

Miscellaneous instructions

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From:

**The Chief Administrator,
HUDA (Town Planning Wing)
Panchkula**

To

- 1 All the Administrators HUDA Panchkiula, Rohtak, Faridabad, Gurgaon ,Hisar.**
- 2. All the Senior Town Planners Panchkula, Rohtak, Faridabad, Gurgaon, HUDA Gurgaon, Hisar**
- 3. All the District Town Planners Panchkula, Ambala, Kurukshetra, Yamuna Nagar, Karnal, Panipat, Rohtak, Jhajjar, Faridabad, Mewat, Gurgaon, Jind, Hisar, Fatehabad, Sirsa, Kaithal.**

Memo no. CTP HUDA/DTP (N) 16262-292

Dated: 11/12/07

Subject: Computerization Programme of HUDA-up gradation of demarcation plans and assigning unique property numbers.

A review meeting was held under the chairmanship of Sh. T.C. Gupta IAS, Chief Administrator, HUDA on 16.11.07 at Karnal. It was decided that in view of the Computerization Programme of HUDA, all the Demarcation plans are to be checked and updated by the DTP concerned so that the approvals of Part Plans obtained from time to time are incorporated in the main demarcation plan. Also a unique property number may be assigned to each and every site provided in the demarcation plan (including) parks, un-determined use pockets, reserved for HUDA land or to be planned later on pockets, community facilities like schools, community centre, dispensary etc. nursing homes, clinics, religious buildings, social and charitable sites, tube wells etc. A list of category code/sub-category code for different categories of properties has been supplied by IT Cell of HUDA and copy of the same is enclosed herewith. You are requested to assign unique property numbers to various kinds of properties as per the category code and sub-category code mentioned in the list.

CA HUDA observed that possession of a number of plots in various urban estates is held up due to passage of HT lines over those plots. Therefore, in order

to ensure that no plots get carved out under the influence zone of HT lines, in future a copy of the plane table survey clearly showing the HT lines/pylons should accompany the layout/part layout plan sent to CTP HUDA for approval. Also whenever any proposal for approval of layout/demarcation/ zoning/ carving out of site etc is sent by zonal Administrators to CTP, HUDA, four prints of the same must be sent invariably.

It was also decided that in future layout plans/demarcation plans/zoning plans of all the sectors shall be prepared separately instead of clubbing two or three sectors in one layout plan/demarcation plans/zoning plans.

You are requested to follow the above instructions meticulously.

**Sd/-
District Town Planner
For Chief Administrator, HUDA, Panchkula**

From:

**The Chief Administrator,
HUDA (Town Planning Wing),
Panchkula**

To

- 1. The Senior Town Planner,
Gurgaon/Panchkula/Hisar.**
- 2. All the DTPs**

**Memo No. CTP/DTP (N) 2275-97
Dated: 1/4/02**

Subject: Norms of internal and external community buildings for review of external development charges for the calendar year 1997 of urban estate.

Please find enclosed a copy of norms of Internal and external community building. The provision of facilities in the layout plan may be made as per these norms.

DA/As above

**Sd/-
District Town Planner
For Chief Administrator, HUDA**

INTERNAL BUILDING NORMS.

Sr. no.	Name of facility	Norms	Land required	Covered Area
1.	Creche/Nursery School	Land for one no. crèche/ nursery school in each sector and one built up crèche/ nursery school in each EWS colony after every 4 sectors	0.50 acres	300 sq. mts.
2.	Primary School	Land for four number school in each sector and every 4 th built up school.	1.00 acre	600 sq. mts covered area.
3.	High/Higher Secondary School	Land for two number school in each sector and every 4 th built up school.	5.00 acre	3000 sq. mts covered area
4.	Dispensary	Land for each sector and one built up dispensary for every two sectors.	1.25 acres	500 sq. mts. built up area.
5.	Community Centre/Club/Janj Ghar	Land for each sector and every 4 th built up school.	2.00 acres	Only 600 sq. mts to be constructed by HUDA
6.	Police Post	One in each sector	0.50 acres	260 sq. mts.
7.	Milk Booth	Two no. built up in each sector	-	12 sq. mts.
8.	Bus Queue Shelter	Two no. built up in each sector	-	20 sq. mtrs.
9.	Children Park	Two nos. to be provided in each sector	@ 0.50 acre each	Construction cost @ Rs. 5.00 lacs each.

EXTERNAL BUILDING NORMS

Sr. no.	Name of facility	Norms	Land required	Covered Area
1.	College	Land for every 1 lacs population and one built up college for 4.00 lacs	10 acres	Only phase-I consisting of 3500 Sq. mts to be constructed by HUDA
2.	Hospital	(i) 50 bedded Hospital for 1 lacs population (ii) One no. 500 bedded Hospital for towns having populations more than 10 lacs	5.00 acres 35.00 acres	Only phase-I consisting of 6000 Sq. mts to be constructed by HUDA Only phase-I consisting of 50000 Sq. mts to be constructed by HUDA
3.	Public Library	Only one for towns having populations more than 10.00 lacs	2.00 acres	Only 1200 Sq. mts to be constructed by HUDA
4.	Cremation /burial ground	One for every 5.00 lakhs population +one no. burial ground site for town.	6.00 acres	Provision of 100 lacs for construction. (for cremation ground)
5.	Stadium/sport complex	(i) One site for 2.50 to 5.0 lakh population. (ii) For every additional population of 5 lakh	10.00 acres 10.00 acres	Construction cost @ 6.00 crore. Construction cost @ 6.00 crore for every additional 10.00 acre of land.
6.	Cattle pound	One in each town	1.00 acre	Rs. 20.00 lacs each for construction.
7.	Slaughter House	One for each town	1.00 acre	Construction cost Rs. 20.00 lacs.
8.	Working Women Hostel	One for each town (only land)	1.00 acre	-
9.	Old age Home	One for each town (only land)	1.00 acre	-
10.	Grid Sub-Station	Land for every 2.5 lakh population	2.00 acre	
11.	Fire Station	(i) For population upto 2.5 lacs (only land) (ii) For population 2.5 to 5.00 lacs , (ii) For population more than 5.00 lacs, one fire Station for every additional 5.00 lacs population	2.00 acre 2.50 acre 2.50 acre	- (ii) Only 1000 sq. mts covered area to be constructed by HUDA. (iii) –do- Note: In case of town having 10 lacs population or more, one no. fire station shall have a

				covered area of 3000 sq. mts. to be constructed by HUDA.
12.	Police Station	One for every 4 sectors	2.00 acre	1350 sq. mts.
13.	Veterinary Hospital	One for each town	0.50 acre	200 sq. mts.
14.	Auditorium	One for each town	5.00 acre	Construction cost Rs. 10.00 crore.

OTHER FACILITIES TO BE PROVIDED IN SECTORS*

1.	Two Nursing Home measuring 500 sq. yards each in every sector
2.	Three-four Clinic Site measuring 250 sq. yards per sector.
3.	Two religious sites measuring 1000 sq. yards each in one sector
4.	Dharamshala measuring 2000 sq. yards for every 5 sectors.
5.	One Taxi stand measuring 1.0 acre for every two sectors.
6.	One site for Sub-Post Office in Shopping Centre per sector on demand
7.	One site for Multi Purpose Booth measuring 5.5 x 5.0 mts in shopping centre.
8.	Telephone Exchange on demand.
9.	Banquet Hall- One measuring 2.00 acres for every alternate sector.
10.	Dhobi Ghat : One measuring 2.00 acres for 3.00 lacs population
11.	School for Handicapped: One for every 5 lacs population.
12.	Orphanage: Measuring 3.0 acres, one site of 2 acres on every 5 lacs of population.
13.	Solid Waste dumping ground- 1.0 acres in every sector

* Not part of norms of internal & external community buildings circulated vide letter dated 1.4.02.

From

**The Chief Administrator,
HUDA, (Town Planning Wing),
Panchkula.**

To

**The Administrator, HUDA,
Faridabad/Gurgaon/Hisar/
Panchkula/Rohtak.**

Memo. no. CTP-DTP-N/ 3249-53

Dated: 11.4. 2008

Subject: EOI for topographical survey overlay of cadastre and preparation of detailed layout of different towns Haryana:

Reference: In the supersession of this office memo no. 1326-30 dated 12.02.2008.

HUDA invited Expression of Interest for outsourcing of town planning work through Advertisement in various newspapers on 25.05.07. The scope of work included:

- a. Conducting Topographical Survey of the land identified for acquisition.**
- b. Super imposing Sazra/Khasra/Revenue plans on the topographical survey for the purpose of land acquisition, giving details of khasra nos. Revenue particulars of the land to be acquired.**
- c. Preparation of detailed layout/demarcation/detailed zoning plan of the land showing sub-division of plots, open spaces, streets, position of protected trees and other features in respect of each plot, permitted land use, building lying and restriction with regard to use and development of each plot.**

During the process of selection of the firm for outsourcing of the above jobs, a representation was received from Haryana State Remote Sensing Application Centre HARSAC, CCS HAU Campus Hisar (Tel. 01662-232632, Fax 01662-225958) vide letter dated 4.7.2007 regarding their capabilities, facilities and expertise for topographical survey, overlay of cadastre and preparation of

detailed layout plan of HUDA sectors of different Urban Estates in Haryana. The matter was examined and it has been decided to engage HARSAC as one of the consultant for out sourcing the jobs mentioned at a, b & c above. The rates quoted by HARSAC for the above jobs are given at sr. no. 1. in the table below. Further, HARSAC has also quoted rates for Identification of structures at the time of acquisition of land under section-4 and Proposal for third party quality surveillance services which are given at sr.no.2 & 3:

Sr. No.	Proposal	Scope of work	Revised rates
1	For Survey overlay of cadastre and preparation of detailed layout of different towns of Haryana	<p>1. Conducting topographical survey of the land identified for acquisition using DGPS/ Electronic Total Station (ETS) with 1.0 mt contour interval.</p> <p>2. Digitization & superimposing of sajra/ khasra/ revenue maps on the topographical survey for the purpose of land acquisition, giving details of khasra no. revenue particulars of land to be acquired.</p> <p>3. Preparation of detailed layout/ demarcation, detailed zoning plan of the land showing subdivision of plots, open spaces, streets, position of protected trees and other features in respect to each plot, permitted land use, building lines and restriction with regard to use and development of each plot.</p> <p>Total cost Without satellite data (Rs. 350+210+ 2385) With satellite data (Rs. 350+150+210+2385)</p>	<p>Rs. 350/- per acre, if the satellite data under proposal 2 is used. If additional satellite data is required than Rs. 150/ acre for each acquisition of satellite data.</p> <p>Rs. 210/- acres</p> <p>Rs. 2385/- acres</p> <p>Rs. 2945/- acre</p> <p>Rs. 3095/- acre</p>

2	Identification of structures at the time of acquisition of land under section-4	-	Rs. 150/- per acre
3	Proposal for third party quality surveillance services.	To checking and verification of the quantity and quality of the work and authentication of the deliverable to be supplied by the vendor, particularly related to geo spatial application.	10% of the total cost of work

The other terms and conditions are as under:

1. For Survey overlay of cadastre and preparation of detailed layout of different towns of Haryana
 - I. Scale of mapping layout plan would be 1:2000 and Demarcation of zoning plan would be 1:1000
 - II. Minimums contiguous area of 150 acres is required. If the area is less than 150 acres, minimum charges for 150 acres would be applicable.
2. Identification of structures at the time of acquisition of land under section-4
 - I. Scale of mapping would be 1:2000
 - II. Satellite data would be acquired and processed for a minimum contiguous area of 500 acres. For area less than this minimum cost for 500 acres (i.e. Rs. 75000/-) would be charged.
3. Proposal for third party quality surveillance services.
 - I. HARSAC would charge 10% of the total cost of the work to be authenticated by HARSAC as the consultancy charges.
 - II. All the digital and other data prepared by the vendor as per the scope of work of the project would be provided by the vendor to HARSAC through HUDA for checking and authentication.
4. General Conditions applicable in all the above proposals
 - I. One coloured print would be provided along with the digital data in JPEG format in the CD. Additional prints would be cost Rs. 125 per sq.feet/ per print.
 - II. HUDA will furnish necessary data, information, documents and other materials related to the work.
 - III. HUDA shall provide all support and required authorization for procurement of the spatial and non –Spatial data from its various divisions, related departments of Haryana Government and Government of India.
 - IV. HUDA will nominate counterpart officials at appropriate levels to co-

ordinate the project including monitoring the progress between different departments of the user agency.

- V. 50% of the charges may be paid in advance in the name of Chief Scientist HARSAC for procurement of satellite data etc.

You are requested to take the services of HARSAC for the above jobs please.

(Nadim Akhtar)
District Town Planner,
For Chief Administrator, HUDA, Panchkula.

Endst.no.CTP-DTP(N)/SB/ 3254

Dated: 11.4.2008

A copy is forwarded to Sh. R.S. Hooda, Chief Scientist, HARSAC, CCS HAU Campus, Hisar w.r.t. his e-mail dated 27.2.2008 for information please.

(Nadim Akhtar)
District Town Planner,
For Chief Administrator, HUDA, Panchkula.

From,

**Chief Administrator,
HUDA (Town Planning Wing),
Panchkula.**

To,

- 1. Administrator,
HUDA, Gurgaon/Panchkula/Hisar/Rohtak/Faridabad.**
- 2. All the Estate Officers of HUDA in Haryana.**

Memo. No. CTP/DTP-M/4985-5035, Dated: 30.05.08

Subject: Policy regarding construction of 'Day Care Centers'.

**Reference: In continuation of this office memo. No. CTP/DTP-M/ 4985-5035,
Dated 30.05.08.**

The subject cited matter was placed before the Authority in its 101st meeting held on 11.06.08 for its approval, vide Agenda item no. A-101(23). The Authority has approved the following proposal:

- (i) Day Care Centers may be made a part of Old Age Home and one site each may be constructed in all the Urban Estates.**
- (ii) Day Care Centre should comprise of a hall or a couple of rooms for indoor games, one reading room, one meditation hall, a small room for some charitable dispensary and a small pantry for light refreshments.**
- (iii) Where suitable land is not presently available, accommodation for Day Care Centre may be provided in the existing Community Centre. Land for Day Care Centre in such Urban Estates may be earmarked in new sectors as & when they are acquired / planned.**
- (iv) The ideal size should be around 2000 sq. yards i.e. the norm followed for Social/Charitable buildings.**
- (v) The cost of construction alongwith cost of land will form part of EDC & wherever same cannot be recovered because all the plot have already been sold, the expenditure will be met either from sale of balance commercial sites or interest income.**

A photocopy of the Agenda item no. A-101(23) alongwith relevant extract of proceedings is enclosed herewith. It is requested that necessary action for

implementation of the decision of the Authority may be taken expeditiously. A report on the follow-up action taken may please be sent to this office within a fortnight.

DA/ as above.

—sd—

(N. Mehtani)

District Town Planner,
For Chief Administrator, HUDA, Panchkula.

From

**The Chief Administrator,
HUDA, (Town planning wing)
Panchkula.**

To

- 1. All the Administrators, HUDA _____.**
- 2. All the Senior Town Planners, _____.**
- 3. All the District Town Planner, _____.**
- 4. All the Estate Officers HUDA _____.**

Memo. no. CTP-STP (N)/JS/7370-7418

Dated: 03.06.2010

Subject: - 1. Policy regarding removal of height restriction on group housing sites, integrated commercial complexes and Institutional sites.

- 2. Policy regarding permission of four level basement in group housing, integrated commercial complexes and IT Parks/Cyber cities/IT units.**

Reference: - In supersession of this office memo no. 7177-7232 dated 24.07.2009

It has been decided to amend the instructions on the subjects cited above, issued vide letter under reference as under:

In view of the fact that the National Building Code (Part-IV) has de-restricted the height of the buildings and the fact that the latest technologies are available for structural design and fire fighting, it has been decided to remove the limit of the maximum height of the building in case of Group Housing sites, Commercial Complexes and institutional sites. In the case of commercial complexes, this provision shall be applicable only on those sites which are governed by the zoning plans and not by the architectural controls. Similarly, in case of institutional sites, the policy shall be applicable on institutional plots having an area of one acre and above. Further, in case of above mentioned buildings having height 30 meters and above, clearance from the National Airport Authority of India will be required. For buildings more than 60 meter in height, regarding structural stability, the clearance from the recognized institutions like IITs, Punjab Engineering College (PEC), Regional Engineering College/National Institute of Technology etc. and for the fire safety clearance from National Fire

Service College Engineers (Ministry of Home affairs, Govt. of India) Nagpur will be required.

In view of increasing demand for parking and the latest technologies available for structural design, it has also been decided to allow four level basements for parking, to facilitate the general public, in the high rise buildings of Cyber City, Cyber Park/ IT Park/ IT units, Group Housing sites, Commercial Complexes and institutional plots. The provision of parking in various types of buildings shall have to be made as follows:-

1. Group Housing Sites: - 1.5 equivalent Car Space (ECS) for each dwelling unit will have to be provided instead of present one equivalent car parking space (ECS) for each dwelling unit. Also minimum 75% of total car parking is to be provided in the form of covered parking.

2. Integrated/Multi-storey Commercial Buildings: - One ECS for every 50 square meters of the covered area will have to be provided instead of 75 square meters. Further, 15% of the total parking requirement has to be at the surface level and remaining 85% shall be in the form of covered parking.

3. Cyber Park/ IT Park, Cyber Cities, IT Units: - One ECS for every 50 square meters of the covered area will have to be provided.

4. Institutional Sites: - One ECS for every 75 square meters of the covered area will have to be provided. Atleast 20% of the parking shall be at the surface level and remaining 80% shall be in the form of covered parking.

5. The area for parking per car unit (Equivalent Car Space) shall be as under;

a) Basement = 35 square meters.

b) Stilts = 30 square meters.

c) Open = 25 square meters.

Parking for special areas like auditoriums/convention centre etc shall be in addition as per BIS code.

6. The covered parking in the basement or in the form of multi-level parking above ground level will not be counted towards Floor Area Ratio (FAR). However, the footprint of separate parking building blocks shall be counted towards ground coverage.

7. In case of provision of mechanical parking in the basement floor/upper stories, the maximum floor to ceiling height of the basement/floor may be of 4.5 meters.

8. The misuse of the covered parking space will immediately attract levy of three times the penalty of the composition fee prescribed for the excess covered area in the respective category. The basement can be used for Air conditioning Handling Unit (AHU), utilities and services connected with the building, parking spaces. No storage and commercial activity shall be permitted in the designated parking areas.

9. In case a part of the basement is used for generator room, electric substation, transformer room etc, the same shall be segregated from the rest of the basement through a masonry wall, at least 4 ½” thick.

These instructions shall come into force with prospective effect. However, the sites already sold shall be governed by the provisions of the approved zoning plans of such sites.

-sd-
(Nadim Akhtar)
Senior Town Planner,
for Chief Administrator,

HUDA.

Endst.no. CTP-STP (N)/JS/7419-26

Dated: 03.06.2010

A copy is forwarded to the following for information and further necessary action please.

1. The Chief Administrator HUDA (Urban Branch-I &II), Panchkula.
2. The Chief Controller of Finance HUDA Panchkula.
3. The Chief Engineer, HUDA Panchkula.
4. The Chief Engineer-I, HUDA Panchkula.
5. The Senior Architect HUDA Panchkula.
6. The Enforcement Officer HUDA Panchkula.
7. The Dy. ESA HUDA Panchkula.

-sd-
(Nadim Akhtar)
Senior Town Planner,
for Chief Administrator, HUDA.

From

**The Chief Administrator,
HUDA (Town Planning Wing)
Panchkula.**

To

**The Administrator,
HUDA ,Gurgaon, Faridabad, Panchkula,
Rohtak, Hisar.**

Memo no. CTP / DTP (N)/JS/

Dated:

Subject: Provisions of Poly-clinic in Urban Estate in HUDA.

Reference: In continuation to this office memo.no.CTP/DTP(N)8687-91/dated 02.09.08.

A meeting was held under the chairmanship of Hon'ble C.M Haryana on 07.08.08 wherein it was decided that HUDA will henceforth construct Poly Clinics in a cluster of 3-4 sectors in all Urban Estates of HUDA instead of providing Dispensary sites in each sector. Each Poly-Clinics would have facilities for multi-specialist on the pattern of CHCS. The area of Poly clinic site shall remain only 1.25 acres.

The matter has been reviewed by C.A HUDA on 16.09.08 and he desired that sites for Poly-clinics may be identified on Top Priority, so that the above decision could be implemented. You are, therefore, requested to send the details of sites alongwith areas and dimensions of the sites where Poly-Clinics can be constructed pls.

**(Nadim Akhtar)
District Town Planner,
For Chief Administrator, HUDA, Panchkula.**

Endst. no. CTP-HUDA-DTP (N)/NS/

Dated:

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Engineer, HUDA, Panchkula.
3. The Chief Engineer-I, HUDA, Panchkula.
4. The Senior Architect, HUDA, Panchkula.
5. All the Senior Town Planners _____.
6. All the District Town Planners _____.

(Nadim Akhtar)
District Town Planner,
For Chief Administrator, HUDA, Panchkula.

From

**The Chief Administrator
HUDA (Town Planning wing)
Panchkula.**

To

- 1. All the Administrators _____**
- 2. The Chief Engineer HUDA Panchkula.**
- 3. The Chief Engineer-I, HUDA Panchkula.**
- 4. All the Superintending Engineers, HUDA, _____**
- 5. All the Estate Officers _____**
- 6. All the Land Acquisition Officers _____**

Memo No: CTP/DTP (N)/JS/11275-11313

Dated: 2.12.2008

Subject: Procedure to be followed for acquisition of land under Urgency Clause for HUDA.

It has been observed that proposals for the acquisition of land under Urgency Clauses are forwarded for approval of the Government without any background note/ justification of acquisition of land under Urgency Clause. Also work on the land pockets acquired under urgency clause is not started in time leading to legal complications. Due to delay in starting work at site, it becomes difficult for HUDA to justify acquisition of such land pockets under Urgency Clause. It has, therefore, been decided that:

- (i) All proposals for the acquisition of land under Urgency Clauses, forwarded for approval of the Government, must be accompanied by a detailed background note giving the justification of acquisition of land under Urgency Clause. Specific details of services to be laid/ infrastructure facilities to be provided on the land must be mentioned in the background note.**
- (ii) The other technical details, including preparation of estimates, finalization of alignment, finalization of specification of the**

materials etc, of the scheme to be implemented on the land acquired under Urgency Clause must be finalized in advance to avoid delays in start of work at site.

- (iii) The actual work on the site must be started immediately on acquisition of land under Urgency Clause and in no case the date of start of work should be later than two months from the date of announcement of award.

These instructions will come into force with immediate effect and serious view will be taken for delays in start of work.

-Sd-
(P.K.Sharma)
Chief Town Planner,
For Chief Administrator, HUDA

Endst. no. CTP/DTP (N)/JS/11314-316
Dated: 2.12.2008

A copy is forwarded to the following for information and further necessary action please:

1. PS/FCTCP for kind information of Financial Commissioner and Principal Secretary to Government, Haryana, Town & Country Planning and Urban Estate Departments.
2. PS/DTCP-cum-DUE for kind information of Director Town & Country Planning and Director, Urban Estates Departments, Haryana.
3. PS/C.A HUDA for kind information of Chief Administrator, HUDA.

-sd-
(P.K.Sharma)
Chief Town Planner,
For Chief Administrator, HUDA,