

**Subject : Proceedings of the review meeting held on 24.01.2008 at Gymkhana club, Kurukshetra under the Chairmanship of Chief Administrator, HUDA.**

The list of participants is attached at Annexure 'X'.

At the outset, Chairman welcomed the officers and desired that all the officers should work in a transparent and fair manner keeping in view the slogan "HUDA IN THE SERVICE OF MASSES". All the officers should try to solve the grievances of the allottees in the time schedule given in the Citizen Charter.

The officers should own the grievances and should take immediate steps for redressal. The efforts made by Administrator Panchkula in holding Darbars were also appreciated by the Chairman. CA directed all the Estates Officers to visit their Urban Estates at least once in a fortnight, so as to know the status of roads, street light, sanitation and encroachment etc. They should take appropriate measures to improve the conditions in their respective Urban Estates.

## **Item No.2. Computerisation**

i) Administrator (HQ) apprised the officials about computerization work to be taken up in Estate Offices. All the Administrators/Estate Officers/Assistant Estate Officers present in the meeting were asked to take personal interest in getting the computerization work done as per the agreement with the banks. As per the agreement space, water and electricity are to be provided by HUDA. The space should be prepared so that the banks may takeover the space immediately and start the work within 21 days.

ii) The requirement of Hardware as proposed by IT Wing will be taken as final and IT Wing shall start the process of procurement through HARTRON.

iii) The data regarding court cases should also be got entered alongwith the details of plot files.

**Item No.3.****Statistical Booklet of HUDA.**

For the proper planning, Co-ordination and decision making a Statistical Booklet comprising information up to 31.12.07 was prepared by the Dy. ESA at HQ and copy of the same was handed over to each zonal Administrator during the meeting. It includes the status of Residential, Industrial, Commercial, Infrastructural sites, Land Bank and Mutation of land.

All the Administrators/Estate Officers were asked to authenticate the data and give a certificate about the correctness so that the information could be put on web site. This work is to be completed by 15<sup>th</sup> of Feb. However weekly information may be sent about the correctness of data of various portions so that the same could be put on web site. If any discrepancy is found after hoisting the data on the website after 15.2.2008, the responsibility will squarely lie with the concerned Administrator who was given the responsibility to get the data authenticated.

**Item No.4.****Review of Court cases.**

It was observed that Estate wise position of court cases was not given by the Administrator Hisar and Panchkula . The information should be sent in prescribed performa in future. The estate-wise position of court cases was reviewed and the following decisions were taken:

(i) The total number of Court cases added during two months' period is more i.e. 293 as compared to disposal i.e. 184. It clearly means that Administrators and Estate Officers are not redressing the grievances of the allottees/public at large because of which they are being forced to go to Courts. They were again advised to review the Court cases & grant the relief in pending cases, if possible as per Rules & bring down the pendency to maximum possible level.

(ii) The number of Execution Petitions pending in all the Zones is on very high side despite the fact that it has been stressed many a times that either the judgments of lower Courts/Forums should be got stayed from the higher Courts or they should be implemented subject to decision of the appeal/revision. However, from the details of pending cases, it seems that required action is not being taken at all. The total number of Executions pending in case of Faridabad is 137, Hisar 112, Gurgaon 129 & Rohtak 62. Panchkula has not supplied any figures. Administrators should review these Execution Petitions as well as Contempt Petitions pending in the High/Supreme Court and send a separate review report regarding this.

(iii) All Administrators & Estate Officers should review/monitor Court cases at least once in a week because it is seen that still there are many lapses in defence of Court cases like non sending of documents in time to engaged Counsels, non filing of written statements/replies in time, non passing of speaking orders etc.

(iv) All the Administrators and Estate Officers should ensure the filling 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.

(v) No reply will be filed on behalf of CA by Estate Officers or Administrators without prior written approval. Replies should be filed after approval of the competent authority.

(vi) All the Administrators and Estate Officers should review the pending contempt cases and executions and take a decision as per the directions, earlier issued and also keeping in view the policies issued from time to time.

(vii) All Administrators and Estate Officers should evolve a monitoring system of all pending court cases.

#### **ITEM NO.5**

#### **REVIEW OF APPEAL CASES UNDER SECTION 17(5) OF HUDA ACT.**

After reviewing, the over all position was found to be unsatisfactory except in case of Hisar & Rohtak. The position in case of Faridabad is pathetic where the cases are pending since 1999/2000. If there is no stay by the High Court, the case should be decided or it should be

disposed off by adjourning it sine-die. Similarly, in case of Gurgaon, last case is pending since 28.3.2002 which is not at all appreciable. In case of Panchkula also, situation is no better. All the Administrators were directed that all appeals pending for more than 3 months should be disposed off by 31.3.2008 by launching a 'Special Campaign.

**ITEM NO.6**

**REVIEW OF RESUMPTION OF PLOTS IN CASE WHERE 15 YEARS HAVE ELAPSED SINCE OFFER OF POSSESSION AND BUILDING PLANS/OCCUPATION CERTIFICATES HAVE NOT BEEN SUBMITTED FOR APPROVAL BY 30.06.2007/ 31.12.2007.**

This item was reviewed in detail by the Chairman. It was desired to supply the information regarding how many plot holders got the building plans sanctioned up to 30.06.2007 and how many allottees applied for occupation certificate by 31.12.2007. It was further desired that the information be given by the Estate Officers after physical verification of all the plot in their respective areas. It was directed that necessary orders should be passed by Estate Officers by 31.3.2008 in all the cases where the notices have already be issued.

**ITEM NO.7**

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

It was desired by the Chairman that the information in respect of which possession of plots has not been handed over be supplied by the Estate Officers after physical verification of each and every plot jointly with concerned XEN. The joint report should be sent by 28.2.2008

**ITEM NO.8**

**REVIEW OF GRANT OF TRANSFER PERMISSIONS**

Zone-wise status of transfer permissions granted and pending was reviewed up to 31 December, 2007. It was desired that henceforth in column No.8 last date of objections communicated be also given. Further, it was desired that in the format M-3 column No.8A be added

in which information up to 3 months, more than 3 months and up to 6 months and more than 6 months, up to 9 months and above be mentioned. Further the position in respect of Faridabad, Gurgaon, Hisar/Hansi, Sirsa, Jagadhri, Panipat, Rohtak and Badadurgarh was not found satisfactory. In respect of Panchkula the position was found hopeless. In respect of Rewari, Fatehabad, Bhattu, Ratia, Tohana, Jind, Bhiwani, Ambala, Kurukshetra, Shahbad, Karnal and Sonapat the status was found satisfactory. Estate officer, Kaithal did not send the information which was viewed seriously. It was desired that all the pending applications be cleared without any further delay and position intimated to Head Office. In future, it must be ensured that Transfer Permissions are granted within the time period prescribed in the Citizens' Charter.

**Item no-9. Review of sanction of building plans :**

The Chief Administrator observed that the exercise of review had been going on for the past several months but there did not seem to be much improvement in the status. He again emphasized that progress shall be considered to be satisfactory only if number of cases of building plans being sanctioned goes up. It is unfortunate that still more than 1000 building plans are pending for sanction in addition to 311 plans in respect of which objections have been communicated. The cases should not be kept pending for indefinite period of time if the allottees do not remove the objections in given time, which must be mentioned in all our communications. During the inspection of Estate Office, Kaithal, it was seen that in the communications sent by Estate Officer, Kaithal, no time limit for removing the objections was mentioned which is wrong. It was also observed that repeatedly the same cases were being reflected under column no-8 which shows that no effort is being done to resolve the oldest pending cases. Repeated instructions have been given to reject cases where these do not comply with HUDA regulations. The water & sewer connection in such cases should be disconnected.

It was also observed that the opening balance figures do not match the balance pending figures of the previous statement. E.O., Hisar

pointed out that the discrepancy occurs due to the figure of “Objections Communicated ”being included in the opening balance figure. To remove confusion it was desired that a new format be adopted. To resolve the above problem the following format of the Proforma may be followed in future:-

**Mothly status of applications received for sanction of building plans and approved by the Estate Officers.**

**M-10**

Sr. No.	Name of Urban Estate.	Opening Balance		Applications for sanction of building plans received during the month under report.	Building plans sanctioned.	Building plans for which objections communicated.	Balance pending (3+4-5-6)		Dates of three oldest pending applications and reasons thereof.	
		Fresh	Cases of objections				Fre-sh	Cas es of obj ecti ons	Where object ions conveyed	others
1	2	3		4	5	6	7		8	

All E.O's in future should provide information in the new format. It was also desired that in future, performance of each Estate Office be judged on the basis of numbers of building plans sanctioned during the period under scrutiny.

By adopting above shown proforma the balance pending figure of the previous statement shall always be the opening balance figure for the next statement.

**Item no-10. : Grant of occupation certificate :**

The chairman reviewed the over all performance wherein 2968 applications were shown as opening balance & only 954 cases were granted occupation certificates. Keeping in view the fact that this opening balance figure reflected the position on Ist Nov.-2007 and in 2 months period only 954 cases could be cleared showed poor performance on the part of Estate Officers as a whole. This might be somewhat because of large submission of applications due to expiry of 15 years' period for construction on 31.12.2007.

He further observed that 5630 new cases added in the months of Nov. & Dec. must be cleared by 28.02.2008. In case additional JEs are required to be deployed, same may also be done by the Administrators. Administrators may personally monitor clearance of these cases.

Repeated cases in case of Faridabad, Gurgaon E.O-I, Hansi, Sirsa, Jind, Bhiwani showed poor performance.

The following format of the proforma M-8 may be followed in future. **Monthly status of applications received for grant of occupation certificates and sanctioned by the Estate Officers.** **M-8**

S. No.	Name of Urban Estate.	Opening Balance		Applications for issue of O.C's received during the month under report.	O.C.'s grand total	O.C.'s for which objections communicated.	Balance pending (3+4-5-6)		Dates of three oldest pending applications and reasons thereof.	
		Fresh	Cases of objections				Fresh	Cases of objections	Where objection conveyed	others
1	2	3		4	5	6	7		8	

All E.O's in future may provide information strictly in the new format.

**Item No.11 : Right to Information Act.**

The status of the applications received under the RTI Act was reviewed. The Chairman observed that a large number of applications were pending and some of them were pending since August, 2007. He impressed upon all the officers to reduce the pendency in the next 15days positively. He also stressed that the applications under RTI Act should be taken seriously and replies be sent to the Headquarters in response to the communications made from the Headquarters.

**Item No.12 : Review of disciplinary cases.**

The Chairman observed that the enquiries were pending for more than 5 years in some cases. He directed the officers to dispose off all enquiries at the earliest so that further disciplinary proceedings can be finalized well in time

### **Item No.13 : Review of Recoveries.**

#### **1. Recoveries:**

The recovery of various Estate Offices was reviewed and it was observed that there is a small improvement in the overall recovery position as the overall recovery up to December, 2007 was 90.55% against the 87.84% up to November, 2007. But the recovery is still below the 100% and is required to be increased to 150% up to March, 2008 as decided in the previous meetings. Only Urban Estate Rohtak, Sonapat, Karnal were able to achieve the recovery more than 150%. The overall recovery of Urban Estate, Bhiwani, Hissar, Jind, Jagadhri and Faridabad was above 100% but more efforts are required to increase the overall recovery to 150%. The recovery of other Urban Estate i.e. E.O.-I & II, Gurgaon, Rewari, Sirsa, Ambala, Kaithal, Kurukshetra, Panchkula, Bahadurgarh and Panipat were below 100%. It was viewed seriously and desired that serious efforts may be made to improve the recovery position. Any shortfall below 100% will taken seriously and the recovery more than 100% will be considered Good but the recovery more than 150% will be Appreciated.

CCF intimated in the meeting that the major short fall in the recovery is under the head Enhanced Compensation, Development charges from released land and new sale commercial. It was also informed that new recovery rates of enhanced compensation of Rs.236.80 crores were issued to the various Estate Offices as per the details enclosed at Annexure 'A' for which all the respective Estate Offices were requested to issue the recovery notices and recover the maximum amount up to 31.3.2008. It was also intimated that in respect of recovery from released land , the total amount of Rs.133.84 crores is recoverable as per the statement enclosed at Annexure 'B' which is prepared on the basis of information supplied by the various Estate Offices. This does not include the information of Urban Estate, Bhiwani, Jind, Sirsa, Jagadhri, Karnal and Panchkula as these offices have not been supplied the information so far. It was emphasized in the meeting that steps may be taken to recover the amount of EDC from the released land and maximum amount may be recovered by 31.3.08 which could improve the



overall recovery position of HUDA. In case the land owners are not paying the development charges steps may be taken to acquire their land.

In order to improve the recovery under the head new sale commercial, it was decided that at least 3 auctions may be held in the month of February, 2008 and allotment letters be issued during the month of February, 2008 itself so that 25% amount on account of new sale commercial is received by 31.3.08.

2. The recovery of lease rent from the petrol pump sites was also reviewed and it was observed that Rs.5.20 crores is yet to be recovered in respect of Estate Office, Faridabad, Hissar, Jagadhri, Karnal, Kurukshetra, Panchkula, Panipat and Sonapat. The other Estate Offices, except Jind where the information is Nil, have not supplied the information. EO-II, Gurgaon wanted a clarification regarding filling point as to whether the dispensing unit should be considered as filling point or the nozal point installed on the dispensing unit should be considered as filling point. It was made clear that the nozal point installed on the dispensing unit should be considered as filling point. Accordingly Estate Office, Gurgaon was requested to take action to raise the bills and intimate the amount recoverable from the allottees of the petrol pump sites.

**Item no. 14 : Floatation Programe:**

Zone-wise progress of floatation of sectors, as per targets indicated by the zonal Administrators, was reviewed.

**A. Faridabad Zone,**

**(i) Sector 20 A, 20 B:** It was decided that in view of the non-acceptance of offered land in sector 20 A by the DMRC, case for floatation of the available institutional plots may be submitted immediately to the C. A. HUDA.

**(Action by CTP HUDA)**

**(ii) Sector 56, 56 A Faridabad :** CCF HUDA was requested to get the rates of the sectors finalised immediately, so that the sector could be floated. **(Action by CCF HUDA)**

**(iii) Sector 58 Faridabad:** Administrator, Faridabad pointed out that the balance available industrial plots are being got re-planned from DTP

Faridabad for providing bigger sizes plots. Administrator Faridabad was requested to send the revised plans within 15 days. **(Action by Administrator, HUDA, Faridabad)**

(iv) **Sector 59 Part-II, Faridabad:** Administrator Faridabad intimated that the sector is being got re-demarcated and exact availability of plots will be intimated after completion of demarcation at site. Administrator Faridabad was requested to get the matter expedited and send the demarcation plan within 15 days. **(Action by Administrator, HUDA, Faridabad)**

(v) **Balance residential plots of sector 62, 64, 65 Faridabad:** Administrator, Faridabad pointed out that about 1250 residential plots of various categories are available in these sectors which can be floated. It was decided that after examining the requirement of alternative plot at Faridabad, certified details of clear available plots may be sent to CTPHUDA, so that balance plots should be floated. **(Action by Administrator, HUDA, Faridabad)**

**B. Gurgaon Zone:**

(i) **Acquired pocket of sector 2,3,33 (Part ), 48, 52 , 52 A , 53 and 54 Gurgaon.** Admn. Gurgaon has pointed out that layout plans of sector 2 & Sector 3 Gurgaon have already been forwarded on 23.01.08 to CTP HUDA for approval. CTP HUDA was requested to get the same finalised within 7 days. Administrator, Gurgaon was requested to send the layout plan of the remaining sectors within 15 days. **(Action by CTP HUDA/Administrator, HUDA, Gurgaon)**

(ii) **Sector 47, 49& 50 Gurgaon :** CCF HUDA was requested to get the price fixed immediately , so that oustees claims could be invited. **(Action by CCF HUDA)**

(iii) **Pataudi:** CCF HUDA was requested to get the price fixed immediately, so that oustee's claims could be invited. **(Action by CCF HUDA)**

(iv) **Sector 18 Rewari:** CCF HUDA was requested to get the price fixed immediately, so that oustees claims could be invited. Further Administrator, Gurgaon was requested to send the demarcation plan of the sector immediately. **(Action by CCF HUDA/Administrator, HUDA, Gurgaon)**

### **C . Hisar Zone**

**(i) Sector 3, 5 & 6 Part Hansi:** It was noted with concern that the layout plan of the acquired land has not yet been prepared inspite of the fact that the land was acquired in August 2007. Administrator, Hisar was requested to ensure that the layout plan is prepared and sent to Headquarters for approval within one month's time. **(Action by Administrator, HUDA, Hisar)**

**(ii) Sector 1,3, 4 & 5 Hisar:** CTP HUDA informed that inspite of instructions issued on 11.12.07, for preparing layout plan of each sector separately, a combined revised layout cum demarcation plan for sector 1,3,4 & 5 has been got prepared by the Administrator, HUDA, Hisar. Admn. Hisar assured to send the separate plans for each sector within two week's time. **(Action by Administrator, HUDA, Hisar)**

**(ii) Jind :** It was informed by CTP HUDA that the demarcation plan of sector 6 & 7 has not yet been approved. CTP HUDA further informed that sector 8 Jind can be floated immediately, as soon as the certified details of clear plots available for floatation are received from Administrator, Hisar. Admn. Hisar assured to send the demarcation plans for sector 6 & 7 Jind and certified details of plots of sector 8 within two weeks time. It was decided that sector 9 Jind may not be presently floated and kept reserved for 2<sup>nd</sup> phase. **(Action by Administrator, HUDA, Hisar)**

### **D. Panchkula Zone:**

**(i) Sector -23, Ambala :** Administrator, HUDA, Panchkula informed that award of land has not yet been announced and the layout plan would be got prepared within one month of the acquisition of land. **(Action by Administrator, HUDA, Panchkula)**

**(ii) Residential area –IV Cheeka Mandi:** Admn. Panchkula was requested to get the demarcation plan of the area finalised within two weeks time. **(Action by Administrator, HUDA, Panchkula)**

**(iii) Sector 18 & 21 Kaithal :** Administrator, HUDA, Panchkula informed that boundaries of the acquired land were yet to be demarcated by the LAO Panchkula. Therefore, no target date for sending the certified details can be given by her office at this stage. ADUE Haryana was requested to look into the matter. **(Action by ADUE Haryana/Administrator, HUDA, Panchkula)**

**(iv) Sector 9 Part & 32 Karnal.** Administrator, HUDA, Panchkula informed that boundaries of the acquired land were yet to be demarcated by the LAO Panchkula. Therefore, no target date for sending the certified details can be given at this stage. CTP HUDA informed that separate layout cum demarcation plans for sector 9 Part & sector 32 Karnal are yet to be received from Administrator, HUDA, Panchkula. Admn.(P) was requested to send the same within two weeks time. **(Action by ADUE Haryana/Administrator, HUDA, Panchkula)**

**(v) Sector 9 & 14 Kurukshetra:** Administrator, HUDA, Panchkula was requested to send the layout plan within one month's time. **(Action by Administrator, HUDA, Panchkula)**

**(vi) Sector 22, 23, 24 Part Residential and sector 33 Transport Nagar YamunaNagar:** Administrator, HUDA, Panchkula informed that boundaries of the acquired land were yet to be demarcated by the LAO Panchkula. Therefore, no target date for sending the layout plans can be given at this stage. Admn. (P) was requested to send the layout plan of the sectors within one month's time. **(Action by ADUE Haryana/Administrator, HUDA, Panchkula)**

**E. Rohtak Zone:**

**(i) Sector 1, 10, 11, & 12 Bahadurgarh:** Administrator, HUDA Rohtak was requested to send the demarcation plans within 15 days. **(Action by Administrator, HUDA, Rohtak)**

**(ii) Sector 9, Jhajjar :** CCF HUDA was requested to get the price fixed immediately , so that oustees claims could be invited. Further Administrator, Rohtak was requested to send the demarcation plan of the sector immediately. **(Action by CCF HUDA/Administrator, HUDA, Rohtak)**

**(iii) Panipat –Pockets in various sectors (136.05 acres):** Administrator, HUDA Rohtak was requested to send their layout plan within one month's time. **(Action by Administrator, HUDA, Rohtak)**

**(iv) Sector 5, 6 & 27 Rohtak:** CTP HUDA was requested to supply copies of approved demarcation plan of sector 5 & 6 Rohtak to CCF for price fixation. Further, Administrator, HUDA, Rohtak was requested to expeditiously get the

revised layout cum demarcation plan of sector 27 Rohtak finalised. **(Action by CTP HUDA/CCF HUDA/Administrator, HUDA, Rohtak)**

**(v) Various acquired pockets at Sonipat:** Estate Officer, Sonipat intimated that 125 acres of land falling in sector 5 Sonipat is clear and available for planning whereas the pockets in other sector are scattered and in some case even the possession of land is not with HUDA. It was decided that Administrator, Rohtak will coordinate and get the plans finalised on priority. **(Action by Administrator, HUDA, Rohtak)**

**ITEM NO.15 : REVIEW OF REMOVAL OF UNAUTHORISED ENCROACHMENTS.**

It was found that sincere efforts have not been made by the Estate Officers in respect of all the encroachments where there are no court stays. Further so far no Estate Officer has intimated about the satellite imagery done of all the encroachments falling in their respective Urban Estates. It was further observed that in the last review meeting it was desired that the 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. Similarly, zonal Administrators shall also visit each and every place of encroachment on HUDA's acquired land having area more than five acres without court stay within 15 days and send report to Head office. But none of the EOs/Adms. intimated about the action taken.

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