

**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 Controller of Finance, HUDA, Panchkula.
4. The Chief Town Planner, HUDA, Panchkula and Chief Town Planner, Haryana, Chandigarh.
5. The Distt Attorney, HUDA, Panchkula.
6. The Secretary, HUDA, Panchkula.
7. The Senior Architect, HUDA, Panchkula.
8. The Sr. Town Planner (HUDA)
9. All the Estate Officers/Asstt.Estate Officers, HUDA, (In the State).
10. The Enforcement Officer, HUDA, Panchkula.
11. DTP(Sh. Nadim Akhtar and Sh. N.Mehtani) of HUDA.
12. The Sr.Manager(IT Cell) Panchkula.

Memo No.Dy.ESA(HUDA)-2009/6971

Dated 16.03.09

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

I am directed to inform you that the Review Meeting of Administrators and Estate officers will be held on 25.03.09 at 10.00 AM in the Indradhanush, HUDA Auditorium in Sector-5, Panchkula and the following issues will be discussed:

S.No	Items	Concerned Officers at HQ
1	Returns in Form Nos. M-1 to M-11 for the month of Feb.2009	M-1, M-2 Enforcement Officer  M-3 to M-7 DTP(Sh.N. Mehtani & Sh.N.Akhtar)  M-8 to M-11 Senior Architecture
2	Legal Returns L-1 to L-7	Distt. Attorney
3	Information under RTI	Secretary
4	To Review the progress of construction of 9" wall on unallotted commercial plots of HUDA	DTP Sh.Naresh Mehtani (Incharge Urban Branch-I)
5	Raising of 9" wall by the allottees of plots where the offer of possession has been made.	DTP Sh.Naresh Mehtani (Incharge Urban Branch-I)

2. The progress for the month of Feb,2009 will be discussed. It has been directed by CA HUDA, that all the EO's should attend the meeting. For exemption, prior written permission be taken from the CA. In that case, the senior representative of the office be deputed to attend the meeting alongwith complete information.

3. All the Estate officers should email the progress by 18.03.2009 strictly to the concerned Administrator and the Administrators, after compilation, will send the same to the concerned officers at HQ through email by 19.03.2009. 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 20.03.09.

4. You are requested to make it convenient to attend the meeting on the above date, time and venue. The venue for the meeting will be intimated later on.

(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.

3. The Executive Engineer, Division No. I, HUDA, Panchkula for the booking of Indradhanush Auditorium(Conference Hall), second floor, in sector-5, Panchkula