

To

All the Administrators, HSVP in the State.

All the Estate Officers, HSVP in the State.

Memo No. A-7-UB-2024/ 121976

Dated: 8/1/24

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 & 79515-516 dated 28.03.2024 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.	Name of Service	Objective/ Origin of service	Proposed RTS timeline	Designated Authority	Officer/Competent
1	Change in spelling of name	To correct the spelling errors in names	5 days	Deputy Superintendent of respective Estate Office	
2	Name change after marriage	To facilitate updation of personal information post marriage	5 days	Deputy Superintendent of respective Estate Office	
3	Name change after divorce	To facility updation of personal information after divorce	5 days	Deputy Superintendent of respective Estate Office	
4	Name change after re-marriage	To facilitate updation of personal information after re-marriage	5 days	Deputy Superintendent of respective Estate Office	
5	Gender updation in plot memo	To facilitate updating the gender information	5 days	Deputy Superintendent of respective Estate Office	
6	Marital status updation in plot memo	To facilitate updating the marital status	5 days	Deputy Superintendent of respective Estate Office	
7	Date of spouse death updation in plot memo	Recording the date of spouse's death	5 days	Deputy Superintendent of respective Estate Office	
8	Mobile updation	To facilitate the updation of personal information	5 days	Deputy Superintendent of respective Estate Office	
9	Email updation	To facilitate updation of personal information	5 days	Deputy Superintendent of respective Estate Office	

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.

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.

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



हरियाणा शहरी विकास प्राधिकरण
HSVP

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

121978

Dated: 8/5/24

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.


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

