

Subject : Proceedings of the review meeting of officers held on 10.07.2008 at 10.00 AM at Inderdhanush Auditorium, Sector-5, Panchkula under the Chairmanship of Chief Administrator, HUDA.

The list of participants is attached at Annexure 'A'

At the outset, Chairman welcomed the officers and desired that all the officers should work in a transparent and fair manner keeping in view the slogan "HUDA- IN THE SERVICE OF MASSES".

1. Follow up action of the last meeting

The compliance regarding the decisions taken in the last review meeting held on 08.04.2008 was discussed in detail. It was noted with pain that action taken was not satisfactory especially with regards to computerization review of updation of statistical booklet, removal of encroachments, review of sticking to the time limits given in Citizen's Charter by the Estate Officers etc. Though positive improvement in the overall working of various offices was noticed but it was far from satisfaction and the targets. Officers were emphasized to go through the proceedings carefully and ensure compliance of decision taken in the meeting for bringing further improvements.

2. Computerisation

- (i) Close monitoring of Data Entry Project should be done by the Administrators and EOs currently going on in different Urban Estates.
- (ii) Each Administrator and EO must know the content of RFP document and the agreement with the banks so as to have clear idea about the scope, duties and responsibilities during execution of the project.
- (iii) Court case data entry will be ensured by respective DDA/ADA under the supervision of Administrators/EO's.

(iv) New e-mail solution i.e., mail.huda.gov.in will be implemented w.e.f. 1st August, 2008 for which IT wing will circulate the user ID's and Passwords to all concerned. Separate e-mail IDs have been created for sending tenders and inspection reports.

(v) Sr. Manager (IT) emphasized that following points be addressed for the successful completion of the project at the level of each EO :-

- Latest and Revised Demarcation Plans be made available to the banks immediately in the format displayed in the presentation. A copy of the format will again be circulated by IT Wing.
- Upto date cash books be made available to the banks. All allottee receipts received during the reconciliation process made by the banks may be verified by the EO staff before entering the data file.
- Naksha files may be provided to the banks alongwith the allottee file.
- Dedicated staff may be deputed for handling the queries from the banks.
- Weekly review meeting may be convened at the level of EOs and fortnightly meeting at the level of Administrators.
- Local Area Networking has been laid at all places. In case it is pending at any place the same may be intimated to IT wing immediately.
- Electrical cabling may be got done at each point where the LAN point has been installed.

3. Review of recoveries (Budget/Actual & %age) Upto 30.06.08

- i. The overall recovery was found to be 100.25%.
- ii. Chairman appreciated the recovery made by EO, HUDA, Ambala where the recovery is 257.24%, EO, HUDA, Faridabad 216.69% and EO, HUDA, Rohtak 170.93%. These

E.O's were considered the best three amongst all the EO's in the State.

- iii. Simultaneously EO, HUDA, Panchkula, Sirsa and Bhiwani where recovery was 32.32%, 66.03% and 81.45% respectively were considered the worst three amongst all the EO's in the State.
- iv. The recoveries of E.C. of E.O, HUDA, Panchkula was good i.e. 98.05% but recovery of Instalment of plots was extremely bad which was 30.95% and was found to be the lowest amongst all the Urban Estates.
- v. It was desired by the Chairman to improve recoveries by issuing notices to the allottees and initiating action u/s 17 of HUDA Act. and the EO should ensure that achievement is not less than 100% in the future months.
- vi. The other reasons which is causing low recovery was on account of Recovery of Development Charges from Released Land and New Sale (Comm.).
- vii. Chairman desired that adequate steps may be taken to recover the Development Charges from Released Land and where the Development Charges are not paid their land may be recommended for acquisition.
- viii. Regarding Commercial auction, it was directed that all the Administrators shall identify suitable sites and send the auction schedule of the next 3 qtrs. within next 15 days.
- ix. EO, HUDA, Karnal intimated that there are 1999 balance commercial sites in Urban Estate, Karnal. There was nil response in the auction held after Jan.2007. It was decided by the Chairman that CCF, HUDA should visit EO, HUDA, Karnal and select 50 nos. commercial sites and hold auction in the month of August 2008 under his supervision and submit his findings in the next review meeting.

- x. It was decided that the figures of recovery may be given in crores in future.

4. Review of Inspection Reports.

This item was discussed in detail and the following directions were issued to the zonal Administrators/EOs.

- (i) Chairman conveyed his displeasure to EO, Bahadurgarh, EO-I, Gurgaon, EO Hisar, Panipat & Rohtak, for not sending the up to date required Inspection Reports. The Chairman issued last warning to all the defaulter EOs to be more vigilant to submit reports within the stipulated period otherwise they will be charge sheeted after 3 displeasures.
- (ii) It was desired that Zonal Administrators & EOs should monitor follow up action on the deficiencies/discrepancies in their Inspection Reports.
- (iii) It was pointed out by the EO Ambala that there is some small urban estates having 2 or 3 sectors e.g. Ambala, Bhiwani, Bahadurgarh, Jind etc. and suggested revised format may be prepared for the reinspection of such sectors. It was desired by the Chairman that EO Ambala and Secy. HUDA may prepare draft proforma for the same.

5. Review of Legal Cases on Returns in Format

The discussion began with a note of caution from the Chairman to all the officers especially EOs as well as Administrators to take court cases on top priority basis and with sincerity.

- i) It was pointed out that lists in the performas L-1 to L-7 had not been received from most of the Administrators except Administrator HUDA Hisar and Panchkula.
- ii) It was pointed out that as and when any court case/summons is received it must be examined by the Administrator / EO

personally. If the grievance of the person can be resolved, it must be sorted out to avoid litigation.

- iii) The Chairman issued last warning to all the concerned to be more vigilant in court matters and submit the reports in the prescribed performa within the stipulated period otherwise defaulters will be charge sheeted.
- iv) The Chairman also decided to call explanation of all the EOs as they failed to submit the daily report of court cases in D-1 format.
- v) It was also directed that in all the cases where Chief Administrator is a party, the concerned court may be requested to serve the summon to the Chief Administrator and no appearance on behalf of the Chief Administrator be put in by EOs or by the engaged Advocate without service of summons on the CHIEF ADMINISTRATOR.
- vi) The Zonal Administrator shall increase their monitoring of the progress of court cases preferably on weekly basis as there is continuous violation of instructions of H.Q.
- vii) Fee bills of the advocates should be cleared on top priority basis.
- viii) The Chairman pointed out that after resumption of the plot by the EO, the possession should also be taken over immediately and after taking the possession, intimation of the same should also be sent to the allottee of the resumed plot.
- ix) No EO shall send the cases to H.Q for taking legal opinion directly as DDAs have already been posted with all the Zonal Administrators and if any opinion is required then the file should be routed through Zonal Administrator along with their specific recommendation.
- x) The Chairman appreciated the EO HUDA Jagadhri for taking over the possession of the resumed plot immediately after resumption of the plot in one case.
- xi) **The Administrator Faridabad** failed to submit the returns as per the instructions. EO HUDA, Faridabad also failed to submit the daily report in the D-1 format. Further the Chairman

- observed that the information in L-1 was not believable. The Chairman decided to call explanation of him and EO Faridabad
- xii) **Administrator HUDA, EOs (I) & (II) HUDA Gurgaon** failed to submit the daily reports in the D-1 format as well as complete information in the prescribed formats L-1 to L-7. Similarly no report in respect of Urban Estate Rewari was sent by the Administrator HUDA Gurgaon. The report shown at the time of meeting shows that 149 CWP's are pending as per High Court web site but the list shows that only 87 writ petitions are pending. The Chairman directed to compile the same and send it to the H.Q . The report of L-5 Performa of EO (II) Gurgaon was a hopeless report having wrong information because in one case it shows filing of the execution petition before the decision of the main complaint and in another, execution was filed on the date of decision . The same is factually wrong. EOs (I) & (II) HUDA Gurgaon failed to submit the report in L-1,L-3, L-4 (monthly performance of Advocates) Therefore Chairman recommended to charge sheet them. The Chairman decided to issue show cause notice to the Administrator as incomplete information was sent by Administrator HUDA Gurgaon in L-1 to L-7 performa. It was also directed that Administrator HUDA Gurgaon shall review the court cases as to why so many cases are pending and to send a report to the H.Q after reviewing each execution at personal level.
- xiii) The report submitted by the **Administrator HUDA Hisar** was complete and the best. The Chairman decided to issue appreciation letter and also directed to circulate the report as a model report.
- xiv) **The Administrator, HUDA, EO, HUDA Panchkula** have sent information in the proforma L1 to L7 except D1 of few cases pertaining to EO Panchkula. Chairman has directed EO, Panchkula to complete D1 format.
- xv) **The Administrator HUDA Rohtak** submitted the report in the prescribed Performa L-1 to L-7 but had shown that no execution is pending and that written statements in all the case have already been filed before the two dates which was appreciated by the Chairman.

6. Review of Appeal cases U/s 17(5) of HUDA Act.

- (i) The explanation of **Administrator HUDA Faridabad** may be called as the oldest appeal pending before the Administrator HUDA Faridabad has not been disposed of so far.

- (ii) The explanation of **Administrator HUDA Gurgaon** may also be called as the Administrator was not aware of exact position as to how many appeals were pending. No action was taken by the Administrator HUDA Gurgaon on the decision of earlier review meeting.
- (iii) The **Administrator HUDA Hisar** was having no old appeal and had already sent the report in the prescribed Performa. He was appreciated for his good work in the disposal of appeal cases U/S 17(5) of HUDA Act, 1977.
- (iv) The Administrator HUDA Panchkula intimated that only 3 oldest appeals are pending which have already been fixed in the month of July and shall be disposed of at the end of this month.
- (v) The **Administrator HUDA Rohtak** intimated that only 2 old appeals are pending which shall be disposed of at the end of this month.

7. Review of Monthly Returns in Fomat M-1 to M-11.

- i) None of the Administrators and Estate Officers had taken any decision regarding visiting sites of encroachment and sending Satellite Imagery as decided in the Review Meeting held on 16.11.2007, minutes of which were circulated vide Memo No. Dy.ESA(HUDA)-2007/41164 dated 26.11.2007.
- ii) It was decided to initiate some harsh steps against the defaulting officers and therefore, explanations of all the defaulting officials may be called by the HQ's only.
- iii) Administrator, Panchkula had reviewed the action taken in the review meeting dated 08.04.2008 on 09.06.2008 and of Panchkula Urban Estate on 24.06.2008 and has sent the consolidated report.

M-2 Review of Commercial activities in residential houses.

- i) It has been observed that in some Urban Estates the figures of running of commercial activities in residential houses have increased, which was viewed seriously.
- ii) It was also observed that the figures sent by the Zonal Administrators/Eos do not tally as per their totals.
- iii) It has been further observed that EO, Jind in format M-2 in Column No.5 in which No.of sectors where commercial activities are running were to be mentioned but he has mentioned the total number of notices issued, which shows that the returns are sent without proper check and verification.
- iv) The Zonal Administrators/EOs were advised to send the monthly returns duly checked by them.

M3, M3-A, M-4, M-5, M-6 and M-7 returns were not discussed.

M-8 to M- 11

The status regarding M-8, M-9,M-10,and M-11 were reviewed and the following discrepancies have been noticed. Administrator Rohtak had sent the information on 08.07.2008 at 4:45 P.M.to the Headquarter, by which time the compiled information had been processed and submitted to C.A. HUDA. Administrator were requested to ensure compliance of the time dead line set for the purpose in future.

M-8 Grant of occupation certificates

- i) E.O. Gurgaon-II had not sent any information for the month of May 2008.
- ii) 'Opening balance' figures in most cases do not match the "balance pending" figures shown in the report of previous month.

- iii) Oldest pending applications were repeated in case of Gurgaon, Hisar, Hansi, Fatehabad, M.T. Bhattu, Ratia, Tohana, Sirsa, Jind, Bhiwani, Ambala, M.T. Adampur, Panchkula, Panipat, Rohtak & Bahadurgarh.
- iv) Wrong formats are being used by all E.Os under Administrator Rohtak & by E.O. Rewari.
- v) In case of Faridabad, GGN-I, Hisar, M.T. Adampur, Sirsa, Jind Bhiwani, Panchakula, Ambala, Jagadhari, Kaithal, Bahadurgarh & Rohtak, the figure of "balance pending" is excessive.
- vi) The oldest pending cases in case of E.O.-I Gurgaon, Jind , Bhiwani, Panchkula, Rohtak and Kaithal need to be acted upon & cleared/ disposed off.

M-9 Agewise pendency regarding issuance of OCs

- i) E.O. Gurgaon –I & II have not sent any information.
- ii) The oldest pending cases in case of E.O.-I, Gurgaon, Jind , Bhiwani, Panchkula, Rohtak and Kaithal need to be acted upon & cleared/ disposed off.
- iii) In form M-9 the figures given for pending applications for one to two years are excessive in case of Rohtak (552), Panipat (213), Jind (107), and Kaithal (48). These need to be acted upon and cleared/disposed off.

M-10 Sanction of building plans

- i) ‘Opening balance’ figures in most cases do not match the “balance Pending” column of report of previous month.
- ii) Oldest pending applications are repeated in case of Gurgaon, Hisar, M.T. Adampur, Hansi, Fatehabad, M.T., Bhattu, M.T. Ratia, Tohana, Sirsa, Jind, Bhiwani, Panchkula, Panipat & Rohtak.
- iii) Wrong formats are used by E.O. Rewari & all E.Os under Administrator Rohtak.
- iv) In case of Faridabad, Gurgaon, Hisar, Panchkula, kaithal, Panipat & Rohtak, the figure of “balance pending” is excessive.
- v) Oldest pending cases in case of Panipat, Panchkula, Bhiwani and Gurgaon E.O-I, need to be acted upon and cleared/disposed off.

M-11 Agewise pendency regarding sanction of building plans

- i) E.O. Gurgaon-II & Rewari have not sent any information.
- ii) In the form M-11 the applications shown as pending for one to two years is excessive in case of Gurgaon (31), Rohtak (13). and need to be cleared/disposed off.

A pending case of completion of SCO No.29, Jail Land Gurgoan has also come to notice. The case has been pending since three years and may be looked into for necessary disposal by EO-I, Gurgaon.

8. Review of disposal under RTI Act.

- i) The Chairman expressed his satisfaction over the improvement in disposal of applications under RTI Act. However, he emphasized that this trend should continue and the number of pending applications should be brought to the minimum. He also directed the officers to deal the RTI applications as per rules and regulations.
- ii) Chairman also directed the Zonal Administrators to pass speaking orders as Ist Appellate Authority under the RTI Act. Besides, he emphasized dis-satisfaction with the style of working of Zonal Administrators who did not send their report of monthly status of appeal pending with them. Only Administrator, Panchkula and Administrator, HQ have sent the information. There is only one appeal dated 26.06.2008 pending with Administrator, Panchkula which was appreciated.

9. Review of disciplinary cases.

The chairman observed that despite specific directions, the Zonal Administrators, HUDA, Rohtak and Faridabad have not ensured the disposal of pending disciplinary cases under their control/with them. He directed all the officers to ensure that disciplinary proceedings are not given a back seat and the draft charge sheets to be sent by them to the Headquarters are sent by 31.07.2008.

10. Flotation Programme

It was desired by the Chairman that a separate meeting will be convened for this. It was also desired that a format **SQ-I** (quarterly) be prepared by the CTP HUDA for the updation of statistics regarding deletion/addition of plots and circulate the same to the field offices.

11. Review of updation and authentication of Statistical booklet of HUDA.

- i) All the Administrators/EOs were asked to send complete information regarding residential/industrial/commercial and infrastructure sites alongwith their size immediately during the

Ist quarter i.e. as on 30.06.2008. Only Administrator, Faridabad has supplied the change during this quarter.

- ii) All the Administrators were also asked to furnish a certificate by 31.07.08 for their complete zone that the statistical data of each urban estate under their jurisdiction ending 30.06.08 available at HUDA web site is correct and the entire land mentioned therein is in possession of HUDA.

12. Misc.

- i) All the Zonal Administrators should review at their own level that all the monthly returns are sent by 7th of each month to the concerned officers at HQ.
- ii) The Chairman pointed out that no EO had supplied information regarding action taken by them in respect of resumed properties as per directions of FCTCP which was communicated to them. He expressed displeasure for same and directed them to send it within 10 days so that reply could be submitted to the FCTCP.
- iii) EO Rewari was absent in the meeting without any prior permission. The chairman expressed displeasure for such irresponsible behavior/conduct on the part of a senior officer.
- iv) The chairman expressed his displeasure to CTP, HUDA as he was not aware about the pending demarcation/zoning plans. He was directed to submit report on file within 15 days.
- v) All the EOs may purchase the scanner at their own level so that urgent matters/court cases can be forwarded to HQ without delay.

The meeting ended with a vote of thanks to the Chair.