

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Zonal Administrators, HUDA.
2. All the Estate Officers, HUDA.

Memo No. ADA/2015

Dated:

**Subject: Instructions regarding supply of complete record to the counsels by the concerned Estate Offices.**

In continuation of instructions dated 07.08.2009 and 30.08.2013.

It has been noticed in a number of cases that inspite of the issuance of engagement letters, the relevant record alongwith comments are not being supplied timely to the counsels by the Estate Offices. In some cases, the record is supplied to the counsel after the date of hearing which is causing embarrassment to the Department in the courts.

It has, therefore, been decided that in case complete documents, alongwith comments are not supplied to the counsel and the case is not briefed to him within 7 days from the date of issue of e-mail/ letter regarding engagement of counsel, the concerned Assistant be chargesheeted U/R 7.

This has the approval of W/Chief Administrator, HUDA.

District Attorney,  
For Chief Administrator,  
HUDA, Panchkula.

Endst No. 2851-57

Dated: 24-8-15

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

1. The Administrator, HUDA, HQ.
2. CCF, HUDA.
3. CTP, HUDA.
4. Secretary, HUDA.
5. Chief Engineer, HUDA.
6. All DDAs and ADAs in the HQ as well as in the field.
7. ✓ GMIT to host these instructions on HUDA Website.

J. 24/8/15  
District Attorney,  
For Chief Administrator,  
HUDA, Panchkula.