

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

NO.HUDA/CCF/AO(Cash)/2016 / 13639

Dated: 25/05/2016

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.7 dated 22.12.2015 issued under 23130 on the subject cited above available on https://www.huda.gov.in/Financial%20Wing/Instruction_of%20Finance_HUDA.pdf.

1. As per existing procedure, 6 banks namely Punjab National Bank, Union Bank of India, ICICI Bank, HDFC Bank, OBC and Indian Bank have been authorized for post allotment collections. All the post allotment collections deposited in any branch (Pan India branches in case of PNB, ICICI Bank, HDFC& UBI and Pan Haryana in case of OBC and Indian Bank) are directly credited to the nodal account of the respective bank. The PPM data is updated on real time basis by the six authorized banks as soon as cheque /Demand Draft is encashed and amount is credited to the nodal HUDA's account with the respective banks.

2. After the introduction of above collection system, a situation has emerged that where the collecting bank is different from the cheque /Demand Draft issuing bank. In these cases, cheque /Demand Draft is credited usually on T+2 basis (i.e. two working days after deposit of cheque /Demand Draft with T being the date of deposit in the bank). During these two working days interval, the payable amount sometimes gets increased in PPM automatically if any interest is leviable for additional days. This is causing problems to the allottees and some amount is again shown pending due in the PPM. For example, on 28.3.2016, the challan generated on PPM shows payable amount inclusive of interest as Rs. 100/-. This amount will get increased to Rs. (100+x) on 30.3.2016. If DD/cheque of Rs. 100/- deposited on 28.3.2016 is credited on 30.3.2016, the PPM will show balance amount of Rs. 'X' to be still payable by the allottee.

3. In partial modification of the instruction No. 7 dated 22.12.2015, the following amended procedure shall be followed for deposit/collection in future:-

- (i) The challan generated on PPM shall be valid only for the day of generation i.e. challan generated on 28.3.2016 (say) is to be used only on 28.3.2016 itself. For making payments on 29.3.2016 (say), fresh challan will have to be generated from the PPM.
- (ii) The six authorized banks shall collect the amount either **by cash or by transfer cheque** only (transfer cheque is a term where the collecting and the issuing bank is same though branch may be different). The transfer cheques are credited to the HUDA account on the same day of tendering i.e. on T basis. To be more clear, if a person possessing HDFC bank cheque tenders it at any branch of HDFC bank, such cheque is encashed and credited to the HUDA account on the same day on T basis.
- (iii) If the installment is to be deposited by other than transfer cheque, PNB & ICICI bank have engaged to provide solution. The allottee will generate a challan opting "*other than transfer cheque*" as mode of payment. Each such challan will contain an automatically generated virtual account which is mapped to HUDA's account for NEFT/RTGS reconciliation purpose i.e. identify the allottee and the payment purpose. The allottee will take this challan to the bank branch where he is maintaining his bank account or can alternatively remit money through the net banking facility from his/her bank. The respective branch will transfer the money by NEFT/RTGS mode to the virtual account printed on the challan. As soon as the money is credited in virtual account, the same shall be updated on real time basis in the PPM by ICICI or PNB.
- (iv) There may be cases that the challan is submitted by allottee to bank not on the date of generation and is submitted on subsequent days. Such challan is not valid for RTGS/NEFT payments. As per RBI guidelines, the bank should not push RTGS/NEFT payments on challan which is not valid on the date of transaction. But due to oversight of the bank official, if RTGS/NEFT is pushed to the ICICI/PNB bank account, the following two situations emerge:-
 - (a) **First situation:-** the plot status is resumed/canceled on such date, the ICICI/PNB bank shall not be able to upload such transaction on PPM. In such cases, the ICICI/PNB bank shall automatically return the amount to the bank account from which RTGS/NEFT was received.
 - (b) **Second situation:-** where plot status is still active, there may be chances that the payable amount gets increased as PPM automatically adds the interest amount for additional days. In this case, ICICI/PNB

bank shall be able to upload such transaction on PPM and IT Wing HUDA shall send SMS to the allottee about the balance amount to be paid.


4. 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.
5. 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.
6. 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 sao2hghuda@gmail.com in the following format:-

Sr. No.	Name of Bank			
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			

7. 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 officials (Sh./Smt)	Designation	Contact No.	E.mail id
1	PNB	Rajnish Kashyap	Senior Manager	09815882044	rajnish@pnb.co.in
		Rajiv Dhiman	Sr. Manager	9855158778	rd_303@pnb.co.in
2	UBI	Sachin Verma	Manager, IT	9988886461	rcc.chandigarh@unionbankofindia.com
		C.K.Babu	Chief Manager	9846749481	cbschandigarhmain@unionbankofindia.com
3	HDFC	Harish Bhardwaj	Sr.Manager	9316175094	harish.bhardwaj@hdfcbank.com
		Rajan Singla	Asst.Vice President	9316279776	rajan.singla@hdfcbank.com
4	ICICI	Varun Aggarwal	Chief Manager	8054222725	varun.aggarwal@icicibank.com
		Rashmi Sharma	Dy.Branch Manager	8146672405	rashmi.sharma@icicibank.com
5	Indian Bank	Ajay Sharma	Sr. Manager	8901300141	panchkula@indianbank.co.in
		M.K. Manchanda	Sr. Manager	8901300107	ambalacity@indianbank.co.in
6	OBC	Ved Singh Tindle	Sr. Manager	9050282800	bm0244@obc.co.in
		Kush Bhateja	Clerk	9896441149	bm0244@obc.co.in

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


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

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 hold meeting before 31.5.2016 with all the scheduled banks and educate them about the new procedure to be followed .(ii) May 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. (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 close all bank accounts other than nodal accounts in these 6 authorized banks immediately after reconciliation.
5. The Branch Manager,
OBC ,Manimajra,
6. The Branch Manager,
HDFC Bank Ltd Sec-
17/C,Chandigarh.
7. The Branch Manager,
PNB, Manimajra
8. The Branch Manager,
ICICI, Sec-11 ,Panchkula
9. The Branch Manager,
Indian Bank ,Sec-6, Panchkula
10. The Branch Manager,
UBI Sec-17, Chandigarh

With request to issue directions to their field branches to make above procedure operational w.e.f. 01.06.2016.


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