

Through:- e-mail Only

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the Administrators, HUDA (in the State)
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Secretary, HUDA, Panchkula.
4. The Chief Engineer, HUDA, Panchkula.
5. The Chief Town Planner, HUDA, Panchkula
6. All the Estate Officer, HUDA( in the State)
7. All the Superintending Engineer, HUDA (in the State)
8. The Distt. Attorney, HUDA, Panchkula.
9. The XEN (Vigilance), HUDA, Panchkula
10. The General Manager (IT Cell), HUDA, Panchkula
11. The Sr. Architect, , HUDA, Panchkula.
12. The Administrative Officer, HUDA, Panchkula.
13. The Enforcement Officer, HUDA, Panchkula.
14. The Supdt, Urban Branch, HUDA, Panchkula

Memo No.Dy.ESA(HUDA)/A.R.O/2016/65-78

Dated:- 1.1.2016

**Subject:- Proceedings of Review Meeting of HUDA officers held on 17.12.2015 from 10.00 A. M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S Additional Chief Secretary, Town and Country Planning Department Haryana in the presence of Chief Administrator, HUDA Sh. Brijendra Singh, I.A.S through video conferencing.**

Please find enclosed herewith Proceedings of Review Meeting of HUDA officers held on 17.12.2015 from 10.00 A. M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S Additional Chief Secretary, Town and Country Planning Department Haryana in the presence of Chief Administrator, HUDA Sh. Brijendra Singh, I.A.S through video conferencing. for your kind perusal and further taking necessary action please.

Assistant Research Officer,  
for Chief Administrator,HUDA,  
Panchkula

**Proceedings of Review Meeting of HUDA officers held on 17.12.2015 from 10.00 A. M onwards under the Chairmanship of Sh. P. Raghavendra Rao, I.A.S Additional Chief Secretary, Town and Country Planning Department Haryana in the presence of Chief Administrator, HUDA Sh. Brijendra Singh, I.A.S through video conferencing.**

The brief of discussions and the decisions taken are as under:-

**Agenda Item No.1 :- CM E-Dashboard(Key Performance Indicator).**

ACSTCP impressed upon the officers to pay proper attention to the disposal of pendency in conveyance deed, Occupation Certificate, Transfer Permission letter, re-allotment letter etc. The G.M (I.T) explained the status as on 16.12.2015 urban estate wise. The ACSTCP apprised that CMs E-Dashboard is monitored by the Hon'ble Chief Minister office and directed that :-

1. All Administrators should regularly monitor the status of pendencies on PPM application on daily basis and ensure reduction.
2. In applications that have been pending since long and showing as overdue status in PPM system one opportunity to the concerned applicant shall be given before finally disposing the application.
3. No application shall be rejected without assigning any reason.
4. All fresh applications shall be accepted related to plot allotment, transfer etc only after checking outstanding dues and check list of documents from PPM System.
5. Record keepers/clerks shall be trained properly so that the particulars of the applicant shall be entered correctly.
6. No case shall be sent to the Head Office for deletion/reversal of the transaction in PPM System, where the Estate Officer has finally granted approval to the process.
7. Estate Officers shall strictly advise the bank branches to accept all payments only through challans generated from PPM system.
8. It should be ensured that all data corrections relating to individual property files shall be sent to Head Office in one go.

**(Action by:- All Admn., Estate Officers)**

**Agenda Item No.2:-Aadhar Enabled Biometric attendance System.**

Live demonstration of Aadhar Enabled Biometric Attendance System was made. G.M (IT) informed that details of all employees have been uploaded. It was impressed by ACSTCP to upload the details of all the employees of HUDA on the attendance portal. The Zonal Administrators will act as Nodal Officers for getting the details of all employees of their zone uploaded on the web portal. Further ACSTCP directed that:-

1. All Employees (Regular/Contractual/Outsourced/daily wagers) shall be registered on the Adhaar portal and mark their attendance on the attendance portal. The controlling officer shall give the name/designation and location along with reasons for not marking attendance by the employees on attendance portal.

2. The requirement for additional machines shall be sent to Head Office for further purchase from HARTRON.

**Action by:-(All Administrators, Estate Officers Head of the Branches at HQ, All Superintending Engineer, Executive Engineers & G.M(I.T)**

**Agenda Item No.3:- Centralized File Movement and Tracking Information System**

G.M (IT) informed that Centralized File Movement and Tracking System (CFMS) shall be implemented in all Administrators’/ Estate offices. ACSTCP directed that all the Administrators and Estate Officers may ensure that no file may be cleared without the CFMS. Further G.M(I.T) shall hold a training programme at the field level & Hq. for implementing CFMS.

**Action by:-(All Administrators, Estate Officers, Head of Branches at HQ)**

**Agenda Item No.4:- Reply to Complaints received on C.M. Window.**

ACSTCP impressed upon the officers to pay proper attention to the disposal of grievances and only fully disposed ATRs should be sent within the target period. The status of grievances received on CM’s Window was discussed zone wise. The Nodal Officer explained the status of CM’s Window (upto 15.12.2015) as under:-

<b>Sr. No.</b>	<b>Administrator</b>	<b>Pending for more than 1 month</b>	<b>Pending for more than 3 months</b>	<b>Clarifications asked by CMs office</b>
<b>1.</b>	Faridabad	20	9	8
<b>2.</b>	Gurgaon	103	55	16
<b>3.</b>	Hisar	31	13	9
<b>4.</b>	Panchkula	18	5	7
<b>5.</b>	Rohtak	32	18	8
<b>6.</b>	Head Quarter	13	4	5
	<b>Total</b>	<b>217</b>	<b>104</b>	<b>53</b>

- It was informed that several grievances were pending since long (some since Jan., 2015).
- Further he intimated that meeting held on 11.12.2015 under the Chairmanship of APSCM, it was instructed that complete ATRs regarding the overdue grievances should be sent by the offices concerned without further delay. Also, the cases in which clarifications have been sought by CM’s office must be replied to immediately. The instructions have already been conveyed

to all the Administrators/ Head of Branches at HQ vide E-mail dated 11.12.2015 by Nodal Officer C.M's Window.

The Nodal Officers also apprised that following defects in ATRs have been received from the offices of Administrators.

<b>Sr. No.</b>	<b>Defects</b>
1.	Disposal of Interim Reply
2.	Incomplete and Vague Reply
3.	Disposed off citing non availability of record or persons or officers or complainant or the delinquent.
4.	Non Joining of the complainant.
5.	No action even then disposed off.
6.	Wrong attachments/incorrect details or attachments/absence of attachments mentioned to or referred to in the reply.
7.	Delinquent found guilty yet no action.
8.	Overdue without any reason.
9.	Enquiry marked to the same official against whom the complaint was made.

ACSTCP directed that these should be kept in mind and removed before sending ATR.

**(Action by:- All Admn., Estate Officers, SEs & All the Head of Branches at HUDA, (HQ)).**

**Agenda Item No.5:- Implementation of C.M. Announcements**

The ACS desired that the updation of the system of CM Announcement in the CM cell be done on a regular basis and all the concerned officers must personally monitor the pending C.M Announcements and take immediate steps to implement the announcements within the target dates. Necessary co-ordination is required .

**Agenda item No. 6:- Court Cases/COCs & Lokayukta Cases.**

The agenda was taken up in detail and the zone wise lists of COCPs were viewed on CCTNS. It was observed that 84 COCPs were pending in Hon'ble Supreme Court. The Chief Administrator, HUDA, directed the Administrators and the Estate Officers present to file reply in COCPs on the first date of hearing in compliance of the instructions issued from time to time. It was also observed that there has been increase in the number of COCPs and the reason for the filing of COCPs is either due to non-compliance of court orders in given time or non-filing of appeal etc. within limitation period. A serious view was taken for not taking action in time bound matters and it was directed that on receipt of contempt notices from the courts the

reason for arising of contempt petition should be identified and those responsible should be subjected to disciplinary action as per Rule.

**Action by:-(All Administrators, Estate Officers & DA)**

**Additional Agenda item No.1:- Receipt/expenditure of budget for the year 2016-17.**

The Chief Controller of Finance, HUDA, Panchkula apprised that the budget for the year 2016-2017 is to be prepared but no information has been received from the following Estate Offices even after sending many communications. He further stated the preparation of budget is an important exercise, which is to be completed in a time bound manner. This time HUDA H.Q. proposes to finalize the budget latest by first week of March, 2016.

<b>Sr No.</b>	<b>Name of Estate Office</b>	<b>Sr. No.</b>	<b>Name of Estate Office</b>
1.	Faridabad	6.	Sirsa
2.	Gurgaon-I	7.	Karnal
3.	Rewari	8.	Bahadurgarh
4.	Bhiwani	9.	Panipat
5.	Hisar	10.	Rohtak
		11.	Chief Engineer

ACSTCP directed that budget proposals in respect of Estate Offices as well as Engineering Wings under each Zone are to be compiled and forwarded to this office latest by 21<sup>st</sup> Dec., 2015.

**(Action by:- Concerned Administrator, Estate Officers & Chief Engineer)**

**Additional Agenda item No.2:-Release of all payment through Centralized payment system with HDFC Bank Chandigarh.**

The Chief Controller of Finance apprised the para no. 3 of HUDA instruction which is also HUDA Website at [www.huda.gov.in/\\_layouts/CCF/Operation\\_of\\_Bank\\_Account\\_in\\_HUDA.pdf](http://www.huda.gov.in/_layouts/CCF/Operation_of_Bank_Account_in_HUDA.pdf) in which it has been instructed that:-

- i. A single centralized Nodal Expenditure Account is operational with Punjab National Bank, Manimajra. The expenditure Account of each respective DDO is functioning as virtual Sub Account of centralized Nodal Account. All the payments are to be made by the DDO directly to the Account of the payee, only through RTGS/NEFT mode. No diversion of the funds from PNB Nodal Account to any other intermediary bank is allowed. The manual voucher system for payment has been discontinued. All voucher are to be prepared only through FAS (Financial Accounting System) of HUDA .
- ii. After generation of voucher on the FAS, the DDO prepares a soft file containing details of all vouchers for which payment are to be made. This flat soft file is sent to the PNB server by the DDO using his respective login Id and

password. After making payments, PNB sends the reverse file containing details of payment to the HUDA server. The DDO can view the status of payment like RTGS/ NEFT number, date of transaction and amount paid etc., from the reverse file.

iii. A need has been felt that HUDA should also engage one more bank for centralized expenditure system. This will ensure better services to HUDA. As a result, HDFC bank has also been engaged for centralized payment system in addition to the PNB bank.

The module provided by HDFC bank contains the additional facility. After three working days of uploading of flat soft file on HDFC server by DDO , the details of payment like UTR number against each RTGS/NEFT, date of transaction and amount paid etc., can be viewed by the respective DDO against each voucher.

iv. The module provided by HDFC bank is running successfully at HUDA Head Office and now the same has been approved for implementation in all the field offices of HUDA.

v. In the first phase, the module is being implemented at all the offices in the Hisar and Rohtak Zone. After successful implementation in these two zones, the remaining zones will be taken up.

vi. GM(IT), HUDA, Panchkula shall conduct at least two training sessions each at Hisar zone and Rohtak zone, to acquaint the staff with the HDFC module.

vii. In case of any difficulty, the DDO may also contact the following officials of the HDFC bank:-

<b>Name of authorized person Sh.</b>	<b>Designation</b>	<b>Land line Number</b>	<b>Mobile No.</b>	<b>Email ID</b>	<b>Correspondence address</b>
Rajan Singla	Asstt. Vice President	0172-5073710	93162-79776	<a href="mailto:rajan.singla@hdfcbank.com">rajan.singla@hdfcbank.com</a>	SCO 145-146 Sec-17C, Chandigarh.
Harish Bhardwaj	Sr.Manager		93161-75094	<a href="mailto:harish.bhardwaj@hdfcbank.com">harish.bhardwaj@hdfcbank.com</a>	

ACSTCP directed to extend full cooperation with the officers/officials of the bank and to implement the system in letter and spirit.

**(Action by:- Administrator, Concerned Estate Officers, C.C.F & G.M(I.T))**

The meeting ended with a vote of thanks to the Chair and all Officers present.