



हरियाणा शहरी विकास प्राधिकरण
HSVP

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To

All the Administrator(s) In the State.

All the Estate Officer(s) In the State.

Memo No. A-7-UB-2024/ 61929

Dated: 11/3/24

Subject:- Regarding transfer of Residential/Commercial/School/ Clinic/ Nursing Home/Institutions plots-charging of administrative charges thereof.

This is in partial modification of this office memo No. A-7-UB-2023/189776-777 dated 04.09.2023 on the subject cited above.

Through the Instructions dated 04.09.2023. It was decided that Administrative fees may be refunded subject to condition that request must be submitted within 30 days from the deposit and refund shall be made after deduction of 20% amount.

Thereafter, the matter was placed in the Pradhikaran in its 126th meeting held on 07.02.2024 vide agenda Item No. 16 for seeking its ex-post facto approval. The Pradhikaran while according its approval has passed following orders:-

"Approved. It was decided that a software be developed with a provision for automatic refund (after deducting 20% deduction from the deposited fees) after 120 days so as do away with any need to submit a request for refund".

Therefore, it has been decided that refund of administrative fee shall be made automatic (after deducting 20% deduction from the deposited fees) after 120 days without any written request.

This is being issued with prior approval of Pradhikaran.

Administrator(HQ),
for Chief Administrator,
HSVP, Panchkula.

Endst. No. A-7-UB-2024/ 61935

Dated:- 11/3/24

A copy of above is forwarded to the following for information and necessary action.

1. The Chief Controller of Finance, HSVP, Panchkula.
2. The Chief Engineer-I & II, HSVP, Panchkula.
3. The Chief Town Planner, HSVP, Panchkula.
4. The Chief I.T. Officer, HSVP, Panchkula. He is requested to develop a software with a provision for automatic refund (after deducting 20% deduction from the deposited fees) after 120 days so as do away with any need to submit a request for refund", as per ibid decision of Pradhikaran.
5. The Legal Remembrancer, HSVP, Panchkula
6. The Chief Architect, HSVP, Panchkula.

Administrator(HQ),
for Chief Administrator,
HSVP, Panchkula.