

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.

Memo No.A-1-2007/**10182-203**

Dated: **20.03.07**

**Subject: Policy for condonation of delay in depositing 15% amount in case of residential, commercial, institutional, industrial sites, beyond stipulated period of 30 days.**

This is in continuation of this office Memo No.A-1-2005(P)/17836-56 dated 27.07.2005 on the subject cited above.

The HUDA policy for condonation of delay in depositing 15% amount in case of residential/commercial/industrial and institutional sites was reviewed by the Authority in its 98<sup>th</sup> meeting held on 12.12.2006 vide agenda item No.A-98(22). The Authority has approved the following policy/procedure to be followed to condone the delay in depositing 15% amount:-

**Policy for condonation of delay in depositing 15% amount.**

**1. Applicability**

It shall be applicable on the plots allotted by HUDA subsequent to 12.12.2006. This policy shall be applicable on all cases where allottees have not been able either to communicate their refusal or acceptance alongwith 15% amount within 30 days from the date of issue of allotment letter.

**2. Objective**

The current policy in this matter is very complex. It also does not specify the procedure to be followed which leads to lot of harassment to allottees who have not been able to deposit 15% amount within the prescribed date for a genuine reason. Hence this policy has been proposed which is simplified and also specifies the procedure.

In ordinary cases of delay, decision on the condonation of delay may be taken at the field level i.e. either at EO or Administrator level. In extra ordinary circumstances the powers would vest with Authority/Chief Administrator. Besides, this policy should be applicable on all kinds of properties irrespective of its nature and mode of allotment.

**3. Powers for condonation of delay**

**For all categories of plots except commercial plots**

| <b>Sr. No.</b> | <b>Period of condonation (beyond 30 days)</b> | <b>Concerned officer who can condone the delay</b> | <b>Rate of surcharge leviable on 15% amount in addition to interest as per policy.</b> |
|----------------|---|--|--|
| 1.             | Upto 30 days                                  | E.O. concerned                                     | 5%   |
| 2.             | Next 60 days i.e. upto 90 days                | Administrator<br>HUDA concerned.                   | 7.5%   |
| 3.             | Beyond 90 days to 180 days.                   | Chief Administrator<br>HUDA.                       | 10%  |
| 4.             | Beyond 180 days upto one year.                | Authority  | 10%  |

Besides surcharge, penal interest at the rates applicable at the time of allotment, shall have to be paid for the delayed period to be reckoned from the date of allotment to the date of payment.

In no case condonation of delay for more than one year shall be done.

#### **4. Procedure to be followed**

All applications for condonation of delay may be made in the office of concerned Estate Officer, HUDA if the period of delay is such that

the powers of condonation of delay are either with Estate Officer or Administrator. Such application may accompany with a bank draft of necessary 15% amount. The Estate Officer shall deposit this amount into HUDA Account only after the delay is condoned by the competent authority. If the delay is not condoned the draft may be returned as such.

In case the period of delay is more than the period for which condonation can be done by Estate Officer/Administrator and falls within the powers of Authority/Chief Administrator in such genuine cases of hardship the allottee may make an application to the Chief Administrator with a photocopy of bank draft of requisite 15% amount. The cases will be examined on receipt of application after obtaining facts of the case from concerned Estate Officer and put up to the competent authority for orders. Thereafter, in case the competent authority agrees to condone the delay keeping in the mind the circumstances of the case then the Estate Officer will be advised to accept the payment.

In case the competent authority refuses to condone the delay, the draft deposited by the allottee shall be refunded to him and 10% amount deposited by him shall be forfeited. Beyond the period of one year no application for condonation of delay shall be entertained and the plot will be considered by Estate Officer for re-utilization. However,

till a period of one year after the expiry of 30 days period, any allotted plot may not be re-allotted by the Estate Officer as the allottee may file an application for condonation of delay.

You are requested to take further action in the matter accordingly. These instructions may be brought to the notice of all concerned for strict compliance.

Administrative Officer,  
for Chief Administrator, HUDA.