

## INDEX

Sr. No.	Subject	Memo No. & Date	Page No.
1.	Policy guidelines for allotment of land for CNG & PNG stations in Urban Estate developed by HUDA	A-1-2006/20942-63 Dated 07.06.2006	2-4
2.	Allotment of incidental open spaces to the allottees of corner plots in various Urban Estates in Haryana.	A-11-87/7949-64 Dated 19.03.87	5
3.	Reservation of residential plots for various categories		6-11
4.	Permission for transfer of residential and commercial plots- Policy regarding charging of transfer fee.	A-11-87/5657-64 Dated 25.02.87	12-14
5.	Guidelines with regard to conduct draw of lots of residential plots/auction of commercial sites.	A-1-2005/13338-51 Dated 14.06.2005	15-17
6.	Relaxation of period in payment of 15% price in case of residential, commercial and industrial plots/sheds.	A-11(P)-91/23298 Dated 12.11.1991 No. A-11(P)-94/ado-608 Dated 26.08.1994 A-1-99/12703-23 Dated 9.4.1999 A-1-2005/17836-56 Dated 27.07.2005 A-1-2005/23289-310 Dated 12.9.2005	19-28
7.	Policy of exchange of plots- modification thereof.	A-1-2004/23847 Dated 25.06.2004	29-31
8.	Guidelines with regard to the auction of commercial sites.	A-1-2006/19748-68 Dated 31.05.2006	32-37
9.	HUDA policy for allotment of residential plots- Ban imposed to acquire more than one plot in an Urban Estate.	A-1-2006/23278-94 Dated 29.06.2006	38
10.	Regarding disposal of representation made by doctors running their nursing homes in the residential premises of Urban estate as a follow up to the Hon'ble Apex Courts order dated 10.09.2003 in CWP No. 552 of 1997 titled as IMA V/s State of Haryana & Ors.- Formulation of policy thereof.	A-6-205/27527-47 Dated 21.10.2005	39-42
11.	Surrender of commercial plots- policy regarding.	A-11-1985/4091-97 Dated 12.02.1985 A-11-P-95/33924-51 Dated 14.12.1995 A-1-99/16145-61 Dated 07.05.99	43-49

		A-1-P-99/34815-16 Dated 18.11.1999	
12.	Allotment of residential plots/ commercial sites to the oustees in the various Urban Estates set up by HUDA.	A-11-87/29034-44 Dated 10.09.87 A-11-P-90/9721 Dated: 9.5.90 A-2-92/2076 dated 18.03.92 A-11P-93/7996-8013,Dated 12.03.93 A-11P-97/34990-93, Dated: 22.1.97 A-11P-98/24402-22,Dated: 28.08.98 A-11P-2000/6621-41,Dated: 27.3.2000 A-1(P)-2002/16931-16952,Dated:10.07.02 A-1-2003/36860-80, Dated:08.12.2003	50-63

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Sector-6, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/ Asstt. Estate Officers, HUDA.

Memo No.A-1-2006/20942-63

Dated:07.06.2006

**Subject: Policy guidelines for allotment of land for CNG & PNG stations in Urban Estates developed by HUDA.**

On the directions dt. 29.04.05 & 12.08.05 given by the Supreme Court of India in the matter of M.C. Mehta Vs. others in CWP No.13029 of 1985, the State Govt. with a view to provide neat and clean environment and in order to reduce the pollution level in the neighbouring towns of Delhi falling in the National Capital Region, the Govt. of Haryana has decided to introduce CNG/PNG in the National Capital Region. The State Government has also given the NOC/Permission for laying of infrastructure for the supply of CNG/PNG in favour of following executing agencies/companies.

**Executing Agencies for implementation of CNG/PNG within the National Capital Region**

Sr.No.	Name of the Company	District allocated
1.	Indraprastha Gas Ltd.	Entire district of Sonapat and Panipat exclusively.
2.	Haryana City Gas Distribution Ltd.	The entire districts of Gurgaon, Rewari, Jhajjar and Rohtak exclusively.
3.	Gujarat Adani Energy Ltd.	The entire district of Faridabad exclusively.

The State Govt. in the Deptt. of Industries has formulated and circulated following uniform policy guidelines for allotment of sites for CNG/PNG stations carved out in Urban /Industrial Estates developed by HUDA/HSIDC or any other agency of Haryana Govt. It has been decided to follow these policy guidelines by HUDA in toto. Accordingly the CNG/PNG sites carved out in the HUDA Estates shall be disposed off in the manner hereunder.

### **Mode of allotment**

That the allotment shall be made on monthly lease hold basis for a period of 20 years only. The ownership of land shall continue to vest with HUDA.

### **Rate of allotment/monthly lease**

The rental price of CNG Station site shall be determined on the basis of initial reserve price fixed for commercial sites proposed to be put to auction for the first time in that Urban/Industrial Estate. For CNG & PNG station, 80% of the initial reserve price will be considered for fixing the monthly lease. The monthly lease shall be fixed @ 6% p.a. of the initial reserve price fixed for CNG/PNG stations.

- a) In case of site falling on National Highways, the rent will be increased by 50%.
- b) In case of site falling on State Highways/Schedule Roads, the rent will be increased by 25%.  
The monthly rent will be increased by 25% after expiry of every five years.

### **4. Terms & conditions of allotment**

The allotment shall be governed by the following terms and conditions :-

- 1) That No Objection Certificate from the District Magistrate shall be obtained by the Company and produced before issuance of regular allotment letter.
- 2) That any approval required from National Highway Authority/ PWD B&R or any other Authority shall also have to be arranged by the Company at their own level.
- 3) That land shall be utilized for the purpose for which it has been allotted/leased out. In case the site is not used for specified purpose the same shall revert back to HUDA. However commercial use shall be permissible, for which covered area shall not exceed 3% of the total ground area.
- 4) That in case the permission to set up/run the stations/the licences are cancelled by the Authority in the Central or State Government, the allotment of land made by the respective agency shall also stand withdrawn and as a result of it the lease deed executed between HUDA and company shall also stand terminated, automatically.
- 5) That the Company will give an undertaking to comply with all the terms and conditions of the Gas Policy to be adopted by the State Govt. without adversely affecting their exclusive rights of permission/ NOC granted to the Companies for the said district.

- 6) That the Company will give an undertaking to the effect that they will comply with the provisions of the Petroleum and Natural Gas Regulatory Board Act of the Govt. of India as and when enacted by the Parliament and put in force.
- 7) That supply of natural gas and its distribution shall be deemed to be a public utility services like electricity and water supply etc.
- 8) That the allotment will further be governed by the provisions of HUDA Act, 1977 rules and regulation framed thereunder.
- 9) That the Gas Company shall execute an agreement with the allotting agency i.e. HUDA.
- 10) The lease may be renewed by HUDA after expiry of 20 years.

You are accordingly requested to take immediate necessary action, process and decide the requests received by your offices for allotment of sites already carved out for the purpose in favour of the identified agencies. The action taken report may also be sent to the HQs.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1-2006/20964-71

Dated: 07.06.2006

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

1. The Director of Industries, Haryana, 30 bays building, Sector-17, Chandigarh.
2. The Engineer-in-Chief, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Chief Controller of Finance, HUDA, Panchkula.
5. The Secretary, HUDA, Panchkula.
6. The Chief Vigilance Officer-cum-Enforcement Officer, HUDA, Panchkula.
7. The District Attorney, HUD A, Panchkula.
8. The Dy. Economic & statistical Advisor, HUDA, Panchkula.
9. All the Assistants/Record Keepers of Urban Branch (HQ), HUDA, Panchkula.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Mani-Majra (UT), Chandigarh.

To

1. All the Administrators in  
Haryana Urban Development Authority.
2. All the Estate Officers in  
Haryana Urban Development Authority.

Memo No.A-11-87/7949-64

Dated: 19.03.87

**Subject: Allotment of incidental open spaces to the allottees of corner plots in various Urban Estates in Haryana.**

Please refer to the above noted subject.

It is intimated that the case regarding allotment of incidental open spaces to the allottees of corner plots in various Urban Estates in Haryana was put before the 31<sup>st</sup> meeting of Haryana Urban Development Authority held on 7.1.87. The Authority has approved the proposal and desired that when such land is allotted there should not arise any obstacle in the traffic and no blind corner be arised. A copy of the agenda and the decision taken in the meeting is sent herewith for further necessary action. Case, after processing be sent to this office for allotment.

Administrator (HQ),  
For Chief Administrator, HUDA,  
Mani-Majra (UT), Chandigarh.

C.C: A-5, A-6, A-11 P, A-14 & A-15.

**Such incidental open spaces may be allotted on the following conditions:-**

1. The Chief Administrator, HUDA will be the competent Authority to allot the additional incidental open spaces.
2. Such incidental open space will be used only for open purposes, such as lawn, kitchen garden etc.
3. The allottee can only be permitted to construct boundary wall of not more than 4' height with a gate for entry to it.
4. The allottee will not be allowed to use this space for any construction thereon.
5. Allottee will not be permitted to extend covered area of the corner plot in view of the allotment of the additional incidental open space.
6. An agreement may be executed with the plot-holder to the effect that no construction will be allowed in the additional area and in case of violation of this condition, the plot shall be resumed and the construction, if any, shall be demolished.

**HARYANA URBAN DEVELOPMENT AUTHORITY**

**RESERVATION OF RESIDENTIAL PLOTS FOR VARIOUS CATEGORIES**

<b>Sr.No.</b>	<b>Category</b>	<b>1Kanal/ 14 Marla/ 10 Marla /8 Marla</b>	<b>6 Marla/ 4 Marla</b>	<b>EWS (Upto 3 Marla)</b>
1.	*Scheduled Castes/ Scheduled Tribes	Nil	15%	20%
2.	Backward Class	Nil	3%	5%
3.	**War Widows/ Disabled Soldiers	Nil	3%	5%
4.	Widows (other than war widows)	Nil	2%	2%
5.	Freedom Fighters, their children & grand children.	Nil	2%	2%
6.	Handicapped/blinds(1% each)	Nil	2%	2%
7.	*** Haryana Government. Servants including employees of Board/ Corporation, Employees of Municipal Corpn./Committees/ Improvement Trust/ State Co-op Banks under Haryana Government.	10%	10%	10%
8.	a) Defence Personnel/Ex- servicemen b) Paramilitary forces like CRPF, BSF, ITBP, RPF, GSF, CFEF etc. of domicile of Haryana State.	8% 2%	8% 2%	8% 2%
9.	Legal heirs/dependents of the Police Personnel killed in action.	2%	2%	2%

\*Reservation with regard to schedule castes/tribes has further been segregated into two groups viz. Group 'A' & 'B' (50%). \* Reservation with regard to backward class has further been segregated into two groups viz. Group 'A' (59%) & 'B' (41%). In case of SC/ST, BC category if sufficient numbers of applicants in one block are not available, the applicants from other block shall be considered.

\*\*In case plot reserved for war widows/disable soldiers remain surplus, the same shall be diverted to the quota of Defence Personnel/Ex-Servicemen.

\*\*\*2% for retired/retiring in next 5 years.

The plots required for settlement of oustees claim will be deducted from the number of plots floated and, thereafter the remaining plots would be allotted through draw of lots to the



eligible applicants under general and various reserve categories, as per HUDA's policy regarding reservation of plots.

In addition to above, HUDA has been earmarking 2 plots of one Kanal and 5 plots of 14 Marla categories in each sector, for NRI entrepreneurs, who have been, allotted plots, in the Industrial Estates developed by HUDA/HSIDC & Deptt. of Industries.

### **Eligibility Conditions**

For serving Defence Personnel/Ex-Servicemen/Widows of Ex-Servicemen, Para-Military Forces Personnel.

- i) The serving defence personnel/ex-servicemen or their widows/paramilitary forces personnel may apply as per eligibility, in the prescribed application form, along with the requisite earnest money and certificate of eligibility through the respective command officers/field offices, Zila Sainik Boards. Officers of the ranks of Colonel and above and equivalent ranks of Navy & Air Force/Para Military Forces are eligible to apply for 1.5 & 1 Kanal plot and other officers up to Lt. Col. and equivalent rank eligible for 14 marla & 10 marla plots. JCOs/equivalent & other ranks are eligible for plots of 8,6 & 4 marla.
- ii) Only those applicants are eligible to apply who do not own a residential plot/house in any Urban Estate in Haryana in his/her name or spouse's name or in the name of any dependent family member. An affidavit to this effect attested by a Magistrate Ist Class/Executive Magistrate shall accompany the application.
- iii) The applicant under Defence Personnel/Ex-Servicemen category must belong to Haryana State. The applicants from Para-Military Forces also must have domicile of Haryana State. An affidavit to this effect attested by a Magistrate Ist Class/Executive Magistrate shall accompany the application.

### **For other Reserved Categories.**

- i) Applicants having domicile of Haryana State and belonging to Scheduled Castes/Tribes Backward Classes, War Widows and Disabled Soldiers. Widows (other than war widow) Handicapped Persons, Blinds, Freedom Fighters are eligible to apply against the respective reserved category for 6 and 4 Marla plots and are required to furnish certificate to this effect issued by the respective authority as mentioned below along with the application :
  - Scheduled Castes/Scheduled Tribes & Backward Classes, Widows (other than war widows) S.D.O. ( C ) of the concerned District.
  - War Widows & disabled Soldiers Zila Sainik Board of the concerned District.
  - Handicapped Persons/Blinds CMO of the concerned Distt.
  - Freedom Fighters or their Children & Grand children. Photostat copy of the Identity Card issued by the Concerned Dy. Commissioner

- ii) The caste included in Block 'A' and 'B' in case of SC & BC categories are as per Chief Secretary to Govt., Haryana memo number 22/55/190-3GS-III dated 9.11.94 and 22/36/95/3GS-III dated 20.7.95.

**Additional terms and conditions for Haryana Govt. Servants reserved quota plots (GSRO) only.**

***Eligibility***

- (i) Only those applicants are eligible to apply who do not own a residential plot/house in his/her name/spouse's name or in the name of the dependent member of his/her family in any Urban Estate Developed by Haryana Urban Estate Department or HUDA in Haryana State. They should also not be the member of any Group Housing Society/Welfare Housing Organization to whom land has been allotted in any Urban Estate of HUDA. Further, those applicants who have been allotted at any time, anywhere in Haryana a plot of land out of G.S.R.Q. or Discretionary Quota, are not eligible to apply.
- ii) Class I and Class II officers, irrespective of their pay scales are eligible to apply only for 10 marlas and above category plots. Remaining regular employees are eligible to apply for any category of plots up to and including 10 marla plots provided that they must fulfill other eligibility conditions. The reservation has further been divided as detailed below.
- A) 80% of the plots in each schemes are reserved for serving (who have more than 5 years service to go) Haryana Govt. Employees, employees of boards, corporations of Haryana, employees of Municipal Corporation/Committees/Improvement Trust, employees of Haryana State Co-operative banks.
- B) 20% of plots in each scheme are reserved for retiring (who have less than 5 yrs. service to go) & for those who retired after formation of Haryana State, i.e. after 1.11.1966. Haryana Govt./Board & Corp./employees of Municipal Corporation Committees/improvements Trust/State Co-op. Bank Employees.

The applications falling in relevant categories should mention the same at appropriate places.

- iii) **The applicant is required to submit on affidavit along with his application as mentioned in para-3 of the application from as per specimen 'A' attached.**
- iv) **Certificate of employment from the H.O.O./H.O.D. may be attached.**

- v) **Each application will be for one category of plot in one sector in any Urban Estate. If a Government servant wishes to apply for more than one category, or sector, or Urban Estate, separate application along with the required earnest money will have to be sent. No priorities may be indicated as they will not be considered. In case an applicant who has made more than one application is successful inn more than one category or sector or Urban Estate, he will be allotted only the first drawn plot in the lottery at a point of time.**
- vi) **Only Haryana Govt. Employees, employees of its Boards/Corporations, employees of Municipal Corporation/Committees, Improvement Trust and Cooperative banks under the auspicious of Haryana Government are eligible to apply. However, the employees of Autonomous Bodies like University, employees of the DRDA and employees of the Cooperative Federations except Haryana State Cooperative Banks are not eligible to apply.**

## HARYANA URBAN DEVELOPMENT AUTHORITY

### RESERVATION OF RESIDENTIAL PLOTS FOR VARIOUS CATEGORIES

Sr.No.	Category	1 Kanal/14 Marla	6 Marla/ 10 Marla/8 Marla
1.	*Scheduled Castes/Scheduled Tribes	Nil	15%
2.	* Backward Class	Nil	3%
3.	<b>* War Widows/Disables Soldiers</b>	<b>Nil</b>	<b>3%</b>
4.	Widows (other than war widows)	Nil	2%
5.	<b>Freedom Fighters, their children &amp; grand children.</b>	<b>Nil</b>	<b>2%</b>
6.	Handicapped/blinds (1% each)	Nil	2%
7.	Haryana Govt. Servants including employees of Board/Corporation, Employees of Municipal Corpn./Committees/Improv. Trust/State Co-op Banks under Haryana Govt.	10%	10%
8.	a) <b>Defence Personnel/Ex-servicemen</b>	<b>8%</b>	<b>8%</b>
	b) Paramilitary forces like CRPF, BSF, ITBP, RPF, GSF, CFEF etc. of domicile of Haryana State.	2%	2%
9.	Legal heirs/dependents of the Police Personnel killed in action. (approved on the file. Listed as Agenda Item for the next Authority meeting to be held on 18.05.2004)	2%	2%

\*In case plot reserved for war widows/disable soldiers remain surplus, the same shall be diverted to the quota of Defence Personnel/Ex-Servicemen.

#### Eligibility Conditions

For serving Defence Personnel/Ex-Servicemen/Widows of Ex-Servicemen, Para-Military Forces Personnel.

- i) The serving defence personnel/ex-servicemen or their widows/paramilitary forces personnel may apply as per eligibility, in the prescribed application form, alongwith the requisite earnest money and certificate of eligibility through the respective command officers/field offices, Zila Sainik Boards. Officers of the ranks of Colonel and above and equivalent ranks of Navy & Air Force/Para Military Forces are eligible to apply for 1.5 & 1 Kanal plot and other officers upto Lt. Col. and equivalent rank eligible for 14 Marla & 10 marla plots. JCOs/equivalent & other ranks are eligible for plots of 8,6 & 4 marlas.

- ii) Only those applicants are eligible to apply who do not own a residential plot/house in any Urban Estate in Haryana in his/her name or spouse's name or in the name of any dependent family member. An affidavit to this effect attested by a Magistrate Ist Class/Executive Magistrate shall accompany the application.
- iii) The applicant under Defence Personnel/Ex-Servicemen category must belong to Haryana State. The applicants from para-Military Forces also must have domicile of Haryana State. An affidavit to this effect attested by a Magistrate Ist Class/Executive Magistrate shall accompany the application.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Mani-Majra (UT), Chandigarh.

To

All the Estate Officer in  
Haryana Urban Development Authority.

No.A-11-87/5657-64

Dated: 25.02.87.

Subject: Permission for transfer of residential and commercial plots – Policy regarding charging of transfer fee.

I am directed to address you on the subject noted above. The following new guidelines/procedure governing the transfer of residential/commercial plots in the Urban Estates set up by HUDA will be followed w.e.f. 20.1.87 :-

**(i) (a) Residential Plots**

The transfer fee @ Rs.10/- per Sq.mtr. in respect of “A” Class Urban Estates and Rs.5/- per Sq.mtr. for “B” Class Urban Estates be charged for all types of residential plots at the time of granting permission for transfer of plots. The Urban Estates set up by HUDA at Faridabad, Gurgaon, Panipat, Karnal and Panchkula will be “A” Class Urban Estates and others as “B” Class.

**(b) Commercial plots**

In case of commercial plots a transfer fee of Rs.30/- per Sq.mtr. irrespective of the location of the Urban estate, will be charged.

- (ii) The family transfer, as defined in the policy, already applicable, where family includes Father, Mother, Sons, Daughters, Sisters, Husband, Wife, Daughter-in-Law and Son-in-Law shall be permitted with the payment of administrative charges of Rs.100/-. To this list shall be added Karta of the Hindu Undivided family (Registered and styled as \_\_\_\_\_”) in which the allottee is a member.
- (iii) In those cases where the allottee has made full payment \_\_\_\_\_ HUDA and has got conveyance deed registered in his name, transfer may be permitted on payment of administrative charges of Rs.100/-.
- (iv) Those allottees in whose case a final “No due certificate” has to be issued on the request of the allottee or has been issued, will not be permitted to transfer the plot, till they got a

conveyance deed registered in their favour. Addition or deletion of the name of spouse of the allottee shall be permitted on payment of administrative charges of Rs.100/-.

- (v) All arrears up to date shall be cleared by the allottee before making an application for transfer.
- (vi) In case of any pending dispute, the amount as per HUDA's demand shall be paid with the stipulation that if subsequently it is found that any excess payment was made by the allottee, it will be refunded to the person who actually made such excess payment.
- (vii) If any litigation in a court or proceedings initiated by HUDA are pending with respect to a particular plot, permission for transfer of that plot will not be granted.

If an allottee has completed construction up to plinth level or beyond, then permission for transfer will not be granted. In such cases, the allottee will first make full payment and get the conveyance deed registered in his name from the Registering Authority. Thereafter permission for transfer will be granted on payment of administrative charges of Rs.100/-. The letter No.Suppl-I-SB/16879-84 dated 13.10.80 and subsequent reminder issued in this regard from time to time stand superseded.

#### PROCEDURE TO BE ADOPTED FOR ALLOWING PERMISSION OF PLOTS.

The seller will make an application to the Estate Officer on a prescribed form (Copy enclosed), which will provide the space for various pieces of information to be given by the seller. It will also incorporate an undertaking that if any false information has been given in the application then the transfer permission granted on the basis of this application will become invalid.

This application shall be accompanied by photostatic copies of the following documents which normally should be in the possession of the allottee :-

- a) Allotment letter.
  - b) Receipts of payment made to HUDA.
  - c) Possession certificate.
- (i) The application shall be accompanied by a bank draft for the transfer fee according to the new policy. For this purpose if possession has not been given, then the area mentioned in the allotment letter shall be used for calculations. If possession has been given then area mentioned in the possession letter shall be used. If any incidental space has been allotted, then that will be added. For this purpose information in this regard shall be incorporated in the printed application form.
  - (ii) The purpose of taking documents is to be reasonably sure that the person putting in the application is actually the allottee of this plot. Normally if two of those three documents, are available the genuineness of the applicant could be accepted. With regard to the receipt of payment he may have some receipts while others may not be available with him. If these documents are not available or there is a reasonable cause for doubting the genuineness of the applicant, only then, he should be asked to give an affidavit in the format, which is being used at present. However, the reasons for doubting the genuineness of the applicant shall be recorded by the Estate Officer himself.

- (iii) After receipt of application, the position with regard to arrears will be ascertained. The signature s will be tallied with those on record. In those cases where doubt arises regarding the difference in the signatures, the Estate Officer himself, shall record reasons for raising such doubt. The verification of the application should be completed within 10 working days of its receipt in the office. It is clarified under this policy, all eligible cases have a right to get permission for such a transfer, Refund will be only for specific cases prescribed in the policy and a speaking order will be passed by the Estate Officer in every case of refusal.
- (iv) After verification, the permission letter shall be sent to the allottee by registered post. The permission letter shall be accompanied with the printed affidavit on court paper which will have to be sworn by the buyers and attested by a Magistrate. The affidavit shall be accompanied by a three stamp paper to fulfill the requirements. The stamp paper should be purchased by the buyer in his own name. The proforma of the affidavit has been on signed & is attached.
- (v) On receipt of the attested affidavit sworn by the buyer, the allotment in the name of the seller shall be evoked and a new allotment letter shall be issued to the buyer. The proforma of the allotment letter in such cases of allotment by transfer will be different from the general allotment letter and is enclosed.
- (vi) The permission granted shall be valid for 60 days from the date of registration of its dispatch and shall be revoked after this period.
- (vii) In all cases where the transfer is not permitted either because of ineligibility or non-completion of formalities by buyer or seller, the transfer fee shall be refunded in full to the seller.
- (viii) If during scrutiny of the application, it is found that less transfer fee has been paid, then the permission letter shall be issued incorporating the condition that allotment letter in favour of buyer shall be issued only when the balance transfer fee is paid. Similarly if excess payment has been made that shall be refunded with the permission letter.

This may be brought in the notice of all concerned.

DA/As above.

Administrator (HQ),  
for Chief Administrator, HUDA,  
Mani-Majra (UT), Chandigarh.

Dated: 25.02.87

Endst.No.A-11-87/5665-71

A copy if forwarded to the following for information and necessary action:-

1. All the Administrators in HUDA.
2. Controller of Finance, HUDA, Mani-Majra.
3. The Secretary, HUDA, Mani-Majra.
4. Dy. ESA, HUDA, Mani-Majra.
5. PS/CA for the information of Chief Administrator, HUDA (Two copies).

Administrator (HQ),  
for Chief Administrator, HUDA,  
Mani-Majra (UT), Chandigarh.



From

The Chief Administrator,  
HUDA, Panchkula.

To

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

Memo No.A-1-2005/13338-51

Dated: 14.06.2005

**Subject: Guidelines with regard to conduct draw of lots of residential plots/auction of commercial sites.**

This is in supersession of this office memo No.A-5-2001/16512 dated 26.06.2001 and A-2-2001/24253 dated 21.9.2001 on the subject cited above.

While conducting the draw of lots and auction of commercial sites, following guidelines may be kept in view for strict compliance :-

**Venue**

That the draw of lots should be held on the same station where the plots were advertised and auction should also be conducted accordingly at the same station.

**Constitution of Committee.**

There shall be a Committee for supervising draw of lots of the residential plots as well as auction of commercial sites, headed by concerned Administrator. The concerned Estate Officer, District Town Planner of the district, a representative from Deputy Commissioner shall be the members of the Committee. In the case of auction of commercial sites, an Architect from headquarters shall be taken as a member. Any officer, who has applied for a plot in a particular sector/urban estate, shall not be associated with draw of lots and in his place, some other Officer like Senior Accounts Officer/Accounts Officer shall be associated.

The detailed procedure for the draw of lots of residential plot will be as under :-

A wide publicity shall be given in the leading news papers. After the receipt of the applications, the same shall be scrutinized by the concerned Estate Officers before holding the draw of lots. A registration number shall be allocated to each applicant and the registration numbers shall be issued/despached to the individual applicants, well before the date/draw of lot. Before holding the draw of lots, an advertisement shall be released in the leading dailies, so that who-so-ever has any grievances, can meet represent to the concerned Estate Officer, before the draw of lots is held. For holding the draw of lots, two set of stubs must be prepared. One set containing information of plots number/sector/size and second set of stub containing the particulars of the applicant(s). These two stubs shall be put into two separate drums for holding the draw of lots. Draw of lots shall be held category-wise/size-wise. It has come to the notice of headquarters that in certain cases already allotted plots or which are not clear for allotment are included in the draw of lots, which creates un-necessary litigations & embarrassing position for HUDA. It has been decided that henceforth only available/vacant/allotable and free from all encumbrances plots are being included in the draw of lots. Before the commencement of draw, the concerned Estate Officers/officials will certify to the Draw Committee that only available/vacant /allotable and free from all encumbrances plots are being included in the draw of lots. Any dereliction of duty or acts of omission & commission will render the concerned Officer/official liable for strict departmental action against them.

The draw of lots must be held before the public present at the time of draw. It has now been decided that the draw of lots may be got done through smaller children around 10 years of age to strengthen the faith of applicants in the system of draw of lots followed by HUDA. Two stubs, one from plot numbers and the other stub from registration number shall be drawn simultaneously and after announcement of the names of successful candidates, these stubs must immediately be signed by the Committee appointed for this purpose at the time of draw. All these members will sign the stubs of draw of lots on the spot and also sign the bid sheet of auction

to avoid any sort of suspicion in the mind of the public. A video recording be also prepared for each draw of lots and auction of commercial site.

These instruction may be brought to the notice of all concerned for compliance in letter & spirit.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1-2005/

Dated:

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

1. Chief Town Planner, HUDA, Panchkula.
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Secretary, HUDA, Panchkula.
4. The Chief Vigilance Officer-cum-Enforcement Officer, HUDA, Panchkula.
5. Legal Cell, HUDA (HQ), Panchkula.
6. The Dy. Economics & Statistical Advisor, HUDA, Panchkula.
7. All the Assistants of Urban Branch, HUDA, Panchkula.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

No.A-11(P)-91/23298

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajra, U.T. Chandigarh.

To

1. All the Administrators,  
Haryana Urban Development Authority.
2. All the Estate Officers/Asstt. Estate Officer,  
Haryana Urban Development Authority.

Dated: 12.11.1991

**Subject: Relaxation of period in payment of 15% price in case of residential, commercial and industrial plots/sheds.**

Sir,

I am directed to address you on the subject noted above and to inform you that under the existing policy guidelines, the initial 15% amount towards the price of the plot is required to be paid within 30 days from the date of issue of allotment letter in case of commercial and industrial plots/sites and within 90 days (30+60 days) of the date of issue of allotment letter in case of residential plots, failing which the offer of allotment letter is withdrawn and the 10% amount already deposited as earnest money is forfeited to HUDA. It is felt that in some cases purchaser could not make payment of 15% initial amount within the stipulated period under the circumstances beyond his control or on account of delay in the receipt of allotment letter through the Postal Authority. Keeping in view the difficulties of genuine purchaser, the matter was placed before the Authority in its 51<sup>st</sup> meeting held on 9.10.91 with the proposal that some extra period beyond the stipulated period may be allowed with some surcharge. The Authority have approved the proposal as under :-

Sr.No.	Period of condonation	Officer who can condone the delay	Rate of surcharge
1.	Condonation upto 7 days	Estate Officer	1% of the 15% amount.
2.	Condonation upto 14 days	Administrator	2 ½% of the 15% amount.
3.	Condonation upto 30 days	Chief Administrator	5% of the 15% amount.

In addition to the above mentioned surcharge the purchaser will have to pay interest @ 18% per annum for the delayed period. In case payment is not made within the extended period alongwith surcharge and interest at the rate mentioned above, the allotment shall be cancelled and 10% amount already deposited as earnest money be forfeited in full to HUDA.

You are, therefore, requested to take further necessary action in the matter accordingly. You should also keep a strict watch over the amount received from the allottees and its booking in the concerned allottees accounts after the extended period, so that there should be no complication at a later stage.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully

-sd/-  
Administrative Officer,  
For Chief Administrator, HUDA.

Endst.No.A-11-P-91/23299

Dated: 12.11.1991

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

1. Chief Controller of Finance, HUDA
2. Secretary, HUDA.
3. Distt. Attorney, HUDA.
4. Dy. Economic & Statistical Advisor, HUDA.
5. P.A./C.A. for information C.A.

-sd/-  
Administrative Officer,  
For Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajra, U.T. Chandigarh.

To

1. All the Administrators,  
Haryana Urban Development Authority.
2. All the Estate Officers/Asstt. Estate Officer,  
Haryana Urban Development Authority.

Memo No.A-11(P)-94/AdO-608

Dated: 26.08.1994

**Subject: Relaxation of period in payment of 15% price in case of residential, commercial and industrial plots/sheds.**

In partial modification of this office memo No.A-11(P)-91/23298 dated 12.11.91 on the subject cited above.

I am directed to address you on the subject noted above and to inform you that under the existing policy guidelines in case of industrial plots, the initial 15% amount towards the price of the plot is required to be made within a period of 35 days from the date of issue of allotment letter, failing which the offer of allotment is forfeited to HUDA.

The instructions dated 12.11.91 on the subject empower the Chief Administrator, HUDA to condone delay to a maximum period of 30 days, with 5% surcharge on the 15% amount. The interest @ 18% per annum for the delayed period is also payable in addition.

The Authority in its 60<sup>th</sup> meeting held on 27.5.94 has authorised that in case of industrial plots, the Chief Administrator, HUDA may on the merits of each case condone the delay upto 90 days. The instructions circulated vide memo No.A-11(P)-91/23298 dated 12.11.91 on the subject are modified to this extent. All other terms and conditions shall remain the same.

-sd/-

Administrative Officer,  
For Chief Administrator, HUDA.

Endst.No.A-11-P-94/AdO-609

Dated: 26.08.1994

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

1. Chief Controller of Finance, HUDA, Panchkula
2. Secretary, HUDA, Panchkula.

3. Legal Remembrancer, HUDA, Panchkula
4. Monitoring Cell, O/o Chief Town Planner, HUDA, Panchkula.
5. P.A./C.A. for information C.A.

-sd/-  
Administrative Officer,  
For Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajra, U.T. Chandigarh.

To

1. All the Administrators,  
Haryana Urban Development Authority.
3. All the Estate Officers/Asstt. Estate Officer,  
Haryana Urban Development Authority.

Memo No.A-1-99/12703-23

Dated: 09.04.1999

**Subject: Policy for condonation of delay in depositing 15% amount in case of residential/commercial/institutional/industrial sites – amendment thereof.**

This is in continuation of memo No.A-11(P)-91/23298 dated 12.11.91 and No.A-11(P)-94/AdO-608 dated 26.8.94 on the subject cited above.

I am directed to address you on the subject cited above and to inform you that under the existing policy guidelines, the initial 15% amount towards the price of the plot is required to be paid within 30 days from the date of issue of allotment in case of commercial/institutional and industrial plots/sites and within 90 days (30+60 days) of the date of issue of allotment letter in case of residential plots. For those allottees who are unable to make the payment within the stipulated period, further relaxation in depositing the above 15% amount is also granted on merits, as per details given in the above referred letter.

It was felt that in some genuine cases, allottees could not make the payment of 15% initial amount even within the laid down limits, under circumstances beyond their control. Keeping in view the genuine difficulties of the allottees, the matter was placed before the Authority in its 75<sup>th</sup> meeting held on 10.3.99 vide agenda item No.A-75 (36) for consideration and decision. The Authority has accorded its approval as under :-

A. Condonation of delay in respect of residential plots (allotted other than by auction)

S.N.	Period of condonation	Concerned Officer	Rate of surcharge
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		who can condone the delay.	leviable on 15% amount.
1.	Up to 7 days	Estate Officer	1%
2.	Up to 14 days	Administrator	2.5%
3.	Up to 30 days	Administrator(HQ)	5%
4.	Up to 60 days	Chief Administrator	10%

**B. Condonation of delay in respect of commercial/residential plots (allotted through auction).**

S.N.	Period of condonation	Concerned Officer who can condone the delay.	Rate of surcharge leviable on 15% amount.
1.	Up to 7 days	Estate Officer	1%
2.	Up to 14 days	Administrator	2.5%
3.	Up to 30 days	Chief Administrator	5%

**Besides surcharge the allottee shall have to pay penal interest @ 18% p.a. on the 15% amount for the delayed period.**

**The powers of condonation beyond 60 days in cases of hardship is vested with Chairman, HUDA.**

3. **In case of institutional sites, the delay in payment shall be allowed with interest @ 18% p.a. on delayed payment with the approval of Chief Administrator. No surcharge shall be charged in case the payment is made in the same financial year. However, in case the payment is not made in the same financial year, the rates of next financial year shall be charged. If the allottee fails to make the payment within the extended period then allotment shall stand cancelled and 10% amount already deposited as earnest money shall be forfeited in full.**
4. **In case of industrial plots/sites, the earlier policy for condonation of delay will remain the same.**

**You are therefore requested to take further necessary action in the matter accordingly.**

**These instructions may be brought to the notice of all concern for strict compliance.**

-sd/-  
Administrative Officer,  
For Chief Administrator, HUDA.

Endst.No.A-1-99/12724-41

Dated: 09.04.1999

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

1. Chief Town Planner, HUDA, Panchkula.
2. Chief Engineer, HUDA, Panchkula.
3. Chief Controller of Finance, HUDA, Panchkula
4. Secretary, HUDA, Panchkula.
5. District Attorney, HUDA, Panchkula.
6. Dy. Economic & Statistical Advisor, HUDA, Panchkula
7. All the Asstt./Record Keepers of Urban Branch (HQ)

-sd/-  
Administrative Officer,  
For Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.

Memo No.A-1-2005/17836-56

Dated: 27.07.2005

**Subject: Policy for condonation of delay in depositing 15% amount in case of residential/commercial/institutional/industrial sites, beyond stipulated period of 30 days.**

This is in super session of delegation of power on the above mentioned subject issued vide this office memo No.A-11(P)/23298 dated 12.11.91, No.A-11(P)-94/Ado-608 dated 26.8.94 and No.A-1-99/12703-23 dated 9.4.99.

The matter regarding amendment in policy for condonation of delay in depositing 15% amount in case of residential/commercial/industrial and institutional sites was placed before the Authority in its 95<sup>th</sup> meeting held on 21.06.2005 vide agenda item No.A-95(14) for consideration. The Authority has accorded its approval as under :-

A. Condonation of delay in respect of residential plots (allotted other than by auction) (beyond 90 days.)

S.N.	Period of condonation	Concerned Officer	Rate of surcharge
		who can condone	leviable on 15%
		the delay.	amount.

- |    |              |                     |      |
|----|--------------|---------------------|------|
| 1. | Upto 30 days | Estate Officer      | 5%   |
| 2. | Upto 45 days | Administrator       | 7.5% |
| 3. | Upto 60 days | Chief Administrator | 10%  |

Besides surcharge the allottee shall have to pay penal interest @ 14% p.a. (or as decided by Authority from time to time) on the 15% amount for the delayed period, to be reckoned from the date of allotment.

The powers of condonation beyond 60 days in cases of hardship shall vest with the Hon'ble Chairman, HUDA.

**B. Condonation of delay in respect of commercial/residential plots (allotted through auction) : (Beyond 30 days).**

S.N.	Period of condonation	Concerned Officer who can condone the delay.	Rate of surcharge leviable on 15% amount.
1.	Upto 15 days	Estate Officer	2.5%
2.	Upto 30 days	Administrator	5%

Besides surcharge the allottee shall have to pay penal interest @ 14% p.a. (or as decided by Authority from time to time) on the 15% amount for the delayed period, to be reckoned from the date of allotment.

**C. Condonation of delay in respect of industrial plots/Institutional plots disposed off by way of allotment : (Beyond 30 days).**

S.N.	Period of condonation	Concerned Officer who can condone the delay.	Rate of surcharge leviable on 15% amount.
1.	Upto 30 days	Estate Officer	5%
2.	Upto 60 days	Administrator	7.5%
3.	Upto 90 days	Chief Administrator	10%

Besides surcharge the allottee shall have to pay penal interest @ 14% p.a. (or as decided by Authority from time to time) on the 15% amount for the delayed period, to be reckoned from the date of allotment. The above decisions shall supersede all the previous guidelines, on the subject issued from time to time.

You are requested to take further action in the matter accordingly. These instructions may be brought to the notice of all concerned for strict compliance.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1-2005/17857-62

Dated: 27.07.2005

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

1. The Engineer-in-Chief, HUDA, Panchkula.
2. The Chief Town Planner, HUDA, Panchkula.
3. The Chief Controller of Finance, HUDA, Panchkula.
4. The CVO & EO, HUDA (HQ), Panchkula.
5. The Dy. Economic & Statistical Advisor, HUDA, Panchkula.
6. All the Assistants & Record Keepers of Urban Branch, HUDA (HQ), Panchkula.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrator(s), HUDA.
2. All the Estate Officer(s)/Asstt. Estate Officer(s), HUDA.

Memo No.A-1-2005/23289-310

Dated: 12.09.2005

**Subject: Policy for condonation of delay in depositing 15% amount in case of residential/commercial/institutional/industrial sites, beyond stipulated period of 30 days.**

This is in continuation of this office memo No.A-1-2005/17836-56 dated 27.7.2005 on the subject cited above.

The matter on the subject was reviewed by the authority in its 95<sup>th</sup> meeting held on 21.6.2005. The decision of the authority has already stands conveyed to you vide letter under reference. These instructions shall be made applicable with prospective effect only i.e. w.e.f. 21.6.2005. Therefore all the pending cases, wherein allotment has been made on or before 23.5.2005 shall be decided under old policy guidelines only.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1-2005/23311-317

Dated: 12.09.2005

A copy of the above is forwarded to the following for information & necessary action in continuation of Endst.No.A-1-2005/17857-62 dated 27.7.2005.

1. Engineer-in-Chief, HUDA, Panchkula.
2. Chief Town Planner, HUDA, Panchkula.
3. Chief Controller of Finance, HUDA, Panchkula.
4. Chief Vigilance Officer-cum-Enforcement Officer, HUDA, Panchkula.
5. Dy. Economic & Statistical Advisor, HUDA, Panchkula.
6. All the Assistants/Record Keepers of U/Branch, HUDA (HQ).

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officer,

Memo.No.A-1-2004/23847

Dated 25.06.2004

**Subject : Policy of exchange of plots – modification thereof.**

This is in supersession of this office memo No.A-1-2003/31294-31314 dated 13.10.2003 and No.A-1-2004/18073-93 dated 16.04.2004 on the subject cited above.

The matter under subject was placed before the Authority in its meeting held on 01.06.2004 vide agenda item no.A-91 (3-Suppl-II) for consideration and decision. The Authority has approved the following policy guidelines, for allotment of alternative plot/exchange of plot.

Henceforth, the cases for exchange of plots shall be examined and decided in accordance with the following parameters/guidelines :-

**Conditions where such exchange of plots/allotment of alternative plots is necessary.**

- i) Where HUDA could not deliver the possession of plots due to litigation pending in the court,
- ii) Where the plot is not actually available on the ground as layout plan.

**To meet such situation, it is proposed as under :-**

- a) The alternative plot of the same category at site shall be allotted within the same sector. In case the plots of the required category/size are not available in the same sector, in which the disputed plots fall, then additional/afresh residential/commercial sites shall be carved out in the same sector on vacant sites, meant for other uses, or change the size/category of available unsold sites of smaller/bigger sizes and category.

Under these situation the rates and terms and conditions of the allotment shall remain unchanged.

- b) In case it is not possible to make available the plot of same size and category within the sector by adopting measures as aforesaid (a) above.
- i) The allottee may wait till area falling under his plot, becomes available for allotment.
- ii) The allottee may seek refund of the amount deposited by him towards cost of plot alongwith interest at the rate of simple 10% per annum.
- iii) Alternatively an alternative plot may be offered to him in the adjoining sectors out of the available plots of the category or by carving out additional plots in the vacant pockets of land. If that is not possible, then an alternative plot may be offered to him in the next sector to be floated. In both the eventuality, the allottee will have to pay the cost of alternative plot at the updated current flotation rate of that sector. The amount deposited by him against his earlier allotted/disputed plot shall be adjusted towards the cost of alternative plot alongwith simple interest @ 10% p.a. to be calculated after 3 years of allotment or from the date of other allottees in that sector having offered possession, whichever is later.
- iv) The specific plot number shall be determined by draw of lots.

Sd/-  
Administrative Officer,  
for Chief Administrator, HUDA

Endst.No.A-1-2004/23848-54

Dated 25.06.2004

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

1. The Joint Director (Legal), HUDA, Panchkula.
2. The Secretary, HUDA, Panchkula.
3. The Engineer-in-Chief/Chief Engineer, HUDA, Panchkula.
4. The Chief Town Planner, HUDA, Panchkula.
5. The Chief Controller of Finance, HUDA, Panchkula.
6. The Dy. Economic & Statistical Officer, HUDA, Panchkula.
7. All the Assistants/Record Keepers of Urban Branch, HUDA, HQ, Panchkula.

Sd/-  
Administrative Officer,  
for Chief Administrator, HUDA



From

The Chief Administrator,  
Haryana Urban Development Authority,  
Sector-6, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officer/Asstt. Estate Officers, HUDA.

Memo No.A-1-2006/19748-68

Dated:31.05.2006

**Subject: Guidelines with regard to the auction of commercial sites .**

This is in partial modification of this office memo No.A-1-05/13338-51 dt. 14.06.2005, whereby guidelines with regard to the draw of lots of residential plots and auction of commercial sites were circulated.

The matter regarding formulation of specific and separate guidelines for auction of commercial sites has been engaging attention. Now, it has been decided that while conducting auction of commercial sites, the following guidelines/procedure shall be followed. However this procedure will not apply to auction in City Centres of Gurgaon, Faridabad and Panchkula.

**1. PRE REQUISITE STEPS :**

Before publication of notice for auction, the EO concerned shall initiate the following pre requisite steps;

- i) Out of total vacant commercial sites she shall list out number of sites to be put to auction, taking into consideration the sale's feasibility of shopping sites in the area and market demand etc. etc. The list so prepared shall be got approved from the Zonal Administrator, HUDA.
- ii) The list of sites proposed to be put to auction shall be sent to the Superintendent Engineer, HUDA, concerned (XEN in the case where, S.E. is not in stationed) with a request to look into and confirm that the development works in the area are completed and possession of the site can be offered immediately. He shall also obtain the confirmation from District Town Planner concerned, that the demarcation plan/Zoning plan of the sites have also been approved.

- iii) The case for fixation of the price shall be moved simultaneously and reserve price shall be got finalized from the 'Competent Authority'.

## **2. PUBLICATION OF NOTICE**

After observing of the pre-requisites as aforesaid at 1, a draft notice shall be prepared by the EO and after getting approval on the file from the Zonal Administrator, HUDA, a notice to this effect shall be got published through DPR, Haryana. There shall be a gap of at least 15 days between the publication of notice and the date of auction. There shall also be repeat publication during the period. The reserve price, of each site shall be indicated against each.

### **2.A DISPLAY OF DEMARCTION/ZONING PLAN**

The demarcation /zoning plan of the sites proposed to be put to auction shall be arranged and displayed in the respective Estate Office by the DTP concerned at least one week before the date of the auction so as to facilitate the prospective buyer to look into and make their mind. A representative of DTP shall remain there during period, to explain queries of prospective buyers.

## **3. LOCAL PUBLICITY**

Besides releasing advertisements in the leading dailies, the wide local publicity in the cities in and around the Urban Estate concerned shall be made by the respective Estate Officer HUDA through distribution of leaflet.

## **4. REGISTRATION OF BIDDER**

The bidder shall be required to get themselves registered with respective Estate Officer, HUDA, upto 4.00 P.M. of the day preceding to the date of auction. The bidder shall be required to submit a written request for registration alongwith following details :-

- a. Name of the applicant with complete address.
- b. Name of the authorised person. (In case the bidder has given any special Authority letter/GPA to someone else on his behalf.) Under this situation, the authorised person/GPA shall submit the original copy of the Authority letter/GPA.

- c. The request for registration as bidder shall be accompanied with the security amount, equal to 2% of the reserve price, besides a sum of Rs.1000/- as registration money (non refundable) in the shape of demand draft drawn in favour of the Estate Officer, HUDA concerned. The Demand Draft of the unsuccessful bidders shall be returned as such to them immediately after the auction proceedings are approved by the Presiding Officer. The security amount deposited by successful bidder shall be adjusted towards earnest money making the total deposits equal to 10% of bid, required to be deposited at the fall of hammer.

In case the successful bidder fails to deposit an amount equal to 8% of the highest bid, (making a total sum deposited by him equal to 10% of the cost) at the fall of hammer, the security amount shall stand forfeited. The bid shall also be considered to be withdrawn/cancelled.

The following terms & conditions relating to allotment of commercial sites shall be displayed and also got signed from the buyers, before issuance of registration certificate.

#### **TERMS AND CONDITIONS**

a. The mode of payment of plot/site would be as under :-

- (i) 10% (2%+8%) bid money at the fall of hammer in form of cash/demand draft.
- (ii) 15% amount within 30 days from the date of issue of allotment letter.

b. Balance 75% amount shall be payable, either in lumpsum without interest within 60 days from the date of issuance of allotment letter OR

in the following manner :-

- i) In the case of booth/Kiosk sites the balance amount of 75% would be recoverable in 10 half yearly equal instalments.
- ii) In the case of other commercial sites, the balance amount of 75% would be recoverable in 8 half yearly equal instalments.

However, for the payments made in instalments interest @ 9% per annum be charged from the date of offer of possession with provision to charge 11% per annum (or decided by the Authority from time to time) interest on the delayed payment.

In case the allottee is not able to deposit the 15% amount within the stipulated period of 30 days, further extension of 30 days can be granted on payment of surcharge as per policy and penal interest at the applicable rate for the delayed period on the delayed amount, with the prior approval of the Competent Authority, otherwise the allotment shall be cancelled under the provisions of HUDA Act. But for seeking further extension as aforesaid, the request of allottee must reach within 30 days from the date of issuance of allotment letter.

- c. No request for surrender of plot shall be entertained once the bid is accepted by the Presiding Officer. In case of surrender the whole 10% amount deposited at the fall of hammer shall stand forfeited.

## **5. CONSTITUTION OF COMMITTEE**

The following shall be constitution of the auction committee.

- |    |  |                   |
|----|--|-------------------|
| 1. | Zonal Administrator, HUDA                      | Presiding Officer |
| 2. | DTP concerned                                  | Member            |
| 3. | Representative of the<br>Distt. Administration | Member            |
| 4. | Estate Officer, HUDA concerned                 | Member Secretary  |
| 5. | XEN, HUDA, concerned                           | Member            |

Besides above, the following officers/officials of the Estate Officer shall also be associated in the process of holding of auction. However, a written office order to this effect shall be issued by the Zonal Administrator, HUDA.

1. Sr. A.O./AO
2. SO concerned/Divnl. Acctt.
3. Cashier
4. Office Asstt. of the Estate Officer dealing with allotment of comm.

sites.

## **6. PRESIDING OFFICER**

The Zonal Administrator, HUDA shall be the Presiding Officer of the whole proceedings. No other officer shall chair the proceedings.

Before issuance of receipt in token of deposit of 8% amount to be

deposited at the fall of hammer, it shall be the responsibility of the Sr.AO/AO as the case may be, to check and confirm that the bidder has signed the terms & conditions of the auction and observed all the pre-requisite documentation/formalities, before issuance of valid receipt, in token of deposit.

**7. HOLDING OF AUCTION**

The auction announcer shall be arranged by the respective Estate Officer with the approval of the Zonal Administrator, HUDA. This fellow may be HUDA official or an outside professional. The honorarium in lieu of this job to be paid shall also be decided by the Zonal Administrator, HUDA.

**8. RECORDING OF BID SHEET**

The Zonal Administrator shall designate/appoint a person specific, who shall only record bid proceedings neatly. He shall sit aside the Estate Officer, HUDA, concerned and hand over the bid sheet immediately after fall of hammer to the Estate Officer, HUDA, concerned, who shall get the bid sheet signed immediately from the other members of the committee including the Presiding Officer.

**9. ACCEPTANCE OF BID**

The Presiding Officer i.e. Zonal Administrator, HUDA, shall take a decision with regard to the acceptance or rejection of the highest bid on the spot, itself and made a record note of it on the bid sheet.

**10. ISSUEANCE OF ALLOTMENT LETTER IN FAVOUR OF SUCCESSFUL BIDDER**

Once the bid is approved by the Presiding Officer, the Estate Officer, HUDA, concerned shall ensure that the allotment letter in favour of successful bidder is issued within a period of next two working days positively.

The receipt of the above communication may be acknowledged.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

A copy is forwarded to the following for information and necessary action in supersession of this office Endst. No.A-1-05/13352-62 dt. 14.03.05 :-

1. The Chief Town Planner, HUDA, Panchkula.
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Secretary, HUDA, Panchkula.
4. The Chief Vigilance Officer-cum-Enforcement Officer, HUDA, Panchkula.
5. The District Attorney, HUDA, Panchkula.
6. The Dy. Economic & statistical Advisor, HUDA, Panchkula.
7. All the Assistants/Record Keepers of Urban Branch (HQ), HUDA, Panchkula.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators in HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.

Memo No.A-1-2006/**23278-94**

Dated: **29.06.2006**

**Subject: HUDA policy for allotment of residential plots – Ban imposed to acquire more than one plot in an Urban Estate.**

This is in partial modification of this office memo No.A-1-(P)-2000/6583-6603 dated 27.3.2000.

The existing policy for disposal of residential plots by way of allotment to the general category applicants states that “there shall be no ban for these applicants to make more than one application as well as to acquire more than one plot in an urban estate.

The matter has been reviewed. **It has been decided that an individual, who has ever been allotted a plot of land directly by HUDA in an urban estate shall not be entitled to apply for allotment of plot for the same urban estate against the future floatation.**

**However, there shall be no ban on those individuals/ applicants;**

- i) Who have acquired a residential plot in HUDA area by way of purchase from open market or through re-allotment.
- ii) Whose spouse or dependent children have acquired a plot by way of allotment or otherwise in the same urban estate, developed by HUDA.
- iii) Who already own a group housing flat or any kind of non-HUDA residential property in same urban estate/town.

The above decision may be widely publicised and brought into the notice of all concerned.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1-2006/**23295-301**

Dated:**29.06.2006**

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

1. The Engineer-in-Chief, HUDA, Panchkula.
2. The Chief Town Planner, HUDA, Panchkula.
3. The Chief Controller of Finance, HUDA, Panchkula.
4. The Secretary, HUDA, Panchkula.
5. The Chief Vigilance Officer-cum-Enforcement Officer, HUDA, Panchkula.
6. The District Attorney, HUDA, Panchkula.
7. All Assistants/Record Keepers of Urban Branch, HUDA.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

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

Memo No.A-6-2005/27527-47

Dated: 21.10.2005

**Subject: Regarding disposal of representation made by doctors running their nursing homes in the residential premises of Urban Estate as a follow up to the Hon'ble Apex Courts order dated 10.09.2003 in CWP No.552 of 1997 titled as IMA V/s State of Haryana & Ors- Formulation of policy thereof.**

...

This is in continuation of this office memo No.A-6-2004/24508-28 dated 01.07.2004 on the subject cited above.

The following policy guidelines for regularization of the nursing homes, that are operating in the residential areas, have been approved:-

#### **Applicability/Eligibility**

This policy/scheme shall be made applicable only to the Nursing Homes already running in the residential premises, in the sectors developed by HUDA on or before 31.12.1991. The permission shall not be general to the residential lands/buildings, but shall be case specific.

#### **Land/Building requirements :**

The minimum size of a residential plot/building shall be 250 Sq.yds. and a maximum of 1000 Sq.yds. However the location of plot/building shall not be so, which may create traffic congestion/problem.



The usage of plot shall be as per HUDA covered area & FAR norms and subject to zoning plans.

**Parking Requirements :**

Such land/building should have adequate parking space in and around the premises for parking.

**Procedure :**

The application for granting permission to the Nursing Home shall be made to the respective Estate Officer, HUDA alongwith the following documents.

**i) Prescribed fee**

High Potential Zone (HPZ) @ Rs1000/- per Sq.yds.  
Consisting of Gurgaon, Faridabad, Panchkula Urban Estates.

Medium Potential Zone (MPZ) Rs.500/- per Sq.yds.  
Consisting of Karnal, Panipat & Bahadurgarh Urban Estates.

Low Potential Zone (LPZ) Rs.250/- per Sq.yds.  
Consisting of Rest of Urban Estates.

Besides they shall have also pay the annual charges of Rs.10000/- 5000/- and 2500/- for HPZ, MPZ and LPZ respectively.

- ii) Building plan/Utilisation plan of proposed/existing Nursing Home.
- iii) The complete project report containing therein the activities/function being to be, carried out in full details, especially surgeries, Lab tests etc.

**Scrutiny of the applications/requests**

Scrutiny of the applications/requests shall be carried out by a Committee consisting of CMO of the district, Estate Officer, HUDA concerned, DTP of the Distt. Concerned and a representative from the Haryana Pollution Board, viz-a-viz, the laid down criteria/legislations/policy-guidelines circulated amended by HUDA/Central/State Government, from time to time. The Authority to approve running/functioning of a Nursing Home from residential

plot/building shall lie with the Zonal Administrator, HUDA. The formal approval, shall however be circulated by respective Estate Officer, HUDA.

**Other general terms & conditions:**

1. The applicant shall be a consumer, registered with the Health Department for usage of incinator if installed/working in the concerned district.
2. No commercial activities shall be allowed within the premises.
3. The Nursing home shall be open to inspection, by the committee/Officers of HUDA/Health Deptt. at regular intervals.
4. The Nursing Home shall be liable to pay taxes, cesses and further parking charges (outside the premises), if any, levied by the concerned Local Bodies.
5. The Nursing Home shall have to make adequate arrangement for the drainage/disposal of the effluents, cleanliness of the area.
6. The permission shall be governed by the provisions of HUDA Act, 1977 rules and regulations framed thereunder.
7. It will be ensured that no-nuisance or hardship is created to the nearby residents of area.
8. It shall be obligatory to observe formalities/follow directions/meet the norms laid down policy guidelines circulated/amended from time to time by HUDA, State Govt. in the Deptt. of Health & other Statutory bodies, concerning running of a Nursing Home.
9. The permission shall be liable to be withdrawn, if the Nursing Home violates any of the conditions of approval.

You are requested to examine and decide the cases pertaining to the Urban Estates falling within your jurisdiction accordingly within a reasonable time frame. The follow up/status report may also be sent to Headquarters from time to time.

This issues in anticipation of approval of the Authority.

-sd/-

Administrative Officer,  
For Chief Administrator, HUDA.

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

1. The Chairman, Haryana State Pollution Control Board, Sector-6, Panchkula.
2. The Director General, Health Services, Sector-6, Panchkula.
3. The Chief Town Planner, Haryana, Chandigarh.
4. The Chief Town Planner, HUDA, Panchkula.
5. Engineer-in-Chief, HUDA, Panchkula.
6. District Attorney,HUDA (HQ.), Panchkula.
7. All Asstts./Record Keepers of Urban Branch HUDA (HQ.)
8. The President, Indian Medical Association, Haryana State Branch

-sd/-

Administrative Officer,  
For Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Chandigarh.

To

All the Estate Officers in  
Haryana Urban Development Authority.

Memo No.A-11-1985/4091-4097

Chandigarh, dated the 12.02.1985

**Subject: Surrender of commercial plot- policy regarding.**

Please refer to the subject noted above.

The question of formulating a policy regarding acceptance of surrender of commercial sites/buildings sold by auction has been under consideration for some time. After consideration of all aspects, it has been decided that surrender of commercial sites/buildings may be allowed after forfeiting 10% of the total bid. In Addition, the bidder will also be liable for interest on over-due instalments. For the purpose of calculation of interest, the date of application of surrender shall be the deemed date of surrender and interest calculated accordingly.

All concerned are requested to take action accordingly in respect of existing/future applicants.

For Chief Administrator, HUDA,  
Chandigarh.

Endst.No.A-11-05/4098-4101

Dated: 12.02.1985

A copy is forwarded to all the Administrator, in HUDA for information and necessary action.

For Chief Administrator, HUDA,  
Chandigarh.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Sector-6, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.
3. All the Asstt. District Attorneys in Estate Offices of HUDA.

Memo No.A-11-P-95/33924-51

Dated: 14.12.1995

**Subject: Acceptance of surrender of residential sites in various Urban Estates of HUDA.**

In supersession of this office memo No.A-11P-94/2975-76 dated 08.2..94 on the above subject.

In the wake of Judgement dated 18.7.95 given by the Punjab & Haryana High Court in Civil Writ Petition Nos.9867 and 9887 of 1994 (Copy enclosed) wherein it has been laid down that in case where the petitioners have come forward with a plea that they do not want to pay the remaining amount and want to surrender the land, the provisions of Sub Sections (2), (3), (4) of Section-17 of HUDA Act 1977 will be deemed to have been satisfied and there can be no legal justification for declining the request of the petitioners to accept the surrender of their land. So it has been decided that :-

- a) Surrender of residential plots may be allowed by the Estate Officer concerned after forfeiting an amount upto 10% of the total amount of the consideration money, interest and other dues payable. However, in the following cases, surrender without forfeiture of any amount may be accepted with the permission of the Chief Administrator :-
  - i) Where HUDA could not deliver the possession of plots due to litigation pending in the Court by the original land owners ;
  - ii) Where plot is not actually available on the ground as per layout plan.
  - iii) Where the land is under unauthorised encroachment which cannot be easily removed and HUDA cannot deliver the possession; and
  - iv) Where the allottee could not pay the remaining amount of the cost or could not undertake construction on account of death of a dependent of the allottee.

For the purpose of calculation of interest and other dues payable, the date of application of surrender shall be the deemed date of surrender.

Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-11P-95/33952-55

Dated: 14.12.95

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

1. Legal Remembrance, HUDA, Panchkula.
2. Chief Town Planner, HUDA, Panchkula.
3. Chief Controller of Finance, HUDA, Panchkula.
4. Secretary, HUDA, Panchkula.

Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Panchkula.

To

All the Estate Officers,  
Haryana Urban Development Authority.

Memo No.A-1-99/16145-61

Dated: 07.05.99

**Subject: Acceptance of surrender of commercial/residential plots – Policy regarding.**

This is in partial modification of HQ communication bearing No.A-11-85/4091-97 dated 12.02.85 and memo No.A-11P-95/33924-51 dated 14.12.95 on the subject cited above.

The matter of formulating further guidelines regarding acceptance of surrender of a commercial/residential sites/building sold by way of allotment/auction has been engaging attending for the last some time. No, it has further been decided that in case of surrender of commercial and residential plots, the refund may be allowed after forfeiting the amount equal to 10% of the total amount of the consideration money, interest and other dues payable meaning thereby 10% of total cost of plot, interest accrued upto date & penalty, if any, taken together. However, in the following cases of surrender without forfeiture may be accepted with the permission of the Administrator, concerned.

- i) Where HUDA could not deliver the possession of plots due to litigation pending in the court by the original land owners.
- ii) Where plot is not actually available on the ground as per layout plan.
- iii) In case of death of allottee and the request from the legal heirs for refund has been received before the offer of possession.
- iv) Where the land is under unauthorised encroachment which cannot be removed and HUDA cannot deliver the possession.

For the purpose of calculation of interest and other dues payable, the date of application of surrender shall be the deemed date of surrender.

All concerned are requested to dispose of such cases accordingly.

Administrative Officer,  
for Chief Administrator, HUDA.

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

1. All the Administrators in HUDA.
2. District Attorney, HUDA Panchkula.
3. Chief Controller of Finance, HUDA, Panchkula.

**For Administrator, HUDA, Hisar :**

This also disposes of a reference bearing No.3848 dated 01.06.98 relating to commercial plot No.523 & 524, City Centre, Bhiwani.

The receipt of this communication may also be acknowledge.

Administrative Officer,  
for Chief Administrator, HUDA.



From

The Chief Administrator,  
Haryana Urban Development Authority,  
Sector-6, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.

Memo No.A-1-P-99/34815-16

Dated: 18.11.1999

**Subject: Surrender of plots allotted to M/s Indian Oil Corporation Limited in Urban Estate Karnal and policy decision thereof.**

This is in continuation of memo No.28169-70 dated 31.8.99 on the subject cited above.

The matter regarding surrender of institutional/residential sites allotted to M/s Indian Oil Corporation Limited in City Centre, Sector-12 and Sector-5, Karnal was placed before the Authority in its 76<sup>th</sup> meeting held on 30.09.1999 vide agenda item No.A-76 (24) for obtaining its ex-post facto approval. The Authority has approved the proposal and it has further been decided that the decision taken by the Authority shall also be made applicable, in future, for all such cases of institutional sites subject to forfeiture equal to 10% of the total cost of plot only. A copy of agenda item and extract of proceedings of the meeting are sent herewith.

You are requested to take further action accordingly and compliance report may be sent to this office within a week positively.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1-99/34817-39

Dated: 18.11.99

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

1. All the Administrators in HUDA.
2. All the Estate Officer/Asstt. Estate Officer, HUDA.
3. Chief Town Planner, HUDA, Panchkula.

4. Chief Controller of Finance, HUDA, Panchkula.
5. Chief Engineer, HUDA, Panchkula.
6. Joint Director (Legal), HUDA.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA

No.A-11-87/29034-44

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajra (UT), Chandigarh.

To

1. All the Administrators in  
Haryana Urban Development Authority.
2. All the Estate Officers in  
Haryana Urban Development Authority.
3. All the Land Acquisition Officers in  
Urban Estates Department.

Dated : 10.9.87.

**Subject: Allotment of residential plots/commercial sites to the oustees in the various Urban Estates set up by HUDA.**

Sir,

I am directed to address you on the subject cited above and to inform you that formulation of policy for allotment of plots to the oustees has been engaging attention of HUDA since long. Thus after due consideration the Haryana Urban Development Authority have decided that the plots to the oustees will only be offered if they were owners of Land proposed to be acquired for one year before the issue of notification U/S-4 of the land Acquisition Act of 1894 and the plots will be made available only if 75% of the total land owned by the land owners is acquired. The plots will be allotted to such persons as under :-

- i) Among others, those who own lands upto 500 Sq.yds. should be offered a plot of 100 Sq.yds., those who own land more than 500 Sq yds. & owner of larger lands should be offered plots of 350 Sq.yds.
- ii) If there are a number of owners for particular land efforts should be made to accommodate them subject to the limit of one plot of 250 Sq.yds. for every acre of land acquired. Such plots should be offered to the person when he filed an affidavit to the effect that he does not hold any house/shop or plot in that town. This condition will be in conformity with the decision of the Hon'ble Supreme court in Pista Devi's case.

The land owners will be given compensation for their land which is acquired while they will have to pay for these plots at the normal allotment rate of Haryana Urban Development Authority. Those, whose constructed houses are released will pay Development cost for their portion of land.

The persons whose part of the land or some houses have been released from the acquisition and the remaining land stands acquired, should not be considered in the category of oustees for allotment of plots under this category.

The Hon'ble Supreme Court has also decided in a number of cases that land should be allotted for a house/shop to all those persons whose land has been acquired. Legally, it becomes the responsibility of Haryana Urban Development Authority to allot/reserve some commercial sites for oustees. The commercial sites/buildings are sold by auction and under these circumstances such sites/buildings could be considered for allotment to oustees on reserve price as and when the auction for the same is held. As and when these sites/buildings are put to auction, the oustees who want to purchase the sites/buildings could represent fore-hand for allotment so that requisite number could be reserved for them.

These instructions may be brought to the notice of all concerned.

Yours faithfully,

-sd/-  
Administrator (HQ),  
for Chief Administrator, HUDA.

Endst.No.A-11-87/29045

Dated: 10.9.87.

A copy is forwarded o the Dy. Economic & statistical Advisor, HUDA, Manimajra for information and necessary action. He is requested that in order to give wide publicity to the people and the advertisement high-lighting the main policy decision contained in the instructions be prepared and manage to release the same as soon as possible.

-sd/-  
Administrator (HQ),  
for Chief Administrator, HUDA.

Endst.No.A-11-87/29046

Dated: 10.9.87.

A copy is forwarded to the P.A/C.A. for the information of Chief Administrator, HUDA, Chandigarh (Two copies).

-sd/-  
Administrator (HQ),  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajra (UT), Chandigarh.

To

1. All the Administrators in  
Haryana Urban Development Authority.
2. All the Estate Officers/  
Asstt. Estate Officers in  
Haryana Urban Development Authority.

Memo No.: A-11-P-90/9721

Dated: 9.5.90

**Subject: Allotment of residential plots/commercial sites to the oustees in the various Urban Estates set up by HUDA.**

Sir,

I am directed to address you on the subject cited above and to say that on security of the instructions issued vide this office memo No.A-11-07/29034-44 dt. 10.9.87, there appears to be an ambiguity in the instructions of the Authority to give a plot in lieu of oustees land acquired on certain conditions. In order to remove these ambiguities, the Authority has amended the decision taken on 14.8.87 as under :

- i) Plots to the oustees may be offered if the land proposed to be acquired as under the ownership of oustees for a continuous period of 5 years before the publication of notification under section-4 of the Land Acquisition Act and if 75% of the total land owned by the Land Owners in that Urban Estate is acquired.
- ii) Ousteas whose land acquired is :
  - a) Less than 500 Sq.yds. should be offered 40 Sq.yds. plot.
  - b) Between 500 Sq.yds. and one acre should be offered a plot of 250 Sq.yds.
  - c) More than one acre should be offered a plot of 350 Sq.yds.
- iii) In case there are a number of co-sharers for the land acquired such co-sharers be accommodated by offering one plot each of 250 Sq.yds. subject to the condition that the land acquired is atleast one acre. In case acquired land of the co-sharer is less than one acre then only one plot of 250 Sq.yd. may be allotted in the joint name of co-sharers.

- iv) Such plots should be offered to the oustees only if he does not own any house/shops/plot in any of the Urban Estates of that town.
- v) The persons whose house or part of land has been released from acquisition shall not be considered under the category for allotment of such plots.
- vi) Allotment of plots to the oustees will be made at the normal sector rate of HUDA.

As regards allotment of commercial sites to the oustees the matter is under re-examination and the decision as and when arrived at would be communicated.

Claims of the oustees shall be invited before the sector is floated for sale.

These instructions may be brought to the notice of all concerned.

Yours faithfully  
-sd-  
Administrative Officer,  
For Chief Administrator, HUDA.

Endst.No.A-11-P-90/9722

Dated: 9.5.90.

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

1. Controller of Finance, HUDA, Manimajra.
2. Secretary, HUDA, Manimajra.
3. Deputy ESA, HUDA, Manimajra.
4. P.A. to Chief Administrator for information of the Chief Administrator, HUDA (two copies)
5. P.S. to Admn (HQ) for information of the Administrator (HQ), HUDA, Manimajra.

-sd-  
Administrative Officer,  
For Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajara, U.T. Chandigarh.

To

1. All the Administrators,  
Haryana Urban Development Authority.
2. All the Estate Officers,  
In Haryana Urban Development Authority.

Memo No. A-2-92/2076

dated 18.03.92.

**Subject: - Allotment of residential plots/commercial sites to the oustees in the various Urban Estates set up by HUDA.**

I am directed to the address you on the subject cited above and to inform you that formulation of policy for allotment of plots to the oustees has been engaging attention of HUDA since long. Thus, after due consideration the Haryana Urban Development Authority in its meeting held on 20.02.92 under the Chairmanship of Hon'ble Chief Minister, Haryana have decided that the plots to the oustees will only be offered if they were owners of land proposed to be acquired on the following terms and conditions: -

- i) **Plots to the oustees would be offered if the land proposed to be acquired is under the of the notification under section 4 of the Land Acquisition Act and if 75% or more of the total land owned by the land-owners in that sector is acquired.**
- ii) Ousteas whose land acquired is:
  - a) Less than 500 sq. yds. Would be offered a plot of 50 sq. yds.
  - b) Between 500 sq. yds. And one acre would be offered a plot of 250 sq. yds.
  - c) From 1 acre and above would be offered a plot of 500 sq. yds or where 500 sq. yds. plots are not provided in the layout plan, tow plots of 250 sq. yds., each may be given.
- iii) The above policy shall also apply in case there a number of Co-sharers of the land which has been acquired. If the acquired land measures more than one acre, then for the purpose f granting benefits under this policy, the determining factor would be the area owned by each co-sharer respectively as per his/her share in the joint holding. In case the acquired land of the Co-sharer is less than one acre, only one plot of 250 sq.yds. would be allotted in the joint name of the co-sharers.

- iv) If the land of any land owners is released from acquisition, he/she would not be eligible to avail of any benefit under this policy (irrespective of the area of land released).
- v) As per the policy the oustee shall be entitled to a developed plot/plots, the size of which would depend upon the area of his acquired land subject to a maximum of 500 Sq.yds. The oustee shall be entitled to this benefit under this policy only once in the same town where his land was situated/located. However, in cases where the land of a person situated in the same town is acquired in pockets at different times, the owner shall be entitled to claim the benefit on account of the entire area acquired (different times) for purposes of claiming the benefit under this policy.
- vi) Allotment of plots to the oustees will be made at the allotment rates advertised by the Haryana Urban Development Authority for that sector. Land owners will be given compensation for their land which is acquired.
- vii) Claims of the oustees for allotment of plots under this policy shall be invited by the Estate Officer, Haryana Urban Development Authority concerned before the sector is floated for sale.
- viii) The commercial site buildings are sold by auction. The sites/buildings be also allotted to oustees on reserve price as and when the auction of the same is held. While putting such sites/buildings to public auction, the oustees who want to purchase the sites/buildings could represent before hand for allotment, so that requisite number could be reserved for them. However, if the area acquired of the commercial site is equivalent or less to the area of booth/shop-cum-flat being auctioned by HUDA, they may be given a booth/SCO sites keeping in view the size of acquisition under this policy.

These instructions may be brought to the notice of all concerned.

-sd/-

Chief Administrator,  
Haryana Urban Development Authority  
Manimajra, U.T. Chandigarh.



No.A-11P-93/7996-8013

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Manimajra, U.T. Chandigarh.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.

Dated : Manimajra 12.03.1993.

**Subject: Allotment of residential plots/commercial sites to the oustees in the various Urban Estates set up by HUDA.**

Sir,

I am directed to address you on the subject cited above and to inform that pursuant to the review of the oustees policy by the Authority in its meeting held on 20.02.92 revised instructions were circulated on the subject vide memo No.S-II-92/2074 dated 18.03.92. While the said policy laid the guidelines to determine the eligibility of claimant oustees for allotment of residential/commercial sites, the procedure to examine such claims remained open-ended.

The matter has been engaging the attention of management for quite sometime. After careful consideration of various aspects of the matter, the Authority in its 55<sup>th</sup> meeting held on 29.01.93 has approved the procedure for inviting, scrutinizing and finally accepting the claims of oustees. A copy of the procedure approved is attached as Annexure 'A' to this communication.

Further, to it, Authority while laying down the procedure to settle such claims, have decided, in partial modification of the earlier policy as under:-

- i) Benefit under oustees policy is not to be allowed to those oustees who have got residential/commercial plots from HUDA in that Urban Estate. However, this restriction will not supply to those oustees who might have acquired property there otherwise.
- ii) Benefit under oustees policy shall be restricted to one plot according to the size of the holding irrespective of the number of co-sharers.

In the aforesaid context and the instructions issued from time to time on the subject cited above, the screening committees should settle the claims within the time frame as indicated in the procedure. A monthly progress report may also be sent to the Head Office by the respective Administrators in

respect of each Urban Estate on the proforma attached to this communication. It may also be ensure that future claims are settled promptly to ward-off unnecessary correspondence and litigation in the matter.

Yours faithfully,

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-11P-93/8014-22

Dated: 12.09.93

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

1. The Legal Remembrancer, HUDA, Manimajra.
2. The Chief Town Planner, HUDA, Panchkula.
3. The Chief Controller of Finance, HUDA, Manimajra.
4. The Secretary, HUDA, Manimajra.
5. All Land acquisition Officers in state.
6. The Dy. Economic & statistical Advisor, HUDA, Panchkula.

-sd/-  
Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Panchkula.

To

All the Administrator(s),  
Haryana Urban Development Authority.

Memo No.A-11P-97/34990-93

Dated: 22.1.97.

**Subject: Allotment of residential plots/commercial sites to the oustees in the various Urban Estates set up by HUDA.**

Kindly refer to policy guidelines bearing No.A-11P-93/7996-8013 dated 12.3.93 on the subject cited above.

The matter with regard to the speedy disposal of pending claims of the oustees has been engaging attention for quite some time. After careful consideration, it has been decided with the approval of Chairman, HUDA that the Zonal Administrator, shall henceforth will be the accepting Authority of the claims of the oustees under the guidelines referred to above. The above decision is in anticipation of the approval of the Authority.

You are requested to decide all the pending cases expeditiously strictly in accordance with the policy/guidelines issued from time to time by this office.

-sd/-

Administrative Officer  
for Chief Administrator, HUDA.

Endst.No.A-11(P)-97/34994-35011

Dated: 22.10.97.

A copy is forwarded to the following for information and necessary action.

1. The Chief Town Planner, HUDA, Panchkula.
2. All the Estate Officers, HUDA.
3. All the Asstt. Estate Officers, HUDA.

-sd/-

Administrative Officer  
for Chief Administrator, HUDA

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Panchkula.

To

1. All the Administrator(s),  
Haryana Urban Development Authority.
2. All the Estate Officer(s)/Asstt. Estate Officer(s).  
Haryana Urban Development Authority.

Memo No.A-11P-98/24402-22

Dated: 28.08.98.

**Subject: Allotment of plots to the oustees in the various Urban Estates set up by HUDA- amendment thereof.**

This is in continuation of memo No.A-2-02/2078 dated 18.3.92 and No.A-11P-93/7996-8013 dated 12.3.93.

The present policy on the subject, in force envisages that the allotment of residential/commercial plots under oustee policy shall be restricted to the allotments within the Sector for which the land has been acquired. This stipulation of the policy has been creating a practical problem at the implementation stage, Sometimes, the acquired land belonging to the land owners/oustees. Is developed by HUDA for the purposes after than for residential/commercial like recreational Sector, institutional zones, group housing societies and industrial purposes etc. etc. Then the land owners/oustees of the particular Sector are totally out of the purview of the policy and the land owners are not entitled for allotment of residential plot in lieu of their acquired land.

After careful consideration, the Authority in its 74<sup>th</sup> meeting held on 20.8.98, vide agenda item No.A-74(7) in partial modification of the policy on the subject in force have decided that "if the plot under the oustees policy cannot be offered to the oustees in the same Sector then they should be offered residential/commercial plots in the next residential Sector of that Urban Estate, which may be floated and developed by HUDA". This amendment/

provisions will be made applicable prospectively. All other terms and condition, shall however remain the same.

These instructions may be brought to the notice of all concerned.

-sd/-  
Administrative Officer  
for Chief Administrator,

HUDA.

Endst.No.A-11(P)-98/24423-38

Dated: 28.8.98.

A copy is forwarded to the following for information and necessary action.

4. The Chief Engineer, HUDA, Panchkula.
5. The Chief Town Planner, HUDA, Panchkula.
6. The Chief Controller of Finance, HUDA, Panchkula.
7. The Secretary, HUDA, Panchkula.
8. The District Attorney, HUDA, Panchkula.
9. The Asstt. Research Officer, HUDA (HQ), Panchkula.
10. All the Assistants/Record Keepers of Urban Branch.

-sd/-  
Administrative Officer  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
Haryana Urban Development Authority,  
Panchkula.

To

1. All the Administrator(s),  
Haryana Urban Development Authority.
2. All the Estate Officer(s).  
Haryana Urban Development Authority.

Memo No.A-11P-2000/6621-41

Dated: 27.3.2000

**Subject : Partial modification of existing oustee policy – Extending scope**

This is in continuation of Headquarters memo No.DDA-93/29966-82 dated 1.10.1993.

The existing policy lays down that only those land owners, whose land was acquired on or after 10.9.1987 are eligible to acquire a residential plot.

As a follow-up to the decision of Hon'ble Punjab & Haryana High Court given in CWP No.14708 of 1990 titled as "Suman Aneja Vs. State of Haryana" circulated vide memo referred to above, the matter was placed before the Authority in its 77<sup>th</sup> meeting held on 24.2.2000. It has accordingly been decided that in view of the judgement of the Punjab & Haryana High Court, where the land was acquired prior to 10.9.87 and plots are still available. While floating the plots on such land, the oustees claims shall also be invited and they will have the prior right for the allotment of plots.

-sd/-

Administrative Officer  
For Chief Administrator, HUDA.

Endst.No.A-11(P)-2000/6642-61

Dated: 27.3.2000.

A copy is forwarded to the following for information and necessary action.

1. The Addl. Director, Urban Estates Department, Haryana, Panchkula.
2. The Joint Director (Legal), HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Chief Controller of Finance, HUDA, Panchkula.
5. All the Land Acquisition Officer, Urban Estates in the State.
6. All the Assistants/Record Keepers of Urban Branch.

-sd/-

Administrative Officer  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA.
2. All the Estate Officers/Asstt. Estate Officers, HUDA.

Memo No.A-1(P)-2002/16931-16952      Dated:10.07.02

**Subject: Allotment of residential plots.**

As per existing procedure oustees claims for allotment of residential plots are invited at the time of floatation of the Sector /balance left out plots. Sometime against the left out plots, which are less in numbers, applications of oustees are received in much quantity as compared to the number of plots available and applicants from General category also apply for allotment against the left out plots. In such cases, first preference in the allotment is given to the oustees and no plot of general category remains available. Therefore, it has been decided that in case of left out plots, the oustees claims should be invited first by the concerned Estate Officers and after reserving the equal number of plots for the oustees, the remaining plots should be advertised for General category etc. In case of floatation of full sectors, it has been decided that while advertising for new plots, oustees should specifically be requested to apply and take benefit of oustees claim and it should also be mentioned in the advertisement that after adjusting the oustees claim, the balance plots would be available for allotment as per reservation policy. Some time less number of applications are received against the reserved category as compared to the number of available plots, therefore, it has been decided that the remaining plots in respective category may once again be advertised for the same categories and if still some plots are left then the same should be converted into general category. The matter was placed before the Authority in its 85th meeting held on 26.6.2002 for consideration and decision vide agenda item No.A-85(11) and the same has been approved by the Authority. This amendments /provisions shall be made applicable prospectively.

These instructions may be brought into the notice of all concerned.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

Endst.No.A-1(P)-2002/16953-68

Dated: 10.07.2002

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

1. The Joint Director (Legal), HUDA, Panchkula.
2. The Chief Engineer/Addl. Chief Engineer, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula, HUDA, Panchkula.
4. The Chief Controller of Finance, HUDA, Panchkula.
5. The Secretary, HUDA, Panchkula
6. Dy. Economical & Statistical Advisor, HUDA (HQ), Panchkula.
7. All the Assistants/Record Keepers, U.Branch, HUDA (HQ), Panchkula.

Administrative Officer,  
for Chief Administrator, HUDA.

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrator(s),  
Haryana Urban Development Authority.
2. All the Estate Officer(s)/Asstt. Estate Officers(s),  
Haryana Urban Development Authority.

Memo No. A-1-2003/36860-80

Dated:08.12.2003

**Subject: - Allotment of plots to the oustees in the various Urban Estate set-up by HUDA-Clarification thereof.**

This is in continuation of this office memo No. A-11-P-98/24402-22 dated 28.08.1998 on the subject cited as above.

The amendment in the oustees policy approved by the Authority, for allotment of plots to the oustees in the various Urban Estates developed by HUDA, as circulated vide memo/circular referred to above specifically states that if the plot under the oustees policy cannot be offered to the oustees in the same sector (developed as "Non-residential") then they shall be offered only a residential plot, in the net residential sector of the Urban Estates which may be floated & developed by HUDA. Meaning thereby, the land owner whose land is acquired for the development of a sector shall be entitled for a residential plot only, as per laid down eligibility/entitlement criteria". The word commercial wherever figured in the circular dated 28.08.1998 referred to above, inadvertently, may be treated as with drawn.

The above clarification may be brought to the notice of all concerned.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.

Endst. No. A-1-2003/36881-89

Dated: 08.12.2003

A copy of the above in continuation of this office Endst. No. A-11P-98/24423-38 dated 28.05.1998 is forwarded to the following for information and necessary action: -

1. The Joint Director (Law), HUDA (H. Q.), Panchkula.
2. The Engineer-In-Chief/Chief Engineer, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Chief Controller of Finance, HUDA, Panchkula.
5. The Secretary, HUDA, Panchkula.
6. The District Attorney, HUDA, Panchkula.
7. The DY. Economic & Statistical Advisor, HUDA (H. Q.), Panchkula.
8. All the Assistants/Record Keepers of Urban Branch, HUDA (HQ), Panchkula.

-sd/-

Administrative Officer,  
for Chief Administrator, HUDA.



**FORMULA FOR FIXATION OF MONTHLY RENT OF PETROL PUMP SITES ALLOTTED IN VARIOUS URBAN ESTATES OF HUDA.**

1. Total land allotted for Petrol Pump	:	As per norms
2. Institutional rates of the in the particular Urban Estate	:	
3. Total cost including commercial element	:	Area x Institutional rates x 2
4. Monthly rent	:	$\frac{\text{Column no. 3} \times 5}{100 \times 12}$ or Rs.10,000/- per month which ever is higher

The above monthly rent is for one filling point of Petrol and one filling point of diesel. For every additional point, ground rent @ of 12.5% is charged extra in addition to the above calculated rent. The monthly rent is further increased as per the following depending upon the location:-

1. For sites on National Highways, the rent is increased by 50% of the above rates.
2. For sites on State Highways/Schedule roads, the rent is increased by 25% of the above rates.
3. For other roads the rent is fixed as per above rates.

The lease period is for 15 years. After every 3 years rent is increased by 25%.