best efforts are required at the level of all Estate Officers as well as S.E./all XENs under Rohtak Administrative Zone. In pursuance of directions from C.M. Cell, Chairman directed that pending complaints of 2015 be disposed off on priority. Action Taken by:- Admn, Rohtak/SE, Rohtak /All Estate Officers, Rohtak Zone/XENs under Rohtak Zone, Secretary-cum-Nodal Officer, HUDA, HQ

Agenda item	Decision Taken
Agenda item No. 7 Review the status of C.M. Announcement	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. The action be taken on those announcements which were discussed during the meeting and latest up-dation/status report of C.M.'s announcements may also be intimated to the higher authorities of HUDA on regular intervals. Action Taken by:- Chief Engineer/Chief Town Planner/ Administrator, Rohtak /S.E., Rohtak
Agenda item No 8 Review the status of recovery and expenditure	The Chairman showed his displeasure due to shortfall in recoveries. It was observed that recovery notices to the defaulter allottees are not being issued regularly and no plot was resumed by any Estate Officer under Rohtak Zone so far, even after clear cut directions given by the Chief Administrator, Panchkula. All the Estate Officers under Rohtak Zone have not issued the notices under HUDA Act beyond 17(2) and it seems that notices are not being issued properly. The Chairman directed all Estate Officers that notices under Section 17 of HUDA Act be issued regularly and if the defaulter allottees do not deposit the due amount, then the plots be resumed without any hitch. All Estate Officers were directed by the Chairman that a certificate from all concerned dealing Assistant working in Estate Offices under Rohtak Zone be sought to the effect that all notices to the defaulter allottees in the sectors being dealt by them have been issued and no plot has been left from the notices within 15 days positively. Action Taken by:- Admn, Rohtak /All Estate Officers, Rohtak Zone/CCF
Agenda item No.9 & 10 Status of Court Cases where speaking orders are to be passed in compliance with the directions of different courts OR Agenda Item No. 10 Review the status of COCPs	The agenda was taken up in detail as per list provided by the Administrator, HUDA, Rohtak. The PSTCP, Haryana directed Administrator/SE/all Estate Officers/LAO, Rohtak that reply in COCPs be filed on the first date of hearing in the court cases in compliance of the instructions issued from time to time. It was also directed that on receipt of contempt notices from the courts, the reason for contempt petition should be identified and those responsible for laxity should be subjected to disciplinary action as per rule. It was also directed by the Chairman that necessary action be taken immediately where speaking orders are to be passed in compliance with the directions of different courts. Action Taken by:- Administrator, Rohtak /S.E., Rohtak /All Estate Officer/DA, HQ

Agenda item	Decision Taken
Agenda item No. 11 Review the status of statistical data of (Residential/Commercial/Industrial/Institutional plots)	The Chairman expressed pleasure that statistical data of Residential/Commercial/Industrial/Institutional plots of Rohtak Administrative Zone has not been prepared. The Chairman was desired that the statistical data of all plots may be matched from GM (IT Cell), Panchkula as well as all concerned plot files and if any variation/mistake is found, then the same be rectified immediately and statistical data of all plots should be 100% correct. The report should be sent by 15th March 2017 to A.R.O at HUDA, HQ. Action Taken by:- Administrator, Rohtak/All Estate Officer, Rohtak Zone and A.R.O, HUDA, HQ).
Agenda item No. 13 Review the status of Group Housing Sites	The Agenda regarding floatation of Group Housing sites situated in various Urban Estates under Rohtak Administrative Zone was taken up in detail. It was observed that almost all Group Housing Sites under Rohtak Zone are not clear for floatation. It is very surprising that zoning plans of almost all Group Housing sites are not approved so far due to which the said sites could not be put to E-auction as per policy circulated by the Chief Administrator, HUDA vide memo No. CTP/STP/11657 dated 18.01.2017 and HUDA is bearing huge financial loss due to non floatation of Group Housing sites. The Chairman directed the Administrator, HUDA, Rohtak that zoning plan of each and every Group Housing sites be got prepared from DTP/STP and same be sent to Chief Town Planner, HUDA, Panchkula for necessary approval without any further loss of time, so that vacant/unsold Group Housing sites can be floated accordingly. (Action Taken by: CTP, HUDA, Panchkula/Administrator, Rohtak/S.E., HUDA, Circle, Rohtak /S.T.P., Rohtak /All E.Os, HUDA, Rohtak Zone
Agenda item No. 14 Review the PAC Paras	The Chairman pointed out that serious efforts be made to settle the PAC Paras and the job should be completed within 15 days time by all concerned officers. (Action Taken by: CCF/Administrator, Rohtak /S.E., HUDA, Circle, Rohtak /All E.Os, HUDA, Rohtak Zone).
Other decision taken in the meeting:-	1. The Administrator, HUDA, Rohtak briefed the PSTCP that there is acute shortage of staff in Rohtak zone, XEN-I, XEN-II, Rohtak XEN, Panipat, XEN Bahadurgarh, SE, HUDA circle, Rohtak, SE, RGE, Sonipat and the post of Land Acquisition Collector, Rohtak is lying vacant and work is being managed by giving the additional charge to officers of other offices. She further requested for filling up of these posts immediately. The Chairman advised that detailed report be sent at HUDA, HQ.

Minutes of the Review meeting

Agenda item	Decision Taken
	57 2. The Chairman also apprised that the lands which were acquired for sector-58 Sonipat and Sector-6 Sampla, no compensation has been disbursed to the land owners. The Chairman directed that it should be examined from planning as well as financing point of view and report be sent within a week to HQ. 3. Slow progress in Uddar Gagan case: The Chairman intimated that Quarterly progress report to be submitted before Hon'ble Supreme Court in this case and now final status report is to be filed on 12.5.2017. In the third quarter no progress report except approval of layout plan has been shown. It has been directed that all balance work should be completed well before 12.5.2017 and status report be sent well in time. 4. The Administrator, HUDA, Rohtak was also directed to send the detailed report at HUDA, HQ in the case of Mukhtyar Singh latest by 27th April, 2017 (Action taken by:- Administrator, HUDA, Rohtak/District Attorney, HUDA, Panchkula