

Through:- e-mail Only

From

The Chief Administrator,
HUDA, Panchkula.

To

1. The Administrator, HUDA, HQ/Panchkula.
2. All the Head of Branch, HUDA, HQ, Panchkula.
3. The Superintending Engineer, HUDA, Panchkula.
4. The Estate Officer HUDA, Kaithal, Kurukshetra, Karnal, Panchkula, Jagadhari, Ambala.
5. All the Executive Engineer, Panchkula Zone
6. The Land Acquisition Officer, Panchkula.

Memo No. Dy.ESA (HUDA)/A.R.O/2017/176084
Dated:-19.9.2017

Subject:- Proceedings of the Review Meeting of Panchkula Zone held at Panchkula on 13.09.2017 at 11:00 A.M. under the Chairmanship of Sh. J. Ganesan IAS, Chief Administrator, HUDA, Panchkula.

Please find enclosed herewith Proceedings of the Review Meeting of Panchkula Zone held at Panchkula on 13.09.2017 at 11:00 A.M. under the Chairmanship of Sh. J. Ganesan IAS, Chief Administrator, HUDA, Panchkula for your kind perusal and taking further necessary action and also to send the Action Taken Report within 7 days.

Assistant Research Officer,
for Chief Administrator, HUDA,
Panchkula

Proceedings of the Review Meeting of Panchkula Zone held at Panchkula on 13.09.2017 at 11:00 A.M. under the Chairmanship of Sh. J. Ganesan IAS, Chief Administrator, HUDA, Panchkula.

The list of the participants is enclosed as Annexure 'A'.

At the outset, Chairman welcomed all the officers and informed that review meetings will be a regular monthly feature so that timely action could be taken on the important issues. The agenda wise deliberations/directions are as under:

Agenda item No. 1 & 2

- **Review the status of court cases where speaking orders are to be passed in compliance with directions of different courts.**
- **Review the status of COCP'S**

The Chairman instructed that the following three main issues relating to court cases needs to be constantly monitored:-

- i. Filing of replies in time.
- ii. Where directions have been passed by the Hon'ble Courts but compliance not being done.
- iii. COCP cases.

It was further directed that:-

- I. Regarding the above, all the Administrators/Estate Officers have already been directed to send replies for vetting (of cases in Hon'ble Supreme Court/High Court) to head office minimum 10 days before the date of filing.
- II. Where timely replies are not being filed in courts and costs have been imposed, in view of the Chief Secretary instructions, 50% cost has to be recovered from the legal officer and balance 50% from the concerned HUDA official. It should be ensured that such a situation does not arise.
- III. Hon'ble C.M has made observations that in lower courts cases are not being defended properly. The EOs have already been instructed to send new penal of advocates (for defending cases in lower courts) to HQ for approval.
- IV. Court case monitoring system should be regularly monitored by the Administrators/Estate Officers.

Thereafter, individual cases as per the agenda were explained by the DA, HUDA.

Speaking orders:-

Administrator, Panchkula explained the status of the CWP cases mentioned in the agenda and further informed that the following cases were already sent to the HQ: -

- i) CWP No.26760/2016 (Panchkula) – Matter referred to CCF.
- ii) SPL No.30760/2012 (Panchkula) – Matter referred to Legal Cell, HQ.
- iii) CWP No.13457/1989 (Ambala) – Matter referred to CCF.
- iv) CWP No.18468/2016 (Kaithal) – Matter referred to Administrator (HQ).

Further, some cases have already been decided and regarding remaining cases, necessary action was being taken

The EO, Karnal informed that in case of CWP No. 10626/2016 the representation has already been decided.

The Chairman directed DA, HUDA (HQ) to put up the cases sent by Administrator, Panchkula to any branch of HQ. Further, the Estate Officers present were instructed to update the status on CCTN of the cases for which compliance had already been done (but not updated).

COCP Cases:-

Administrator Panchkula informed that in most of the cases (as per the agenda) necessary action has already been taken and remaining cases were being dealt on priority.

The Chairman directed Administrator Panchkula/ concerned E.O's to ensure that compliance of all the orders is done by next week.

(Action to be Taken by: - Administrator, Panchkula /District Attorney (HQ)/Estate Officers under Panchkula Zone/LAO)

Agenda item No.3: - Enhancement Compensation pending for payment.

The Chairman pointed out that the payment details were incomplete.

The CCF, HUDA informed that all the Administrators have already been requested to send individual beneficiary list (name wise award amount) on proforma to HQ.

Administrator, Panchkula informed that due to non posting of LAO, the work was suffering. Further, the link officer i.e. DRO was not attending the O/o LAO, Panchkula.

The Chairman directed Administrator Panchkula / all the Estate Officers of the zone to ensure that the award wise list (duly signed) is sent to HQ within 7 days so as to upload the same on Website of HUDA and for prioritizing payments.

(Action to be Taken by: - Administrator, Panchkula /CCF/EOs/LAO)

Agenda item No.4:- Review the status of award amount to be released

The Chairman pointed out that the award amount details were incomplete as the total award amount and the amount disbursed (urban estate wise) was required.

Administrator, Panchkula was directed to send requisite details (updated) to HQ within 7 days.

(Action to be Taken by: - Administrator, Panchkula /CCF/LAO)

Agenda item No. 5:- Status of Installment Recovery Notices to the allottees.

The Chairman observed that recovery notices to the defaulter allottees are not being issued regularly. Further, it has been noticed that for Panchkula, Ambala, Jagadhri, Kurukshetra, Shahabad, Pehowa, Karnal and Kaithal Urban Estates large amount was outstanding / yet to be recovered.

EO, Panchkula informed that around Rs.122.81 Crore as original amount is recoverable for Panchkula Urban Estate but in the agenda the total figure of original amount and enhancement amount has been taken.

The Chairman directed as under: -

- i) All the Estate Officers should send the sector wise details of the Urban Estates (under their charge) to CCF, HUDA indicating the original amount recoverable from the allottees and the amount recovered as per proforma.
- ii) EOs to make regular and sincere efforts for recovery of outstanding amount.
- iii) Regarding the payment installments from Govt. Institutions, all the Estate Officers should sent the list to CCF, HUDA through Administrator, Panchkula.
- iv) GM (IT) to make system for generation of notices electronically (through PPM), alongwith SMS, operational within 7 days.
- v) I.T-Cell HUDA HQ to make modification in the PPM so that the overdue amount is visible (preferably in red colour) to the allottee on opening the account statement.

(Action to be Taken by: - Administrator, Panchkula /Estate Officers/GM-IT)

Agenda item No. 6:- Sector wise enhancement notices generated through PPM.

The status as per the agenda was discussed and Administrator, Panchkula informed that 68 No. cases of enhancement would be sent to HQ shortly.

The Chairman pointed out that for Kaithal (Sector-19, Part-II), Panchkula (Sector-25, 27 & 28) more notices are required to be sent to the allottees. The Estate Officers were directed to issue 100% notices for all the sectors (under their jurisdiction) within 1 week and update the data accordingly which will be discussed in the next review meeting.

(Action to be Taken by: - Administrator, Panchkula /Estate Officers)

Agenda item No. 7:- Status of e-auction of Residential/ Commercial sites.

The e-auction schedule of Panchkula Zone, as per the agenda, was discussed. GM (IT) informed that centralized programme for e-auction as already been circulated and the rates uploaded. The following instructions were issued by the Chairman: -

1. **For publicity of the e-auction schedule**, necessary action should be taken by the concerned E.O for publicity through SMS, Bill Boards, FM jingle / News Papers etc. **by 17.09.2017.**
2. **Plot details** to be uploaded by the concerned EO **by 17.09.2017.**
3. **General terms & conditions** for e-auction will be uploaded by HQ **by 13.09.2017.**
4. Estate Officers to doubly check the status of plots put for auction.

(Action to be Taken by: - Administrator (HQ)/Panchkula/CCF/Estate Officers/GM IT)

Agenda item No. 8: - Review of Status of PPM Data

PPM Data

The Chairman observed that the overdue figures in case of Ambala, Kaithal and Karnal were high. It was further pointed out that Estate Office Kaithal was the worst performing office. On account of pendency of different cases in Kaithal Urban Estate, CA, HUDA directed to charge sheet the following officials: -

- i) Sh. Vijender Singh, Assistant
- ii) Sh. S.L. Taneja, Junior Engineer
- iii) Sh. Balbir Singh, Dy. Superintendent

The Chairman instructed as under:-

- I. All the E.Os should regularly monitor the pending cases in their office and immediate necessary action should be taken regarding the cases lying pending with the concerned officials in the Estate Office.
- II. GM (IT) should prepare uniform files / proforma for the services being provided at the E.O level so that the same are supplied to the single window for the convenience of public.
- III. Regarding digitations of plots files – EO, Panchkula to get all the file scanned and **show the work flow to CA, HUDA on 19.09.2017** (in the Estate Office).
- IV. GM (IT) to put up DO letters to CA, HUDA for sending to the Estate Officers regarding completion of balance scanning work of files.
- V. EO, Yamunanagar / Kurukshetra to start sending sector wise files for scanning to HQ **from 14.09.2017.**
- VI. Regarding online approval of building plans - all the Estate Officers to tie-up with the concerned DTP and get the needful done before the next meeting.

In addition the following issues were also discussed: -

1. Process flow regarding services provided by Estate Offices was presented by GM (IT).
GM (IT) informed that a Committee already found under the Ch'ship of Administrator, Panchkula with GM (IT) and EO, Panchkula as members was already looking into the modification required in the present PPM system.
The Chairman directed that EO, Karnal should also be included as member of the Committee and all the forms which can be uploaded online should be designed by the Committee and **final presentation should be done by Committee on 03.10.2017 at 04:00 PM in the chamber of CA, HUDA.**
2. Cases being sent by EOs to IT Cell HQ for any correction in the data on PPM – Chairman directed GM (IT) **to call the Service provider on 18.09.2017** to discuss the issue to enable the system so that the EOs may be able to make corrections in the data at their level and this should also be discussed in the meeting on **03.10.2017 at 04:00 PM.**

(Action to be Taken by: - Administrator, Panchkula / CCF /Estate Officers/GM(IT))

Agenda item No. 9:-Allotment of land to political Parties

The Chairman instructed that for the sites which have been allotted the possession should be offered at the earliest. Regarding the sites yet to be floated at Kurukshetra and Karnal an early action is required at the level of concerned Administrator, Panchkula / Estate Officer, Karnal & Kurukshetra.

(Action to be Taken by:- Administrator(HQ) / Panchkula /CTP/Estate Officers)

Agenda item No.10:- Review of CM's Announcements

All the C.M's announcements (in progress/pending) were discussed in detail and following instructions were issued by the Chairman:-

- I. It should be ensured that the announcement "in progress" should be completed with- in the stipulated time period.
- II. **Construction of 45M wide road behind Sector-8, Part-II and Sector-9, Karnal (Ann. Code No. 10748): -**
CE-II informed that the work was in progress but on a stretch of land some existing trees are required to be removed with the permission of Forest Dept., who have demanded to transfer 0.94 hectare of land to them. The matter already stands referred by SE, Karnal through Administrator, Panchkula to HQ. The Chairman directed that Urban branch HQ should put up the matter immediately.
- III. **Fine, interest and penal interest imposed by HUDA on Maharana Partap Smriti Bhawan, Sector-8, Karnal will be waived off (Ann. Code No.10123):-**
EO, Karnal informed that a letter has already been issued to Samiti intimating the final amount to be deposited by them and a copy of the same has also been sent to HQ. The Chairman directed that Urban branch HQ should put up the matter immediately so that this announcement can be put in the commissioned category.
- IV. **Construction of Auto Market on 2 acre of land at Shahabad (Ann. Code No.12607):-**
- V. **One new sector of HUDA to be developed and land to be made available / acquired. DC Kurukshetra to identify land (Ann. Code No.12616): -**
CTP, HUDA informed that the report was awaited from DC, Kurukshetra regarding both the above cases. Chairman directed that another DO reference be put up for sending to the DC.
- VI. **A plot of 500 Sq. yard in Panchkula for construction of Dharamshala will be given on applying by the society (Akhil Bhartiya Baba Sain Sabha) in HUDA (Ann. Code No.18489):-**
Chairman directed that the Urban branch HQ should update this announcement by mentioning the date on which the file was sent to CM's office.

- VII. **Construction of Gymkhana Club in Sector-11, Ambala City (Ann. Code No. 19783): -**
CE-II, HUDA informed that the site of club was near a Gurudwara and required to be changed. Chairman directed Administrator, Panchkula to send the case to HQ for change of site.
- VIII. **Sector-26-27 Chowk, Panchkula be named as Sant Kabir Chowk (Ann. Code No.19806): -**
- IX. **Allotment of Rehri Market, Sector-19, Panchkula under process from 2009 (Ann. Code No.19807): -**
Chairman directed EO, Panchkula to take immediate necessary action regarding both the above cases and send compliance report, through Administrator, Panchkula, to the HQ within 10 days.

(Action to be Taken by:-Administrator(HQ)/Panchkula/CTP/CE-II/Estate Officer, Panchkula / Karnal)

Agenda item No.11:- Review of Major Projects.

Progress of all the projects in the agenda was discussed and instructions regarding the following were issued:-

- 1. Construction of 45M wide circular road Sector-3, 4 & 5, Pinjore-Kalka, Urban Complex: -**
CE-II, HUDA explained that the work was in progress but for revision of 1.76 Km stretch of the circular road matter was already referred to DTCP and the approval was awaited. Chairman directed Administrator, Panchkula to follow up with the concerned for the bottlenecks in execution of the work.
- 2. Construction of 24 & 12M internal wide road, W/S, Sew, SWD in Sector-27 & 28 of Pinjore- Kalka, Urban Complex: -**
CE-II informed that the works could not be started in Sector-27 & 28 due to non approval of layout plans. CTP, HUDA informed that the LOP/demarcation plans will be finalized on receipt from Administrator, Panchkula by the end of Sept. 2017.
- 3. Construction of roads 12M, 24M, W/S, Sew in Sector-24, Jagadhari: -**
CE-II informed that the works of the sector were started in the month of Oct. 2016 but later as per directions of HQ the works have been stopped till further orders. CCF, HUDA explained about the matter.

Chairman further directed CE-II to put up a list of works which can be considered for inauguration (which are likely to be completed by 31.12.2017).

(Action to be Taken by:- Administrator, Panchkula / CCF/ CE-II / CTP/ SE, Karnal / Panchkula)

Additional Agenda item No.1:- PAC Para of Panchkula Zone.

CCF, HUDA explained about the status of PAC Para No.4.2.7 of 2011-12 & 3.20 of 2013-14. CCF, further informed that reply was awaited regarding Para No.4.2.7 from the Estate Officers. Chairman directed all the EOs to send their reply within 7 days.

Regarding Para No.3.20. EO Panchkula has sent the draft charge sheet to secretary, HUDA, on 5.9.2017. Secretary, HUDA to take further necessary action immediately as action taken report is to be submitted to the PAC.

In addition to above, CCF HUDA informed that the reply to PAC Para No. 3.16(i,ii,v) and 3.17(i, iii) of 2012-13 was awaited from the Estate Officers. Chairman directed all the EOs to send their reply within 7 days.

(Action to be Taken by:- Administrator Panchkula/CCF/Secretary/All the Estate Officers)

Additional Agenda item No.2:- Planning / Important Issues of Panchkula Zone.

Administrator, Panchkula informed about the difficulties being faced due to non approval of layout / demarcation plans in various Urban Estates under the zone. Chairman directed CTP, HUDA / concerned STP/ DTP to get the following issues finalized at an early date: -

- i) Re-planning of area adjacent to Shopping Mall (Shalimar) City Centre, Sector-5, Panchkula.
- ii) Revised layout plan of Sector-5-B, 5-C & 6, MDC, Panchkula.
- iii) Layout / Demarcation plans of Sector-13, 23 & 24, Jagadhari.
- iv) Demarcation plan of commercial sites of Sector-15, 17, 17 (Shopping Centre No.1), Jagadhari.
- v) Re-planning of Transport Nagar and commercial pocket in Sector-16, Karnal.
- vi) Demarcation plans of Sector-22 & 23, Ambala.
- vii) Re-planning of Telephone Exchange site (vacant) near Manav Chowk, Ambala City.

In addition the following issues were also discussed: -

- I. **Issue of Petrol Pumps in Urban Estates of Karnal, Jagadhari and Panchkula: -**
Administrator, Panchkula informed that the lease money being charged from the Petrol pumps was required to be revised. Also, the charges for extra / additional nozzles provided at petrol pumps were to be recovered. Chairman directed CCF, HUDA to take early action in the matter.
- II. **Allotment of Ashiana Flats in Urban Estates of Karnal, Ambala, Panchkula and Jagadhari: -**
EO, Panchkula informed that the matter was already under process at the District Administration level. EO, Karnal informed that no application has been received at Karnal. Since, EO, Ambala was not present in the meeting, Enforcement Officer HUDA informed that the matter was also under process at Ambala. Chairman directed that EO, Karnal / Ambala / Panchkula should take up the matter with the District Administration immediately.
Regarding Jagadhari, SE, HUDA, Karnal informed that the construction work was completed nearly 4 years back and finishing work was to be taken up at the time of allotment / possession. The matter is being pursued with the contractual agency for finishing work, which will be completed within next 2 months.

(Action to be Taken by:- Administrator, Panchkula / CCF / CTP / STP / DTP / SE Karnal / Estate Officers / Enforcement Officer)

Additional Agenda item No.3:- Encroachments on HUDA land.

The status of encroachments was explained by the Enforcement Officer. Chairman observed that the removal of the encroachments from HUDA land required more efforts and directed that all the Estate Officers should send the information about the total encroachment as well as the encroachment removed during the month on the proforma, already circulated by the Enforcement Officer, by 20.09.2017. Further, this agenda will also be discussed in the next review meeting also.

(Action to be Taken by:- All the Estate Offices/ Enforcement Officer)

Additional Agenda item No.4:- Payments through FAS.

EE-I, HUDA Panchkula informed that after the introduction of GST, field offices were unclear about the deduction of GST from the bills being paid through the FAS. Earlier

5.25% was deducted as VAT from the contractual bills on FAS but now instruction for deduction of only 2% (1% CGST + 1% SGST) have been issued.

CCF, HUDA informed that he has already talked to the Excise & Taxation Dept. and 2% GST should be deducted only after the issue of notification. And after the notification, modification in FAS will be done by IT Cell HQ.

(Action to be Taken by:- CCF/GM (IT)/CE-I & II)

Since, EO, Ambala / Jagadhari / Kaithal were not present in the meeting, Chairman directed the officials of these offices present in the meeting to inform their Estate Officers regarding the discussion held in the meeting.

(Action to be Taken by:- EO, Ambala / Jagadhari / Kaithal)

Meeting ended with a vote of thanks to the Chair and the participants.