

## NEW PROCEDURE FOR OFFER OF POSSESSION

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Sector-6, Panchkula

To

1. All the Administrators in HUDA.
2. All the Estate Officers in HUDA.

Memo No. A-Pwn-2008/UB-I/ 39995-96 Dated: 27.11.08

Subject: **Policy Guidelines for Offer of Possession to the Allottees of HUDA Plots.**

1. It has been observed that the Allottees face a lot of problem in taking possession of the allotted plots particularly in old HUDA sectors. Such problems arise due to change in the size of plot, non-availability of plots, change in the shape of plots etc. The root cause of these problems is that the plots are not actually being demarcated at site. Such problems come to notice only when the Allottee asks for taking the possession of the allotted plot after a long gap. In order to fulfill its commitment for allotment of plot, HUDA has to either offer alternate plots by carving out additional plots in unplanned pockets or in case the plots are not available in the same sector, offer plots in adjoining sectors at the rates applicable at the time of allotment. It causes great financial loss to HUDA and also invites litigations from the Allottees.
2. In order to solve such problems, the **following decisions have been taken-**
  - (i) That the Allottees should be asked to take possession of the allotted plot within a maximum period of three months of offer of possession. They should also construct a boundary wall atleast of nine inches height within another three months so that if there are any disputes regarding possession, the same can be taken care of immediately.
  - (ii) That in case the Allottee fails to take possession of the allotted plot within the prescribed time limit and subsequently it comes to the notice that the allotted plot is not available at site, he/she will not be entitled for offer of alternative plot at subsequent stage on the same terms and conditions on which the original plot was allotted. In such an eventuality, the Allottee will be offered alternative plot at current rates.

(iv) That mere taking of possession by the Allottee and construction of nine inches boundary wall shall not exempt the Allottee from the payment of extension fees unless he or she constructs minimum 25% area as per the existing bye-laws.

3. You are, therefore, requested that all the Allottees may be asked to take the possession of the plots within three months wherever the possession of the plots have already been offered by HUDA. A public notice to this effect is also being issued in prominent news papers by the Head Quarter to give wide publicity to this policy decision. However, you may also issue Press Release for wide publicity in your jurisdiction.

You are also requested to take further action accordingly and a compliance report of the above guidelines be sent to the HQ.

This issues with the approval of Hon'ble Chief Minister-cum-Chairman HUDA.

Sd/-  
**(T.C. Gupta)**  
Chief Administrator, HUDA

Endst. No. A-Pwn-2008/UB-I/39997-40005 Dated: 27.11.2008

A copy of the above is forwarded to the following for information and necessary action:-

1. The Chief Town Planner, HUDA Panchkula.
2. The Chief Controller of Finance, HUDA Panchkula.
3. The Chief Engineer, & Chief Engineer-I, HUDA, Panchkula.
4. The Senior Architect, HUDA, Panchkula.
5. The Legal Remembrancer, HUDA, Panchkula.
6. The Enforcement Officer, HUDA (HQ), Panchkula.
7. The Dy. ESA HUDA, Panchkula.
8. All the Assistants in Urban Branch (HQ) HUDA Panchkula.

**(A.K.Yadav)**  
Administrator (HQ)  
For Chief Administrator, HUDA

**Internal Distribution**

Sr.Secy to Chairman, HUDA-cum-CM, Haryana.  
PS / FC TCP.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
(Urban Branch-I), Sector-6, Panchkula.

To

1. All the Administrators in HUDA.
2. All the Estate Officers in HUDA.

Memo. No. A-Pwn-UB-I-2009/**28161-83**  
Dated: **05.08.2009**

**Subject: Policy Guidelines for offer of possession to the Allottees of HUDA Plots.**

This is in partial modification of the Policy Guidelines regarding offer of possession to the allottees of HUDA plots circulated vide memo no. A-Pwn-2008/UB-I/39995-56 dated 27.11.2008.

The guidelines circulated vide memo referred to above stated that the allottee should be asked to take possession of the allotted plot within a maximum period of three months of offer of possession. They should also construct a boundary wall atleast of nine inches height within another three months.

Now, it has been decided that;

(i) If the allottee, after taking over physical possession of his/her plot at site, gives an affidavit (on non-judicial stamp paper) that he/she will start the construction on the allotted plot within one year of the date of taking over of possession, then, it will not be compulsory for such an allottee to first raise the construction of nine inches high boundary wall, and the allottee can complete construction of boundary wall before applying for Occupation Certificate.

(ii) In case of those allottees who have submitted an affidavit for starting construction on the plot within one year of the taking of possession, the request for approval of building plans shall be entertained, even if he has not construct nine inches high demarcation boundary. However, requests for re-allotment, mortgage permission, transfer permission etc in such cases also shall not be entertained without construction of either the nine inches high demarcation boundary or the actual boundary wall as per affidavit.

(iii) Those allottees, who do not intend to start the construction within one year, and do not submit such an affidavit, will be required to under take construction of the nine inches high boundary wall as per Para (i) of the existing policy. The period of one year for starting

expiry of the period committed in the affidavit, failing which no requests for re-allotment, mortgage permission, transfer permission, sanction of building plan etc. shall be entertained.

**All other shall remain unchanged.**

This issues with the approval of the Hon'ble Chief Minister, Haryana.

**Sd/-**  
**(R.P.Gupta, IAS)**  
Administrator (HQ), HUDA.  
For Chief Administrator, HUDA

Endst. No. A-Pwn-UB-I-2009/**28163-A**      Dated:      **05.08.2009**

A copy of the above is forwarded to the following for information and necessary action:-

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Engineer, HUDA, Panchkula.
3. The Enforcement Officer, HUDA, Panchkula.
4. General Manager (IT), HUDA, Panchkula.
5. All Assistants/Record Keepers of Urban Branch-I/II.

**Sd/-**  
**(R.P.Gupta, IAS)**  
Administrator (HQ), HUDA.  
For Chief Administrator, HUDA