

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Zonal Administrators, HUDA in the State.
2. All the Estate Officers, HUDA in the State

Memo No.SA-HUDA-09/2186

Dated: 8-6-2009

Subject:- **Guidelines for Self Assessment of Compoundable violations.**

It has been observed that allottees are facing great difficulty in obtaining Occupation Certificates. The tedious process of checking of completion report and assessment of violations results in consumption of time and thus delays occur. In order to streamline the system, it has been decided to introduce a system of self assessment in the case of compoundable violations with the following measures:-

1. That the completed Self Assessment form shall be submitted by the applicant alongwith form BR IV-A/B, when he applies for Occupation Certificate.
2. That the Self Assessment form shall be filled in and signed by the Supervising Architect on the standard format to be provided by HUDA. ( Which can be downloaded from HUDA's website i.e.huda.gov.in)
3. That the Architect shall refer the list of compoundable violations and rates circulated by HUDA from time to time. The compoundable violations and their measurement details (as present on site) shall be filled accordingly. He shall further calculate the amount of penalty at the specified rates.
4. That the Self Assessment form shall be accompanied with a demand draft of the penalty amount. These shall be submitted while applying for the Occupation Certificate.
5. That while submitting the Self Assessment form, a certificate shall be given by the Architect that the compoundable violations mentioned in the self assessment form conform to the HUDA compounding policy and that there are no non compoundable violations in the building work.
6. That any false information in the Self Assessment form may lead to charges of professional misconduct in which case the Authority may refer the case of the Architect to the Council of Architecture for disciplinary action as provided in Regulation 85 (c) of the HUDA [Erection of Buildings] Regulations, 1979.
7. That the J.Es will check the measurements and calculations shown in the self assessment form by visiting the premises as per present practice. They shall also make sure that the measurements shown tally with those on actual site. SDEs will test check atleast 10% of the applications on monthly basis.
8. That the Administrators should arrange atleast two training sessions of the Private Architects within their Zones during June and July' 09 so that doubts regarding the self assessment policy are cleared and implementation is smooth. For this purpose, the S.D.E. (Buildings) or other technical officers may be asked to hold training sessions but these shall be presided over by the Administrators themselves.
9. The format of the Self Assessment form is enclosed alongwith these instructions, which has been E-mailed separately also.
10. It has been decided to enforce these provisions with effect from 1st July, 2009

All the Zonal Administrators, Estate Officers and Executive Engineers (including the Sub Divisional Engineers where the Executive Engineers are not stationed) are directed to-

- Acknowledge the receipt of this letter immediately after it is received.
- Confirm the dates of the training session for the respective Zones.

This may please be accorded TOP PRIORITY.

DA/ As above.

T.C. Gupta, IAS  
Chief Administrator, HUDA,  
Panchkula

Endst. No. SA-HUDA-09/2187

Dated: 8-6-09

A copy is forwarded to the following for information and strict compliance of the above instructions-

1. The Chief Engineer / Chief Engineer-I, HUDA, Panchkula.
2. All the Superintending Engineers of HUDA in the State
3. All the Executive Engineers of HUDA in the State (including
4. Sub Divisional Engineers wherever Executive Engineers are not stationed in the Urban Estate).

DA/ As above.

(M. Bharadwaj)  
Senior Architect,  
for Chief Administrator, HUDA,  
Panchkula

Endst. No. SA-HUDA-09/2188-90

Dated: 8-6-09

A copy is forwarded to the following for information-

1. The Senior Secretary to Chief Minister, Haryana for kind information of Chief Minister-cum-Chairman, HUDA.
2. The Financial Commissioner & Principal Secretary to Govt. Haryana, Urban Estate and Town & Country Planning Departments, Haryana, Chandigarh.
3. The Director, Town & Country Planning & Urban Estate Departments, Haryana, Chandigarh.

DA/ As above.

(M. Bharadwaj)  
Senior Architect,  
for Chief Administrator, HUDA,  
Panchkula

Endst. No. SA-HUDA-09/2191

Dated: 8-6-09

A copy is forwarded to the following for information:

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Town Planner, HUDA, Panchkula.
3. The Secretary, HUDA, Panchkula
4. DA/ LR, HUDA, Panchkula.
5. The Senior Manager, (IT), HUDA HQs, Panchkula.
6. The Enforcement Officer, HUDA HQs, Panchkula.
7. Incharge Urban Branch- I & II, HUDA HQs, Panchkula.
8. Dy. Economical & Statistical Advisor, HUDA, Panchkula.

DA/ As above.

(M. Bharadwaj)  
Senior Architect,  
for Chief Administrator, HUDA,  
Panchkula

**COMPOUNDABLE VIOLATIONS**

With reference to (HUDA Policy issued vide Memo.No.....dt.....)

| Sr.       | Description of Violation                                       | Proposed<br>compounding<br>Rate (In Rs.)        | Extent<br>compounding<br>In (Sqm) | of<br>Compounding<br>(In Rs.) | JE's<br>remarks |
|-----------|----------------------------------------------------------------|-------------------------------------------------|-----------------------------------|-------------------------------|-----------------|
| <b>1</b>  | <b>BUILDING WITHOUT PLAN</b>                                   |                                                 |                                   |                               |                 |
| a)        | Construction without Building plans revalidated.               | Rs.100/-Per Sqm.<br>on constructed<br>area      |                                   |                               |                 |
| <b>2</b>  | <b>D.P.C</b>                                                   |                                                 |                                   |                               |                 |
| a)        | For not taking D.P.C. certificate                              |                                                 |                                   |                               |                 |
| i)        | Construction as per approved plan.                             | Rs. 5/- per. sqm.                               |                                   |                               |                 |
| b)        | For Changing D.P.C. after taking DPC Certificate.              |                                                 |                                   |                               |                 |
| i)        | Revised D.P.C conforms to building bye laws/zoning.            | Rs.10/- per. sqm.                               |                                   |                               |                 |
| <b>3</b>  | <b>EXCESS COVERED AREA</b><br>Cantiliver cup board/ bay window | To be counted in<br>covered area<br>violation   |                                   |                               |                 |
| <b>a)</b> | Covered area beyond zoning line but within permissible limits. | Compoundable<br>upto maximum<br>limit of 10% of |                                   |                               |                 |

|  |                                |                                 |                          |                                                         |  |  |  |
|--|--------------------------------|---------------------------------|--------------------------|---------------------------------------------------------|--|--|--|
|  |                                |                                 |                          | set back to be compounded @ of Rs. 10,800/- per sq.mtr. |  |  |  |
|  | Measurements of covered area:- |                                 |                          |                                                         |  |  |  |
|  | <u>Floor</u>                   | <u>Permissible Covered Area</u> | Area beyond zoning line. |                                                         |  |  |  |
|  | GF                             |                                 |                          |                                                         |  |  |  |
|  | FF                             |                                 |                          |                                                         |  |  |  |
|  | SF                             |                                 |                          |                                                         |  |  |  |
|  | Basement                       |                                 |                          |                                                         |  |  |  |

Cont.....P/5

| Sr. | Description of Violation | Proposed compounding Rate (In Rs.) | Extent of compounding In (Sqm) | Compounding (In Rs.) | JE's remarks |
|-----|--------------------------|------------------------------------|--------------------------------|----------------------|--------------|
|-----|--------------------------|------------------------------------|--------------------------------|----------------------|--------------|

|    |                                                                       |       |      |      |                                                                                                                                         |  |  |  |
|----|-----------------------------------------------------------------------|-------|------|------|-----------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| b) | Excess covered area beyond permissible limits but within zoning line. |       |      |      | To be compounded upto a maximum limit of 10% of permissible Covered area.<br>Upto 5% @Rs. 3300/-per sqm and beyond 5% @Rs.6500/-per Sqm |  |  |  |
|    | <u>Actual violation In Sqm.</u><br><br>(Upto 5%)                      |       |      |      |                                                                                                                                         |  |  |  |
|    | <u>Floor</u>                                                          | Front | Rear | Side |                                                                                                                                         |  |  |  |
|    | GF                                                                    |       |      |      |                                                                                                                                         |  |  |  |
|    | FF                                                                    |       |      |      |                                                                                                                                         |  |  |  |
|    | SF                                                                    |       |      |      |                                                                                                                                         |  |  |  |
|    | Basement                                                              |       |      |      |                                                                                                                                         |  |  |  |
|    | Upto 10%                                                              |       |      |      |                                                                                                                                         |  |  |  |
|    | Floor                                                                 | Front | Rear | Side |                                                                                                                                         |  |  |  |
|    | GF                                                                    |       |      |      |                                                                                                                                         |  |  |  |
|    | FF                                                                    |       |      |      |                                                                                                                                         |  |  |  |
|    | SF                                                                    |       |      |      |                                                                                                                                         |  |  |  |
|    | Basement                                                              |       |      |      |                                                                                                                                         |  |  |  |
| c) | Extra covered area beyond Zoning line: yes/No                         |       |      |      | Violation upto a                                                                                                                        |  |  |  |

|                                                          |       |      |      |                                                                                                                                                      |  |  |  |
|----------------------------------------------------------|-------|------|------|------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| If yes how much is the maximum depth beyond zoning line. |       |      |      | maximum limit of 10% of set back line to be compounded @Rs.10800/- Per sqm. (This will be over and above the composition fee of excess covered area) |  |  |  |
| <u>Actual violation in sqm:-</u>                         |       |      |      |                                                                                                                                                      |  |  |  |
| <u>Floor</u>                                             | Front | Rear | Side |                                                                                                                                                      |  |  |  |
| GF                                                       |       |      |      |                                                                                                                                                      |  |  |  |
| FF                                                       |       |      |      |                                                                                                                                                      |  |  |  |
| SF                                                       |       |      |      |                                                                                                                                                      |  |  |  |
| Basement                                                 |       |      |      |                                                                                                                                                      |  |  |  |

Contd....P/6

-6-

| Sr.      | Description of Violation                                                          | Proposed compounding Rate (In Rs.) | Extent of compounding In (Sqm) | Compounding (In Rs.) | JE's remarks |
|----------|-----------------------------------------------------------------------------------|------------------------------------|--------------------------------|----------------------|--------------|
| <b>4</b> | <b>CANTILEVER /PROJECTION</b>                                                     |                                    |                                |                      |              |
| a)       | Sanctionable cantilever projection but not shown in the sanctioned building plan. | Rs.100/-per sqm                    |                                |                      |              |
|          | <u>Actual violation in sqm:</u>                                                   |                                    |                                |                      |              |

|    |                                                             |       |      |      |                                                              |  |  |  |
|----|-------------------------------------------------------------|-------|------|------|--------------------------------------------------------------|--|--|--|
|    |                                                             |       |      |      |                                                              |  |  |  |
|    | Floor                                                       | Front | Rear | Side |                                                              |  |  |  |
|    | GF                                                          |       |      |      |                                                              |  |  |  |
|    | FF                                                          |       |      |      |                                                              |  |  |  |
|    | SF                                                          |       |      |      |                                                              |  |  |  |
| b) | Non Sanctionable cantilever projection within Zoning line.  |       |      |      | @Rs.500/-per sqm.                                            |  |  |  |
|    | Actual violation in sqm                                     |       |      |      |                                                              |  |  |  |
|    | Floor                                                       | Front | Rear | Side |                                                              |  |  |  |
|    | GF                                                          |       |      |      |                                                              |  |  |  |
|    | FF                                                          |       |      |      |                                                              |  |  |  |
|    | SF                                                          |       |      |      |                                                              |  |  |  |
| c) | Non sanctionable cantilever projection outside zoning line. |       |      |      | Violation up to maximum limit of 10% of the set back line is |  |  |  |
|    | at roof level yes/No                                        |       |      |      |                                                              |  |  |  |

|  |                                                                                            |  |  |  |                                     |  |  |  |
|--|--------------------------------------------------------------------------------------------|--|--|--|-------------------------------------|--|--|--|
|  | If yes how much is the depth beyond zoning line (up to maximum limit 10% of setback line.) |  |  |  | compoundable @ Rs.11000/- per sqmt. |  |  |  |
|  | <u>Actual violation in sqm</u>                                                             |  |  |  |                                     |  |  |  |
|  | GF                                                                                         |  |  |  |                                     |  |  |  |
|  | FF                                                                                         |  |  |  |                                     |  |  |  |
|  | SF                                                                                         |  |  |  |                                     |  |  |  |
|  | Basement                                                                                   |  |  |  |                                     |  |  |  |

Contd....P/7

-7-

| Sr.      | Description of Violation                                                                                       | Proposed compounding Rate (In Rs.) | Extent of compounding In (Sqm) | Compounding (In Rs.) | JE's remarks |
|----------|----------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------|----------------------|--------------|
| <b>5</b> | <b>PROJECTION ON GOVERNMENT LAND</b>                                                                           |                                    |                                |                      |              |
| a)       | 30 CM at door/window level only                                                                                | Rs.1000/- per sqm.                 |                                |                      |              |
| b)       | At roof level                                                                                                  | Not compoundable                   |                                |                      |              |
| <b>6</b> | <b>HEIGHT OF BULIDING</b>                                                                                      |                                    |                                |                      |              |
|          | Increase in height beyond permissible limit (including parapet and mumty )where no frame control is applicable |                                    |                                |                      |              |
| i)       | Upto 50 cm                                                                                                     | Nil                                |                                |                      |              |
| ii)      | Above 50 cm to 1m.                                                                                             | Rs.2000/- per sqm                  |                                |                      |              |

|          |                                                                                |                                                                |  |  |  |
|----------|--------------------------------------------------------------------------------|----------------------------------------------------------------|--|--|--|
|          |                                                                                | of covered area subject to a maximum of 12 sqm.                |  |  |  |
| <b>7</b> | <b>HEIGHT OF BOUNDARY WALL AND TYPE OF GATE.</b>                               |                                                                |  |  |  |
| a)       | Change in design, location of gate. (if sanctionable)                          | Rs.1000/- per each violation                                   |  |  |  |
| b)       | Sanctionable wicket gate provided but not shown in the approved building plan. | Rs.1000/-                                                      |  |  |  |
| c)       | Variation in the height of boundary wall and size of gate.                     | Variation upto 10% be compounded @Rs.1000/- for each violation |  |  |  |
| <b>8</b> | <b>LIGHT AND VENTILATION</b>                                                   |                                                                |  |  |  |
| a)       | Non provision of exhaust fan/flue in the kitchen.                              | Rs.200/-                                                       |  |  |  |
| b)       | General light and ventilation including toilets.                               | Variation upto 10% to be compounded @Rs.1100/- Per sqm.        |  |  |  |
| <b>9</b> | <b>STAIR CASE</b>                                                              |                                                                |  |  |  |
| a)       | Riser & tread not as per rules.                                                | Variation upto 10% is compoundable @Rs. 100/- per sqm.         |  |  |  |
| b)       | Provision of winder steps at landings only                                     | Rs.200/- per step                                              |  |  |  |
| c)       | Width of stair case reduced from minimum width prescribed under the rules.     | Reduction only upto 10 cm is compoundable                      |  |  |  |

|  |  |                           |  |  |  |
|--|--|---------------------------|--|--|--|
|  |  | @Rs.500/- per stair case. |  |  |  |
|--|--|---------------------------|--|--|--|

Contd....P/8

-8-

| Sr. no | Description of Violation                               | Proposed compounding Rate (In Rs.)                                                   | Extent of compounding In (Sqm) | Compounding (In Rs.) | JE's remarks |
|--------|--------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------|----------------------|--------------|
| 10     | UN-AUTHORISED OCCUPATION                               | @ Rs. 50 per sqm. of the permissible ground coverage                                 |                                |                      |              |
| 11     | VENTILATION SHAFT                                      |                                                                                      |                                |                      |              |
| a)     | Area of ventilation shaft is less than the permissible | Variation upto 10% may be compounded @Rs.9000/- Per sqm.                             |                                |                      |              |
| b)     | Shaft covered at 2.40 mtr. Height                      | Compoundable @ Rs.1000/- each provided light and ventilation parameters are met with |                                |                      |              |
| 12     | MISCELLANEOUS                                          |                                                                                      |                                |                      |              |
| a)     | Non load bearing architectural pillars                 | Compoundable @                                                                       |                                |                      |              |

|           |                                                                                                                             |                                                                                                    |  |  |  |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--|--|--|
|           | compoundable.<br>(maximum of upto 4 pillars compoundable)                                                                   | Rs. 1000/- each<br>provided dia. is less<br>than 30 cm, (not<br>touching roof or<br>projection.)   |  |  |  |
| <b>b)</b> | Minor changes like shifting of internal wall,<br>door & window, ventilator, loft over door &<br>other changes in elevation. | @Rs.100/- each                                                                                     |  |  |  |
| <b>c)</b> | Store converted into kitchen, provided it meets<br>with the provision of rules.( area , light and<br>ventilation.)          | Compoundable @<br>Rs.1500/-                                                                        |  |  |  |
| <b>d)</b> | Pipe shaft beyond zoning line.                                                                                              | To be counted in<br>covered area<br>violation.                                                     |  |  |  |
| <b>e)</b> | Height and size of habitable and other rooms                                                                                | Reduction in height<br>upto 10 cm. and<br>reduction in area,<br>upto 5% of the<br>minimum required |  |  |  |
|           | Variation in height and size of habitable rooms,<br>kitchen and toilets                                                     | compoundable @<br>Rs. 500/- each                                                                   |  |  |  |

|           |                                                                                                                          |                                                                                                                                                                                         |     |  |  |
|-----------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| <b>f)</b> | Steps outside the zoned area on ground floor                                                                             | Steps shall not be counted towards covered area and compoundable @ 1000/- per step subject to the maximum of 5 steps of maximum width of 1.2 mtrs. having maximum tread of 30 cm. each. |     |  |  |
| <b>g)</b> | Headroom height reduction from the minimum prescribed under the rules                                                    | Upto 10 cms is compoundable @ 500/- per headroom.                                                                                                                                       |     |  |  |
| <b>H)</b> | Frame controlled houses.<br>a) Projection upto frame line<br><br>b) Increase in projection due to cladding (beyond 1 m). | Compoundable @ of Rs. 500/- sq.mt.<br>Compoundable @ Rs. 1100 per sq.mt. upto a maximum of 2% of the plot width treating it as a zoning violation.                                      |     |  |  |
| <b>13</b> | <b>Unauthorized sewer connection.</b>                                                                                    | Rs.20000/-                                                                                                                                                                              |     |  |  |
|           | Whether Rain water harvesting provision made?<br>Yes/No                                                                  | Non compoundable                                                                                                                                                                        |     |  |  |
|           | <b>GRAND TOTAL</b>                                                                                                       |                                                                                                                                                                                         | Rs. |  |  |



**Certificate**

It is hereby certified that the assessment of violations made in this form is correct. Further, all the violations are compoundable in keeping with the Compounding policy of HUDA issued vide letter no. CTP(H)/DTP(N)-17370-414 dt. 28-9-2006. There are no non compoundable violations in the building and the Construction is strictly in accordance to the Byelaws and Regulations of HUDA.

It is further certified that I have supervised the construction of the above mentioned building and once the compoundable violations are compounded as per HUDA policy, the building shall be totally in accordance to HUDA Byelaws and Regulations.

Architect

HUDA empanelment No. \_\_\_\_\_

Council of Architecture membership No. \_\_\_\_\_

I am fully aware that if any variation is found in the building/compoundable violations or if any conditions of the Erection of Buildings Regulations stand transgressed then it shall make me liable to disciplinary action under HUDA rules which includes referring the above case to the Council of Architecture.

Architect

HUDA empanelment No. \_\_\_\_\_

Council of Architecture membership No. \_\_\_\_\_

I endorse the statement of the Architect given above. I am aware of the violations made and the compounding rates applied. I have been given to understand by the Architect that there are no non compoundable violations in the above mentioned building. I give my consent for compounding the compoundable violations and

am enclosing a demand draft of Rs.\_\_\_\_\_ (Rs.\_\_\_\_\_ )  
alongwith this form.

Applicant/Owner

H.No\_\_\_\_\_

Sector-\_\_\_\_\_

Urban Estate

Contd....P/11

-11-

The following photographs are attached:-

**Photographs attached:** **Number**

1. Front elevation
2. Rear elevation
3. Side elevation
4. Front setback
5. Rear setback
6. Driveway
7. Shaft
8. Terrace
9. Porch
10. Boundary wall  
Front  
Rear
11. Cut out (if present)

12. Gate

- Main
- Wicket
- **TOTAL**

C.D. containing the above mentioned photographs is attached alongwith one print of each photograph.

Owner  
(Signature)

Architect  
(Signature)

Contd....P/12

(Any adverse finding to be recorded here)

SDE(B)

Name:  
J.E. O/o \_\_\_\_\_