

PROCEEDINGS OF THE REVIEW MEETING OF OFFICERS HELD UNDER THE CHAIRMANSHIP OF CHIEF ADMINISTRATOR, HUDA ON 16.10.2007 AT 10.00 A.M. AT INDRA DHANUSH AUDITORIUM, SECTOR-5, PANCHKULA.

The list of participants is enclosed at Annexure – ‘A’

At the outset, the Chairman welcomed all the participants especially Administrator, HUDA, Hisar, Rohtak and Estate Officer, HUDA Panchkula and Faridabad who had joined recently. First of all the action taken report on the decisions of the last meeting was reviewed. While reviewing the ATR, the Chairman expressed his displeasure about the lethargic treatment shown by all the Administrators except Administrator, Panchkula for not sending the follow up action reports of the last meeting. Administrator, Panchkula has also not sent the same to concerned branches of HQs as desired. The Chairman emphasized that all the field officers should email the progress report along with the follow up action of the last meeting **to the concerned officers at H.Q.** Afterwards, the following Agenda items were discussed as under :-

1. DEVELOPMENT AND MAINTENANCE OF THE MAIN PARKS AND INFRASTRUCTURE RE-DEVELOPMENT PROJECTS IN MUNICIPAL TOWNS :-

The above item was discussed in the 99th Authority Meeting as Agenda Item No. 17. The Hon'ble Chairman of the Authority directed that the above proposal be submitted by 30.06.07. It was directed that all the Administrators should identify these parks and projects and send proposals immediately without any further loss of time.

(Action by all the Administrators)

2. REVIEW OF COURT CASES

(i) It was pointed out by the L.R. that the information of Faridabad Zone was not received on the format L-I, L-II and the Administrator, HUDA, Hisar has not supplied the information. Severe displeasure was shown to Administrator, Faridabad for this continued lapse. The Chairman directed all the Administrators, as well as Legal Remembrancer to be vigilant in checking the reports of Court Cases in the prescribed formats and expressed his displeasure to LR for poor working of Legal Cell.

(ii) Chairman reviewed the position of Court Cases estate-wise. In some of the Urban Estates where more cases have been added than disposal, it means that the people are not satisfied with the working of the Estate Offices and the allottees had to get their grievances redressed through Courts by filing complaints against HUDA and so on. Hence he

advised that all officers should take steps to redress the grievances to the maximum. Total no. of pending court cases as per information received from the Estate Offices are 7813 (Annexure 'B') at the end of the month of September-2007. The Administrators should verify the correctness of these figures and send a consolidated certificate before the next review meeting.

(iii) The position of Land Acquisition Cases are also not satisfactory. Hence, the concerned Administrators have been directed to pay proper attention in this regard while preparing comments and submitting written statements before the courts and review the cases by 10th of every month otherwise they will be held personally responsible. In numerous cases, replies have not been filed on behalf of HUDA. It was desired that replies should be filed on the first date and if it is not possible due to shortage of time, same should be filed on second date positively failing which it shall be viewed seriously.

(iv) It has been noticed that preliminary objections are not taken at the initial stage of the cases when replies are filed in District Consumer Forums or in lower Civil Courts because of which we lose the cases right upto Supreme Court. It is settled law that new pleadings can not be taken in higher courts and therefore, whatever pleas are taken at the initial stage, they become final. It was brought to the notice of all E.O.s that while preparing the defence reply, it need to be examined that one person can seek one course of remedy only and if the complainant or plaintiff is seeking simultaneous remedies then this point be raised in the preliminary objections.

v) All Administrators should review the pending executions/contempt cases and ensure that these are brought down to Zero, atleast in respect of contempt cases pending in High Court/Supreme Court. It must also be ensured that wherever courts have directed to pass speaking orders, speaking orders in all these cases must be passed within stipulated period. It has been noticed that many contempt cases are being filed just because the speaking orders were not passed in time. If this thing happens in future, concerned officer shall be held responsible. A monitoring mechanism in this regard should be devised by all the Administrators and Estate Officers.

(vi) The Chairman showed his serious concern about the lethargic treatment given by all the Administrators and L.R., HUDA for not sending the follow up action reports on the last minutes of the meeting held on 14.09.2007 regarding review of Court Cases and on the references made from CA from time to time.

(vii) All the Correspondence from field offices to the office of Administrator, HUDA and Chief Administrator, HUDA should take place

through E-mail invariably. Henceforth L.A.C. cases should also be included in the list of court cases under separate head. In the list of court cases, it should also be mentioned as to how many representations are pending for passing the speaking orders as per directions of the courts.

(Action by all Zonal Administrators/E.O.s)

3. REVIEW OF APPEAL CASES U/S 17(5) OF HUDA ACT.

In this regard dates of 3 oldest pending appeals were required from the Administrators but the Administrator, Faridabad, Gurgaon, and Hisar did not supply the dates of 3 oldest pending appeals. It seems that the Administrators are not checking the information themselves before sending it to the HQs. Chairman directed that Administrators should dispose off all the old pending appeals expeditiously and in future complete reports should be given.

(Action by all Zonal Administrators/E.O.s)

4. REVIEW OF DISPOSAL UNDER RTI ACT

The applications received under RTI Act were reviewed. Secretary, HUDA pointed out that Administrator, Faridabad and Gurgaon have not included the information of S.E.s/XENs under their jurisdiction. No report has received from Estate Officer Rewari. There are large nos. of applications lying pending with E.O-I, Gurgaon and Faridabad. The oldest application is lying pending with E.O., Bahadurgarh.

It was desired by the Chairman that the concerned officers should personally check all such applications and devise effective monitoring mechanism. It was made clear that the applicants have got a right to information and not right to question our decisions or ask for deadlines for taking decisions under the provisions of RTI Act.

(Action by all Zonal Administrators/E.O.s/all officers at H.Q.)

5. REVIEW OF DISCIPLINARY CASES

Secretary, HUDA apprised the status of disciplinary proceeding under Rule-7 pending with the Inquiry Officers of HUDA. It has been decided that all the Inquiry Officers be directed to conclude the inquiries lying pending for more than 1 year and send the report immediately. Chairman made it very clear that in future the retired senior officers may be appointed as Inquiry Officers and the Inquiry Officers should be appointed by name instead of by designation.

(Action by Secretary, HUDA)

6. REVIEW OF RECOVERIES

i) COMPLIANCE REPORT IN RESPECT OF INTEREST ON DELAYED PAYMENT OF INSTALLMENTS/ENHANCED COMPENSATION.

It was intimated in the meeting that the compliance report in respect of instructions issued vide letter No.26647-68 dated 27.7.2007 to incorporate the clause of payment of interest on delayed payment of installments, enhanced compensation and possession interest in the regular allotment letter/re-allotment letter/affidavit by the transferee were to be sent, the compliance reports in respect of Ambala, E.O.-1 Gurgaon, Jind, Karnal, Kurukshetra and Sirsa have been received. No other Estate Office has sent the compliance report. Chairman took it seriously and desired that the compliance report may be sent within one week positively as it has huge financial implications and displeasure under his signatures should be conveyed to concerned Estate Officers as well as Administrators.

ii) RECOVERY OF EXTERNAL DEVELOPMENT CHARGES FROM RELEASED LAND.

Instructions were issued vide letter No.20250-55 dated 30.8.07 to send the recoverable amount of development charges from released land upto 30.9.07 in the prescribed performa. It was also made clear that in case the development charges are not paid by 30.9.07, the case for acquisition of their land under Land Acquisition Act may be sent by 31.10.07. It was intimated in the meeting that the information in this regard was received from Estate Office, Hissar, Jind, Bahadurgarh, Panipat, Rohtak and Sonapat. No other Estate Office has submitted the information. Chairman took it very seriously and desired that the information must be e-mailed within 7 days and steps may be taken to start the acquisition proceedings in case the development charges are not paid.

iii) OVER DUE RECOVERY FROM STAFF ON ACCOUNT OF LOANS AND ADVANCES.

The overdue recovery of loans and advances from staff as on 1.4.07 was supplied by Estate Offices, Ambala, Karnal and Sirsa only. All the XENs of Gurgaon have also submitted the recoverable amount as on 1.4.07. Other offices have not submitted the information. Chairman desired that this information should be sent within 15 days alongwith certificate that all the documents have been received from the staff and there is no mis-utilization of loan and advances.

iv) RECOVERIES.

The recovery position of each and every Estate Office was reviewed. Graphically presentation was also made in this regard. The overall recovery of Estate Offices has come down from 99.18% to 90.12% from 8/2007 to 9/2007. There is steep short fall of 9% during the month which was viewed seriously. The overall recovery position in respect of Enhanced compensation, development charges from released land and new sale commercial continued to be on the lower side.

There is no improvement in the recovery of enhanced compensation as it came down from 43.17% to 38.41% from the month of 8/2007 to 9/2007. The Estate Office, HUDA, Faridabad, Gurgaon, Rewari, Hissar, Sirsa, Kaithal, Panchkula and Panipat continuously failed to improve the recovery position of enhanced compensation.

The Estate Office, Gurgaon, Kaithal, Kurukshetra, Bahadurgarh and Rohtak could not achieve the targets of installment of plots which was considered to be a serious matter.

The recovery of revenue receipt in Rewari, Sirsa, Kaithal, Panchkula, Bahadurgarh, Panipat and Sonapat was also found to be on the lower side.

The Estate Office, Kaithal, Panipat and Rohtak failed to achieve the budget targets in respect of extension fee.

There was a short fall in the receipt from Government land scheme in respect of Gurgaon and Ambala.

In the case of recovery of development charges from released land only Kurukshetra and Bahadurgarh could achieve their budget targets. Similarly in the case of new sale commercial except the estate office Rewari, Bhiwani, Jagadhari, Karnal, Kurukshetra, Bahadurgarh, Jind and Rohtak other Estate Office could not achieve the budget targets. Chairman desired that now the festival season has started, auctions may be held continuously in the month of October, November and December, 2007 to achieve the budget targets.

Chairman intimated in the meeting all out efforts are required to improve the recovery position. He intimated that the targets of development works has been increased by 150% i.e. from Rs.620.00 crores to Rs.1000 crores. On the same pattern the recovery should also be increased by 150% which could be done by issuing notices to the defaulters, taking action under section-17 of HUDA Act, recovery of development charges from released land otherwise cases should be referred for acquisition of their land, conducting frequent auctions etc.

(Action by all Zonal Administrators/E.O.s/CCF)

7. FLOTATION PROGRAMME THE FOLLOWING DECISIONS WERE TAKEN WHILE REVIEWING THE FLOTATION PROGRAM :-

- (i)** It was decided that Administrator HUDA Faridabad will send the proposal for earmarking the land required for Metro in sector-20 A Faridabad. He will also send details of balance institutional plots within next 15 days so that the same could be floated.
- (ii)** It was decided that Administrator HUDA Faridabad will re-examine the layout plan of sector-56, Faridabad and after adjusting already allotted plots, area under balance EWS plots will be got planned for bigger plots.
- (iii)** Administrator Faridabad was asked to get the layout plan of sector 56A, Faridabad finalised on priority.
- (iv)** Superintending Engineer HUDA Faridabad was asked to get the development works of sector 59 Part-II, Faridabad expedited.
- (v)** It was decided that administrator HUDA Gurgaon will send the demarcation plans of sector-47, 49 and 50 Gurgaon by 31.10.07.
- (vi)** It was decided that in future, all the layout plans should be prepared as Shajra -cum- layout plans.
- (vii)** It was decided that comprehensive instructions will be issued by CTP HUDA for finalization of Zoning Plans.
- (viii)** All the Administrators were requested to fix specific target dates for floatation of various sectors/ schemes under their jurisdiction. Administrators were also asked to ensure that the finalization of demarcation plans and settlements of oustees claims is done expeditiously so that the sectors/ schemes can be floated as per the targets fixed.

(Action by all Zonal Administrators/E.O.s/CTP)

8. REVIEW OF MAJOR DEVELOPMENT

i) While reviewing the progress of Engineering works, Chairman desired that although the overall progress of works is 97.30% but still it needs to be expedited. Every officer should make an effort to achieve the targets upto 150% of the approved budget. The proportionate progress of Circle Hisar (75.43%), Circle Faridabad (86.25%) & Circle Panchkula (87.62%) is less and efforts be made to speed up the works. S.E, Panchkula stated that tender for Ashiana schemes has been allotted and progress will be achieved in the coming months. S.E, Hisar stated that tenders for new sectors of Hisar and Jind have been called and in the next quarter sufficient progress will be achieved. S.E, Faridabad stated

that progress of work is affected due to delay in non acquisition of land for Ranney well scheme and sufficient progress will be achieved upto December, 2007. Chairman observed that although the progress of Horticulture circle is 90.39% but efforts be made to achieve more. The progress of Electrical Divisions of Panchkula (72.47%), Gurgaon (63.55%) & Hisar (71.61%) was seen as non satisfactory by Chairman and they were asked to expedite the work and achieve the targets.

The Chairman expressed the displeasure on the below average progress of Division No.IV, Gurgaon (46.69%) and Division No.V, Gurgaon (40.57%). Executive Engineers were also asked to achieve the targets in the coming month otherwise action will be taken against concerned Executive Engineers for inefficient management of Division office for achieving less progress.

(Action by S.E, Panchkula, Faridabad, Hisar, S.E Horticulture, E.E-IV&V, Gurgaon, E.E Electrical Panchkula, Gurgaon, Hisar)

ii) While reviewing the flotation programme, it was observed that survey plan of Sector-3,5,6 Part, Hansi is yet to be sent. S.E, Hisar stated that work has been started and survey plan will be sent by 15 November, 2007 to DTP Hansi for preparation of LOP of Sector-3,5,6 Part Hansi and submission to STP (concerned) for approval of competent authority.

(Action by S.E, Hisar)

iii) While reviewing the development works, it was observed by CA, HUDA that only those works whose budget provision for the year 2007-2008 is Rs.1.00 crore or above should be mentioned in the list of major works to be discussed in this meeting.

(Action by all S.Es, CE-I,CE-II)

iv) It was desired by Chairman that all tube lights/bulb points be replaced by energy efficient lights T5-28 & CFL lamps in all HUDA buildings by 31st October, 2007 as has been decided by the Govt. All Administrators to ensure compliance in their respective zones.

(Action by E.E (Electrical) Panchkula, Hisar, Gurgaon)

9. REMOVAL OF ENCROACHMENTS.

This item was not discussed in the meeting.

10. PLOT IN RESPECT OF WHICH POSSESSION HAS NOT BEEN HANDED OVER.

Since Administrator, HUDA, Faridabad, Hisar and Rohtak zone did not send the report to Head office for including in the meeting, the Chairman ordered to convey his displeasure in this regard to the Zonal Administrators. Regarding Gurgaon zone, the information given in the

report was not complete and Administrator, Gurgaon could not explain the same. Therefore, the Chairman expressed his dissatisfaction regarding the report sent by Administrator, Gurgaon and ordered to convey his displeasure in this regard. Regarding Panchkula Zone, it was found that in respect of Urban Estate, Panchkula specific dates of oldest three plots in which possession has not been handed over were not given. Similar position was also found in respect of Urban Estate, Ambala and Karnal. The information in respect of Kaithal was not supplied and the AEO who was present in the meeting could not give any satisfactory reply in this regard but he promised that this will not be repeated in future. The Chairman desired that the plots which are under litigation may not be included in the reports to be sent to Head office.

11. STATUS REPORT REGARDING APPLICATIONS RECEIVED FOR TRANSFER PERMISSION AND PERMISSION GRANTED DURING THE MONTH OF SEPTEMBER, 2007.

Since Administrator, HUDA, Faridabad did not send the report, the Chairman desired to convey his displeasure in this regard to him. The report in respect of Urban Estate, Rewari was not received in Head office, the Chairman advised the Zonal Administrator to ensure submission of report. In respect of Hisar Zone, the performance of E.O. HUDA, Hisar was adjudged by the Chairman as 'below average' as he could not explain the queries of Chairman. In respect of Panchkula zone, E.O., Kurukshetra and Ambala did not mention the dates of three oldest pending applications and reasons thereof. The Chairman desired that superfluous information in column no. 8 should not be given, only relevant and complete information be mentioned. In respect of Rohtak zone dates of three oldest pending applications and reasons thereof were not mentioned by all the Estate Officers of Rohtak zone. Therefore the Chairman desired to ensure submission of complete and relevant information in the reports.

12. RESUMPTION OF PLOTS WHERE 15 YEARS HAS EXPIRED AFTER THE DATE OF OFFER OF POSSESSION AND BUILDING PLANS NOT SUBMITTED FOR APPROVAL BY 30.06.2007 BY THE ALLOTTEES.

It was observed by the Chairman that information in this regard has been received only in respect of Urban Estate, Panchkula, Ambala and Kurukshetra and for rest of the Urban Estates and Mandi Townships, no information was supplied by the concerned Zonal Administrator/E.O.s. Therefore the Chairman took it seriously and desired to convey his displeasure to concerned officers in this regard.

(Action by all Zonal Administrators/E.O.s/)

13. SANCTION OF BUILDING PLANS

While reviewing the item, it was observed that in most of the cases the figures shown in column No. 7, under the heading 'balance pending' in the last statement, do not tally with the opening balance figures shown in this statement, thereby indicating that proper compilation and checking had not been done. The statement for Rewari had not been sent to the relevant branch in the HQ. While going through the last three oldest pending cases of Faridabad and Gurgaon, it was observed that the same cases were reflected in the earlier statement last time. The Chief Administrator once again stressed that these should be disposed off after taking due action. In the case of Ratia, Tohana, Sirsa, Karnal, Kaithal and Panipat, nothing was required to be given under column no. 8 when no building plan remained pending for sanction. In cases where the parties do not come forward to attend or remove objections, their plans should be rejected after giving reminder and final notice. In cases where revised plans have been submitted and parties do not show willingness for compounding of the cases (as being reflected in the cases shown under Panchkula), final notice should be given and in the event of non compliance, due action to disconnect water and sewer connections should be taken.

The Chief Administrator reiterated that the field offices should take quick action so that , in future , there is no need to include this item in the agenda of the monthly meetings. The Administrators assured that quick action would be taken to dispose off all pending cases.

(Action by all Zonal Administrators/E.O.s/)

14. STATUS OF APPLICATIONS RECEIVED FOR GRANT OF OCCUPATION CERTIFICATES.

While reviewing the item it was observed that in most of the cases the figures shown in column no. 7, under the heading 'balance pending' in the last statement, do not tally with the opening balance figures shown in this statement, thereby indicating that proper compilation and checking had not been done. The statement for Rewari had not been sent to the relevant branch in the HQ. While going through the last three oldest pending cases it was found that cases as old as 1996 are pending .The Chief Administrator observed that review at HQ level served no purpose if no action is taken to dispose off the cases at field level. Administrator Gurgaon assured that all cases would be cleared by the 30th of November 2007. All other Administrators agreed to clear all pending cases by the 15th of November 2007.

(Action by all Zonal Administrators/E.O.s/)

15. COMPUTERISATION

Sr. Manager, (IT) informed about the prerequisite for computerization from each Estate Office. The status of information received from different estate offices was also shared. Chairman expressed his concerns for not providing the information. He further informed that the digitization of plot files may start very soon for which each Estate Office should take advance steps as recommended by IT Wing. Secretary, HUDA should issue instructions to all the field offices for this.

(Action by S.M. IT/Secy. HUDA)

16. It was desired that the list of vacant industrial plots be prepared again by the Administrators.

Meeting ended with a vote of thanks to the Chair.

Annexure 'B'

BALANCE COURT CASES AS ON 31.09.07

<u>Faridabad Zone</u>	
Faridabad	1462
Total	1462
<u>Gurgaon Zone</u>	
Gurgaon	1763
Rewari	602
Total	2365
<u>Hisar Zone</u>	
Hisar	954
Sirsa	378
Jind	65
Bhiwani	151
Total	1548
<u>Panchkula Zone</u>	
Ambala	170
Panchkula	669
Jagadhari	91
Kurukshetra	195
Karnal	257
Kaithal	246
Total	1628
<u>Rohtak Zone</u>	
Rohtak	93
Bahadurgarh	91
Sonepat	285
Panipat	341
Total	810
Grand Total	7813