

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. The Administrator(H.Q),  
HUDA, Panchkula.
2. The General Manger (IT),  
HUDA (HQ), Panchkula.

Memo No. DA/2014-213-214

Dated: 9.1.1.4

**Subject: Regarding transfer of plot under reserved category.**

Reference on the subject cited above.

It has been decided by W/C.A., HUDA that the channel of transfer of plot under reserved category is clearly as follows:-

- a. The matter shall be processed by the Urban Branch on fresh PUC from EO's and ZA's;
- b. The file is then marked to GM (IT) for checking multiple allotments and other necessary particulars;
- c. The file then should go to DA/legal wing for its comments; thereafter;
- d. File be marked to Administrator, H.Q. to put up to C.A. and;
- e. After clearance of C.A. the file shall be dealt by urban branch/Administrator, H.Q. so that decision is conveyed to concerned filed office.

This is for your information and necessary action please.

District Attorney,  
For Chief Administrator, HUDA,  
Panchkula.

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