



To

(Through email)

1. All the Administrators, HSVP in the State.
2. All the Estate Officers, HSVP in the State.

**Memo No. 177634**

**Dated: 02.06.2025**

**Subject: Regarding Technical Support & Data Correction.**

This is in partial modification of the letter memo no. A-7-UB-2024/79515 dated 28.03.2024 & A-7-UB-2024/121976 dated 08.05.2024 on the above cited subject.

The instructions regarding data correction in PPM issues vide above referred letters have been reviewed & it has been decided as under –

Sr. No.	Services	Original Powers	Competency as per instructions dated 28.03.2024 & 08.05.2024	Modified delegation of powers
<b>(A) Possession Matters</b>				
1.	Updation of Offer of Possession date if certificate has already been issued.	Estate Officer	Zonal Administrator	Estate Officer
2.	Updation/Change of actual date of Offer of possession	Estate Officer	Zonal Administrator (because in cases of determination of date of offer of possession, ZA is competent).	No change
3.	Updation of possession interest after approval of competent authority.	Estate Officer	Zonal Administrator (because in cases of determination of date of offer of possession, ZA is competent).	Estate Officer
<b>(B) Name correction/change matters</b>				
4.	Addition of name, substitution, deletion, change in spelling of names, surname, father/husband of an allottee of residential/commercial plots	Estate Officer	Zonal Administrator	Estate Officer other than power delegated to Dy. Supdt vide instruction dated 08.05.2024



5.	Addition of name, substitution, deletion, change in spelling of names of an allottee or Directors/Partners in case of company/ firm in case of institutional plot	HQ	HQ	Estate Officer other than power delegated to Dy. Supdt vide instruction dated 08.05.2024
6.	Updation of an allottee details a. Aadhaar no. b. Mobile no c. Email	Estate Officer	Estate Officer (for Aadhar Update) & Dy. Sypdt. (for Mobile & email update)	No Change
7.	Updation of details of GPA holder (blood relation)	Estate Officer	Estate Officer	No Change
<b>(C) Payment matters.</b>				
8.	Updation of zero period interest after approval of competent authority & Waiver amount updation.	Zonal Admin/HQ	<=5 Lacs ZA >5 lacs CCF	Estate Officer
9.	Duplicate payment, deletion/missing payment schedule.	Estate Officer	Zonal Administrator	Estate Officer
10.	Payment receipt date (including legacy data) Owner details, payment receipts, payment schedule.	Estate Officer	Zonal Administrator	Estate Officer
11.	Change of Payment head.	Estate Officer	Zonal Administrator	Estate Officer
12.	Updation of extension fees, updation as per new extension policy if wrongly charged.	Estate Officer	Zonal Administrator	Estate Officer
13.	Refund made but not reflected on PPM.	Estate Officer	Estate Officer	No Change
14.	Payment made by 'X' but reflected in 'Y' account-correction thereof.	Estate Officer	Zonal Administrator	Estate Officer



(D) Area updation/correction matter.				
15.	Allotment of additional area.	Zonal Administrator/ CTP	Zonal Administrator- CTP	No change
16.	Updation of plot as per demarcation plan/Area change (increase and decrease) and change in dimensions, Location cost etc.	Estate Officer	Zonal Administrator- CTP	Estate Officer (if changes already incorporated in approved demarcation-cum-layout plan including part plan)
(E) Miscellaneous Matters				
17	OC, POC certificate has already been issued by competent authority	Zonal Administrator	Zonal Administrator	Estate Officer
18.	Change/deciding the date of Occupation (Completion)/POC Certificate.	Zonal Administrator	Zonal Administrator (because in case of determination of date of construction, ZA is competent authority.	No Change
19.	Change of category of plot of residential. (ie. Reserved to General and vice versa.) and any updation in Original Allottee detail.	Estate Officer	Others->ZA Residential-Admin(HQ)	Estate Officer (in case change from General to Reserved); Zonal Administrator (in case change from Reserved to General)
20.	Survey details not reflected in PPM for OC purpose.	Zonal Administrator	Zonal Administrator- CTP	Estate Officer
21.	Updation of date of approval of zoning plan and updation of Architectural controls, clubbing of plots, floor wise division etc.	Estate Officer/ Zonal Administrator	Zonal Administrator	Estate Officer



22.	Fingers not captured from single Window for attendance.	Estate Officer	Estate Officer	No Change
23.	Updation of wrongly processed application (LOI/TP/Re-allotment).	Estate Officer	Estate Officer	No Change
24.	Blocking of plots.	Estate Officer	Estate Officer	No provision
25.	Unblocking of plots.	Estate Officer	Estate Officer	No Change, however SOP is to be followed wherever applicable
26.	Plot status from Resumed/Cancelled/ Surrendered to Restore/Allot and those properties in which no payment has been deposited after 25% till the end of payment schedule.	Estate Officer	LR-Administrator, HSVP, (HQ)→CA (because in case of cancellation/ resumption/surrender legal issues are involved.	Estate Officer (for update the plot status from Allotted/Restored to Resumed/Cancelled/Surrendered or vice versa as per record considering any legal issue is pending)
27.	Upload property in PPM system with complete detail of plot/site and an allottee.	Estate Officer	Estate Officer	No Change
28.	Correction of memo No. & date of actual possession.	Estate Officer	Estate Officer	No Change
29.	Updation/Correction of date of allotment.	Estate Officer	Estate Officer	No Change
30.	Updation/Change of rate of allotment.	HQ	HQ - CCF	Estate Officer (After approval of competent Authority)



31.	Relaxation in Fee for Proponent of date of appointment for bio-metric attendance.	Estate Officer	CA HSVP	Zonal Administrator (Max 5 in a Month)
32.	Change/Approval of date of Building plan	Estate Officer/ Zonal Administrator	Zonal Administrator	Estate Officer
33.	Updation/Change of date of a. Conveyance Deed b. Mortgage/De-mortgage c. Misuse/Violation d. Details of court case e. DPC Date	Estate Officer	Estate Officer	No Change
34.	Marital status.	Estate Officer	Dy.Supdt.	No Change
35.	Date of death of an allottee.	Estate Officer	Dy.Supdt.	No Change
36	Transfer Permission old sale deed case	Estate Officer	Zonal Administrator	Estate Officer (as per the policy)
37	Any change after final approval/ digital letter of application by EOs with wrong detail and other miscellaneous issue.	Zonal Administrator	Zonal Administrator	No Change

In addition to the above data correction issues, the following issues have also been incorporated with their respective competencies for approval.

Sr No	Data Correction type	Competency Level
1	PAN Update in PPM	Dy. Supdt.
2	Updation and deletion installments/Enhancement/Increased & Decreased area from Payment schedule/Payment Received/Plot memo Detail	Estate officer
3	Deletion of wrong dates (Offer of Possession/possession date/Building Plan/DPC date/OC date/POC date, Conveyance Deed date etc.) where approved letter not issued	Estate Officer



4	Updates in Dimensions (Length, Breadth, Area) of Plot in PPM	SDE (Survey)
5	Change Area Date in Property Details and increased area details in payment schedule	Estate Officer
6	Change of wrong plot sub category (Example:- Booth to Built-up booth)	Estate officer
7	Updation/Deletion of wrong notices uploaded in PPM (17(1), 17(2) and penalty order etc.)	Estate Officer
8	Updation of No. of owners and mode of allotment in property details	Estate Officer
9	Status of Application from Approved to Rejected (In case of Death case/ Will case User ID)	Estate Officer
10	Updation of location status(Prefential/GP/SP/Normal) with location cost	Estate Officer
11	Correction in online Transfer Application (Name, Father Name etc.) after approval but before issuing the re-allotment letter or application is in process	The allottee may apply for TP rejection, however if not proceed for such, the Zonal Administrator shall be the competent authority
12	Deletion of 4th floor after approval of Division of Property upto 3rd floors	Estate officer
13	Updation/Deletion of wrong survey with wrong violation in PPM	SDE (Survey)
14	Deletion of wrong current Joint Holder entered in PPM	Estate Officer

The approval authority is fully responsible for the correction so made in the PPM System as per their recommendation.

This has the approval of W/Chief Administrator, HSVP, Panchkula.

**Sd/-**  
**Chief IT Officer,**  
**HSVP, Panchkula.**



**Chief Information and Technology Officer  
Haryana Shehri Vikas Pradhikaran**

**हरियाणा शहरी विकास प्राधिकरण**

Tel : 0172-2569504  
Toll Free : 1800-180-3030  
Website : [www.hsvphry.org.in](http://www.hsvphry.org.in)  
Email id : citohsvp@gmail.com  
Address : C-3, HSVP, Complex Sector-6,  
Panchkula, Haryana.

**Endst. No. 177639**

**Dated: 02.06.2025**

A copy of above is forwarded to the following for information & necessary action.

1. The Administrator, HSVP (HQs), HSVP, Panchkula.
2. The Chief Vigilance Officer, HSVP, Panchkula.
3. The Secretary, HSVP, Panchkula.
4. The Legal Remembrancer, HSVP, Panchkula.
5. The Chief Town Planner, HSVP, Panchkula.
6. The Chief Engineer – 1 & 2, HSVP, Panchkula.
7. The Chief Controller of Finance, HSVP, Panchkula.
8. The Chief Architect, HSVP, Panchkula.
9. The Enforcement Officer, HSVP, Panchkula.

**Sd/-  
Chief IT Officer,  
HSVP, Panchkula.**