

From

The Chief Administrator,
HUDA, Panchkula.

To

1. All the Administrators, HUDA (in the State)
2. The Secretary, HUDA, Panchkula.
3. All the Estate Officers, HUDA (In the State)
4. The Chief Controller of Finance, HUDA, Panchkula.
5. The Chief Engineer & Chief Engineer-I, HUDA, Panchkula.
6. The Chief Town Planner, HUDA, Panchkula
7. The Enforcement Officer, HUDA, Panchkula.
8. The Distt. Attorney, HUDA, Panchkula.
9. The General Manager (IT Cell), HUDA, Panchkula.
10. The Supdt, Urban Branch, HUDA, Panchkula.

Memo No.Dy.ESA(HUDA)/A.R.O/2014/

Dated:-

Subject: - Proceedings of Review Meeting of HUDA officers held under the Chairmanship of Sh. A.K. Singh, IAS, Chief Administrator, HUDA, Panchkula on 7.3.2014 at 1.30 P.M in the Conference Hall, C-3, Sector-6, HUDA Office Complex, Panchkula.

Please find enclosed herewith minutes of the Review Meeting of HUDA officers held under the Chairmanship of Sh. A.K. Singh, IAS, Chief Administrator, HUDA, Panchkula on 7.3.2014 at 11.00 AM in the Conference Hall, C-3, Sector-6, HUDA Office Complex, Panchkula as approved by the Chief Administrator for your kind perusal and further necessary action..

DA: As above.

Assistant Research Officer,
for Chief Administrator, HUDA,
Panchkula

CC:

1. PS/CA, HUDA for the information of Chief Administrator, HUDA, Panchkula.
2. PA/Admn.(HQ), HUDA for information of Administrator.(HQ), HUDA, Panchkula.

Proceedings of Review Meeting of HUDA officers held under the Chairmanship of Sh. A.K. Singh, IAS, Chief Administrator, HUDA, Panchkula on 7.3.2014 at 1.30 P.M in the Conference Hall, C-3, Sector-6, HUDA Office Complex, Panchkula.

The list of participants is enclosed at Annexure-‘A’.

At the outset, Chairman welcomed the officers and desired that all the officers should work in a transparent and fair manner.

Agenda item No. 1. Review of CWPs where time bound directions have been given by the Hon’ble High Court.

Zone wise status of the Court cases with time bound directions of the Hon’ble High Court was reviewed, starting with the cases where the time line prescribed in the Court order has already lapsed. Thereafter, the cases where the time line falls due in the month of March, April or May, 2014 were also reviewed. It was decided that:-

1. Wherever the JSIC has been held, or the time line has either lapsed or is due in the next 15 days, the JSIC reports/detailed recommendations would be sent by the Zonal Administrators by 15.03.2014 positively to the CTP HUDA office. In turn the planning wing would inform the status to the Legal Cell HQ for updation of the latest status in their record and the statement so prepared.
2. In all other cases except those mentioned above where JSIC has not been held, dates be fixed by the Zonal Administrators, keeping in view of the fact that the time line prescribed by the Hon’ble High Court.
3. In case of any Zonal Administrator proceeding on Election duty, the concerned Estate Officer shall act as the Chairman of the JSIC, so that the JSIC is held as per scheduled date/time. In this respect the necessary directions to the concerned Estate Officer(s) would be given by the Administrator who is heading for election duty with a copy to Head Office for information.
4. Zonal Administrators were advised that the time lag between holding of JSIC meeting and sending of reports to HQs should be minimal, and in no case more than one week. CTP HUDA should also ensure that the reports received from Zonal Administrators in these cases are processed on TOP PRIORITY.
5. DA HUDA will coordinate with CTP HUDA office to further fine-tune and update the status of various cases. It was also decided that a weekly report about the latest position of JSIC would be sent by the C.T.P to the D.A. also. **(Action By:-All Administrators/C.T.P/ D.A)**

Agenda item No.-2 Updation of HUDA website:-

The Chief Administrator expressed his displeasure for non –updation of the HUDA website. Govt. has already desired that a certificate be sent every month that the website has been updated but it has been observed that certificates are not sent by the Administrators in time causing delay in giving a certificate at the level of PSTCP to the Chief Secretary. It was directed that all the Administrators and Head of the offices at (HQ) shall update their information on the website regularly and shall submit the certificate by 5th of each following month to the General Manger (I.T) and further G.M(I.T) shall check the updation of the website and shall send the certificate of HUDA to the Govt. regularly.

(Action by: - All Administrators, Heads of the branches at HQ & G.M(I.T)

Agenda item No.-3 Updation of PPM database on the basis of available record:-

Pendency of files concerning Occupation Certificate, Transfer permission, Conveyance deed was reviewed and it was found that the pendency in the cases of Urban Estate Faridabad, Hisar & Sirsa is on excessivel/ higher side whereas there is no shortage of the staff. Expressing his concern over the pendency it was directed that all the Administrators shall monitor the pendency of files of their respective zone on weekly basis and the G.M (I.T) would submit the progress in this regard on weekly basis to the Chief Administrator.

(Action by: - All Administrators, & G.M (I.T)

Agenda item No.-4 Recommendations of respective Zonal Committee with respect to allotment of Institutional/Charitable/Social/Religious/Petrol Pump sites.

The information regarding balance sites/un-allotted site of the Institutional /Charitable/ Social/ Religious/ Petrol Pump sites was also reviewed during the meeting. Chief Administrator directed all the Administrators that for those sites which are clear from all the litigation the action as per procedure be taken immediately so that these sites can also be allotted. Besides this in cases where meeting of the Zonal Committee has been held the detailed proceedings should be sent to the Head office with in a period of 7 days of holding the meeting. In case the proceedings of meeting (already held) has not been sent so far that be sent immediately without any further delay. The Urban Branch would be putting up the file with in 7 days after the receipt of the proceedings from the Zonal Committee.

(Action by: - All Administrators, Dy. Supdt.(U.B) at HQ)

Agenda item No. -5 On line approval of Building Plan:

General Manager (I.T) stated that in Panchkula 44 plans were submitted on line out of which 41 have been approved and 3 are in process. .

Chief Administrator, HUDA desired that the process of implementing of online approval of fresh building plans be started immediately in the Urban Estate of Gurgoan & Faridabad.

Action by: - Administrators & D.T.P concerned.

The meeting ended with a vote of thanks to the Chair and all present.

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