



To

All the Administrators, HSVP.

All the Estate Officers, HSVP.

Memo No. A-7-UB-2023/ 33032

Dated: 16/2/23

**Subject: Regarding modification in instructions of open space/ground booking in HSVP Urban Estates for Mela/Trade Fair/Tibetan Market/Marriage Functions etc.**

Reference on the subject cited above.

It is intimated that instructions regarding open space/ground booking in various Urban Estates of HSVP are not exhaustive and does not cover various issues which arise. Likely issues that arise are as under:

- I. Applications are being submitted for booking even a year before the actual date of event to be organized.
- II. Adequate increase in rent has not been provided and rent to charged is continuing same.
- III. No advance fee is being charged due to which chances of misuse arise.
- IV. It has come to notice that some Mela/ Trade fair organizers are permitting to other persons un-authorizedly which is required to be checked and prevented.
- V. Provision of rebate is required to be discontinued.

Further, it has been decided that instructions regarding ground booking are required to be modified so as to cover the issues raised above. Therefore, following modifications in the instructions regarding open space/ground booking were proposed:

- a. No application will be entertained before 90 days of the date of event and grant of permission shall be considered on first come first serve basis.
- b. Every application shall be submitted alongwith full rent alongwith GST and other charges in shape of DD in favour of Chief Administrator, HSVP, Panchkula or through online mode. In case of rejection of application/cancellation of booking refund shall be made by the concerned Estate Officer.
- c. In respect of sites of Hyper/High Potential zone rent shall be increased by 30%, Medium Potential zone increase in rent shall be 40% and low Potential zone increase in rent shall be 50%(being already on lower side). Further after every year (i.e. 1<sup>st</sup> January of the year) rent will increase 10%.
- d. No further sub permission shall be permitted and concerned Estate Officer shall conduct regular checking of the adherence to the terms and conditions. In case of violation the permission shall be cancelled



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with immediate effect by concerned Estate Officer with forfeiture of full amount of rent. An affidavit shall be submitted by the applicant that he will not pass out the permission to any further person/organizer failing which applicant shall be blacklisted and no further booking request shall be entertained from such person/organizer and rent deposited by the applicant will be forfeited.

- e. Provision for rebate shall discontinue with immediate effect.
- f. All bookings allowed by this office beyond 3 months i.e. after 15<sup>th</sup> May, 2023 shall stand cancelled with immediate effect and in case any amount has been deposited same shall be refunded by the concerned Estate Officer and applicant shall have to apply fresh as per above terms.

The proposal has been approved by W/Chief Administrator, HSVP and therefore, further necessary action on the issue is required to be take accordingly. Ensure compliance.

*[Signature]*  
Administrator(HQ),  
for Chief Administrator,  
HSVP, Panchkula.