

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrator, HUDA, (In the State)
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. All the Estate Officer, HUDA, (In the State)
4. The Land Acquisition Officer, Faridabad, Gurugram, Hisar, Panchkula & Rohtak.

Memo No.Dy.ESA(HUDA)/A.R.O/2017/ 157791  
Dated:- 23.8.2017

**Subject:- Proceedings of the Review Meeting of all Zone held on 12.8.2017 & 16.8.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. J. Ganesan IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula.**

Please find enclosed herewith Proceedings of the Review Meeting of all Zone held on 12.8.2017 & 16.8.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. J. Ganesan IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula for your kind perusal and further taking necessary action please and also send the Action Taken Report with in 7 days.

Assistant Research Officer,  
for Chief Administrator, HUDA,  
Panchkula

**Proceedings of the Review Meeting of all Zone held on 12.8.2017 & 16.8.2017 at 11:00 A.M. onwards under the Chairmanship of Sh. J. Ganesan IAS, Chief Administrator, HUDA, Panchkula in HUDA Conference Hall Sector-6 Panchkula.**

The list of officers participated in the meeting is enclosed as Annexure 'A'.

At the outset, Chairman welcomed all the officers. The agenda wise deliberations /directions are as under:

Agenda item	Decision Taken
<p>Agenda item No. 1 Review the status of award amounts to be released.</p>	<p>The Chief Controller of Finance, HUDA, Panchkula apprised to the Chairman that as per the priority list supplied by all the LAOs an amount to the tune of Rs. 3800 Crore is to be disbursed for original awards which is not to be correct. However, best efforts have been made in preparing the list by the LAO's.</p> <p>The Chairman expressed his displeasure for not providing the correct and authenticate data/ information and also observed that the award amount has not been disbursed up to his satisfaction in spite of repeated directions issued by the HQ. it was directed that:-</p> <ol style="list-style-type: none"> <li>1. LAO's to send correct details of the each and every amount of awards alongwith amount to be disbursed.</li> <li>2. A special drive be initiated through Patwari/Public Notices/Local Numberdar/Shaksham Youva for making the payments of all pending original award cases by 31<sup>st</sup> August, 2017.</li> <li>3. The Land Acquisition Officers shall make special efforts to contact to the land owners to get their bank details i.e. Bank account number, IFSC Code, Branch address Identity Proof, Witness, witness proof and phone no. etc. for making their payments.</li> <li>4. If in some cases where the amount is not paid, the specific reasons have to be given by the Land Acquisition Officers as to why the allottee is not interested in taking their payment. Mere submission that bank details of beneficiaries are not available will not be taken as valid reason for keeping the award amount pending.</li> <li>5. The clear cut information of those payments which have been made against the award be sent to HQ immediately.</li> <li>6. The Administrator, Gurugram apprised that payment for the year 2013-14 is still pending who was directed to monitor the said issue at his own level and if any additional staff is required for the purpose the proposal for the same be sent to HQ.</li> <li>7. Administrators will monitor the progress at their own level constantly and will send report through SMS on day to day basis. A minimum of 150 no's of RTGS should be made in the accounts of Land owners by or before 31<sup>st</sup> August, 2017.</li> <li>8. The C.C.F was also directed to share the data on the group of Administrators on day to day basis.</li> </ol> <p><b>Action to be Taken by:-C.C.F/All Administrators/All Land Acquisition Officer.</b></p>

<p>Agenda item No. 2</p> <p>Review the status of Enhancement amounts to be released.</p>	<p>C.C.F HUDA apprised that the performa has already been circulated to all the concerned for sending the information. C.A apprised that the payment will be released as per the priority list, first priority will be given to Hon'ble Supreme Court, secondly Hon'ble High Court and thereafter Hon'ble ADJ courts. The following directions were issued:-</p> <ul style="list-style-type: none"> <li>All the Administrators and Land Acquisition Officers to send the report in the prescribed performa as circulated by the C.C.F by 31<sup>st</sup> August, 2017 positively. Feasible priority list may be prepared well in time.</li> <li>All the bank accounts, except centralized bank accounts opened with PNB Manimajra and HDFC, Sector-17, Chandigarh, should be closed down immediately under intimation to Head Quarter. Any funds lying in these accounts should immediately be transferred to HUDA Main Account of PNB, Manimajra. In future, no payment shall be made from any other account except centralized bank accounts opened in PNB, Manimajra &amp; HDFC, Sector-17, Chandigarh.</li> </ul> <p>The payment of enhanced compensation will be made from the following bank accounts:-</p> <table border="1" data-bbox="472 1115 1409 1392"> <thead> <tr> <th>Sr. No.</th> <th>Name office</th> <th>EDC A/c.No.</th> <th>Non EDC A/c No.</th> <th>Name of Bank</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Panchkula Zone</td> <td>1183002100027285</td> <td>1183005900001316</td> <td>PNB Manimajara</td> </tr> <tr> <td>2.</td> <td>Faridabad Zone</td> <td>1183002100027294</td> <td>1183002100025445</td> <td>-do-</td> </tr> <tr> <td>3.</td> <td>Gurgaon</td> <td>1183002100027300</td> <td>1183002100025898</td> <td>-do-</td> </tr> <tr> <td>4</td> <td>HisarZone</td> <td>50200025009930</td> <td>50100166818621</td> <td>HDFC Bank, Sector-17, Chandigarh</td> </tr> <tr> <td>5.</td> <td>Rohtak Zone</td> <td>50200025011772</td> <td>50100155768089</td> <td>-do-</td> </tr> </tbody> </table> <p><b>Action to be Taken by: - C.C.F/ All Administrators/All Land Acquisition Officers.</b></p>	Sr. No.	Name office	EDC A/c.No.	Non EDC A/c No.	Name of Bank	1.	Panchkula Zone	1183002100027285	1183005900001316	PNB Manimajara	2.	Faridabad Zone	1183002100027294	1183002100025445	-do-	3.	Gurgaon	1183002100027300	1183002100025898	-do-	4	HisarZone	50200025009930	50100166818621	HDFC Bank, Sector-17, Chandigarh	5.	Rohtak Zone	50200025011772	50100155768089	-do-
Sr. No.	Name office	EDC A/c.No.	Non EDC A/c No.	Name of Bank																											
1.	Panchkula Zone	1183002100027285	1183005900001316	PNB Manimajara																											
2.	Faridabad Zone	1183002100027294	1183002100025445	-do-																											
3.	Gurgaon	1183002100027300	1183002100025898	-do-																											
4	HisarZone	50200025009930	50100166818621	HDFC Bank, Sector-17, Chandigarh																											
5.	Rohtak Zone	50200025011772	50100155768089	-do-																											
<p>Agenda item No.3</p> <p>Review the fixation of Reserve Price of Residential/Commercial sites and auction programme there of.</p>	<p>C.A., HUDA, observed that even after the assurance given by EOs in the last review meetings, remained fail to achieve the target of e-auction of commercial sites. It reflects their lack of sincerely hard work. The reserved price has not been lowered by 5% on each unsuccessful auction (max up to 20%) in pursuance of HUDA policy despite repeated directions. The EOs failed to popularize the e-auction through training to interested quarters. No built up shops have been auctioned.</p> <p>Further Administrators apprised that the tentative scheduled of e-auction of Residential/Commercial sites for the month of August, 2017 has already been fixed. Accordingly, the following directions were issued:-</p> <ul style="list-style-type: none"> <li>The Auction programme be re-scheduled for the month of September, 2017.</li> <li>No auction be held in future without the prior approval of HQ.</li> <li>The auctions which are in pipe line be cancelled and the amount be refunded with immediately effect.</li> <li>The proposal of maximum number of plots at prime location of Residential and Commercial sectors in their respective U.E. be put for e-auction.</li> <li>A committee under the chairmanship of Administrator (HQ)</li> </ul>																														

with CCF and GM (IT) be constituted to finalize the scheduled of e-auctions to be held in all the Estate Offices. All the auctions shall be finalized at the level of HQ.

- The Estate Officers were directed to send the details of each and every property which is to be put-up to auction to G.M(I.T) in future so that same may be finalized by the committee well in time at HQ. with their dates. The Estate Officers were also directed minimum 15 days time be given to the committee for examination of the auction proposal.
- All auctions be undertaken as per the new rules.
- All the Estate Officers shall take necessary steps to motivate the bidders for auctions by way of advertisements through Local Newspaper, FM Radio, SMS, social media etc.
- An interface be developed with the Nex-Tenders. Applications and PPM system so that the list of successful applicants along with their documents be automatically reflected in the PPM ID of concerned estate officer. The estate officer will then take the approval from the concerned Administrator online in the PPM system. All payments of unsuccessful bidders be refunded automatically.
- When the auctions to be held are finalized at HQ level, the auctions can be made in bunch of properties of same type, so that a bidder with single EMD can participate in multiple properties. No disputed properties be put on auction.
- Supplies and Disposals, Haryana shall submit the security certificate of e-Auction Portal.
- M/s Nex-Tenders to ensure that no information regarding the bidders is shared at any stage of e-auction and in case same is noticed, strict action will be initiated against the vendor.
- In respect of e-auction, the Zonal Administrator were required to ensure that the proposals should be sent to HQ, covering only those sites which are potential to be sold in e-auction. They should also conduct a review of all the existing available sites and shortlist the sites which have potential for being sold.

It was apprised by the Administrators that the rates of the commercial properties is very high and as a result successive auction failed. Therefore, reserve price needs to be reduced. It was decided that:-

- All the Estate Officers will send the proposal of such type of property to C.C.F in which the reserve price up to 20% for further sending to the Govt. for reducing the price of said property.
- It was also decided that the Estate Officer, HUDA Faridabad and Estate Officer Gurgaon will submit the proposal to the Head Quarter through their respective Zonal Administrator regarding reduction of reserve price accordingly giving full

justification for such proposed reduction

- The Administrator, Faridabad was also directed to send the proposal of Hotel sites which are not yet auctioned for conversion in the S.C.O
- It was also directed that residential plots less than 10 Marla be auctioned on priority basis.
- The G.M (I.T) is also directed that the system be upgraded to allow bidders in multiple auction of the same size of plots.

**Action to be Taken by:-C.C.F/ All Administrators/Estate Officers**

Agenda item No. 4  
Review the status of  
Recovery

The Chairman expressed his displeasure of overdue amount of Installments of Rs. 1734.79 Crore, as per details below:-

Sr. No.	Name of U.E	Amount Due
1	Faridabad	297.35
2	Gurugram-I	108.57
3	Gurugram-II	325.61
4	Rewari	71.78
5	Bhiwani	11.6
6	Hisar	208.13
7	Jind	28.8
8	Sirsa	24.53
9	Ambala	14.52
10	Jagahari	5.03
11	Kaithal	117.01
12	Karnal	53.37
13	Kurukshehra	42.16
14	Panchkula	147.48
15	Bahadurgarh	77.54
16	Panipat	80.21
17	Rohtak	31.37
18	Sonipat	89.73
	<b>Total</b>	<b>1734.79 Crore</b>

It was observed that recovery notices to the defaulter allottees are not being issued regularly. No properties have been resumed. Accordingly the following directions were issued:-

- All the Estate Officers were directed that notices under Section 17 of HUDA, Act be issued regularly and ensure if, the defaulter allottees, do not deposit the due amount, then the process of resumption be adopted.
- All the Estate Officers should ensure that 50% recovery be made by the last week of August, 2017 and the same will be reviewed 1<sup>st</sup> week of the September, 2017.
- The process for generation of recovery notices be automated in the PPM system. SMS alerts be sent continuously on the registered mobile number of the allottee starting from 30 days

from the due date, till payment of the outstanding dues is made.

- These notices be also reflected on the online allottee account of the PPM system.
- Provision be made for mandatory capturing of mobile numbers in the PPM system.
- A provision be made in PPM for Monitoring of recovery notices issued and payment received against the notices in the ID of respective Estate Officer.

**Action to be Taken by:-C.C.F/ All Administrators/Estate Officers**

Agenda item No. 5  
Review the details of enhancement notices & enhancements cases where enhancement rate is to be fixed.

- Attention of all the Zonal Administrators was invited to the proceeding of the earlier Review Meetings held under the chairmanship of the than Chief Administrator, HUDA on 16.05.2017 & 18.05.2017 (Panchkula, Faridabad & Gurgaon zone) and on 22, 05.2017 (Hisar & Rohtak zone), as per which, the zonal Administrators were required to send the proposal for fixation of additional price of enhanced compensation of specified sector. No such proposal has been received at Head Quarter. The zonal administrators were directed to send the proposal within one month, latest by 20<sup>th</sup> September, 2017.
- In all those cases where additional price have been calculated by the Head Quarter and conveyed to the field offices, the Estate Officer should ensure that notices are issued to the allottees timely to avoid any chances of loss of interest to HUDA.
- Enhancement notices be issued within 7days as per list given below:-

Sector wise detail of Enhancement notices generated through PPM as on 08/08/2017						
Sr. No	UrbanEstate	Sector Id	Enhancement Number	Enhancement Date	Total No Of Plot	Notice Generated
1	Ambala	9	14902	27-Apr-17	1696	1696
		10	74892	27-Apr-17	1195	1195
2	Bahadurgarh/ Jhajjar	6	NA	NA		
3	Faridabad	77	93319	23-May-17	124	101
		78	93319	23-May-17	638	638
		20A	137817	24-Jul-17	29	0
		20B	137817	24-Jul-17	16	0
		56-56A	137831	24-Jul-17	777	0
		48	NA	NA		
	Fatehabad	11	2774-75	9-Feb-15	54	52
		3	99044	31-May-17	792	0
		3PART II	99044	31-May-17	295	0
	Hansi	5	8024-25	28-Apr-15	700	693
		3	NA	NA		
		6II	8024-25	28-Apr-15	149	141
	Hisar	9-11	99036	31-May-17	2062	2062
	Kaithal	19PII	52392	22-Aug-16	434	380

		19PIII	52392	22-Aug-16	0	0
		20	52392	22-Aug-16	675	674
	Palwal	12	70117	21-Apr-17	224	166
4	Gurugram-II	27	43482	15-Nov-12	603	603
		28	43484	15-Nov-12	333	319
		42	43486	15-Nov-12	524	521
		43	43489	15-Nov-12	1089	1073
5	Jind	6	105780	8-Jun-17	210	210
		7	105780	8-Jun-17	390	390
		8	105780	8-Jun-17	768	768
		9	105780	8-Jun-17	589	589
6	Panipat	18	96908	29-May-17	1648	664
		29P-II	64869	12-Apr-17	547	547
		6	99057	31-May-17	484	466
		7	99057	31-May-17	385	347
		8	99057	31-May-17	354	308
		24	99050	31-May-17	1171	892
	Panchkula	20	21734	30-Nov-15	NA	NA
		24	17907	9-Apr-13	NA	NA
		25	SPL2	26-Mar-14	1299	43
		26	23211	22-Jun-12	1388	1384
		27	11347	28-Mar-12	908	900
		28	11349	28-Mar-12	969	933
7	Rewari	3Part1	79123	4-May-17	471	463
8	Rohtak	3	41756	7-Mar-17	1206	1206
9	Sonipat	7	55123	28-Mar-17	1116	1116
		23	137839	24-Jul-17	2150	178
		8P-I	55123	28-Mar-17	124	124
				<b>Total</b>	<b>26524</b>	<b>19780</b>
<b>Action to be Taken by:-C.C.F/ All Administrators/Estate Officers</b>						
Agenda item No. 6 Review the status of E-offices	<p>The General Manager (I.T) apprised that the work of digitations of files has already been started in Panchkula and Gurugram Zones. The work of remaining zones will be started. After details discussion the following directions were issued:-</p> <ul style="list-style-type: none"> <li>• Zonal Administrators shall ensure the arrangement for digitizing files in their respective zones.</li> <li>• All the record of property files in the state be digitized at Zonal Administrator level at the earliest.</li> <li>• Physical movement of the files be stopped immediately where the digitisation of the files has already been taken place.</li> <li>• To beginning with new sectors be taken up first where most of the transactions are taking place. In this regard an office order be issued for completion of the digitizing work.</li> </ul> <p><b>Action to be Taken by:- All Administrators/Estate Officers/G.M(I.T)</b></p>					
Additional Decision Taken	<ul style="list-style-type: none"> <li>• All the Administrators were directed to send a penal of reputed Advocates who can defend the case at District Levels for further approval of Govt.</li> </ul>					

	<ul style="list-style-type: none"><li>• All Administrators/Eos were directed to hand over the possession of land allotted to offices of political party.</li><li>• All Administrators/Eos were directed to send report on PAC Paras within two -three days.</li></ul> <p><b>Action to be Taken by:- All Administrators/Estate Officers/C.C.F</b></p>
--	--

Meeting ended with a vote of thanks to the Chair and the participant.