

**Subject : Proceedings of the State Level Review Meeting held on 5<sup>th</sup> September, 2008 at Inderdhanush Auditorium, HUDA Sector-5, Panchkula under the chairmanship of the Chief Administrator, HUDA.**

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

At the outset, the chairman welcomed all the participants and introduced new officers who recently joined as Zonal Administrators on transfer and Assistant Estate Officers on promotion. He asked all the promotee Assistant Estate Officers to work with greater zeal and dedication.

After detailed deliberations on various subjects, the **following decisions** were taken and conveyed to all the participating officers and officials. These are-

1. **Monthly Returns**- It was felt that the Superintendents are not examining various monthly reports properly in the Administrator's offices. The following decisions were, therefore, taken to over-come this problem-

i) An advertisement shall henceforth be inserted on monthly basis in the leading newspapers indicating the status of the applications pending with each Estate Office.

ii) If any application is found pending for want of decision before the cut-off date as indicated in the advertisement, strict disciplinary action shall be taken as under:-

a) the Assistant Estate Officers and Superintendents (or Deputy Superintendents as the case may be) will be suspended and charge-sheeted if more than 20 such applications are found to be pending.

b) the State Government will be moved for charge-sheeting those Estate Officers where more than 50 such applications are found pending. Besides, explanation of the Zonal Administrators will also be called for having failed to effectively monitor the monthly returns.

## 2. **Computerization**

i) It was observed that the project of computerization is getting delayed for want of strict monitoring and compliance of terms and conditions stipulated in the agreement.

ii) The Axis Bank has captured 80% of total files whereas HDFC Bank has captured only 48% files. This progress is disappointing. The representatives of both the banks were told in clear terms that if the project is not carried out as per the terms and conditions of agreement, HUDA will not hesitate to impose the penalty as prescribed in the agreement.

The Axis Bank assured to complete the job by 10<sup>th</sup> October, 2008. It was decided to issue notice to the senior functionaries of the HDFC Bank regarding non-completion of digitization work within the stipulated schedule as per the agreement.

iii) All the field officers should supply all the plot files to be digitized in accordance with the agreement already signed on 28<sup>th</sup> January, 2008.

- iv) All the Assistant Estate Officers and Superintendents/Deputy Superintendents were directed to furnish a certificate within 15 days mentioning therein that all the files have been handed over to the respective banks for digitization. They should coordinate on daily basis.
- v) All the Law Officers posted in the field will take appropriate steps for uploading court cases related to allotted plots in their areas.
- vi) Both the banks were directed to engage a lawyer from their side also for uploading court cases.
- vii) The Senior Manager (IT) was directed to provide connectivity immediately so that the information is supplied live in all the sectors of HUDA.
- viii) SE (Elect) was directed to provide electric cables at all locations within 15 days as deemed necessary.
- ix) The Zonal Administrators and Estate Officers are the over-all incharge of digitization in their areas and thus they should monitor this program on daily basis and keep the HQ updated.

### 3. **Review of Recoveries**

- i) It was viewed seriously by the Chairman that the over-all recovery has come down to 93.8%. He directed the field officers to make all-out efforts to make cent per cent recovery by the end of October, 2008.
- ii) It was intimated by the CCF that a sum of about Rs.**125 crores** is due from land owners whose land was released. It was directed that the payable amount of development charges be intimated to all the land owners whose land has been released alongwith the calculations. The show-cause notice should be carefully worded and contain exact calculations in a lucid manner. If they still fail to make the payment, their cases may be referred for re-acquisition of their land.
- iii) The CCF was directed to put up a self-contained proposal for revising the development charges within 15 days since these are on the lower side.
- iv) All the field officers should supply within 15 days all the information pertaining to built-up booths which have not been auctioned so far.
- v) All the field officers were directed to chalk out their program of auction for the coming quarter within 10 days positively. Efforts should be made to auction all built-up booths wherever there is adequate demand.
- vi) It was directed to complete all the formalities to float the following sectors on a war-footing in this financial year-
  - a) Sector-11, Bahadurgarh
  - b) Sector 49-50, Gurgaon
  - c) Sector 56-56A, Gurgaon.

- d) Sector-I (Part), 3 (Part), 5 Hissar (Sector-5 Hisar is being floated for Defence)
- e) Sector 8-9, Jind
- f) Sector 9-32, Karnal
- g) Sector 18-19, Rewari
- h) Sector-27, Rohtak
- i) Sector-58, Sonapat.

vii) All the Estate Officers were directed to make recovery of rent from all the petrol pump sites as per the terms and conditions of the agreement.

viii) The Zonal Administrators should review the recovery aspect more vigorously.

#### 4. **Review of Inspection Reports**

All the Zonal Administrators should review the Inspection Reports periodically and take exclusive meetings every month for the purpose. The revised format of Inspection Reports for subsequent inspections has been circulated to all field officers vide memo EA-3-2008/32058 dt. 10<sup>th</sup> September, 2008.

#### 5. **Review of Legal Cases**

All the field officers were directed to ensure that all court cases pertaining to their areas are properly defended. Their replies should be properly drafted with relevant preliminary submissions and law points on the subject. The HQ is shortly circulating relevant instructions on the subject for strict compliance. It is made clear that if any cost is imposed by the court, it will be recovered from the Officers dealing with the case and it will not be paid by HUDA at all. They should update the CCTS on daily basis.

#### 6. **Review of Monthly Returns (M-1 to M-11).**

##### **Removal of Encroachment on HUDA Land (M-1)**

- a) No report has been received from the Zonal Administrator, Rohtak.
- b) No encroachment where there is no court stay has been removed during July, 2008 by any Estate Office which was taken very seriously.

##### **Commercial Activities in Residential Houses (M-2)**

- a) Negligence on the part of EOs of Faridabad, Gurgaon-I&II was taken seriously.
- b) The notices issued under 17(3) have not been decided by the EO, Jind till date. He was directed to decide the notices at the earliest.
- c) No report was received from Rohtak zone.
- d) All the field officers should supply the requisite information pertaining to land acquired, physical possession taken over and entering of mutations of acquired lands, mutations sanctioned and pending be supplied to the Enforcement Officer (HQ) in the relevant columns.

##### **M-3 to M-7**

- a) The figures of 379 applicants pertaining to objections mentioned in **M-3** for Gurgaon during July 2008 did not appear to be correct. Therefore, Sh.

Rakesh Kumar, Enforcement Officer was directed to visit Gurgaon and carry out an audit of the information supplied for both the urban estates of Gurgaon.

b) While reviewing **M-3A**, it was directed that the Zonal Administrators should hold regular meetings to clear the pendency. The objection, if any, for transfer of industrial plots should be conveyed to the applicant immediately and 15 days' period should be given to the applicants for removing the objections. In case no communication is received from the applicants, the transfer applications should be rejected and conveyed.

c) It was directed that the returns for the month of August, 2008 should be prepared carefully since these are going to be advertised in the news papers for inviting objections and claims from the allottees. If any discrepancy is found subsequently, strict action will follow as already explained in para 1 above.

### **M-8 to M-10**

It was felt that the over-all picture with respect to sanction of building plans and grant of occupation certificates is not satisfactory at all. All the Zonal Administrators were directed to chase these cases so that there is no pendency beyond six months. While Zonal Administrators of Gurgaon, Faridabad and Hissar fixed the target date of 30<sup>th</sup> September, 2008, Zonal Administrators of Rohtak and Panchkula fixed the target of 31<sup>st</sup> October, 2008.

### **7. Disposal under RTI Act**

It was pointed out that the requisite information for the Annual Report asked by the State Information Commission is still pending from the Zonal Administrators of Gurgaon, Panchkula and Rohtak. It was directed to be supplied within 15 days.

### **8. Information regarding Officers/Officials retiring within next six months**

All the Zonal Administrators and Estate Officers were directed to send the requisite information in the prescribed formats (E-I and E-II) by 7<sup>th</sup> of each month.

### **9. Agenda of Hydraulic Sewer Cleaning Machine**

All the Zonal Administrators were directed to monitor the availability of Hydraulic Sewer Cleaning Machine in their zone and ensure that these machines do not remain idle.

**Sh. D.S.Dhesi, IAS, FCTCP and Sh.S.S.Dhillon DTCP/DUE joined the meeting in the afternoon. The following decisions were taken-**

1. The Oustees' quota plots should be floated simultaneously with the main sector so that the litigation could be minimized.
2. The HUDA roads which have been damaged should be repaired immediately.

3. The Zonal Administrator Rohtak was directed to conduct a survey regarding the allotment made under the Jai Jawan Awas Yojna to counter-check and verify as to whether these houses have gone to deserving persons or not. She was also directed to carry out a sample survey of plots allotted to the Defence Personnel under 10 % Reserve quota of plots.
4. The Zonal Administrator Gurgaon was directed to verify the status of Road from Rajiv Chowk to Subhash Nagar and MG Road at Gurgaon for which decision was taken one year back.
5. The DTP, Sonipat should provide the Lay-out Plan and Demarcation Plan of Sectors 2, 6 and 8 immediately
6. A committee of Zonal Administrator Gurgaon, LAO Gurgaon and DTP Gurgaon was constituted for the acquisition of new Gurgaon Sectors 56 to 115. It was also decided to out-source the work, if needed. All the necessary field work and notifications be completed within two weeks.
7. The Director Urban Estate was requested to get the cases of sector roads in Gurgaon expedited for announcement of Awards.
8. District Town Planners of Karnal and Sonipat were directed that notices should be given to all the Dhabas operating unauthorizedly on the National Highway and finalized within one month.
9. All the Zonal Administrators were directed to send the requisite reports regarding Master Roads at Karnal, Panipat, Rohtak and Gurgaon.
10. They should also monitor the project of JNUURM.
11. All the Vacant Charitable Social & Religious Sites should be moved for floatation.
12. All the Senior Town Planners and District Town Planners should visit the site before preparing the lay-out plan of the acquired pockets so as to avoid glaring mistakes like carving out of plots under HT lines, Nallah or depressional areas.
13. All the Zonal Administrators should ensure that the requisite satellite imagery is sent with the acquisition case.
14. All the Zonal Administrators should clearly define the boundary of clusters of thickly built-up areas by binding them in terms of points A, B, C, D etc. The outer dimensions and areas of each cluster should also be clearly indicated on the sajra as well as in the minutes of JSIC.

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