

**PROCEEDING OF THE REVIEW MEETING OF OFFICERS HELD
UNDER THE CHAIRMANSHIP OF CHIEF ADMINISTRATOR, HUDA
ON 16.11.2007 AT 10.00 A.M. AT KARAN LAKE, TOURIST
COMPLEX OF HARYANA TOURISM CORPORATION KARNAL**

The list of participants is enclosed at Annexure 'A'.

At the outset, the Chairman welcomed all the participants and impressed that the decisions taken in the meetings and the time frame fixed must be strictly adhered to by all the concerned officers. The Chairman emphasized that all the field officers should email the progress report alongwith the follow up action of the last meeting **to the concerned officers at H.Q.** Afterwards, the following Agenda items were discussed as under :-

1. COMPUTERISATION

The Chairman briefed about the rollout for digitization process in all the Estate Offices of the State except for Panchkula where the implementation is currently going on. It was further informed that Letter of Intent for digitization has been given to HDFC Bank for Gurgaon, Faridabad and Hisar @ Rs. 510/- + taxes per plot file and to Axis Bank for Kurukshetra @ Rs. 510/- + taxes per plot file, Sonapat, Bahadurgarh, Rewari @ Rs. 520/- + taxes per plot file Panipat, Karnal, Jagadhari, Rohtak, Bhiwani, Kaithal, Jind, Sirsa @ Rs. 600/- + taxes per plot file. The job is to be completed in 4 months except for Gurgaon and Faridabad where the time limit is 6 months. After detailed deliberations, following decisions were taken:

- i. IT Wing will conduct a training program for master trainers from each Estate Office from 23-11-2007 to 25-11-2007 for which nominations will be sent by 21-11-2007.
- ii. The installation of Local Area Network & Wide Area Network will be monitored by XEN (Elect.). Offices where LAN work has been completed, necessary electric points will also be provided immediately.
- iii. Norms of computers to be installed in different offices were presented by IT wing. However, any change in the number of

computers will be communicated by concerned Administrator latest by 24-11-2007.

- iv. Label to be fixed on resumed plot files, cases where 15% payment has not been received from the allottee so that no communication may be made in these cases by the banks.
- v. RFP document for digitization may be sent to all Administrators and Estate Officers.
- vi. All the Estate Officers to sent the confirmation regarding identification of space, preparation of plot files etc. within one week.
- vii. Dy.Suptd. or Supdt. Of Estate Office shall be deputed for coordinating the job of computerization. The details viz name, designation, Telephone No. (landline office + Home & mobile) shall be given to IT Cell.
- viii. Latest & revised demarcation plans may be got prepared and approved by the competent authority.
- ix. Unique ID to each property should be given.
- x. Each sector must be numbered separately.

(Action by Admns/Eos)

2. Operationalisation of the provisions of the Haryana Apartment Ownership Act. 1983.

The salient features/provisions of the Act were explained by the Chief Administrator, HUDA and all the Zonal Administrators and Estate Officers were requested to take immediate necessary action for operationalisation of the provisions of Haryana Apartment Ownership Act. 1983. C.A., HUDA desired that weekly progress report may be sent to Head Quarters.

[Action by Zonal Administrators/Estate officers]

3. REVIEW OF COURT CASES AND REVIEW OF APPEAL CASES UNDER SECTION 17(5) OF HUDA ACT.

L.R. HUDA pointed out that the information received from Administrator, HUDA, Panchkula was not on prescribed format L-I and similarly the information received from Hisar on format L-2 was

not correct. L.R. was directed to check the information received from the Administrators before circulating the same. In case of any discrepancy then the information should be got corrected.

After reviewing the estate-wise position regarding court cases the following decisions were taken:

- i) All the Administrators and Estate Officers should ensure the filing of written statements/replies in various courts in time. Due care should be taken in the cases pending in the High Court and Supreme Court.
- ii) All the Administrators and Estate Officers should review the pending executions and take a decision as per the directions earlier issued and also keep in view the policies issued from time to time.
- iii) All Administrators and Estate Officers should evolve a monitoring system of all pending court cases. DDAs/ADAs working in the estate offices should maintain diaries and all the cases should be entered in these diaries.

After reviewing, the over all position was found to be unsatisfactory. In cases of appeal under section 17(5) except Hisar and Rohtak, the number of cases pending are on the higher side, Administrators should decide the appeals on priority. All the Administrators were also directed to send the follow up action reports in time.

4. REVIEW OF DISPOSAL OF CASES UNDER RTI ACT.

The applications received under RTI Act were reviewed. Secretary, HUDA pointed out that the Administrator, HUDA, Faridabad and Gurgaon have sent the information which does not include the information of the Superintending Engineers and Executive Engineers under their jurisdiction, though last time they were requested to include the same. The applications, dated 4.4.07 and dated 12.4.07 have been lying pending with the Estate Officer, HUDA, Panipat and Faridabad respectively. Both of them assured for early disposal of these applications.

The case in which State Information Commission has imposed a penalty of Rs.2000/ was also discussed. This penalty

has been imposed for non giving of complete information by Ado and Estate Officer, Faridabad. It was decided to send the file to HQ so that correct information could be given to the applicant and State Information Commission could also be informed. All SPIOs and APIOs were also directed to be careful in future and they should provide the information in time.

(Action to be taken by all SPIOs)

5. REVIEW OF DISCIPLINARY CASES

The Secretary, HUDA apprised the status of disciplinary proceedings under Rule-7 pending with different Enquiry Officers. Though it was directed in the last meeting that the enquiries lying pending for more than one year should be disposed off expeditiously but still a number of applications are lying pending. The Chairman impressed upon all the officers to dispose off the pending enquiries within a month's time and send the report for further necessary action to HUDA Headquarters. The Chairman also laid stress on the appointment of retired senior officers as Enquiry Officers in future.

(Action to be taken by Secy.HUDA).

6. REVIEW OF RECOVERIES

i. Compliance report in respect of interest on delayed payment of installments/ enhanced compensation:

The compliance report in respect of Estate Office, Jagadhri, Panchkula, Bahadurgarh, Sonapat and Kaithal are yet to be received. Chairman desired that compliance report may be sent within one week and no allotment letter/re-allotment letter be issued without incorporating the clause of interest as per instructions issued vide letter No.26647-48 dated 27.7.2007, failing which the financial loss, if any caused on this account shall be recovered from the defaulting official/officer.

ii. Recovery of External Development Charges from released land.

The information in respect of released land is not furnished by the Estate Office, Rewari, Bhiwani, Jind, Kaithal, Sirsa, Jagadhri, Karnal, Kuruksehtra and Panchkula. Although Estate Officer, HUDA, Gurgaon submitted the information in respect of both the offices i.e. EO-I & EO-II but it was desired by the Chairman, the information seems to be incorrect which may again be checked and the information may be re-submitted after verifying the facts. Administrator (HQ)-cum-ADUE was also requested to send the list of released land to the concerned Administrators/Estate Officers so that this could be reconciled with the office record of the respective Estate Offices. Chairman desired that the information should be submitted in the prescribed format and in case the land owners do not deposit the development charges in respect of released land, the case for acquisition of their land under Land Acquisition Act may immediately be sent to Head Office.

iii. Over due recovery from employees:

Various offices still have not intimated the amount due from employees as on 1.4.07 and the various offices have not given certificate that all the documents have been received from the staff in respect of loan advanced to the staff and there is no mis-utilization of loan and advances. All the SEs/Administrators/EOs were requested to submit the information within 15 days positively.

iv. Recoveries:

The recovery of various Estate offices was reviewed and it was observed that overall recovery of Estate Offices have come down from 90.12% to 87.74%. The overall recovery position in respect of enhanced compensation, development charges from released land and new sale commercial continued to be on the lower side.

The recovery of installments of plot in respect of Bahadurgarh (50.57%) Kaithal (66.92) Kurukshetra (79.49%) Gurgaon EO-I & II (85.37%) Sirsa (82.04%) Rohtak (92.58%) Ambala (95.79%) was below the 100% which was viewed seriously. Similarly, recovery of enhanced compensation in respect of Rewari (11.28%) Sonapat (22.02%) Panchkula (22.73%) Faridabad (28%) Karnal (35.10%) Panipat (35.71%) Sirsa (44.06%) Gurgaon EO-I & II (57.19%) was also found to be below the targets. Chairman desired that notice to all the defaulters be issued within next 15 days and the number of notices issued in respect of each sector regarding enhancement and installment of plot may be e-mailed to C.A. by 10.12.07.

Chairman desired that overall recovery of all the Estate Offices for the financial year 2007-08 should not be less than 150%. Frequent auctions may be held in which sufficient number of sites may be put to auction in order to achieve this target. It was noticed with concern that the recovery of EO-I & EO-II Gurgaon is less by Rs.104.00 crores upto Oct. 2007 as against the target of Rs. 353.90 crores, EO-I & II, Gurgaon could achieve to Rs. 249.87 crores. Both the Estate Offices are not only required to cover the deficit of Rs.104.00 crores but also has to achieve overall targets of 150% for the financial year 2007-08. Therefore, serious efforts are required at the level of Administrator, HUDA, Gurgaon/EO-I & II to accomplish this target as any shortfall of Urban Estate Gurgaon will affect the overall recovery of HUDA adversely.

The details of notices issued under section-17 during the period 16.11.07 to 10.12.2007 may also be added for the next meeting.

v. Recovery of outstanding amount from Petrol Pumps:

CCF intimated in the meeting that Accountant General, Haryana has pointed out that HUDA is not revising the rent of petrol pumps after every three years and is also not charging

the rent for additional filling points of petrol pumps which were installed subsequently and because of which HUDA was deprived of the revenue of Rs. 1.49 crores in respect of Urban Estate Faridabad, Gurgaon and Panchkula. In order to review the recovery of outstanding rent from the petrol pump owners it was desired vide letter No.39077-190 dated 12.11.07 that the information of recovery upto 31.10.2007 and outstanding amount of recovery as on 31.10.07 may be submitted in the prescribed performa. Estate Officer, Faridabad, Karnal. Jagadhri, Rewari and Panchkula have submitted the information. Huge arrears of lease rent are recoverable from petrol pump sites. Chairman desired that notices be issued to the defaulting companies to make the outstanding payment of lease rent immediately after assessing the additional filling points and increase the rent after every three years and if the company fails to deposit the amount, the petrol pump may be sealed by 31.12.2007. It was also intimated that while working out the outstanding amount the interest on delayed payment of lease rent may also be charged as per the policy of the Authority.

(Action by all Admns/EOs)

7. REVIEW OF FLOTATION PROGRAM

- i. It was decided that in view of the Computerization Programme of HUDA, all the Demarcation plans are to be checked and updated by the DTP concerned so that the approvals of Part Plans obtained from time to time are incorporated in the main demarcation plan. Also a unique property number may be assigned to each and every site provided in the demarcation plan (including) parks, undetermined use pockets, reserved for HUDA land or to be planned later on pockets, community facilities like schools, community centre, dispensary etc. nursing homes , clinics, religious buildings, social and charitable sites, tube wells

etc. Sh. Braham Parkash, STP representing CTP Haryana was requested to issue necessary instructions/guidelines in this regard to all the DTP's/STP's so that a uniform numbering pattern/code is followed for various types of sites by all the DTP's .

[Action by CTP Haryana/STPs/DTPs]

- ii. CA HUDA observed that possession of a number of plots in various urban estates is held up due to passage of HT lines over those plots. Therefore, in order to ensure that no plots get carved out under the influence zone of HT lines, in future a copy of the plane table survey clearly showing the HT lines/ pylons should accompany the layout/ part layout plan sent to CTP HUDA for approval. Also whenever any proposal for approval of layout/ demarcation/ zoning/ carving out of site etc. is sent by zonal Administrators to CTP HUDA, four prints of the same must be sent invariably.

[Action by Admns, CTP Hr., CTP HUDA, STP's, DTP's]

- iii. CTP HUDA was requested to get the revised layout plan of City Centre, sector 13/17, Panipat, revised layout plan of shopping centre sector-21 (Pond Area), Gurgaon and layout plan of shopping centre sector-37, Gurgaon finalised immediately.

[Action by Admns, CTP HUDA, STP's, DTP'S]

- iv. Proposal for earmarking site for cremation ground sites in sector 52-A, Gurgaon and near village Basai may be sent by Administrator HUDA Gurgaon to CTP HUDA office within 15 days.

[Action by Admn. (G), CTP HUDA]

- v. Zonal Administrators will send a proposal for earmarking approximately 10.0 acres of land for construction of multi storey flats under Ashiana Scheme at each District Head quarter.

[Action by Admns. CTP HUDA, STP's, DTP'S]

- vi. C.A HUDA desired that respective Administrators may review floatation programme at their own level regularly to ensure that the layout plans and demarcation plans are expeditiously finalised.

[Action by Administrators]

- vii. It was decided that concerned Administrator should send the certified details of plots available in sector 20 A, 20 B (Institutional) Faridabad, Sector 58 (Industrial) Faridabad, sector 59 (Part-II) Faridabad , Sector 3 (Part II) Fatehabad, Sector 8 Jind, Sector 19 (P) and Sector 20 (P-III) Sirsa and Sector 13 (P) Bahadurgarh to CTP HUDA by 30.11.07, so that these sectors could be floated immediately. Administrator, HUDA, Faridabad pointed out that balance plots are available in various HUDA sectors which can be floated. C.A HUDA directed that first the disputed plots may be settled and only thereafter certified list of clear balance available plots may be forwarded to Head Office for floatation of the same.
- viii. The Administrator(HQ) was also directed to have a meeting with L.A.O.(P) in order to solve the problem of demarcation of acquired land as pointed out by S.E.Panchkula.

(Action by all Admns/EOs)

8. REVIEW OF DEVELOPMENT WORK

While reviewing the progress of Engineering Works, Chairman desired that although the overall progress of works is 102.50 % but still the proportionate progress of Circle Hisar (76.43 %), Circle Panchkula (92.41%) and Electrical Circle (79.81%) is on lower side and needs to be expedited.

S.E., Hisar was asked to achieve the proportionate progress upto 80% by 30.11.2007 and upto 100 % by 31.12.2007. The proportionate progress of Division No. IV, Gurgaon (50.68 %) and Division No. V, Gurgaon (41.08%) was seen as non

satisfactory and concerned S.E.s were asked to expedite the works to achieve the proportionate targets.

(Action by all SEs)

9. REVIEW OF ASHIANA SCHEME

Regarding Ashiana Scheme, C.E apprised that estimates for construction of EWS houses in Sector-47, 50, Gurgaon, Sector-19 (Part-I), Sirsa, were received from concerned S.Es and estimates in Sector-56, 62, Faridabad were sent to the Chief Controller of Finance, HUDA for approval from Sub-Committee. ACE apprised that building plans for construction of EWS houses in Sector-33 & 34, Ambala and Sector-18 & 21, Kaithal were approved by the competent authority whereas the S.E, Karnal requested for the decision for construction of EWS houses from Administrator, Panchkula. It was desired that estimates for construction of EWS houses in Sector-33 & 34, Ambala and Sector-18 & 21, Kaithal be prepared immediately. ACE apprised that there were many encroachments and release lands in site earmarked for Ashiana Scheme in Sector-4 (Extn.), Rohtak and comments were demanded by the Sr. Architect, HUDA from Administrator, Rohtak. The Chairman asked the Administrator, Rohtak to offer comments immediately.

The Chairman instructed all the Administrators that site for Ashiana Scheme app. in 10 acres be finalized in every District Headquarter of HUDA and necessary proposals for laying the foundation stone for construction of EWS houses from Hon'ble Chief Minister, Haryana in the month of December 2007 be proposed and submitted.

10. REMOVAL OF ENCROACHMENTS.

The position with regard to removal of encroachments was reviewed and it was observed that no sincere efforts are being made by the concerned Estate Officers to remove the encroachments without court stay. The Chairman, therefore ordered that Zonal Administrators shall visit each and every

place of encroachment on HUDA's acquired land having area of more than five acres without court stay within 15 days and report to Head office regarding reasons for non removal of the same. Similarly concerned Estate Officers shall visit each and every place of encroachments having more than one acre area in their respective Urban Estates within a week and send report alongwith reasons of non removal to Head office thereafter. In addition to above Zonal Administrators shall also review the status of litigation of the land under encroachments under court stay having area of more than ten acres and send their reports/recommendations to Head office. It was also ordered by Chairman that concerned Estate Officers shall get the settallite imagery done of all the encroachments existing in their respective Urban Estates and send prints of the same to Head office with encroached areas duly marked. Futher CVO-EO pointed out that in Urban Estate, Gurgaon in the report for the month of September, 2007 encroachments without court stay was intimated only on an area of 75.37 acres and encroachments under court stay was intimated 389.62 acres whereas in the report for the month of October, 2007 the figures have been increased to 128.24 acres without court stay and 1107.05 acres under court stay, which is in excess by 52.87 and 717.43 acres respectively. Therefore, the Chairman ordered that details of the same should be called by issuing a letter from him to E.O.I & II, Gurgaon.

(Action by all Admns/EOs)

11. REVIEW OF PLOTS IN RESPECT OF WHICH POSSESSION HAS NOT BEEN HANDED OVER.

Regarding this item, the Chairman ordered that the detailed review be done at the level of Zonal Administrators.

(Action by all Admns/EOs)

12. REVIEW OF GRANT OF TRANSFER PERMISSION

The Chairman reviewed Urban Estate wise pendency regarding the transfer permissions granted and pending. It was generally observed that the backlog has increased instead of improvement. It was desired by Chairman that regarding wrong reporting by E.O., Kurukshetra to Head office, a D.O. letter from him to E.O., Kurukshetra be got issued. It was also ordered that where pendency is more than 150%, displeasure be conveyed to the respective Estate Officers. It was also desired that henceforth compiled report regarding this item be prepared by head office after excluding 18 working days of the dates intimated by the respective E.O.s.

(Action by all Admns/EOs)

13. Review of resumption of plots in cases where 15 years have elapsed since offer of possession and building plans have not been submitted for approval by 30.06.2007

It was generally observed that even after review of this item for the last two review meetings the Estate Officers have not so far been able to intimate the correct information regarding the number of plots where 15 years period has expired after offer of possession and building plans have not been got approved by the allottees by 30.06.2007. It was intimated by E.O., Hisar that notices to 30 defaulter allottees have been issued. E.O., Panchkula intimated that notices to 80 defaulter allottees have so far been issued. Similarly AEO, Ambala intimated that notices to 34 defaulter allottees have been issued and he was asked to supply the list of such defaulter allottees to Head office. Accountant, working at E.O., Jagadhari intimated that there are only two defaulter allottees and notices are being issued to them. AEO, Kaithal intimated that he has identified 150 such defaulter allottees and 100 notices have been issued. E.O, Panipat intimated that 45 notices to the defaulter allottees have been issued. E.O., Sonipat intimated that instead of 10,

notices to 5 defaulter allottees have been issued. It was desired by Chairman that all the Estate Officers shall supply the list of such defaulter allottees to Head office within 15 days to whom the notices have been issued.

(Action by all Admns/EOs)

14. SANCTION OF BUILDING PLANS

While reviewing the item it was observed that in the case of Hisar and Fatehabad , the figures shown in column no. 7, under the heading ' balance pending' in the last statement, do not tally with the opening balance figures shown in this statement, thereby indicating that proper compilation and checking had not been done. Three statements showing different figures and different cases incase of three oldest pending applications were received from Rewari. This has been viewed as a very serious lapse. In future it may be ensured by the Administrators that only a single statement is sent by each Administrator for each place. Estate officers are supposed to submit their statements to the Administrators and not directly to the Head office. While going through the last three oldest pending cases it was observed that exept Rohtak, Jagadhri and Ambala, all other Estate officers had shown the same cases as pending. The Chairman once again stressed that these should be disposed off after taking due action. In the case of Kurukshetra, Sirsa and Panipat nothing was required to be given under column no. 8 when no building plan remained pending for sanction. In cases where the parties do not come forward to attend or remove objections, their plans should be rejected after giving reminder and final notice. In cases where revised plans have been submitted and parties do not show willingness for compounding of the case , final notice should be given and in the event of non compliance , due action to disconnect water and sewer connections should be taken.

The performance of Estate offices at Hisar, Fatehabad, Ambala, Kaithal and Rohtak needed improvement.

(Action by all Admns/EOs)

15. GRANT OF OCCUPATIONS CERTIFICATES

While reviewing the item it was observed that in the case of Faridabad , Fatehabad and Karnal the figures shown in column no. 7, under the heading ' balance pending' in the last statement , do not tally with the opening balance figures shown in this statement , thereby indicating that proper compilation and checking had not been done. While going through the last three oldest pending cases it was found that cases as old as 1994 are pending . The Chairman observed that review at HQ level served no purpose if no action is taken to dispose off the cases at field level.

Panipat, Rohtak and Kaithal Estate officers had shown the balance pending figure as nil. Since the cases for which objections were communicated was exceptionally high in these three places , the Chief Administrator instructed the Administrators to send a separate report for these three places regarding pendency of O.C's. The cases should also be examined keeping in view the provisions of section 55 of the Act and its non observation by the concerned Estate Officers. The performance of Estate offices of Ambala, Bahadurgarh, Gurgaon EO-1, Hissar, Hansi, Rewari, Rohtak needed improvement in respect of clearance of cases.

It has also been noticed that statements are received from EOs as well as Administrators and often the figures do not match. As per procedure the Estate officers should furnish the information to the Administrators only and not to the Head Office. The Administrators may send the compiled information of all Estate

officers under their jurisdiction to the concerned officer incharge in the Head office in one go by the designated date.

(Action by all Admns/EOs)

Misc.

- i. The Chairman instructed that the site of Cremation ground, sector 52. A Gurgaon may be finalized and sent to the Senior Architect HUDA to facilitate its Planning/Design.
- ii. In case of alternative plots in Sector21, Gurgaon it was desired by the Chairman that special draw for the applicants be conducted who have won the case from Consumer Forums/Courts.

[Action taken by Adms./EOs)

- iii. The Chairman showed his serious concern for not informing the major events happening in the field offices.
- iv. EO Sonipat was directed to visit HQ to sort out the cases of disputed plots.
- v. It was desired that someone from HQ may be deputed to verify the data of Sonipat in transfer permission cases.

(Action taken by CVO)

- vi. It was informed by the Chairman that the working of the office of the EO Kaithal will be inspected by him very soon.
- vii. A special meeting be conveyed within 7 days to discuss the status of implementation of Ashiana Scheme and removal of encroachments.
- vii. It was decided that amended allotment letters be issued immediately to all the allottees of ECHS Poly Clinics if not done earlier.

Meeting ended with vote of thanks to the chair.