

From

The Chief Administrator,  
Haryana Urban Development,  
Sector-6, Panchkula.

To

1. All the Administrators of HUDA in the State.
2. All the Estate Officers of HUDA in the State.

Memo No. UB-I-NK-2009/ 8400-8423 Dated: 24.03.2009

**Subject- Policy Guidelines for Allotment of Plots in Transport Nagars & Auto Markets developed by HUDA in the State.**

HUDA has been acquiring land and developing Specialized Markets and Sectors for decongesting the existing cities or towns and providing modern amenities in these markets. Plots have been carved out and allotted in Transport Nagar of Karnal, Panipat & Faridabad and Marble Markets in Faridabad and Gurgaon. Individual persons and firms who were carrying out this business in identified areas were rehabilitated in new markets and sectors by allotting them plots at reserve price i.e. at rates cheaper than the prevailing market rates.

Although development of specialized markets & sectors has been going on for quite some time yet no uniform policy guidelines have so far been framed and circulated. Individual schemes have been framed keeping in view the local needs from time to time and implemented with the approval of the Authority.

Hence, a comprehensive policy for development of these Specialized Markets and Sectors & allotment of sites was placed before the Authority in its 102<sup>nd</sup> meeting held on 24.02.2009 vide agenda item no. A-102<sup>nd</sup> (19). The Authority has approved a uniform policy proposal having the following **Salient Features:-**

**I. IDENTIFICATION AND SURVEY:-**

1. Development of Specialized Markets and Sectors in a particular area will be considered where a particular trade or activity is being performed or business is being carried out in an unorganized manner which is causing public nuisance and it is felt that the development of

a specialized Market or a Sector will not only decongest the old city or town but also has a potential to boost the economy of the beneficiaries.

2. A Zonal Committee under the chairmanship of the concerned Zonal Administrator, HUDA and consisting of the concerned Deputy Commissioner (in case the Deputy Commissioner is senior to the Administrator HUDA, the representative of the Deputy Commissioner will be a member), Estate Officer, HUDA , Executive Officer of the concerned Municipal Corporation/ Council and District Town Planner concerned shall in the first instance identify the areas or stretch of roads from where the individuals or firms running a particular type of business are to be shifted & rehabilitated.
3. The requisite survey, thereafter, shall be conducted by a sub-committee consisting of the following-
  - a. A representative of the District Administration (SDM or City Magistrate).
  - b. A representative of the Shop-owners' Association.
  - c. Junior Engineer of concerned Municipal Council/Corporation.
  - d. SDE Survey, HUDA-Member Secretary.

The Survey report shall be submitted to the Zonal Administrator being Chairman of the Committee. Videography of the proceedings and bio-metric survey of the likely beneficiaries shall be must. They shall fill up form in Annexure 'A' for each and every surveyed person.

4. The Zonal Committee shall be required to counter-check at least 10% of the survey conducted by the sub-committee to ascertain its authenticity.
5. The Zonal Committee shall forward its recommendations to the Chief Administrator, HUDA who shall obtain the approval of the Authority.
6. The identified individuals or firms shall be asked to submit their applications to the concerned Estate Officer within the prescribed time-limit along with the earnest money equal to 10% of the cost as per the

procedure laid down. The individuals or firms shall have to submit documentary evidence justifying their requirement of land.

## **II. ELIGIBILITY CRITERIA:-**

The identified individuals and firms shall be considered for allotment of sites provided for Booking Agencies, Repair and Spare Parts Shop as per the criteria decided by HUDA with approval of the competent authority. The SCO's, Body Building Shops, Service Station and Dhaba sites would be disposed off through open auction after the market is considerably developed.

## **III. TERMS AND CONDITIONS OF ALLOTMENT:-**

1. The allotment of plots shall be made by draw of lots. However, remaining plots, if any, in a sector/scheme after accommodating the identified beneficiaries shall be disposed off by way of auction only. In case the number of eligible applicants exceeds the number of plots available, allotment of plots shall be made to the extent of availability of plots by draw of lots.
2. The Commercial Sites and other connected sites like Tea Shops, Dhabas and Body Building Sites etc. in these specialized sectors shall be disposed off only through auction.
3. The specific site number shall be allotted only through draw of lots.
4. The allotment shall be made through a Letter of Intent (LOI) which shall be valid for a period of 17 (seventeen) months from the date of offer of possession. The LOI holder shall have to get the building plans approved within three months of offer of possession and complete the construction within 12 months from the date of sanction of the building plans. He shall be given a further period of two months to vacate the old premises and shift to the new premises. No further extension shall be allowed thereafter under any circumstances.
5. Regular Letter of Allotment will be issued to the applicant only after he has obtained the Completion Certificate for the allotted site & discontinued the old trade or business from the old site, failing which

the new allotted site along with all structures raised thereon by the allottee shall automatically revert to HUDA.

6. The regular allotment will be made on free hold basis at the reserve price as fixed by the Authority. The enhancement in compensation, if any, awarded by the Court (s) in future shall, however, be payable extra.
7. Besides making allotment through an allotment letter, the Estate Officer shall enter into an agreement with the allottee so that the allottee is contractually bound by the provisions of this policy.
8. The cost of land shall be recovered from the allottee within the time schedule as applicable in the case of allotment of Commercial Sites.
9. Any transfer or sale of the Site or building shall not be allowed for a period of next 10 (ten) years to be reckoned from the date of issue of Regular Allotment Letter except in the case of death or succession of the allottee. The transfer or sale of the site on GPA basis which entails passing of some consideration from the allottee to the GPA holder or any person on behalf of GPA holder shall be considered as a transfer and in such a case, the allotment shall automatically be cancelled. The resultant resumption of the plot in such cases shall be done by the concerned Estate Officer by giving a show cause notice in this behalf. No compensation for constructed building or structure raised on the plot by the allottee or any other person on his behalf shall be paid except the amount paid by the allottee as cost of land to HUDA after making 10% deduction. No interest shall be payable on the amount paid by such allottee in this behalf.
10. The allotment shall be governed by the relevant provisions of HUDA Act, 1977, rules and regulations framed there-under, except the specific provisions enumerated above which form an integral part of this policy.

A copy of the agenda item no. A-102<sup>nd</sup> (19), alongwith relevant extract of proceedings, is enclosed herewith for further necessary action. A report on the follow up action taken may be sent to this office within a month.

Sd/-  
**(Naresh Mehtani)**  
Incharge Urban Branch-I  
For Chief Administrator, HUDA

Endst. No. UB-I-NK-2009/8424-8454 Dated: 24.03.2009

A copy is forwarded to the following for information and necessary action:-

1. All the Deputy Commissioners in the State.
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Legal Rememberancer, HUDA, Panchkula.
5. The Enforcement Officer, HUDA HQ, Panchkula.
6. The Deputy ESA, HUDA, Panchkula.
7. All the Assistants of Urban Branch-I & II.

Sd/-  
**(Naresh Mehtani)**  
Incharge Urban Branch-I  
For Chief Administrator, HUDA

**Annexure-'A'**

**Particulars of Individuals/ Firms engaged in Business related to**

\_\_\_\_\_ at \_\_\_\_\_.  
(Name of Activity) (Name of Town)

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled by Individual/Firm</b>
1.	Name of the Individual /Firm	
2.	Address of the Individual /Firm	
3.	Nature of Business	
4.	Date of Establishment	
5.	Area Occupied	
6.	Details of Vehicle owned and used for the Business	
7.	Date pf Registration with concerned Government Department (copy attached)	
8.	Number of Employees	
9.	Monthly Income	