

From

The Chief Administrator,
HUDA, (Town Planning Wing)
Panchkula.

To

1. The Administrator, HUDA, (HQ), Panchkula
2. All the Administrators of HUDA_____.
3. The Additional Director, Urban Estate Department, Haryana
4. The Chief Town Planner, Haryana, Chandigarh.
5. All the Senior Town Planners _____.
6. All the Superintending Engineer, HUDA _____.
7. All Estate Officers of HUDA _____.
8. All Land Acquisition Officers _____.
9. All the District Town Planners _____
10. All the Executive Engineers of HUDA _____

Memo no. CTP /STP (N)/JS/7885-7988

Dated: 22.06.2010

Subject: Comprehensive policy regarding handing over of possession of acquired land, preparation of plans and flotation of sectors-Amendments made therein.

Reference: In supercession of this office memo no. CTP /STP (N)/JS/8975-9011
Dated: 25.09.09.

It is intimated that vide letter under reference, a detailed procedure for taking proper physical possession of acquired HUDA land was prescribed. The action taken in respect of all major acquisitions since 01.01.06 to 31.03.09 as per above instructions was reviewed in the review meeting held under the chairmanship of Chief Administrator HUDA on 29.07.09. It was decided to amend these instructions and clear time limits may be prescribed where ever such limits have not been prescribed in the instructions. Accordingly, it has been decided that:

1. The concerned LAO shall intimate the DTP concerned within 7 days of the notification under section-6, of the Land Acquisition Act, the Khasra nos of the land under acquisition with areas and the same should also be marked on shajra plan. The land falling within the boundary of the land under acquisition which has not been acquired/ released should also be indicated with outer dimensions on the shajra plan. On the basis of this shajra plan, DTP shall prepare a tentative layout plan of the area within six weeks from the date of intimation of this notification by the concerned Land Acquisition Officer. Thereafter, the tentative layout plan of the notified land shall be forwarded by DTP to STP/ Administrator HUDA for further transmission to CTP/CA HUDA for approval.

2. The LAO shall intimate the tentative date of announcement of award at least 15 days in advance to the concerned Estate Officer and XEN HUDA for making necessary arrangements in advance for taking over of physical possession of the acquired land.
3. DUE office shall obtain administrative approval to announce the award, only after receipt of copy of approved tentative layout plan of the sector.
4. The LAO staff shall demarcate the boundaries of the land under acquisition on the day of making the award and the EO shall through his staff take possession after the land boundary is demarcated. Besides Estate Officer, HUDA, the concerned Executive Engineer of HUDA shall also remain present at the time of award. The possession of the land shall be taken over by the Estate Officer and handed over to Xen concerned immediately for watch and ward and protection of land and to start development as required. Details of awarded land free from litigation, possession of which has been handed over, as well as details (CWP no. / Khasra no. and Area) of land under litigations, possession of which has not been handed over should be clearly mentioned in the possession report. The possession report shall be signed by concerned LAO, Estate Officer, HUDA and Executive Engineer, HUDA on the date of award. Thereafter, for all purposes the land would be in possession of EO HUDA. The LAO staff shall also get the land boundaries demarcated for released/un-acquired pockets, within the acquired land. The physical possession at site should also be supported by a shajra plan of the acquired land duly signed by LAO and indicating the outer dimensions of the land, dimensions of the released land/ un-acquired land/ structures which have not been acquired, falling within the boundary of the acquired land.
5. A tractor should plough the land in question on the date of taking over of physical possession of land. Tractor number(s) and the name of the driver(s) along with the date mentioned and photographs of action taken shall form part of the report to be prepared by the Estate Officer, HUDA on that day regarding taking over possession.
6. Concerned Executive Engineer shall ensure the installation of permanent RCC pillars with barbed wiring on the boundary of the land acquired within 7 days from the date when physical possession of the land is delivered to the concerned Estate Office. If need be a boundary wall shall be erected in the areas assessed to be highly encroachment prone. Concerned Executive Engineer shall arrange pillars and barbed wire well in advance so that acquired HUDA land is protected from encroachments. In case of any subsequent encroachments, besides Estate Officer, the concerned Xen shall also be made responsible.
7. An advertisement in abridged form in two leading dailies of the area, of which one must be in vernacular language, should be issued by concerned Estate Officer on the next day of taking over of physical possession of the land. A public proclamation by beat of drum should also be ensured at the time of

taking possession and an entry of the same be made the Roznamcha of the revenue Patwari.

8. Copies of advertisement, taking over physical possession report, shajra plan showing boundaries of acquired land, copy of Roznamcha of the revenue Patwari and details mentioned in para 4 above should form part of the report regarding taking over of possession to be prepared by the Estate Officer, HUDA. A copy of detailed report shall be sent by the Estate Officer to concerned Zonal Administrator as well as Enforcement Officer (HQ) and CTP (HUDA) within 10 days of action taken in the matter as specified above.
9. The entries in the revenue record must be made and mutation in the name of HUDA should be got entered by the concerned Estate Officer and Administrator (HQ). Application in this regard must be filed within 30 working days of taking possession.
10. In cases where the Hon'ble Courts have granted stay dispossession, it shall be the responsibility of the concerned LAO to inform the concerned Estate Officer, HUDA about the clearance of litigations in favour of HUDA. The LAO shall do so with in week of the receipt of the Court orders and hand over possession also during the same period. Same procedure as laid down in para-4-9 above shall be followed for such handing / taking over of possession.
11. An exercise for re-conciliation of land acquired for HUDA should be carried out by the respective Administrators by 15th April of each financial year, as per procedure prescribed in the instruction issued vide memo no. CTP/STP-N/JS/6338-6419 dated 05.05.2010.
12. Estate Officer concerned shall hand over a copy of the shajra plan mentioned in para 4 above to concerned XEN and DTP, on taking over of possession from the LAO staff.
13. Thereafter, concerned XEN shall supply a survey plan to the DTP, under intimation to concerned Administrator and CTP HUDA, within 30 days of the date of award for the preparation of layout plan. Simultaneously, development cost shall also be worked out by XEN and communicated to C.E. HUDA through SE HUDA for working out the flotation rates.
14. DTP will finalize the layout plan within 15 days of receipt of survey plan. In any case the layout plan should reach CTP HUDA through concerned Administrator within 30 days from the date of receipt of survey plan;
15. After approval of layout plans, CCF HUDA shall intimate the rates of plots to CTP and concerned Estate Officer HUDA within 15 days. Concerned Estate Officer shall invite oustee's claims within next 15 days.
16. DTP shall prepare within 10 days of approval of layout plan, a dimension plan of the approved layout plan and forward_ to the concerned XEN for

confirmation of dimensions after demarcation at site. XEN shall demarcate the proposal of the plans on the ground and confirm the dimensions given on the Dimension Plan or indicate the actual dimensions available at site to DTP within 30 days of the receipt of Dimension plan, for the preparation of the Demarcation Plan.

17. DTP shall finalize the demarcation plan within 15 days of receipt of certified dimensions from concerned XEN. In any case the demarcation plan should reach CTP HUDA through concerned Administrator within 30 days from the date of receipt of certified dimension plan;
18. Administrator, HUDA concerned shall settle the claims of oustees and intimate the actual number of plots available for floatation as per the decision of meeting of Authority dated 12.12.06 conveyed vide CA HUDA endst. No. 2912-47 dated 25.01.07, within 30 days of the closing date of submitting claims under oustees policy, for floatation of the sector; and
19. CTP HUDA shall thereafter give press release of the floatation of the sector and float the same within 15 days of the receipt of number of clear plots available at site from Administrator.

These instructions are issued with the approval of CA HUDA cum DTCP cum DUE Haryana.

--Sd--
(B. B. L Kaushik)
Chief Town Planner,
for Chief Administrator, HUDA.

Endst. No. CTP /STP (N)/JS/7995-7997

Dated: 22.06.2010

A copy is forwarded to the following for information and necessary action please.

1. The Chief Engineer, HUDA, Panchkula
2. The Chief Engineer-I, HUDA, Panchkula.
3. The Senior Architect HUDA, Panchkula.
4. The Legal Remembrancer, HUDA Panchkula.
5. The Enforcement Officer, HUDA, Panchkula.
6. The Dy. ESA HUDA Panchkula.

--Sd--
(B. B. L Kaushik)
Chief Town Planner,
for Chief Administrator, HUDA.

Endst. No. CTP /STP (N)/JS/

Dated:

A copy is forwarded to the following for information and necessary action please.

1. The PS/FCTCP Haryana for kind information of Financial Commissioner and Principal Secretary Govt. of Haryana, Town and Country Planning Department, Chandigarh.
2. The PS/DTCP Haryana for kind information of Director Town and Country Planning Department, Haryana, Chandigarh.
3. The PS/CA HUDA for kind information of Chief Administrator, HUDA, Panchkula.

(B. B. L Kaushik)
Chief Town Planner,
for Chief Administrator, HUDA.