

**Proceedings of the Meeting held under the Chairmanship of Chief Administrator, HUDA on 12.05.2007 at 9.00 A.M. in the Indra Dhanush Auditorium in Sector – 5, Panchkula.**

The list of participants is enclosed at Annexure 'A'.

At the outset, the C.A. welcomed all the participants to first detailed review meeting of 2007. While appreciating the stupendous developmental work done by Engineering Wing and other strides made in the field of town planning by HUDA officials at all the levels, CA showed his dissatisfaction about the general work environment of the Organization at the moment. There are reportedly more than 15000 complaints/court cases which show that so many people are dis-satisfied with our decisions. The senior officers are not at all aware of the position regarding court cases because of which almost on daily basis,ailable warrants/execution petitions are being filed against senior officers. CA informed that during the last one month of his joining, more than twentyailable warrants have been issued against him and his salary as well as car has been ordered to be attached by a court at Panipat. This speaks volumes about the lack of monitoring at the level of senior officers. Transfer permissions are not being issued in laid down time frame which we have publicized, occupation certificates have not been issued in thousands of cases which show inefficiency of our office. Building plans are pending for approval for months together, ACRs of most of the employees is not at all complete, zoning plans are not being issued in time, recoveries specially with regard to enhancement compensation is pathetic, possession of plots has not been handed over in time and regarding disposal of applications under RTI Act, we are regularly receiving stinkers from State Information Commission. All these things are pointer to the fact that the Zonal Administrators have failed to perform the role which is expected from them. Therefore, it is necessary that all concerned take immediate remedial measures with regard to general functioning of the organization. There seems to be a general dissatisfaction amongst public about our working. C.A warned Zonal Administrators that if drastic improvement in their functioning is not observed, they will be held personally responsible for such lapses. As a fulcrum, of the activities in the Zones, they are expected to show leadership qualities which seems to be missing at the moment. CA regretted that he had to make such unpleasant remarks at the beginning of the review meeting but he was compelled to do so. Afterwards, agenda items were discussed as under:-

**ITEM NO.1 Review of Court Cases:**

i) Unfortunately, no Administrator was fully prepared to discuss the court cases in detail. Even the information as desired in the proforma was not prepared correctly for which dissatisfaction and displeasure was shown by the CA. The total number of cases as per the list supplied by the Administrators do not tally with the list of HQs. Hence, it was decided that all Administrators will prepare list of cases Urban Estate wise. This list will also indicate the status of various court cases pending in various Forums/Courts alongwith names of counsels. Lacunae were found in the monitoring of court cases at every level. Neither the Administrators nor the Estate Officers are monitoring the court cases right from the time of filing till their disposal.

The replies are not being filed in time, certified copies are not being sent in time after decisions for taking decision whether the appeals have to be filed or not. Most of our cases are being dismissed only on the grounds of delay for which strict penalty will be imposed in future. Even the decisions against HUDA where we have not filed appeal or we have filed appeal but are unable to get stay, have not been implemented resulting in filing of hundreds of execution petitions/contempt petitions against senior officers. There is no interaction by Administrators/Estate Officers with the advocates who are complaining of lack of proper briefing from HUDA officials and also non-payment of fees. It was shocking to know that payment of legal fees in majority of the cases is pending at the HQ level and similar situation might be prevailing in the filed also. CA informed that detailed instructions regarding defending courts cases are being issued which should be meticulously followed.

ii) The Admn. (F) submitted a list of 166 executions pending in the District Consumer Forum, Faridabad. He could not explain what action is required to be taken in these cases, as well as why the instructions issued at HQ dated 19.1.2005 for taking the decision at their own level for implementation of the orders subject to decision of Higher Courts have not been followed. The Administrators are not complying with the instructions dated 19.1.2005 due to which, the execution petitions are increasing without any reason. The Administrators were directed for compliance of the instruction dated 19.1.2005 for taking appropriate decision at their own level in the pending executions subject to decision of higher courts, if there is no stay in the appeal/ revision pending in the higher court. If any execution petition is found pending as on 31.5.2007 without sufficient reasons, Administrators will be personally responsible for this lapse.

iii) The CA pointed out that he is personally monitoring the court cases on day-to-day basis and also go through the daily reports of court cases submitted by the various counsels of HUDA or by the ADA, HQ who has been deputed to the State Commission to watch the daily proceedings and submit the report directly to C.A. The C.A. directed the Administrators to adopt the same monitoring mechanism in the field offices also.

iv) The CA informed that in one case pertaining to Panipat, the counsel of HUDA did not file the RSA in the Hon'ble High Court which was entrusted to him in the year 2002 and due to non obtaining of stay in RSA, the orders have been passed by the Executing Court at Panipat for the implementation of the orders of Trial court and the adverse orders have been passed against the CA/Admn. (R) and Estate Officer, Panipat due to non compliance of the orders by the HUDA. The counsel of HUDA, Sh.Amandeep Singh Singhmar has been issued a show cause notice for lapse on his part for not intimating the status regarding stay etc. in the RSA entrusted to him 5 years back due to which the officers of HUDA had to face humiliation before the trial court. The role of Admn. (R) in this case was also not appreciated as despite 2-3 adjournments in this execution petition, he failed to take timely action. The Administrators were also directed to check up the working of advocates on the panel of HUDA and if any lapse is found on their part, they should also take suitable action against them.

v) The C.A. directed that all the Labour Court cases pending before the Labour Courts and Conciliation Officers should be segregated and the list of cases be prepared separately. The Engineering Wing of HUDA will examine all the Labour court cases and suggest suitable remedial measures to avoid pendency of such cases as the delay in taking the decision may result into heavy financial loss to HUDA. It was also observed that some of the Engineers have terminated the services of workmen without following the mandatory provisions of Section 25-F of the Industrial Disputes Act because of which the organization has to suffer huge financial losses. It was informed that if during review of these cases, any fault is found on the part of any Engineer, he will be held responsible for the financial losses caused to HUDA which will be recovered after charge-sheeting that Engineer under Rule 8. The review report of all the pending cases in Labour Court should be sent through EIC by 30.6.2007.

vi) The CA indicated that follow up action of the court cases might be taken up after 10 days and all the Administrators were directed to personally monitor the work and ensure compliance of above directions.

(Action by all Administrators/LR/EOs.)

**ITEM No. 2 Review of disposal of Oustee's Claims**

i) The C.A. explicitly and specifically told all the Zonal Administrators, who have been heading the "Oustee Adalats" constituted as a follow up to the proceedings dated 29.11.2006 of the Hon'ble Punjab & Haryana High Court in CWP No. 15433 of 2006 titled as Amar Singh VS State of Haryana & Others, to clear all the pending oustee claims as on 29.11.2006 by putting all efforts and resources before the expiry of the time limit. In case any of the Zonal Administrators fail to observe the laid down time limit, he shall be personally responsible and accountable for contempt of court.

ii) The Admn (P) informed that all the pending claims except Urban Estate Panchkula have been finalized. Similarly, Admn.(H) stated that he has already disposed off all the pending oustee claims concerning the Urban Estates falling within its jurisdiction. The Admn (R) apprised that he has also decided all the pending oustee claims concerning all the Urban Estates falling within his jurisdiction. However, in case of Urban Estate, Sonapat, in some cases, although decided but speaking orders are yet to be issued by him, which shall be issued within a period of next seven days. In case of Urban Estate, Faridabad, it was explained by the Admn. (F) that only 5 oustee claims were pending as on 29.11.06 and the same have already been decided.

iii) The CA showed his satisfaction regarding the progress achieved but made it very clear that the pending claims shall be treated as finally disposed only when an allotment letter is issued in favour of the claimant and, in the cases where the claims have been rejected, the detailed speaking orders passed by the Adalat are sent to the quarters concerned through Registered Post. The receipt given by the Postal Authority should be pasted on the office copy of the speaking order.

iv) After discussions, it was decided that the whole process should be completed by 20<sup>th</sup> May positively. All the Zonal Administrators shall furnish a certificate to the effect that all the pending claims as on 29.11.06 (including even the simple representations) have been decided. A copy each of the speaking order passed alongwith allotment letter issued shall also be sent to the headquarters in the shape of a file.

(Action by All Administrators/EOs)

ITEM No. 3 **Review of disposal under RTI Act.**

It was pointed out by the C.A. that the State Information Commission of Haryana has conveyed its displeasure in respect of poor response of HUDA offices in dealing with the applications received from the applicants as well as communications received from the Hon'ble Commission. He has specifically pointed out that the office of HUDA situated at Panchkula, Gurgaon and Faridabad are very reluctant to accept applications under Right to Information Act and their response to communications sent by the State Information Commission is very poor. The applications received under RTI Act were reviewed. It was desired that the officer concerned should personally check all such representations and devise effective monitoring mechanism.

(Action by All Administrators/EOs/SEs)

ITEM No. 4 **Pendency of ACRs in respect of 2005-06.**

i) Regarding ACRs, the CA informed that about 50% ACRs of the employees are not available in the record in the absence of which the promotion cases of eligible employees are held up. It is clear that the supervisory officers are not taking this 'tool of control' seriously. Therefore, it was decided that in the initial stage, all the ACRs of all the employees for the year 2005-06 and 2006-07 be got completed in a 'Mission Mode'. All the Administrators and S.E.'s were directed to complete the ACRs for the year 2005-06 up to 15.6.2007 and for the year 2006-07 up to 15.7.2007 failing which draft charge-sheets of those officers who were required to complete the ACRs under Rule-8 may be sent. No laxity will be shown towards any officer irrespective of rank.

ii) There was a confusion regarding reporting, reviewing and accepting authorities of Class-IV employees. No officer was able to narrate the simple guidelines in this regard which shows total lack of knowledge & discipline in the organization. SEs were also directed to intimate the exact No. of class-IV employees working under their control. Secretary will put up the hierarchy for writing of ACRs of various categories of employees. EIC was asked to send compliance level of ACRs including the names of custodians by 31.5.2007.

iii) It was also decided that the ACRs record for last 10 years i.e. w.e.f. 1997-98 will be got completed immediately by reviewing the pendency of ACRs. It was observed that there is a lot of pendency in the office of Sonepat during the period of Sh.Sultan Singh, the then Estate

Officer. It was decided to place the availability of ACRs of the employees on the website as is the case with the ACRs of Indian Administrative Service Officers, once this exercise is completed. The cut-off date for completion of this exercise is 30.9.2007.

(Action by All Administrators/EIC/EOs/SEs)

**ITEM NO.5 Review of Recoveries.**

i) The recoveries of various Estate Offices upto March, 2007 viz-a-viz budget targets were reviewed. The recovery of revenue receipts in respect of Estate Office, Sirsa, Jind, Bhiwani, Bahadurgarh, Panipat and Rohtak were found far below the targets Similarly the recovery under head installments of plots of Estate Office, Sirsa, Jind, Bahadurgarh, Sonapat, Jagadhri and Kurukshetra were also found to be on the lower side.

ii) The recovery of enhanced compensation was very bad as only two Estate Offices i.e. Estate Office, Kurukshetra and Ambala could achieve 100% target under this head. The recovery of all other Estate Offices was not satisfactory and overall recovery under this head is only 33.92%. CCF intimated that the notices of enhanced compensation particularly in U/E Gurgaon are not sent in time with the result that HUDA is not entitled to charge interest for the intervening period on the amount of enhanced compensation. Administrator, HUDA, Gurgaon was directed to look into these cases particularly the cases of Group Housing Scheme & fix responsibility for these lapses so that losses caused by their inaction can be recovered from them.

iii) C.A., HUDA desired that the notice of recovery of enhanced compensation and installments should be sent regularly and in case of default in payment of recovery of enhanced compensation/installments penalty @ 10% may be imposed as per the provisions of HUDA Act/Rules & regulations. He also directed that in all the allotment letters/re-allotment letters it should be specified that interest on the delayed payment of installments will be charged at the rate prescribed by the Authority from time to time. It should also specifically be provided whether the interest would be compound/simple.

iv) C.A. also directed, in the case of recovery of development charges from released land, that targets may be fixed correctly keeping in view the land actually released. Administrators were directed to ensure that the necessary agreements with the owners of released land should be signed within one month of the release of their land failing which they should send a reference for canceling the release order. It was also decided that they will send a status report by 30.6.2007 in respect of all land which has been released during 2006-07 as to whether necessary agreements have been signed with the land owners or not.

v) The recovery in respect of new sale residential was also found to be on lower side i.e. 61.90 %. C.A. emphasized that the floatation programme should be adhered to. Plots should be floated as per floatation programme and there should no short fall in this case.

vi) CCF intimated that the price of sectors such as Sector-6, Jhajjar, 13, Bahadurgarh, 9 part & 32, Karnal, 17 Part-II, Jagadhri, 19-20 Part-III, Sirsa, 1,4,3 part and 5, Hisar etc. were fixed which were valid upto 31.3.07, therefore the price needs to be revised. It was recommended that the price of these sectors may be up-dated by adding 15% interest and may be made applicable for the year 2007-08 with the approval of Hon'ble C.M., Haryana.

(All Administrators/EOs/CCF)

**ITEM NO.6 Review of possession taken of acquired land.**

i) CA regretted that the possession of the land is not being taken over in accordance with the procedure laid down by FCTCP in a meeting held on 6.3.2007, proceedings of which were circulated vide Head Office Memo No. DY.ESA (HUDA)-07/14347 dated 17.04.2007. It was desired that fencing of all the acquired land of HUDA be done on priority. The demarcation of the acquired land be taken from LAO by the Estate Officer for fixing the boundary and simultaneously the fencing work shall be done by the concerned Executive Engineer.

ii) It was decided that henceforth CVO-cum-EO will compile urban estate wise information relating to total acquired land of HUDA till date, possession taken, balance land, possession of which has not been taken along with reasons for not taking over the possession and the details of land under stay. All the Zonal Administrators will supply the information of the urban estate falling under their jurisdiction as per format prescribed in the agenda to CVO-cum-EO within two weeks time who will then compile the same and submit to C.A.

(All Administrators/EOs/CTP/XENs)

**ITEM NO. 7 Review of planning of land for floatation:**

The information in the prescribed proforma was not made available by the Administrators. C.A HUDA observed that around 3000 acres acquired land is still to be planned. It was decided that the Administrators will send the compiled information in the prescribed proforma to CTP for close monitoring and finalization of layout plans of un-planned pockets. The information should be supplied by Administrators within two week's and the layout plans of all the un-planned pockets must be finalized within two months time.

(All Administrators/CTP)

**ITEM NO. 8 Floatation Programme.**

i) C.A. expressed his displeasure on delay in floatation of schemes and directed that all the sectors which could not be floated as per the schedule in the last financial year should be floated by 30.9.2007. CTP explained that the schedule of floatation could not be followed due to non finalisation of demarcation plans and non fixation of rates. It was pointed out that in case of sector 17 Part-II Jagadhari, demarcation plan stands approved, oustees claims settled but for want of revised rates for the financial year 2007-08, the sector could not be floated. It was

decided that CCF HUDA will communicate the revised rates within a week's time and the sector should be floated by end of this month.

ii) Further, in case of sector 6 Jhajjar, sector 19, 20 Sirsa, sector 1, 3, 4 & 5 Hisar, Sector 6, 7, 8 Jind, Sector 9 & 32, Karnal and Sector-13, Bahadurgarh, the oustees claims have already been settled but the sectors could not be floated for want of finalisation of demarcation plans. The Administrators were directed to ensure that the demarcation plans of these sectors reach head quarters by 30 May, 2007. CCF was asked to get the price fixed for sector 15 Part-II, Jagadhari, Urban Estate Pataudi, sector 47/49/50 Gurgaon, sector 2 Sonipat, Sector 1,10,11,12, Bahadurgarh, Sector 5,6 & 27 Rohtak, Sector 9 Jind , Sector 18, 21 Kaithal and sector 56 Faridabad within two week's time.

(Action by all Administrators/CTP/CCF)

**ITEM NO. 9 Review of major development work.**

i) While reviewing the progress of development works for the year 2006-07 EIC, HUDA informed that Rs.429.21 crores have been incurred against the budget provision of Rs.450.00 crores and the expenditure is approximately more than 95%. However, the progress of Sub Head wise expenditure in a number of Sub Heads is quite on lower side. Superintending Engineers expressed their problems/ difficulties due to which they were unable to achieve the requisite targets Sub Head wise. Various problems such as non acquisition of land, shortage of RCC pipes, late approval of the layout plans are the reasons due to which Sub Head wise expenditure was not achieved as per the target. CA exhorted the engineering wing to aim at a target of Rs.1000 crore during 2007-08.

(Action by all S.Es)

ii) It was desired by CA, HUDA that the Administrators may go through the budget for the year 2007-08 and if they feel for addition of any specific work, it should be brought in his notice so that the budget may be amended accordingly before placing in the next Authority meeting.

(Action by all Administrators)

iii) It was informed by Administrator, HUDA, Hisar that storage capacity of the new water works at Hisar is less and there is problem of drinking water supply. S.E, Hisar stated that tenders for the construction of Storage & Sedimentation Tank has been received and are under process for approval. After the construction of this S&S tank, the augmentation of water supply will be improved.

(Action by S.E, Hisar)

iv) It was also desired by CA. that quality of work should be improved as he has come across with some disturbing quality of reports sent by SE (Vigilance). He also directed Administrators to visit all the sites where work costing more than Rs. one crore is being implemented and to check quality of some of the works. It is very important to ensure the quality while achieving the quantity.

(Action by all Administrators, S.Es)

v) Admn. (R) stated that condition of roads in Panipat is very bad for which S.E explained that these roads were to be repaired under the IIUS scheme, but the decision of SPV& executing agency is yet to be resolved. The condition of roads has deteriorated further and it was felt that HUDA should take the repair of roads from its own sources. EIC was asked by C.A. to move the case for getting its approval from the competent authority so that works can be taken up.

(Action by EIC / S.E., Rohtak)

ITEM NO.10 **Removal of encroachment:**

It was directed that all the Administrators should prepare information regarding encroachments on the fresh format and monthly report on the same be mailed to HQ through email i.e. **huda@hry.nic.in** by 7th of the month.

(All Administrators/EOs)

ITEM NO.11 **Review of grant of transfer permissions.**

All the Zonal Administrators were given a copy of the existing policy procedure formulated and circulated by HUDA for granting permission to transfer of residential / commercial plots. It was brought to their notice that the Estate Officers at their own have introduced certain formalities, which have never been formulated and circulated by HUDA (HQ). For example the transferor and transferee both are being directed by the Estate Officers to make themselves present before the Estate Officer/Supdt./Dy. Supdt/ Accounts Officer to make their presence before the re-allotment letter is issued in favour of the proposed transferee whereas no such guidelines have ever been issued by the HUDA (HQ). After detailed discussions, it was decided that all the Estate Officers may be advised that the laid down procedure shall only be followed that too in true letter and spirit. However, if in some isolated cases, the Estate Officer is not satisfied with the documentation submitted by the transferor and transferee, he may call both the transferor and transferee for personal appearance, but in such cases, the personal appearances/ attendance should be marked by the Estate Officer only and not by any of his subordinates. As per existing guidelines, the Estate Officer shall also record in writing the reasons leading to personal appearance.

ii) The Administrators (P) and (G) pointed out that in the Urban Estates falling within their jurisdiction, some cases of impersonation and fraudulent transfers have surfaced and there is need of mechanism to curb the same upto maximum possible extent. After detailed discussions, it was decided that in case a system to ask transferor and transferee both to appear in person before the concerned Estate Officer is to be introduced, it should be at the initial stage when the application for seeking transfer is deposited with the Estate Officer. For the purpose, all the Estate Officers shall with the approval of Zonal Administrator procure a system as has been introduced by the Revenue Department in the office (s) of the Registrars /Sub Registrars.

(All Administrators/EOs)



ITEMS NO.12-13 **Status of issue of Occupation Certificates and approval of building plans.**

i) A serious concern was shown as a number of houses have been occupied by their allottees without any valid occupation certificate and it was observed that a large number of occupants have been enjoying the sewer/water facility without getting such occupation certificates. It was decided that the Estate Officers shall workout a list of such unauthorized occupants and disconnect their sewer/water connections after observing all formalities.

ii) Besides, slow pace of issuance of occupation certificates was not appreciated and Administrators were directed to ensure that applicants are not unnecessary harassed and their applications are disposed off in laid down time.

(Action by all Administrators/EOs)

ITEM NO.14. **Review of plots in respect of which possession has not been handed over.**

i) All the Administrators are directed to send the details of plots allotted but possession not offered to HQ alongwith date of allotment as per following fix Schedule:-

Panchkula	-	27 May, 2007
Faridabad	-	22 May, 2007
Hisar	-	11 June, 2007

ii) It was observed from the reports received from Administrators that in number of cases, offer of possession of plots has not been done due to development works not completed. It was directed by CA, HUDA that all S.Es should get the list of such cases from Administrators / Estate Officers and development works be completed immediately and if there is any problem due to land under litigation/ encroachment/ not acquired the report in the matter be submitted within 10 days positively.

(Action by all S.Es / E.Os)

iii) The major number of such plots for which possession are held up pertains to the Urban Estates of Gurgaon & Panipat for which concerned Administrators shall enquire into the matter and submit their reports for not offering the possession of plots by 31.5.2007.

(Action by Admn., Gurgaon / Rohtak).

iv) The C.A. further ordered that CVO shall conduct an enquiry as to why possession of plots in sectors 42, 43, 51 and 52, Gurgaon has not been offered so far by Estate Officer, Gurgaon to the allottees and fix responsibility of officers/officials for delay.

ITEM NO. 15 **Review of Appeal cases under Section 17 (5) of HUDA Act.**

i) All the Administrators were directed to decide the appeal cases at their own level and not to take advice from HQ in the appeal cases as they are quasi judicial authorities and decision is to be taken at their level. They were directed that all the pending appeals pending for

more than six months be decided immediately. They were also directed that the orders be pronounced and despatched in the appeal cases on the same day of hearing with a copy to CA.

ii) The Admn. (P) informed that 120 appeal cases are pending for decision. The CA directed her to clear all the appeal cases within the period of two months positively.

(All Administrators/LR)

ITEM No. 16            **Computerization.**

i) Sr. Manager (IT) briefed about the current status of Computerization in the organization. He informed that two modules viz., Plot and Property Management (PPM) and Financial Accounting System (FAS) developed by TCS are currently being implemented in Panchkula on pilot basis. Users have been trained in-house and the response of the users towards the application is encouraging. Terminals have been installed in the Estate office and all the divisions of Panchkula Urban Estate. All the users are connected through Local area and wide area network. In PPM six sectors have been uploaded and remaining sectors will be uploaded in a month's time. In FAS, the manual as well as computerized systems are running in parallel and the computerized statements are found to be correct.

ii) C.A informed that provision has been made to allow the allottees to view the details of their property on the net. He advised the Administrators that they must visit the IT wing and see the infrastructure preparedness for computerization of allottees accounts. Arrangements are being made to scan the allottees files so that physical movement of the files may be minimized. It was decided that the current process of computerization will be extended to Gurgaon, Faridabad, Bahadurgarh and Rohtak for which RFP has been prepared.

**17. Any Other Item**

i) The C.A. intimated that fresh formats from M-1 to M-11 on various subject matters have been framed and a C.D. containing these formats was delivered to Zonal Administrators along with D.O. letters. He desired that monthly report on the same be mailed to Headquarter through email i.e. **huda@hry.nic.in** mentioned in the D.O. letter by 7<sup>th</sup> of the month positively by Zonal Administrators.

ii) It was desired by C.A that the construction of swimming pool in Gymkhana club Panipat be expedited as the work is already delayed.

(Action by S.E. Rohtak)

iii) The problem of shortage of staff in Engineering wing was discussed and it was felt that the works are lagging behind due to shortage of staff. It was decided that posts be filled expeditiously so that works can be executed properly and well in time.

(Action by Admn. (H.Q.) / Secy. HUDA)

iv) It was stated that HUDA Division Rewari which was earlier under the control of S.E, Rohtak and jurisdiction of Administrator, Rohtak has now been put under the jurisdiction of Admn.(G) and it was decided that it will be under the control of S.E, Circle-II, Gurgaon.

(Action by S.E.-II, Ggn / E.E. Rewari)

v) S.E, Karnal stated that in the case of land acquired at Kurukshetra, farmers are not allowing to get the fencing of land done. Administrator, Panchkula was asked by C.A. to take up the matter with D.C Kurukshetra to get the possession of land from farmers so that fencing of the area can be undertaken.

(Action by Administrator, Panchkula/ S.E Karnal)

**vi) Office buildings: Panipat, Bahadurgarh and Gurgaon:**

The Architecture section shall take up the designing of the office building at Panipat once the site plan and the requirements are made available by Admn.(R), S.E. (R) and XEN Panipat.

(Action: Admn. Rohtak, S.E. Rohtak)

vii) The Architecture wing shall take up designing of the office building at Bahadurgarh, once the site plans and the requirements are sent by Admn.(R), S.E. (R) and XEN, Bahadurgarh.

(Action: Admn. Rohtak, S.E. Rohtak)

viii) It was decided that the case for hiring of consultant for the designing of the building be prepared once the detailed requirements are sent by Admn.(G) and S.E. (G).

(Action: Admn. Gurgaon, S.E. Gurgaon)

ix) A suggestion was given that on the pattern which is being followed in the offices of Tehsildars for registration of properties, in HUDA also, photos of transferor and transferee should be taken at the time of transfer of plots. After discussion, it was decided to implement the same in all the Estate Offices.

(Action: all Administrators/EOs)

x) It was decided that Sh. R.K. Malik, XEN, Sonipat be charge sheeted under Rule-7 for non-performing of his duties properly. Draft of charge-sheet may be sent by Admn.(R).

(Action: Secretary)

Meeting ended with vote of thanks to the Chair and assurance by all the Administrators as well as Head of Branches of HQs that they will ensure expeditious and drastic improvement in the present working.