



हरियाणा शहरी विकास प्राधिकरण

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HARYANA URBAN  
DEVELOPMENT AUTHORITY

Address: C-3 HUDA HQ Sector-6,  
Panchkula

**Instruction No. 35**

To

1. All the Zonal Administrators cum ADUE,  
HUDA (in the State).
2. All the Land Acquisition Officers,  
Urban Estate Department,  
Haryana (in the State).

**No. HUDA/CCF/AO-Cash/2017 131655**  
**Dated: 14.07.2017**

**Subject:- Release of funds for disbursement of pending payments of compensation/Enhanced Compensation of all LAO's as per priority list uploaded on the HUDA website.**

1. In continuation to this office letter No. 116482, dated 23.06.2017 ,No.118667-68, dated 28.6.2017 and 123016 dated 04.07.2017 on the subject cited above.
2. As per the existing procedure for payment of the original award as well as enhanced compensation to the land owners, each LAO is sending email request to PNB, Manimajra by giving beneficiary bank account No., IFSC code and HUDA bank account number from which payment is to be debited, for making payment by NEFT/RTGS. Such mails are being sent in piecemeal manner.
3. The PNB staff finds it tedious to compile the data as such piecemeal system is not fool proof and there are chances of some email getting lost.
4. To streamline the system, the following procedure is prescribed:-
  - (i) Henceforth, the LAO shall periodically (1<sup>st</sup>& 3<sup>rd</sup> Monday of every Month) send consolidated details to the PNB on mail id [rd\\_303@pnb.co.in](mailto:rd_303@pnb.co.in) in the enclosed excel format. He shall also take printout of the consolidated list and physically sign each paper and send scanned copy of consolidated list in the PDF , in the same mail. In other words, the email shall have two attachments i.e. one containing consolidated data in excel format and second having scanned copies of physically signed consolidated list.

- (ii) The mail from LAO not accompanied by scanned copies of physically signed consolidated list, shall not be entertained by the PNB and shall be returned to the respective LAO for sending scanned signed copies.
- (iii) PNB server can accept upto 225 entries per excel file, therefore, each excel file sent should have a maximum of upto 225 entries only.
- (iv) Such lists shall be assigned running serial number as per details below in the column " Enter File Name (Without extension)" of the excel sheet:-

For example LAO Gurgaon office

| Sr. No. | Running Sr.No. under " Enter File Name (Without extension)" | Type of cases                         |
|---------|---|---------------------------------------|
| 1.      | A001/LAO GGN  | Original Award                        |
| 2.      | E 001/EDC/LAO GGN   | Enhancement payments for EDC land     |
| 3.      | E 001/Non EDC/LAO GGN                                       | Enhancement payments for Non EDC land |

- (v) The next running numbers shall be 002, 003,004,..... and so on. The numbering shall be done sequentially in running numbers. The other LAOs may name the file by using " Fbd, PKL, HSR, RTK" by LAO Fbd, PKL, HSR, RTK respectively instead of GGN as above. For example file name by LAO Faridabad shall be "A 001/LAO Fbd"
- (vi) The excel sheet not bearing running file number shall not be entertained by PNB Manimajra.
- The mails sent by LAO from the existing mail ids as below shall only be taken as valid mails by the PNB Manimajra. Each LAO shall be fully and solely responsible for security of the password of his respective mail id.

| Sr.No. | Land Acquisition Office | Email id               |
|--------|-------------------------|------------------------|
| 1      | Gurgaon                 | laogurgaon@gmail.com   |
| 2      | Faridabad               | laofaridabad@gmail.com |
| 3      | Hisar                   | laohisar1@gmail.com    |
| 4      | Rohtak                  | laorohtak1@gmail.com   |
| 5      | Panchkula               | laopanchkula@gmail.com |

- (viii) PNB Manimajra shall send the reverse file by email ( in the first week of every Month) to the respective LAO containing the details where payments have been made by PNB.

3. The above instructions may be followed strictly in letter and spirit.

  
**Chief Account Officer**  
**for Chief Controller of Finance**  
**HUDA, Panchkula**

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**CC:-**

1. GM(IT) HUDA, HQ Panchkula with the request to upload the above instructions on HUDA website under policy – Finance Wing-Instructions.
2. Manager, PNB Manimajra

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