

From

The Chief Administrator,
HSVP, Panchkula.

To

1. All the Head of Branches, HSVP, HQ.
2. All the Zonal Administrators, HSVP.
3. All the Estate Officers, HSVP. (in the field offices).
4. All the Senior Town Planners, HSVP (in the HQ and the field offices).
5. All the Superintending Engineers, HSVP (in the HQ and the field offices).
6. All the Executive Engineers, HSVP (in the HQ and the field offices).

Memo No. DA/2019/

Dated:

Subject:- Instructions regarding approval of reply/affidavit.

Reference on the subject cited above.

It has been directed by the Chief Administrator, Haryana Shehri Vikas Pradhikaran, Panchkula that all replies/affidavit which are prepared and sent to H.Q. Legal Cell for approval of Chief Administrator shall be signed by Assistant and ADA O/o Estate Office on each page and by the Estate Officer, DDA O/o Administrator and the Administrators on last page. The signatures shall also bear stamp of the officials/officers. The reply/affidavit thus signed and stamped shall be sent through e-mail by scanning. Reply shall be accompanied with all the annexures relied upon and it shall also be ensured that original record of the file is also sent as per earlier instructions. Otherwise, reply/affidavit will not be approved and delay will be on the part of your office.

This is for your information and strict compliance.

(Anil Aggarwal)
District Attorney,
for Chief Administrator, HSVP
Panchkula.

Endst No. DA/2019/

222699

Dated: 13/12/19

A copy of the above letter is forwarded to Chief Information Technology Officer, IT with the request to upload the instructions on the website.

(Anil Aggarwal)
District Attorney,
for Chief Administrator, HSVP
Panchkula.