



To

1. All the Administrators in HSVP
2. All the Estate Officers in HSVP

Memo No. A-7-2021/UB/ 125001 Dated: 16-07-21

Subject: Guidelines regarding providing space for opening of liquor vends.

Reference: In supersession of instructions issued vide memo no. A-7-2011/UB-I/27000-28 dated 11.08.2011 and memo no. A-4 (VKS)-UB-2015/5040 dated 16.03.2015 on the subject cited above.

HSVP issued above referred instructions for providing space for liquor vends with terms and conditions. However, it is observed that these instructions have not achieved the desired result and has become an article of abuse. HSVP has suffered financial losses as recovery of charges has not been achieved. The Department of Excise and Taxation Haryana which is the competent office to issue licences for retail liquor vends has failed to ensure payment of dues towards establishing liquor vends on land of HSVP. It is also observed that liquor vends has been established on land of HSVP in violation of the referred instructions. It is also observed that uniform charges are specified for establishing liquor vends irrespective of the area in occupation of the vend holder. It is also felt that task of allotting sites for setting up the liquor vends needs to be dealt with at Hq. level to ensure uniformity and prevent abuse of provisions of policy.

After deliberations, it has been felt to review the existing instructions and issue comprehensive guidelines. It has been decided with approval of Hon'ble Chairman, HSVP that henceforth, providing of land/ site for liquor vends shall be governed by the following terms:

1. The sites for establishing liquor vends on HSVP land/ sites will be allotted on license basis henceforth by the Chief Administrator, HSVP. The period of license shall commensurate with the period of license for which applicant is entitled to run liquor vend by Excise and Taxation Department.
2. The license fee payable for establishing liquor vends on HSVP land/ sites shall be charged @ 12 % on collector rate of the area concerned on annual basis. In case of corner constructed booth, DSS and SCO sites, additional charge @ 10 % extra of annual license fee will be charged. The collector rate, for the purpose of calculation of license fee, will be taken as is fixed for 'commercial sites/ plots' by competent authority. A dashboard is to be implemented in office of Chief Controller of Finance, HSVP. The receipt of fees, outstanding fees, penalties, enhancement, if any, and survey details shall be uploaded by Estate Officer concerned.
3. An application for establishing liquor vends on HSVP land/ sites will be submitted by licensee of retail liquor vends through Deputy Excise and



Taxation Commissioner (Excise) to the Chief Administrator, (Urban Branch)
HSVP, Panchkula online. This application will be accompanied with:

- (a) A copy of the license granted by Excise and Taxation Department, Haryana for retail liquor vend.
- (b) Site plan showing the dimensions of demanded site/ land.
- (c) Twelve (12) months license fee in advance calculated on annual basis as prescribed in para (2) as above, be deposited through RTGS in account of HSVP and deposit of proof shall be submitted with the application.
- (d) A letter of Excise and Taxation Department that HSVP site/ land is required and no other land/ site is available.
- (e) GIS along with co-ordinates.
- (f) Coloured Photographs of HSVP site/ land.
- (g) Security deposit of Rs 50,000/- in favour of Chief Administrator, HSVP, Panchkula. This security deposit will be refunded after verification of payments and vacation of HSVP land/ site after completion of license period, within a period of 07 days. This security deposit shall carry no interest.
- (h) Bank Guarantee of 50% (Fifty percent) of the total licence fee calculated on annual basis as specified herein above in para (2), in favour of Chief Administrator, HSVP payable at Panchkula issued from any Nationalized Bank or any other bank having the license to run banking operations under the Banking Act issued by Reserve Bank of India. The bank guarantee will be released after the concerned Estate Officer will certify that there is no liability of the licensee towards HSVP or any other local authority or Government department for which allottee will submit a NOC of concerned departments/ authorities. No interest will be allowed on said amount.

4. The application received in complete aspects will be examined in the Urban Branch, Hq. A report from the concerned Estate Officer will be obtained regarding availability of site/ land and verification of the dimensions. After completion of formalities and verification of documents, the Chief Administrator, HSVP will issue the allotment letter on license basis of HSVP land/ site. This allotment shall in no circumstance create any right, title or interest of the licensee over the said land/ site. The ownership of the allotted land/ site shall remain with HSVP.

5. A liquor vend will be allowed to be established only on the following locations:

- (a) In Commercial sites i.e booths, SCOs owned by HSVP and lying vacant in various sectors of HSVP.

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13. On expiry of the license period, the licensee shall hand over the vacant physical possession of the HSVP land/ site free from all encumbrances after removing the structure etc. within a period of 2 days of such expiry. For any delay beyond said period in handing over the vacant possession, the licensee shall be liable to pay damages to the tune of one month license fee. In no case, the licensee shall be allowed to remain in occupation of the HSVP land/ site after lapse of 2 days from date of such expiry of license period. The concerned Estate Officer shall be entitled to remove the structure/ get the site vacated and impose damages also under the HSVP Act, 1977, regulations and policy framed there under and as amended from time to time.

14. The licensee shall be solely responsible for payment of water/ electricity charges/ any other duty or tax as may be payable under the law.

15. Disposal of garbage and cleanliness of surrounding area shall be the responsibility of licensee.

16. Vehicles shall be parked in nearest designated parking lot only. No road side parking shall be allowed under any circumstances. If it is found that the allottee is using the area other than the allotted area for purpose of parking, it will be treated as use by the allottee and allottee will be liable to pay the fee separately for use of such additional area in the manner prescribed in para (2) as above.

17. The damages to the existing infrastructure like roads, water supply, sewerage system, plantation etc caused if any by the licensee or his customers shall be made good by the licensee. The assessment for this purpose will be done by the Executive Engineer concerned in 5 days and will be recovered from the allottee.

18. The operating timings of the liquor vend shall be as per local guidelines laid down in concerned City by the competent authority/ concerned authorities. The licensee will adhere to the timings strictly and will not operate beyond the said timings and for any violation thereof, licensee shall be solely responsible for any consequences arising therefrom.

19. The licensee shall ensure all fire safety measures/ buy fire safety equipments at its own cost and take necessary permission from concerned authority at its level, as may be required.

20. The licensee shall not display any neon sign board etc. without prior written permission of the HSVP and for this purpose, provisions of Excise Policy prevalent on said date and/ or any other provisions of local authority will be considered. The licensee shall be responsible to pay the advertisement tax or any other charges leviable by the competent authority.

21. The licensee shall be liable to comply with all Acts/laws and other statutory regulations applicable or may become applicable from time to time in

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हरियाणा शहरी विकास प्राधिकरण
**HARYANA SHEHRI
VIKAS PRADHIKARAN**

Tel: 0172-2564048
Website: www.hsvphry.org.in
Toll Free No. 1800-180-3030
E-mail Id: admnhqhsvp@gmail.com
Address: C-3 HSVP HQ Sector-6,
Panchkula



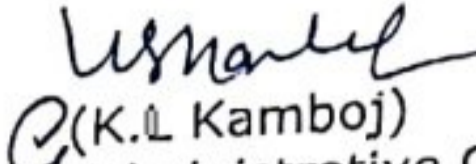
- (b) Unplanned shopping centre sites.
- (c) Shopping Centres which have been planned but no development works have been carved out at site and the planned sites are not ready for possession.
- (d) Acquired but unplanned HSVP land pockets which are away from residential areas.
- (e) Areas designated as "HSVP land" "Land to be planned later on" "un-planned use" which are away from residential areas.
6. A liquor vend will not be allowed to be established on following locations:
- (a) Within distance of 150 meters from main gate of recognized school/ college/ main bus stand/ place of worship/ hospitals.
- (b) On road berms of all roads.
- (c) Open spaces
- (d) Parks
- (e) Parking Area
- (f) Green Belts
- (g) Residential Areas/ Complex
7. The possession of allotted HSVP land/ site will be given by the concerned Estate Officer on basis of allotment letter, to the licensee. Licensee will get the liquor vend established only after handing over possession of land/site to it by the concerned Estate Officer or his representative.
8. If an allottee defaults in making payment of the amount, Estate Officer will be entitled to recover the pending dues as per Section 16 of HSVP Act, 1977 as arrears of land revenue and Estate Officer will be entitled to get the land/ site vacated.
9. In case of allotment on licence basis of constructed booths/ SCO etc., the licensee shall not be allowed to make major alteration/ addition/ changes in the structure under any circumstance.
10. In case of allotment on licence basis of vacant HSVP land, the licensee can raise construction of a temporary structure only over the allotted licensed area.
11. The concerned Estate Officer will get the survey of allotted land/ site conducted at least once in a month and will upload the survey details on the dashboard.
12. If as a result of survey conducted as per para (11) above, it is found that the allottee is in possession of the area more than the allotted area, it will be treated as use by the allottee and allottee will be liable to pay the fee separately for use of such additional area in the manner prescribed in para (2) as above and this fee for excess area will be payable from the date of allotment of land/ site to it irrespective of date of survey.

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the State of Haryana and HSVP shall have no liability in this regard, whatsoever.

You are requested to take further action accordingly.



(K.L. Kamboj)
Administrative Officer,
Chief Administrator
HSVP, Panchkula

Endst. No. A-7-2021/UB/ 1250/11

Dated: 16-07-21

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

1. The Excise and Taxation Commissioner, Haryana, Panchkula.
2. The Chief Vigilance Officer, HSVP, Panchkula.
3. The Legal Remembrancer, HSVP, Panchkula
4. The Chief Information Technology Officer, HSVP, Panchkula with the request to host it in the website of HSVP.
5. The Chief Controller of Finance, HSVP, Panchkula.
6. The Chief Town Planner, HSVP, Panchkula.
7. The Chief Architect, HSVP, Panchkula.
8. The Chief Engineer-I & II, HSVP, Panchkula.
9. The Secretary, HSVP, Panchkula.
10. The Enforcement Officer, HSVP, Panchkula.
11. The Deputy ESA, HSVP, Panchkula.
12. All the Assistants in Urban Branch I & II, HQ's.


(K.L. Kamboj)
Administrative Officer,
Chief Administrator
HSVP, Panchkula