

HARYANA URBAN DEVELOPMENT AUTHORITY
C-3, SECTOR-6, PANCHKULA

NO. HUDA/CCF/ACCTT IV /2015/ 23/30

DATED: 29/12/15

To

All Estate officers,
HUDA in the State.

Subject:

Collection of post allotment receipts from all Estate offices of HUDA under Centralized System – Operationalization of Nodal post allotment collection account .

Please refer to the Instructions No.3 dated 9.7.2015 issued under 12788-93 on the subject cited above available on [https://www.huda.gov.in/Financial%20Wing/Instruction of%20Finance HUDA.pdf](https://www.huda.gov.in/Financial%20Wing/Instruction%20of%20Finance%20HUDA.pdf)

f. As per existing procedure, the Post Allotment collection Accounts are centralized and various Estate Offices Accounts function as virtual sub account of the respective Nodal Account. The Estate Office wise virtual sub accounts are only for accounting purpose. The amount deposited in any virtual sub account is immediately transferred to the nodal account without any human intervention. The nodal branch of the bank is up-loading data of the Post Allotment Collections on the HUDA Server in a centralized manner.

2. It is observed that the challan on the basis of which payments are deposited in the bank are unique for each transaction and contain the details of Urban Estate, plot id and sector. Any report about post allotment collection urban estate wise can be generated by HUDA from the PPM system after the data has been uploaded by the bank. Therefore, there appears to be no need to maintain virtual sub account urban estate wise.

3. To further simplify and rationalize the procedure, it is now directed that virtual sub accounts urban estate wise shall be closed and each of the six banks authorized for post allotment collections shall have only one nodal account as per details in the table below. All the post allotment collections deposited in any branch shall be directly credited to the nodal account of the respective bank. This nodal account will have Auto Sweep FDR facility.

4. Punjab National Bank, Union Bank of India, ICICI Bank & HDFC Bank have developed a facility whereunder data of post allotment collections from the allottees, shall be uploaded on real time basis by the bank on the HUDA website. With this real time module, they are now equipped to receive collections in any of their branches (Pan India in case of PNB, ICICI Bank & UBI and Pan Haryana in case of HDFC) and for all the urban estates of HUDA.

5. The following system shall be made operational w.e.f. 1.1.2016.

Table

| Sr. No. | Name of Bank | Nodal Account | | | Name & address of Collecting Branch | Urban Estates in respect of which bank is authorized for collection |
|---------|--------------|------------------|-------------|---------------------|--|---|
| | | Bank Account No. | IFSC Code | Branch | | |
| 1. | PNB | 1183005900001228 | PUNB0118300 | Manimajra | Any branch in India | All |
| 2 | UBI | 309301010049827 | UBIN0530930 | Sec-17B, Chandgiarh | Any branch in India | All |
| 3 | HDFC | 50100130146006 | HDFC0000213 | Sec-17C, Chandigarh | Any branch in Haryana | All |
| 4 | ICICI | 004305005129 | ICIC0000043 | Sec-11, Panchkula | Any branch in India | All |
| 5 | Indian Bank | 6384906489 | IDIB000P151 | Sec-6, Panchkula | Sec-6, PKL, Jagadhri Gate Ambala City | Panchkula, Ambala, |
| 6 | OBC | 02441131001968 | ORBC0100244 | Manimajra | Sec-11, PKL Sec-14, GGN Sec-56, GGN PLA Hisar Amabala Road Rani Talab, Jind Sec-3,RTK | Panchkula, EO-I GGN EO-II, GGN Hisar, Kaithal, Jind, Rohtak |

6. The banks and the DDOs are requested to stop operation of all the other accounts for post allotment collection, not listed in the table above w.e.f. 05.01.2016 and close them immediately after reconciliation.

7. GM(IT), HUDA is requested to make a provision in the PPM to enable each EO office to generate report about post allotment collection for his respective urban estate.

8. For easy reconciliation of accounts by H.Q. accounts branch in FAS, GM(IT), HUDA is requested to make provisions so that

- (i) Aggregate total collections uploaded on PPM by the banks, should be automatically transported to the FAS Bank wise.
- (ii) The interest income credited in Huda Auto sweep FDR Bank account along with debit entry of TDS deducted separately, should be uploaded by the Bank, directly to the FAS.

9. The H.Q. accounts branch shall carry out the reconciliation, to ensure that the amount uploaded on PPM by the banks, tally with the actual

balance available in Huda account with the respective bank. The banks are requested to file monthly statement with H.Q. through Email id sao2hqhuda@gmail.com in the following format:-

| | | Name of Bank | | |
|---------|--|-------------------------|---------------------------|----------------|
| Sr. No. | | | | |
| 1 | Opening balance as on 1 st of the month | | | |
| | | Upto the Previous month | During the month of ----- | Upto the month |
| 2 | Amount uploaded on PPM | | | |
| 3 | Interest earned in HUDA account. | | | |
| 4 | TDS deducted | | | |
| 5 | Amount withdrawn by HUDA | | | |
| 6 | Balance at the end of month | | | |

10. The remaining two banks i.e Indian bank and OBC should also intimate this office as soon as their real time uploading module is ready, so that they may also be authorized for all the Urban Estates of HUDA.

11. In case of any difficulty regarding deposit of money or non-display on PPM of money already deposited, the allottee may be advised to contact the following bank officials :-

| S. No. | Name of Bank | Name of nodal official | Designation | Contact No. | E.mail id |
|--------|--------------|------------------------|----------------------|-------------|--|
| 1 | PNB | Sh. Rajnish Kashyap | Senior Manager | 09815882044 | rajnish@pnb.co.in |
| | | Sh. Rajiv Dhiman | Sr. Manager | 9855158778 | rd_303@pnb.co.in |
| 2 | UBI | Sh. Sachin Verma | Manager, IT | 9988886461 | rcc.chandigarh@unionbankofindia.com |
| | | Sh. Rajnesh Mukhra | Senior Manager | 9888779500 | rajnesh.mukhra@unionbankofindia.com |
| 3 | HDFC | Sh. Harish Bhardwaj | Sr. Manager | 9316175094 | harish.bhardwaj@hdfcbank.com |
| | | Sh. Rajan Singla | Asst. Vice President | 9316279776 | rajan.singla@hdfcbank.com |
| 4 | ICICI | Sh. Vishal Mengi | Chief Manager | 9596781376 | vishal.mengi@icicibank.com |

| | | | | | |
|---|-------------|----------------------|-------------------|------------|--|
| | | Smt. Rashmi Sharma | Dy.Branch Manager | 8146672405 | rashmi.sharma@icibank.com |
| 5 | Indian Bank | Sh. Rajesh Chopra | Chief Manager | 8437530123 | panchkula@indianbank.co.in |
| | | Sh. M.K. Manchanda | Sr. Manager | 8901300107 | ambalacity@indianbank.co.in |
| 6 | OBC | Sh. Ved Singh Tindle | Sr. Manager | 9050282800 | bm0244@obc.co.in |
| | | Sh. Kush Bhateja | Clerk | 9896441149 | bm0244@obc.co.in |

12. Copy of these instructions can also be viewed and downloaded from https://www.huda.gov.in/Financial%20Wing/Instruction_of%20Finance_HUDA.pdf .

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Chief Controller of Finance,
for Chief Administrator,
HUDA, Panchkula

ENDST.NO.HUDA/CCF/ACCTT IV /2015/-23/31 DATED:- 22/2/15

A copy of the above is forwarded to following for information and taking immediate necessary action in this regard.

1. PA/CA, HUDA for kind information for Chief Administrator, HUDA, Panchkula.
2. All the Zonal Administrators HUDA in the State.
3. GM (IT) HUDA Panchkula :- With request to make necessary arrangements and may hold periodic meetings with the Nodal Bank Branch every fortnight to ensure that data is being uploaded on HUDA server. (ii) At the time of generation of challan, the allottee should be given the option to select the bank for payment and the challan should be generated in the format as specified by that particular bank. (iii) The process flow chart for guidance of the allottee should be displayed on the HUDA Website.
4. All the Chief Accounts officers/Senior Accounts Officer HUDA with directions to stop operation of all the other accounts for post allotment collection, not listed in the table above w.e.f. 01.01.2016 and close them immediately after reconciliation.
5. The Branch Manager,
OBC ,Manimajra,
6. The Branch Manager,
HDFC Bank Ltd Sec-17/C,
Chandigarh.
8. The Branch Manager,
ICICI, Sec-11 ,Panchkula
9. The Branch Manager,
Indian Bank ,Sec-6, Panchkula

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7. The Branch Manager,
PNB, Manimajra

10. The Branch Manager,
UBI Sec-17, Chandigarh

With request to issue directions to their field branches to make above procedure operational and to stop operation of all the other accounts for post allotment collection, not listed in the table above w.e.f. 05.01.2016.

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Chief Controller of Finance,
for Chief Administrator,
HUDA, Panchkula.