



हरियाणा शहरी विकास प्राधिकरण
HSVP

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Panchkula

To

1. All the Administrators, HSVP in the State.
2. All the Estate Officers, HSVP in the State.

Memo No. A-5-UB-2024/191976

Dated: 11/07/2024

Subject: Regarding allotment of alternative plots in lieu of disputed plots and conducting online draw.

Refer to the subject cited above.

Issue with regard to conducting draw of lots in case of allotment of alternative plots has been examined. Since, before conducting draw of lots it is required to be ascertained that plots included in the draw are clear, developed & litigation free of which possession can be delivered, it has been decided that after taking decision with the approval of Competent Authority to allot alternative plot, online draw of lots shall be conducted by the Zonal Administrator as per guidelines vide memo No. A-1-2005/13338-51 dated 14.06.2005 (**copy enclosed**) concerned after ascertaining that plots included in the draw are clear, developed & litigation free.

This has the approval of W/Chief Administrator, HSVP.

Administrator (HQ),
for Chief Administrator,
HSVP, Panchkula.

Endst. No. A-5-UB-2024/

Dated:

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

1. The Chief Controller of Finance, HSVP, Panchkula.
2. The Chief Town Planner, HSVP, Panchkula.
3. The Chief Engineer, HSVP, Panchkula.
4. The Chief Information Technology Officer, HSVP, Panchkula.
5. The Chief Architect, HSVP, Panchkula.
6. The Legal Remembrancer, HSVP, Panchkula.

Administrator (HQ),
for Chief Administrator,
HSVP, Panchkula.

From

The Chief Administrator,
HUDA, Panchkula.

To

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

Memo No.A-1-2005/13338-51

Dated: 14.06.2005

Subject: Guidelines with regard to conduct draw of lots of residential plots/auction of commercial sites.

This is in supersession of this office memo No.A-5-2001/16512 dated 26.06.2001 and A-2-2001/24253 dated 21.9.2001 on the subject cited above.

While conducting the draw of lots and auction of commercial sites, following guidelines may be kept in view for strict compliance :-

Venue

That the draw of lots should be held on the same station where the plots were advertised and auction should also be conducted accordingly at the same station.

Constitution of Committee.

There shall be a Committee for supervising draw of lots of the residential plots as well as auction of commercial sites, headed by concerned Administrator. The concerned Estate Officer, District Town Planner of the district, a representative from Deputy Commissioner shall be the members of the Committee. In the case of auction of commercial sites, an Architect from headquarters shall be taken as a member. Any officer, who has applied for a plot in a particular sector/urban estate, shall not be associated with draw of lots and in his place, some other Officer like Senior Accounts Officer/Accounts Officer shall be associated.

The detailed procedure for the draw of lots of residential plot will be as under :-

A wide publicity shall be given in the leading news papers. After the receipt of the applications, the same shall be scrutinized by the concerned Estate Officers before holding the draw of lots. A registration number shall be allocated to each applicant and the registration numbers shall be issued/despached to the individual applicants, well before the date/draw of lot. Before holding the draw of lots, an advertisement shall be released in the leading dailies, so that who-so-ever has any grievances, can meet represent to the concerned Estate Officer, before the draw of lots is held. For holding the draw of lots, two set of stubs must be prepared. One set containing information of plots number/sector/size and second set of stub containing the particulars of the applicant(s). These two stubs shall be put into two separate drums for holding the draw of lots. Draw of lots shall be held category-wise/size-wise. It

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has come to the notice of headquarters that in certain cases already allotted plots or which are not clear for allotment are included in the draw of lots, which creates un-necessary litigations & embarrassing position for HUDA. It has been decided that henceforth only available/vacant/allotable and free from all encumbrances plots are being included in the draw of lots. Before the commencement of draw, the concerned Estate Officers/officials will certify to the Draw Committee that only available/vacant /allotable and free from all encumbrances plots are being included in the draw of lots. Any dereliction of duty or acts of omission & commission will render the concerned Officer/official liable for strict departmental action against them.

The draw of lots must be held before the public present at the time of draw. It has now been decided that the draw of lots may be got done through smaller children around 10 years of age to strengthen the faith of applicants in the system of draw of lots followed by HUDA. Two stubs, one from plot numbers and the other stub from registration number shall be drawn simultaneously and after announcement of the names of successful candidates, these stubs must immediately be signed by the Committee appointed for this purpose at the time of draw. All these members will sign the stubs of draw of lots on the spot and also sign the bid sheet of auction to avoid any sort of suspicion in the mind of the public. A video recording be also prepared for each draw of lots and auction of commercial site.

These instruction may be brought to the notice of all concerned for compliance in letter & spirit.

-sd/-
Administrative Officer,
for Chief Administrator, HUDA.

Endst.No.A-1-2005/

Dated:

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

1. Chief Town Planner, HUDA, Panchkula.
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Secretary, HUDA, Panchkula.
4. The Chief Vigilance Officer-cum-Enforcement Officer, HUDA, Panchkula.
5. Legal Cell, HUDA (HQ), Panchkula.
6. The Dy. Economics & Statistical Advisor, HUDA, Panchkula.
7. All the Assistants of Urban Branch, HUDA, Panchkula.

-sd/-
Administrative Officer,
for Chief Administrator, HUDA.