

Subject: To streamline the process for dispatch of System Generated Demand Letters/Allotment Letters & Correction of Data.

Initiating the discussions, General Manager (IT) informed that due to implementation of Plot & Property Management (PPM) module in all the Estate offices it becomes mandatory to dispatch the Demand notices and Allotment letters immediately because system calculates the dues and make them effective from the date of printing. This practice is not taking place and lot of time is being taken in the signing and dispatch of the letters. By the time these letters are received by the allottees the due date is already over. This causes lot of confusion in minds of the allottees and thereby various requests are received for the re-scheduling of payment schedule. This re-scheduling involves back-end entry in the financial data and also requires huge efforts.

It was further informed that various requests are received from different field offices for the correction/modification of the data. These modifications have financial and legal implications and are not authenticated by the concerned Estate officer; therefore, the process needs to be streamlined.

After detailed deliberations following decisions were taken:-

- 1) The effective date for calculating interest for delay in payment of enhancements be taken 10 days after the date printed on the notices generated by the system. The date of printing shall also be mentioned on the Allotment letters. The Estate officers shall ensure the dispatch of letters before the date of allotment/effective date of Enhancement compensation. In case of further delay in dispatch of letters strict action shall be initiated against the concerned officials.
- 2) All corrections shall come through the E-mail id of the concerned Estate officer with copy to the concerned Zonal Administrator along with the scanned copy of documents/Approval. (Annexure 'C')

Dated- 19.12.2011

D.P.S. Nagal, IAS,
Chief Administrator ,
HUDA.

Data Correction Format

Urban Estate : _____
Sector : _____
Plot Number : _____
Sub Category Code : _____

Change:

Existing:

_____.

Proposed:

_____.

**Estate Officer
HUDA**

Attach Scan Documents:

- Change of Allotment date----- Allotment Letter/Re-allotment Letter
- Change of Offer of Possession----- Offer of Possession Letter/Development Report with approval of competent authority

- Change the Area of the plot----- Demarcation plan approved by Chief Administrator, HUDA (Memo No. and Date)

- Change of data in Plot Details (PD) ----- Relevant document (e.g. Copy of Occupation certificate for entering OC issue date)