

From

The Chief Administrator,
Haryana Urban Development Authority,
Sector-6, Panchkula.

To

1. All the Administrator(s) HUDA, in the State.
2. All the Estate Officer(s) HUDA, in the State.

Memo No. UB-A-6-2016/46599-600

Dated: 11.08.2016

Subject: Guidelines for Allotment of Plots in Transport Nagars & Auto Markets developed by HUDA in the State -amendment in policy.

This is in supersession of this office memo. No. UB-I/8400-8423 dated 24.03.2009 on the subject cited above.

2. As per existing guidelines, a Zonal Committee has been constituted for survey of the areas to be de-congested and identification of beneficiaries. But such existing business activities could not be shifted/rehabilitated to new/designated places, where HUDA has acquired and developed land to develop Transport Nagar/Auto Market, mainly due to the reason that survey to identify the individuals/firms which are to be shifted has not been carried out. This issue was discussed at various levels and a consensus view emerged that the existing policy may be partially modified so that the requirement of survey does not become a handicap in the allotment of sites. Thus in the larger public interest and further to reduce the time period involved in the process of allotment of sites in Transport Nagars & Auto Markets developed by HUDA in the State, it has been decided to scrap the existing policy guidelines bearing No. UB-I/8400-8423 dated 24.03.2009, and the revised policy as under, will be applicable.

A. Identification of areas and calling of applications with relevant proofs justifying the requirement of land:

- i. Development of Specialized Markets and Sectors in a particular area will be considered where a particular trade or activity is being performed or business is being carried out in an unorganized manner which is causing public nuisance and it is felt that the development of a specialized Market or a Sector will not only decongest the old city or town but also has a potential to boost the economy of the beneficiaries.
- ii. A Zonal Committee under the chairmanship of the concerned Zonal Administrator, HUDA and consisting of the concerned Deputy Commissioner (in case the Deputy Commissioner is senior to the Administrator HUDA, the representative of the Deputy Commissioner will be a member), Estate officer, HUDA, Executive Officer of the concerned Municipal Corporation/Council and District Town Planner concerned shall in the first instance, identify the areas or stretch of roads from where the individuals or firms running a particular type of business are to be shifted & rehabilitated.

- iii. Thereafter, the concerned Estate Officer shall formulate a scheme for floatation of plots for Booking Agencies and Repair/Spare Part shops in the Specialized market/Sector in that urban estate and get it approved from the Zonal Administrator. After approval by Zonal Administrator, the clear available sites (Booking Agencies and Repair/Spare Part Shops) as per approved demarcation plan, shall be advertised by the concerned Estate Officer through newspapers.
- iv. Subsequent upon the calling of applications through a public notice by Estate Officer in a prescribed time limit, the individuals/firms (i.e. actual practitioners of the trade) engaged in the identified activity for the last two (2) years in the area identified to be decongested shall apply for allotment of plot of size as per their requirement, alongwith earnest money equivalent to 10% of total cost and his/her Aadhar Number, passport size photographs as well as the relevant proofs in support of their activity/ business, viz. photographs/ videography of present site/ activity, tax receipt, electricity bills, VAT/Sales tax registration number, certificate from local Association that he/she is an actual practitioner of the identified trade, justifying the requirement of land. These applications alongwith attached documents shall be scrutinized by the concerned estate office for inclusion in the draw of lots against the availability of vacant plots of different sizes. The format of application is attached at **Annexure- A.**
- v. In case of any dispute or complaint, concerned Zonal Administrator shall be the deciding authority.


B. Terms and Conditions of Allotment:-

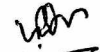
- i. Allotment of plots shall be made by draw of lots. The remaining plots, if any, in a sector/scheme after accommodating the identified beneficiaries shall be disposed off by way of auction only. In case the number of eligible applicants exceeds the number of plots available, allotment of plots shall be made to the extent of availability of plots by draw of lots.
- ii. The Commercial Sites and other connected sites like SCO, Tea Shops, Dhabas and Body Building Sites etc. in these specialized sectors shall be disposed off only through auction.
- iii. The specific site number shall be allotted only through draw of lots.
- iv. The allotment shall be made through a Letter of Intent (LOI) which shall be valid for a period of 17 (seventeen) months from the date of offer of possession. The LOI holder shall have to get the building plans approved within three months of offer of possession and complete the construction within 12 months from the date of sanction of the building plans.
He/She/They shall be given a further period of two months to vacate the old premises and shift to the new premises. No further extension shall be allowed thereafter under any circumstances.



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- v. Regular Letter of Allotment will be issued to the applicant only after he has obtained the Completion Certificate for the allotted site & discontinued the old trade or business from the old site, failing which the new allotted site along with all structures raised thereon by the allottee shall automatically revert to HUDA.
 - vi. The regular allotment will be made on free hold basis at the reserve price as fixed by the Authority. The enhancement in compensation, if any, awarded by the Court (s) in future shall, however, be payable extra.
 - vii. Besides making allotment through an allotment letter, the Estate Officer shall enter into an agreement with the allottee so that the allottee is contractually bound by the provisions of this policy.
 - viii. The cost of land shall be recovered from the allottee within the time schedule as applicable in the case of allotment of Commercial Sites.
 - ix. Any transfer or sale of the site or building shall not be allowed for a period of next 10 (ten) years to be reckoned from the date of issue of Regular Allotment Letter except in the case of death or succession of the allottee. The transfer or sale of the site on GPA basis which entails passing of some consideration from the allottee to the GPA holder or any person on behalf of GPA holder shall not be considered as a transfer and in such a case, the allotment shall automatically be cancelled. The resultant resumption of the plot in such cases shall be done by the concerned Estate Officer by giving a show cause notice in this behalf. No compensation for constructed building or structure raised on the plot by the allottee or any other person on his behalf shall be paid except the amount paid by the allottee as cost of land to HUDA after making 10% deduction. No interest shall be payable on the amount paid by such allottee in this behalf.
 - x. The allotment shall be governed by the relevant provisions of HUDA Act, 1977, rules and regulations framed there under, except the specific provisions enumerated above which form an integral part of this policy.
3. This issues with the prior approval of Authority accorded vide Agenda item no. Auth. 111th (15) in its meeting held on 27.07.2016
 4. A copy of Agenda item and extract of proceedings of the meeting are sent herewith. You are therefore requested to take further action accordingly and action taken report may be sent to this office immediately.
 5. The above guidelines may be brought to the notice to the all concerned for implementation in letter and spirit.


 Administrator (HQ's)
 for Chief Administrator HUDA


 11/01/16


Endst. No. UB-A-6-2016/46601

Dated:-11.08.2016

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Engineer, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Secretary, HUDA, Panchkula.
5. The General Manager (IT), HUDA, Panchkula. He is requested to host it on HUDA Web-site.
6. The District Attorney, HUDA (HQ), Panchkula.
7. The Dy. ESA, HUDA(HQ), Panchkula.
8. All the Assistants/Record-Keepers, Urban Branch, HUDA (HQ), Panchkula.


Administrator (HQ's)
for Chief Administrator HUDA


11/8/16

Annexure-'A'

Particulars of Individuals/Firms engaged in Business related to _____ (Name of Activity) at _____ (Name of Town).

Sr. No.	Particulars	To be filled by Individual/Firm
1	Name of the Individual /Firm	
2	i) Aadhar Number in case of individual ii) Aadhar Number of all partners in case of Firm	
3	Address of the Individual /Firm	
4	Nature of Business	
5	Date of Establishment	
6	Area Occupied	
7	Details of Vehicle owned and used for the Business	
8	Date of Registration with concerned Government Department (copy attached)	
9	Number of Employees	
10	Monthly Income	
11	Detail of the proof/evidence justifying the requirement of land.	

Affix self attested recent passport size photograph
