Tel : 0172-2585683

Website: www.HUDA.org.in
Toll Free No. 1800-180-3030
E-mail id: sao2hqHUDA@gmail.com

हरियाणा शहरी विकास प्राधिकरण

**HARYANA URBAN
DEVELOPMENT AUTHORITY**

Address: C-3 HUDA HQ Sector-6,
Panchkula

Instruction No. 35

To

1. All the Zonal Administrators cum ADUE,
   HUDA (in the State).

2. All the Land Acquisition Officers,
   Urban Estate Department,
   Haryana (in the State).

No. HUDA/CCF/AO-Cash/2017 13/655
Dated: 14.07.2017

Subject:-   **Release of funds for disbursement of pending payments of
compensation/Enhanced Compensation of all LAO's as per
priority list   uploaded on the HUDA website.**

1.   In continuation to this office letter No. 116482, dated 23.06.2017
,No.118667-68, dated 28.6.2017 and 123016 dated 04.07.2017 on the
subject cited above.

2.   As per the existing procedure for payment of the original award as well as
enhanced compensation to the land owners, each LAO is sending email
request to PNB, Manimajra by giving beneficiary bank account No., IFSC
code and   HUDA bank account number from which payment is to be
debited,   for making payment by NEFT/RTGS. Such mails are being
sent in piecemeal manner.

3.   The PNB staff finds it tedious to compile the data as such piecemeal
system is not fool proof and   there are chances of some email getting
lost.

4.   To streamline the system, the following procedure is prescribed:-

(i)   Henceforth, the LAO shall   periodically (1st& 3rd Monday of every Month)
send consolidated details to the PNB on mail id rd_303@pnb.co.in in the
enclosed excel format.   He   shall   also   take   printout   of   the
consolidated list and physically sign each paper and send scanned copy of
consolidated list in the PDF , in the same mail. In other words, the email
shall have two attachments i.e. one containing consolidated data in excel
format and second having scanned copies of   physically signed
consolidated list.

(ii)   The mail from LAO not accompanied by scanned copies of physically signed consolidated list, shall not be entertained by the PNB and shall be returned to the respective LAO for sending scanned signed copies.

(iii)   PNB server can accept upto 225 entries per excel file, therefore, each excel file sent should have a maximum of upto 225 entries only.

(iv)   Such lists shall be assigned running serial number as per details below in the column " Enter File Name (Without extension)" of the excel sheet:-

For example LAO Gurgaon office

Sr. No.	Running Sr.No. under " Enter File Name (Without extension)"	Type of cases
1.	A001/LAO GGN	Original Award
2.	E 001/EDC/LAO GGN	Enhancement payments for EDC land
3.	E 001/Non EDC/LAO GGN	Enhancement payments for Non EDC land

(v)   The next running numbers shall be 002, 003,004,……………………… and so on. The numbering shall be done sequentially in running numbers. The other LAOs may name the file by using " Fbd, PKL, HSR, RTK" by LAO Fbd, PKL, HSR, RTK respectively instead of GGN as above. For example file name by LAO Faridabad shall be "A 001/LAO Fbd"

(vi)   The excel sheet not bearing running file number shall not be entertained by PNB Manimajra.

The mails sent by LAO from the existing mail ids as below shall only be taken as valid mails by the PNB Manimajra. Each LAO shall be fully and solely responsible for security of the password of his respective mail id.

Sr.No.	Land Acquisition Office	Email id
1	Gurgaon	laogurgaon@gmail.com
2	Faridabad	laofaridabad@gmail.com
3	Hisar	laohisar1@gmail.com
4	Rohtak	laorohtak1@gmail.com
5	Panchkula	laopanchkula@gmail.com

(viii) PNB Manimajra shall send the reverse file by email (in the first week of every Month) to the respective LAO containing the details where payments have been made by PNB.

3. The above instructions may be followed strictly in letter and split.

Chief Account Officer
for Chief Controller of Finance
HUDA, Panchkula

(1)

CC:-

1. GM(IT) HUDA, HQ Panchkula with the request to upload the above instructions on HUDA website under policy – Finance Wing-Instructions.
2. Manager, PNB Manimajra

UPLOAD FILE GENERATION TOOL FOR RTGS (R41) & NEFT(N06)

THERE ARE 2 SHEETS IN THIS FILE

    1 DATA INPUT FORM

    2 NEFT/RTGS FORMAT

NO FIELD IS MODIFYABLE IN SHEETS 2 WHERE AS IN SHEET 1 ONLY THE DATA ENTRY FIELDS (UNCOLORED FIELDS) ARE MODIFIABLE.

FOR RTGS/NEFT

    1 USER SHOULD ENTER THE REQUIRED DATA IN ALL FIELDS

    2 MAXIMUM 225 ROWS CAN BE ENTERD IN SINGLE FILE.

    3 AFTER ENTRY INTO THE SHEET 1 (DATA INPUT FORM), USER SHOULD CLICK OG THE "GENERATE UPLOAD FILE" BUTTON AS A RESULT UPLOADABLE FILE WILL BE SAVED IN FORMATED TEXT (<NAME>.PRN) FORMAT IN C/UPLOAD DIRECTORY.

    4 FROM C/UPLOAD THIS FILE CAN BE UPLOADED USING PCUNIX & RTGSBULK.

NOTE : THIS TOOL GENERATE UPLOAD FILES IN THE SHORT FORMAT (RECORD LENGTH 234) OF RTGS/NEFT UPLOADS, IF BUSINESS RQUIREMENT IS OF ADDITIONAL FIELDS WHICH ARE NOT COVERED IN THIS FORMAT
THAN USER SHOULD ENTER THAT FIELDS AFTER UPLOAD AND BEFORE POSTING/VERIFICATION OR USE THE UPLOADABLE FILE WITH ALL THE FIELDS (RECORDS LENGTH 761)

ENTER FILE NAME (WITHOUT EXTENSION): NEFT

	ACCOUNT NUMBER	AMOUNT	TRAN PARTICULARS	IFSC CODE	BENEFICIARY ACCOUNT	BENEFICIARY NAME	ADDRESS	SENDER TO RECIVER INFO1	SENDER TO RECIVER INFO2	CHARGE ACCOUNT
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