

Meeting Notice

From

Chief Administrator
HUDA, Panchkula.

To

1. The Administrator (HQ), HUDA, Panchkula.
2. All the Administrators, HUDA, (in the State)
3. The Chief Engineer & Chief Engineer-I, HUDA, Panchkula.
4. The Superintending Engineer (HQ), HUDA, Panchkula.
5. The Distt Attorney, HUDA, Panchkula.
6. The Dy.District Attorney & Asstt. District Attorney's at HQ, HUDA, Panchkula
7. The Xen(Vigilance) HUDA, Panchkula.
8. The Sr.Manager(IT Cell), Panchkula.

Memo No.Dy.ESA(HUDA)-2009/Spl- 153

Dated 25.06.09

Subject: Review meeting of officers under the chairmanship of Chief Administrator, HUDA.

I am directed to inform you that the Review Meeting of Administrators will be held on 30.06.09 at 11.00 AM in the Conference Room of HUDA office, Sec-6, Panchkula and the following issues will be discussed.

- i) **Review of replies to be filed in court listed before the Hon'ble High Court and Supreme Court in July, 2009**
- ii) **Computerization-They should come with definite data by which the respective Estate Offices under their jurisdiction will go live. The agency carrying out the digitization work should also attend the meeting pertaining to Computerization**
- iii) **Cleaning of storm water drains to prevent flooding during ensuing rainy season**

2. All the Administrators are requested to email the relevant information by **26.06.2009 (FN)** to the concerned officers at HQ. The concerned officers of HQ shall consolidate the status reports relating to Agenda items and send a copy of the same to the undersigned by **26.06.09 (AN)**.

3. You are requested to make it convenient to attend the meeting on the above date, time and venue.

(R.R.Kapoor)
Dy.Economic & Statistical
Adviser, For Chief
Administrator, HUDA,
Panchkula

CC:

1. PS/CA, HUDA for the information of Chief Administrator, HUDA, Panchkula.
2. The Supdt. (Store) for making necessary arrangement of the meeting.

