

To

All the Administrators, HSVP in the State.

All the Estate Officers, HSVP in the State.

Memo No. A-7-UB-2024/

79515

Dated:

28/3/24

Subject:- Regarding Technical Support & Data Correction.

This is in partial modification of this office memo No. A-7-UB-2021/54892 dated 26.03.2021, A-7-UB-2021/187337 dated 29.10.2021 on the subject cited above.

The instruction regarding data correction in PPM issued vide above referred letter have been reviewed and it has been decided as under:-

Sr. No.	Services	Original Powers	Previous Competency	Proposed Competency	Whether Data Correction/Help Desk/PPM
(A) Possession Matters					
1.	Updation of Offer of Possession date if certificate has already been issued.	Estate Officer	Zonal Administrator	Zonal Administrator	Data Correction through Ticket
2.	Updation/Change of actual date of Offer of possession	Estate Officer	If gap <= 2 years Zonal Administrator, > 2 year Admin(HQ)	Zonal Administrator (because in cases of determination of date of offer of possession, ZA is competent).	Data Correction
3.	Updation of possession interest after approval of competent authority.	Estate Officer	If interest for <= 2 years Zonal Administrator, > 2 year Admin(HQ)	Zonal Administrator (because in cases of determination of date of offer of possession, ZA is competent).	Help Desk
(B) Name correction/change matters					
4.	Addition of name, substitution, deletion, change in spelling of names, surname, father/husband of an allottee of residential/commercial plots	Estate Officer	Zonal Administrator	Zonal Administrator	Data Correction
5.	Addition of name, substitution, deletion, change in spelling of names of an allottee or Directors/Partners in case of company/ firm in case of institutional plot	HQ	HQ	HQ	Data Correction
6.	Updation of an allottee details a. Aadhaar no. b. Mobile no c. Email	Estate Officer	Estate Officer	Estate Officer	Data Correction
7.	Updation of details of GPA holder (blood relation)	Estate Officer	Estate Officer	Estate Officer	PPM/Help Desk
(C) Payment matters.					
8.	Updation of zero period interest after approval of competent authority & Waiver amount updation.	Zonal Admin/HQ	<= 5 Laces ZA > 5 laces CCF/UB	<= 5 Laces ZA > 5 laces CCF	Help Desk
9.	Duplicate payment, deletion/missing payment schedule.	Estate Officer	Zonal Administrator	Zonal Administrator	Data Correction/Help Desk

10.	Payment receipt date (including legacy data) Owner details, payment receipts, payment schedule.	Estate Officer	Zonal Administrator	Zonal Administrator	
11.	Change of Payment head.	Estate Officer	Zonal Administrator	Zonal Administrator	Data Correction
12.	Updation of extension fees, updation as per new extension policy if wrongly charged.	Estate Officer	Zonal Administrator	Zonal Administrator	Help Desk
13.	Refund made but not reflected on PPM.	Estate Officer	Estate Officer	Estate Officer	Help Desk
14.	Payment made by 'X' but reflected in 'Y' account-correction thereof.	Estate Officer	Zonal Administrator	Zonal Administrator	Help Desk
(D) Area updation/correction matter.					
15.	Allotment of additional area.	Zonal Administrator/ CTP	HQ - CTP	Zonal Administrator- CTP	Help Desk
16.	Updation of plot as per demarcation plan/Area change (increase and decrease) and change in dimensions, Location cost etc.	Estate Officer	Zonal Administrator		Help Desk
(E) Miscellaneous Matters					
17.	OC, POC certificate has already been issued by competent authority	Zonal Administrator	Zonal Administrator	Zonal Administrator	Data Correction
18.	Change/deciding the date of Occupation (Completion)/POC Certificate.	Zonal Administrator	OC/POC apply and issued gap ≤ 2 Year ZA > 2 Admin(HQ)	Zonal Administrator (because in case of determination of date of construction, ZA is competent authority.	Data Correction
19.	Change of category of plot of residential. (ie. Reserved to General and vice versa.) and any updation in Original Allottee detail.	Estate Officer	Others->ZA Residential-Admin(HQ)	Others->ZA Residential-Admin(HQ)	Help Desk
20.	Survey details not reflected in PPM for OC purpose.	Zonal Administrator	HQ - CTP	Zonal Administrator-CTP	Help Desk
21.	Updation of date of approval of zoning plan and updation of Architectural controls, clubbing of plots, floor wise division etc.	Estate Officer/ Zonal Administrator	Zonal Administrator	Zonal Administrator	Help Desk
22.	Fingers not captured from single Window for attendance.	Estate Officer	Zonal Administrator	Estate Officer	Data Correction
23.	Updation of wrongly processed application (LOI/TP/Re-allotment).	Estate Officer	Estate Officer	Estate Officer	Data Correction
24.	Blocking of plots.	Estate Officer	Estate Officer	Estate Officer Concerned Estate Officer shall supply reasons/grounds before blocking the plot for which adequate provision in PPM shall be made by CITO, HSVP. SMS alert shall also be sent to allottee of blocking with reason	Estate Officer
25.	Unblocking of plots.	Estate Officer	HQ - UB	Estate Officer This office has received cases with recommendations to unblock and no reason for blocking plots are indentify. In some cases plots were	Data Correction



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				blocked due to technical fault in system. Allottee face harassment. Since, EO is competent to block he should be entrusted with entrusted power to unblock by recording reasons. Presently EO blocks the plot on complaint/disputes and after dispute is resolved he recommended case to HQ for unblocking. Delegation shall be in the interest of allottees.	
26.	Plot status from Resumed/Cancelled/ Surrendered to Restore/Allot and those properties in which no payment has been deposited after 25% till the end of payment schedule.	Estate Officer	HQ - UB→CA	LR-Administrator, HSVP, (HQ)→CA (because in case of cancellation/resumption/surrender legal issues are involved.	Help Desk
27.	Upload property in PPM system with complete detail of plot/site and an allottee.	Estate Officer	Estate Officer	Estate Officer	Estate Officer
28.	Correction of memo No. & date of actual possession.	Estate Officer	Estate Officer	Estate Officer	Data Correction
29.	Updation/Correction of date of allotment.	Estate Officer	Estate Officer	Estate Officer	Data Correction
30.	Updation/Change of rate of allotment.	HQ	HQ - CCF	HQ - CCF	
31.	Relaxation in Fee for Proponent of date of appointment for biometric attendance.	Estate Officer	HQ - CA	No Change.	
32.	Change/Approval of date of Building plan	Estate Officer/ Zonal Administrator	Zonal Administrator	Zonal Administrator	Data Correction
33.	Updation/Change of date of a. Conveyance Deed b. Mortgage/De-mortgage c. Misuse/Violation d. Details of court case e. DPC Date	Estate Officer	Estate Officer	Estate Officer	Data Correction
34.	Marital status.	Estate Officer	Estate Officer	Estate Officer	Data Correction
35.	Date of death of an allottee.	Estate Officer	Estate Officer	Estate Officer	Data Correction
36.	Transfer Permission old sale deed case	Estate Officer	HQ-UB	Zonal Administrator	Data Correction
37.	Any change after final approval/ digital letter of application by Eos with wrong detail and other miscellaneous issue.	Zonal Administrator	Zonal Administrator	Zonal Administrator	

Plans for cleaning/updating of PPM.

विवादों का समाधान

All Zonal Administrators/Estate Officers be directed to resolve all pending grievances of allottees regarding PPM corrections and other issues. For this purpose the road map be prepared by the concerned Zonal Administrators.



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2. The random verification of 2% cases shall be done by HQ level by concerned branches which are nodal branches for that work.
3. The approving authority is fully responsible for the correction so made in the PPM System as per their recommended.

27/11/24
Administrator(HQ),
for Chief Administrator,
HSVP, Panchkula.

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

795/6

Dated: *28/11/24*

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

1. The Chief Vigilance Officer, HSVP Panchkula.
2. The Legal Remembrancer, HSVP, Panchkula.
3. The Chief Town Planner-I & II, HSVP, Panchkula.
4. The Chief Engineer- I & II, HSVP, Panchkula.
5. The Chief Architect, HSVP, Panchkula.
6. The Chief Controller of Finance, HSVP, Panchkula.
7. The Chief Information & Technology Officer is directed to make necessary provisions in the software of HSVP accordingly.
8. The Secretary, HSVP, Panchkula.
9. The Enforcement Officer, HSVP, Panchkula.

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