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हरियाणा सरकार

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 19 मार्च, 2009

क्रमांक अथारिटी-2009/7130.—हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (1977 का अधिनियम 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राज्य सरकार द्वारा उनके यादी क्रमांक 1/19/2006-1 टी०सी०पी०, दिनांक 12 अगस्त, 2008, क्रमांक 1/19/2006-1 टी०सी०पी०, दिनांक 16 सितम्बर, 2008 तथा क्रमांक 1/12/90-1 टी०सी०पी०, दिनांक 16 जनवरी, 2000 द्वारा सूचित राज्य सरकार के पूर्व अनुमोदन से, इसके द्वारा, हरियाणा शहरी विकास प्राधिकरण, सेवा विनियम, 1989 को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाता है, अर्थात् :—

1. (1) ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवा (संशोधन) विनियम, 2009 कहे जा सकते हैं।

(2) ये तुरन्त प्रभाव से लागू होंगे।

2. हरियाणा शहरी विकास प्राधिकरण सेवा विनियम, 1989 (जिसे, इसमें, इसके बाद उक्त विनियम कहा गया है), में, परिशिष्ट 'क' में,—

1 'प्रशासकीय विंग' शीर्ष के नीचे —

(i) क्रम संख्या 1 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् —

1	2	3	4
"1(क)	मुख्य सतर्कता अधिकारी	मा०प्रा०से० (संयुक्त सचिव) से उनके अपने पैतरमान से भरा जाएगा।"	01

(ii) क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

1	2	3	4
"4(क)	सम्पदा अधिकारी (सीधी भर्ती से)	8,000-13,500	05
"4(ख)	प्रवर्तन अधिकारी	10,000-13,900 + 400 विशेष वेतन	01

(i) 'बागवानी विंग" शीर्ष तथा उसके नीचे प्रविष्टियों के बाद, अन्त में, निम्नलिखित प्रविष्टियां जोड़ दी जाएंगी, अर्थात् :—

1	2	3	4
"67	मुख्य सूचना प्रौद्योगिकी अधिकारी	16400-20900	01
68	उप-मुख्य सूचना प्रौद्योगिकी अधिकारी	13500-17250	01
69	सिस्टम प्रशासक	10000-13900	01
70	डाटाबेस प्रशासक	10000-13900	01
71	नेटवर्क प्रशासक	10000-13900	01
72	प्रोग्रामर	7450-11500	04
73	सिस्टम अधिकारी	7450-11500	23
74	नेटवर्क अभियन्ता	6500-10500	17
75	तकनीकी सहायक	5000-7850	02
76	डाटा एन्ट्री आपरेटर"	4000-6000	46

3. उक्त विनियमों में परिशिष्ट क-1 में, "प्रशासकीय विंग" शीर्ष के नीचे —

(i) क्रम संख्या 1 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

"1(क) मुख्य मौकली अधिकारी";

(ii) क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

"4(क) सम्पदा अधिकारी";

"4(ख) प्रवर्तन अधिकारी"

(iii) "मोनीटरिंग विंग" शीर्ष तथा उसके नीचे प्रविष्टियों के बाद, अन्त में निम्नलिखित शीर्ष तथा उसके नीचे प्रविष्टियां जोड़ दी जाएंगी, अर्थात् :—

"आई०टी० विंग

1. मुख्य सूचना प्रौद्योगिकी अधिकारी
2. उप-मुख्य सूचना प्रौद्योगिकी अधिकारी
3. सिस्टम प्रशासक
4. डाटाबेस प्रशासक

5. नेटवर्क प्रशासक

6. प्रोग्रामर

7. सिस्टम अधिकारी

8. नेटवर्क अभियन्ता

4. उक्त विनियमों में, परिशिष्ट क-11 में, "प्रशासकीय विंग" शीर्ष के नीचे,—

(i) क्रम संख्या 5 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

"5(क) डाटा एंट्री ऑपरेटर";

(ii) क्रम संख्या 8 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

"8(क) तकनीकी सहायक";

5. उक्त विनियमों में, परिशिष्ट ख में, "प्रशासकीय विंग" शीर्ष के नीचे, खाना 1, 2, 3, 4 तथा 5 के नीचे,—

(i) क्रम संख्या 1क तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

1	2	3	4	5
"1ख	मुख्य चौकीदार अधिकारी	—	—	भा०प्रा०से० (संयुक्त सचिव) से उनके अपने वेतनमान से भरा जाएगा।"

(ii) क्रम संख्या 3 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

1.	2.	3.	4.	5.
"3(क)	सम्पदा अधिकारी (सीधे)	(i) मान्यताप्राप्त विश्वविद्यालय से प्रथम श्रेणी में बी०ई०/बी०टैक०/एम०बी०ए० (ii) डिग्री पूर्णकालिक पाठ्यक्रम में अध्ययन द्वारा प्राप्त की होनी चाहिए (iii) पाठ्यक्रम में कम्प्यूटर एप्लीकेशन की समीक्षा शामिल होगी।		
3ख	प्रवर्तन अधिकारी		(i) मान्यताप्राप्त विश्वविद्यालय से स्नातक (ii) पांच वर्ष का प्रशासनिक अधिकारी, अवैधिक सहायक सम्पदा अधिकारी एवं निजी सचिव के पद का अनुभव रखता हो। प्रशासनिक एवं सहायक सम्पदा अधिकारी सहित।"	

(iii) क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

1	2	3	4	5
"4	सहायक सम्पदा अधिकारी / प्रशासकीय अधिकारी	(i) मान्यताप्राप्त विश्वविद्यालय से बी०ई०/बी०टैक०/एम०बी०ए० 55 प्रतिशत अंकों सहित (ii) पाठ्यक्रम में कम्प्यूटर एप्लीकेशन की परीक्षा शामिल होगी। बी०ई०/बी० टैक०/एम०बी०ए० पूर्णकालिक पाठ्यक्रम से अध्ययन द्वारा प्राप्त की जानी होनी चाहिए न कि पार्ट टाईम एवं डिस्टैंस शिक्षा प्रोग्राम से।	(i) मान्यताप्राप्त विश्वविद्यालय से 60 प्रतिशत अंकों सहित स्नातक । (ii) 5 वर्ष का अधीक्षक या 7 वर्ष का उप-अधीक्षक के पद का अनुभव होना चाहिए। लिखित परीक्षा निम्नलिखित विषयों में 60 प्रतिशत अंकों सहित पास करनी अनिवार्य होगी जोकि पीडर कैडर में नहीं आते :- (क) हुडडा एक्ट (ख) हुडडा रेगुलेशन (ग) कन्जयूमर प्रोटैक्शन एक्ट (घ) कम्प्यूटर एप्लीकेशन पी०जी०एम० एवं एफ०ए०एस० में	12 पद सीधी भर्ती द्वारा एवं 09 पद पदोन्नति द्वारा भरे जाएंगे।

(iv) क्रम संख्या 15 तथा उसके सामने प्रविष्टियों के बाद, अंत में, निम्नलिखित शीर्ष तथा उसके नीचे प्रविष्टियां जोड़ी जाएंगी, अर्थात् :—

आई०टी० विंग

1	2	3	4
"15	मुख्य सूचना प्रौद्योगिकी अधिकारी	बी०ई० (कम्प्यूटर साईंस) एम०सी०ए०, एम०एस०सी०+ पी०जी०डी०सी०ए० (विश्वविद्यालय/डीम्ड विश्वविद्यालय के साथ प्रथम / द्वितीय श्रेणी) तथा न्यूनतम 15 वर्षीय पोस्ट योग्यता अनुभव के फाइनेंशियल एकाउंटिंग, इनटेंट आफिस प्रबंधन, बैंकिंग अथवा मैनुफैक्चरिंग इण्डस्ट्रीज विशेष एप्लीकेशन पर सरकारी/अर्ध सरकारी/लिमिटेड संगठन में कम से कम 3 आई०टी० प्रोजेक्ट पर (सॉफ्टवेयर डवलपमैंट तथा इनप्लीमैंट) पर लागू करने में प्रबन्धकीय क्षमता में अनुभव। कम से कम एक परियोजना में न्यूनतम 150 यूनर आधारित सैल होना चाहिए। आवेदक सरकारी/अर्ध-सरकारी/निजी/लिमिटेड संगठन के आई०टी० सैल का मुखिया होना चाहिए।	
16	उप-मुख्य सूचना प्रौद्योगिकी अधिकारी	सरकारी/अर्ध-सरकारी/पी०एस०यू० में आई०टी० प्रोजेक्ट के इम्पलीमैंटेशन लाइफ साईकल में पोस्ट योग्यता अनुभव के 12 वर्षों के साथ बी०ई० (कम्प्यूटर साईंस) एम०सी०ए०,	

1	2	3	4
19	डाटाबेस प्रशासक	बी०ई० (कम्प्यूटर साईंस) एम०सी०ए० के साथ प्रथम श्रेणी तथा 8 वर्षीय पोस्ट योग्यता अनुभव के साथ जिसमें सरकारी/अर्ध-सरकारी/लिमिटेड संगठन में डी०बी०ए० के तौर पर 2 वर्षीय कोर अनुभव होना चाहिए।	
20	नेटवर्क प्रशासक	बी०ई० (कम्प्यूटर साईंस)/बी०टैक० (कम्प्यूटर साईंस अथवा इलैक्ट्रॉनिक्स एवं कम्यूनिकेशन) एम०सी०ए० के साथ प्रथम श्रेणी तथा 3 वर्षीय पोस्ट योग्यता अनुभव के साथ जिसमें सरकारी/अर्ध-सरकारी/लिमिटेड संगठन में न्यूनतम 100 कम्प्यूटर के नैटवर्क प्रबन्धन में अनुभव।	
21	प्रोग्रामर	इनटैल, सिस्को, 3कॉम, डि-लिंक से प्रमाणित कोर्स के साथ व्यक्तियों को वरीयता दी जाएगी। मान्यताप्राप्त विश्वविद्यालय से बी०ई० (कम्प्यूटर साईंस) एम०सी०ए० प्रथम श्रेणी एवं 3 वर्षीय सॉफ्टवेयर डवैलपमैंट में सरकारी/अर्ध-सरकारी/लिमिटेड संगठन से अनुभव।	
22	सिस्टम अधिकारी	मान्यताप्राप्त विश्वविद्यालय से बी०ई० (कम्प्यूटर साईंस) एम०सी०ए० प्रथम श्रेणी एवं 3 वर्षीय सॉफ्टवेयर डवैलपमैंट में सरकारी/अर्ध-सरकारी/लिमिटेड संगठन से अनुभव।	
23	नेटवर्क अभियन्ता	(i) मान्यताप्राप्त विश्वविद्यालय से प्रथम श्रेणी में साईंस स्नातक/कम्प्यूटर एप्लीकेशन में स्नातक एवं 1 वर्ष का हार्डवेयर एवं नैटवर्क का प्रतिष्ठित संस्थान से कम्प्यूटर में नियमित डिप्लोमा एवं कम से कम 50 कम्प्यूटर का 1 वर्ष का प्रबन्धकीय लेन/वैन का अनुभव। (ii) एम०सी०एस०ई०, सी.सी.एन.ए. कोर्स वाले व्यक्तियों को वरीयता दी जाएगी।	
24	तकनीकी सहायक	मान्यताप्राप्त विश्वविद्यालय से 55 प्रतिशत अंकों सहित साईंस स्नातक एक वर्ष के कम्प्यूटर कोर्स सहित एवं वैब डिजाईनिंग एवं मल्टीमीडिया में सरकारी/अर्ध-सरकारी लिमिटेड संगठन से 6 मास का अनुभव।	
25	डाटा एन्ट्री ऑपरेटर	मान्यताप्राप्त विश्वविद्यालय से द्वितीय श्रेणी में स्नातक, 1 वर्ष के कम्प्यूटर डिप्लोमा सहित हिन्दी एवं अंग्रेजी आशुलिपि का 30 शब्द प्रति मिनट का ज्ञान एवं सरकारी/अर्ध-सरकारी लिमिटेड संगठन में 6 मास का अनुभव।"	

6. उक्त नियमों में, परिशिष्ट ग में, खाना 1 तथा 2 के नीचे,—

(i) क्रम संख्या 1 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् .—

1	2	3	4
"1(क)	मुख्य चौकसी अधिकारी।"		
"1(ख)	सम्पदा अधिकारी।"		
"1(ग)	प्रवर्तन अधिकारी।"		

(ii) क्रम संख्या 21 तथा उसके सामने प्रविष्टियों के बाद, अन्त में, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

1	2
"22	मुख्य सूचना प्रौद्योगिकी अधिकारी
23	उप-मुख्य सूचना प्रौद्योगिकी अधिकारी
24	सिस्टम प्रशासक
25	डाटाबेस प्रशासक
26	नेटवर्क प्रशासक
27	प्रोग्रामर
28	सिस्टम अधिकारी
29	नेटवर्क अभियन्ता।"

7. उक्त विनियमों में, परिशिष्ट ग-1 में, खाना 1 तथा 2 के नीचे,—

(i) क्रम संख्या 16 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

1	2
"16(क)	तकनीकी सहायक"।

(ii) क्रम संख्या 22 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

1	2
"22(क)	डाटा एन्ट्री ऑपरेटर"।

8. उक्त विनियमों में, परिशिष्ट घ में, खाना 1 तथा 2 के नीचे,—

(i) क्रम संख्या 1 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

1	2
"1(क)	मुख्य सतर्कता अधिकारी
1(ख)	सम्पदा अधिकारी (रांची मती भी)
1(ग)	वर्जन अधिकारी।"

(ii) क्रम संख्या 21 तथा उसके सामने प्रविष्टियों के बाद, अन्त में, निम्नलिखित क्रम संख्या तथा उसके नीचे निम्नलिखित प्रविष्टियाँ जोड़ दी जाएंगी, अर्थात् :—

1	2
"22	मुख्य सूचना प्रौद्योगिकी अधिकारी
23	उप-मुख्य सूचना प्रौद्योगिकी अधिकारी
24	सिस्टम प्रशासक
25	डाटाबेस प्रशासक

1	2
26	नेटवर्क प्रशासक
27	प्रोग्रामर
28	सिस्टम अधिकारी
29	नेटवर्क अभियन्ता।"

9. उक्त विनियमों में, परिशिष्ट घ-1 में, खाना 1 तथा 2 के नीचे,—

(i) क्रम संख्या 16 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां रखी जाएंगी, अर्थात् :—

1	2
"16(क)	तकनीकी सहायक";

(ii) क्रम संख्या 22 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात् :—

1	2
"22(क)	डाटा इन्ट्री ऑपरेटर"।

टी.एल.सत्यप्रकाश,

मुख्य प्रशासक,

हरियाणा शहरी विकास प्राधिकरण, पंचकूला।

HARYANA GOVERNMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 19th March, 2009

No. Authority-2009/7130—In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No.1/19/2005-1TCP, dated 12.08.2008, No.1/19/2005-1TCP, dated 16.09.2008 and No.1/12-90-1TCP, dated 18.01.2000, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:—

1. (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2009.

(2) They shall come into force at once.

2 In the Haryana Urban Development Authority Services Regulations, 1989 (hereinafter called the said regulations), in Appendix 'A'—

1 under heading "Administrative Wing"—

(i) after serial number 1 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely:—

1	2	3	4
"1(a)	Chief Vigilance Officer	IAS, Joint Secretary Rank. In his own pay scale	1".

(ii) after serial number 4 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely:—

1	2	3	4
"4 (a)	Estate Officer (Direct)	Rs.8000-275-10200-EB-275-13500	5
4 (b)	Enforcement Officer	Rs.10000-325-13900+400 Special Pay	1";

II. after heading "Horticulture Wing" and entries thereunder, the following heading and entries thereunde shall be added at the end, namely:—

I.T. WING

1	2	3	4
"67	Chief Information Technology Officer	16400-20000/-	1
68	Deputy Chief Information Technology Officer	13500-17250/-	1
69	System Administrator	10000-13900/-	1
70	Database Administrator	10000-13900/-	1
71	Network Administrator	10000-13900/-	1
72	Programmer	7450-11500/-	4
73	System Officer	7450-11500/-	23
74	Network Engineer	6500-10500/-	17
75	Technical Assistant	5000-7850/-	2
76	Data Entry Operator	4000-6000/-	46"

3. In the said regulations, in Appendix 'A-I', under heading "Administrative Wing",-

(i) after serial number 1 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:—

"1(a) Chief Vigilance Officer";

(ii) after serial number 4 and entry thereagainst, the following serial numbers and entries thereagainst shall be inserted, namely:—

"4 (a) Estate Officer

4(b) Enforcement Officer";

(iii) after heading 'Monitoring Wing' and entry thereunder, the following heading and entries thereunder shall be added at the end, namely:-

I.T. WING

1 Chief Information Technology Officer

2 Deputy Chief Information Technology Officer

3 System Administrator

4 Database Administrator

5 Network Administrator

6 Programmer

7 System Officer

8 Network Engineer

4. In the said regulations, in Appendix 'A-II', under heading "Administrative Wing",—

(i) after serial number 5 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:—

"5(a) Data Entry Operator";

(ii) after serial number 8 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:—

"8(a) Technical Assistant".

5. In the said regulations, in Appendix 'B', under heading "Administrative Wing", under columns 1, 2, 3, 4 and 5,—

(i) after serial number 1 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely:—

1	2	3	4	5
"1B	Chief Vigilance Officer	—	—	On deputation from IAS cadre atleast Joint Secretary Rank.

(ii) after serial number 3 and entries thereagainst, the following serial number and entries thereagainst shall be inserted, namely.—

1	2	3	4	5
"3A	Estate Officer(Direct)	"First Class B.E./ B.Tech/ M.B.A. from a recognized University. (i) The course curriculum must include appreciation of Computer Applications. (ii) The degree of B.E./B.Tech/M.B.A should have been obtained by joining full time course and not as part time. (iii) Preference shall be given to those persons who are having full time degree in Law by joining a full time law course."	—	—
3B	Enforcement Officer	—		(i) Graduation from recognized university. (ii) 5 years experience as Administrative Officer, Assistant Estate Officer, Superintendent and Private Secretary including ADO and AEO";

(iii) for serial number 4 and entries thereagainst, the following serial number and entries thereagainst shall be substituted, namely.—

1	2	3	4	5
"4	Assistant Estate Officer/ Administrative Officer	"B.E./B.Tech./M.B.A. with atleast 55% marks from recognized University. (i) The course curriculum must include appreciation of Computer Applications (ii) The degree of B.E./ B.Tech/ M.B.A. should have been obtained by joining Full Time Course and not as Part Time or through Distance Education Programme.	(i)Graduation with atleast 50% marks. 5-Years experience as Superintendent Grade-I. or 7-Years experience as Deputy Superintendent. However for the employees in feeder cadre the qualifications shall remain as at present, namely 5-Years experience as Superintendent Grade-I. or 7-Years experience as Deputy Superintendent";	12 posts shall be filled up by direct recruitment and 9 posts by promotion.

(iv) after serial number 15 and entries thereagainst, the following heading and entries thereunder shall be added at the end, namely:—

I.T. WING

1	2	3	4	5
"16	Chief Information Technology Officer	(i) B.E. (Comp. Sc.)/M.C.A./ M.Sc.+ P.G.D.C.A. (University /Deemed University) with First/Second Division. and (ii) Minimum of 15 yrs of post qualification experience in managerial capacity in implementing at least 3 IT projects (Software Dev. and Implementation) in Government/ Semi Government /Limited Organizations on Financial Accounting, Estate Office Management, Banking or Manufacturing industry specific applications. (iii) At least one of the project must be WAN based with minimum 150 users. (iv) The candidate should have headed an IT cell of Government/Semi Government/ Private/Limited Organization.	—	—
17	Deputy Chief Information Technology Officer	B.E. (Comp. Sc.)/M.C.A./ M.Sc.+P.G D.C.A (University/Deemed University) First Division and 12 yrs of post qualification experience in implementing complete life cycle of IT project in Government/Semi Government/PSU.		—
18	System Administrator	B.E. (Com. Sc.)/M.C.A. with first Division and 8 yrs of post qualification experience out of which two years core experience as DBA in a Government/ Semi Government/Limited Organization.	—	—
19	Database Administrator	B.E. (Comp. Sc.) /M.C.A. with first Division and 8 yrs of post qualification experience out of which two years core experience as D.B.A. in a Government/Semi Government/Limited Organization	—	—

1	2	3	4	5
20	Network Administrator	B.E. (Comp. Sc.) /B. Tech. (Comp. Sc. or Electronics and Communications) / M.C.A. with first division and 3 yrs of post qualification experience in managing a network of minimum 100 computers in Government/Semi Government/Limited Organization. Preference shall be given to person with certified courses from Intel, Cisco, 3Com, D-link.	—	—
21	Programmer	B.E. (Comp. Sc.)/M.C.A. with first division and 3 yrs of software development experience in Government/Semi Government/Limited Organization.	—	—
22	System Officer	B.E. (Comp. Sc.)/M.C.A. with first division and 2 yrs of software development experience in Government/ Semi Government /Limited Organization.	—	—
23	Network Engineer (Field Offices)	First class Graduate in Science/B.C.A. with one year regular/ Diploma in Computer Hardware/ Networking from reputed Institute and 1 year relevant experience in managing LAN/WAN of at least 50 Computers. Preference shall be given to persons with certified course like MCSE, CCNA.	—	—
24	Technical Assistant	Graduate in Science with 55% marks. One year regular computer course and experience of six months in web designing and multimedia presentations in Government/ Semi Government/ Limited Organization.	—	—
25	Data Entry Operator	At least second class Graduate with one year regular computer course, working knowledge of Stenography (Hindi/ English) with speed of 30 words per minute and experience of 6 months in Government/ Semi Government/ Limited Organization."	—	—

6. In the said regulations, in Appendix 'C', under columns 1 and 2,—

(i) after serial number 1 and entry thereagainst, the following serial numbers and entries thereagainst shall be inserted namely:—

1	2
"1(a)	Chief Vigilance Officer
1(b)	Estate Officer
1(c)	Enforcement Officer";

(ii) after serial number 21 and entry thereagainst, the following serial numbers and entries thereagainst shall be added at the end, namely:—

1	2
"22	Chief Information Technology Officer
23	Deputy Chief Information Technology Officer
24	System Administrator
25	Database Administrator
26	Network Administrator
27	Programmer
28	System Officer
29	Network Engineer (Field Offices)";

7. In the said regulations, in Appendix 'C-I', under columns 1 and 2,—

(i) after serial number 16 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:—

1	2
"16(a)	Technical Assistant";

(ii) after serial number 22 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:—

1	2
"22(a)	Data Entry Operator";

8. In the said regulations, in Appendix 'D', under columns 1 and 2,—

(i) after serial number 1 and entry thereagainst the following serial number and entry thereagainst shall be inserted, namely:—

1	2
"1(a)	Chief Vigilance Officer
1(b)	Estate Officer
1(c)	Enforcement Officer";

(ii) after serial number 21 and entries thereagainst, the following serial number and entries thereagainst shall be added at the end, namely:-

1	2
"22	Chief Information Technology Officer
23	Deputy Chief Information Technology Officer
24	System Administrator
25	Database Administrator
26	Network Administrator
27	Programmer
28	System Officer
29	Network Engineer";

9. In the said regulations, in Appendix 'D-I', under columns 1 and 2,-

(i) after serial number 16 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely:—

1	2
"16(a)	Technical Assistant";

(ii) after serial number 22 and entry thereagainst, the following serial number and entry thereagainst shall be inserted, namely: -

1	2
"22(a)	Data Entry Operator";

T.C. GUPTA,

Chief Administrator,

Haryana Urban Development Authority, Panchkula.

45586—C.S.—H.G.P., Cho

HARYANA URBAN DEVELOPMENT AUTHORITY

NOTIFICATION

The 9th March, 2001

No. .- In exercise of the powers conferred by section 34 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), and all other powers enabling it in this behalf, the Haryana Urban Development Authority, with the previous approval of the State Government conveyed vide their memo No.17/2002-FTCP, dated the 12th November, 2002, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely: -

1. (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2001.

   (2) They shall come into force at once.

2. In the Haryana Urban Development Authority Services Regulations, 1989, in Appendix "D", under heading "Engineering Wing", under columns 1,2,3,4 and 5 for Serial Number 5 and entries thereagainst, the following Serial Number and entries thereagainst shall be substituted, namely: -

1	2	3	4	5
"5	Junior Engineer (Civil)	(i)Diploma in Civil Engineering or equivalent (ii) Matric with Hindi	For diploma holders (i) 5 years experience of working on Public Health side as Foreman/ Assistant Foreman/ Water Works Superintendent/ Chargeman/ Electrician Grade-I/ Fitter Grade-I/ Plumber Grade-I/ Water Pump Operator Grade-I and three years diploma in Electrical/ Mechanical/ Civil discipline and Matric with Hindi. (ii) 5 years experience of working on building and road side as Road Inspector/ Work Inspector/ Surveyor/ Work Supervisor with the three years diploma in Electrical/ Mechanical/ Civil discipline and Matric with Hindi. For non-diploma holders (i) 8 Years experience on Public Health side of working as Foreman/Assistant Foreman/ Water Works Superintendent Grade-I/Shift Engineer and Matric with Hindi. (ii) 12 years experience of working on Public Health side as Chargeman/Water Works Superintendent Grade-II and Matric with Hindi. (iii)15 years experience of working on Public Health side as work Inspector and Matric with Hindi.	(i) 90% of the posts shall be filled by direct recruitment (ii)5% of the posts shall be filled up by promotion from amongst the holder of three years Diploma in Electrical/ Mechanical and Civil engineering. Out of a roster of 100 vacancies posts with Number 10,50,90 shall be filled up from amongst the employees working on Public Health side and posts with Number 30 and 70 from those working on building and road side. (iii) 5% of the posts shall be filled up from amongst the employees not holding the Diploma in Engineering. Out of a roster of 100 vacancies posts with Number 20,60,100 shall be filled up from amongst the employees working on the Public Health side and post Number 40 and 80 from amongst the employees working on building and road side

			(iv) 8 years experience of working on building and road side as Road Inspector and Matric with Hindi. (v) 12 years experience of working on building and road side as Surveyor Grade-I and Matric with Hindi. (vi)15 years experience on building and road side of working as Work Inspector/ Work Supervisor/ Surveyor Grade-II and Matric with Hindi.	
NOTE - Work Supervisor is a new designation of Work Assistant and Work Mistry				
5A	Junior Engineer (Electrical	(i) Diploma in Electrical Engineering or equivalent. (ii)Matric with Hindi. (ii)Matric with Hindi	for diploma holders (i) 5 years experience of working in Electrical wing as Electrical foreman/ Assistant Foreman/ Chargeman/ Electrician having three years diploma in Electrical Engineering and Matric with Hindi. for non-diploma holders (i) 8 years experience of working in the Electrical wing as Electrical Foreman/ Assistant Foreman and Matric with Hindi. (ii) 12 years experience of working in the Electrical wing as Chargeman/ Electrician Grade-I with I.T.I. and Matric with Hindi. iii) 15 years experience of working in the Electrical wing as Work Inspector/Electrician Grade-II and Matric with Hindi.	(i) 90% posts shall be filled up by direct recruitment (ii) 5% of the posts shall be filled up from amongst the holders of diploma in Electrical Engineering and out of a roster of 100 vacancies, the post Number 10,30,50,70 and 90 shall be filled up by them (iii)5% of the posts shall be filled up from amongst employees not holding the diploma in Electrical Engineering and out of a roster of 100 vacancies, the post Number 20,40,60,80 and 100 shall be filled up by them."

(H.C. Wadhwa)
Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

HARYANA URBAN DEVELOPMENT AUTHORITY

NOTIFICATION

The26th April, 2005.

No. 8961 In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority, with the previous approval of the State Government conveyed vide their memo No.17/2004/TCP, dated the 28/29th April, 2003, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1. (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2004.

(2) They shall come into force at once.

2. In the Haryana Urban Development Authority Services Regulations, 1989 (hereinafter called the said regulations),

(1) in Appendix 'A' –

(i) under heading 'ENGINEERING WING' for serial numbers 33,36 and 37 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:-

1	2	3	4
" 35.	Superintending Engineer (Civil)	Rs.13500-375-17250	6
35A.	Superintending Engineer (Electrical)	Rs.13500-375-17250	1
36.	Executive Engineer (Civil)	Rs.10000-325-13900	21
36A.	Executive Engineer (Electrical)	Rs.10000-325-13900	3
37	Sub Divisional Engineer (Civil)	Rs.8000-275-13500	74
37A.	Sub Divisional Engineer (Electrical)	Rs.8000-275-13500	10 ";"

(ii) under heading 'HORTICULTURE WING', for serial numbers 63,64,65 and 66 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely :-

1.	2.	3.	4.
" 63.	Superintending Engineer (Horticulture)	Rs.13500-375-17250	1
64.	Executive Engineer (Horticulture)	Rs.10000-325-13900	3
65.	Sub Divisional Engineer (Horticulture)	Rs.8000-275-13500	10
66.	Junior Engineer (Horticulture)	Rs.3500-175-9000	32
67.	Horticulture Supervisor	Rs.3050-75-3950-80-4550	26 ".

(2) in APPENDIX 'A-1',

(i) under heading 'ENGINEERING WING', for serial numbers 2,3 and 4 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1	2
" 2.	Superintending Engineer (Civil)
3.	Superintending Engineer (Electrical)
4.	Executive Engineer (Civil)
5.	Executive Engineer (Electrical)
6.	Sub Divisional Engineer (Civil)
7.	Sub Divisional Engineer (Electrical) ":

(ii) under heading 'HORTICULTURE WING', for serial numbers 1 and 2 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1.	2.
" 1.	Superintending Engineer (Horticulture)
2.	Executive Engineer (Horticulture)
3.	Sub Divisional Engineer (Horticulture) ".

3 In the said regulations, in APPENDIX 'B',

(i) under headings "ENGINEERING WING", under columns 1,2,3,4 and 5, for serial numbers 2 and 3 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely :-

1	2	3	4	5
2.	Superintending Engineer (Civil)	-	Bachelor of Science Engineering (Civil) OR its equivalent with 7 years experience as Executive Engineer (Civil).	-
2A	Superintending Engineer (Electrical)	-	Bachelor of Science in Engineering (Electrical/Mechanical) OR its equivalent with 7 years experience as Executive Engineer (Electrical).	-
3	Executive Engineer (Civil)	-	(i) Bachelor of Science in Engineering (Civil) OR its equivalent. (ii) 8 years complete service as Sub Divisional Engineer (Civil) and has passed the departmental professional examination prescribed under rules.	-
3A	Executive Engineer (Electrical)	-	(i) Bachelor of Science in Engineering (Electrical/Mechanical) OR its equivalent. (ii) 8 years complete service as Sub Divisional Engineer (Electrical) and has passed the departmental professional examination prescribed under rules." ;	-

(i) under heading "HORTICULTURE WING", under columns 1,2,3,4 and 5 for serial numbers 1,2,3 and 4 and under thereagainst, the following said numbers and entries there against shall be substituted, namely: -

1	2	3	4	5
1	Superintending Engineer (Horticulture)	-	(i) Degree of a recognized University in Agriculture or Botany with Horticulture as a special subject OR its equivalent. (ii) 7 years experience as Executive Engineer (Horticulture) and has passed the departmental professional examination.	-
2	Executive Engineer (Horticulture)	-	(i) Degree of a recognized University in Agriculture OR Botany with Horticulture as a special subject or its equivalent. (ii) 8 years experience as Sub Divisional Engineer (Horticulture) and has passed the departmental professional examination.	-
3	Sub Divisional Engineer (Horticulture)	i) First class degree in Agriculture with specialization in Horticulture OR Master of Science degree in Horticulture including Floriculture and Olericulture or Master of Science degree in Botany with Horticulture as one of the subject from a recognized University OR its equivalent. ii) Hindi up to Middle standard. iii) Minimum 3 Years experience in related field.	10 years experience as Junior Engineer (Horticulture).	50% Posts will be filled up by direct Recruitment and 50% by promotion.

4	Senior Engineer (Horticulture)	Bachelor of Science in Agriculture with experience of at least one year. Preference may be given to those persons who possess Horticulture as main subject in Bachelor of Science OR Matric/ Higher Secondary with One-year Diploma Course in Gardener's Training class from some recognized University with at least 6 years experience in land scaping, Gardening, Olericulture, Floriculture layout of Gardens, parks and nursery production work. ii) Knowledge of Hindi up to Matric.	Supervisor (Horticulture) with 10 years experience.	80% posts will be filled up by Direct recruitment and 20% by promotion
5.	Horticulture Supervisor	Bachelor of Science Agriculture OR Diploma holder in Horticulture OR matriculation with Knowledge of Horticulture for 3 years.	(a) Head Mali having Diploma in Horticulture or matric with Hindi (b) Five years experience In the field of Horticulture	75% posts will be filled up by direct recruitment and 25% by promotion from Head Mali.

In the said regulations, in **APPENDIX 'C'**, under columns 1 and 2, -

(i) for serial numbers 4,5 and 6 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:

1.	2.
"4.	Superintending Engineer (Civil)
4A	Superintending Engineer (Electrical)
5.	Superintending Engineer (Horticulture)
5A	Executive Engineer (Horticulture)
6	Executive Engineer (Civil)
6A	Executive Engineer (Electrical) ";

(ii) for serial number 18 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:-

1.	2.
"18	Sub Divisional Engineer (Civil)
18A	Sub Divisional Engineer (Electrical) ".

5 In the said regulations, in **APPENDIX 'D'**, under columns 1 and 2, -

(i) for serial numbers 4,5 and 6 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely: -

1	2
"4.	Superintending Engineer (Civil)
4A	Superintending Engineer (Electrical)
5.	Executive Engineer (Civil)
5A	Executive Engineer (Electrical)
6	Superintending Engineer (Horticulture)
6A	Executive Engineer (Horticulture) ";

(ii) for serial number 17 and entries thereagainst, the following serial numbers and entries thereagainst shall be substituted, namely:-

1.	2.
"17.	Sub Divisional Engineer (Civil)
17A	Sub Divisional Engineer (Electrical) ".

In the said regulations, in APPENDIX 'F', the existing ANNEXURE shall be re-numbered as ANNEXURE A-1 thereof, and after ANNEXURE A-1 as so re-numbered, the following ANNEXURE shall be added, namely:-

"ANNEXURE 'A-II'
(See regulation-14)

SYLLABUS FOR THE DEPARTMENTAL PROFESSIONAL EXAMINATION FOR THE OFFICERS OF THE HORTICULTURE WING OF THE HARYANA URBAN DEVELOPMENT AUTHORITY.

PAPER-I

ACCOUNTS AND OFFICE PROCEDURE

TIME: 3 Hours MARKS-100

This paper will consist of relevant provisions pertaining to accounts and office procedure from the below noted books:

1 Financial Hand Book no. 1.
Treasury Rules (Punjab) and subsidiary Treasury Rules issued thereunder
(as applicable to Haryana State).

2 Financial Hand Book No.2
Punjab Financial Rules Volume-I
(as applicable to Haryana State)

3 Financial Hand Book No.2
Punjab Financial Rules Volume-II
Appendices and Forms
(as applicable to Haryana State).

4 Financial Hand Book No.3
Departmental Financial Rules
(as applicable to Haryana State).

5 Punjab Public Works Department code with Appendices
(as applicable to Haryana State).

6 Manual of Orders
Public Works Department, Building and Road for Punjab
(as applicable to Haryana State).

7 Civil Services Rules (Punjab) Volume-I, Part-I
(as applicable to Haryana State).

8 Civil Services Rules (Punjab) Volume-I, Part-II
(Appendices and Forms)
(as applicable to Haryana State).

9 Civil Services Rules (Punjab) Volume-II
(as applicable to Haryana State)

10 Civil Services Rules (Punjab) Volume-III
Travelling Allowances Rules
(as applicable to Haryana State).

11 Punjab Budget Manual
(as applicable to Haryana State).

PAPER-II

HORTICULTURE AND LANDSCAPING

TIME : 3 Hours MARKS : 100

(1) Landscaping of premises attached to buildings, lawns, vista creation of facilities for recreation, road side amenities to the extent of Horticultural and landscaping operations only, cultivation and nursing of creepers, bushes, hedges, Ornamental Fruit Yielding, flowering and other trees including trees yielding fuel and timber, turfing terracing of sites, embankments and landscapes.

(2) Rearing of flowers beds.

(3) Preparation and care of large-scale lawns and landscapes.

(4) Creation and rearing of nurseries for all sorts of horticulture and landscaping operations.

NOTE:
The rules and procedures in regard to the Departmental Professional Examination for the officers of Horticulture Wing of Haryana Urban Development Authority shall be the same as laid down in Appendix 'F' of said regulations

S.S.DHILLON
CHIEF ADMINISTRATOR,
HARYANA URBAN DEVELOPMENT AUTHORITY
PANCHKULA.

HARYANA GOVERNMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 12th November, 2013

No. Authority-2009/7130.— In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No. 2/19/2005-1TCP, dated 12.09.2008, No. 1/19/2005-1TCP, dated 16.09.2008 and No. 1/12/90-1TCP, dated 18.01.2000, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1. These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2009.

2. They shall come into force at once.

3. In the Haryana Urban Development Authority Service Regulations, 1989 (hereinafter called the said regulations), in Appendix 'B' under heading "ADMINISTRATIVE WING" column No. 1, 2, 3, 4 & 5 for serial No. 4 and entries there against, the following serial number and entries there against shall be substituted namely:-

1	2	3	4	5
"4	Assistant Estate Officer/Administrative Officer"	"B.E./B.Tech/MBA with atleast 55% marks from recognized University. (i) The course curriculum must include appreciation of Computer Application. (ii) The Degree of B.E./B.Tech/MBA should have been obtained by joining Full Time Course and not as Part Time or through Distance Education Programme.	(i) Graduation with atleast 50% marks. 5 Years experience as Supdt. Grade-I Or 7 Years experience as Dy. Supdt.However for the employees in feeder cadre the qualifications will remain as at present namely: 5 Years experience as Supdt. Grade-I Or 7 Years experience as Dy. Supdt. (ii) Passing of written test examination is must for those who are not in feeder cadre with at least 40% marks in the following papers:— (a) HUDA Act. (b) HUDA regulations (c) Consumer Protection Act (d) Computer Application of PPM & FAS.	12 posts shall be filled up by direct recruitment and 9 posts by promotion.

A. K. SINGH
Chief Administrator, HUDA

From

The Chief Administrator,
HUDA, Panchkula.

To

1) The Chief Town Planner,
HUDA, Panchkula.

2) The Sr. Architect,
HUDA, Panchkula.

Memo No. gth-2004/ 18243

Dated:- 19/4/04

Subj:- Circulation of amendment in HUDA Service Regulations 1989, tracers for promotion to the post of AEN in Town Planning/Architectural wing of HUDA.

Reference this office memo No. gth-2000/26534 dated 5.10.2000, on the subject cited above.

Please find enclosed herewith 2 Nos. copies (English and Hindi) of amendment in HUDA Service Regulations 1989 of Regular cadre employees duly approved by the competent authority. It is requested that provisions of amendment in Service Regulations may be brought to the notice of all concerned employees working under your control.

Encl/As above.

Secretary,
for Chief Administrator, HUDA,
Panchkula.

Circulate and keep in record
20/4/04

HARYANA URBAN DEVELOPMENT AUTHORITY

NOTIFICATION

No.

The

2004

In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), and all other powers enabling it in this behalf, the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No.1/4/2002-1TCP, dated the 26th June, 2003, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1. These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2004.

2. In the Haryana Urban Development Authority Services Regulations, 1989, in Appendix 'B' under heading "Town Planning/Architectural Wing", against serial number 11 under column 5 for the existing entries, the following entries shall be substituted, namely :-

"(i) 67% posts will be filled up by direct recruitment.

(ii) 33% posts will be filled up by promotion.

Out of 33% posts of promotion quota, 50% posts will be filled up from amongst the Tracers who possess the qualification prescribed for direct recruitment and

remaining out from amongst 16 [illegible] who have completed 4 years service as [illegible].

Assistant Draftsman having no technical qualification should pass a departmental examination within 2 years failing which his annual increment will be withdrawn. If he passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examination was to be cleared. The increments shall be released with retrospective effect from the date at which otherwise due but no arrears will be paid for the past period."

(N.C.WADHWA)
Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

हरियाणा नगरीय विकास प्राधिकरण

अधिसूचना

दिनांक, 2004

संख्या हरियाणा नगरीय विकास प्राधिकरण अधिनियम,1977 (1977 का अधिनियम 13), की धारा 54 द्वारा प्रदत्त की गई शक्तियों तथा उनके प्रति संदर्भ 167/2002 टी० सी० पी०, दिनांक 26 जून, 2003, द्वारा पूर्णित राज्य सरकार की पूर्व अनुमति से हरियाणा नगरीय विकास प्राधिकरण, इसके द्वारा, हरियाणा नगरीय विकास प्राधिकरण (भर्ती) विनियम,1989, को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाते हैं, अर्थात :-

1. (1) ये विनियम हरियाणा नगरीय विकास प्राधिकरण (भर्ती) (संशोधन) विनियम, 2004, कहे जा सकते हैं।

2. हरियाणा नगरीय विकास प्राधिकरण (भर्ती) विनियम,1989 के विनियम 5 में, "नगर योजनाकार/अधिशासी अभियंता" शब्दों के बाद, कोष्ठक 1 के साथ रखते, खण्ड 5 के पश्चात, निम्नलिखित प्रतिस्थापन पर, निम्नलिखित प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्:-

5

"(i) 67 प्रतिशत पद सीधी भर्ती द्वारा भरे जाएंगे ; तथा

(ii) 33 प्रतिशत पद पदोन्नति द्वारा भरे जाएंगे।

पदोन्नति कोटा के 33 प्रतिशत पदों में से, 50 प्रतिशत पद, सहायक अभियंता की सीधी भर्ती के लिए विहित योग्यताएं रखते हों ऐसे, तथा शेष 50 प्रतिशत पद, अनुरेखक जिनमें अनुरेखक की रूप में पांच वर्ष की सेवा पूर्ण कर ली हो ऐसे, भरे जाएंगे।

पदोन्नति की योग्यताएं न रखने वाले सहायक अभियंता को भी उन्हें विभागीय परीक्षा पास करनी होगी, जिसमें असफल रहने पर, उनकी पदोन्नति निलम्बित कर दी जाएगी। यदि वह विहित अवधि के बाद परीक्षा पास करता है, तो, ऐसी अवधि, जिसके भीतर विभागीय परीक्षा पास की जानी थी, की समाप्ति के बाद पदोन्नति, अगले तिथि से जिसके विभागीय परीक्षा पास की जानी थी, की आगामी तिथि से दी जाएगी। वेतन वृद्धियां भूतलक्षी तिथि, जिसके से अन्यथा देय थी, दे दी जाएंगी किन्तु पूर्व अवधि के लिए कोई बकाया नहीं दिया जाएगा।"

एस० सी० गुप्ता
मुख्य अभियंता,
हरियाणा शहरी विकास प्राधिकरण,
पंचकूला।

Regd. No. CH(S)0093/2012-2014

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CHANDIGARH, THURSDAY, NOVEMBER 21, 2013 (KARTIKA 30, 1935 SAKA)

हरियाणा सरकार

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

चंडीगढ़, 21 नवम्बर, 2013

संख्या प्राधिकरण 43197.—हरियाणा शहरी विकास प्राधिकरण अधिनियम (1977 का अधिनियम 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा हरियाणा सरकार, हरियाणा शहरी विकास प्राधिकरण, राज्य सरकार के पूर्व अनुमोदन से तथा अधिसूचना संख्या 41483, दिनांक 31 अक्तूबर, 2013 के अधिक्रमण में हरियाणा शहरी विकास प्राधिकरण द्वारा सूचित, इसके द्वारा हरियाणा शहरी विकास प्राधिकरण सेवा विनियम 1999, को आगे संशोधित करने के लिये निम्नलिखित विनियम बनाता है अर्थात्

1. ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवा (द्वितीय संशोधन) विनियम, 2013 कहे जा सकते हैं।

2. हरियाणा शहरी विकास प्राधिकरण सेवा विनियम, 1999 (जिसे, इसमें, इसके बाद, उक्त विनियम कहा गया है) के विनियम 6 के स्थान पर, निम्न लिखित विनियम प्रतिस्थापित किया जाएगा, अर्थात्—

"6 आयु.- कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जाएगा जो आवेदन की प्राप्ति की अन्तिम तिथि को सत्रह वर्ष से कम या चालीस वर्ष से अधिक की आयु का है। सहायक जिला न्यायवादी के मामले में आयु सीमा चौबीस से चालीस वर्ष होगी:

परन्तु अनुसूचित जाति/जन जाति, पिछड़े वर्ग, भूतपूर्व सैनिक, विधवा तथा अन्य से सम्बन्धित उम्मीदवारों के मामले में ऊपरी आयु सीमा ऐसी होगी जो समय समय पर सरकार द्वारा नियत की जाए।"

3. उक्त विनियमों में, परिशिष्ट 'क' में,—

(i) "प्रशासकीय विंग" शीर्ष के नीचे, क्रम संख्या 10 तथा उसके सामने प्रविष्टियों का लोप कर दिया जाएगा,

(ii) "लेखा विंग" शीर्ष के नीचे, क्रम संख्या 25 से 29 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्—

"25	मुख्य बिल्ल चैकर	37400—67000+10000 ग्रेड वेतन	1
26	मुख्य लेखा अधिकारी	15600- 39100+7600 ग्रेड वेतन	5
27	वरिष्ठ लेखा अधिकारी	15600—39100+6600 ग्रेड वेतन	8
28	लेखा अधिकारी	9300—34800+5400 ग्रेड वेतन	18
29	अनुभाग अधिकारी/लेखाकार/(एस.ए.एस.)	9300—34800+4600 ग्रेड वेतन	19
29क	लेखा कार/(एस.ए.एस.)	9300 -34800+4600 ग्रेड वेतन	अ
29ख	लेखा सहायक	9300- 34800+3200 ग्रेड वेतन	152
29ग	लिपिक	5200- 20200+2800 ग्रेड वेतन	18"

4. उक्त विनियमों में, परिशिष्ट 'क–I' में, 'लेखा विंग' शीर्ष के नीचे, क्रम संख्या–1 के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टि रखी जाएगी, अर्थात्–

"1.क मुख्य लेखा अधिकारी"।

5. उक्त विनियमों में, परिशिष्ट 'क–II' में,

(i) "लेखा विंग" शीर्ष के नीचे, विद्यमान क्रम संख्या तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रति स्थापित की जाएंगी, अर्थात्–

"1 अनुभाग अधिकारी लेखाकार / (एस.ए.एस.)

2 लेखाकार (नॉन एस.ए.एस.)

3 लेखा सहायक

4. लिपिक"

6. उक्त विनियमों में, परिशिष्ट 'ख' में, "लेखा विंग" शीर्ष के नीचे, खाना 1,2,3,4 तथा 5 के नीचे, विद्यमान क्रम संख्या तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्–

1	2	3	4	5
1.	मुख्य वित्त नियंत्रक	(i) विख्यात फर्म या सरकारी उपक्रम में पन्द्रह वर्ष के अनुभव सहित चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	—	—
2.	मुख्य लेखा अधिकारी	(i) विख्यात फर्म या सरकारी उपक्रम में पांच वर्ष के अनुभव सहित चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य; (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	वरिष्ठ लेखा अधिकारी के रूप में तीन वर्ष का अनुभव।	मुख्य लेखा अधिकारी (लेखा परीक्षा) का एक पद वित्त विभाग से प्रतिनियुक्ति द्वारा भरा जाएगा यदि हुड्डा एस.ए.एस. स्तर में अर्हक कर्मिक उपलब्ध नहीं है। बाकी के पदों में से 50 प्रतिशत पद हुड्डा सीधी भर्ती द्वारा और 50 प्रतिशत पद हुड्डा संवर्ग के वरिष्ठ लेखा अधिकारियों में से पदोन्नति द्वारा भरे जाएंगे। सीधी भर्ती के लिए, मुख्य लेखा अधिकारी के पद के लिये कोई परीक्षा नहीं ली जानी है। उम्मीदवार को सीधे साक्षात्कार द्वारा नियुक्त किया जायेगा। यदि किसी भी समय विज्ञापित पदों की संख्या से आवेदकों की संख्या दस गुणा या अधिक है तो वस्तुनिष्ठ किस्म के प्रश्नों से युक्त एक स्क्रीनिंग परीक्षा ली जायगी। स्क्रीनिंग परीक्षा में उम्मीदवारों के कार्य के आधार पर विज्ञापित पदों की संख्या से कुल तीन गुणा उम्मीदवारों को साक्षात्कार के लिये चयन किया जाएगा। इन पदों के लिये निम्नलिखित मानदण्ड अपनाये जाएंगे–

				मूल योग्यता के लिये अंक	60
				अतिरिक्त अंक :	
				अधिकतम अंक	15
				60 प्रतिशत तथा अधिक अंकों सहित ग्रेजुएट एकाउंटेंट	05
				70 प्रतिशत तथा अधिक अंकों सहित ग्रेजुएट एकाउंटेंट	10
				80 प्रतिशत तथा अधिक अंकों सहित ग्रेजुएट एकाउंटेंट	15
				अनुभव के लिए अंक	03
				अधिकतम 3 अंकों के उपयोग अतिरिक्त योग्यता प्राप्त करने के पश्चात प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक	
				अतिरिक्त योग्यताओं के लिए अंक निम्न प्रकार से हैं:	
				अधिकतम अंक	10
				एम.बी.ए. (वित्त)	05
				लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.)	05
				मौखिक परीक्षा के लिये अंक	12
3	वरिष्ठ लेखा अधिकारी	(i) तीन वर्ष के अनुभव सहित ग्रेजुएट एकाउंटेंट संस्था का सदस्यता प्रमाण. (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	लेखा अधिकारी के रूप में तीन वर्ष का अनुभव।	(i) 50 प्रतिशत पद सीधी भर्ती द्वारा भरे जायेंगे ; और (ii) 50 प्रतिशत पद हुडडा संस्थान के लेखा अधिकारियों में से पदोन्नति द्वारा, जिसमें एस.ए.एस. अर्हक हुडडा सचिव लेखा अधिकारी (लेखा परीक्षा) या लेखा अधिकारी (लेखा) शामिल है। सीधी भर्ती के लिए, वरिष्ठ लेखा अधिकारी के पद के लिये परीक्षा नहीं ली जाती है। उम्मीदवार को सीधे साक्षात्कार द्वारा नियुक्त किया जायेगा। यदि किसी समय विज्ञापित पदों की संख्या से उम्मीदवारों की संख्या दस गुणा से अधिक है तो विभाग द्वारा तैयार किए गए प्रश्नों से युक्त एक स्क्रीनिंग परीक्षा ली जायेगी। स्क्रीनिंग परीक्षा व उम्मीदवारों के कार्य के आधार पर विज्ञापित पदों की संख्या से कुल तीन गुणा उम्मीदवारों का साक्षात्कार के लिये चयन किया जाएगा।

				इन पदों के लिये निम्नलिखित मानदण्ड अपनाये जाएंगे:-

मूल योग्यता के लिये अंक	60
अतिरिक्त अंक : अधिकतम अंक	15
60 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट	05
70 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट	10
80 प्रतिशत तथा अधिक अंकों सहित चार्टर्ड एकाउंटेंट	15
अनुभव के लिए अंक	05
अधिकतम 3 अंकों के अध्यधीन अनिवार्य योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक अतिरिक्त योग्यता के लिए अंक निम्न प्रकार से हैं:	
अधिकतम अंक	10
एम.बी.ए. (वित्त)	05
लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.)	05
मौखिक परीक्षा के लिये अंक	12

4.	लेखा अधिकारी	(i) चार्टर्ड एकाउंटेंट संस्था का सहयुक्त सदस्य. (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।	अनुभाग अधिकारी/लेखाकार (एसएएस) / लेखाकार (नान एस.ए.एस.) के रूप में पांच वर्ष का अनुभव।	लेखा अधिकारी (लेखा परीक्षा) के दो पद तथा लेखा अधिकारी (पेंशन) का एक पद एस.ए.एस परीक्षा पास करने के बाद अनुभाग अधिकारी/लेखाकार के रूप में पांच वर्ष का अनुभव रखने वाले हुड्डा संवर्ग के अनुभाग अधिकारी/लेखाकार (एसएएस) के लिए आरक्षित है। तथापि यदि ऐसे हुड्डा संवर्ग के एसएएस अर्हक कार्मिक उपलब्ध नहीं हैं, तो इन पदों को सिंगल लिस्टिंग से प्रतिनियुक्ति पर भरा जायेगा। बाकी के 50 प्रतिशत पद सीधी भर्ती द्वारा और 50 प्रतिशत पद लेखाकार (एसएएस)/लेखाकार (नान एस.ए.एस.) में से पदोन्नति द्वारा भरे जाएंगे सीधी भर्ती के लिए लेखा अधिकारी के पद के लिये कोई परीक्षा नहीं ली जानी है। उम्मीदवार को सीधे साक्षात्कार द्वारा नियुक्त किया जायेगा। यदि किसी समय विज्ञापित पदों की संख्या से उम्मीदवारों की संख्या दस गुणा या अधिक है, तो विभाग द्वारा वस्तुनिष्ठ टैस्ट के प्रश्नों से युक्त एक स्क्रीनिंग परीक्षा ली जायेगी। स्क्रीनिंग परीक्षा में उम्मीदवारों के कार्य के आधार पर विज्ञापित पदों की संख्या से कुल तीन गुणा उम्मीदवारों का साक्षात्कार के लिये चयन किया जाएगा। इन पदों के लिये निम्नलिखित मानदण्ड अपनाये जाएंगे

				मूल योग्यता के लिये अंक — 60 अतिरिक्त अंक : अभियान अंक — 15 60 प्रतिशत तथा अधिक अंकों सहित बारहवीं एक्वाइर्ड — 05 70 प्रतिशत तथा अधिक अंकों सहित बारहवीं एक्वाइर्ड — 10 80 प्रतिशत तथा अधिक अंकों सहित बारहवीं एक्वाइर्ड — 15 अनुभव के लिए अंक — 03 अधिकतम 3 अंकों के अध्यधीन योग्यता प्राप्त करने के पश्चात् प्रत्येक अतिरिक्त वर्ष के अनुभव के लिए एक अंक अतिरिक्त योग्यता के लिए अंक निम्न प्रकार से है : आई.टी.आई. अंक — 10 एम.बी.ए. (वित्त) — 05 लागत तथा कार्य लेखाकार (आई.सी.डब्ल्यू.ए.) — 05 मौखिक परीक्षा के लिये अंक — 12
5.	अनुभाग अधिकारी/लेखाकार (एस.ए.एस.)	(i) पांच वर्ष के अनुभव सहित प्रथम श्रेणी में स्नातक अथवा पांच वर्षों के अनुभव सहित बारहवीं एक्वाइर्ड इन्टरमीडियेट (पी.सी.सी.). (ii) मैट्रिक स्तर तक का अनिवार्य विषय हिन्दी/संस्कृत (iii) खण्ड संख्या 5 में यथा वर्णित लिखित टेस्ट.	(i) कोई हुड्डा कर्मचारी जिसने एस.ए.एस. परीक्षा पास की है। अथवा (ii) लेखा सहायक के रूप में पांच वर्ष का अनुभव।	अनुभाग अधिकारी (लेखा परीक्षा)/लेखाकार (एस.ए.एस) के छः पद तथा अनुभाग अधिकारी (पेंशन)/लेखाकार (एस.ए.एस) का एक पद वित्त विभाग से प्रतिनियुक्ति द्वारा भरा जाना है, यदि हुड्डा सेवा के एस.ए.एस. अर्हक कार्मिक उपलब्ध नहीं है। इन पदों के विरुद्ध एस.ए.एस. अर्हक हुड्डा कर्मचारियों के लिए कोई भी परीक्षा नहीं ली जायेगी। सीधी के पदों में से 50 प्रतिशत पद अनुभव के आधार पर लेखा सहायकों में से उपलब्ध हैं तथा 50 प्रतिशत पद नीचे वर्णित लिखित परीक्षा योग्यता तथा अनुभव के आधार पर सीधी भर्ती द्वारा भरे जायेंगे.– इन पदों के लिये लोकी भर्ती हेतु लिखित परीक्षा निम्नानुसार रखा गया है :– कुल अंक — 100 लिखित परीक्षा के लिये अंक — 50 मूल योग्यता के लिये अंक — 25 उच्चतर योग्यता के लिये अधिकतम अंक — 10 (i) वाणिज्य में स्नातकोत्तर (एम.कॉम.) — 25 (ii) एम.बी.ए. (वित्त) — 25 आरक्षित अनुभव के लिये अधिकतम अंक — 3 5 वर्ष के अनुभव के लिये अंक — 01 7 वर्ष के अनुभव के लिये अंक — 02 8 वर्ष के अनुभव के लिये अंक — 03 मौखिक परीक्षा के लिये अंक — 12 लिखित परीक्षा वस्तुनिष्ठ प्रकार की होगी तथा उसका माध्यम हिन्दी होगा। प्रत्येक प्रश्न के उत्तर दिये गये चार विकल्पों में से एक सही उत्तर चुनना होगा। प्रत्येक सही उत्तर के लिये एक अंक दिया जायेगा।

6.	लेखा लिपिक (ग्रुप-ए)	(i) एक वर्ष के अनुभव सहित प्रथम श्रेणी में बी.कॉम अथवा चार वर्षों के अनुभव सहित चार्टर्ड एकाउंटेंट इन्टरमीडिएट (पी.सी.सी.)। (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत। (iii) खाता संख्या 5 में यथा संशोधित लिखित परीक्षा।	लेखा सहायक के रूप में पांच वर्ष का अनुभव।	50 प्रतिशत पद योग्यता तथा अनुभव के आधार पर लेखा सहायकों में से पदोन्नति द्वारा तथा 50 प्रतिशत पद बीच वर्ष लिखित परीक्षा योग्यता तथा अनुभव के आधार पर सीधी भर्ती द्वारा भरे जायेंगे। एकाउंटेंट (ग्रुप ए.एस.एस.) के पद के लिये सीधी भर्ती हेतु निम्नलिखित मानदण्ड अपनाया जाएगा - कुल अंक 100 लिखित परीक्षा के लिये अंक 50 मूल योग्यता के लिये अंक 25 उच्चतर योग्यता के लिये अधिकतम अंक 10 (i) वाणिज्य में स्नातकोत्तर (एम.कॉम) प्रथम श्रेणी अर्थात् 60% तथा अधिक 05 (ii) एन.सी.ए. (वित्त) 05 अतिरिक्त अनुभव के लिये अधिकतम अंक 03 6 वर्ष के अनुभव के लिये अंक 01 7 वर्ष के अनुभव के लिये अंक 02 8 वर्ष के अनुभव के लिये अंक 03 मौखिक परीक्षा के लिये अंक 12 उम्मीदवार की लिखित परीक्षा ली जाएगी जो स्नातक स्तर तक के मानक वाली होनी चाहिए। परीक्षा लेते समय उसी प्रकार के प्रश्नों वाले पेपरों के चार सेट बनाए जाएंगे किन्तु वो विभिन्न क्रम में होंगे।
7.	लेखा सहायक	(i) एक वर्ष के अनुभव सहित प्रथम श्रेणी में बी.कॉम अथवा चार्टर्ड एकाउंटेंट इन्टरमीडिएट (पी.सी.सी.)। (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत। (iii) खाता संख्या 5 में यथा संशोधित लिखित परीक्षा।	(i) एक वर्ष के अनुभव सहित प्रथम श्रेणी में बी.कॉम या चार्टर्ड एकाउंटेंट इन्टरमीडिएट (पी.सी.सी.)। (ii) उम्मीदवार के पास टैली तथा एम.एस. एक्सल प्रोग्राम का कम्प्यूटर ज्ञान होना चाहिए तथा उम्मीदवार को चेयरमैन सरपंच से इन प्रोग्रामों को पास करने का प्रमाण पत्र प्रस्तुत करना होगा।	80 प्रतिशत पद सीधी भर्ती द्वारा तथा 20 प्रतिशत पद पदोन्नति द्वारा भरे जाएंगे, लेखा सहायक के पद लिये सीधी भर्ती हेतु निम्नलिखित मानदण्ड अपनाए जाएंगे- कुल अंक 100 लिखित परीक्षा के लिये अंक 50 मूल योग्यता के लिये अंक 25 उच्चतर योग्यता के लिये अधिकतम अंक 10 (i) प्रथम श्रेणी अर्थात 60 प्रतिशत तथा अधिक से वाणिज्य स्नातकोत्तर (एम. कॉम) 10 (ii) द्वितीय श्रेणी अर्थात 50 प्रतिशत तथा अधिक से वाणिज्य स्नातकोत्तर (एम. कॉम) 05 अतिरिक्त अनुभव के लिये अधिकतम अंक 03 2 वर्षों के अनुभव के लिये अंक 01 3 वर्षों के अनुभव के लिये अंक 02 4 वर्षों तथा अधिक के अनुभव के लिये अंक 03 मौखिक परीक्षा के लिये अंक 12

				उम्मीदवार की लिखित परीक्षा ली जाएगी जो वाणिज्य स्नातक स्तर तक के मानक होगी। परीक्षा लेते समय उसी प्रकार के प्रश्नों वाले पेपरों के पांच सेट होंगे किन्तु जो विभिन्न क्रम में होंगे। उम्मीदवार को टैली तथा एम एस एक्सल जैसा कम्प्यूटर का ज्ञान होना चाहिए तथा उम्मीदवार को विख्यात संस्था से इन प्रोग्रामों को पास करने का प्रमाण पत्र प्रस्तुत करना होगा।
9.	लिपिक	(i) कम से कम द्वितीय श्रेणी स्नातक के साथ एक वर्ष का नियमित कम्प्यूटर पाठ्यक्रम 25/30 शब्द गति मिनट की गति से आशुलिपिक (हिन्दी/अंग्रेजी) के कार्य का ज्ञान और सरकारी/अर्ध सरकारी/लिमिटेड सहित में छह माह का अनुभव. (ii) मैट्रिक स्तर तक या उच्चतर शिक्षा में हिन्दी/संस्कृत।		—

7. उक्त विनियमों में परिशिष्ट "ग" में, खाना 1,2,3,4,5 तथा 6 के नीचे क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्—

1	2	3	4	5	6
"4क	मुख्य लेखा अधिकारी	—राम	—सम—	—राम	सम—"

8. उक्त विनियमों में, परिशिष्ट "ग 1" में, खाना 1,2,3,4,5 तथा 6 के नीचे, क्रम संख्या 26 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्

1	2	3	4	5	6
"26 क	लिपिक	—सम—	—सम	—सम—	सम—"

9. उक्त विनियमों में, परिशिष्ट "ग" में, खाना 1,2,3,4 तथा 5 के नीचे, क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के बाद निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ रखी जाएंगी, अर्थात्

1	2	3	4	5
"4क	मुख्य लेखा अधिकारी	—राम—	—राम—	—राम—"

10. उक्त विनियमों में, परिशिष्ट 'घ' में, खण्ड 1,2,3,4 तथा 5 के नीचे, क्रम संख्या 26 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात्:-

1	2	3	4	5
"26	लिपिक	–शून्य–	–शून्य–	शून्य"

11. उक्त विनियमों में परिशिष्ट 'च' में, अन्त में, निम्नलिखित खण्ड जोड़ दिया जाएगा, अर्थात्

"(8) समिति का गठन।

(i) मुख्य लेखा अधिकारी, वरिष्ठ लेखा अधिकारी तथा लेखा अधिकारी के पद की भर्ती के लिये नियमानुसार एवं प्रदत्त शक्तियों हरियाणा सरकार, नगर तथा ग्राम आयोजना विभाग की अध्यक्षता में निम्नलिखित अधिकारियों की एक समिति गठित की जाएगी–

1.	मुख्य प्रशासक, हुडा	सदस्य
2.	प्रशासक (मुख्यालय), हुडा	सदस्य सचिव
3.	मुख्य वित्त नियन्त्रक, हुडा	सदस्य
4.	वित्त विभाग का प्रतिनिधि जो संयुक्त सचिव की पदवी से नीचे का न हो	सदस्य।

(ii) लेखाकार तथा लेखा सहायक की भर्ती के लिए निम्नलिखित अधिकारियों की समिति गठित की जाएगी:-

1.	मुख्य प्रशासक, हुडा	अध्यक्ष
2.	प्रशासक (मुख्यालय), हुडा	सदस्य
3	मुख्य वित्त नियन्त्रक, हुडा	सदस्य
4	सचिव, हुडा	सदस्य सचिव"।

ए.के. सिंह, भा.प्र.से.
मुख्य प्रशासक,
हरियाणा शहरी विकास प्राधिकरण,
पंचकूला

HARYANA GOVERNMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 21st November, 2013

No. Authority 43197.-- In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority, with the prior approval of the State Government and in supersession of the Haryana Government, Haryana Urban Development Authority, Notification No. Authority 41483, dated the 31st October, 2013, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:--

1. These regulations may be called the Haryana Urban Development Authority Services (Second Amendment) Regulations, 2013.

2. In the Haryana Urban Development Authority Services Regulations, 1989, (hereinafter referred to as the said regulations), for regulation 6, the following regulation shall be substituted, namely:

"6. Age – *No person shall be appointed to any post in the Service by direct recruitment who is less than seventeen years or more than forty years of age on the last date of receipt of application except in case of Assistant District Attorney, where age limit shall be twenty four to forty years:*

Provided that in case of candidates belonging to scheduled castes / scheduled tribes, backward classes, ex-servicemen, widows and others, the upper age limit shall be such, as may be fixed by the Government, from time to time".

3. In the said regulations in Appendix A:--

(i) Under heading "ADMINISTRATIVE WING", serial number 10 and entries there against shall be omitted;

(ii) Under heading "Accounts Wing" for serial number 25 to 29 and entries there against, the following serial number and entries there against, shall be substituted, namely:-

"25	Chief Controller of Finance	37400-67000+10000 GP	1
26	Chief Accounts Officer	15600-39100-7600 GP	5
27	Senior Accounts Officer	15600+39100+6000 GP	8
28	Accounts Officer	9300-34800+5400 GP	18
29	Section Officer/Accountant (SAS)	9300-34800+4600 GP	19
29 A	Accountant (Non S.A.S)	9300-34800+4600 GP	86
29 B	Accounts Assistant	9300+34800+3200 GP	163
29 C	Clerk	5200-20200+1900GP	187

4. In the said regulations, in Appendix 'A-I', under heading "ACCOUNTS WING", after serial number 1, the following serial number and entry there against shall be inserted, namely -

"1-A "Chief Accounts Officer".

5. In the said regulations, in Appendix 'A-II', under heading "ACCOUNTS WING", for existing serial numbers and entries there against, the following serial number and entries there against shall be substituted, namely:-

"1. Section Officer/ Accountant (SAS)

2. Accountant (Non SAS)

3. Accounts Assistant

4. Clerk"

6. In the said regulations, in Appendix 'B', under heading "ACCOUNT WING" under column 1,2,3,4, and 5, for existing serial numbers and entries there against, the following serial numbers and entries there against shall be substituted, namely:-

1	2	3	4	5
1	Chief Controller of Finance	(i) Associate member of the Institute of Chartered Accountants with fifteen years experience in a firm or a Government undertaking of repute. (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education		
2	Chief Accounts Officer	(i) Associate member of the Institute of Chartered Accountants with five years experience in a firm or a Government undertaking of repute. (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education.	Three years experience as Senior Accounts Officer.	One post of Chief Accounts Officer (Audit) is to be filled up on deputation from Finance department, in case HUDA Cadre S.A.S. qualified personnel is not available. Out of remaining posts, 50% posts will be filled up by direct recruitment and 50% by promotion from Senior Accounts Officers of Haryana Urban Development Authority cadre. For direct recruitment no exam is to be held for the post of Chief Accounts Officer. Candidate shall be appointed directly through interview. If the numbers of candidates are ten times the number of posts advertised or more at any time, then one screening test containing objective type questions shall be taken. The total candidates three times the advertised posts shall be short listed for interview based upon their performance in the screening test. The following criteria shall be adopted for these posts:-

Marks for Basic Qualification	60
Additional Marks : MaximumMarks	15
Chartered Accountant with 60% marks & more	05
Chartered Accountant with 70% marks & more	10
Chartered Accountant with 80% marks & more	15
One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 5 marks	5
Marks for additional qualification as under:- Maximum marks	10
MBA (Finance)	05
Cost Works Accountant (CWA)	05
Marks for Viva-Voce	12

3	Senior Accounts Officer	(i) Associate member of the Institute of Chartered Accountants with three years experience; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education	2 years experience as Accounts Officer.	(i) 50% posts shall be filled up by direct recruitment; and (ii) 50% by promotion from Accounts Officers of Haryana Urban Development Authority cadre including SAS qualified Haryana Urban Development Authority Cadre Accounts Officer (Audit) or Accounts Officer (Pension) For direct recruitment, No exam is to be held for the post of Senior Accounts Officer. Candidate shall be appointed directly through interview. If the number of candidates are ten times the number of post advertised or more at any time then one screening test containing objective-type questions shall be taken by the department. The best candidates three times the advertised posts shall be short listed for interview based upon their performance in the screening test. The following criteria shall be adopted for these posts : Marks for Basic Qualification — 60 Additional Marks : Maximum Marks — 15 Chartered Accountant with 60% Marks & more — 05 Chartered Accountant with 70% Marks & more — 10 Chartered Accountant with 80% marks & more — 15 Marks for experience — 03 One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 3 marks. Marks for additional qualification as under Maximum marks — 10 MBA (Finance) — 05 Cost & Works Accountant (ICWA) — 05 Marks for Viva-Voce — 12
4	Accounts Officer	(i) Associate Member of the Institute of Chartered Accountant; (ii) Hindi/Sanskrit up to Matric Standard or Higher Education.	Five years experience as Section Officer/ Accountant (SAS)/ Accountant (Non SAS)	Two posts of Accounts Officer (Audit) and one post of Accounts Officer (Pension) are reserved for Haryana Urban Development Authority cadre Section Officer/Accountant (SAS) having five years experience as Section Officer/Accountant after passing the SAS Exam. However in case, if such HUDA cadre SAS qualified personnel's are not available then these posts shall be filled up on deputation from Finance Department. Remaining 50% posts shall be filled up by direct recruitment and 50% by promotion from Accountant (SAS)/Accountant (Non SAS)

				For direct recruitment, no exam is to be held for the post of Accounts Officer. Candidate shall be appointed directly through interview. If the number of candidates are ten times of post advertised or more of any type, then one screening test containing objective type questions will be taken by the department. The total candidates three times the advertised posts shall be short listed for interview based upon their performance in the Screening Test. The following criteria shall be adopted for these posts : Marks for Basic Qualification 60 Additional Marks Maximum Marks 15 Chartered Accountant with 60% Marks & above 05 Chartered Accountant with 70% Marks & more 10 Chartered Accountant with 80% marks and more 15 Marks for experience 03 One mark for each year of extra experience after acquiring the essential qualification subject to the maximum of 3 marks Marks for additional qualification as under: Maximum marks 10 MBA (Finance) 05 Cost & Works Accountant (ICWA) 05 Marks for Viva-Voce 12
5	Section Officer/ Accountant (SAS)	(i) B.Com 1st Division with 7 years experience OR Chartered Accountant Intermediate (PCC) with 5 years experience; (ii) Hindi/Sanskrit up-to Matric Standard or Higher Education. (iii) Written test is mentioned in Column 5	(i) Any employee of HUDA who has passed SAS examination. OR (ii) 5 years experience as Accounts Assistant	Six posts of Section Officer (Audit)/ Accountant (SAS) and one post of Section Officer (Pension)/ Accountant (SAS) are to be filled up on deputation from Finance Department of Haryana Urban Development Authority cadre SAS qualified personnel are not available. No examination shall be held for SAS qualified Haryana Urban Development Authority employees against these posts. Out of the remaining posts, 50% shall be filled up by promotion from Accounts Assistants on the basis of the experience and 50% posts shall be filled up by direct recruitment on the basis of written examination, qualification and experience as mentioned below. The following criteria shall be adopted for direct recruitment to these posts:-

				Total Marks 100 Marks for written examination 50 Marks for basic Qualification 25 Marks for Higher Qualification Maximum mark 10 i) M Com 05 ii) MBA (Finance) 05 Marks for Extra Experience Maximum Marks 03 Marks for 6 yrs. Experience 01 Marks for 7 yrs. experience 02 Marks for 8 yrs. Experience 03 Marks for Viva-voce 12 The written examination shall be objective type and contain the advance knowledge in the field of accounts and finance. Five sets of papers shall be made containing the same questions but in different order
4.	Accountant (non-SAS)	(i) B.Com 1st Division with five years experience or Chartered Accountant (Intermediate) (PCC) with 5 years experience; (ii) Hindi/ Sanskrit upto Matric standard or higher education; (iii) Written examination as mentioned in Column 5	5 years experience as a Accounts Assistant	50% posts shall be filled up by promotion from Accounts Assistants on the basis of qualification and experience and 50% posts shall be filled up by direct recruitment on the basis of written examination, qualification and experience as mentioned below:- The following criteria shall be adopted for direct recruitment to the post of Accountant (Non SAS) :-

Total Marks	100
Marks for written Examination	50
Marks for basic Qualification	25
Marks for Higher Qualification Maximum Marks	10
i) M Com 1st Division i.e 60% and above	05
ii) M.BA (Finance)	05
Marks for extra experience Maximum Marks	05
Marks for 6 yrs. Experience	01
Marks for 7 yrs. Experience	02
Marks for 8 yrs. Experience and more.	03
Marks for viva-voce	12

				The written examination of the candidate may be taken which should contain the standard upto Commerce graduation level. While taking the examination, five set of papers may be made containing the same questions but in different order
7.	Accounts Assistant	(i) B.Com 1st Division with One year experience or Chartered Accountant (Intermediate) (PCC). (ii) Hindi/Sanskrit upto Matric standard or higher education. (iii) Written examination as mentioned in Column 5.	(i) B.Com 1st Division with one year experience of Chartered Accountant (Intermediate) (PCC) (ii) The candidate must have computer knowledge of tally and M.S. Excel Programme and the candidate will produce the certificate of passing out these programmes from the reputed institute.	80% posts shall be filled up by direct recruitment and 20% post by promotion. The following criteria shall be adopted for direct recruitment to the post of Accounts Assistant : Total Marks 100 Marks for written Examination 50 Marks for basic Qualification 25 Marks for Higher Qualification Maximum Marks 10 (i) M.Com 1st Division i.e 60% and above 10 (ii) M.Com 2nd Division i.e 50% and above 05 Marks for extra experience Maximum Marks 03 Marks for 2 yrs. Experience. 01 Marks for 3 yrs. Experience 02 Marks for 4 yrs. Experience & more 03 Marks for viva-voce 12 The written examination of the candidate be taken which should contain the standard upto Commerce graduation level. While taking the examination, five set of papers may be made containing the same questions but in different order The candidate must have computer knowledge of tally and M.S. Excel Programme and the candidate will produce the certificate of passing out these programmes from the Reputed institute
8.	Clerk	(i) At least second class Graduate with one year regular computer course working knowledge of Stenography (Hindi/ English) with speed of 25/30 words per minute and experience of 6 months in Government/ State Government/ Limited Organization (ii) Knowledge of Hindi/ Sanskrit upto Matriculation.		

7. In the said regulations, in Appendix 'C', under columns 1,2,3,4,5 and 6, after serial number 4 and entries thereagainst, the following serial number and entries there against shall be inserted, namely:-

1	2	3	4	5	6
"4A.	Chief Accounts Officer	—do—	—do—	—do—	—do—"

8. In the said regulations, in Appendix 'C-I', under column 1,2,3,4,5 & 6, after serial number 26 and entries there against, the following serial number and entries there against shall be substituted namely:-

1	2	3	4	5	6
"26A.	Clerk	—do—	—do—	—do—	—do—"

9. In the said regulations, in Appendix 'D', under columns 1,2,3,4 and 5, after serial No. 4 and entries there against, the following serial number and entries there against shall be inserted, namely:-

1	2	3	4	5
"4A.	Chief Accounts Officer	—do—	—do—	—do—"

10. In the said regulations, in Appendix 'D-I' under column 1,2,3,4 and 5, after serial number 26 and entries there against, the following serial number and entries there against shall be substituted, namely:-

1	2	3	4	5
"26A.	Clerk	—do—	—do—	—do—

11. In the said regulations, in Appendix 'F', the following clause shall be added at the end, namely

"(g) Constitution of Committee

(i) The committee consisting of following officers shall be constituted under the Chairmanship of Financial Commissioner and Principal Secretary to Government of Haryana, Town & Country Planning Department for recruitment to the post of Chief Accounts Officer, Senior Accounts Officer and Accounts Officer :-

1.	Chief Administrator, HUDA	Member
2.	Administrator (HQ), HUDA	Member Secretary
3.	Chief Controller of Finance, HUDA	Member
4.	Representative of Finance Department not below the rank of Joint Secretary	Member.

(ii) The committee of the following officers may be constituted for the recruitment to the post of Accountant and Accounts Assistant:

1.	Chief Administrator, HUDA	Chairman
2.	Administrator (HQ), HUDA	Member
3.	Chief Controller of Finance, HUDA	Member
4.	Secretary, HUDA	Member Secretary".

A.K. SINGH, I.A.S.
Chief Administrator,
Haryana Urban Development Authority,
Panchkula.

HARYANA GOVERNMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 1st October, 2009

No. 34340.—In exercise of the powers conferred by Section 34 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide their memo No. 2/14/2008-1TCP, dated 21st April, 2009 and No. 2/14/2008-1TCP, dated 31st August, 2009 and No. 2/6/2009-1TCP, dated 14th July, 2009 hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely :—

1. These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2009.

2. In the Haryana Urban Development Authority Services Regulations, 1989, in appendix-'B'—

(a) under the heading "ADMINISTRATIVE WING" against serial number 13, under column 3 for clause (iii), the following clause shall be substituted, namely :—

"(iii) should have passed State Eligibility Test in Computer Appreciation as Applications conducted by the Department of Electronics and IT, Haryana Government.

Provided that the candidates who have obtained Bachelor of Computer Application, Bachelor of Information Technology, Post Graduate Diploma in Computer Application, Master of Computer Application or any graduate and post graduate degree course in IT, Computer Engineering, Computer Science and Engineering or Computer Application from a recognized university would be exempt from passing the State Eligibility Test".

(b) under the heading "LEGAL WING", against serial number 4, under column 3 for the existing entry, the following entry shall be substituted, namely :—

"(100% posts will be filled up by direct recruitment".

T. C. GUPTA,
Chief Administrator,
Haryana Urban Development Authority, Panchkula.

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 29वीं अगस्त, 2005

संख्या 8914-5 हरियाणा नगरीय विकास प्राधिकरण अधिनियम, 1977 (1977 का अधिनियम 13)की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा राज्य सरकार के पूर्व अनुमोदन से, उनके पत्रांक क्रमांक 1/11/2001-1 टी.सी.पी., दिनांक 31 मई, 2005 द्वारा सूचित हरियाणा नगरीय विकास प्राधिकरण, इसके द्वारा, हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989, को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाता है, अर्थात :-

1 (1) ये विनियम हरियाणा नगरीय विकास प्राधिकरण सेवा (संशोधन) विनियम, 2005, कहे जा सकते हैं ।

(2) ये तुरन्त प्रभाव से लागू होंगे ।

2 हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989 में, परिशिष्ट 'ख' में, इन्जीनियरिंग विंग शीर्ष के नीचे, स्थान 1,2,3 और 4 के नीचे, क्रम संख्या 4 तथा उसके सामने प्रविष्टियों के स्थान पर, निम्नलिखित क्रम संख्या तथा उसके सामने प्रविष्टियाँ प्रतिस्थापित की जाएंगी, अर्थात :-

1	2	3	4
4	उपमण्डल अभियन्ता (सिविल)	(i) किसी मान्यता प्राप्त विश्वविद्यालय से बैचलर ऑफ इन्जीनियरिंग / बैचलर ऑफ साईंस इन्जीनियरिंग (सिविल) या इसके समकक्ष । (ii) मैट्रिक स्तर तक हिन्दी ।	(i) कनिष्ठ अभियन्ता के रूप में दस वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में डिप्लोमा सहित कनिष्ठ अभियन्ता या इसके समकक्ष, या (ii) सहायक प्रारूपकार/मुख्य प्रारूपकार ग्रेड-II/मुख्य प्रारूपकार ग्रेड-I के रूप में दस वर्ष का अनुभव; या (iii) कनिष्ठ अभियन्ता/प्रारूपकार के रूप में दो वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में डिग्री सहित कनिष्ठ अभियन्ता/प्रारूपकार या इसके समकक्ष, या (iv) कनिष्ठ अभियन्ता/प्रारूपकार के रूप में पांच वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में एसोसियेट मैम्बरशिप ऑफ इन्स्टीच्यूट ऑफ इन्जीनियर्स डिग्री ।

4.	उपमण्डल अभियन्ता (इलैक्ट्रिकल)	(i)	किसी मान्यता प्राप्त विश्वविद्यालय से बैचलर ऑफ इन्जीनियरिंग / बैचलर ऑफ साईंस इन्जीनियरिंग (इलैक्ट्रिकल) या इसके समकक्ष।	(i)	कनिष्ठ अभियन्ता के रूप में दस वर्ष के अनुभव सहित इलैक्ट्रिकल इन्जीनियरिंग या मैकेनिकल इन्जीनियरिंग में डिप्लोमा (यदि वह इलैक्ट्रिकल संवर्ग को चुनता है) या इसके समकक्ष; या
		(ii)	मैट्रिक स्तर तक हिन्दी।	(ii)	कनिष्ठ अभियन्ता के रूप में दो वर्ष के अनुभव सहित इलैक्ट्रिकल इन्जीनियरिंग में डिग्री या मैकेनिकल इन्जीनियरिंग में डिग्री (यदि वह इलैक्ट्रिकल संवर्ग को चुनता है) सहित कनिष्ठ अभियन्ता या इसके समकक्ष; या
				(iii)	कनिष्ठ अभियन्ता के रूप में पाँच वर्ष के अनुभव सहित इलैक्ट्रिकल इन्जीनियरिंग में एसोसियेट मैम्बरशिप ऑफ इन्स्टीट्यूट ऑफ इन्जीनियर्स डिग्री या मैकेनिकल इन्जीनियरिंग में एसोसियेट मैम्बरशिप ऑफ इन्स्टीट्यूट ऑफ इन्जीनियर्स डिग्री (यदि वह इलैक्ट्रिकल संवर्ग को चुनता है)।
				टिप्पण :-	
				(i)	कनिष्ठ अभियन्ता/उपमण्डल अभियन्ता जो सिविल इन्जीनियरिंग में डिग्री रखते हैं सिविल संवर्ग में आएंगे तथा कनिष्ठ अभियन्ता/उपमण्डल अभियन्ता जो इलैक्ट्रिकल इन्जीनियरिंग में डिग्री रखते हैं इलैक्ट्रिकल संवर्ग में आएंगे।
				(ii)	जो कनिष्ठ अभियन्ता सिविल इन्जीनियरिंग में डिप्लोमा और मैकेनिकल इन्जीनियरिंग में डिग्री रखते हैं वे सिविल संवर्ग या इलैक्ट्रिकल संवर्ग में से एक को चुनेंगे। तथापि, यदि वे सिविल संवर्ग को अपनाते हैं तो वे उपमण्डल अभियन्ता (सिविल) के पद पर केवल डिप्लोमा की योग्यता के आधार पर ही प्रोन्नत किए जाएंगे और मैकेनिकल इन्जीनियरिंग में डिग्री रखने का उन्हें कोई लाभ नहीं दिया जाएगा।

(iii) जो कनिष्ठ अभियन्ता मैकेनिकल इन्जीनियरिंग की डिग्री रखता है और जो इलैक्ट्रिकल संवर्ग को अपनाता है, तो वह उपमण्डल अभियन्ता (इलैक्ट्रिकल) के पद पर पदोन्नति के लिए मैकेनिकल इन्जीनियरिंग में डिग्री के आधार पर पात्र होगा और तदन्तर अन्य पात्रता शर्तें को पूरा करने के अध्यधीन कार्यकारी अभियन्ता (इलैक्ट्रिकल) के पद के लिए पात्र होगा ।

(iv) मैकेनिकल इन्जीनियरिंग में डिप्लोमा / डिग्री रखने वाले कनिष्ठ अभियन्ताओं / उपमण्डल अभियन्ताओं को सिविल या इलैक्ट्रिकल संवर्ग में से किसी एक संवर्ग को अपनाना होगा । तथापि, मैकेनिकल इन्जीनियरिंग में डिप्लोमा/डिग्री रखने वाला कनिष्ठ अभियन्ता जो सिविल संवर्ग को चुनता है वह उपमण्डल अभियन्ता (सिविल) तथा कार्यकारी अभियन्ता (सिविल) के पद पर पदोन्नति के लिए पात्र नहीं होगा ।

(v) मैकेनिकल इन्जीनियरिंग में डिप्लोमा / डिग्री रखने वाले कनिष्ठ अभियन्ता तथा उपमण्डल अभियन्ता सिविल या इलैक्ट्रिकल संवर्ग में से किसी एक संवर्ग को अपनाने के लिए विकल्प देंगे तथा एक बार दिया गया विकल्प अन्तिम होगा । उन्हें अपना विकल्प इन नियमों के जारी होने के एक मास के भीतर देना होगा । मैकेनिकल इन्जीनियरिंग में डिप्लोमा या डिग्री वाले पदधारी जो अपना विकल्प नियत अवधि में प्रयोग करने में असफल रहते हैं उन्हें इलैक्ट्रिकल संवर्ग आवंटित किया जाएगा"।

एस.एस. ढिल्लो,
मुख्य प्रशासक,
हरियाणा शहरी विकास प्राधीकरण,
पंचकूला ।

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From:

The Chief Administrator,
HUDA, Panchkula.

To

1. All Zonal Administrators of HUDA.
2. The Engineer-in-Chief, HUDA, Panchkula.
3. All Superintending Engineers of HUDA.
4. All Executive Engineers of HUDA.
5. All Estate Officers of HUDA.

Memo No. Auth-2006/ 18924- 18993

Dated: 24/5/06

Subject: Fixing of 2% quota for promotion of Draftsman cadre persons possessing degree/AMIE in Engg. to the post of Sub-Divisional-Engineer at par with the Service Rules of P.W.D. B&R of the State Government.

-:-

Reference this office memo No. Auth-2000/26534 dated 5.10.2000, on the subject cited above.

Please find enclosed herewith copy of notification bearing No. 18923 dated 24.5.06 (English and Hindi) regarding amendments in HUDA Service Regulations, 1989 on the subject cited above duly approved by the Competent Authority. It is requested that the aforesaid amendments in HUDA Service Regulations may be brought to the notice of all concerned employees working under your control.

Secretary,
for Chief Administrator, HUDA,
Panchkula.

DA/As above.

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HARYANA URBAN DEVELOPMENT AUTHORITY

NOTIFICATION

The...24th....May, 2006

No.18323 In exercise of the powers conferred by section 54 of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Haryana Urban Development Authority, with the previous approval of the State Government conveyed vide their memo No. 1/21/98-1TCP, dated the 9th May, 2005, hereby makes the following regulations further to amend the Haryana Urban Development Authority Services Regulations, 1989, namely:-

1 (1) These regulations may be called the Haryana Urban Development Authority Services (Amendment) Regulations, 2006.

(2) They shall come into force at once.

2. In the Haryana Urban Development Authority Services Regulations, 1989 in Appendix 'B', under heading "Engineering Wing" against Serial number 4, under column 5, under heading "Promotion for Junior Engineer", for item (iii), and entries there against, the following item and entries there against shall be substituted, namely:-

5		
"(iii) (a) Junior Engineer with degree in Civil Engineering for Sub Divisional Engineer (Civil) and degree in Electrical/Mechanical Engineering. For Sub Divisional Engineer (Electrical) or equivalent with two years experience. OR Junior Engineer with Associate Membership of Institute of Engineers degree in Civil Engineering for Sub Divisional Engineer (Civil) and Associate Membership of Institute of Engineers degree in Electrical/Mechanical Engineering for Sub Divisional Engineer (Electrical) or equivalent with five years experience.	10%	7, 10, 27, 38, 47, 57, 78, 87, 90 and 98
(b)Draftsman/Tracer with degree in Civil Engineering for Sub Divisional Engineer (Civil) with two years experience. OR Draftsman/Tracer with Associate Membership of Institute of Engineers degree in Civil Engineering for Sub Divisional Engineer (Civil) with five years experience.	2%	18 and 67

Note: If a member from the Draftsman and Tracers Service having prescribed qualification is not available on the specified roster point then the post shall be given to the Junior Engineer possessing the requisite qualification and the next available post will go to the member of the Draftsman and Tracers Service having prescribed qualification. But the 2% quota for this cadre will not exceed in any case."

S.S.DHILLON
Chief Administrator,

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 24 मई, 2006

संख्या /8923 हरियाणा नगरीय विकास प्राधिकरण अधिनियम, 1977 (1977 का अधिनियम 13), की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राज्य सरकार के पूर्व अनुमोदन से, उनके यादि क्रमांक संख्या 1/21/98-1 टी.सी.पी., दिनांक 9 मई, 2005, द्वारा सूचित हरियाणा नगरीय विकास प्राधिकरण, इसके द्वारा, हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989, को आगे संशोधित करने के लिए निम्नलिखित विनियम बनाता है, अर्थात:-

1. (i) ये विनियम हरियाणा नगरीय विकास प्राधिकरण सेवा (संशोधन) विनियम, 2006 कहे जा सकते हैं।

(2) ये तुरन्त प्रभाव से लागू होंगे।

2. हरियाणा नगरीय विकास प्राधिकरण सेवा विनियम, 1989 में, परिशिष्ट "ख" में, "इन्जीनियरिंग विंग" शीर्ष में, क्रम संख्या 4 के सामने, खाना 5 के नीचे, कनिष्ठ अभियन्ता के लिए पदोन्नति शीर्ष के नीचे, मद (iii) तथा सामने प्रविष्टियों के स्थान पर, निम्नलिखित मद तथा उसके सामने प्रविष्टियां प्रतिस्थापित की जाएगी, अर्थात:-

"(iii)	(क) कनिष्ठ अभियन्ता के रूप में दो वर्ष के अनुभव सहित उपमण्डल अभियन्ता (सिविल) के लिए सिविल इन्जीनियरिंग में डिग्री तथा उपमण्डल अभियन्ता (विद्युत) के लिए विद्युत इन्जीनियरिंग/मैकेनिकल इन्जीनियरिंग में डिग्री या इसके समकक्ष।	10 %	7, 10, 27, 38, 47, 57, 78, 87, 90 और 98
	या		
	उपमण्डल अभियन्ता (सिविल) के लिए कनिष्ठ अभियन्ता के रूप में पाँच वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में एएमआईईई तथा उपमण्डल अभियन्ता (विद्युत) के लिए विद्युत /मैकेनिकल इन्जीनियरिंग में एएमआईईई डिग्री सहित या इसके समकक्ष।		

(ख) उपमण्डल अभियन्ता (सिविल) के लिए प्रारूपकार/अनुरेखक के रूप में दो वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में डिग्री । 2 % 18 और 67

या

उपमण्डल अभियन्ता (सिविल) के लिए सिविल इन्जीनियरिंग में प्रारूपकार/अनुरेखक के रूप में पाँच वर्ष के अनुभव सहित सिविल इन्जीनियरिंग में एसएमभाईओई0 डिग्री ।

टिप्पण : यदि विहित योग्यता रखने वाले प्रारूपकार तथा अनुरेखक का सदस्य विनिर्दिष्ट रोस्टर बिन्दु पर उपलब्ध नहीं है तब पद ऐसी योग्यता रखने वाले कनिष्ठ अभियन्ता को दे दिया जाएगा तथा अगला उपलब्ध पद विहित योग्यता रखने वाले प्रारूपकार तथा अनुरेखक सेवाओं के सदस्य को होगा । किन्तु इस संवर्ग के लिए कोटा किसी भी मामले में 2 प्रतिशत से अधिक नहीं होगा ।

एस.एस. ढिल्लों
मुख्य प्रशासक,
हरियाणा शहरी विकास प्राधिकरण,
पंचकूला ।

APPENDIX B

(See regulation 7)

(CIVIL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Foreman/ Mechanical/ Electrical/ Auto/ Miscellaneous	5000-150 -7100-EB-150-7850	(i) Matriculation with Hindi/Sanskrit (ii) 3 years diploma in the trade of Mechanical /Electrical/Civil/Auto Engineering from a recognised institution	Minimum 5 years experience as Assistant Foreman / Chargeman in respective field	
2	Road Inspector	5000-150 -7100-EB-150-7850	(i) Matriculation with Hindi/Sanskrit (ii) 3 years diploma in Civil Engineering	(i) Matriculation (ii) Minimum 5 years experience as work Inspector (Civil works).	
3	Assistant Foreman (Mechanical/ Electrical/Auto/ Miscellaneous	5000-150 -7100-EB-150-7850	(i) Matriculation with Hindi/Sanskrit (ii) 3 years diploma in Civil Engineering	(i) Matriculation (ii) Minimum 5 years experience as Chargeman (Mechanical/ Electrical/Auto/ Miscellaneous	
4	Water Works Superintendent Grade -I	5000-150 -7100-EB-150-7850	No provision for direct recruitment	Minimum 5 years experience as Water Works Superintendent Grade -II	
5	Fitter/Pipe Fitter Grade -I/ Plumber Grade-I /Mason Grade-I/ Carpenter/Mason-cum-Carpenter-Grade -I/ Painter Grade -I	4000-100 -4800-EB-100-6000	No provision for direct recruitment	Minimum 5 years experience as Pipe Fitter Grade -II/ Plumber Grade -II/ Mason Grade -II/ Mason-cum-Carpenter Grade -II/ Carpenter Grade -II/ Painter Grade -II	
6	Light vehicle Driver/Heavy vehicle Driver/ Dozer/Excavator/ Loader Operator	4000-100 -4800-EB-100-6000	(i) Matriculation with Hindi/Sanskrit (ii) Holding valid licence for driving heavy vehicles and 7 years experience of Driving a heavy vehicle with a reputed concern.	(i) Minimum 7 years experience as Cleaner/ Sewer cleaning machine operator with valid Driving licence. (ii) 7 years experience on any Class-IV Post and valid Driving Licence of heavy vehicles for at least 5 years in respective category . (iii) Should be able to read and write Hindi & English	

1	2	3	4	5	6
7	Water Works Superintendent Grade-II	4000-100 -4800-EB-100-6000	(i) Matriculation with Hindi/Sanskrit (ii) Diploma in Civil Engineering	(i) Matriculation (ii) 5 years experience as Water Pump Operator/Pipe Fitter Grade -I	
8	Chargeman (Mechanical/ Electrical/Auto/ Miscellaneous)	4000-100 -4800-EB-100-6000	(i) Matriculation with Hindi/Sanskrit (ii) ITI Certificate in the trade of Motor/ Mechanical/Electrical/ Mechanical Fitter/ Auto with Minimum experience of 5 years	(i) Matriculation (ii) Minimum 5 years experience as any of the following:- (A) Chargeman Mechanical WPO/ Fitter-I/ Mechanical Fitter Grade -I (B) Chargeman Electrical WPO with ITI certificate in Electrical Engineering/ Electrician Grade -I/ Wireman Grade -II/Lift operator (C) Chargeman Miscellaneous Carpenter Grade -I /Mason Grade -I / Mason-cum-Carpenter Grade -I, Painter Grade -I / Plumber Grade -I/ PBX Operator (D) Chargeman Auto, Auto Mechanic Grade -I /Vehicle Driver	
9	Fitter Grade -II/ Pipe Fitter Grade -II/ Plumber Grade -II /Painter Grade -II /Mason Grade -II / Carpenter Grade -II / Mason-cum-Carpenter Grade -II/ Mechanical Fitter-II	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/Sanskrit (ii) ITI Certificate in the trade of Fitter/Plumber	(i) Minimum 7 years experience as Fitter Helper/Fitter Cooler/ Plumber Helper/ Painter Helper/ Mason Helper/ Carpenter Helper/ Mason-cum-Carpenter Helper/ Mechanical Fitter Helper/ Diesel Mech. Helper and helpers of Mech. Chargeman, Asstt. Foreman and Foreman. (ii) Field test	The scale for ITI certificate holders in the respective trade will be Rs.4000-100-4800-EB-100-6000

1	2	3	4	5	6
10	Work Inspector/ Work Supervisor/ Work Munshi/ Work Mistri	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/Sanskrit (ii) Diploma in Civil Engineering	(i) Matriculation (ii) Minimum 5 years experience as Work Supervisor/ Work Mistri/ Work Munshi/Mate/Gang Mate/Road Mate/Work Munshi Helper/ Mistri Mate.	
11	Store Keeper/ Store Munshi/ Bin Card Clerk/ Store Clerk/ Bill Clerk	3050-75 -3950-EB-80-4590	(i) 10+2 or Graduate (ii) 3 years experience in the respective line (iii) Knowledge of Hindi/ Sanskrit upto Matriculation	(i) Matriculation (ii) Minimum 5 years experience as Store Munshi/Store Helper/ Store Attendant/Store Coolie/Store Sweeper/ Bin Card Helper/Store Attendant/ Store Lodhar Helper/ Store Bearer/ Store Chowkidar/Mali/ Head Mali/Bill Distribution/Complaint Attendant/ Bill-cum-Meter Helper/ Meter reader Helper/ Bill clerk Helper/ Bill distributor	
12	Meter Reader	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years experience in the line	(i) Matriculation (ii) Minimum 5 years experience as Bill cum-Meter Helper/Meter Reader Helper/Bill distributor/Bill Clerk Helper	
13	Laboratory Assistant	3050-75 -3950-EB-80-4590	(i) Matriculation with Science (ii) 3 year experience as Lab Attendant (iii) Knowledge of Hindi/ Sanskrit upto Matriculation	(i) Matriculation (ii) 5 years experience as Lab Attendant	
14	Diesel/ Auto/ Motor Mechanic	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Motor/Diesel / Mechanical or its equivalent	(i) 7 years experience as Punctmate/Diesel Mechanical II/ Auto Helper (ii) Should be able to read and write Hindi (iii) Field Test	The scale for ITI in the respective trade will be Rs. 5200-4590-EB-(20)-6000
15	Water Pump Operator / Generator Operator	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Motor/Diesel / Mechanical/Electrical Venerator	Minimum 7 years experience as WPO+Helper/ Key Man/Oil Man/ Panel Man/ Mali-cum-Chowkidar/Head Sewer Man/Sewer Man/ Mali/ Sewer/Pump Attendant	The scale for ITI in the respective trade will be Rs. 5200-4590-EB-(20)-6000

1	2	3	4	5	6
				Chowkidar-cum-Pump Attendant/Diesel Engine Helper & Chowkidar/ Held a post on Public Health installation/ experience in Public Health works only	
16	Electrician Grade -II Auto Electrician Grade-I	3000-100 -4800-EB-100-6000	No provision for direct recruitment	(i) Matriculation (ii) Minimum 5 years experience as Electrician Grade -III Auto Elect. Grade -II	
17	Electrician Grade-III/ Auto Electrician Grade -II	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Electrician	All Helpers with Electrician, Electrical Chargemen, Electrical Foreman and Auto Elect. Foreman/ Auto Elect. Helper with 7 years experience	The scale for certificate holder from ITI in the respective trade will be Rs.4000-100-4800-EB-100-6000
18	Surveyor Grade-I	4000-100 -4600-EB-100-6000	No provision for direct recruitment	Minimum 5 years experience as surveyor Grade -II	
19	Surveyor Grade-II	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in Survey and leveling experience in the filed	(i) Matriculation (ii) 5 years experience in Survey work	The scale for certificate holder from ITI in the respective trade will be Rs.4000-100-4800-EB-100-6000
20	Chemist	6000-200 -8500-EB-200-9900	No provision for direct recruitment	(i) Matriculation (ii) B.Sc. with Chemistry/ Environmental Science 3 years Experience as Junior Chemist	
21	Junior Chemist	5000-130 -7100-EB-150-7850	(i) B.Sc. with Min. experience of 5 years in some laboratory (ii) Knowledge of Hindi /Sanskrit upto Matriculation	(i) Matriculation with Science (ii) 5 years experience as Lab. Assistant Or B.Sc. with 2 years experience as Lab Assistant	
22	Water meter inspector	4000-100 -6500-EB-100-6900	No Provision for direct recruitment	(i) Matriculation (ii) 5 years exp. as Meter Reader/ Bill clerk/ Bill-cum-Meter Reader	

1	2	3	4	5	6
23	Welder	3050-75-3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in trade of Welder.	No provision for promotion.	The scale for certificate holder from ITI in the respective trade will be Rs.4000-100-4800-EB-100-6000
24	Store Superintendent	4000-100-4800-EB-100-6000	No provision for direct recruitment	(i) Matriculation (ii) 10 years experience as Store Clerk /Store Keeper/ Store Munshi/ Bin Card Clerk/ Sale Clerk	Note:— This post was not existing. It has been created on the recommendation of a Committee of Superintending Engineers constituted by the Chief Administrator to pave the way for promotion from the post of Store Clerk/Store Keeper/Store Munshi/Bin Card Clerk/Sale Clerk.He will discharge the duties as under:— (i) To monitor inventory control of Stores including receipt and issues of store articles. (ii) He will supervise the work of Store Clerk/Store Munshi and Bin Card Clerk. (iii) To ensure timely submission of requisite returns to the authority concerned. (iv) To put up the proposal for old/unserviceable stock articles.

1	2	3	4	5	6
					(v) To monitor the supply orders and prepare the stock issues case. He will submit proposal and put up to the J.E in-charge. He will also ensure the posting of store indents and upkeep of all the record pertaining to store.
25	Sewer Cleaning Machine Operator	3050-4590	(i) Matriculation with Hindi/Sanskrit (ii) 2 years experience in the field	(i) Matriculation (ii) 5 years experience in the line such as Sewerman/Head Sewerman/Sweeper etc.	

Note—

1. Wherever there are more than one feeder post for promotion to a post, the inter Circle and inter post seniority of the employees shall be prepared. The seniority shall be prepared taking into account the Government instructions with regard to reservation.

2. For promotion from Group D to C, field test where prescribed shall be conducted by a Committee to be constituted by respective Superintending Engineer consisting of Executive Engineer and two Sub Divisional Engineers.

3. The higher scale of trade (ITI or Diploma) will be given only to that employee who acquires the qualifications for the post after obtaining requisite permission.

1	2	3	4	5	6
6	Electrician Grade -II/ Auto Electrician Grade -II	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in the trade of Electrician.	All helpers with Electrician, Electrical Chargeman, Electrical Foreman and Asstt. Elect Foreman/ Auto Elect. Helper with 7 years experience.	The scale for certificate holder from ITI in the respective trade will be Rs.4000-100-4800-EB-100-6000
7	Lift Operator	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years experience in the respective line.		
8	PBX Operator	3050-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 2 years experience in respective field	(i) Matriculation (ii) 5 years experience as Complaint Attendant/ PBX Helper	
9	Store Munshi	3050-75 -3950-EB-80-4590	(i) 10+2 or Graduate (ii) 3 years experience in the respective line (iii) Knowledge of Hindi/ Sanskrit upto Matriculation.	(i) Matriculation (ii) Minimum 5 years experience as Store Chowkidar / Store Beldar & Store Helper	

APPENDIX B-1

(See regulation 7)

(ELECTRICAL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for other then by direct recruitment	Remarks
1	2	3	4	5	6
1	Foreman Electrical	5000-150-7100-EB-150-7850	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years diploma in Electrical Engineering from any recognised institution	Minimum 5 years experience as Assistant Foreman/Chargeman Elect.	
2	Assistant Foreman (Electrical)	5000-150-7100-EB-150-7850	(i) Matriculation with Hindi/ Sanskrit (ii) 3 years diploma in Electrical Engineering from any recognised institution	(i) Matriculation (ii) Minimum 5 years experience as Chargeman (Electrical)	
3	Light vehicle Driver/Heavy vehicle Driver/ Dozer/ Excavator/ Loader Operator	4000-100-4800-EB-100-6000	(i) Matriculation with Hindi/ Sanskrit (ii) Holder of Licence for driving heavy vehicles and 7 years experience of driving a vehicle in a reputed concern.	(i) Minimum 7 years experience as Cleaner/ Sewer Cleaning Machine Operator with valid Driving Licence. (ii) 7 years experience on any Class-IV Post and having valid Driving Licence for driving heavy vehicles for at least 5 years in respective category. (iii) Should be able to read and write Hindi or English	
4	Chargeman (Electrical)	4000-100-4800-EB-100-6000	(i) Matriculation with Hindi/ Sanskrit (ii) ITI Certificate in the trade of Motor/ Mechanical /Electrical/Mechanical Fitter/Auto with Minimum experience of 5 years	(E) Electrical Chargeman. (i) Matriculation (ii) Minimum 5 years experience with Electrical Qualification Electrical Grade-I/ Wireman Grade-I/ Lift Operator.	
5	Electrician Grade-II Auto Electrician Grade-I	4000-100-4800-EB-100-6000	No provision for direct recruitment	(i) Matriculation (ii) Minimum 5 years experience as Electrician Grade-III/ Auto Elect. Grade-II	

APPENDIX B-II

(See regulation 7)

(HORTICULTURE WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Light vehicle Driver/Heavy vehicle Driver/ Dozer/ Excavator/ Loader Operator	4000-100 -4800-EB-100-6000	(i) Matriculation with Hindi/ Sanskrit. (ii) 7 years experience as Driver with repaired contract and heavy Driving Licence.	(i) Minimum 7 years experience as Cleaner/ Sewer Cleaning Machine Operator with valid Driving Licence. (ii) 7 years experience on any Group D Post and valid Driving Licence of heavy vehicles for at least 5 years in respective category light/heavy (iii) Should be able to read and write Hindi & English	
2	Sale Clerk	3050-75 -3950-EB-80-4590	(i) 10+2 or Graduate (ii) 3 years experience in the line (iii) Knowledge of Hindi Sanskrit upto Matriculation.	(i) Matriculation (ii) Minimum 5 years experience as Mali/ Head Mali	These posts are in diminishing cadre
3	Horticulture Supervisor	3050-75 -3950-EB-80-4590	(i) Matriculation (ii) B.Sc. Agriculture or Diploma holder in Horticulture with Hindi/Sanskrit upto Matriculation	(i) Matriculation with Hindi/ Sanskrit. (ii) 5 years experience as Head Mali/Mali	Scale of Rs.4000-100-4800-EB-100-6000 for direct recruitment/ Promotion in recommendation These posts are in diminishing cadre
4	Power Lawn Mower Operator	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) 2 years working experience in the line.	(i) 7 years experience in the line. (ii) Field test.	
5	Water Pump Operator	3050-75 -3950-EB-80-4590	(i) Matriculation with Hindi/ Sanskrit (ii) ITI certificate in trade of Motor/ Diesel/Mechanical/ Electrical/ Wireman		These posts are in diminishing cadre

APPENDIX C

(See regulation 14(2))

1.	Holidays:	3 National and 5 Religious or Traditional holidays shall be allowed to every workman as the list of holidays to be published every year by the Engineer-in-Chief.
2.	Rest:	One weekly rest shall be allowed to every workman.
3.	Casual Leave:	A workman shall be allowed casual leave in a calendar year as per the scale given below:-
	(i)	Service upto 10 years — 10 days
	(ii)	Service from 10 to 20 years — 15 days
	(iii)	Service above 20 years — 20 days
		Note: Number of years of Service shall be counted on 1st day of calendar year in which leave is to be availed.
4.	Earned leave and other Leave:	Leave shall be admissible to the workman (permanent/temporary) as per the provisions of the Civil Services Rule Volume-I Part-I.
5.	Duty Timing:	Working of 8 hours duration per day at the direction of the management. A workman may be required to work in shifts as per the requirement of work.
6.	Note:	Holidays/rest days etc. may be altered by the officials/officer in-charge of the worker according to the administrative convenience and requirement of work and in lieu thereof compensatory holidays/rest may be allowed. Also in case of extra duty performed other than the specified period, compensatory rest may be allowed in lieu thereof except to those workmen who are on TOU and get TA for the same.

T.C. GUPTA, IAS
Chief Administrator,
Haryana Urban Development Authority.

हरियाणा सरकार

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 16 मार्च, 2009

संख्या Auth-2009-6888.—हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (वर्ष 1977 का हरियाणा अधिनियम संख्या 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा राज्य सरकार की पूर्व अनुमोदित अधिसूचना आदि क्रमांक संख्या 172/2009 आई.टी.एस.सी.पी., दिनांक 16 फरवरी, 2009 द्वारा सूचित हरियाणा शहरी विकास प्राधिकरण द्वारा, हरियाणा शहरी विकास प्राधिकरण सेवा (हरियाणा शहरी विकास प्राधिकरण के इंजीनियरी विंग के सिविल, इलैक्ट्रिकल और बागवानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला-वर्ग-घ) सेवा में नियुक्त व्यक्तियों की भर्ती तथा सेवा शर्तों संबंधी निम्नलिखित विनियम बनाता है, अर्थात् :

भाग - I सामान्य

1. (1) ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवा (हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी विंग के सिविल, इलैक्ट्रिकल तथा बागवानी विंग्स में नियमित कार्य प्रभारित क्षेत्रीय अमला ग्रुप-घ) सेवा विनियम, 2009 कहे जा सकते हैं। संक्षिप्त नाम, प्रारम्भ तथा अनुप्रयोग।

(2) ये इनके राजपत्र में प्रकाशन की तिथि से लागू होंगे।

2. इन विनियमों में, जब तक सन्दर्भ से अन्यथा अपेक्षित न हो — परिभाषाएं

(क) "अधिनियम" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (1977 का हरियाणा अधिनियम संख्या 13);

(ख) "परिशिष्ट" से अभिप्राय है, इन विनियमों से संलग्न परिशिष्ट ;

(ग) "नियुक्ति प्राधिकरण" से अभिप्राय है, इन विनियमों के विनियम 6 में विनिर्दिष्ट प्राधिकरण;

(घ) "अध्यक्ष" से अभिप्राय है, प्राधिकरण का अध्यक्ष ;

(ङ) "आयोग" से अभिप्राय है, हरियाणा कर्मचारी चयन आयोग ;

(च) "सीधी भर्ती" से अभिप्राय है, सेवा में व्यक्तियों से या कोई भी नियुक्ति जो भारत सरकार अथवा किसी राज्य सरकार या राज्य सरकार द्वारा गठित बोर्ड या किसी निगम या स्थानान्तरण या प्रतिनियुक्ति द्वारा नियुक्ति के प्रयोजनार्थ प्राधिकरण द्वारा अनुमोदित किसी संस्था/संगठन की सेवा में पहले से नियुक्त किसी पदधारी के स्थानान्तरण या प्रतिनियुक्ति से अन्यथा की गई हो ;

(छ) "शिक्षा बोर्ड" से अभिप्राय है, हरियाणा विद्यालय शिक्षा बोर्ड अधिनियम, 1969 (1969 का अधिनियम संख्या 19) के उपबन्धों के अधीन स्थापित हरियाणा विद्यालय शिक्षा बोर्ड / अथवा भारत के किसी राज्य में विधि द्वारा स्थापित कोई अन्य शिक्षा बोर्ड ;

(ज) "कर्मचारी" से अभिप्राय है सेवा का सदस्य ;

(झ) "प्रमुख अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण के इंजीनियरिंग शाखा का मुखिया और इसके मुख्य अभियन्ता भी शामिल हैं ;

(ञ) "कार्यकारी अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का कार्यकारी अभियन्ता ;

(ट) "सरकार" से अभिप्राय है, हरियाणा सरकार ;

(ङ) "मान्यताप्राप्त विश्वविद्यालय" से अभिप्राय है,

(i) भारत में विधि द्वारा निगमित कोई विश्वविद्यालय, या

(ii) कोई अन्य विश्वविद्यालय, जो इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यताप्राप्त विश्वविद्यालय के रूप में घोषित किया गया हो ;

(ङ) "संस्था" से अभिप्राय है,

(i) हरियाणा राज्य में स्वीय विधि द्वारा स्थापित कोई संस्था, या

(ii) इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यता प्राप्त कोई अन्य संस्था ;

(छ) "सेवा" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी विंग का सिविल, इलैक्ट्रिकल और बागवानी विंगस में नियमित कार्य प्रभारित क्षेत्रीय अमला वर्ग- घ) ;

(ण) "अधीक्षक अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का अधीक्षक अभियन्ता ;

(ज) इन विनियमों में प्रयुक्त किन्तु अपरिभाषित शब्दों तथा अभिव्यक्तियों के वही अर्थ होंगे जो उन्हें अधिनियम तथा हरियाणा राज्य में लागू पंजाब सिविल सेवा नियमों में दिये गये हैं ;

(झ) "नियमित कार्य प्रभारित क्षेत्रीय अमला" से अभिप्राय है, ऐसा कर्मचारी, जिसे किसी विशेष परियोजना के विशेष कार्य या उपकार्यों के वास्तविक निष्पादन, कार्यान्वयन या अनुरक्षण पर अथवा ऐसे कार्य या उपकार्यों के संबंध में विभागीय श्रम, भंडार और मशीनरी के अधीनस्थ पर्यवेक्षण पर नियुक्त किया गया हो और बाद में अपने पद पर नियमित कर दिया गया हो।

भाग - II सेवा में भर्ती

पदों का स्वरूप।

3. सेवा में इन विनियमों के परिशिष्ट 'क' में उल्लिखित पद होंगे :

परन्तु इन विनियमों की कोई भी बात ऐसे पदों की संख्या में वृद्धि या कमी करने या विभिन्न पदनामों और वेतनमानों वाले नये पद स्थायी या अस्थायी रूप से बनाने के प्राधिकरण के अन्तर्निहित अधिकार पर प्रभाव नहीं डालेगी।

सेवा में नियुक्त उम्मीदवारों की राष्ट्रीयता, अभिवास तथा चरित्र।

4. (1) कोई व्यक्ति सेवा में किसी पद पर नियुक्त नहीं किया जायेगा, जब तक कि वह निम्नलिखित न हो :—

(क) भारत का नागरिक, या

(ख) नेपाल की प्रजा, या

(ग) भूटान की प्रजा, या

(घ) तिब्बत का शरणार्थी, जो पहली जनवरी, 1962, से पहले भारत में स्थाई रूप से बसने के आशय से आया हो ; या

(ङ) भारतीय मूल का वह व्यक्ति, जो पाकिस्तान, बर्मा, श्रीलंका अथवा कीनिया, यूगांडा तथा तंजानिया के संयुक्त गणराज्य (भूतपूर्व टांगानीका और जंजीबार) जांबिया, मलावी, जायरे और इथोपिया के किसी पूर्व अफ्रीकी देश से प्रव्रजित होकर भारत में स्थाई रूप से बसने के आशय से आया हो

परन्तु प्रवर्ग (ख), (ग), (घ) और (ङ) से सम्बंधित व्यक्ति किसी प्रवर्ग का ऐसा व्यक्ति होगा जिसके पक्ष में सरकार द्वारा पात्रता का प्रमाणपत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण पत्र आवश्यक है, आयोग द्वारा संचालित परीक्षा साक्षात्कार के लिए प्रविष्ट किया जा सकता है, किन्तु नियुक्ति का प्रस्ताव उसे सरकार द्वारा आवश्यक पात्रता प्रमाणपत्र जारी किये जाने के बाद ही दिया जा सकता है।

(3) कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा, जब तक कि वह अंतिम उपस्थिति के विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था के, यदि कोई हो, प्रधान शैक्षणिक अधिकारी से चरित्र प्रमाणपत्र और दो ऐसे जिम्मेदार व्यक्तियों से, जो उसके सम्बन्धी न हो, किन्तु उसके व्यक्तिगत जीवन में उसको भली-भांति परिचित हो और उसके विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था से सम्बन्धित न हो, उसी प्रकार से प्रमाणपत्र प्रस्तुत न करे।

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा। आयोग को आवेदन पत्र प्रस्तुत करने की अंतिम तिथि को अठारह वर्ष से कम अथवा चालीस वर्ष से अधिक का हो। आयु।

6. सेवा में पदों पर नियुक्ति कार्यकारी अभियन्ता द्वारा की जायेगी। नियुक्ति प्राधिकारी।

7. कोई भी व्यक्ति सेवा में किसी पद पर तब तक नियुक्त नहीं किया जायेगा जब तक कि वह सीधी भर्ती की स्थिति में, इन विनियमों के परिशिष्ट ख, ख-I और ख-II के खाना 3 में तथा सीधी भर्ती से अन्यथा नियुक्ति की स्थिति में उक्त परिशिष्ट के खाना 4 में उल्लिखित अर्हताएं तथा अनुभव न रखता हो। योग्यताएं।

परन्तु सीधी भर्ती द्वारा नियुक्ति की दशा में यदि अपेक्षित अनुभव रखने और अनुसूचित जातियों, पिछड़े वर्गों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग सम्भावितों की अपेक्षित संख्या उनके लिए आरक्षित रिक्तियों को भरने के लिए प्राप्त संख्या उपलब्ध न हो तो हरियाणा शहरी विकास प्राधिकरण के निदेश पर अनुभव सम्बन्धी अर्हताओं में 50 प्रतिशत की सीमा तक ढील दी जा सकती है, ऐसा करने के लिए लिखित रूप में कारण दिए जाएंगे।

8. कोई भी व्यक्ति:— अयोग्यता।

(क) जिसने जीवित पति/पत्नी वाले व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है ; या

(ख) जिसने जीवित पति/पत्नी के होते हुए, किसी अन्य व्यक्ति से विवाह कर लिया हो या विवाह की संविदा कर ली है,

सेवा में किसी पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु सरकार की संतुष्टि हो जाये कि ऐसे व्यक्ति तथा विवाह के दूसरे पक्ष पर लागू स्वीय विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के लिए उचित आधार भी है तो वह किसी व्यक्ति को इस विनियम के लागू होने से छूट दे सकता है।

9. (1) सेवा में भर्ती सीधी भर्ती द्वारा की जाएगी: भर्ती का ढंग।

अथवा

भारत सरकार या किसी राज्य सरकार या बोर्ड या केन्द्र राज्य सरकार द्वारा गठित किसी निगम अथवा स्थानान्तरण या प्रतिनियुक्ति द्वारा नियुक्ति करने के प्रयोजनार्थ प्राधिकरण द्वारा अनुमोदित किसी संस्था/संगठन की सेवा में पहले से नियुक्त कर्मचारी के स्थानान्तरण या प्रतिनियुक्ति द्वारा।

(2) मुख्य प्रशासक की पूर्व लिखित अनुमति के बिना खाली पद के विरुद्ध कोई भर्ती नहीं की जाएगी।

10. (1) सेवा में किसी भी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो दो वर्ष की अवधि के लिए और यदि वह अन्यथा नियुक्त किया गया हो तो एक वर्ष की अवधि के लिए परिवीक्षा पर रहेगा : परिवीक्षा।

परन्तु

(क) ऐसी नियुक्ति के बाद किसी अनुरूप या उच्चतर पद पर प्रतिनियुक्ति पर भरती की गई कोई अवधि, परिवीक्षा की अवधि में गिनी जाएगी,

(ख) स्थानान्तरण द्वारा नियुक्ति की स्थिति में, सेवा में, किसी पद पर नियुक्ति से पहले किसी सम्बद्ध अथवा अन्यतर पद पर किये गये कार्य की कोई अवधि नियुक्ति प्राधिकारी के विवेक पर इस विनियम के अधीन नियत परिवीक्षा अवधि में गिनने की अनुमति दी जा सकती है; और

(ग) स्थानापन्न नियुक्ति की कोई अवधि परिवीक्षा पर व्यतीत की गई अवधि के रूप में गिनी जायेगी किन्तु कोई भी व्यक्ति जिसने ऐसे स्थानापन्न के रूप में कार्य किया है परिवीक्षा की विहित अवधि पूरी होने पर यदि स्थाई पद पर नियुक्त न किया गया हो, पुष्ट किए जाने का हकदार नहीं होगा।

(2) यदि नियुक्ति प्राधिकारी की राय में, परिवीक्षा की अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक न रहा हो, तो वह;

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है ; और

(ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो :—

(i) उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है ; या

(ii) उसके सम्बन्ध में किसी ऐसी रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तें अनुज्ञात करे।

(3) किसी व्यक्ति की परिवीक्षा अवधि पूरी होने के पश्चात् नियुक्ति प्राधिकारी :

(क) यदि उसकी राय में उसका कार्य या आचरण सन्तोषजनक रहा हो तो :-

(i) ऐसे व्यक्ति को यदि वह स्थायी रिक्ति पर नियुक्त किया गया हो,तो उसकी नियुक्ति की तिथि से पुष्ट कर सकता है ; या

(ii) ऐसे व्यक्ति को यदि वह अस्थायी रिक्ति पर नियुक्त किया गया हो, स्थायी रिक्ति होने की तिथि से पुष्ट कर सकता है ; या

(iii) यदि कोई स्थायी रिक्ति न हो तो घोषित कर सकता है कि उसने अपनी परिवीक्षा अवधि सन्तोषजनक ढंग से पूर्ण कर ली है , या

(ख) यदि उसका कार्य या आचरण उसकी राय में सन्तोषजनक न रहा हो तो :

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है यदि अन्यथा नियुक्त किया गया हो, तो उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है या उसके सम्बन्ध में ऐसी अन्य रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तें अनुज्ञात करे , या

(ii) उसकी परिवीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसे आदेश पारित कर सकता है जो वह परिवीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था :

परन्तु परिवीक्षा की कुल अवधि, जिसमें बढ़ाई गई अवधि यदि कोई है, भी सम्मिलित है, तीन वर्ष से अधिक नहीं होगी।

स्पष्टीकरण। 11. (1) (क) सेवा के सदस्यों की वरिष्ठता परिमण्डल स्तर पर पृथक रखी जाएगी (सिविल इंजीनियरिंग शाखा);

(ख) सेवा के सदस्यों की वरिष्ठता मण्डल स्तर पर पृथक रखी जाएगी (बागवानी व विद्युत शाखा)

(2) सेवा के सदस्यों की वरिष्ठता सेवा में किसी भी पद पर उनके लगातार सेवा काल के अनुसार निश्चित की जायेगी

परन्तु सीधी भर्ती द्वारा नियुक्त सदस्यों की स्थिति में ज्येष्ठता नियत करते समय आयोग द्वारा निर्दिष्ट योग्यता क्रम को परिवर्तन नहीं किया जायेगा।

परन्तु एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की स्थिति में उनकी वरिष्ठता निम्नानुसार निश्चित की जाएगी :-

(क) सीधी भर्ती द्वारा नियुक्त सदस्य, पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से वरिष्ठ होगा

(ख) पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्यों में वरिष्ठता के अनुसार निश्चित की जायेगी, जिससे वे पदोन्नत या स्थानान्तरण किए गये हैं।

(ग) विभिन्न संवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की स्थिति में उनकी वरिष्ठता वेतन के अनुसार निश्चित की जाएगी, अधिमान ऐसे सदस्य को दिया जायेगा जो अपनी पहले की नियुक्ति में उच्चतर दर पर वेतन ले रहा था, और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी वरिष्ठता उनकी नियुक्तियों में उनके सेवा काल के अनुसार निश्चित की जाएगी और यदि सेवाकाल भी समान हो, तो आयु में बड़ा सदस्य छोटे सदस्य से वरिष्ठ होगा

12. (1) सेवा के कोई सदस्य नियुक्ति प्राधिकारी द्वारा हरियाणा राज्य के भीतर अथवा उसके बाहर किसी भी स्थान पर सेवा करने के लिए आदेश दिये जाने पर, ऐसा करने के लिए उत्तरदायी होगा। सेवा करने का दायित्व

(2) सेवा के किसी सदस्य को सेवा के लिये नीचे लिखे अनुसार भी प्रतिनियुक्त किया जा सकता है:—

(i) किसी कम्पनी, संगम या व्यष्टि निकाय, चाहे वह निगमित हो या नहीं जिसका पूर्ण या अधिकांश स्वामित्व या नियंत्रण, राज्य सरकार के पास हो, हरियाणा राज्य के भीतर राज्य सरकार नगर निगम या स्थानीय प्राधिकरण या विश्वविद्यालय;

(ii) राज्य सरकार या अनिगमित ऐसी कम्पनी, संगम या व्यष्टि निकाय, नियमित हो अथवा नहीं, राज्य सरकार के पूर्ण या अधिकांश रूप से स्वामित्व या नियंत्रण राज्य सरकार के पास हो; अथवा

(iii) किसी अन्य राज्य सरकार, अन्तर्राष्ट्रीय संगठन, स्वायत्त निकाय, जिस का नियंत्रण सरकार के पास हो या हो अथवा गैर सरकारी निकाय .

13. (1) किसी भी कर्मचारी को उक्त स्थानीय प्राधिकरण में स्थायी रूप से स्थानान्तरित किया जा सकता है जिसे अधिनियम की धारा 25 के अन्तर्गत प्राधिकरण द्वारा विकसित क्षेत्र में व्यवस्थित सुख-सुविधाओं के रख-रखाव की जिम्मेदारी दी गई है। तथापि सम्बन्धित स्थानीय प्राधिकरण में किसी ऐसे कर्मचारी की सेवा शर्तें किसी भी प्रकार से उस प्राधिकरण की सेवा शर्तों से भिन्नतर नहीं होंगी, जिसमें स्थानान्तरण के समय कर्मचारी कार्यरत है। स्थानीय प्राधिकरण में स्थानान्तरण

(2) प्राधिकरण अथवा मुख्य प्रशासक, स्थानीय प्राधिकरण में सदस्य के स्थानान्तरण के लिए मानदण्ड निर्धारित कर सकता है।

14. (क) वेतन, छुट्टी, पेंशन और अन्य सभी सेवाओं में, जिनकी ऐसी विनियमों में उल्लेख नहीं की गई है, संघ के सदस्य ऐसे नियमों या विनियमों द्वारा शासित होंगे प्राधिकरण द्वारा समय-समय पर अपनाए गए या बनाये गये अथवा अपनाये या बनाये जाये। वेतन, छुट्टी, पेंशन तथा अन्य भत्ते।

(ख) छुट्टियां, अवकाश, विभाग तथा कार्य चलाने इन विनियमों के परिशिष्ट में निर्धारित अनुसार होंगे / तथापि इन उपबन्धों परिवर्तन शक्ति विकास प्राधिकरण के अनुमोदन से परिवर्तित किया जा सकता है

अनुशासन शास्तियां तथा अपीलें

15. (1) अनुशासन, शास्तियां तथा अपीलें सम्बन्धित मामलों में संघ के सदस्य समय-समय पर यथा संशोधित हरियाणा सिविल सेवा (दण्ड एवं अपील) नियम, 1987 द्वारा शासित होंगे।

(2) शास्ति लगाने वाला प्राधिकारी, अपील प्राधिकारी, द्वितीय अपील प्राधिकारी निम्नानुसार होंगे :-

क्रमांक	पद	नियोक्ता प्राधिकारी	शास्ति लगाने के लिए शक्ति प्राधिकारी	अपील प्राधिकारी	द्वितीय तथा अन्तिम अपील प्राधिकारी
1	परिशिष्ट 'क' के सभी पद	कार्यकारी अभियन्ता	कार्यकारी अभियन्ता	अधीक्षण अभियन्ता	मुख्य अभियन्ता/ प्रमुख अभियन्ता

दण्ड लगाना।

16. संघ का प्रत्येक सदस्य जब सरकार / प्राधिकरण किसी विशेष या साधारण आदेश द्वारा ऐसा निर्देश करे, पुनः दण्ड लगवायेगा तथा पुनः दण्ड लगायेगा।

सत्यनिष्ठा की शपथ।

17. संघ के प्रत्येक सदस्य से जब तक उसने पहले से ही भारत के प्रति तथा विधि द्वारा यथास्थापित भारत के संविधान के प्रति सत्यनिष्ठा की शपथ न ली हो ऐसा करने की अपेक्षा की जाएगी।

छूट देने की शक्ति।

18. जहां सरकार/प्राधिकरण की राय में इन विनियमों के किसी उपबन्ध में ढील देना आवश्यक उचित हो, वहां पर कारण लिखकर आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में ऐसा कर सकती है।

विशेष शर्तें।

19. इन विनियमों के किसी बात के होते हुये भी नियुक्ति प्राधिकारी, यदि उचित समझे तो नियुक्ति आदेश में विशेष शर्तें लगा सकता है।

आरक्षण।

20. इन विनियमों में दी गई कोई भी बात सरकार/प्राधिकरण द्वारा इस सम्बन्ध में समय समय पर जारी किये गये आदेशों के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग व्यक्तियों या व्यक्तियों की किसी वर्ग या प्रवर्ग को दिये जाने के लिये अपेक्षित आरक्षणों तथा रियायतों को प्रभावित नहीं करेगी।

परन्तु इस प्रकार किये गये आरक्षणों की कुल प्रतिशतता किसी भी साल 50 प्रतिशत से अधिक नहीं होगी।

निरसन तथा व्यावृत्ति।

21. संघ को लागू प्राधिकरण का कोई नियम या प्रस्ताव जो इन विनियमों के प्रारम्भ से तुरन्त पूर्व लागू है। इसके द्वारा निरसित किये जाते हैं:

परन्तु इस प्रकार के निरसित नियम या प्राधिकरण के प्रस्ताव के अन्तर्गत किया गया कोई आदेश या की गई कोई कार्यवाही इन विनियमों के अनुरूप उपबन्धों के अधीन किया गया आदेश या की गई कार्यवाही समझी जाएगी।

पदाधिकारी

22. प्राधिकरण द्वारा इन विनियमों के अधीन शक्तियों और कार्य प्रमुख अभियन्ता, मुख्य अभियन्ता हरियाणा शहरी विकास प्राधिकरण या उसके किसी अधीनस्थ अधिकारी को प्रत्यायोजित कर सकता है।

परिशिष्ट 'क'

(देखिए विनियम 3)

क्रमांक	पद संज्ञा	पदों की संख्या				वेतन मान (रुपये में)
		सिविल	इलैक्ट्रिकल	बागवानी	कुल जोड़	
1	परिचर	1			1	2550-55-2550-द.रो.-60-3200
2	ऑटो हैल्पर	2			2	2550-55-2660-द.रो.-60-3200
3	बेलदार	1088	17	77	1182	2550-55-2660-द.रो.-60-3200
4	मिल वितरक	14			14	2550-55-2660-द.रो.-60-3200
5	लोडर		1		1	2550-55-2660-द.रो.-60-3200
6	ऑपरेटर हैल्पर	5			5	2550-55-2660-द.रो.-60-3200
7	चौकीदार	370	27	3	400	2550-55-2660-द.रो.-60-3200
8	क्लीनर	31	4	11	46	2550-55-2660-द.रो.-60-3200
9	शिकायत परिचर	5	—	—	5	2550-55-2550-द.रो.-60-3200
10	सीजल ईंजन हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
11	इलैक्ट्रिकल हैल्पर	38	117	—	155	2550-55-2550-द.रो.-60-3200
12	इलैक्ट्रिकल सर्वेयर हैल्पर	7	1	—	8	2550-55-2660-द.रो.-60-3200
13	मोबाईल कन्ट्रोल परिचर	1	—	—	1	2550-55-2660-द.रो.-60-3200
14	फिटर फ्लीट फिटर हैल्पर	104	—	—	104	2550-55-2660-द.रो.-60-3200
15	प्रधान माली	—	—	58	58	2550-55-2660-द.रो.-60-3200
16	प्रधान कीटरगैन	9	—	—	9	2550-55-2660-द.रो.-60-3200
17	हैल्पर सिविल कार्य	8	—	—	8	2550-55-2550-द.रो.-60-3200
18	की मैन	48	—	—	48	2550-55-2660-द.रो.-60-3200
19	पुस्तकालय परिचर	1	—	—	1	2550-55-2660-द.रो.-60-3200
20	माली	140	—	361	501	2550-55-2660-द.रो.-60-3200
21	माली एवं चौकीदार	109	—	—	109	2550-55-2660-द.रो.-60-3200
22	राज मिस्त्री	13	—	—	13	2550-55-2660-द.रो.-60-3200
23	पंप	88	—	—	88	2550-55-2660-द.रो.-60-3200
24	मैकेनिकल मोटर हैल्पर	1	—	—	1	2550-55-2550-द.रो.-60-3200
25	मैकेनिकल फिटर हैल्पर	1	—	—	1	2550-55-2550-द.रो.-60-3200

26	मकैनिकल हैल्पर	6	—	—	6	2550-55-2660-द.रो.-60-3200
27	मोटर रीवर निरीक्षक हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
28	मोटरटर मेट	21	—	—	21	2550-55-2660-द.रो.-60-3200
29	ऑयलमैन	2	—	—	2	2550-55-2660-द.रो.-60-3200
30	पट हैल्पर	3	—	—	3	2550-55-2660-द.रो.-60-3200
31	सेलादार	4	—	—	4	2550-55-2660-द.रो.-60-3200
32	पेट्रोल मैन	20	—	—	20	2550-55-2660-द.रो.-60-3200
33	पंजमधर हैल्पर	6	—	1	7	2550-55-2660-द.रो. 60-3200
34	पायर लॉन मुक्त हैल्पर	—	—	7	7	2550-55-2660-द.रो.-60-3200
35	पम्प परिचर हैल्पर	137	—	—	137	2550-55-2660-द.रो.-60-3200
36	सीलरमैन	209	—	—	209	2550-55-2660-द.रो. 60-3200
37	स्टोर चौकीदार	19	3	—	22	2550-55-2660-द.रो.-60-3200
38	स्टोर कुली	7	—	—	7	2550-55-2660-द.रो. 60-3200
39	पर्यवेक्षक हैल्पर	11	—	—	11	2550-55-2660-द.रो.-60-3200
40	पर्यवेक्षक खलासी	7	—	—	7	2550-55-2660-द.रो.-60-3200
41	स्वीपर	9	—	—	9	2550-55-2660-द.रो.-60-3200
42	स्विपर एवं चौकीदार	4	—	—	4	2550-55-2660-द.रो.-60-3200
43	वाईट वाशर हैल्पर	1	—	—	1	2550-55-2660-द.रो.-60-3200
44	वर्क मुंशी हैल्पर	1	—	—	1	2550-55-2660-द.रो. 60-3200
	जोड़	2815	169	619	3603	

परिशिष्ट –ख

(देखिए विनियम 7)

(सिविल विंग शाखा)

क्रम	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं तथा अनुभव, यदि कोई हो	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं तथा अनुभव यदि कोई हो
1	2	3	4	5
1	स्वीपर / सफाई एवं चौकीदार / सीवरमैन / सीवर हेल्पर / सीवरमैन एवं चौकीदार	2550-55-2660-4.सी.-60-3200	(i) वह हिन्दी पढ़ तथा लिख सकता हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) सीवरमैन एवं चौकीदार के मामले में भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। (iii) सीवरमैन एवं चौकीदार के मामले में भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।
2	प्रधान सीवर मैन	2550-55-2660-4.सी.-60-3200	(i) वह हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के भी योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर योग्य हो (iii) उसे स्वीपर/स्वीपर एवं चौकीदार / सीवरमैन / सीवरमैन हेल्पर / सीवरमैन एवं चौकीदार के रूप में 5 वर्ष का अनुभव हो।
3	मैसन हेल्पर / प्लम्बर हेल्पर / सीवरेज मकैनिक हेल्पर / मकैनिक फिटर हेल्पर / फिटर कुली / इलैक्ट्रीशियन हेल्पर/ कार्पेंटर हेल्पर/पेंटर हेल्पर/कारपेंटर हेल्पर / प्रयोगशाला टैक्नीशियन हेल्पर / लैब काट हेल्पर / लैब एवं पीटर सीवर हेल्पर / कम्प्रेसर ड्राईवर हेल्पर / पेंटर हेल्पर एवं कारपेंटर / पेंट्रोल मैन / स्टोर कुली / फौग मैन / गाइड वाशर	2550-55-2960 4.सी. 60-3200	(i) वह कम से कम 5वीं कक्षा पास हो। (ii) शारीरिक तौर पर और परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण परीक्षण के योग्य हो
4	प्रयोगशाला परिचर / क्षेत्रीय अस्पताल परिचर / शिकायत निवारण परिचर/ स्टोर परिचर	2550-55-2660-4.सी.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
5	ऑगल मैन	2550-55-2660-4.सी.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो

1	2	3	4	5
6	पम्प परिचर हैल्पर / डब्ल्यू.पी.ओ. हैल्पर / चौकीदार एवं पम्प परिचर माली एवं पम्प परिचर	2550-55-2660-ए.सी.-60-3200	(i) मैट्रिक तथा उसके समान शिक्षा (ii) मैट्रिक तक हिन्दी तथा अंग्रेजी का ज्ञान (iii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	(i) मैट्रिक तथा उसके समान शिक्षा (ii) मैट्रिक तक हिन्दी तथा अंग्रेजी का ज्ञान (iii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।
7	ड्राइवर/ड्राइवर कलीनर	2550-55-2660 ए.सी. 60-3200	(i) वह कम से कम 8वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
8	माली	2550-55-2660-ए.सी.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) उसे कम से कम 5 वर्ष का अनुभव हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
9	चौकीदार / माली एवं चौकीदार / कंसलर / जंगलदार एवं चौकीदार / रोर चौकीदार	2550-55-2660-ए.सी.-60-3200	(i) वह पांच से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को प्राथमिकता दी जाएगी	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को प्राथमिकता दी जाएगी
10	पर्यवेक्षण रखवाली	2550-55-2660-ए.सी.-60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो
11	चित्र चित्रकार	2550-60-2660-ए.सी.-60-3200	(i) मैट्रिक तथा उसके समान शिक्षा (ii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान (iii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो जहां कम से कम 2 वर्षों का अनुभव हो।
12	हो पेंटर / पेंटर / साइनबोर्ड पेंटर	2550-55-2660-ए.सी.-60-3200	(i) मैट्रिक तथा उसके समान शिक्षा (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। जहां कम से कम 2 वर्षों का अनुभव हो।

परिशिष्ट - ख - I

(देखिए विनियम 7)

(इलैक्ट्रिकल विंग)

क्रम	पद संज्ञा	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	टिप्पणी, यदि कोई
1	2	3	4	5	6
1	इलैक्ट्रिकल हैल्पर	2550-55-2660-द. से. 60-3200	(i) वह कक्षा 5वीं उत्तीर्ण पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	
2	ट्रक/बस क्लीनर	2550-55-2660-द. से. 60-3200	(i) वह कक्षा 5वीं उत्तीर्ण पास हो (ii) शारीरिक तौर पर योग्य हो और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	
3	बेलदार / स्टोर चौकीदार / क्षेत्रीय चौकीदार	2550-55-2660-द. से. 60-3200	(i) वह कक्षा 5वीं उत्तीर्ण पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	

परिशिष्ट - ख - II

(देखिए विनियम 7)

(बागवानी शाखा)

क्रम	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई हो	सीधी भर्ती से अन्यथा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	विशेष कथन
1	2	3	4	5	6
1	ट्रक / वाहन क्लीनर	2550-55-2660 द. रो. 60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो।	
2	(क) माली	2550-55-2660-द. रो 60-3200	(i) वह कम से कम 5वीं कक्षा पास हो (ii) शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। उसे कम से कम 5 वर्ष का अनुभव हो।	
	(ख) हैल्प माली	2550-55-2660-द. रो. 50-3200	(ख) माली का 5 वर्ष का अनुभव।	(ख) माली का 5 वर्ष का अनुभव।	
3	सॉलमुवर हैल्पर	2550-55-2660 द. रो. 50-3200	(i) उसे हिन्दी पढ़नी तथा लिखनी आती हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	ये पद समाप्त करने हैं।
4	ओवर / सैकन हैल्पर / लाबर हैल्पर	2550-55-2660-द. रो. 60-3200	(i) वह हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	(i) हिन्दी पढ़ तथा लिख सकता हो (ii) वह शारीरिक तौर पर और क्षेत्रीय परीक्षण के योग्य हो। (iii) भूतपूर्व सैनिक को अधिमान्यता दी जाएगी।	ये पद समाप्त करने हैं।

परिशिष्ट - ग

[देखें नियम 14(2)]

1.	छुट्टियां	:	मुख्य अभियन्ता द्वारा प्रति वर्ष प्रकाशित की जाने वाली छुट्टियों की सूची में प्रत्येक कर्मचारी को 3 राष्ट्रीय और 5 धार्मिक अथवा सांस्कृतिक छुट्टियां दी जायेंगी।
2.	विश्राम	:	प्रत्येक कर्मकार को सप्ताह में एक दिन का विश्राम दिया जायेगा।
3.	आकस्मिक छुट्टी	:	प्रत्येक कर्मकार को निम्नलिखित मान के अनुसार एक कैलेण्डर वर्ष में आकस्मिक छुट्टियां दी जाएगी।

1.	10 वर्ष की सेवा तक	10 दिन
2.	10 से 20 वर्ष की सेवा तक	15 दिन
3.	20 से अधिक वर्ष की सेवा तक	20 दिन

	टिप्पणी	:	सेवा वर्षों की संख्या की गणना उस कैलेण्डर वर्ष की पहली तारीख से की जायेगी, जिसमें छुट्टी प्राप्त की जानी थी।
4.	अर्जित अवकाश	:	प्रत्येक कर्मकार (स्थायी/अस्थायी) को सिविल सेवा नियमावली जिल्द भाग के उपबन्धों के अनुसार छुट्टियां स्वीकार्य होंगी।
5.	कार्य समय	:	प्रबन्ध समिति के निदेश पर प्रत्येक कार्य दिवस में 8 घण्टे कार्य करना होगा, शर्त कि प्रबन्ध समिति को सुविधा पर अपेक्षानुसार पारी में कार्य करना पड़ सकता है।
6.	टिप्पणी	:	छुट्टियां, विश्राम दिवस आदि को प्रशासनिक सुविधा और कार्य की आवश्यकता के अनुसार कर्मचारियों / कर्मकार के कार्यभारी अधिकारी द्वारा बदला जा सकता है और नियोजित अवधि की अपेक्षा अतिरिक्त किये गये कार्य के मामले में क्षतिपूर्ति अवकाश उन कर्मकारों को नहीं मिलेगा जो दौरे पर है और उस समय के लिए यात्रा भत्ता प्राप्त करते है।

(डॉ० सी० एम०),
मुख्य प्रशासक,
हरियाणा शहरी नियोजन प्राधिकरण, पंचकूला।

HARYANA GOVERNEMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 16th March, 2009

No. Auth. 2009-6866.—In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide memo No. 1/2/2009-IICP dated 16.02.2009, are hereby makes the following regulations regulating the recruitment and conditions of services of persons appointed to the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group D), service namely.--

PART I — GENERAL

Short title commencement.

1. (1) These regulations may be called the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority (Group D) Service Regulations,2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions.

2. (1) In these regulations unless the context otherwise requires.

(a) "Act" means the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977),

(b) "Appendix" means an Appendix appended to these regulations;

(c) "appointing authority" means the authority specified in regulation 5 of these regulations;

(d) "Chairman" means the Chairman of the Authority.

(e) " Commission " means the Haryana Staff Selection Commission;

(f) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in the service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/ organization approved by the Authority for the purpose of appointment by transfer or deputation;

(g) "Education Board" means the Board of School Education, Haryana established under the provisions of the Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other Education Board established by law in any of the States of India.

(h) "employee" means a member of the Service,

(i) "Engineer-in-Chief " means the Head of the Engineering Wing of Haryana Urban Development Authority and shall include Chief Engineer,

(j) "Executive Engineer" means the Executive Engineer of Haryana Urban Development Authority.

(k) "Government" means the Government of the State of Haryana.

(l) "recognised university" means, -

(i) any university incorporated by law in India; or

(ii) any other university which is declared by the Authority to be a recognized university for the purpose of these regulations;

(m) "institution" means,--

(i) any institution established by law in force in the State of Haryana; or

(ii) any other institution recognized by the Authority for the purpose of these regulations;

(n) "Service" means the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority (Group D) service;

(o) "Superintending Engineer" means the Superintending Engineer of Haryana Urban Development Authority;

(p) "regular work charged field staff" means an employee who is employed upon the actual execution, operation or maintenance of a specific work or sub works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works and later on made regular on his post.

(2) "words and expressions" used but not defined in these regulations shall have the same meaning respectively assigned to them in the Act and the Punjab Civil Services Rules, as applicable to the State of Haryana;

PART-II RECRUITMENT TO SERVICE

3. The Service shall comprise the posts mentioned in Appendix A to these regulations. Character of posts

Provided that nothing in these regulations shall affect the inherent right of the authority to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. (1) No person shall be appointed to any post in the Service unless he is: Nationality, domicile and character of candidates appointed to Service

(a) a citizen of India; or

(b) a citizen of Nepal; or

(c) a citizen of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka or any of the East African Countries of Kenya, Uganda the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces, a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty years of age on the last date of receipt of application. Age

6. Appointment to the posts in the Service shall be made by the Executive Engineer. Appointing authority

7. No person shall be appointed to the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B, B1 and B11, as the case may be, to these Qualifications

regulations in the case of direct recruitment, and those specified in column 4 of the aforesaid appendix in the case of persons appointed otherwise than by direct recruitment.

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Haryana Urban Development Authority in case sufficient number of candidates belonging to reserve categories i.e. Scheduled castes, Backward classes, Other Backward Classes, Ex Servicemen and Physically Handicapped candidates possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

Disqualifications.

8. No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any post in the Service:

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

Method of recruitment.

9. (1) Recruitment to the Service shall be made by direct recruitment or

by transfer or deputation of an official already in the service of the Government of India or any State Government or Board or any Corporation constituted by the Central/State Government or any institution/organization approved by the Authority for the purpose of appointment by transfer or deputation.

(2) No recruitment against vacant post shall be done without prior written permission of the Chief Administrator.

Probation.

10. (1) A person appointed to the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise:

Provided that —

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this regulation; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,—

(a) if such person is appointed by direct recruitment, dispense with his services, and

(b) if such person is appointed otherwise than by direct recruitment -

(i) revert him to his former post, or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,—

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy; or

(b) if his work or conduct has, in its opinion not been satisfactory,—

(i) dispense with his service, if appointed by direct recruitment; if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Seniority.

11. (1) (a) The seniority of the members of the Service shall be maintained separately at the level of the Circle (for Civil Engineering wing).

(b) The seniority of the members of the service shall be maintained separately at the level of the Division (for Horticulture and Electrical wing).

(2) The inter seniority, of the members of the Service shall be determined by the length of continuous service on any post in the Service.

Provided that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority.

Provided further that in case two or more members are appointed on the same date their seniority shall be determined as follows:—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;

(b) a member appointed by promotion shall be senior to a member appointed by transfer;

(c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay on his previous appointment, and if the rates of pay drawn are also same, then by the length of their service in the appointment and if the length of such service is also same, the elder shall be senior to the younger member.

Liability to serve.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, as he may be ordered so to do by the appointing authority.

(2) A member of Service may also be deputed to serve under,—

(a) a company, association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or University within the State of Haryana;

(ii) [illegible] a body of individuals, [illegible] substantially owned or [illegible]

(iii) any other State Government, an inter-[illegible] or any autonomous body not controlled by the Government or a private body.

Transfer to local authority.

13. (1) Any employee shall be liable to be transferred permanently to the local authority to which the responsibility for the maintenance of the amenities provided in the area developed by the Authority is entrusted under section 72 of the Act. However, the terms and conditions of Service of any such employee in the concerned local authority shall not be inferior to the terms and conditions on which the employee is working in the Authority at the time of transfer.

(2) The Authority or the Chief Administrator may lay down criteria for effecting transfer of a member to the local authority.

Pay, leave, pension and other matters.

14. (1) In respect of pay, pension and all other matters not expressly provided for in these regulations, the members of the Service shall be governed by such rules or regulations as may have been or may hereafter be adopted or made by the Authority from time to time.

(2) Leave, holidays, rest and duty hours shall be as prescribed in Appendix C of these regulations. However, same can be altered with the approval of the Commissioner, Haryana Urban Development Authority.

Discipline, penalties and appeals.

15. (1) In matters relating to [illegible] members of the service shall be governed by the H[illegible] Act of 97, as amended from time to time.

(2) The Authority empowered to impose penalty, [illegible] appellate authority and the second appellate authority shall be as under:

Post	Appointing Authority	Authority empowered to impose penalty	Appellate Authority	Second and final Appellate Authority
All posts in Appendix A	Executive Engineer	Executive Engineer	Superintending Engineer	Chief Engineer/ Engineer-in-Chief

Vaccination.

16. Every member of the Service shall get himself vaccinated and revaccinated as and when the Government/Authority so directs by a special or general order.

Oath of allegiance.

17. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Power of relaxation.

18. Where the Government/Authority is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any [illegible] of persons.

Special provisions.

19. Notwithstanding anything contained in these regulations, an appointing authority may impose special terms and conditions in the order of appointment that is deemed expedient to do so by it.

Reservations.

20. Nothing contained in these regulations shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, other Backward Class, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time.

Provided that the total percentage of reservations so made shall not exceed fifty percent at any time.

Repeal and savings.

21. Any rule or resolution of the Authority applicable to the Service and corresponding to any of these regulations which is in force immediately before the commencement of these regulations is hereby repealed:

Provided that any order made or action taken under the rules or resolutions of the Authority so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Delegation.

22. The Authority may delegate its powers and functions under these regulations to Chief Engineer/Engineer-in-Chief, Haryana Urban Development Authority or any of its subordinate officers.

APPENDIX A

(See Regulation 3)

Sr. No.	Designation of posts	Number of posts				Scale of Pay (Rs.)
		Civil	Electrical	Horticulture	Grand Total	
1	Attendant	1	—	—	1	2550-55-2660-EB-60-3200
2	Auto Helper	2	—	—	2	2550-55-2660-EB-60-3200
3	Beldar	1088	17	77	1182	2550-55-2660-EB-60-3200
4	Bill Distributor	14	—	—	14	2550-55-2660-EB-60-3200
5	Black Smith	—	1	—	1	2550-55-2660-EB-60-3200
6	Carpenter Helper	8	—	—	8	2550-55-2660-EB-60-3200
7	Chowkidar	370	27	3	400	2550-55-2660-EB-60-3200
8	Cleaner	31	4	11	46	2550-55-2660-EB-60-3200
9	Complaint Attendant	5	—	—	5	2550-55-2660-EB-60-3200
10	Diesel Engine Helper	1	—	—	1	2550-55-2660-EB-60-3200
11	Electrical Helper	38	117	—	155	2550-55-2660-EB-60-3200
12	Electrical Surveyor Helper	7	1	—	8	2550-55-2660-EB-60-3200
13	Field Hostel Attendant	1	—	—	1	2550-55-2660-EB-60-3200
14	Fitter Collie/ Fitter Helper	104	—	—	104	2550-55-2660-EB-60-3200
15	Head Mali	—	—	58	58	2550-55-2660-EB-60-3200
16	Head Sewerman	9	—	—	9	2550-55-2660-EB-60-3200
17	Helper Civil Work	8	—	—	8	2550-55-2660-EB-60-3200
18	Keyman	48	—	—	48	2550-55-2660-EB-60-3200
19	Library Attendant	1	—	—	1	2550-55-2660-EB-60-3200
20	Mali	140	—	661	801	2550-55-2660-EB-60-3200
21	Mali-cum-Chowkidar	169	—	—	169	2550-55-2660-EB-60-3200
22	Mason Helper	13	—	—	13	2550-55-2660-EB-60-3200
23	Mate	88	—	—	88	2550-55-2660-EB-60-3200
24	Mechanical Auto Helper	1	—	—	1	2550-55-2660-EB-60-3200
25	Mechanical Fitter Helper	1	—	—	1	2550-55-2660-EB-60-3200
26	Mechanical Helper	6	—	—	6	2550-55-2660-EB-60-3200
27	Meter Reader Inspector Helper	1	—	—	1	2550-55-2660-EB-60-3200
28	Mortar Mate	21	—	—	21	2550-55-2660-EB-60-3200
29	Oilman	2	—	—	2	2550-55-2660-EB-60-3200
30	Pump Helper	3	—	—	3	2550-55-2660-EB-60-3200
31	Peon	4	—	—	4	2550-55-2660-EB-60-3200
32	Petroleman	30	—	—	26	2550-55-2660-EB-60-3200
33	Plumber Helper	6	—	1	7	2550-55-2660-EB-60-3200

34	Power lawn mower helper	—	—	7	7	2550-55-2660-EB-60-3200
35	Pump Attendant Helper	137	—	—	137	2550-55-2660-EB-60-3200
36	Sewerman	209	—	—	209	2550-55-2660-EB-60-3200
37	Store Chowkidar	19	3	—	22	2550-55-2660-EB-60-3200
38	Store Coolie	7	—	—	7	2550-55-2660-EB-60-3200
39	Surveyor Helper	11	—	—	11	2550-55-2660-EB-60-3200
40	Surveyor Khlasi	7	—	—	7	2550-55-2660-EB-60-3200
41	Sweeper	9	—	—	9	2550-55-2660-EB-60-3200
42	Sweeper-Cum-Chowkidar	4	—	—	4	2550-55-2660-EB-60-3200
43	White Washer Helper	1	—	—	1	2550-55-2660-EB-60-3200
44	Work Munshi Helper	1	—	—	1	2550-55-2660-EB-60-3200
	Total	**2615**	**169**	**819**	**3603**	**2550-55-2660-EB-60-3200**

2616 170 818 3604

APPENDIX B

(See regulation 7)

(CIVIL WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Sweeper/Sweeper-cum-Chowkidar/ Sewerman/ Sewer helper/ Sewer man-cum-Chowkidar	2550-55 2660-EB-60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) preference will be given to Ex-servicemen in case of Sewerman-cum-Chowkidar	(i) should be able to read and write Hindi (ii) Physically fit for field test (iii) Preference will be given to Ex-serviceman in case of Sewerman-cum-Chowkidar	
2	Head Sewerman	2550-55 2660-EB-60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit and field test (iii) 5 years experience as Sweeper/Sweeper-cum-Chowkidar/Sewerman/ Sewer helper/Sewerman cum-Chowkidar	
3	Mason Helper/ Plumber Helper/ Diesel Mechanical Helper/ Mechanical Fitter Helper/ Fitter Helper/ Fitter Cooler/ Electrician Helper/ Chargeman Helper/ Painter Helper/ Carpenter Helper/ Laboratory Technician Helper/ Bin Card Helper/ Bill cum-Meter Reader Helper/ Compressor Driver Helper/ Mason cum Carpenter/ Petrol Man/Store Cooler/Keyman/ White Washer	2550-55 -2660-EB 60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	

1	2	3	4	5	6
4	Laboratory Attendant/ Field Hostel Attendant/ Complaint Attendant/Store Attendant	2550-55 -2660-EB-60-3200	(i) should be minimum 8th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
5	Oil Man	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
6	Pump Attendant Helper/WPO Helper/ Chowkidar cum Pump Attendant/ Mali-cum-Pump Attendant	2550-55 -2660-EB-60-3200	(i) Matriculation or equivalent (ii) Knowledge of Hindi & English upto Matriculation (iii) physically fit for field test.	(i) Matriculation or equivalent (ii) Knowledge of Hindi & English upto Matriculation (iii) physically fit for field test.	
7	Truck/Vehicle Cleaner	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
8	Mali	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test (iii) minimum 5 years experience	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) minimum 5 years experience	
9	Chowkidar/ Mali-cum-Chowkidar/ Beldar/Beldar-cum-chowkidar/ Store Chowkidar	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test (iii) preference shall be given to Ex-servicemen	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) preference shall be given to Ex-servicemen.	
10	Survey Khalasi	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
11	Bill Distributer	2550-55 -2660-EB-60-3200	(i) Matriculation or equivalent (ii) Knowledge of Hindi/ Sanskrit upto Matriculation (iii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test with minimum 2 years experience.	
12	T-Mate/ Mate/ Motar Mate	2550-55 -2660-EB-60-3200	(i) Matriculation or equivalent (ii) Knowledge of Hindi/ Sanskrit upto Matriculation (iii) physically fit for field test.	(i) should be able to read and write Hindi (ii) physically fit for field test with minimum 2 years experience	

APPENDIX B I

(See regulation 7)

(ELECTRICAL WING)

Sl. No	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment	Remarks
1	2	3	4	5	6
1	Electrician Helper	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
2	Truck/Vehicle Cleaner	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
3.	Beldar / Store Chowkidar / Field Chowkidar	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	

APPENDIX B II

(See regulation 7)

(HORTICULTURE WING)

Sr. No.	Designation of posts	Scale of pay	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other then by direct recruitment	Remarks
1	2	3	4	5	6
1	Truck/Vehicle Cleaner	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test	(i) should be able to read and write Hindi (ii) physically fit for field test	
2	(a) Mali	2550-55 -2660-EB-60-3200	(i) should be minimum 5th class pass (ii) physically fit for field test (iii) 5 year experience as Mali	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) 5 year experience as Mali	
	(b) Head Mali		-do-		
3	Lawn Mower Helper	2550-55 -2660-EB-60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman.	These posts are diminution cadre
4.	Black Smith/ Mason Helper/ Plumber Helper	2550-55 2660-EB-60-3200	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman	(i) should be able to read and write Hindi (ii) physically fit for field test (iii) Preference shall be given to Ex-serviceman	These posts are diminution cadre

APPENDIX C

[See regulation 14 (2)]

1.	**Holidays:**	5 National and 5 Religious or Traditional holidays shall be allowed to every worker in the list of holidays to be published every year by the Engineer-in-Chief
2.	**Rest:**	One weekly rest shall be allowed to every workman.
3.	**Casual Leave**	A workman shall be allowed casual leave in a calendar year as per the scale given below:-
	(i)	Service upto 10 years 10 days.
	(ii)	Service from 10 to 20 years 15 days
	(iii)	Service above 20 years 20 days
		Note:—Number of years of Service shall be counted on 1st day of calendar year in which leave is to be availed
4.	**Earned leave and other Leave:**	Leave shall be admissible to the workman (permanent/temporary) as per the provisions of the Civil Services Rule Volume-I Part-I
5.	**Duty Timing:**	Working of 8 hours duration per day at the direction of the management. A workman may be required to work in shifts as per the requirement of work
6.	**Note:**	Holidays/rest days etc. may be altered by the officials/officer in-charge of the worker according to the administrative convenience and requirement of work and in lieu thereof compensatory holidays/rest may be allowed. Also in case of extra duty performed other than the specified period, compensatory rest may be allowed in lieu thereof except to those workmen who are on tour and get Traveling Allowance for the same.

T.C. GUPTA, IAS
Chief Administrator,
Haryana Urban Development Authority.

[1]Haryana Urban Development Authority (Conduct of Meetings) Regulations, 1977

1. *Short title.* — These regulations shall be called the Haryana Urban Development Authority (Conduct of Meetings) Regulations, 1977.

2. *Definitions.* — In these regulations unless there is anything repugnant in the subject or context

(a) 'Authority' means the Haryana Urban Development Authority.

(b) 'Agenda' means the items of business proposed to be transacted at a Meeting.

(c) 'Chairman' means the Chairman of the Authority.

(d) 'Chief Administrator' means the Chief Administrator of the Authority.

(e) 'Member' means a member of the Authority

(f) 'Minutes' means the record of proceedings of a meeting of the Authority.

(g) 'Presiding Authority' means the Chairman or in his absence the Vice Chairman or such other Member chosen to preside by the Members present at the meeting.

(h) 'Quorum' means the minimum number of members of the Authority/Committee whose presence is essential for the proper or valid transaction of business at a meeting.

(i) 'Secretary' means Secretary of the Authority.

3. *Holding of Meetings.*—The Authority may hold a meeting either ordinary or special for the transaction of business, adjourn and or regulate it and its proceedings as deemed fit, provided, however that an ordinary meeting shall be held once at least every 3 months. There shall ordinarily be not, an interval of more than 90 days between any two successive meetings.

4. *Who may call a meeting.*— The Chairman may, at any time, and shall on receipt of written request of two third of the number of members actually serving for the time being, convene a meeting of the Authority, provided that the special meeting shall be called by the Chairman alone, whenever there is an urgent matter for consideration at such a meeting.

5. *Date, time and place of Meeting.* — The meeting of the Authority shall normally be held at the head office of the Authority during office hours. The exact date, time and place of each meeting shall be fixed by the Secretary of the Authority with the prior approval of the Chairman

6. *Quorum.* — The quorum for every meeting of the Authority shal. be one third of the number of members actually serving for the time-being but shall not in any case, be less than four. The quorum for a meeting of the Committee shall, however, be three members except where the total number of members in a Committee is itself three, the quorum shall be two.

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1. Published in Haryana Gazette, Part III dated 7.6.1977 at page 336

7. *When quorum not present at a meeting*

(i) If within fifteen minutes from the time appointed for the meeting a quorum is not present, the meeting if convened on the written request of the members as laid down under regulation 4, shall be dissolved, but in any other cases it shall stand adjourned to any future day or to any hour of the same day, as the Presiding Authority may determine and announce at the time of adjournment. If in such adjourned meeting, a quorum is still not present within 15 minutes from the time appointed, the meeting shall stand dissolved.

(ii) When the quorum has once been constituted and the business of the meeting properly started, it shall continue, unless some member objects and calls the attention of the Presiding Authority to the absence of quorum. In such circumstances, the Presiding Authority would make a count and if there is no quorum within next fifteen minutes, he will adjourn the meeting to any future day or to any hour of the same day, as he may determine. The procedure thereafter shall be as prescribed in regulation 7 (i).

8. *Power to adjourn meeting.* — The Presiding Authority may if he thinks it necessary or expedient, and shall, if so directed by the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting which had been adjourned. When an adjourned meeting is to be held within 48 hours, it shall not be necessary to give a fresh notice. A notice shall be sent to all the members in the case of a regular meeting.

9. *Decisions in a meeting in which quorum is present.* — All questions or items at such a meeting shal. be decided by a majority of votes of the members present and voting and in case of equality of votes, the member presiding shall have a second or casting vote

10. *Who shall preside at the meeting.* — The Chairman shall preside at every meeting, or in his absence, the Vice-Chairman and if there be no Chairman or Vice-Chairman, present, then any one of the members present, whom the members present may elect, shall preside.

11. *Agenda for meetings.* — The agenda for each meeting of the Authority shall be prepared by the Secretary, on the basis of the proposals received from the Chief Administrator. Before any item is included in the Agenda, the Secretary shall ensure that the item has been approved for inclusion by the Chief Administrator. Each item to be included in the agenda should be self-explanatory. If approval of the Authority is required on any item by calculation, approval of the Chief Administrator shall be obtained by the Secretary before circulation of that item

12. *Notice for the meeting.* —

(i) At least seven days' notice in writing for an ordinary meeting shal. be given to each member by the Secretary. An extra-ordinary meeting could, however, be convened at 24 hours' notice. A copy of the agenda for meeting shall also be sent to the members either with the notice or as soon thereafter as possible, but at least 3 days before the ordinary meeting.

(ii) If any member is out of India, or is otherwise not in a position to attend the meeting, the service of notice on such a member may be dispensed with by the Secretary with the prior approval of the Chief Administrator, provided that if any member is present without issue of notice, the proceedings of such meeting shall not be challenged on the ground of non-issuance of notice.

(iii) A notice shall be deemed to be duly served, if it is sent within the prescribed time limit to the member personally by hand or by post at the registered address communicated by the member in writing to the Authority.

13. ***Constitution of Committee.*** — The authority may appoint committees and Sub-committees consisting of such members as it may think fit and with such powers and functions as it may specify.

14. ***Participation of non-members in the deliberation of the meeting of the Authority.***—

(i) The Chairman shall have power to invite in a meeting any person (s) whose assistance or advice is considered necessary. Such person (s) shall have the right to attend such meeting of the Authority and to take part in the deliberations, but not the right to vote.

(ii) The Secretary and any other officer (s) official (s) of the Authority permitted by the Chairman shall attend the meeting and shall furnish or explain any information as may be asked by the Authority. The Secretary will participate in the discussion as and when required, but shall have no right to vote.

15. ***Recording and confirmation of minutes.***—

(i) Minutes shall be kept of the names of the members present and of the proceedings at each meeting in a book to be provided for the purpose, which shall be signed at the next ensuring meeting by the person presiding at such meeting, and shall be open to inspection by any member during office hours.

(ii) The proceedings of each meeting shall be prepared by the Secretary, after approval and signatures of the Presiding Authority, the proceedings shall be duly kept by the Secretary in his personal custody.

(iii) No person shall be entitled to object to the text of the minutes of any meeting unless he was present at the meeting to which they relate.

16. ***Removal from membership.*** — The State Government may remove, from office of any member—

(i) who, without excuse, sufficient in the opinion of the State Government, is absent for more than four consecutive meetings of the Authority,

(ii) who has, in the opinion of the State Government so abused his position as a member as to render his continuance on the Authority detrimental to the interest of the Authority.

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[1]Haryana Urban Development (Disposal of Land and Buildings) Regulations, 1978

No. Authority-A-13/10084 — In exercise of powers conferred by section 5 (1) of the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977) and all other powers enabling it in this behalf, the Haryana Urban Development Authority, with the previous approval of the Government of Haryana conveyed vide their memo No. 11/30-2 UD-14/2/78, dated 29th May, 1978, hereby makes the following regulations, namely :—

1. ***Short title and commencement.*** — These regulations may be called the Haryana Urban Development (Disposal of Land and Buildings) Regulations, 1978.

2. ***Definition.*** — In these regulations unless the context otherwise requires -

(a) "Act" means the Haryana Urban Development Authority Act, 1977.

(b) "ADDITIONAL PRICE" and "ADDITIONAL PREMIUM" means such sum of money as may be determined by the Chief Administrator in respect of the sale or lease of land or building by allotment, which may become payable by the transferee or lessee with respect to land or building sold or leased to him in a sector on account of the enhancement of compensation of any land or building in the same sector by the court on a reference made under section 18 of the Land Acquisition Act, 1894, and the amount of cost incurred in respect of such reference.

Explanation. For the purpose of this Regulation, the expression "the Court" means the court as defined in clause (d) of section 3 of the Land Acquisition Act, 1894, and where an appeal is filed, the "Appellate Court".

[(bb). "Non-nuisance professional consultancy" means an activity carried on by an individual by his personal skill and intelligence and includes :-

(a) Doctors (without Nursing Home);

(b) Lawyers;

(c) Tax Consultants ;

(d) Architects (without studio) ;

(e) Contractor Consultants ;

(f) Chartered Accountant/Company Secretaries ;

(g) Property consultants ;

(h) Tourist Guides]

(c) "Obnoxious trade" shall be deemed to be carried on a land or on a building erected on land allotted by the Authority if the land or building is used for any of the following purposes,

(i) melting tallow, dressing raw hides, building bones, offal or blood ;

1. Published in Haryana Gazette "Extraordinary" dated 13.6.1978 at page 358.

2. Inserted by Haryana Urban Development Authority [illegible] 1999.

[– 19]

(v) as a soap house, or boiling house, Acetylene house or factory;

(vi) as a brick-field, brick-kiln, charcoal-fire, pottery or lime-kiln or for stone crushing;

(vii) as any manufactory, engine house, store house or place of business from which offensive or injurious smells, gases, noise or smoke arise;

(viii) as a yard or depot for trade in unsized timber, hay, straw, thatching grass, wood, charcoal or coal, or other dangerous or inflammable material;

(ix) as a store house for any explosive or for petroleum or any inflammable substance;

(d) "Premium" means the amount paid or promised for the transfer of a right to enjoy land on lease-hold basis under these regulations;

(e) "Price" means the amount paid or promised for the transfer of immovable property on free-hold basis;

(f) "Schedule" means a schedule annexed to these regulations;

(g) "Section" means section of the Act;

(h) "Sector" means an area of land which forms the unit for purposes of fixation of sale price/premium;

(i) "Tentative price" or "tentative premium" means such price/premium as may be determined by the Authority in terms of Regulation 4 for disposal by allotment in which the cost of land included is based on the compensation awarded by the Collector under the Land Acquisition Act, but does not include any enhancement that may be awarded by the court on a reference made under section 18 of Land Acquisition Act, 1894.

Explanation.- For the purpose of this Regulation, the expression "the Court" means the court as defined in clause (d) of section 3 of the Land Acquisition Act, 1894 and where an appeal is filed, the "appellate Court".

3. ***Mode of disposal.***—Subject to any direction issued by the State Government under the Act and to the provisions of sub-section (5) of section 15 of the Act —

(a) the Authority may dispose of any land belonging to it in developed or undeveloped form;

(b) any land or building of the Authority may be disposed of by Authority by way of sale or lease or exchange or by the creation of any easement right or a privilege or otherwise.

(c) the Authority may dispose of its land or building by way of sale or lease either by allotment or by auction, which may be by open bid or by inviting tenders.

COMMENTARY

Allotment - School sites - Order of D.B. of Pb. & Har. H.C. was challenged before the Apex Court - Upholding the view of the Division Bench it was observed that a Committee should be constituted to determine the market value of the site to be allotted to various schools who may make payment of market price in lump sum and allotment may be got approved from the first Court of H.C. - In case petitioners refuse to accept allotment under the guidelines and Scheme of HUDA, the site would be put to public auction - *New India Public School v. H.U.D.A.*, 1996 H.R.R. 451 S.C.

SALE OR LEASE OF LAND/BUILDING BY ALLOTMENT

4. ***Fixation of tentative price/premium.*** — (1) The tentative price/premium for the disposal of land or building by the Authority shall be such as may be determined by the authority taking into consideration the cost of land, estimated cost of development, cost of buildings and other direct and indirect charges as may be determined by the Authority from time to time.

(2) An extra 10% and 20% of the price/premium shall be payable for "preferential" and "Special preferential" plots respectively.

COMMENTARY

Allotment - Petitioner had applied for allotment of an industrial plot on 3.8.1979 - Case for entitlement of allotment was duly approved by Industry Department which recommended one quarter acre of land. Allotment unduly delayed on one pretext or other - H.U.D.A. adopted "pick and choose" policy which is obviously arbitrary and in violation of natural justice - H.U.D.A. directed to make the allotment keeping into view recommendation of Industrial Department - Price should be charged at the rate available in the year 1980-81 - But petitioner will pay the balance amount with 9% per annum interest from 15.2.1980 - Petition allowed with cost of Rs. 10,000 - *M.R. Engineering Works (M/s.) Faridabad v. State of Haryana*, 2005(1) HRR 169.

Enhanced price - Tentative price - Plot was alloted to the petitioner in Mansa Devi's Complex at tentative price - Demand of additional price was raised by HUDA from the petitioner which was challenged under Art. 226 of Constitution - High Court not to enter into calculations made by HUDA - Such points regarding particular amount of compensation to be included in the total amount of compensation or not may be determined by HUDA on representation made before it in this regard - The matter should be decided by passing a speaking order by HUDA - *Ajay Sood v. Haryana Urban Development Authority*, 1997 H.R.R. 597 D.B.

Excessive price - Appellants were offered allotment of industrial plots at the price of Rs. 115/- per sq. metres - Later on, the price was determined at the rate of Rs. 483.37 per sq. meter which they had accepted - Held, once having accepted the allotment at the enhanced price the appellant cannot raise the objection that the price was unjustified - 1991 PLJ 433 and 487 affirmed - *Pursu Anand v. State of Haryana*, 1994 HRR 94.

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5. ***Procedure in case of sale or lease of land or building by allotment.*** (1) In the case of sale or lease of residential and industrial land or building by allotment the intending purchaser shall make an application to the Estate Officer concerned in the prescribed form (annexed to these regulations as given at forms 'A' and 'B' respectively.

(2) No application under sub-regulation (1) shall be valid unless it is accompanied by such amount as may be determined by the Authority, which shall not be less than ten per cent of the price/premium in the form of a demand draft payable to the Estate Officer, and drawn on any scheduled bank situated at the local place of the Estate Officer concerned or any other such place as the Estate Officer may specify.

(3) In the case of residential plot/building when the application has been so tendered, the Estate Officer or such other officer as may be empowered, shall subject to such directions as may be issued by the Authority in this behalf consider the applicant for allotment of a plot or building of the size applied for. The allot-

ment may be on 'first come first served' basis or by draw of lots, as may be determined by the Authority and the successful applicant shall be sent allotment letter, in form 'C' or 'C1' by registered post ; provided that for the purposes of proper planning and development of an urban estate, land or building may be reserved for groups or individuals or for persons practicing any profession or carrying on any occupation, trade or business or for such other category of persons, Government Departments and Institutions, charitable institutions and other organisations of public welfare, as may be decided by the Authority from time to time.

(4) In the case of industrial land or building, allotment shall be made in accordance with the recommendations of the Directorate of Industries as to the genuineness of the party, priority of the industry, the area required for the industry etc.

(5) The applicant to whom the land/building has been allotted shall communicate his acceptance or refusal in writing within 30 days of the date of allotment, by registered post to the Estate Officer. In case of acceptance, the letter shall be accompanied by such amount as intimated to him in the allotment letter. In case of refusal, he shall be entitled to the refund of the money tendered with the application. In case he fails to either accept or refuse within the stipulated period, allotment shall be deemed to be cancelled and the deposit made under sub-regulation (2) may be forfeited to the Authority and the applicant shall have no claim for damages.

(6) The payment of balance of the price/premium shall be made, in the manner as may be communicated, either in lump sum or in such number of annual or half yearly equal instalments not exceeding ten, as may be decided by the Authority from time to time. The amount of first instalment shall be payable within one year or six months from the date of allotment and the subsequent instalments shall similarly accrue every yearly/half yearly on the due date, as the case may be.

(7) Each instalment would be recoverable together with interest on the balance price/premium, at the rate as may be decided by the Authority at the time of allotment. The interest shall, however, accrue from the date of offer of possession of land/building. No interest shall be payable if the whole of the balance price/premium is paid in full, within sixty days of the offer of possession. If at any time the transferee opts to make the balance payment in full, he shall be entitled to do so and interest shall be charged on the balance amount only for the period from the date the last instalment was due to the date he makes full payment.

[(7A) The payment of instalment(s) on due date is mandatory. In case the payment of instalment(s) is not made on due date, interest at the rate as may be decided by the Authority from time to time shall be chargeable on the delayed payment of instalment(s) irrespective of the fact whether the possession has been offered or not.]

COMMENTARY

Allotment - Allottee refused to accept allotment - Information conveyed within 30 days as required by Regulation - He was compelled to send information through postal agency - Allotment Letter issued on 20.8.1998 whereas information of refusal was conveyed on 18.9.1998 i.e. within 30 days - Question of forfeiture of entire amount does not arise - Deposited amount of Rs. 57,060/- to be refunded *Harish Chander Mehra v. Haryana Urban Development Authority*, 2006 (Suppl.) HRR 248 DB

1. Added by Haryana Govt. Gaz. Part III dated 24.11.2004 at page 146

Arbitrary action - Allotment of plot - According to the policy HUDA authorities were to allot the plot on 'first come first served' basis - Petitioner's claim, though prior in time, was ignored without any reasonable basis and plots were allotted to the respondents - Action of the HUDA authorities is arbitrary in nature - Petitioner who had applied prior in time had to be given preference over and above the persons who applied later, all other things being equal - Authorities were directed to allot 10 Marlas plot to the petitioner - *Nand Lal Bajaj v. State of Haryana*, 1991 HRR 657 = 1991 PLJ 695

Compound interest - Delay in payment - There is no provision of H.U.D.A. Act, 1977 or Regulations 1978 which provides for charging compound interest on delayed instalment towards payment of balance price - HUDA authorities can charge only simple interest on the balance amount - Demand of compound interest is unjust and arbitrary - Simple interest at the rate of 15% P.A. for delay in payment of additional price can be charged from the allottee- petitioner - *Gian Inder Sharma v. Haryana Urban Development Authority*, 2003 HRR 480.

Instructions - Instructions for transfer and re-transfer of plot including execution of conveyance deed in favour of allottee issued by Chief Administrator on 8.3.2000 - Instructions cannot be applied with retrospective effect but are prospective in operation - Transfer for which no permission had been granted prior to the issue of said decision can be governed by these policy instructions - In other cases matter will be governed by the policy existing on or before 7.3.2000 - Action of Allotment Authority asking execution of conveyance deed in favour of allottee and subsequently in favour of transferee cannot be upheld under section 15 of HUDA Act - The policy requiring the allottee, who had paid the full amount, to get a conveyance deed in his own name and then to execute a sale deed in favour of intending purchaser, is not legally valid especilly where transfer and retransfer of plot has been allowed upto four times before issuance of said policy - *Sanjay Arora v. State of Haryana*, 2001 HRR 209 D.B.

Payment of interest - There is no provision of law where by HUDA can be permitted to charge interest on delayed payment at a rate exceeding 10% - Liability to pay interest arises from the date of delivery of possession, particularly when the parties have agreed as per letter of allotment - Demand of interest at the rate of 18% P.A. held to be unjustified in view of stipulation contained in clause 6 of a lotment letter - *Aruna Luthra v. State of Haryana*, 1997 H.R.R. 601

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SALE/LEASE OF LAND/BUILDING BY AUCTION

6. ***Sale or lease of land or building by auction.***—(1) In the case of sale or lease by auction, the price/premium to be charged shall be such reserve price/premium as may be determined taking into consideration the various factors as indicated in sub-regulation (1) of Regulation 4 or any higher amount determined as a result of bidding in open auction.

(2) 10 per cent of the highest bid shall be paid on the spot by the highest bidder in cash or by means of a demand draft in the manner specified in sub-regulation (2) of Regulation 5. The successful bidder shall be issued allotment letter in form 'C' or 'C-II' by registered post and another 15 per cent of the bid accepted shall be payable by the successful bidder, in the manner indicated, within thirty days of the date of allotment letter conveying acceptance of the bid by the

Chief Administrator failing which the 10 per cent amount already deposited shall stand forfeited to the Authority and the successful bidder shall have no claim to the site/building auctioned.

(3) The payment of balance of the price price fixed rate of interest chargeable and the recovery of interest shall be in the same manner as provided in sub-regulations (6) and (7) of Regulation 5.

(4) The general terms and conditions of the auction shall be such as may be framed by the Chief Administrator from time to time or announced to the public before auction on the spot.

COMMENTARY

Allotment of booth - The petitioner was allotted a booth on the basis of highest bid of Rs. 1,94,500/- - The petitioner deposited 25% of the total price as required under the Rules - HUDA failed to give possession of booth even after deposit of required amount - He was asked to deposit a sum of Rs. 2,50,414/- - A show cause notice was issued as to why a penalty of Rs. 25041.40 i.e. 10% of the amount be not imposed upon him - The authorities imposed this penalty even before the due date for payment - The Administrator dismissed the appeal without any sound reasons - Instead of delivering the possession of booth the petitioner was directed to pay the penalty without any justification - Even the appellate authority dismissed the appeal without applying its mind - Order of appellate authority is not only arbitrary and cryptic to the core but is also a clear example of non application of mind and as such cannot be sustained - *Jatinder Soot v. Haryana Urban Dev. Authority*, 2000 HRR 391 D.B

Bidder's right - The highest bidder of plot in open auction does not get a right merely with depositing 10% of the amount - Administrator has power to accept or reject the offer if amount of auction is below expectation - It is not correct to say that he cannot refuse to accept if offer exceeds the reserved price - Bid can be rejected if amount is considered inadequate - No arbitrary act on part of Administrator proved - *Harpal Singh v. Haryana Urban Development Authority*, 2006 (Suppl.) HRR 257 DB

Forfeiture - Opportunity - There is nothing in paragraph 7 and 11 of the conditions of allotment which casts a duty on Chief Administrator or other competent authority to cancel the allotment as a matter of costs and to apply forfeiture clause - While reading paragraph 4 with paragraphs 7 and 11 of the allotment letter it became clear that no action can be taken by the authority to the prejudice of an allottee without compliance of the rules of natural justice - That apart Section 17 represents embodiment of the rules of Audi alterm partem - Therefore giving of notice to the allottee before an order of cancellation for non deposit 15% of the bid money within 30 days is mandatory in view of *State of Orissa's case* AIR 1967 SC 1267 - *Smt. Sandhya Jindal v. State of Haryana*, 1997 H.R.R. 60 D.B.

Notice - Duty of Haryana Urban Development Authority - It was pleaded by HUDA authorities that letter was communicated by registered post to allottee who failed to deposit 15% amount as required under rules - Sending of letter by registered post cannot be treated as equivalent to receipt of letter - It was the duty of the authorities of HUDA to make an enquiry in this regard before cancelling the allotment - Impugned order being arbitrary in nature is liable to be quashed - *Smt. Sandhya Jindal v. State of Haryana*, 1997 H.R.R. 60 D.B

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COMMENCEMENT AND PERIOD OF LEASE

7. The lease shall commence from the date of allotment or auction, as the case may be, and shall be for a period of 99 years. The lease may be renewed for such further period and on such terms and conditions as the Authority may decide.

8. *Payment of ground rent and consequence of non-payment.* — In the case of disposal of land/building on lease hold basis, the claimant to the premises, in respect of land, the lessee shall pay ground rent as under :—

(i) Annual ground rent shall be 2½% of the premium for the first 33 years which may be enhanced by the Authority to 5% of the premium for the next 33 years and to 5% of the premium for the remaining period of lease.

Provided that in the case of lease of land/building for educational and charitable purposes, the authority may fix a lower rate of ground rent ;

Provided further that in the case of disposal of building, ground rent shall be charged on the premium on land alone and for purposes of calculating the premium on land the cost of construction on super- structure shall be reduced from the tentative premium of building determined under sub-regulation (1) of Regulation 4 and sub-regulation (1) of Regulation 6, as the case may be. The decision of the Chief Administrator shall, however, be final in this behalf.

(ii) Ground rent shall be payable annually on the due date without any demand from the Estate Officer :

Provided that the Estate Officer may for good and sufficient reasons extend the time for payment of ground rent up to 3 months on payment of interest on such rate as may be decided by the Authority from the due date up to the date of actual payment.

9. *Deposit of unearned increase with the Authority.* — In the case of transfer of land/building disposed of on lease-hold basis, 50% of the unearned increase in the value of land, i.e., the difference between the premium and market value of the land building at the time of transfer shall be paid to the Authority before registering such sale or transfer. The market value of the property for this purpose shall be assessed by the Estate Officer or such other officers as may be authorised by the Chief Administrator. The lessee shall be entitled to produce evidence and to being heard.

10. *Liability to pay additional price/premium.*—(1) In the case of sale/lease of land/building by allotment the transferee or lessee shall be liable to pay to the Authority, in addition to the tentative price/premium, the additional price/premium, if any, determined in respect thereto under these regulations.

(2) The additional price/premium shall be payable by the transferee or lessee within a period of thirty days of the date of demand made in this behalf by the Estate Officer without interest or in such number of instalments with interest as may be determined by the Chief Administrator.

11. If any instalment of premium, ground rent, unearned increase or any other dues in respect of any lease of any land/building or both is not paid within 30 days from the date it falls due, the Estate Officer shall proceed against him in accordance with the provisions of Section 16 of the Act.

12. In case the price or any instalment thereof is not paid by the transferee within 30 days from the date it falls due, the Estate Officer shall proceed against such transferee in accordance with the provisions of section 17 of the Act.

13. *Delivery of possession.* — The possession of the land shall be delivered to the transferee or lessee as soon as the development works in the area where the land is situated are completed.

Provided that in the case of sale/lease of land/developed land/building, possession thereof shall be delivered within 90 days of the date of allotment.

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14. *Surrender of land by the transferee or lessee.* — If a transferee/lessee is unable to raise construction on the land disposed of to him due to certain compelling circumstances the Estate Officer may allow to surrender the land at his discretion, subject to the policy guidelines laid down by the Chief Administrator from time to time. In the case of acceptance of surrender, the interest amount recovered from the transferee/lessee shall not in any case be refunded.

COMMENTARY

Unauthorised possession - Plot purchased by petitioner in open auction was under unauthorised possession of certain persons who approached Hon'ble Supreme Court to defend their possession - Respondent allotment authority did not appear before the Apex Court and exparte order was passed against respondent - Petitioners are entitled to refund of entire price with 9% p.a. interest - Provision of Regulation 14 of Regulation 1978 not attracted in the case - Petition allowed - *Hari Niwas v. State of Haryana*, 2003 HRR 482

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15. *Transfer of rights in the land/building by the transferee or lessee.* - The transferee or lessee shall not transfer his rights in the land/building except with the previous permission of the Estate Officer. The Estate Officer while granting such permission may impose such conditions, as may be decided by the Chief Administrator from time to time.

COMMENTARY

Natural justice - Permission for transfer and re-transfer of plot already granted to the allottees - Authorities cancelled permission by issuing new policy instruction withdrawing such permission without affording any opportunity to the person concerned - Cancellation of permission through such policy is not legally sustainable as it violates principle of natural justice - Sanjay Arora v. State of Haryana, 2001 HRR 209 D.B

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16. *Use of land/building.* - The transferee or lessee shall not use the land/building for a purpose other than that for which it has been disposed of to him:

[1][Provided that the transferee or lessee of a land/building can use 25% of the built-up covered area of the building or 50 square meter, whichever is less, for rendering non-nuisance professional consultancy services with the prior permission of Chief Administrator on payment of fee which shall be as under:-

Total fee

1. For Panchkula, Gurgaon and Faridabad Urban Estates — Rs. 0.50 lacs
2. For Hisar, Rohtak, Bhiwani, Bahadurgarh, Sonepat, Rewari, Karnal, Panipat, Ambala Kurukshetra, Yamunanagar/Jagadhri Urban Estate — Rs. 0.30 lacs
3. For Hansi, Shahbad, Kaithal, Sirsa, Jind, Narnaingarh and Dharuhera Urban Estates — Rs. 0.20 lacs

1. Added by Haryana Govt. Gaz. Part II dated 2.2.1999

The permission will be given initially for a period of 5 years on payment of prescribed fee. The fee shall be recovered at 10% with application, 40% at the time of grant of permission and balance 50% after one year from the date of permission failing which the permission shall stand cancelled. However 10% rebate shall be given if payment is made in lump sum. The permission shall be renewed after a period of five years on the payment of renewal fee, equal to 10% of total fee which will be recovered in lump sum at the time of renewal.]

[1][16-A. *Application to be made for rendering non nuisance professional consultancy services.* — A person seeking permission from Estate Officer, Haryana Urban Development Authority concerned for rendering non-nuisance professional consultancy services in land/building disposed of for residential purposes, should apply in form 'H' to the Estate Officer, Haryana Urban Development Authority concerned.

16-B. *Permission for rendering non-nuisance professional services.* — The Estate Officer, Haryana Urban Development Authority concerned on considering the application within a period of 30 days subject to fulfillment of requirements may grant permission to the applicant in form "I".]

***

17. *Time within which building is to be erected.* - The transferee or lessee shall complete the building within a period of two years from the date of offer of possession of the land, in accordance with the regulations regulating the erection of building:

Provided that the time limit may be extended by the Estate Officer if he is satisfied that the failure to complete the building was due to causes beyond the control of the transferee or lessee.

COMMENTARY

Construction - Extension fees - Allottees required to complete the construction work within two years as stipulated in the allotment letter - Amenities including electrification in the area not provided - Rather extension fees was levied upon the allottee - Allottee cannot be blamed for not constructing the work within stipulated time - Nor extension fees can be charged till the development work is completed by the HUDA - HUDA directed to provide the amenities to the allottee expeditiously - *Satnam Singh v. Haryana Urban Development Authority*, 1993 HRR 370 = 1993 PLJ 94.

Extension fee - Delay in construction - Allottee could not start construction of building because building plans were not entertained till the plot in question was transfered in his name - Delay in transfer of plot was the result of action of allottment authority - Allottee cannot be blamed for noncompletion of construction in time nor any extension fee could be levied upon the allottee from the date of grant of permission for transfer of plot till the date of re-allotment thereof - *Sanjay Arora v. State of Haryana*, 2001 HRR 209 D.B

1. Regulations 16-A & 16-B inserted by Haryana Govt. Gaz. Part II dated 2.2.1999

Extension fees - Resumption - Petitioner was allotted a residential plot under the provisions of Pb. Urban Estates (Dev. & Reg.) Act, 1964 - She deposited the entire sale consideration - Could not construct the house within the extended time - Extension was given upto 30.4.73 - In the meanwhile HUDA Act came into force - Petitioner's plot was resumed and sale price was forfeited without any notice - Held order of resumption is not justified - This harsh step should not be taken in order to regulate the planned development of the City - Resumption order set aside - *Sita Ram Gupta v. State of Haryana*, 1994 HRR 144.

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18. *Fragmentation.* - No fragmentation of any land or building shall be permitted.

19. *Prohibition of obnoxious trade.* - No obnoxious trade shall be carried out in or on any land-building.

20. *Conveyance or lease deed.* -

[1][(i) On payment of full amount of the price of land/building, the transferee shall execute a deed of conveyance in the forms 'D' and 'E' respectively, annexed to these regulations as the case may be, in such manner, as may be directed in this behalf from time to time.]

(ii) The lessee shall execute deed of lease in forms 'F' and 'G' respectively annexed to these regulations as the case may be, in such manner, as may be directed in this behalf from time to time, within six months of the [2][payment of full premium]

21. *Payment of documental charges.* - The transferee or lessee, as the case may be, shall bear and pay all expenses or documental charges in respect of execution of deed of conveyance or lease, including the stamp duty and registration fee payable therefor.

22. *Power of relaxation* - The Authority may relax any of the provisions of the Regulation with prior permission of the State Government except in so far as such relaxation is not inconsistent with the provisions of the Act.

* * * *

FORM A

[*See* Regulation 5(1)]

APPLICATION FOR ALLOTMENT BY SALE OR LEASE OF A RESIDENTIAL SITE/BUILDING(S) IN THE URBAN AREA OF - ————-

To

The Estate Officer,
Haryana Urban Development Authority.

Dear sir,

I/We ..... request that I/we may be allotted a residential building site(s)/Building(s) as stated below in the Urban area of..... .... : —

Sector/Block	Size of site	Number of site(s) or Building(s)	Serial No. of site(s) or Building(s) in the order of preference in case the allotment is to be made on "First come first served" basis

1. Substituted by Haryana Govt. Gaz. (extra) dated 8.3.2000 at page 464
2. Substituted by Haryana Govt. Gaz. (Extra) dated 17.10.1979 at page 1810

2. Enclosed is a Demand Draft No.————dated- - - - - for an amount of Rs.————which is equivalent to-————% of the tentative price/premium for the site(s) Building(s) detailed in para 1 above as earnest money payable to the Estate Officer————and drawn on - - - Bank at————.

3. If the site(s)/Building(s) of my-our preference as indicated in para 1 above is/are not available, I/We would like to:

(a) get the earnest money, or

(b) get any other site(s)/Building(s) in the Sector applied for : failing which I would like to have the amount/earnest money back.

4. I/We agree to conform and abide by the terms and conditions as contained in the Haryana Urban Development Authority Act, 1977 and in the Rules and Regulations applicable thereunder.

Yours faithfully,
Signature————
Name————
Address————

Dated————
the————19

*Strike out what is not applicable

Note:—No interest shall be payable on the money of the applicant for the period for which the same is lying with the Authority.

(2) The address given in the application should be complete.
Any change in the address should be notified to the Estate Officer by registered A.D. Letter.

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FORM B

[*See* Regulation 5(1)]

APPLICATION FOR ALLOTMENT BY SALE OR LEASE OF AN INDUSTRIAL SITE (S)/BUILDING(S) IN THE URBAN AREA OF.....

To

The Estate Officer,
Haryana Urban development Authority,

Dear Sir,

I/We, ————, on behalf of————which is a sole Proprietorship/ Partnership firm/Private Limited Company/Public Limited Company (or any other status to be clearly indicated. An authenticated copy of the certificate of registration and the resolution of the Board authorising the applicant(s) to apply on behalf of Company to be attached) request that I/We may be allotted industrial site (s) Building (s) for setting up an industry, detail of which are given below:—

1. My/Our preference is for site (s)/building (s) as mentioned below :—

Sector/Block	Size of site in Hectares or description of building	Serial No. of site(s)/building(s)

2. Enclosed herewith is the Demand Draft No.————dated————for an amount of Rs.————which is equivalent to ——% of the tentative price/premium of the site(s)/Building (s) detailed in para 1 above as earnest money payable to the Estate Officer————and drawn on —— ——Bank at————

3. (i) Type of industry to be stated———
(ii) Whether Licence necessary under———
Industrial Development and Regulation
Act, has been obtained and if not, steps taken to secure
the licence be stated
If already secured a copy of the licence be attached———
(b) In case of a Small Scale Industry
whether registered with the D.I. (a copy
of the registration certificate of the attached) ———
(c) (i) Estimated cost of the project and how to be met———
(ii) Whether foreign exchange is involved, if so, arrangements made to
secure it ....
(d) If capital has to be raised in market steps taken to secure it. ———
———
(Permission of Controller of Capital issues for raising capital to be attached,
if available)———
(e) Time to be taken for completion of the project———
(f) Details of staff to be employed ———
(i) Managerial Staff ———
(ii) Technical Staff ———
(iii) Ministerial and labour personnel———
(g) Copy of the proposed layout of the site indicating broadly the covered
area under various Units of factory. ———
(h) Is any foreign collaboration visualised,
and if so, steps taken to secure it. ———
(i) Phased requirements of electric power———

4. I/We agree to conform to and abide by the terms and conditions as contained in the Haryana Urban Development Authority Act, 1977 and in the rules and regulations applicable thereunder.

Dated———
the———

Yours faithfully
Signature(s)———
Name(s)———
Address(es)... .....

Note (1) No interest shall be payable on the money of the applicant for the period for which the same is held by or lying with the Authority.
(2) The address given in the application should be complete. Any change in the address should be notified to the Estate Officer by registered A.D. post.
(3) Strike out whatever is not applicable.

Registered

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FORM C

[See Regulation 5 (3)]

(Form of allotment letter, for allotment made on free-hold basis. To be used for residential/industrial/commercial plots/buildings disposed of by allotment only.)

From

The Estate Officer,
Haryana Urban Development Authority,

To

———

Memo No.——— Dated———

Subject.—Allotment by sale of ——— plot/building No. ———
Sector——— at ——— on free-hold basis

Please refer to your application for the allotment of a ——— plot/building at———

2. Yours application has been considered and a ———plot/building, as detailed below, has been allotted to you on free hold basis as per the following terms and conditions and subject to the provisions of the Haryana Urban Development Authority Act, 1977, (hereinafter referred to as the Act) and the rules/regulations applicable thereunder and as amended from time to time. The approximate area of the site/building and the tentative price of the plot/building given below, are subject to the adjustment in accordance with the actual measurement at the time of delivery of possession.

Sector No.	Name of Urban Area	Plot/building No.	Approximate in description	Area in sq. Metres	Tentative price of the plot building

3. The plot is preferential/special preferential one and an extra price at (a) 10 per cent/20 per cent of the price mentioned in para 2 above is Rs.

4. In case you refuse to accept this allotment, you shall communicate your refusal by a registered letter within 30 days from the date of allotment letter, failing which this allotment shall stand cancelled and the earnest money deposited by you shall be forfeited to the authority and you shall have no claim for damages.

5. In case you accept this allotment, please send your acceptance by registered post alongwith an amount of Rs.———within 30 days from the date of issue of this allotment letter, which together with an amount of Rs.——— paid by you alongwith your application form as earnest money, will constitute——— ——— per cent of the total tentative price.

6. The balance amount, i.e. Rs.———of the above tentative price of the plot/building can be paid in lump sum without interest within 60 days from the date of the issue of the allotment letter or in——— half yearly/annual instalments. The first instalment will fall due after the expiry of six months/one year of the date of issue of this letter. Each instalment would be recoverable together with interest on the balance price at ———per cent interest on the remaining amount. The interest shall, however, accrue from the date of offer of possession.

[16A.] The payment of instalment(s) on due date is mandatory. In case the payment of instalment(s) is not made on due date, interest at the rate as may be

[16A] Inserted by Haryana Govt. Gaz. Part I dated 29-1-2004 at page 146

decided by the Authority from time to time shall be chargeable on the delayed payment of instalment(s) irrespective of the fact whether the possession has been offered or not.]

7. The possession of the site will be offered to you on completion of the development works in the area. In the case of building or undeveloped land, the possession shall, however, be delivered within 90 days from the date of this letter.

8. Each instalment shall be remitted to the Estate Officer and every such remittance shall be accompanied by a letter showing the full particulars of the site, i.e. the number of the plot and sector number to which the payment pertains. In the absence of these particulars the amount remitted shall not be deemed to have been received.

9. The above price is tentative to the extent that any enhancement in the cost of land awarded by the competent authority under the Land Acquisition Act shall also be payable proportionately, as determined by the Authority. The additional price determined shall be paid within 30 days of its demand.

10. In case the instalment is not paid by the 10th of the month following the month in which it falls due, (or in case the additional price is not paid within time) the Estate Officer shall proceed to take action for imposition of penalty and resumption of plot in accordance with the provisions of Section 17 of the Act.

11. In the event of breach of any other condition of transfer the Estate Officer may resume the land in accordance with the provisions of section 17 of the Act.

12. The land/building shall continue to belong to the Authority until the entire consideration money together with interest and other amount, if any, due to the Authority on account of sale of such land or building or both is paid. You shall have no right to transfer by way of sale, gift, mortgage, or otherwise the plot/building or any right, title or interest therein till the full price is paid to the Authority, except with the prior permission of the competent authority.

[1][13. On payment of 100 per cent of the tentative price of the plot/building, you shall execute the deed of conveyance in the prescribed form and in such manner, as may be directed by the Estate Officer. The charges of registration and stamp duty will be paid by you.]

[2][14. The plot/building shall not be used for any purpose other than that for which it has been allotted in accordance with the plans approved by the competent authority except for rendering non-nuisance professional consultancy services in land/building disposed of for residential purposes to the extent of 25% of the built-up covered area of the building or 50 square meters, whichever is less, with the prior permission of the Chief Administrator on payment of fees, as mentioned in proviso to regulation 16. No obnoxious trade shall be carried out in or on any land/building.]

15. You shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said land/building by the competent authority.

16. You shall have to pay separately for any construction material, trees, structures and compound wall existing in your plot at the time of allotment of which compensation has been assessed and paid by the Authority if you want to make use of the same.

1. Substituted by Haryana Govt. Gazette vide dated 8.3.2000 at page 104.
2. Substituted by Haryana Govt. Gazette Pt. III dated 22.1.1999.

17. The Authority will not be responsible for leveling the uneven sites.

18. You will have to complete the construction within two years of the date of offer of possession, after getting the plans of the proposed building approved from the competent authority in accordance with the regulations governing the erection of buildings. This time limit is extendable by the Estate Officer if he is satisfied that non-construction of the building was due to reasons beyond your control, otherwise this plot is liable to be resumed and the whole or part of the money paid, if any, in respect of it forfeited in accordance with the provisions of the said Act. You shall not erect any building or make any alteration/addition without prior permission of the Estate Officer. No fragmentation of any land or building shall be permitted.

19. The Authority reserves to itself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same at all such times and in such manner as the Authority shall think fit, with power to carry out any surface or any underground working, and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and use surface of the said site for the purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exceptions and reservations herein contained.

Provided that the allottee shall be entitled to receive from the Authority such payment for the occupation by the Authority of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the authority and the allottee or failing such agreement as shall be ascertained by reference to arbitration.

20. The Authority may by its officers and servants at all reasonable times and in reasonable manners after 24 hours' notice in writing enter in and upon any part of the said land/building erected thereon for the purpose of ascertaining that the allottee has duly performed and observed the conditions to be observed under the Rules/regulations applicable under the Act.

21. The Authority shall have full right, power and authority at all times to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservations imposed and to recover from you as first charge upon the said land/building, the cost of doing all or any such acts and things and all cost incurred in connection therewith or in any way relating thereto.

22. All disputes and differences arising out of or in any way touching or concerning this allotment whatsoever shall be referred to the sole arbitration of the Chief Administrator or any other officer appointed by him. It will not be an objection to such appointment that the arbitrator so appointed is a Government servant or an officer of the Authority that he had to deal with the matter to which this allotment relates and in the course of his duties as such Government servant or officer as the case may be, he has expressed his views on all or any of the matters in dispute or difference. The decision of such arbitrator shall be final and binding on the concerned parties.

23. All payments shall be made by means of a demand draft payable to the Estate Officer, Haryana Urban Development Authority——————, drawn on any scheduled bank situated at—— ——————.

24. No separate notice will be sent for the payment of the instalments However, the information regarding the instalment, the amount, the due date etc., may be sent as a matter of courtesy.

Estate Officer,
Haryana Urban Development Authority.

Note -- (i) Any change in address must be notified by registered A.D. post — —.

(ii) Strike out whichever is not applicable.

REGISTERED

FORM "CC"

[*See* Regulation 6(2)]

(Form of allotment letter, for allotment made on free-hold basis. To be used for residential/industrial/commercial plots/buildings disposed of by auction only).

From

The Estate Officer,
Haryana Urban Development Authority.

To

_____

Memo No. _____ Dated .....

Subject :—Allotment by sale of _____ plot/building No. _____ — — — Sector _____ at _____ on free hold basis.

Please refer to your bid for plot/building No _____ in Sector-- _____ at _____.

2. Your bid for plot-building No. _____ in Sector _____ at _____ has been accepted and the plot/building, as detailed below, has been allotted to you on free- hold basis as per the following terms and conditions and subject to the provisions of the Haryana Urban Development Authority Act, 1977, (hereinafter referred to as the Act) and the rules/regulations applicable thereunder and as amended from time to time including terms and conditions as already announced at the time of auction and accepted by you.

Sector No.	Name of Urban area	Plot/building No	Approximate dimension or description as notified at the time of auction	Area in sq. Mts.	Price of plot/building

3. The sum of Rs. _____ deposited by you as bid money at the time of bid will be adjusted against the said plot/building.

4. You are requested to remit Rs. _____ in order to make the price of the said plot/building within 30 days from the date of acceptance of your bid. The payment shall be made by a bank draft payable to the Estate Officer _____ and drawn on any scheduled bank at _____. In case of failure to deposit the said amount within the above specified period, the allotment shall be cancelled and the deposit of 10% bid money deposited at the time of bid shall stand forfeited to the Authority, against which, you shall have no claim for damages.

5. The balance amount, i.e. Rs. _____ of the above price of the plot/building can be paid in lump sum without interest within 60 days from the date of issue of the allotment letter or in _____ half yearly annual instalments. The first instalment will fall due after the expiry of six months/one year of the date of issue of this letter. Each instalment would be recoverable together with interest on the balance price at _____% interest on the remaining amount. The interest shall however, accrue from the date of offer of possession.

[1][5A) The payment of instalment(s) on due date is mandatory. In case the payment of instalment[5] is not made on due date, interest at the rate as may be decided by the Authority from time to time shall be chargeable on the delayed payment of instalment(s) irrespective of the fact whether the possession has been offered or not.]

6. The possession of the site will be offered to you on completion of the development works in the area. In the case of building or undeveloped land, the possession shall, however, be delivered within 90 days from the date of this letter.

7. Each instalment shall be remitted to the Estate Officer and every such remittance shall be accompanied by a letter showing the full particulars of the site i.e. the number of the plot and sector number to which the payment pertains. In the absence of these particulars the amount remitted shall not be deemed to have been received

8. In case the instalment is not paid by the 10th of month following the month in which it falls due, the Estate Officer shall proceed to take action for imposition of the penalty and resumption of the plot in accordance with the provision of section 17 of the said Act.

9. In the event of breach of any other condition of transfer, the Estate Officer may resume the land in accordance with the provisions of section 17 of the Act.

10. The land/building shall continue to belong to the Authority until the entire consideration money together with interest and other amount, if any due to the Authority on account of sale of such land or building or both is paid. You shall have no right to transfer by way of sale, gift, mortgage, or otherwise the plot/building or any right, title or interest therein till the full price is paid to the Authority, except with the prior permission of the competent authority.

[2][11. On payment of 100 per cent of the tentative price of plot/building, you shall execute the deed of conveyance in the prescribed form and in such manner as may be directed by the Estate Officer. The charges of registration and stamp duty will be paid by you.]

[3][12. The plot/building shall not be used for any purpose other than that for which it has been allotted in accordance with the plans approved by the competent authority except for rendering non-nuisance professional consultancy services in land/building disposed of for residential purposes to the extent of 25% of the built-up covered area of the building or 50 square meters, whichever is less, with the prior permission of the Chief Administrator on payment of fees, as mentioned in proviso to regulation 16. No obnoxious trade shall be carried out in or on any land/building.]

1. Inserted by Haryana Govt. Gaz. Part III dated 29.11.2004 at page 746
2. Substituted by Haryana Govt. Gaz. (Extra) dated 8.7.2010 at page 463
3. Substituted by Haryana Govt. Gaz. Part III dated 2.2.1999

13. You shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said land/building by the competent authority.

14. You shall have to pay separately for any construction, material trees, structures and compound wall existing in your plot at the time of allotment of which compensation has been assessed and paid by the authority if you want to make use of the same.

15. The Authority will not be responsible for levelling the uneven sites.

16. You will have to complete the construction within two years of the date of offer of possession, after getting the plans of the proposed building approved from the competent authority in accordance with the regulations governing the erection of building. This time limit is extendable by the Estate Officer if he is satisfied that non-construction of the building was due to reasons beyond your control, otherwise this plot is liable to be resumed and the whole or part of the money paid, if any, in respect of it forfeited in accordance with the provisions of the said Act. You shall not erect any building or make any alteration/addition without prior permission of the Estate Officer. No fragmentation of any land or building shall be permitted.

17. The Authority reserves to itself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same at all such times and in such manner as the Authority shall think fit, with power to carry out any surface or any under ground working, and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and use surface of the said site for the purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exception and reservations herein contained :

Provided that the allottee shall be entitled to receive from the Authority such payment for the occupation by the Authority of the surface and for the damage done to the surface or building on the said land by such works or letting down as may be agreed upon between the Authority and the allottee or failing such agreement as shall be ascertained by reference to arbitration.

18. The Authority may by its officers and servants at all reasonable times and in reasonable manners after 24 hours notice in writing enter in and upon any part of the said land/building erected thereon for the purpose of ascertaining that the allottee has duly performed and observed the condition to be observed under the Rules/Regulations applicable under the said Act.

19. The Authority shall have full right, power and authority at all times to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservations imposed and to recover from you as first charge upon the said land/building, the cost of doing all or any such act and things and all cost incurred in connection therewith or in any way relating therein.

20. All disputes and differences arising out of or in any way touching or concerning this allotment whatsoever shall be referred to the sole arbitration of the Chief Administrator or any other officer appointed by him. It will not be an objection to such appointment that the arbitrator so appointed is a Government servant or an officer of the Authority that he had to deal with the matter to which this allotment relates and in the course of his duties as such Government servant or officer as the case may be, he has expressed his views on all or any of the matters in dispute or difference. The decision of such arbitrator shall be final and binding on the concerned parties.

21. All payments shall be made by means of a demand draft payable to the Estate Officer, Haryana Urban Development Authority— — — —drawn on any dated at———.

22. No separate notice will be sent for the payment of the instalments. However, the information regarding the instalment, the amount, the due date etc. may be sent as a matter of courtesy.

———(Any other condition not incorporated above, but announced at the time of auction, to be indicated)———

Estate Officer,
Haryana Urban Development Authority.

Note — (i) Any change in address must be notified by registered A.D. Post.
(ii) Strike out whichever is not applicable.

REGISTERED

FORM 'C-I'

[See Regulation 5(3)]

(Form of allotment letter, for allotment made on lease hold basis. To be used for residential/industrial/commercial plot/buildings disposed of by allotment only).

From

The Estate Officer,
Haryana Urban Development Authority.

To

.....

Memo No.
Dated

Subject. Allotment of.... ....plot/building No..... ....
Sector ... . at..... .. . on lease-hold basis

Please refer to your application for the allotment of a... plot/building at .....

2. Your application has been considered and a ..... plot/building as detailed below, has been allotted to you on lease-hold basis as per the following terms and conditions and subject to the provisions of the Haryana Urban Development Authority Act, 1977 (hereinafter referred to as the Act) and the rules/regulations applicable thereunder and as amended from time to time. The approximate area of the site/building and the tentative premium of the plot/building given below, are subject to the adjustment in accordance with the actual measurement at the time of delivery of possession.

Sector No.	Name of Urban Area	Plot/Building No.	Appr. dimension or description	Area in Sq. Meters	Tentative premium of the plot/building.

3. The plot is preferential/Special preferential one and an extra premium at the rate of 10 per cent/20 per cent of the price mentioned in para 2 above is Rs— — — —

4. In case you refuse to accept this allotment, you shall communicate your refusal by a registered letter within 30 days from the date of allotment letter,

failing which this allotment shall stand cancelled and the earnest money deposited by you shall be forfeited to the authority and you shall have no claim for damages.

5. In case you accept this allotment, please, send your acceptance by registered post along with an amount of Rs.———within 30 days from the date of issue of this allotment letter, which together with an amount of Rs——paid by you along with your application form as earnest money, will constitute———per cent of the total tentative premium.

6. The balance amount i. e. Rs.————of the above tentative premium of the Plot/building can be paid in lump-sum without interest within 60 days from the date of issue of the allotment letter or in—half yearly/annual instalments. The first instalment will fall due after the expiry of six months/one year of the date of issue of this letter. Each instalment would be recoverable together with interest on the balance premium at——%interest on the remaining amount. The interest shall, however, accrue from the date of offer of possession.

[1][(6A) The payment of instalment(s) on due date is mandatory. In case the payment of instalment(s) is not made on due date, interest at the rate as may be decided by the Authority from time to time shall be chargeable on the delayed payment of instalment(s) irrespective of the fact whether the possession has been offered or not.]

7. The possession of the site will be offered to you on completion of the development works in the area. In the case of building or undeveloped land the possession shall however, be delivered within ninety days from the date of this letter.

8. Each instalment shall be remitted to the Estate Officer and every such remittance shall be accompanied by a letter showing the full particulars of the site, i. e. the number of the plot and sector number to which the payment pertains. In the absence of these particulars, the amount remitted shall not be deemed to have been received.

9. The above premium is tentative to the extent that any enhancement in the cost of land awarded by the competent authority under the Land Acquisition Act shall also be payable proportionately, as determined by the authority. The additional premium determined shall be paid within thirty days of its demand.

10. In case the instalment is not paid by the 10th of the month following the month in which it falls due (or in case the additional price is not paid within time), action under section 18 of the Act will be taken against you.

11. If you contravene any of the terms expressed or implied under the lease deed, you are liable to be proceeded against under section 18 of the Act.

12. You shall execute the deed of the prescribed form within six months of this letter. The charges for registration and stamp duty will be paid by you.

13. The lease shall commence from the date of allotment and shall be for a period of 99 years. The lease may be renewed for such further period and on such terms & conditions as the Authority may decide. In addition to the premium, you shall pay ground rent at the rate of 2-1/2 per cent of the premium for the first 33 years, which may be enhanced to 3-3/4 percent of the premium for the next 33 years and to 5% of the premium for the remaining period of lease. The ground rent shall be payable annually on due date without any demand.

1. Inserted by Haryana Govt. Gaz. Part III dated 29.11.2004 at page 146

14. In the event of default in payment of ground rent, you are liable to be proceeded against under sections 16 and 18 of the Act.

15. All arrears of ground rent due shall be recoverable as arrears of Land Revenue.

16. You shall have no right to transfer by way of sale, gift, mortgage, or otherwise the plot/building or any right, or interest therein till the full premium is paid to the authority, except with the prior permission of the competent authority. Provided that in the event of the sale or foreclosure of the mortgaged or charged property the lessor shall be entitled to claim and recover fifty percent of the unearned increase in the value of the plot as stipulated and amount of the lessor's share of the said unearned increase shall be a first charge, having priority over the said mortgage or charge. The decision of the lessor in respect of the market value of the said plot shall be final and binding on all parties concerned, provided further that the lessor shall have the pre-emptive rights to purchase the mortgaged or charged property after deducting 50 per cent of the unearned increase as aforesaid.

17. In the case of transfer of the plot/building, 50% (fifty per cent) of the unearned increase in the value of land at the time the site is sold or transferred, shall be payable to the Authority before registering such sale or transfer. The market value of such property for this purpose shall be assessed by the Estate Officer or such other Officer as may be authorised by the Chief Administrator.

18. The lessor's right to the recovery of 50% of unearned increase and the pre-emptive right to purchase the property shall apply equally to an involuntary sale or transfer whether it be by and through an executing or insolvency court.

[1][19. The plot/building shall not be used for any purpose other than that for which it has been allotted in accordance with the plans approved by the competent authority except for rendering non-nuisance professional consultancy services in land/building disposed of for residential purposes to the extent of 25% of the built-up covered area of the building or 50 square meters, whichever is less, with the prior permission of the Chief Administrator on payment of fees, as mentioned in proviso to regulation 16. No obnoxious trade shall be carried out in or on any land/building.]

20. Whenever the right or interest of the lessee in the plot is transferred in any manner whatsoever the transferee shall be bound by all the conditions imposed in this lease and shall be answerable in all respects therefor.

21. Whenever the right or interest of the lessee in the plot is transferred in any manner whatsoever the transferor and the transferee shall, within 3 months of the transfer, give notice of such devolution to the lessor. The transferee of the person on whom the title devolves, as the case may be, shall supply the lessor certified copies of the document(s) evidencing the transfer of devolution.

22. You shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said land/building by the competent authority.

23. You shall have to pay separately for any construction, material, trees, structures and compound wall existing in your plot at the time of allotment of which compensation has been assessed and paid by the Authority if you want to make use of the same.

24. The Authority will not be responsible for levelling the uneven sites.

1. Substituted by Haryana Govt. Gaz. Part III dated 7.2.1999

25. You will have to complete the construction within two years of the date of offer of possession, after getting the plans of the proposed building, approved from the competent authority in accordance with the regulations governing the erection of buildings. This time limit is extendable by the Estate Officer if he is satisfied that non-construction of the building was due to reasons beyond your control.

26. The Authority reserves to itself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for working, obtaining, removing and enjoying the same at all such times and in such manner as the Authority shall think fit with power to carry out any surface or any underground working, and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and use the surface of the said site for the purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exceptions and reservations herein contained :

Provided that the allottee shall be entitled to receive from the Authority such payment for the occupation by the authority of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the Authority and the allottee.

27. The Authority may by its officers and servants at all reasonable times and in reasonable manner after 24 hours notice in writing enter in and upon any part of the said land/building erected thereon for the purpose of ascertaining that the allottee has duly performed conditions to be observed under the Rules/Regulations applicable under the said Act.

28. The Authority shall have full right, power and authority at all times to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservations imposed and to recover from you as first charge upon the said land/building, the cost of doing all or any such act and things and all cost incurred in connection therewith or in any way relating thereto.

29. All payments shall be made by means of a demand draft payable to the Estate Officer, Haryana Urban Development Authority,———— ——drawn on any scheduled bank situated at————

30. No separate notice will be sent for the payment of the instalments. However, the information regarding the instalment, the amount, the due date etc, may be sent as a matter of courtesy.

Estate Officer,
Haryana Urban Development Authority.

Note. —(i) Any change in address must be notified by Registered A.D. post.
(ii) Strike out whichever is not applicable.

REGISTERED

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FORM 'C - II'

[See Regulation 6(2)]

(Form of allotment letter for allotment made on lease-hold basis - To be used for residential/Industrial/commercial plots/buildings disposed of by auction only)

From

The Estate Officer,
Haryana Urban Development Authority.

To

————————————————————

Memo No ————————————, dated ————

Subject :—Allotment of ————plot/building No ——— Sector—— ——— at ————on lease hold basis.

Please refer to your bid for the plot/building No.———— in Sector————at————

2. Your bid for plot/building No.——in Sector——at——has been accepted and the plot/building, as detailed below, has been allotted to you on lease hold basis as per the following terms and conditions and subject to the provisions of the Haryana Urban Development Authority, Act, 1977 (hereinafter referred to as the Act) and the rules/regulations applicable thereunder and as amended from time to time, including terms and conditions as already announced at the time of auction and accepted by you.

Sector No	Name of Urban area	Plot/building No	Approx dimension or description as notified at the time of auction	Area in sq Mts	Price of plot/building

3. A sum of Rs.————deposited by you as bid money at the time of bid will be adjusted against the said plot/building.

4. You are requested to remit Rs.————in order to make———— of the price of the said plot/building within 30 days from the date of acceptance of your bid. The payment shall be made by a bank draft payable to the Estate Officer,————and drawn on any scheduled bank at————. In case of failure to deposit the said amount within the above specified period, the allotment shall be cancelled and the deposit of 10% bid money deposited at the time of bid shall stand forfeited to the Authority against which you shall have no claim for damages.

5. The balance amount, i.e. Rs.————of the above premium of the plot/building can be paid in lump sum without interest within 60 days from the date of issue of the allotment letter or in————half yearly/annual instalments. The first instalment will fall due after the expiry of six months/one year of the date of issue of this letter. Each instalment would be recoverable together with interest on the balance premium at ——% interest on the remaining amount. The interest shall, however, accrue from the date of offer of possession.

[1][(5A) The payment of instalment(s) on due date is mandatory. In case the payment of instalment(s) is not made on due date, interest at the rate as may be decided by the Authority from time to time shall be chargeable on the delayed payment of instalment(s) irrespective of the fact whether the possession has been offered or not.]

1. Inserted by Haryana Govt. Gaz. Part III dated 29.11.2004 at page 546

6. The possession of the site will be offered to you on completion of the development works in the area. In the case of building or undeveloped land the possession shall however, be delivered, within ninety days from the date of this letter.

7. Each instalment shall be remitted to the Estate Officer and every such remittance shall be accompanied by a letter showing the full particulars of the site i.e. the number of the plot and Sector number to which the payment pertains. In the absence of these particulars the amount remitted shall not be deemed to have been received.

8. In case the instalment is not paid by the 10th of the month following the month in which it falls due, action under section 18 of the Act will be taken against you

9. If you contravene any of the terms expressed or implied under the lease deed you are liable to be proceeded against under section 18 of the Act.

10. You shall execute the Deed of lease in the prescribed form within six months of this letter. The charges for registration and stamp duty will be paid by you.

11. The lease shall commence from the date of allotment and shall be for a period of 99 years. The lease may be renewed for such further period and on such terms and conditions as the Authority may decide. In addition to the premium, you shall pay ground rent at the rate of 2-½% of the premium for the first 33 years which may be enhanced to 3-¾% of the premium for the next 33 years and to 5% of the premium for the remaining period of lease. The ground rent shall be payable annually on the due date without any demand.

12. In the event of default in payment of ground rent, you are liable to be proceeded against under sections 16 and 18 of the Act.

13. All arrears of ground rent due shall be recoverable as arrears of Land Revenue

14. You shall have no right to transfer by way of sale, gift, mortgage, or otherwise the plot/building or any right, or interest therein till the full premium is paid to the Authority, except with the prior permission of the competent authority. Provided that in the event of the sale of foreclosure of the mortgaged or charged property, the lessor shall be entitled to claim and recover fifty per cent of the earned increase in the value of the plot as stipulated and amount of the lessor's share of the said unearned increase shall be a first charge, having priority over the said mortgage or charge. The decision of the lessor in respect of the market value of the said plot shall be final and binding on all parties concerned; Provided further that the lessor shall have the pre-emptive rights to purchase the mortgaged or charged property after deducting 50% of the unearned increase as aforesaid.

15. In the case of transfer of plot/building, 50% (fifty per cent) of the unearned increase in the value of land at the time the site is sold or transferred shall be payable to the Authority before registering such sale or transfer. The market value of such property for this purpose shall be assessed by the Estate Officer or such other officer as may be authorised by the Chief Administrator.

16. The lessor's right to the recovery of 50% of unearned increase and the pre-emptive right to purchase the property shall apply equally to an involuntary sale or transfer whether it be by and through an executing or insolvency court.

[1][17. The plot/building shall not be used for any purpose other than that for which it has been allotted in accordance with the plans approved by the competent authority except for rendering non-nuisance professional consultancy services in land/building disposed of for residential purposes to the extent of 25% of the built-up covered area of the building or 50 square meters, whichever is less, with the prior permission of the Chief Administrator on payment of fees, as mentioned in proviso to regulation 16. No obnoxious trade shall be carried out in or on any land/building.]

18. Whenever the right or interest of the lessee in the plot is transferred in any manner whatsoever the transferee shall be bound by all the conditions imposed in this lease and shall be answerable in all respects therefor.

19. Whenever the right or interest of the lessee in the plot is transferred in any manner whatsoever the transferor and the transferee shall, within 3 months of the transfer, give notice of such evolution to the lessor. The transferee of the person on whom the title devolves, as the case may be, shall supply to the lessor certified copies of the documents evidencing the transfer of devolution

20. You shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said land/building by the competent Authority.

21. You shall have to pay separately for any construction, material, trees, structures and compound wall existing in your plot at the time of allotment of which compensation has been assessed and paid by the Authority if you want to make use of the same.

22. The Authority will not be responsible for levelling uneven sites.

23. You will have to complete the construction within two years of the date of offer of possession, after getting the plans of the proposed building, approved from the competent authority in accordance with the regulations governing the erection of buildings. This time limit is extendable by the Estate Officer if he is satisfied that non-construction of the building was due to reasons beyond your control.

24. The Authority reserves to itself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same at all such times and in such manner as the Authority shall think fit, with power to carry out any surface or any underground working, and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and use the surface of the said site for the purpose of doing all such things may be convenient or necessary for the full enjoyment of the exceptions and reservations herein contained:

Provided that the allottee shall be entitled to receive from the Authority such payment for the occupation by the Authority of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the Authority and the allottee.

25. The Authority may by its officers and servants at all reasonable times and in reasonable manners after 24 hours' notice in writing enter in and upon any part of the said land/building erected thereon for the purpose of ascertaining that the allottee has duly performed conditions to be observed under the Rules/Regulations applicable under the said Act.

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1. Substituted by Haryana Govt. Gaz. Part III dated 2.2.1999

26. The authority shall have full right, power and authority at all times to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservations imposed and to recover from you as first charge upon the said land/building, the cost of doing all or any such act and things and all cost incurred in connection therewith or in any way relating thereto.

27. All payments shall be made by means of a demand draft payable to the Estate Officer, Haryana Urban Development Authority - drawn on any scheduled bank situated at———— -

28. No separate notice will be sent for the payment of the instalments. However, the information regarding the instalment, the amount, the due date etc. may be sent as a matter of courtesy.

————(Any other condition not incorporated above, but announced at the time of auction ... . to be indicated).

Estate Officer,
Haryana Urban Development Authority.

Note.—(i) Any change in address must be notified by registered A.D. post.
(ii) Strike out whichever is not applicable.

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FORM 'D'

(*See* Regulation 20)

DEED OF CONVEYANCE OF BUILDING/SITE SOLD BY ALLOTMENT/AUCTION

This deed of conveyance made the————day of————,19————between the Haryana Urban Development Authority acting through the Estate Officer (hereinafter called 'the Vendor') of the part and shri————, son of Shri————, residence of————, in the district of————(hereinafter called 'the Transferee') of the other part.

Whereas the land hereinafter described and intended to be hereby conveyed was owned by the vendor in full proprietary rights;

Strike out if not applicable

AND WHEREAS the vendor has sanctioned the sale of the said land to the Transferee in pursuance of his application dated———— made under sub-regulation (1) of regulation 5 of the Haryana Urban Development (Disposal of Land and Buildings) Regulations, 1978 (hereinafter referred to as the said Regulation), to be used as a site for commercial/industrial/residential purpose in the urban area of————.

Strike out if not applicable

AND WHEREAS the Vendee had applied by bid at Public auction to the Vendor for the said land, belonging to the Vendor, hereinafter described and the Vendor had accepted the bid for the sale of said land to the Vendee in the manner herein after appearing;

AND WHEREAS the Vendor has fixed the tentative price of the said land sold by allotment at Rs.————(Rupees————).

AND WHEREAS the Vendor reserves the right to enhance the tentative price in the case of land sold by allotment by the amount of the additional price determined in accordance with the said regulations;

AND WHEREAS THE TRANSFEREE, sold land by allotment, has paid tentative price and agrees to pay the additional price in the manner hereafter appearing;

applicable in case of sale by allotment only

NOW, THEREFORE, this deed witnesseth that for the purpose of carrying into effect the said sale and in consideration of the covenants of the transferee hereinafter contained and the said sum of Rs.————(Rupees————) paid by the transferee and the undertaking of the transferee to pay the additional price, if any, determined to be paid by the Transferee, within a period of thirty days of the date of demand made in this behalf by the Estate Officer without interest or in such number of instalments with interest as may be determined by the Chief Administrator, the Vendor hereby grants and conveys unto the Transferee all the piece and parcel of site No.——— area in square meters———— (square yards————) and more particularly described in the plan filed in the officer of the Estate Officer and signed by the Estate Officer aforesaid and dated the———day of————19———thereinafter called the said land)

To have and to hold the same unto and to the use of the Transferee subject to the exceptions, reservations, conditions and covenants hereinafter contained and each of them that is to say:--

applicable in case of sale by allotment only

(1) The transferee shall have the right of possession and enjoyment so long as he pays the additional price, if any, determined by the Vendor, within a period fixed as aforesaid and otherwise confirms to the terms and conditions of sale.

[(2) The Vendor shall have a first and paramount charge over the said site for the unpaid portion of the sale price including additional price.]

Note. Condition No. 2 was substituted by Notification dated 12.7.1982 published in Haryana Gazette Part III page 215. Prior to this amendment the condition was as given below : -

"(2) The Vendor shall have a first and paramount charge over the said site for the unpaid portion of the sale price and the Transferee shall have no right to transfer by way of sale, gift, mortgage or otherwise the land or any right, title or interest therein (except by way of lease on a monthly basis) without the previous permission in writing of the Estate Officer. The Estate Officer while granting such permission may impose such conditions as may be decided by the Chief Administrator from time to time."

(3) The Vendor reserves to himself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same at all such times and in such manner as the Vendor shall think fit, with power to carry out any surface or any underground working, and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and use the surface of the said site for the purpose of

1. Substituted by Haryana Govt. Gaz. Part 'I', dated 12.7.1982 at page 215

doing all such things as may be convenient or necessary for the full enjoyment of the exceptions and reservations hereinafter contained

Provided that the Transferee shall be entitled to receive from the Vendor such payment for the occupation by him of the surface and for the damage done to the surface building on the said land by such works and workings or letting down as may be agreed upon between the Vendor and the Transferee or failing such agreement as shall be ascertained by reference to arbitration.

(4) The transferee shall pay all general and local taxes, rates or cesses for the time being imposed or assessed on the said land by competent authority ;

(5) The transferee shall have to complete the construction within two years from the date of offer of possession on the said land, in accordance with the relevant rules/regulations.

Provided that the time limit for construction may be extended by the Estate Officer in case the failure to complete the building by the stipulated date was due to reasons beyond the control of the Transferee:

(6) The Transferee shall not erect any building or make any addition/alteration without prior permission of the Estate Officer. No fragmentation of any land or building shall be permitted

(7) The Vendor may by his officers and servants at all reasonable times and in a reasonable manner after twenty-four hours' notice in writing enter in and upon any part of the said land or building erected thereon for the purpose of ascertaining that the transferee has duly performed and observed the covenants and conditions to be performed and observed by him under these presents.

(8) The Vendor shall have full right, power and authority at all times to do through officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservation herein contained and to recover, from the Transferee as first charge upon the said site, the cost of doing all or any such acts and things and all costs incurred in connection therewith or in any way relating thereto ;

[(9) The transferee shall not use the said land for any purpose other than that for which it has been sold nor shall he use the building constructed on it for a purpose other than that for which it has been constructed, except for rendering non-nuisance professional consultancy services in land/building disposed of for residential purpose to the extent of 25% of the built-up covered area of the building or 50 square meters, whichever is less, with the prior permission of the Chief Administrator on payment of fees as mentioned in proviso to regulation 16.]

(10) The Transferee shall accept and obey all the rules, regulations and orders made or issued under the Act.

(11) In the event of non-payment of the additional price within the fixed period by the Transferee, or in the event of the breach of any other condition of sale, the Estate Officer may impose a penalty or resume the land, or both, in accordance with the provisions of the Act and the

1. Substituted by Haryana Govt. Gaz. Part III dated 2.2.1999

rules/regulations made thereunder. In the event of resumption, it shall be lawful for the Estate Officer, notwithstanding the waiver of any previous cause or right for re-entry therein or any part thereof, to possess, retain and enjoy the same as to his former estate and the Transferee shall not be entitled to a refund of the sale price or any part thereof or to any compensation whatsoever on account of such re-entry except in accordance with the provisions of the Act

(12) All the disputes and differences arising out of or any way touching or concerning this deed whatsoever shall be referred to the sole arbitration of the Chief Administrator or any other officer appointed by him. It will not be an objection to such appointment that the arbitrator so appointed is a government servant or an officer of the Authority that he had to deal with the matter to which this deed relates and that in the course of his duties as such Government servant or officer as the case may be he has expressed his views on all or any of the matters in dispute or difference. The decision of such arbitrator shall be final and binding on the parties to this deed.

If and so long as the Transferee shall fully perform and comply with and shall continue to so perform and comply with each and all the terms and conditions herein made and provided but not otherwise, the Vendor will secure the Transferee full and peaceful enjoyment of the rights and privileges herein and hereby conveyed and assured.

And it is hereby agreed and declared that unless a different meaning shall appear from the context :—

(a) The expression 'Chief Administrator' shall mean the Chief Administrator of the Authority, as defined in clause (e) of section 2 of the Act.

(b) The expression 'Estate Officer' shall mean a person appointed by the Authority under clause (1) of section 2 of the Act to perform the functions of Estate Officer under the Act in one or more than one Urban Area.

(c) The expression 'Vendor' used in these presents shall include, in addition to the Haryana Urban Development Authority and in relation to any matter of anything contained in or arising out of these presents, every person duly authorised to act or to re-present the Haryana Urban Development Authority in respect of such mater or thing ;

(d) The expression 'Transferee' used in these presents shall include, in addition to the said ....., his lawful heirs, successors, representatives, assignees, lessees and any person or persons in occupation of the said land or building erected thereon with the permission of the Estate Officer

In witness whereof the parties hereto have hereunder respectively subscribed their names at the places and on the dates hereinafter, in each case specified.

Signed by the said ....

at .... on the . ..... (Transferee)

day of ...., ... 19 ....

In the presence of

Witnesses

1. Name. . ... .Residence.. .. .. ccupation... ....
2. Name.. .... Residence . .. . [One of these witnesses
Occupation .. .. must be a magistrate (with his court seal), if the deed is not executed before the Estate Officer].

(Signature)

Signed for me on behalf of the Haryana Urban Development Authority and setting under his authority at... .....
the .... day of ....
... ... 19 . (Estate Officer)

In the presence of witnesses :—
1. Name.....Residence. ... . Occupation ....(Signature)
2. Name .....Residence..... .....Occupation. .... (Signature)

Note :— Strike out whichever is not applicable.

***

FORM 'E'

[*See* Regulation 20]

DEED OF CONVEYANCE OF SITE AND THE BUILDING ERECTED THEREON SOLD BY ALLOTMENT/AUCTION

This deed of conveyance made the.....day of.... 19.. .....between the Haryana Urban Development Authority through the Estate Officer (hereinafter called "the Vendor") of the one part and Shri. .... son of..... ..... residence of... . . . . in the district of. . . . . .(hereinafter called "the Transferee") of the . . other part

Whereas the site and the building erected therein hereinafter described and intended to be hereby conveyed was owned by the Vendor in full proprietary rights.

Strike out if not applicable

And whereas the Vendor has sanctioned the sale of the site and the building erected thereon to the Transferee for the sum of Rs . ..... (Rupees. ....) in pursuance of this application dated.. . . . . .made under Sub-Regulation (1) of Regulations of the Haryana Urban Development (Disposal of Land and Buildings) Regulations, 1978 (herein after referred to as the said Regulations), to be used for commercial/industrial/residential purpose in the urban area of ....

Strike out if not applicable

And whereas the Transferee had applied by bid at public auction to the Vendor for the said site and the building erected thereon, belonging to the Vendor, has accepted the bid for the sale of said site and the building erected thereon to the transferee in the manner hereinafter appearing :

And whereas the Vendor has fixed the tentative price of the said site and the building erected thereon sold by allotment at Rs... ... ... (Rupees... .....).

And whereas the Vendor reserves the right to enhance the tentative price in the case of site and the building erected thereon sold by the allotment by the amount of the additional price determined in accordance with the said regulations :

And whereas the transferee, purchasing the site and building erected thereon by allotment, has paid the tentative price and agrees to pay the additional price in the manner hereinafter .

Applicable in case of sale by allotment or, and the auction

Now therefore, this deed witnesseth that for the purpose of carrying into effect the said sale and in consideration of the covenants, transfer hereinafter contained and the said sum of Rs . . . (Rupees.. . . .) paid by the Transferee and the undertaking of the transferee to pay the additional price, if any, determined to be paid by the transferee, within a period of 30 days of the date of demand made in this behalf by the Estate Officer without interest or in such number of instalments with interest as may be determined by the Chief Administrator, the Vendor hereby grants and conveys up to the Transferee a that price or parcel of site No.. ...area in Square Metres....(Sq Yards ....)and more particularly described in the plans filed in the office of the Estate Officer and signed by the Estate Officer aforesaid and dated the.. . . . . .. day of .. . . . . , 19 . (hereinafter called the said building)

To have and to hold the same up to one to the use of the Transferee subject to the exceptions, reservations, conditions and covenants hereinafter contained and each of them, that is to say :—

Applicable in case of sale by allotment only.

(1) (a) The Transferee shall enjoy the right of possession and enjoyment so long as he pays the additional price, if any, determined by the Vendor, within the period fixed as aforesaid and the conforms to the terms and conditions of sale

(b) The Vendor shall have a first and paramount charge over the said buildings for the unpaid portion of the sale price, and the Transferee shall have no right to transfer by way of sale, gift, mortgage or otherwise the said building or the site upon which it has been erected or any right, title or interest therein (except by way of lease on a monthly basis), without the previous permission in writing of the Estate Officer. The Estate Officer while granting such permission may impose such conditions as may be decided by the Chief Administrator from time to time.

(2) The Vendor reserves to himself all mines and minerals whatsoever in or under the said site with all such rights and powers as may be necessary or expedient for the purpose of searching for, workings, obtaining, removing and enjoying the same at all such times and in such manner as the Vendor shall think fit, with power to carry out any surface or any underground workings, and to let down the surface of all or any part of the said site and to sink pits, erect buildings, construct lines and generally appropriate and use the surface of the said site for purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exceptions and reservations hereinafter contained:

Provided that the Transferee shall be entitled to receive from the Vendor such payment for the occupation by him of the surface and for the damage done to the surface or building on the said land by such works or workings or letting down as may be agreed upon between the Vendor and the Transferee or failing such agreement as shall be ascertained by reference to arbitration

(3) The Transferee shall pay all and general local taxes, rates or cesses for the time being imposed or assessed on the said building by competent authority.

(4) The transferee shall not re-erect, add to or alter the said building, except in accordance with the Regulations made or orders issued under the Haryana Urban Development Authority Act, 1977 (hereinafter referred as the Act), without the written permission of the Estate Officer.

(5) The vendor may by his officers and servants at all reasonable times and in a reasonable manner after twenty four hours' notice in writing enter in and upon any part of the said building for the purpose of ascertaining that the Transferee has duly performed and observed the covenants and conditions to be performed by him and observed under these presents.

(6) The Vendor shall have full right, power and authority at all times to do, through officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservations herein contained and to recover from the transferee as first charge upon the said building the cost of doing all or any such acts and things and all costs incurred in connection therewith or in any way relating thereto

[1](7) The transferee shall not use the said land for any purpose other than that for which it has been sold nor shall he use the building constructed on it for a purpose other than that for which it has been constructed, except for rendering non-nuisance professional consultancy services in land/building disposed of for residential purpose to the extent of 25% of the built-up covered area of the building or 50 square meters, whichever is less, with the prior permission of the Chief Administrator on payment of fees as mentioned in proviso to regulation 16.]

(8) The Transferee shall accept and obey all the rules/regulations and orders made or issued under the Act.

(9) In the event of non-payment of the additional price within the fixed period by the transferee, or in the event of any other condition of sale, the Estate Officer may impose a penalty or resume the building, in accordance with the provisions of the Act and the rules/regulations made thereunder. In the event of resumption, it shall be lawful for the Estate Officer, notwithstanding the waiver of any provisions cause or right for re-entery to enter into and upon the said building or any part thereof, to repossess, retain and enjoy the same as to his former estate and the Transferee shall not be entitled to refund of the sale price or any part thereof or to any compensation whatsoever on account of such re-entry except in accordance with the provisions of the Act.

(10) In the event of any dispute or difference at any time arising between the Vendor and the Transferee as to the true intent and meaning of these presents, and of each and every provisions thereof, the property and rights hereby reserved or any of them, or in any manner identical or relating thereto the said dispute, or difference shall be referred for arbitration to Chief Administrator or any officer appointed by him, whose decision thereon shall be final and binding on the parties thereto.

If and so long as the Transferee shall fully perform and comply with and shall continue to so perform and comply with each and all the terms and conditions herein made and provided but not otherwise, the Vendor will secure the Transferee full and peaceful enjoyment of the rights and privileges herein and hereby conveyed and assured.....

1. Substituted by Haryana Govt. Gaz. Part III dated 2.7.1999

And it is hereby agreed and declared that unless a different meaning shall appear from the context:—

(a) the expression 'Chief Administrator' shall mean the Chief Administrator or the Authority, as defined in clause (c) of section 2 of the Act.

(b) the expression 'Estate Officer' shall mean a person appointed by the Authority under clause (1) of section 2 of the Act to perform the functions of Estate Officer under the Act in one or more than one urban area.

(c) The expression Vendor used in the presents shall include, in addition to the Haryana Urban Development Authority and in relation to any matter or anything contained in or arising out of these presents every person duly authorised to act or to represent the Haryana Urban Development Authority in respect of each matter or thing.

(d) The expression 'Transferee' used in these presents shall include, in addition to the said..... his lawful heirs, successors, representatives, assigns, lessees and any person or persons in occupation of the said building with the permission of the Estate Officer.

In witness whereof the parties hereto have hereunder respectively subscribed their names at the places and on the dates hereinafter in each case specified.

Signed by the said.....

at _____ on the _____ (Transferee) day of _____ 19 _____

In the presence of witnesses:—

1. Name..... Residence.....[One of these witnesses must be a magistrate (with his court seal), if the Deed is not executed before the Estate Officer]
Occupation.....

(Signatures)

2. Name ..... Residence ..... Occupation.....

Signed for and on behalf of the Haryana Urban Development Authority and acting under his authority.

at _____ the _____ (Estate Officer) day of _____ 19 _____

In the presence of witnesses—

1. Name_____Residence_____Occupation_____
(Signature)

2. Name_____Residence_____Occupation_____
(Signature)

Note:— Strike out whichever is not applicable.

****

FORM 'F'

(*See* Regulation 20)

DEED OF LEASE OF BUILDING SITE DISPOSED OF BY ALLOTMENT/AUCTION

This Deed made this.....day of.....19..... (one thousand nine hundred and.....) between the Haryana Urban Development Authority acting through the Estate Officer (hereinafter called 'the lessor') of the one part And Shri.....son of Shri.....resident of.....in the district of.....(hereinafter called 'the lessor') of the other part.

Strike out if not applicable — Whereas the lessee has applied to the lessor, for the grant of lease of the plot of land, belonging to the lessor hereinafter described, and lessor has on the faith of the statement and representations made by the lessee, accepted such application and has agreed to demise the said plot to the lessee in the manner hereinafter appearing.

Strike out if not applicable.—Whereas the lessee has applied by bid at public auction to the lessor for the grant of a lease of the plot of land, belonging to the lessor hereinafter described and the lessor has accepted such application and has agreed to demise the said plot to lessee in the manner hereinafter appearing:

Strike out if not applicable.—And whereas the lessor has fixed the tentative premium of the said land disposed of allotment at (Rupees————)

Applicable in case of disposal by allotment only —And whereas the lessor reserves the right to enhance the tentative premium in the case of land disposed of by allotment by the amount of the additional premium determined in accordance with the Haryana Urban Development (Disposal of Land and Building) Regulations, 1978 (hereinafter referred to as the said Regulation) :

And whereas the lessee of, disposed of land by allotment, has paid the tentative premium and agrees to pay the additional price in the manner hereinafter appearing:

NOW THIS DEED WITNESETH that for the purpose of carrying into effect the said lease and in consideration of the covenants of the lessee hereunder contained and of the said sum of Rs.————(Rupees————) paid by the lessee and the undertaking of the lessee to pay the additional premium, if any, determined to be paid by the lessee, within a period of 30 days of the date of demand made in this behalf by the Estate Officer without interest or in such number of instalments with interest as may be determined by the Chief Administrator, the lessor both hereby demise upto the lessee all that plot of land being the residential/commercial/industrial plot No.————Sector————area————in sq. M.————area Sq. Yds.———— situated at————which plot more particularly described in the plans filed in the office of the Estate Officer———— signed by the Estate Officer————on the————day of 19————.

Together with all rights, easements and appurtenances whatsoever to the said plot belonging or pertaining to hold the premises hereby demised unto the lessee for 99 years from the date of allotment and thereafter to hold the same for such further period and on such terms and conditions as the lessor may decide and YIELDING AND PAYING THEREFOR yearly ground rent at the rate of 2-½% of the premium for the next 33 years of this lease and the rate of 3-½% of the premium for the next 33 years and to 5% of the remaining period of the lease. The ground rent shall start accruing from the date of issue of the allotment letter, namely, the————day of————One thousand nine hundred————and shall become due on the first anniversary of the date of issue of allotment letter and be payable by the 10th day of the following month

Subject always to the exceptions, reservations, convenants and conditions hereinafter contained that is to say as follows:

(1) The lessee shall have no right to transfer by way of sale, gift, mortgage or otherwise the land or any right title or interest therein (except by way of lease on a monthly basis) without the previous permission in writing of the Estate Officer. The Estate Officer while granting such permission may impose such conditions as may be decided by the Chief Administrator from time to time.

(2) The lessor accepts and reserves upto himself all mines, minerals, coals, gold-washing, earth, oils, and quarries in or under the plot and full rights and powers at all times to do all acts and things which may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same without providing or leaving any vertical support for the surface of the plot or for any building for the time being standing thereon, provided always that the lessor shall make reasonable compensation to the lessor for all damage directly occasioned by the exercise of the right hereby reserved or any of them.

II. The lessee for himself, heirs, executors and administrators and assigns covenants with the lessor in the manner following, that is to say:—

(1) The lessee shall pay without demand unto the lessor the yearly ground rent hereby reserved within the time herein before appointed and in the manner laid down in the said regulations.

(2) The lessee shall not deviate in any manner from the layout plan not alter the size of the plot whether by sub-divisions, amalgamation or otherwise.

(3) The lessee shall, within a period of two years from the date of offer of possession, after obtaining sanction to the building plan with necessary designs, plans and specifications from the Estate Officer, at his own expense, erect upon the plot and complete in a substantial and workmanlike manner residential/commercial/industrial building with the requisite and proper walls, sewores and drains and other conveniences in accordance with the sanctioned building plans and to the satisfaction of the Estate Officer.

(4) (a) The lessee shall not sell or otherwise transfer his rights in the land or part thereof except with the previous permission in writing of the Estate Officer. The Estate Officer, while granting such permission may impose such conditions as may be decided by the Chief Administrator from time to time. Such a transfer shall be further subject to the condition that 50% (fifty per cent of the unearned increase in the value of the land at the time the site is sold or transferred shall be payable to the Authority before registering such sale or transfer. The market value of the property for this purpose shall be assessed by the Estate Officer or any other officers, as may be appointed by the Chief Administrator, whose decision shall be final and binding on the lessee.

(4) (b) In the event of the sale or foreclosure of the mortgage or charged property, the lessor shall be entitled to claim and recover fifty per cent of unearned increase in the value of the plot as aforesaid and the amount of the lessor's share of the said unearned increase shall be a first charge, having priority over the said mortgage or charge. The decision of the lessor in respect of the market value of the said plot shall be final and binding on all parties concerned:

Provided that the lessor shall have the pre-emptive rights to purchase the mortgage or charged property after deduction 60% of the unearned increase as aforesaid.

(5) The Lessor's right to the recovery of 50% of unearned increase and the pre-emptive right to purchase the property as mentioned hereinbefore shall apply equally to an involuntary sale or transfer whether it be by and through an executing or involuntary sale or transfer whether it be by and through an executing or insolvency court.

(6) Notwithstanding the restrictions, limitations and conditions as mentioned in sub-clause (4) (a) above, the lessee shall be entitled to sublet the whole or any part of the building that may be erected on the plot for purpose of————only on a tenancy from month to month.

(7) Whenever the right or interest of the lessee in the plot in transferred in any manner whatsoever, the transferee shall be bound by all the covenants and conditions contained herein and be answerable in all respects therefor.

(8) Whenever the right or interest of the lessee in the plot is transferred in any manner whatsoever the transferrer and the transferee shall, within 3 months of the transfer, give notice of such transfer in writing to the lessor.

In the event of the death of the lessee, the person on whom the title of the deceased devolved shall within 3 months of the devolution, give notice of such devolution to the lessor. The transferee or the person on whom the title devolves, as the case may be, shall supply the lessor certified copies of the document (s) evidencing the transfer of devolution.

(9) The lessee shall from and at all times pay and discharge all rates, taxes, charges and assessments of every description which may at any time hereafter during the continuance of this lease be assessed, charged or imposed upon the plot hereby demised or any building to be erected thereon or on the landlord or tenant in respect thereof.

(10) All arrears of ground rent and other payments due in respect of the plot thereby demised shall be recoverable in the manner as arrears of Land Revenue.

(11) The lessee shall in all respects comply with and be bound by the Haryana Urban Development Authority Act, 1977 (hereinafter referred to as "the Act") as amended from time to time and the rules/regulations made thereunder.

(12) The lessee shall not without sanction or permission in writing of the proper authority erect any building or make alteration or addition such building on the plot.

(13) The lessee shall not without the written consent of the lessor, carry on or permit to be carried on, on the plot or in any building thereof any obnoxious trade or business whatsoever or use the same or permit the same to be used for any purpose other than that mentioned in this lease deed or do or suffer to be done therein anything whatsoever which in the opinion of the lessor may be a nuisance, annoyance, or disturbance to the lessor and persons living in the neighbourhood.

(14) The lessee shall at all reasonable times grant access to the plot to the Estate Officer for being satisfied that the covenants and conditions herein contained have been and are complied with.

(15) The lessee shall on the determination of this lease peaceably yield up the said plot and the building thereon upto the lessor.

(16) In the event of default in payment of ground rent, the lessee shall be liable to be proceeded against under sections 16 and 18 of the Act. In case the instalment of premium or the additional price is not paid by the lessee by the due date, the lessee shall be proceeded against under section 18 of the Act.

III. If the lessee contravenes any of the terms expressed or implied under this lease deed, he shall be liable to be proceeded against under section 18 of the Act.

IV. No forfeiture or re-entry shall be affected until the lessor has served the lessee a notice in writing—

(a) Specifying the particular breach complained of, and

(b) If the breach is capable of remedy, requiring the lessee to remedy breach, and the lessee fails within such reasonable time as may be mentioned in the notice to remedy the breach if it is capable of remedy, and in the event of forfeiture or re-entry the lessor may in his discretion relieve against forfeiture on such terms and conditions as he thinks proper.

V. All notices, directions, consents or approvals to be given under this lease shall be in writing and shall be signed by such officer as may be authorised by the Chief Administrator, and shall be considered as duly served upon the lessor or any person claiming any right to the plot if the same shall have been affixed to the building or erection whether temporary or otherwise upon the plot or shall have been delivered at present by post to the then residence, office or place of business of the lessee or such person.

VI. All powers exerciseable by the lessor under this lease may be exercised by the Chief Administrator. The lessor may also authorise any other officer to exercise all or any of the powers exercisable by him under this lease.

VII. In this lease the expression "Chief Administrator" shall mean the Chief Administrator of the Authority, as defined in clause (e) of section 2 of the Act.

VIII. The expression "The Lessor" and the "Lessee" hereinbefore used shall where the context so admits, include, in the case of lessor, his successors and assigns and in the case of lessee, his heirs, executors, administrators, or legal representatives and the person or persons in whom the lease hold interest hereby created shall for the time being be vested by assignment or otherwise.

In witness whereof the parties hereto have hereunder respectively subscribed their names at the places and on the dates hereinafter in each case specified.

Signed by the said.....at.....on the .....day of.....19 .....

LESSOR

One of these witnesses must be a Magistrate (with his court seal) if the deed is not executed before the Estate Officer

In the presence of witness :—

1. Name.. ....Residence..... .....
   Occupation .....(Signatures)
2. Name.....Residence.....
   Occupation..... .....(Signatures)

Signed by the said..... .. ..

LESSEE

Lessee at.....on the.....day of ..... 19 .....

N. *Note* : Strike out whichever is not applicable.

*****

FORM 'G'

(See Regulation 20)

Deed of lease of site and the Building erected thereon disposed of by Allotment/auction.

THIS DEED made this ..... day of ..... 19 ... ... (one thousand nine hundred and... ...)between the Haryana Urban Development Authority acting through the Estate Officer (hereinafter called "the lessor") of the one part AND Shri .. .. S/o .... r/o .... in the district of .... (hereinafter called "the lessee") of the other part

Strike out if not applicable

WHEREAS the lessee has applied to the lessor, for the grant of a lease of the building, belonging to the lessor hereinafter described and the lessor has on the faith of the statements and representations made by the lessee, accepted such application and has agreed to demise the said building to the lessee in the manner hereinafter appearing.

Strike out if not applicable.

WHEREAS the lessee has applied by bid at public auction to the lessor for the grant of a lease of the building, belonging to the lessor, hereinafter described and the lessor has accepted such application and has agreed to demise the said building to the lessee in the manner hereinafter appearing.

Strike out if not applicable.

AND WHEREAS the lessee has fixed the tentative premium of the said building disposed of by allotment at. ... . (Rs. . .. . only)

Applicable in case of disposal by allotment only

AND WHEREAS the lessor reserves the right to enhance the tentative premium in the case of land disposed of by allotment by the amount of the additional premium determined in accordance with the Haryana Urban Development (Disposal of Land & Building) Regulations, 1978 (hereinafter referred to as the said Regulations);

Applicable in case of disposal by allotment only

AND WHEREAS the lessee, of disposed of building by allotment, has paid the tentative premium and agrees to pay the additional price in the manner hereinafter appearing;

NOW THIS DEED WITNESSTH that for the purpose of carrying into effect the said lease and in consideration of the covenants of lessee hereunder contained and of the said sum of Rs..... .... (Rupees.... .... only) paid by the lessee and the undertaking of the lessee to pay the additional premium, if any, determined to be paid by the lessee within a period of 30 days of the date of demand made in this behalf by the Estate Officer without interest or in such number of instalments with interest as may be determined by the Chief Administrator, the lessor both hereby demise unto the lessee all that building being..... Building No .... Sector ..... area in Sq. Metres .... (Sq. Yds..... .....) situated at ..... which building is more particularly described in the plans filed in the office of the Estate Officer ..... signed by the

Estate Officer.. .. .. on the day of .... 19 .. ..TOGETHER with all rights, easements and appurtenances whatsoever to the said building belonging or pertaining to hold the premises hereby demised unto the lessee for 99 years from the date of allotment and thereafter to hold the same for such further-period and on such terms and conditions as the lessor may decide and yielding AND PAYING THEREFORE yearly ground rent at the rate of 2-1/2 per cent of the premium for the next 33 years of the lease and at the rate of 3-3/4 per cent of the premium for the next 33 years and 5% the premium for the remaining period of the lease. The ground rent shall start accruing from the date of issue of re-allotment letter namely, the .....day of..... , one thousand nine hundred..... , and shall become due on the first anniversary of the date of issue of allotment letter and be payable by the 10th day of the following month.

Subject always to the exceptions, reservations, covenants and conditions hereinafter contained that is to say as follows :—

1. The lessee shall have no right to transfer by way of sale, gift, mortgage or otherwise the land or any right, title or interest therein (except by way of lease on a monthly basis) without the previous permission in writing of the Estate Officer. The Estate Officer while granting such permission may impose such conditions as may be decided by the Chief Administrator from time to time.
2. The lessor accepts and reserves upto himself all mines, minerals coals, gold-washingearth, oils and quarries in or under the plot and full rights and power at all time, to do all acts and things, which may be necessary or expedient for the purpose of searching for, working, obtaining, removing and enjoying the same without providing or leaving any vertical support for the surface of the plot or for any building for the time being standing thereon, provided always that the lessor shall make reasonable compensation to the lessee for all damage directly occasioned by the exercise of the right hereby reserved or any of them.

II. The lessee for himself, heirs, executors and administrators and assigns covenants with the lessor in the manner following that is to say :—

(1) The lessee shall pay without demand unto the lessor the yearly ground rent hereby reserved within the time hereinbefore appointed and in the manner laid down in the said Regulations.

(2) The lessee shall not sell or otherwise transfer his rights in the building or part thereof except with the previous permission in writing of the Estate Officer. The Estate Officer while granting such permission may impose such conditions as may be decided by the chief Administrator from time to time. Such a transfer shall be further subject to the condition that 50% (fifty per cent) of the unearned increase in the value of land at the time the site is sold or transferred shall be payable to the Authority before registering such sale or transfer. The market value of the property for this purpose shall be assessed by the Estate Officer as may be appointed by the Chief Administrator, whose decision shall be final and binding on the lessee.

(3) In the event of the permission being given the lessor shall be entitled to claim and recover fifty per cent of the unearned increase in the value

of the lease hold rights of the building at the time of transfer or assignment and decision of the lessor in respect of the market value of the said plot shall be final and building on all parties concerned:

Provided that the lessor shall have the pre-emptive rights to purchase the property after deducting 50% of the unearned increase as aforesaid.

(4) The lessor's right to the recovery of 50% of unearned increase and the pre-emptive right to purchase the property as mentioned hereinbefore shall apply equally to an involuntary sale or transfer whether it be and through an executing or insolvency court.

(5) Notwithstanding the restrictions limitations and conditions as mentioned in sub-clause (4) above, the lessee shall be entitled to sublet the whole or any part of the building for the purpose of ..... only on a tenancy from month to month.

(6) Whenever the right or interest of the lessee in the building transferred in any manner whatsoever the transferee shall be bound by all the covenants and conditions contained herein and be answerable in all respects therefore.

(7) Whenever the right or interest of the lessee in the building transferred in any manner whatsoever, the transferer and the transferee shall, within 3 months of the transfer, give notice of such transfer in writing to the lessor, In the event of the death of the lessee, the person on whom the title of the deceased devolves shall within 3 months of the revolution, give notice of such devolution to the lessor. The transferee or the person on whom, the title devolves, as the case may be, shall supply the lessor certified copies of the document (s) evidencing the transfer of devolution.

(8) The Lessee shall from time to time and at all times pay and discharge all rates, taxes, charges and assessments of every description which may at any time hereafter during the continuance of this lease be assessed, charged or imposed upon the buildings hereby demised or on the landlord or tenant in respect thereof.

(9) All arrears of ground rent and other payments due in respect of the building hereby demised shall be recoverable in the same manner as arrears of Land Revenue

(10) The lessee shall in all respects comply with and be bound by the Haryana Urban Development Authority Act, 1977 (hereafter referred to as the Act), as amended from time to time and the Rules/ Regulations made thereunder.

(11) The lessee shall not without the written consent of the lessor, carry on or permit to be carried on, in the building at obnoxious trade or business whatsoever or use the same or permit the same to be used for any purpose other than that mentioned in this lease deed or so or defer to be done therein anything whatsoever which in the opinion of the lessor may be a nuisance, annoyance, or disturbance to the lessor and persons living in the neighbourhood.

(12) The lessee shall at all reasonable times grant access to the building to the Estate Officer for being satisfied that the covenants and conditions contained herein have been and are being complied with.

(13) The lessee shall on the determination of this lease peaceably yield up the said building unto the lessor.

(14) In the event of default in payment of ground rent, the lessee shall be proceeded against under sections 16 & 18 of the Act. In case the instalment of premium or the additional price is not paid be the lessee by the due date, the lessee shall be proceeded against under section 18 of the Act.

III. If the lessee contravenes any of the terms expressed or implied under this lease deed, he shall be liable to be proceeded against under section 18 of the Act.

IV. No forfeiture or re-entry shall be affected until the lessor has served the lessee a notice in writing

(a) Specifying the particular breach complained of, and

(b) If the breach is capable of remedy, requiring the lessee to remedy breach, and the lessee fails within such reasonable time as may be mentioned in the notice to remedy the breach if it is capable of remedy, and in the event of forfeiture or re-entry the lessor may in his discretion relieve against forfeiture on such terms and conditions as he thinks proper.

V. All notices orders, directions, consents or approval to be given under this lease shall be in writing and shall be signed by such officer as may be authorised by the Chief Administrator, and shall be considered as duly served upon the lessor or any person, claiming any right to the building if the same shall have been affixed to the building or shall have been delivered at or sent by post to the then residence, office or place of business of the lessee or such person.

VI. All powers exercisable by the lessor under this lease may be exercised by the chief Administrator. The lessor may also authorise any other officer to exercise all or any of the powers exercisable by him under this lease.

VII. In this lease the expression "Chief Administrator" shall mean the Chief Administrator of the Authority, as defined in clause (e) of section 2 of the Act.

VIII. The expression "The Lessor" and the "Lessee" hereinbefore used shall where the context so admits, include, in the case of lessor, his successors and assigns and in the case of the lease, his heirs, executors, administrators, or legal representatives and the person or persons in whom the lease hold interest hereby created shall for the time being be vested by assignment or otherwise.

* * * *

[1]FORM H

(*See* Regulation 16-A)

Application for to be made for rendering non-nuisance professional consultancy services

1. Name of the Applicant/Allottee ..
2. Premises No., size, sector ..
3. Urban Estate ..
4. Details of built up area ..
5. Copy of approved building plan showing duly marked area upon which mixed land use is applicable ..
6. Whether occupation certificate has been issued, if so, attested copy thereof be attached ...
7. Detail of profession .

1. Forms 'H' and 'I' added by Haryana Govt. Gaz., Part III dated 3.3.1999

8. Detail of anticipated visitors ..
9. Working hours of consultancy ..
10. Detail of fee, equal to 10% D.D. No. , Name of Bank, Receipt No...
11. Affidvit to the effect that he shall abide by all the terms and conditions, which shall be imposed by HUDA from time to time ..

Signature of applicant

Place :
Date :

Note :- In case the applicant makes the total fee in lump sum, 10% rebate will be given.

To,

The Estate Officer,
Haryana Urban Development Authority.

***

FORM I

(*See* Regulation 16-B)

From

The Estate Officer,
Haryana Urban Development Authority.
_____.

To

M/s /Sh./Smt._____
_____
_____

Memo No. ED/PCS/ Dated :

Subject : Permission to provide Non-nuisance consultancy services in the residential premises

This is with reference to your application dated ___ _____

2. Permission is hereby granted to provide _____ services, within the premises of your land/house bearing No.____ __, Sector _, _____ Urban Estate _____. The above permission shall be subject to the following terms and conditions:

(1) You can use the premises of your house upto 25% of the covered area of the premises or 50 square metre whichever is less for the purpose.
(2) Total fee payable for a period of 5 years is Rs. _____ which is payable in two instalments as per detail given below :-
   (i) Rs._____ after adjusting Rs._____ paid with the application, within 30 days from the date of issuance of this letter.
   (ii) The Second instalment of Rs. _____ shall be deposited by _____ failing which the permission shall stand cancelled
(3) Water and Electricity charges for such premises to the extent that is being used for non-residential use would be charged at commercial rates.

(4) The permission given by HUDA would be valid for a period of 5 years which may be renewed thereafter for a further period of 5 years on payment of renewal fee, *i.e.* 10% of total fee which will be recorded in the 6th year at the time of renewal.
(5) The owner of a premises where mixed land is used permitted should accept any other condition such as restriction with respect to provision of parking, advertisement etc
(6) Haryana Urban Development Authority can withdraw the permission given for mixed land use at any point of time if the percentage area permitted under mixed land use is found to exceed the stipulated limit or for any other reason in the public interest.
(7) That the permission shall also be governed by the provisions of Haryana Urban Development Authority Act, 1977, rules and regulations framed thereunder.
(8) That the owner of buildings shall not further sublet/lease out the premises for which permission is being granted.

Estate Officer,
Haryana Urban Development Authority.]

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[1]Haryana Urban Development Authority (Preservation of Trees) Regulations, 1979

1. *Title and commencement.*—(a) These Regulations shall be called the Haryana Urban Development Authority (Preservation of Trees) Regulations, 1979.

(b) These shall come into force at once.

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2. *Definitions.*—In these Regulations unless there is anything repugnant in the subject or context:—

(i) "Authorised Officer" means an officer of the Authority specifically authorised to perform certain functions under these Regulations.

(ii) "Operational land," means land which is used by public service undertakers for the purpose of carrying on the undertaking of such undertakers;

(iii) "Owner" includes a mortgagee with possession;

(iv) "Public Service Undertakers" means a person (including a firm or other body of individuals whether incorporated or not) who is carrying on or is authorised to carry on any public utility service including a railway, light railway, or is engaged in road transport, water transport, disposal of waste, or in the supply of electricity or water;

(v) "Zoning Plan" shall mean the detailed lay-out plan of the sector or a part thereof as approved by the Chief Administrator showing the sub-division of plots, open spaces, streets, position of protected trees and other features and in respect of each plot, permitted land use, building lines and restrictions with regard to the use and development of each plot in addition to those laid down in the erection of building regulations

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3. *Application for permission.*— (i) No person shall, except with the previous permission in writing of the Estate Officer or such other authorised officer cut down, lop or destroy or cause or permit the cutting down, lopping or destruction of any tree in any part of the wood land area shown in the zoning plan as "protected trees" or "protected wood land area".

(ii) An application under sub-regulation (1) shall be in writing and shall specify the trees, group of trees or the wood-land area to which the application relates, and the operations for the carrying out of which the permission is required ; and where necessary for identification of such trees, groups of trees or wood land area, the application shall also be accompanied by a map or plan on a scale as may be required by the Estate Officer or such other authorised officer.

***

4. *Permission of refusal.*— (i) The Estate Officer or such other authorised officer may grant such permission either unconditionally or subject to such conditions (including conditions requiring the replacement of any one tree by one or

1. Published in Haryana Govt. Gaz. (Extra) dated 10.12.1979 at pages 1051 - 1053

more trees of the same or specified kind on the site or in the immediate vicinity thereof) as he may deem fit, or he may refuse permission.

(ii) Where the Estate Officer or such other authorised officer refuses permission under these Regulations or grants such permission subject to conditions, he shall, while refusing or granting permission, certify that in respect of any tree, groups of trees or any wood-land area for which he has so refused or granted permission, he is satisfied that:—

(a) the refusal or permission in the interest of good forestry, or

(b) in the case of a wood-land area, it has amenity value in relation to the wood-land character of the area, or

(c) in the case of trees or groups of trees, the trees have an outstanding amenity value for offering shade to the buildings or roads.

(d) there is any other special amenity provided by the trees or wood land area.

***

5. *Register of applications.*— The Estate Officer or such other authorised officer shall keep and maintain a register of all applications for permission under these Regulations containing information as to the nature of the application, name of the applicant, the decision of the competent authority there-on and any directions as to the replanting of the trees, etc. and every such register shall be available for inspection.

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6. *Applications deemed to have been sanctioned.*—An application made under regulation 3 of these Regulations shall be deemed to be sanctioned if a decision thereon is not conveyed to the applicant within two months of the receipt of the application by the Estate Officer.

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7. *Register of trees.* The protected tree or trees, groups of trees or wood-land area shall be listed by the Estate Officer or such other authorised officer in a register.

***

8. *Numbering of trees.*—All protected tree or groups of trees or wood-land area shown on the zoning plan or listed in the register of trees shall bear a number corresponding to its number in the register of trees.

***

9. *Replanting.*—Where permission is granted under these regulations or otherwise, the Estate Officer or such other Authorised officer may give direction to the owner of any site as to the planting or replanting of any trees or kind of trees

Any such direction may include requirements as to:—

(a) Species of trees;

(b) planting distance;

(c) The erection and maintenance of fencing necessary for protection of the planted or replanted trees;

(d) The preparation of ground, drainage, removal of brush wood, lop and top; and

(e) Protective measures against drought or fire.

***

10. *Exemption.*—These Regulations shall not apply:-

(a) To the cutting down, topping or lopping of any tree in an operational land;

(b) For normal forestry operations in young plantations such as weeding, brushing and high pruning;

(c) The usual pruning or a trimming of a tree from time to time.

***

11. *Appeal.*—Any person aggrieved by an order of Estate Officer or such other authorised officer under these regulations may within a period of thirty days of the date of communication to him of such order, prefer an appeal to the Administrator concerned in such form and manner, as may be prescribed:

Provided that the appellate authority may entertain the appeal after the expiry of thirty days, if is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

***

12. *Power of Relaxation.*—The Authority may with the previous approval of the State Government relax the provisions of any of these regulations in respect of any class or category of persons, if in the opinion of the Authority, but for such relexation, the regulations would operate harshly.

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13. *Penalty for breach of Regulations.*—Any contravention of these regulations shall be liable for Punishment in accordance with the provisions of section 55 of the H.U.D.A. Act, 1977.

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Haryana Urban Development Authority Employees Pension Regulations, 2001

Published in Haryana Govt. Gaz. Part I dated 22-10-2001 and published on 20-11-2001 at page 827

No. 28830.- In pursuance of the provisions of clause(c) of Section 54 read with Sub-section (2) of Section 11 of the Haryana Urban Development Authority Act, 1977 (13 of 1977) and with the previous approval of the State Government, the Haryana Urban Development Authority hereby makes the following regulations regulating the grant of pension to its officers and employees, namely:-

1. *Short title and application* -

(1) These regulations may be called the Haryana Urban Development Authority Employees Pension Regulations, 2001.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall apply to all the employees of Haryana Urban Development Authority established and constituted under the Haryana Urban Development Authority Act, 1977 (13 of 1977), who join the service on or after coming into force of these regulations and other employees already in service who opt for these regulations. The later category of employees shall have to exercise an option in form 'A' appended to these regulations within three months from the date of coming into force of these regulations.

(4) The employees who do not opt for these regulations, shall be governed by the provisions contained in Haryana Urban Development Authority Employees' Provident Fund Rules, 2001.

***

2. *Definitions.* -

In these regulations, unless the context otherwise requires,

(a) "competent authority" means the authority competent to sanction pension to the employees of Haryana Urban Development Authority. The competent authority for the purpose of these regulations shall be the Chief Administrator of Haryana Urban Development Authority;

(b) "employees" means the regular employees of Haryana Urban Development Authority;

(c) "pension" means the pension as defined in the Punjab Civil Services Rules, Volume II, as applicable to the State of Haryana.

***

3. *Establishment of fund.* -

(1) For the purpose of payment of the fund i.e. the Haryana Urban Development Authority employees pension fund (hereinafter called the "pension fund") shall be established. This shall comprise the total accumulated amount of contributory provident fund on behalf of the employee alongwith interest as on the date of publication of this notification in the Official Gazette alongwith employer's contributions to be made by the Haryana Urban Development Authority on monthly basis as per provisions contained in the Haryana Urban Development Authority Employees Provident Fund Rules, 2001.

(2) The pension fund shall be kept in the bank at Head Quarter of Haryana Urban Development Authority. The rate of interest allowed shall be the maximum rate of interest fixed by the bank on the total accumulations and the interest so earned shall also be an integral part of pension fund.

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4. *Operation of fund.* -

The pension fund shall be administered by the competent authority.

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5. *Maintenance of accounts.* -

The accounts of pension fund shall be maintained at Head Quarter of Haryana Urban Development Authority. The bank through which pension is disbursed shall also be required to keep accounts as per instructions issued from time to time.

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6. *Grant of pension.* -

For the purpose of grant of pension to the employees of Haryana Urban Development Authority, the rules regulating to the grant of pension as contained in the Punjab Civil Services Rules, Volume II, as applicable in the State of Haryana, shall apply <BI>mutatis mutandis to the employees and for this purpose the terms and expressions not otherwise defined in these regulations shall have the same meaning as assigned to them in the Punjab Civil Services Rules, Volume I, Part I, as applicable to the State of Haryana. For this purpose for the words "Government" and "Government Employees" wherever occurring in these rules ibid, the words "Haryana Urban Development Authority" and "employees of Haryana Urban Development Authority" shall deemed to have been substituted to have been substituted, respectively, and for the words "Accountant General Haryana" wherever occurring in the aforesaid rules, the words "Chief Controller of Finance, Haryana Urban Development Authority" shall be deemed to have been substituted. The instructions issued by the Haryana Government in this behalf from time to time shall also apply for this purpose.

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7. *Pension Payment Order.* -

After completion of pension papers of the employees in the form and manner as provided in the Punjab Civil Services Rules, Volume II, as applicable to the State of Haryana, (with necessary amendments), the same shall be sent to the

Chief Controller of Finance, Haryana Urban Development Authority for verification of qualifying service and emoluments. On the basis of which Pension Payment Order will be issued by the Chief Controller of Finance, Haryana Urban Development Authority with the concurrence of competent authority. He shall also issue a copy of Pension Payment Order to the bank authorising the bank to make payment of pension to the pensioner every month regularly till revised orders or instructions are issued by the competent authority.

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8. *Applications of treasury rules*

While making payment of pension, the Pension Payment Authority shall be guided by rules 4.102 to 4.106 of the subsidiary treasury rules under the Punjab Treasury Rules which shall apply mutatis mutandis to the pensioner of the Haryana Urban Development Authority.

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FORM A

[See Regulation 1 (3)]

HARYANA URBAN DEVELOPMENT AUTHORITY

I, I, _____ hereby opt for the Haryana Urban Development Authority Employees' Pension Regulations, 2001. The option is conclusive, final and irrevocable.

2. I undertake to pay back the refundable/non-refundable advance taken out of employer's contribution to Contributory Provident Fund, if any, alongwith interest in lump sum or in such instalments as may be fixed by the Authority.

Signature of the employee.
Name of the employee _____
Designation _____
Office _____
_____
Contributory Provident
Fund Account No. _____

****

Haryana Urban Development Authority General Provident Fund Rules, 2001

Published in Haryana Govt. Gaz. Part I dated 22-10-2001 and published on 20-11-2001 at page 827

No. 28830. - In exercise of the powers conferred by the Sub- section (1) read with clause (m) of Sub-section (2) of Section 53 and Section 28 of the Haryana Urban Development Authority Act, 1977 (13 of 1977) and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the constitution and payment of General Provident Fund to the employees of the Haryana Urban Development Authority, namely :-

1. *Short Title, Commencement and Application.* –

(1) These rules may be called the Haryana Urban Development Authority General Provident Fund Rules, 2001.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) The employees, who opt for these rules, in form A appended to these rules, shall be governed by these rules

2. *Definitions*

In these rules, unless the context otherwise requires,-

(1) "Competent Authority" means the authority competent to sanction General Provident Fund to the employees of Haryana Urban Development Authority. The competent authority for the purpose of these rules shall be the Chief Administrator of Haryana Urban Development Authority.

(2) "Employees" means the regular employees of Haryana Urban Development Authority,

(3) "General Provident Fund" means the General Provident Fund as defined in the Punjab Civil Services Rules, Volume II, as applicable to of Haryana State.

3. *Establishment of Fund Section 53 (1) (2) (m) and 28.*

(1) For the payment of General Provident Fund the fund, namely, the Haryana Urban Development Authority Employees General Provident (hereinafter called the "General Provident Fund"), shall be established. This shall comprise the total accumulated amount in contributory Provident Fund on behalf of the employee alongwith interest as on the date of notification and also further employee's monthly deduction to

be made by the Haryana Urban Development Authority from the salary of employees as per provision contained in the Punjab Civil Services Rules, Volume II, as applicable to Haryana State

(2) The General Provident Fund shall be kept in the Bank at Head Quarter of Haryana Urban Development Authority. The rate of interest allowed shall be the maximum rate of interest fixed by the Bank and the interest so earned shall also be an integral part of General Provident Fund.

4. *Operation of Fund Section 53 (1) (2) (m) and 28.*

(1) The General Provident Fund shall be administered by the competent authority.

(2) All payments to be made to the employees of Haryana Urban Development Authority on account of General Provident Fund shall be withdrawn from the General Provident Fund.

5. *Maintenance of Accounts Section 53 (1) (2) (m) and 28* – -

The Accounts of General Provident Fund shall be maintained at Head Quarter of Haryana Urban Development Authority. The Bank through which General Provident Fund is disbursed shall also be required to keep accounts as per instructions issued from time to time.

6. *Grant of General Provident Fund Section 53 (1) (2) (m) and 28.* —

(1) For the purpose of grant of General Provident Fund to the employees of Haryana Urban Development Authority, the rules regulating the General Provident Fund as contained in the Punjab Civil Services Rules Volume II, as applicable to Haryana State, shall apply mutatis mutandis to the employees and for this purpose the terms and expressions not otherwise defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services Rules Volume II, as applicable to Haryana State. For this purpose for the words "Government" and "Government Employees" wherever occurring in these rules ibid, the words "Haryana Urban Development Authority" and "employees of Haryana Urban Development Authority" shall be deemed to have been substituted respectively and for the words "Accountant General Haryana" wherever occurring in the aforesaid rules, the words "Chief Controller of Finance Haryana Urban Development Authority" shall be deemed to have been substituted. The instructions issued by the Haryana Government in this behalf from time to time shall also apply for this purpose.

(2) On coming into force of the Haryana Urban Development Authority Pension Regulations, 2001 the employees who opt for pension scheme will be allotted General Provident Fund account number by the Haryana Urban Development Authority. The subscription portion of the employees in Contributory Provident Fund alongwith interest occurred thereon shall be credited to General Provident Fund account of the employees and shall be governed by the General Provident Fund Rules and further instructions issued by the Haryana Government from time to time.

(3) Subject to the provisions of these rules, the rules contained to Chapter XIII of the Punjab Civil Services Rules Volume II, as applicable to Haryana State shall apply mutatis mutandis to the employees of Haryana Urban Development Authority who opt for these rules.

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FORM A

[*See* rule 1 (3)]

HARYANA URBAN DEVELOPMENT AUTHORITY

I, I,_____ hereby opt for the Haryana Urban Development Authority General Provident Fund Rules, 2001. The option is conclusive, final and irrevocable.

Signature of the employee.
Name of the employee_____
Designation _____
Office _____

Contributory Provident
Fund Account No._____

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Policy for Allotment of Plots to the Oustees

From

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

To

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

Memo. No. S-2-92/2074 to 2088
Dated 18.3.1992

Subject: Allotment of residential plots/commercial sites to the Oustees in t the various Urban Estates set up by H.U.D.A.

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 20.2.1992 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 ownership of the oustee prior to the publication 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) Oustees whose land acquired is :
(a) Less than 500 sq. yards would be offered a plot of 50 sq. yards.
(b) Between 500 sq. yards and one acre would be offered a plot of 250 Sq. yards.
(c) From 1 acre and above would be offered a plot of 500 sq. yards or where 500 square yards plots are not provided in the layout plan, two plots of 250 square yards, each may be given.

(iii) The above policy shall also apply in case there are 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 of 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. yards 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. yards. 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 (at 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 sites/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,
Mani-Majra (U.T.), Chandigarh.

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Policy for Rehabilitation and resettlement of Land Owners – Land Acquisition Oustees

From

The Chief Administrator
HUDA, Panchkula.

To

All the Zonal Administrators HUDA
All the Estate Officers HUDA.

Memo No. UB-I/AU-III/2008/16290-300 Dated 28.04.08

Subject:- **Policy for Rehabilitation and resettlement of Land Owners –Land Acquisition Oustees.**

This is in supersession of all the policy guidelines on the subject circulated from time to time.

The State Government has notified a Rehabilitation and Resettlement policy vide notification No. 5451-R-V-2007/13258 dated 07.12.2007 (Copy enclosed). This policy is applicable to Haryana Urban Development Authority also w.e.f. the date mentioned in the notification. The detailed Procedure /guidelines shall follow.

This has been issued in anticipation of approval of the Authority.

DA/As Above

Administrative Officer,
For Chief Administrator, HUDA

Endst. No. UB-I/AU-III/2008/ Dated

A copy along with the copy of notification No. 5451-R-V-2007/13258 dated 07.12.2007 is also forwarded to the following for information and necessary action:-

1. The Chief Town Planner, HUDA Panchkula.
2. The Chief Controller of Finance, HUDA Panchkula
3. The Secretary, HUDA Panchkula
4. The Enforcement Officer, HUDA HQ's Panchkula.
4. District Attorney HUDA Panchkula
5. Deputy ESA, HUDA Panchkula
6. All the Assistants in Urban Branch I & II,HUDA HQ's

DA/As Above

Administrative Officer,
For Chief Administrator, HUDA

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Instructions regarding Oustee's claim

From

The Chief Adminstrator,
Haryana Urban Development Authority,
Panchkula.

To

All the Zonal Administrators/ Estate Officers, HUDA.
Memo No.UB-1/DS-08/9129-33
Dated: 12/3/08

Subject: CWP No. 5706 of 2005-Rattan Lal and others V/s State of Haryana and others-Regarding rejection of claims/applications of oustees for allotment of plots under oustees quota without issuance of advertisements wherever applicants failed to apply despite issuance of advertisements in the past.

....

Reference on the subject cited above.

Hon'ble High Court vide its order dated 10.12.2007 in CWP No. 5706 of 2005 Rattan Lal and others V/s State of Haryana and others has held that any allotment of plot to any oustee without due advertisement in any case would be viewed seriously as the existing process without advertisements is likely to be misused and the writ petition has been dismissed. Copy of Hon'ble High Court judgment dated 10.12.2007 is enclosed for your ready reference.

In view of above, it has been decided that wherever Oustees / land owners are claiming allotment of plot under oustees quota without issuance of advertisement and wherever they have failed to apply despite issuance of advertisement in the past, there claims should be rejected straightway.

Therefore as and when oustees plots are available for allotment proper advertisement may be issued for inviting applications for allotment of plots under oustees quota.

The above instructions should be compiled with in letter and spirit and any deviation in this regard shall be viewed seriously.

Enforcement Officer,
For Chief Administrator, HUDA, Panchkula.

Endst. No. UB-1/DS-08/9134-38 Dated: 12/3/08

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

1. Chief Town Planner, HUDA, Panchkula.
2. Chief Controller of Finance, HUDA, Panchkula
3. Secretary, HUDA, Panchkula.
4. Legal Remembrancer, HUDA. Panchkula.
5. Dy. ESA, HUDA, Panchkula.

Enforcement Officer,
For Chief Administrator. HUDA, Panchkula.

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Policy of Transfer of Plots/Constructed Houses within Family Members

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)-2002/23702-22 Dated 4-9-02

Subject: Transfer policy of Residential/Commercial plots - Family transfer.

This is in continuation of Memo No A-1(p)-2000/4959-79 dated 3.3.2000.

As per policy circulated vide above referred letter, the transfer of residential/commercial plots wherein either full payment has already been made or laid down schedule of instalments is over, whichever is earlier is allowed only through execution of conveyance deed/sale deed. However, in other cases, wherein full payment of the plot has not so far been made and schedule of payment of instalments is not yet over, the maximum four transfers are allowed before final payment. In case of family transfer or addition/deletion of name within the family, the plots are transferred through conveyance deed/sale deed.

Now the number of representation has been received with request for addition/deletion of the name of spouse/family member in the ownership for getting loans from Govt. offices/Banking institutions without insisting of conveyance deed/ sale deed. The matter has been considered and examined and was placed before the Authority in its 85th meeting held on 26.6.2002 vide Agenda Item No. A-85(13) for consideration and decision. The Authority has decided to allow transfer of plot/constructed house/site within the family and addition/deletion of name of spouse/family member on payment of administrative charges of Rs. 5000/- only even in such cases, where full payment has been made. In the cases of such plots/ house where the conveyance deed has already been executed, the transfer of plot/house within the family shall be allowed through sale deed only. This amendments/provisions will be made applicable prospectively. All other terms and conditions shall however remain the same.

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

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

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Policy Guidelines for Offer of Possession to the Allottees of HUDA Plots.

NEW PROCEDURE FOR OFFER OF POSSESSION

From

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

To

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

Memo No. A-Pwn-2008/UB-I/39995-96 Dated: 27.11.08

Subject: **Policy Guidelines for Offer of Possession to the Allottees of HUDA Plots.**

1. It has been observed that the Allottees face a lot of problem in taking possession of the allotted plots particularly in old HUDA sectors. Such problems arise due to change in the size of plot, non-availability of plots, change in the shape of plots etc. The root cause of these problems is that the plots are not actually being demarcated at site. Such problems come to notice only when the Allottee asks for taking the possession of the allotted plot after a long gap. In order to fulfill its commitment for allotment of plot, HUDA has to either offer alternate plots by carving out additional plots in unplanned pockets or in case the plots are not available in the same sector, offer plots in adjoining sectors at the rates applicable at the time of allotment. It causes great financial loss to HUDA and also invites litigations from the Allottees.

2. In order to solve such problems, the following decisions have been taken-
   (i) That the Allottees should be asked to take possession of the allotted plot within a maximum period of three months of offer of possession. They should also construct a boundary wall atleast of nine inches height within another three months so that if there are any disputes regarding possession, the same can be taken care of immediately.
   (ii) That in case the Allottee fails to take possession of the allotted plot within the prescribed time limit and subsequently it comes to the notice that the allotted plot is not available at site, he/she will not be entitled for offer of alternative plot at subsequent stage on the same terms and conditions on which the original plot was allotted. In such an eventuality, the Allottee will be offered alternative plot at current rates.
   (iv) That mere taking of possession by the Allottee and construction of nine inches boundary wall shall not exempt the Allottee from the payment of extension fees unless he or she constructs minimum 25% area as per the existing bye-laws.

3. You are, therefore, requested that all the Allottees may be asked to take the possession of the plots within three months wherever the possession of the plots have already been offered by HUDA. A public notice to this effect is also being issued in prominent news papers by the Head Quarter to give wide publicity to this policy decision. However, you may also issue Press Release for wide publicity in your jurisdiction.

You are also requested to take further action accordingly and a compliance report of the above guidelines be sent to the HQ.
This issues with the approval of Hon'ble Chief Minister-cum-Chairman HUDA.

Sd/-
Chief Administrator, HUDA

Endst. No. A-Pwn-2008/UB-I/39997-40005 Dated: 27.11.2008

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

1. The Chief Town Planner, HUDA Panchkula.
2. The Chief Controller of Finance, HUDA Panchkula
3. The Chief Engineer, & Chief Engineer-I, HUDA, Panchkula
4. The Senior Architect, HUDA, Panchkula.
5. The Legal Remembrancer, HUDA, Panchkula.
6. The Enforcement Officer, HUDA (HQ), Panchkula.
7. The Dy. ESA HUDA, Panchkula.
8. All the Assistants in Urban Branch (HQ) HUDA Panchkula.

Administrator (HQ)
For Chief Administrator, HUDA

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From

The Chief Administrator,
Haryana Urban Development Authority,
(Urban Branch-I), Sector-6, Panchkula.

To

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

Memo. No. A-Pwn-UB-I-2009/28161-83 Dated: 05.08.2009

Subject: Policy Guidelines for offer of possession to the Allottees of HUDA Plots.

This is in partial modification of the Policy Guidelines regarding offer of possession to the allottees of HUDA plots circulated vide memo no. A-Pwn-2008/UB-I/39995-56 dated 27.11.2008

The guidelines circulated vide memo referred to above stated that the allottee should be asked to take possession of the allotted plot within a maximum period of three months of offer of possession. They should also construct a boundary wall atleast of nine inches height within another three months.

Now, it has been decided that;

(i) If the allottee, after taking over physical possession of his/her plot at site, gives an affidavit (on non-judicial stamp paper) that he/she will start the construction on the allotted plot within one year of the date of taking over of possession, then, it will not be compulsory for such an allottee to first raise the construction of nine inches high boundary wall, and the allottee can complete construction of boundary wall before applying for Occupation Certificate.

(ii) In case of those allottees who have submitted an affidavit for starting construction on the plot within one year of the taking of possession, the request for approval of building plans shall be entertained, even if he has not construct nine inches high demarcation boundary. However, requests for re-allotment, mortgage permission, transfer permission etc in such cases also shall not be entertained without construction of either the nine inches high demarcation boundary or the actual boundary wall as per affidavit

(iii) Those allottees, who do not intend to start the construction within one year, and do not submit such an affidavit, will be required to undertake construction of the nine inches high boundary wall as per Para (i) of the existing policy. The period of one year for starting expiry of the period committed in the affidavit, failing which no requests for re-allotment, mortgage permission, transfer permission, sanction of building plan etc. shall be entertained. **All other shall remain unchanged.**

This issues with the approval of the Hon'ble Chief Minister, Haryana.

Sd/-

Administrator (HQ), HUDA,
For Chief Administrator, HUDA

Endst. No. A-Pwn-UB-I-2009/28163-A Dated: 05.08.2009

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Engineer, HUDA, Panchkula.
3. The Enforcement Officer, HUDA, Panchkula.
4. General Manager (IT), HUDA, Panchkula.
5. All Assistants/Record Keepers of Urban Branch-I/II.

Sd/-
Administrator (HQ), HUDA
For Chief Administrator, HUDA

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Revised Rates of Interest on Delayed Instalments

HARYANA URBAN DEVELOPMENT AUTHORITY, PANCHKULA.

No. HUDA-Acctts-Acctt-I-2002/35410-65 dated: 10-12-2002

To

1. All the Administrators,
HUDA (in the State).
2. All the Estate Officers,
HUDA (in the State).
3. The Engineer-in-Chief
HUDA, Panchkula
4. The Chief Engineer,
HUDA, Panchkula.
5. The Chief Town Planner,
HUDA, Panchkula.

Subject: Revision of rate of interest.

It is intimated that HUDA Authority in its 86th meeting held on 13.11.02 has decided to reduce the rate of interest on delayed payment/possession interest as follows :

The possession interest on the balance amount of instalments has been reduced from 15% to 11% p.a. and interest on delayed payment of instalments has also been reduced from 18% to 14% p.a. (simple). However, the rate of interest on enhanced compensation will continue to be charged at the existing rate of interest 15% p.A. (simple) in view of the fact that same rate of interest is being paid to the land owners by HUDA as per the Land Acquisition Act. These rates will be applicable on all the price fixation cases, new allotments, agreements, updation of price etc.

It has also been decided by HUDA to implement these rates of interest w.e.f. 15.11.2002.

Sd/-
Chief Controller of Finance,
for Chief Administrator, HUDA, Panchkula.

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Amendment in the HUDA policy for the allotment of plots/payment of interest on the deposited amount

HARYANA URBAN DEVELOPMENT AUTHORITY, PANCHKULA

No.HUDA-Acctts-Acctt-I-2007/ 2912-47 Dated: 25.1 2007

To

1. All the Administrators
   HUDA (In the State).
2. All the Estate Officers,
   HUDA (In the State)

Subject: Amendment In the HUDA policy for the allotment of plots/payment of interest on the deposited amount.

Please refer to the subject cited above.

The Authority in its 98th meeting held on 12.12.2006 has decided that in the present payment schedule, an additional provision may be made that in case balance 75% of the tentative price of the plot is paid in lump-sum within 60 days from the date of issue of allotment letter, the rebate of 5% in the price of plot will be allowed.

It has also been decided that it will be made clear in the application form as well as allotment letter that HUDA will offer the possession of the plot within a period of 3 years of allotment. In case the possession of the plot is not offered within the prescribed period of 3 years from the date of allotment, HUDA will pay interest @ 9% p.a. (or as may be fixed by Authority from time to time) on the amount deposited by the allottee after the expiry of 3 years till the date of offer of possession. In this case the allottee will not be required to pay the further instalments. The payment of balance instalment will only start after the possession of the plot is offered to the allottee.

In order to avoid problem of alternative plots, it has been decided that the plots will be advertised only after the plots are demarcated on the site. A committee under the chairmanship of concerned field Administrator comprising of S.E., DTP and Estate Officer would verify the clear number of plots available on the site which could be advertised for sale. Block of plots will be marked, road will also be marked on the ground before this verification in order to ensure that only clear plots i.e. free from litigation and free from encroachment are advertised. The clear plots will be advertised and allotted to the oustees and thereafter balance plots will be advertised for sale amongst the general public. This will eliminate the problem of allotment of alternative plot. In any case, if the alternative plot, if any, is required to be allotted, the same will be allotted in the same sector on the same rate and term and conditions. In case alternative plot is not available in the same sector then it will be allotted in the adjoining sector. However even in this case only the original rate will be charged as per the original allotment letter.

These provisions will be applicable only on those plots which shall be allotted henceforth.

This is for your information and further necessary action.

Chief Controller of Finance
for Chief Administrator,
HUDA, Panchkula.

Endst.No.HUDA-Acctts-Acctt-I-2007/2912-47 Dated :25.1.2007

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

1. The Chief Administrator, HUDA, Panchkula.
2. The Administrator, HQ, HUDA, Panchkula.
3. The Engineer-In-Chief, HUDA, Panchkula.
4. The Chief Town Planner, HUDA, Panchkula.
5. The Secretary, HUDA, Panchkula.
6. The District Attorney, HUDA, Panchkula.
7. All the Superintending Engineer, HUDA (in the State)
8. All the DTP's (in the State)

Chief Controller of Finance
for Chief Administrator,
HUDA, Panchkula.

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Allotment of Old Age Home/Creche in Urban Estates

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) -2002/5324-27 Dated 20/3/02

Subject : Policy for allotment of old age Home/Creche in the Urban Estates of HUDA

The matter on the subject was under consideration for a long time. Now, it has been decided that HUDA will construct one old Age Home in each Urban Estate upon land measuring one acre from its own sources. HUDA will further give these buildings on leasehold basis on nominal lease of Rs. 100/- p.a. either to the Distt. Red Cross Society or to the reputed Social Institutions/Welfare Organisation/Trust as per terms and conditions approved by the Authority. The construction of Old Age Home in each Urban Estate shall be made out of the funds generated from the sale of school sites and other community sites, which has already been charged from the plot holders. The allotment shall be made on the following terms and conditions for running the Old Age Home by the concerned institutions:-

1. The allotment shall be made on 15 years leasehold basis and nominal lease money of Rs. 100/- p.a. shall be charged. After the expiry of this period lease can be extended on the terms and conditions as decided by the Authority at that time.
2. The institutions/trust should be registered.
3. Initially the allotment shall be made on leasehold basis for first three years. Thereafter the working of the institutions shall be assessed by the concerned D.C./Administrator and on their recommendations the lease shall further be extended for another three years and onwards.
4. The ownership of the building/land will continue to vest with HUDA.
5. Any addition/alteration will not be carried out except with the prior approval of HUDA. The maintenance of the building will be done by the concerned institutions.
6. The concerned institutions/trust shall pay all cesses/taxes chargeable to the land/building.
7. If there is any breach of any of the conditions, HUDA shall have the right to take back the land alongwith structure created thereupon without any compensation.

8. The use of land other than, for which it is earmarked, will not be allowed in any case and the building would revert back to HUDA in case of any violation.
9. No commercial use shall be allowed under any circumstances.
10. The lessee shall have no right to transfer the land/building in any case.
11. One officer of HUDA (concerned E.O.) shall be the member of the Managing Committee to watch & ward the HUDA/public interest.
12. This facility shall be made to Sr. Citizens/old men on very nominal charge/ token money.
13. The allotment of land shall further be governed by the provisions of HUDA Act, 1977, rules & regulations framed thereunder.

You are, therefore requested to identify the land for construction of Old Age Home in the Urban Estates under your jurisdiction and take further necessary action accordingly.

In addition to the construction of one site in each Urban Estate, HUDA will also identify additional sites measuring 1000-2000 Sq. mtr. subject to availability of land and according to the requirement in bigger Urban Estates like Gurgaon, Faridabad, Panchkula etc. These sites will be advertised on the terms and conditions as made applicable in case of allotment of land to Social and Charitable Institutions issued vide. memo No. A-5-91/26619 dated 26.12.1991. The rate of these sites shall be 50% of the institutional rates.

The Creche sites shall be allotted as per the terms and conditions made applicable for social and charitable institutions on 99 years leasehold basis. The rates of these sites shall also be 50% of the institutional rates. These sites may also be advertised.

This is in anticipation of the approval of the Authority.

Sd/-
Administrative Officer
for Chief Administrator, HUDA.

Endst. No. A-1(P-2002/5328-42

A copy 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.
4. The Chief Controller of Finance, HUDA, Panchkula.
5. The Secretary, HUDA, Panchkula.
6. The Dy. Economic and Statistical Advisor, HUDA, (HQ), Panchkula.
7. All the Assistants/Record Keeper of Urban Branch, HUDA (HQ)

Sd/-
Administrative Officer
for Chief Administrator, HUDA

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Policy guidelines for leasing out of Crèche/School Buildings constructed by HUDA in various Urban Estates and Community Centre Buildings constructed by HUDA in villages winthin HUDA sectors.

From

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

To

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

Memo No. U.B.-II. A-K.K.2009/4611-4633 Dated: 20.02.2009

Subject: Policy guidelines for leasing out of Crèche/School Buildings constructed by HUDA in various Urban Estates and Community Centre Buildings constructed by HUDA in villages winthin HUDA sectors.

It is intimated that as per laid down planning norms, HUDA has been carving out various community building sites like Creche sites, School sites, Hospital etc. HUDA also constructs buildings on some of the sites as per prescribed norms and hand over the same to the respective Departments on 99 years lease hold basis on a nominal token lease of Rs. 100/- per annum. Similarly Community Centre Buildings have been constructed by HUDA in villages within HUDA sectors.

2. In the past, it has been experienced that due to their budgetary constraints the respective departments have not been coming forward to take over the sites/building. The utilization of these buildings is also very poor. It has, therefore, been decided that such buildings should be leased out for their gainful use to some other agencies/reputed NGOs for a specified period on nominal monthly rent.

3. It has also been observed that HUDA has not constructed any Creche/School for special children i.e. mentally retarded, physically challenged etc. in any of its Urban Estates. It has, therefore, been decided that the leasing of buildings of Creche/School constructed by HUDA in various Urban Estates and Community Centre Buildings constructed by HUDA in villages within HUDA sectors to the reputed NGOs may be made.

4. For this purpose, a Screening Committee consisting of concerned Administrator, HUDA as Chairman of the Committee and concerned Deputy Commissioner and District Education Officer as members has been constituted. The concerned Estate Officer, HUDA, shall be the Member Secretary of the Committee who shall invite the applications and convene the meeting of the Screening Committee.

The leasing of these buildings shall be governed by the following terms and conditions:-

(i) As per the policy in vogue, 50% of the sites earmarked for Creche/School shall be disposed off through auction. Balance 50% sites shall be offered to the District Red Cross Society, District Child Welfare Council or Education Department for running of Creche/School. In case the District Red Cross Society, District Child Welfare Council or Education Department, as the case may be, refuses to take the offered sites then only those sites where building has been constructed by HUDA shall be considered for leasing to the reputed NGOs for running of Creche/School for special children. Similarly constructed Community Centre Buildings in villages within HUDA sectors can also be leased out to NGOs who want to undertake welfare work in these villages.

(ii) The applications for leasing of constructed Creche/School buildings and Community Centre Buildings constructed by HUDA in villages within HUDA sectors shall be invited through advertisement. Only the reputed NGOs registered for the last two years before the date of issue of advertisement shall be eligible to apply.

(iii) The Creche/School buildings shall be leased to only those NGOs who are working in the field of imparting education to the poor on charitable basis shall only be eligible to apply.

(iv) The Screening Committee shall examine the applications received and forward its recommendations to the Chief Administrator, HUDA for approval of leasing of the constructed Creche/School buildings/Community Centre Buildings (constructed by HUDA in villages) who shall submit the matter to Chairman HUDA for approval.

(v) That the constructed Creche/School building/Community Centre Buildings (constructed by HUDA in villages) shall be initially leased for a period of five years at token lease money of Rs. 100/- per year. The lease shall be reviewed after five years and can be renewed for another five years term on satisfactory performance of the NGO, with the approval of Chief Administrator, HUDA. Further renewal of the lease for another five years (beyond 5+5 years) shall be with the approval of Chairman HUDA. Any further extension thereafter shall be with the approval of the Authority.

(vi) That the ownership of land and building will continue to vest with HUDA.

(vii) That the additions/alteration in the constructed building can be made by the NGO with prior approval of the concerned Estate Officer, HUDA. However, entire investment shall be made by the lessee and no refund/payment on this account shall be made after determination/cancellation of the lease.

(viii) That the lessee shall have no right to sub lease the ownership of the land or building constructed thereon by way of transfer or gift or sale or any other manner.

(ix) That if there is any breach of any of the terms and conditions of lease, HUDA shall have right to take back the land alongwith the structures constructed thereon by the lessee, if any, without any compensation whatsoever.

(x) That the NGO shall bear all the recurring expenses annual maintenance costs, cesses or taxes chargeable to the land /building etc.
(xi) That the use of land/building in any manner other than the one for which it is being leased shall not be allowed in any case
(xii) That no commercial use of land or building constructed thereon shall be allowed under any circumstances.
(xiii) That the said lease of land shall further be governed by the provisions of HUDA Act, 1977, Rules & Regulations framed there-under.

5. You are requested to take immediate necessary action and send compliance report to this office at the earliest.

This issues with the approval of Hon'ble Chief Minister, Haryana-cum-Chairman, HUDA

Incharge Urban Branch- II.
For Chief Administrator, HUDA.

Endst No. A-KK-2008/UB-II/ 4634- 66 Dated: 20.02.2009

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

1. Commissioner & Secretary to Govt. of Haryana Education Deptt., Sector-17, Chandigarh.
2. Higher Education Commissioner, Shiksha Sadan Sector-5, Panchkula.
3. Director General, School Education, 30 Bays Bldg. Sector-17-C, Chandigarh.
4. Director, Elementary Education, 30 Bays Bldg. Sector-17-C, Chandigarh.
5. The All Deputy Commissioner in the State.
6. The Chief Engineer-I & II, HUDA, Panchkula.
7. The Chief Town Planner, HUDA, Panchkula
8. The Chief Controller Of Finance, HUDA, Panchkula.
9. The Enforcement Officer, HUDA, Panchkula.
10. The D. A., HUDA, Panchkula.
11. The Dy. E.S.A., HUDA, Panchkula.
12. All Asstt. In Urban Branch I & II.

Incharge Urban Branch-II,
For Chief Administrator, HUDA.

Extension in Time Limit for Construction of Residential/ Commercial Plots and Charging of Extension Fee

From

The Chief Adminstrator,
HUDA, Panchkula

To

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

Memo No. A-1(P)-2002/ 35832-52 dated 18/12/02

Subject : Grant of extension in time limit for construction of residential/ commercial plots - Charging of extension fee thereof.

This is in continuation of this memo No. A-1-2001/32942 dated 28.12.2001 on the subject cited above.

The matter has been reexamined for grant of further extension to such allottees, whose extension period expires/expired on or before 31-12-2002 and also for revision of rates of extension fee for all the catagories of the allottees. After deliberation, the matter was placed before the Authority in its 86th meeting held on 13.11.2002 vide agenda item No.A-86(8) for consideration and decision. The Authority has approved the extension period for 17th and 18th year in respect of residential plots/commercial plots beyond the normal construction period to be availed by the allottees on the following terms and conditions:

1. The extension policy was introduced in HUDA for the first time during the year 1987. Therefore, the year of 1987 is the BASE YEAR for the purpose of extension policy. Provided that in case of offer of possession made prior to 30.6.85, the year 1987 shall be construed as first year for the purposes of counting of extension period.
2. A period of 18 years has been allowed to all the allottees for the construction of houses after the expiry of normal period of 2 years from the date of offer of possession. Thus the extension policy would be continuous one and would not expire at the end of any calendar year thereby giving equal opportunity for maximum 18 years extension to all the allottees.
3. The rates of extension fee for the period of 18 years w.e.f. the calendar year 1999 are given as under:-

Zone	Urban Estate
(a) High Potential Zone	Gurgaon, Faridabad, Panchkula
(b) Medium Potential Zone	Karnal, Panipat, Bhadurgarh.
(c) Low Potential Zone	Rest of the Urban Estates

Residential plots:

Year in which the Plot falls after the expiry of the normal period of construction	High Potential Zone	Medium Potential Zone	Low Potential Zone
1st Block			
1st year	20.00	15.00	10.00
2nd year	20.00	15.00	10.00
3rd year	20.00	15.00	10.00
2nd Block			
4th year	35.00	25.00	15.00
5th year	35.00	25.000	15.00
6th year	35.00	25.00	15.00
3rd block			
7th year	50.00	35.00	20.00
8th year	50.00	35.00	20.00
9th year	50.00	35.00	20.00
4th Block			
10th year	75.00	50.00	30.00
11th year	75.00	50.00	30.00
12th year	75.00	50.00	30.00
5th Block			
13th year	80.00	55.00	30.00
14th year	80.00	55.00	30.00
15th year	80.00	55.00	30.00
6th Block			
16th year	85.00	60.00	35.00
17th year	85.00	60.00	35.00
18th year	85.00	60.00	35.00

4. There shall be no change in the rates of extension fee in respect of plots upto 100 Sq.yd. and the earlier rates shall be made applicable as approved by the Authority in its 72nd meeting held on 19.11.97.

Commercial plots -

In respect of commercial sites upto 2 storeys/more than 2 storeys the rates for extension fee may be charged @ two times/three times of the rates of residential plots respectively.

The other terms and conditions of extension policy shall remain the same

The above instructions may be brought into the notice of all concerned/plot holders and due publicity be given at the local level. The above policy shall be made applicable w.e.f. 1.1.2003 in respect of 17th and 18th year.

Sd/-
Administrative Office,
for Chief Administrator, HUDA

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Instructions regarding construction within prescribed period

From

The Chief Administrator,
Haryana Urban Development Authority,
(Urban Branch-I), Sector 6, Panchkula.

To

(1) All the Administrators HUDA in the State of Haryana
(2) All the Estate Officers HUDA in the State of Haryana.

Memo No.A-UB-K.K.-2009/30727-49 Dated: 28.08.2009

Subject: - Extension policy- Resumption of plots for failure to complete construction within prescribed period.

This is partial modification of the policy guidelines bearing memo no.A-1(P)/2007/3265-86 dated 29.01.2007, A-1-2007/15857-78 dated 28.04.2007 and 23187-208 dated 02.07.2007.

2. It has been decided that one time relaxation for completion of the building may be granted to following categories of allottees till 30.11.2009 provided they pay double the extension fee applicable for last year in their respective cases for each year of delay:-

(a) Plots where Building Plan was got approved, construction was started and Completion Certificate applied for but not issued due to some deficiencies.

(b) Plots where Building Plan was got approved, construction started but Completion Certificate not applied for, since the required level of construction was reached late

(c) Where construction has been completed without getting building plans approved, (compoundable violation) provided they apply for grant of Occupation Certificates after raising minimum construction till 30.11.2009.

3. Where original allottees have expired without completing construction, legal heirs have not been brought on record and the plots have not been transferred to legal heirs due to lapse of extension period.

In such cases the following time bound schedule shall be followed:-

(i) The Estate Officer will give Public Notice in two leading newspapers, one Hindi and other in English to the effect that all the legal heirs of deceased allottees will get the plot transferred in the names of legal heirs within 3 months from date of publication of this policy.

(ii) All Estate Officers will transfer the plot within one month from the date of receipt of documents complete in all respects.

(iii) Extension upto 31.12.2010 for construction of building over the plot and apply for occupation certificate may be given including completion of all formalities i.e. obtaining of possession, sanction of building plan, D.P.C. Certificate etc.

All such allottees will have to pay up-to-date extension fee as per HUDA policy calculated as per latest rates.

(Sd/-)

Administrative Officer, UB-I.
for Chief Administrator, HUDA

Endst. No. A-UB-K K -2009/30750-67 Dated: 28.08.2009

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Legal Remembrancer, HUDA, Panchkula.
3. The Chief Town Planner, HUDA, Panchkula
4. The Senior Architect, HUDA, Panchkula
5. The Chief Engineer, HUDA, Panchkula.
6. The Enforcement Officer, HUDA, Panchkula
7. The General Manager (TI), HUDA, Panchkula.
8. The Dy. ESA, HUDA, Panchkula.
9. All the Assistants/Record Keepers in Urban Branch-I & II.

(Sd/-)

Administrative Officer, UB-I.
for Chief Administrator, HUDA

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Policy for handing over the possession of built up Community buildings to various Deptt. Like Education Deptt. Police Deptt., Sports Deptt. Health Deptt. Etc in Urban Estate developed by HUDA

From

The Chief Administrator,
Haryana urban Development Authority.

To

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

Memo No. A-1-9/20153-73 Dated 7-06-09

Subject: - Policy for handing over the possession of built up Community buildings to various Deptt. Like Education Deptt. Police Deptt., Sports Deptt. Health Deptt. Etc in Urban Estate developed by HUDA.

Reference on the subject cited above.

The matter to adopt uniform policy for handing over the possession of built-up community buildings to various Deptt. Like Education Deptt. Police Deptt. Sports Deptt. And Health Deptt was under active consideration. In case of built up schools, HUDA allot these schools buildings to education Deptt. on a nominal lease of Rs. 100/- per annum. On the same analogy, the other built up community buildings like Police post, Dispensaries etc. may be allotted on the following terms and conditions :-

1. The sites will be allotted on 99 years lease hold basis and on nominal lease money of Rs. 100/- per year shall be charged.
2. The ownership of buildings/land will continue to vest with HUDA.
3. Any addition /alteration in the building will not be carried out except with the prior approval of HUDA.
4. The maintenance of building will be done by concerned deptt.
5. The concerned deptt. Shall pay all cesses /taxes chargable to the land/ building.
6. If there is any breach of any of the conditions, HUDA shall have the right to take back the land alongwith structures created thereupon without any compensation.
7. The use of land other than for which it is earmarked, will not be allowed in any case and the building would revert back to HUDA in case of any violation.

This is with concurrence of the Hon'ble C.M., Haryana.

You, are, therefore, to take further action for handing over the possession of built up building to the concerned department. It is also made clear that these terms & conditions will also be applicable on the sites /buildings which have already been handed over to the concerned Deptt. by HUDA free of cost

Sd/-
Administrative Officer,
For Chief Administrator, HUDA

Memo. No. A-1-99/20174-83 Dated 7.6.99

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

1. Director, Higher Education/Secondary Education/ Primary Education, Education Department. Haryana, Chandigarh.
2. Director General of Police, Haryana, Chandigarh.
3. Director, Sports Deptt., Haryana, Chandigarh.
4. DGHS, Health Deptt., Haryana, Chandigarh
   They are requested to take over the built up buildings, if not already taken from HUDA on the above terms & Conditions. It is also made clear that these conditions will also be applicable on the sites. Which have already been handed over to them by HUDA free of cost.
5. The Chief Engineer. HUDA, Panchkula.
6. The Chief town planner. HUDA, Panchkula.
7. The Chief Controller of Finance, HUDA, Panchkula.
8. The District attorney. HUDA. Panchkula.

Sd/-
Administrative Officer,
For Chief Administrator, HUDA

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Instructions regarding sanctioning of Building plan submitted on the basis of std, design/ Arch. Control issued by HUDA

From

Chief Administrator HUDA,
(Architecture Wing)
Panchkula.

To

The Administrator,
HUDA, Panchkula, Faridabad. Gurgaon, Rohtak, Hisar.
Memo no-SA-HUDA-2008/3237-41 Dated/ 8.10.2008

Sub:- Instructions regarding sanctioning of Building plan submitted on the basis of std, design/ Arch. Control issued by HUDA.

It has been decided that in case of sanctioning of std. design/ Arch. Controls issued by HUDA if internal changes are there in the drawings, the same have to be authenticated by a private Architect and then routine procedure of sanctioning is to be followed.

In case the allottee is submitting the drawings without any internal changes, authentication of private Architect has to be there for indicating the Public Health services line, and other mandatory provisions which are to be checked and approved by Engineering Wing of HUDA, however in such cases plans should only be referred to Engineering Wing (For Public Health approval) and Estate office. (For ownership verification & dues checking).

Sd/
Senior Architect,
For Chief Administrator,
HUDA. Panchkula.

Endst.No/SA-HUDA-2008/3242-3317 Dated/ 8.10.2008

A copy of the above is forwarded to the following for information and further necessary action please.

1. The Chief Town Planner. HUDA, Panchkula.
2. The Chief Engineer/Chief Engineer-I, Panchkula.
3. The Chief Controller of Finance HUDA, Panchkula.
4. All Superintending Engineers HUDA. Circle Pkl/Hisar/Rohtak/Karnal/ Fbd/Gurgaon.
5. All Estate Officer HUDA, all U/E. HUDA.
6. All Executive Engineer, HUDA & all U/E. HUDA.
7. All Architects HUDA. Pkl.(Sh.Chadha, Sh.Goel. Sh. Yadav, Sh.Sehgal & Sh.Ahuja, L.S.A)
8. All DTP in all U/E Haryana.

Sd/
Senior Architect.
For Chief Administrator,
HUDA, Panchkula.

***

Policy for regularization of Nursing Homes running from residential premises

From

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

To

The Administrators, HUDA
All the Estate Officers, HUDA.

Memo No. A-Pwn-2008/UD-II/26053-75 Dated:21.07.08

Sub:- Policy for regularization of Nursing Homes running from residential premises.

This is in supersession of the earlier guidelines on the subject circulated vide HUDA (HQ's) memo No. A-6/2005/27527 dated 21.10.05 on the subject as cited above.

2. In the context of representations received for regularization of nursing home, which came into existence on or after 01.01.1992, after deliberations, a decision had been taken that the policy may further be reviewed. As a follow up to the above decision, keeping in view the background of the discussions / deliberations to improve the medical care facilities in the Urban Estates developed by HUDA, the matter after examination was placed before the Authority in its 101st meeting held on 11.06.08. It has been decided that use of residential buildings in Urban Sectors developed by HUDA, which fulfills the prescribed eligibility criteria may be allowed for setting up Nursing Homes, provided:

(i) The residential premises are owned by the Doctor(s) who are applying for permission to set up Nursing Homes or their family members i.e. Spouse/ Parents/Children on payment of requisite conversion charges. However, the permission can also be given to tenant doctors provided they fulfill other requirements but in their case, they will have to pay annual fee equivalent to 10% of conversion charges.

(ii) Permission shall be granted for only those residential premises which are having a minimum size of plot equal to 500 Sq. Yds. and are located on roads having a width of at least 30 mtrs.

(iii) Each building in respect of which permission is sought should have a parking space for 'four wheeled' vehicles atleast equal to the number of indoor beds plus two. Parking space may be inside or outside of the building or both. The parking space outside the building will be public parking space which will be maintained by HUDA or Municipal Council/Corporation/Local Body which will be at liberty to charge fee from Nursing Home owners or from those who park their vehicles thereupon or both.

3. Procedure:

The application for granting permission to the Nursing Home shall be made on the prescribed Performa to the respective Estate Officer, HUDA along with the following documents/Charges:-

- One Time Conversion Charges :-

(i) In the cases where premises are owned by the doctor(s) or their family members i.e. spouse / parents / children.

- Hyper Potential Zone consisting of Urban Estate Gurgaon @ Rs.3,000/- per sq. yd.
- High Potential Zone (HPZ) consisting of Urban Estate Faridabad and Panchkula @ Rs.2,000/- per sq. yd.
- Medium Potential Zone (MPZ) consisting of Urban Estates Ambala, Bahadurgarh, Hisar, Jagadhri, Karnal, Kurukshetra, Panipat, Rewari & Rohtak. @ Rs.1,000/- per sq. yd.
- Low Potential Zone (LPZ) consisting of rest of Urban Estates @ Rs 500/- per sq. yd.
- Conversion charges will be recovered in two annual installments which will carry an interest @ 10% compounded annually. In case, the 2nd installment of conversion charges is not paid within 90 days of the due date, the permission may be withdrawn by the Estate Officer after issuing a Show Cause Notice. In addition, delayed interest @ 15% compounded annually will have to be charged instead of 10% compound interest for delayed payments.
- The complete project report containing therein the activities / functions proposed to be carried out in full details, especially Surgeries, Lab tests, etc.
- An affidavit duly attested by the Judicial/Executive Magistrate of First Class undertaking that he will abide by all the terms and conditions of this Policy shall be submitted by the applicant.

(ii) In case of a tenant Doctor:-

- One year's annual conversion charges equal to 10% of conversion charges, thereafter, the same will have to be paid in advance every year before start of the new Financial Year beginning 1st April every year failing which the permission will lapse automatically. If the doctor continues with the Nursing Home operations beyond the permissible period, he will have to pay conversion Charges for the unauthorized period along with 15% compound interest. The year for annual conversion charges will be from April to March next year. Full annual conversion charges will have to be paid for first year irrespective of date of application in the financial year.
- A deed of rent agreement from the owner of the residential premises in the name of the doctor applying for permission at least for three years duly registered as per law.
- Scrutiny of the applications shall be carried out by following Committee:-
  (i) Civil Surgeon of the District. Chairman
  (ii) Deputy Commissioner or his Member Representative.
  (iii) Concerned Estate Officer, Member Secretary HUDA

- This Committee shall scrutinize the applications vis-à-vis the laid down criteria / legislations / policy guidelines circulated by HUDA/Central/ State Governments from time to time. The number of beds, needs and the availability of parking space shall also be examined by this Committee.
- Concerned Estate Officer of HUDA will convene the meetings of the Committee. The Committee will meet in a maximum period of one month from the date of receipt of application and will send its recommendations to the Zonal Administrator. The Authority to approve the running / functioning of a Nursing Home from residential plot / building shall lie with the Zonal Administrator, HUDA. The formal approval shall be circulated by respective Estate Officer, HUDA.

4. Other Terms & Conditions:-

(i) No Nursing Home shall be allowed to function from a residential building except with the prior written permission of the Estate Officer, HUDA. The usage of plot/building shall be as per HUDA covered area, FAR norms pertaining to residential premises subject to Zoning Plans and a permission to occupy the building issued by the competent authority.

(ii) The Building Plan of Nursing Home shall also have to be got sanctioned.

(iii) Adequate arrangements for disposal of hospital waste must be made by the owner. The applicant should be registered with the Health Department for usage of incinerators installed / to be installed in the concerned district.

(iv) No commercial activities including chemist shop shall be allowed in the building premises.

(v) The Nursing Home shall be open to inspection by the Committee/Officers of HUDA / Health Department at regular intervals. It shall be lawful for officers of the Estate Office or any other officers authorized by the Chief Administrator to inspect the premises at all reasonable hours to ensure that the conditions of permission are being complied with. In case of infringement of any condition of permission, the Estate Officer, HUDA, may, after such inquiry as deemed necessary, cancel the permission after giving a reasonable opportunity of being heard.

(vi) The Nursing Home shall be liable to pay taxes, cesses and further parking charges (outside the premises) if any, levied by HUDA/ concerned Local Bodies.

(vii) The Nursing Home shall have to make adequate arrangements for the drainage / disposal of the effluents, cleanliness of the area. It should be ensured that no-nuisance or hardship is caused to the nearby residents of area.

(viii) It shall be obligatory to observe formalities / follow directions / meet the norms of the laid down guidelines circulated / amended from time to time by HUDA/State Govt. in the Department of Health & other statutory bodies, concerning running of a Nursing Home.

(ix) The permission shall also be governed by the provisions of HUDA Act, 1977, Rules and Regulations framed hereunder from time to time.

(x) The permission shall be liable to be withdrawn if the Nursing Home violates any of the conditions of approval.

(xi) The applicant will give his e-mail address for sending all communications including changes in the Policy from time to time and all communications sent by HUDA to his e-mail address shall be deemed to have been conveyed to him. Likewise, he can send his communications to HUDA to its e-mail address huda@hry.nic.in.

(xii) An affidavit duly attested by the Judicial/Executive Magistrate of First Class undertaking that he will abide by all the terms and conditions of this Policy shall be submitted by the applicant.

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

Incharge Urban Branch-I,
For Chief Administrator, HUDA

Endst. No. A-Pwn/2008/UB-I/26076-106 Dated 21.07.08

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

1. All Deputy Commissioners of Haryana State.
2. The Director General, Health Services, Sector-6, Panchkula / All Civil Surgeons of Haryana State.
3. The Chairman, Haryana State Pollution Control Board, Sector-6, Panchkula.
4. The Chief Town Planner, Haryana, Town and Country Planning Department, Sector-18, Chandigarh.
5. The Chief Town Planner, HUDA, Panchkula
6. The Chief Engineer, HUDA, Panchkula.
7. The Chief Controller of Finance, HUDA, Panchkula.
8. The Legal Remembrancer, HUDA, (HQ) Panchkula.
9. The Deputy ESA HUDA (HQ), Panchkula.
10. The President, Indian Medical Association, Haryana State Branch.
11. All Assistants / Record Keeper of Urban Branch, HUDA, (HQ).

Incharge Urban Branch-I,
For Chief Administrator, HUDA

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Allotment of Nursing Home and Clinic Sites through auction – modification therein

From

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

To

The Administrators, HUDA
All the Estate Officers, HUDA.
Memo No. A-Pwn-2008/UB-II/26367 Dated. 23.07.08

Sub:- Allotment of Nursing Home and Clinic Sites through auction – modification therein.

This is in partial modification of earlier guidelines circulated vide HUDA (HQ's) memo No. A-14-97/16291-311 dated 12.05.97 on the subject as cited above.

The matter cited as subject has been re-examined and placed before the Authority in its 101st meeting held on 11.06.08. It has been decided to amend the earlier auction policy with regard to Nursing Homes / Clinic Sites provided by HUDA in various Urban Estates and in future the auction of such sites shall be restricted to only doctors i.e. who practice the profession in following manner :-

(a) Nursing Home site shall be auctioned only to the specialists i.e. postgraduates in the field i.e. MD/MS/M.D.S. etc.

(b) Clinic Sites shall be auctioned only to those persons who are having Bachelor Degree in Medicine, Dental Surgery, Unani or Ayurvedic Medicines etc.

The other terms and conditions of auction shall remain the same. This policy shall be applicable from the date of issue of this letter.

Incharge Urban Branch -I,
For Chief Administrator, HUDA

Endst. No. A-Pwn/2008/UB-I/26368-75 Dated 23.07.08

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

1. The Director General, Health Services, Sector-6, Panchkula.
2. All Civil Surgeons of Haryana State.
3. The Chief Town Planner, HUDA, Panchkula.
4. The Chief Engineer, HUDA, Panchkula.
5. The Chief Controller of Finance, HUDA, Panchkula.
6. The Legal Remembrancer, HUDA, (HQ) Panchkula.
7. The Deputy ESA HUDA (HQ), Panchkula.
8. All Assistants / Record Keeper of Urban Branch, HUDA, (HQ).

Incharge Urban Branch -I.
For Chief Administrator, HUDA

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Allotment of Institutional Plots for setting up, Hospital, Nursing Home, Clinic and amendment in the terms and conditions thereof

From

Chief Administrator,
HUDA, Panchkula.

To

All Administrator/Estate Officer in HUDA.

Memo No. U.B. A-K.K.2009/S104-26 Dated:26-2-2009

Subject: Allotment of institutional plots for setting up, Hospital, Nursing Home, Clinic and amendment in the terms and conditions thereof.

In continuation of this office memo no. A-1-2002/4489 dated 6.3.2002 on the above noted subject.

The matter has been re-examined and it has been decided that permission may be granted for changes in organizational structure of individual allottees of various sites for construction of Corporate Offices, Research and Development Centers, Staff-Education and Training Centers, Officers of Professional Group/ Associations/Societies not engaged in Commercial/Manufacturing activities with the prior approval of Chief Ministercum-Chairman, HUDA. Such permissions shall be subjected to the following conditions :-

1. The original allottee will have to retain 51% share in the ownership of plot.
2. No change of land use will be allowed.
3. The allottee shall abide by the terms and conditions as prescribed in the original allotment letter/policy of HUDA.
4. The processing fee of Rupees 5000/- shall be charged in such case.
5. The allotment of land shall be governed by HUDA Act, 1977, rules and regulations framed thereunder.

Incharge Urban Branch-II
For Chief Administrator, HUDA.

C.C.
All Asstt. Urban Branch U.B. I & II (H.Q.)

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Policy for Reservation of Residential Plots for Advocates in HUDA Urban Estates

From

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

To

1. All the Administrators of HUDA in the State.
2. All the Estate Officers of HUDA in the State.

Memo No. UB-I-NK-2008/ 30928-48 Dated. 29.08.08

Subject: Regarding Reservation of Residential Plots for Advocates in HUDA Urban Estates- C.M.'s Announcement.

1. The issue of providing reservation of Residential Plots for Advocates in HUDA Urban Estates has been engaging the attention of the State Government for some time. In view of the Chief Minister's announcement, it has now been decided that henceforth the reservation of residential plots for Advocates shall be made in HUDA sectors as follows-

S. No.	Zone	%age of Plots to be reserved
i)	**Hyper and High Potential Zones** which include a) Urban Estate of Gurgaon. b) Controlled areas in Gurgaon District including controlled area declared around Sohna town. c) Controlled areas of Panipat and Kundli-Sonepat Multi-Functional Urban Complex. d) Periphery Controlled areas of Panchkula.	Nil (they can apply for the plots as general category alongwith others)
ii)	**Medium Potential Zone** which includes a) Controlled areas of Karnal, Kurukshetra, Ambala City, Ambala Cantt, Yamunanagar, Hisar, Rohtak, Rewari-Bawal-Dharuhera Complex, Gannaur, Oil Refinery Panipat (Beholi). (b) Controlled areas of Faridabad District including controlled areas around towns like Palwal and Hodel.	5%
iii)	**Low Potential Zone** which includes all the remaining controlled areas declared in the State	10%

2. The said allotment shall be governed by the following terms and conditions-

a) The applicant must be a lawyer practicing in that Urban Estate, where he or she applies for a plot. Further, the applicant should be a member of the Bar Association of the District/ Sub Division comprising that Urban Estate and registered with the Bar Council of Punjab and Haryana High Court for at least one year on the date of submitting his or her application for the allotment of a plot under the policy.

b) The applicant must be a permanent resident of Haryana.

c) The applicant should not be having a plot or house or flat in any Urban Estate of Haryana State or Chandigarh or Mohali in his or her own name or in the name of his or her spouse or dependent children or in the name of HUF comprising all or any one of them.

d) Those advocates who have ever been allotted a plot or land out of Government Servant Reserve Quota, Discretionary Quota or any other reserved category at any time anywhere in Haryana shall not be eligible under this policy.

e) The applicant shall be required to submit an affidavit alongwith his or her application in terms & condition no. a, b, c and d above.

f) The allotment shall be governed by the HUDA Act, 1977, Rules and regulations framed there-under from time to time.

g) The above facility of reservation will be available to a successful applicant only once in a life time.

3. It is, therefore, requested that the above policy should be kept in view while floating new residential sectors in future. It is further requested that an acknowledgement of the receipt of this communication may be sent within 15 days of the receipt thereof.

This policy is being issued with the prior approval of the Chief Minister-cum-Chairman, HUDA.

Sd/-
Chief Administrator, HUDA

Endst. No. UB-I-NK-2008/ 30949-58 Dated 29.08.08

A copy of the above is forwarded to the following in continuation of this office letter no. A-1/2006/738-45 dated 8th January, 2007 for information and necessary action.-

1. The Chief Controller of Finance, HUDA Panchkula
2. The Chief Town Planner, HUDA Panchkula.
3. The Legal Remembrancer, HUDA Panchkula.
4. The Secretary, HUDA, Panchkula.
5. The Distt. Town Planner (N) with the direction to process the case to be placed before the Haryana Urban Development Authority in its next meeting for ex-post-facto approval.
6. The Enforcement Officer, HUDA (HQ) Panchkula.
7. The Deputy ESA, HUDA, Panchkula.
8. All the Assistants of UB-I & II.

Sd/-
Administrator, HUDA (HQ)
For Chief Administrator, HUDA

Internal Distribution-

1. Sr. Secretary to the Chairman, HUDA-cum-C.M., Haryana for the information of Chairman, HUDA-cum-C.M., Haryana.
2. PS/FCTCP for the information of FC TCP.

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Policy regarding Reservation of Residential Plots for Advocates in HUDA Urban Estates

From

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

To

All the Administrators of HUDA in the State.

Memo No. UB-I-NK-2009/ 7593-97 Dated: 19.03 2009

Sub:- **Regarding Reservation of Residential Plots for Advocates in HUDA Urban Estates - C.M. Announcement.**

This is in continuation of this office Memo No.UB-I-NK-2008/ 30928-48 dated 29.08.08 on the above cited subject.

The Policy issued vide under reference was placed before the Authority in its 102nd meeting held on 24.02.2009 vide agenda item no. A-102nd (23) for approval, with the proposal to modify condition (f) of the policy as under.-

"An individual shall be eligible to make one application only. In case more than one application is made by an applicant, all his applications will be rejected and a deduction of Rs. 1000/- per application shall be made from earnest money as processing charges"

The Authority has accorded its approval to the proposal contained in the agenda. A copy of the agenda item no. A-102nd (23), alongwith relevant extract of proceedings, is enclosed herewith for further necessary action.

Sd/-
DA/As Above Incharge Urban Branch-I
For Chief Administrator, HUDA

Endst. No. UB-I-NK-2009/7598-7620 Dated 19.03.2009

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Town Planner, HUDA, Panchkula.
3. The Legal Remembrancer, HUDA, Panchkula.
4. The Secretary, HUDA, Panchkula.
5. The Enforcement Officer, HUDA, HQ, Panchkula.
6. All the Estate Officers of HUDA in the State.
7. The Deputy ESA, HUDA, Panchkula.
8. All the Assistants of Urban Branch-I & II.

Sd/-
Incharge Urban Branch-I
For Chief Administrator, HUDA

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Guidelines regarding registration of 'Independent Floors'

From

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

To,

1. All the Administrators of HUDA in the State.
2. All the Estate Officers of HUDA in the State.

Memo. No. A-PHK-UB-I/2009/6552-83 Dated: 13.03.2009

Subject: Guidelines regarding registration of 'Independent Floors'.

As a follow up to the decisions taken in the meeting held under the Chairmanship of Hon'ble Chief Minister, Haryana on 11.11.2008 regarding registration of 'Independent Floors' following guidelines for registration of 'Independent Floors' have been formulated and got approved from the Competent Authority:-

1. APPLICABILITY OF FLOOR WISE REGISTRATION:

Registration of independent floors shall be allowed in case of residential plots in HUDA Sectors. In case of built up property situated in existing sectors (where owner has applied for/obtained occupation certificate prior to the date of issuance of these guidelines) registration of independent floors shall be allowed only in case of buildings constructed on the plots of 180 Sq. yards or above area. However, in case of vacant plots in old sectors as well as all residential plots in new sectors, there shall be no restriction regarding size of plots that can have multiple owners floor-wise.

2. PARAMETERS FOR FLOOR WISE REGISTRATION OF BUILDINGS:

(i) Every building subject to the provisions of HUDA Act 1977, rules and regulations framed there under can have a separate and independent unit on each floor. Each such dwelling unit shall be designated as 'Independent Floor' Each 'Independent Floor shall be recognized as a distinct, identifiable property with a separate identification number, to which the owner shall have title alongwith proportionate rights in the declared common areas and common facilities, rights of access, easements and other ownership rights as well as the right to use, transfer or dispose-off the property in accordance with the applicable law and rules.

(ii) Owner of each 'Independent Floor' shall be entitled to separate utility connections such as water supply and electricity subject to building regulations/rules of Power Utilities.

(iii) The basement, if any, allowed in a residential building shall not constitute a separate sub division/floor. The basement shall form a part of the 'Independent Floor' at ground level. However, in case owners of different 'Independent Floors' in a building intend and agree to use

basement as a common area for facilities such as parking or other plant and equipment required for different floors in the building, they may have undivided proportionate rights in the basement.

(iv) The garage, servant quarters, store, open spaces etc. constructed at ground floor forming part of the buildings ancillary to the main residential building shall not form a separate sub division and shall form part of the ground floor only.

(v) No increase in maximum permissible FAR will be allowed. However, the owner shall have an option to distribute the maximum permissible coverage equally on all the floors.

(vi) No sub division of plot and vertical divisions of buildings shall be allowed.

(vii) Disputes, if any, shall be limited to the agreement partners and HUDA shall not be a party. No claim shall be leviable against HUDA by any of the parties for non-construction.

3. ELIGIBILITY CRITERIA & OTHER CONDITIONS:-

3.1 Only such owners shall be eligible to transfer the floor-wise ownership of his/her building:

(i) Who has completed all the three floors as per approved building plans/ building bye laws and obtained occupation certificate thereof from the competent authority.

OR

Who has got approved the building plans for all floors and submits a joint undertaking by the transferee/transferors in the form of an affidavit that they mutually agree to complete construction of their respective floors, as per approved plan, within a reasonable specified period, can be allowed to transfer floor wise ownership rights. This agreed reasonable period shall be clearly mentioned in the re-allotment letter as well conveyance/sale deed.

(ii) Who has paid full cost of the plot to HUDA, including enhanced compensation, and got the conveyance deed/sale deed, as the case may be, executed & registered, in his/her favour.

(iii) There are no dues/arrears in respect of his/her plot.

(iv) That there is no misuse of the site/building.

(v) That the owners of 'Independent Floors' in a building shall make adequate arrangement for parking of their vehicles within their premises and shall not misuse road/public property for parking in any manner what so ever.

3.2 Any two 'Independent Floors' can be jointly allowed to be transferred provided the ownership of both the floors is being transferred to one person.

3.3 In case the building is not constructed and floor wise building plans are approved as per clause 3(b), then the transfrees/owners of different floors shall be liable to make the following payments as & when and in the manner demanded by the Authority:

(i) Enhanced compensation demanded after execution of the conveyance deed/sale deed.

(ii) Extension fee - to be recovered in the percentage of coverage under his/her ownership or on fixed percentage decided by the transferors/ transferees through a joint undertaking in the form of an affidavit.

(iii) Compounding fee will be paid by the owner of each floor as levied by HUDA.

4. PROCEDURE FOR TRANSFER OF OWNERSHIP OF FLOORS.

4.1 The present owner/allottee shall make an application on the prescribed Performa to the concerned Estate Officer, HUDA for granting permission to transfer the ownership of 'Independent Floor'. The request shall be accompanied by the following information/documents:

(i) The area/floor proposed to be transferred alongwith details of Common areas and common facilities duly defined on the prescribed format(s) and further shown and marked on the approved building plan.

(ii) Administrative Charges of Rs. 10,000/- (Ten thousand only).

(iii) Original allotment letter.

(iv) A copy of the approved building plan.

(v) A copy of the occupation certificate (in case of constructed building).

(vi) Photographs of the existing building from all corners.

4.2 The Estate Officer shall, if he is satisfied with the completion and correctness of information provided with the declaration and after having the building inspected, if necessary, upon fulfillment of required formalities and payment of fee shall grant permission to transfer the ownership of floor, subject to the following terms and conditions:

(i) The transferee shall get a sale deed of the respective 'Independent Floor' executed /registered in his/her favour with respective Sub-Registrar and shall submit a certified copy thereof with the Estate Officer, HUDA concerned.

(ii) The Indemnity Bond by the owner/transferor on the Performa No. ..... E-1.

(iii) An affidavit from the transferee on the Performa No.....E-2.

(iv) To deposit the arrears payable if any.

4.3 The above documentation/formalities shall be completed by the transferor and transferee both within a period of 90 days to be reckoned from the date of issuance of permission to transfer failing which the permission to transfer shall stand withdrawn and the owner shall have to apply afresh. The administrative charges deposited alongwith the earlier request shall stand forfeited.

4.4 Thereafter, on fulfillment of required formalities and documentation by the transferor and transferee, transfer of ownership as an apartment by the Estate Officer HUDA concerned under these rules shall be accorded by way of a fresh letter of allotment in favour of transferee and also in favour of transferor in supercession of the previous letter of allotment.

4.5 Such letter of allotment shall recognize the ownership of the 'Independent Floor' as the owner thereof, who shall be liable to comply with all the provisions of the HUDA Act, 1977, rules and regulations framed there under. All the covenants and liabilities contained in the original allotment letter and in the conveyance deed pertaining to building or site, shall be construed to be contained in the subsequent letter of allotment, as the case may be, even though no specific mention may have been made therein. Each 'Independent Floor' after it has been transferred as an

apartment by the concerned Estate Officer, HUDA shall be sole and exclusive property of the declared owners. Such owners shall be fully and exclusively responsible and liable for complying with all provisions of the HUDA Act 1977, rules & regulations framed there under and covenants of the allotment letter and conveyance deed pertaining to the site or the building, and also to pay the enhancement in compensation, if any awarded by the court(s) in proportion to the percentage of total covered area available for construction on the floor under his ownership. The transferees/owners of all the 'Independent Floors' in a building can also pay the amount of enhancement in compensation on fixed percentage basis to be decided by the transferors/transferees through a joint undertaking in the form of an affidavit.

4.6 All these provisions of HUDA Act, rules and regulations framed there under from time to time and covenants shall apply, pari passu, to the apartments and to the owners thereof, as they did and would have, to the site of building and the owners thereof.

5. COMMON AREAS AND COMMON FACALITIES

5.1 *Definition:*

"Common Area and common facilities in relation to a residential building shall include the land covered by the building and all easements rights of access and other similar rights belonging to the land and the building. The common structures such as foundations, columns, beams, supports, main valves, common roofs, corridors, staircase, fire escapes, entrances and exist of the building. Such parking areas, passages, driveways, gardens, storage space, spaces for security, as are required or specified for common use. Installations of common services such as power, light, gas, water, heating, refrigeration, air conditioning, sewerage, elevators, tanks, pumps, ducts and such other common facilities as may be prescribed from time to time. All other parts of the building and land necessary for maintenance, safety and common use."

5.2 Every declaration for registration of 'Independent Floors' of a building shall contain the complete details regarding the common areas and common facilities. These may be used by all the owners and occupiers of the building equally and without hindrance, subject to reasonable restrictions to ensure privacy and common access to all owners and occupiers.

5.3 The owners of each 'Independent Floor' shall be entitled to the exclusive use and possession of the 'Independent Floors' as declared, and shall be entitled to ownership of such percentage of the un-divided interest in the common areas and common facilities as specified in the declaration. Such percentage shall be computed by taking as basis the value of the sub-division in relation to the value of the building.

5.4 The percentage of the un-divided interest of each 'Independent Floor' in the common areas and common facilities shall be a permanent character and shall not be altered without the written consent of all the owners to be obtained and filed before the concerned Estate Officer of HUDA.

5.5 The common areas and common facilities shall remain un-divided and no owner or occupier of any 'Independent Floor' or any person shall be entitled to seek a partition or division of any part thereof before the concerned Estate Officer, HUDA or when making changes or amendments to the building, or in any other proceedings before the Chief Administrator, HUDA related to the building, without the written consent of all owners of the building.

5.6 Certain restricted common areas or restricted common facilities may be specified for use of some but not all the 'Independent Floors' and the owners and occupiers thereof.

A copy each of the following performas is enclosed:-

1. Application for Transfer of 'Independent Floor' — IF-A
2. Indemnity bond by the transferor. — IF-1
3. Affidavit by the transferee. — IF-2
4. Re-allotment letter. — IF-RA
5. Schedule-I: Description of each 'Independent Floor' — IF-SI
1. Schedule-II: Schedule of Common Areas. — IF-SII
2. Schedule-III: Schedule of Restricted Common Areas. — IF-SIII
3. Schedule-IV: Schedule of Common Facilities. — IF-SIV
4. Schedule-V: Schedule of Restricted Imited Common Facilities. — IF-SV

In the meeting held on 11.11.2008 under the Chairmanship of the Chief Minister, Haryana, it was decided that in addition to the normal Stamp Duty, 1% extra Stamp Duty will be paid by the party desirous of registering the floor wise dwelling units through a separate challan. This 1% Stamp Duty will be paid by the treasury to the Municipal Committee/HUDA depending on where the property in question is located, for defraying the costs of additional external development that the Municipal Body/HUDA will have to incur due to the pressures on the Civic amenities that will arise due to extra persons living on the plotted areas. Accordingly the FCR, Haryana has separately been requested to issue necessary directions to all concerned so that this 1% extra Stamp Duty, in case of registration of 'Independent Floors' on the plots/property located in the Urban Estates of HUDA, IF-A is paid by the treasury to the concerned Estate Officer of HUDA for the Urban Estate in which the 'Independent Floor' is located, on monthly basis.

You are requested to take necessary action as per above policy on the requests for transfer/registration of 'Independent Floors' and a monthly progress report indicating the applications received, permissions granted and no. of pending applications may be sent to this office by 7th of every month.

Administrator HQs,
For Chief Administrator, HUDA, Panchkula.

Endst. No. A-PHK-UB-I/2009/ 6584-91 Dated: 13.03.2009

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

1. The Chief Controller of Finance, HUDA, Panchkula.
2. The Chief Engineer, HUDA, Panchkula.
3. The Chief Engineer-I, HUDA, Panchkula.
4. The Chief Town Planner, HUDA, Panchkula.
5. The Legal Remembrancer, HUDA, Panchkula.
6. The Senior Architect, HUDA, Panchkula.
7. The Enforcement Officer, HUDA, Panchkula.
8. The Dy. ESA, HUDA, Panchkula.

Administrator HQs,
For Chief Administrator, HUDA, Panchkula.

*****

Application for Transfer of 'Independent Floor' **IF-A**

To,

The Estate Officer,
Haryana Urban Development Authority,
_____.

Subject: Transfer of Ground/First/Second floor of Plot/Building No. _____ Sector _____ Urban Estate _____.

Sir,

I/We. Shri/Smt./Km. _____ S/o W/o, D/o _____ Resident of _____ Seek permission to transfer Ground/First/Second floor of Plot/building No. _____ to Shri/Smt./Km. _____ S/o, W/o. D/o _____ Resident of _____

(i) Gender: ☐ Male ☐ Female

(ii) Marital Status : ☐ M Married ☐ Single ☐ Widow/Widower

I hereby certify that:

- *The plot/'Independent Floor' was allotted/transferred to me on _____.
- *Possession of the plot was taken over by me on _____.
- *The building plan of the proposed building was sanctioned by Estate Officer, HUDA vide memo no. _____ dated _____.
- *The building has been completed as per approved building plan.
- *The completion certificate of the building has also been issued by the Estate Officer, HUDA vide memo no. _____ dated _____.

* Strike out if not applicable.

In case of allottee, please specify (v) relevant category under which the plot was allotted:-

(a) General	☐	(b) S.C./B.C	☐
(c) War Widow	☐	(d) Defence/ Ex-Servicemen	☐
(e) Handicapped/ Blind	☐	(f) Ousteeis	☐
(g) Govt. Servant	☐	(h) Other (specify)	☐

Size of Plot

(i) As per Allotment letter	Sq. mtrs
(ii) Possession Offered	Sq. mtrs
(iii) Any incidental space allotted	Sq. mtrs
(iv) Total Possession taken	Sq. mtrs

1. The conveyance deed has been executed and registered with the Registrar on ☐

2. The plot/'Independent Floor' is free from all encumbrances like mortgage, gift or transfer in any manner to anybody.

3. There is no dispute, litigation or court case/encroachment and misuse of plot/'Independent Floor' of any kind.

4. I/We further certify that nothing has been concealed in the above information. If, in future, it is found that the transfer has been effected on the basis of false information provided in this application, the transfer shall be deemed to be null and void and all the consequences of which (legal, financial etc.) shall be borne by me/us. In case Haryana Urban Development Authority suffers any loss on account of this transfer of as a consequence of this transfer, my/our property, my/our person, my/our legal heirs and successors shall be liable to make good the loss sustained by Haryana Urban Development Authority or its employees. In case any legal heirs or other persons shall make any claim regarding this plot, the litigation of the same will be defended by me/us and the loss suffered by Haryana Urban Development Authority will also be made good by me/us. I also undertake that disputes, if any, between the owners of all the 'Independent Floors' in this building pertaining to use of common areas and common facilities, non-construction of 'Independent Floors' as per schedule mutually agreed to, payment of enhanced compensation or any other such disputes shall be limited to the owners of the 'Independent Floors' and no claim shall be leviable against HUDA by any of the parties.

Transfer fee of | Rs. Figures | Rupees words |

is attached as Bank Draft No./Dated

Yours Faithfully

Dated:
Place: [Signatures/Name(S)]

The application should be accompanied by:

(i) Original allotment letter/Re allotment letter.
(ii) A copy of the approved building plan distinctly showing the area/floor proposed to be transferred alongwith details of Common Area and Common facilities/ Restricted Common area/facilities
(iii) A copy of the occupation certificate.
(iv) Photographs of the existing building from all corners.
(v) Schedule I to V for Common Area and Common facilities/ Restricted Common area/facilities
(vi) Joint undertaking in the form of an affidavit regarding payment of enhanced compensation if it is to be paid on fixed %age basis by the owners of different floors in a building.
(vii) Joint undertaking in the form of an affidavit regarding completion of construction of their floors in a specified/reasonable time period by the owners of different floors, where the building has not yet been constructed.

****

IF - 1

IDEMNITY BOND BY THE TRANSFEROR

This indemnity Bond is executed at .....on this ..... (Name of Town) day of .....20. by Sh./Smt./Km .....Aged.....years S/o. W/o. D/o Sh.....Resident of .....here in after called the Executant).

Whereas the Residential Plot number ..... Sector, ... Urban Estate .....measuring ..... was allotted/transferred to the Executant, and whereas the Executant, after getting the building plan sanctioned from the Competent Authority, has completed construction of all the three floors of the building thereon and obtained occupation certificate vide memo. no. .....dated.....or has got approved the building plans for all floors from Estate Officer, HUDA..... vide memo no ....dated.....

Whereas the Executant is desirous of getting property transferred on Ground floor/First floor/Second floor having a total covered area of ..... sq.mtr. alongwith the common area and common facilities as defined and annexed with his request dated.....,in the name of Sh./Smt./Km .... S/o, W/o, D/o Sh. .....resident of .....

And whereas the Estate Officer, HUDA, ...has asked the Executant to furnish indemnity bond for the transfer of the same.

NOW THIS IDEMNITY BOND WITNESSETH AS UNDER

1. That the said transfer which is sought in the name of Sh./Smt./Km ..... S/o, W/o, D/o Sh.....Resident of..... is a friendly/ family transfer and in case Haryana Urban Development Authority would suffer any loss on account of this transfer in his/her/their name, the Executant, his/her/ heirs, their property and his/her/their persons shall be liable to make good the loss which may be suffered by the Haryana Urban Development Authority, or its employees on account of this transfer.

2. That the legal heirs and successors of the Executant shall also be liable to make good the loss, if any, suffered by the Haryana Urban Development Authority.

3. That the legal heirs or other persons shall make any claim regarding this Residential plot, the litigation of the same will be defended by the Executant and the loss suffered by HUDA will also be made good by the Executant and his/her/ heirs, their properties and persons.

4. That the transferor also hereby indemnifies Haryana Urban Development Authority of any disputes whatsoever between the Executant and the transferee(s) pertaining to use of common areas and common facilities, non-construction of independent floors as per schedule mutually agreed to or any other such disputes between the transferor and transferee(s).

IN THE PRESENCE of the following witness this indemnity Bond is signed at Panchkula on the day, month and year first above written in the presence of following witnesses.

Witness:
1. _____ EXECUTANT
2. _____

****

IF - 2

AFFIDAVIT BY THE TRANSFEREE

I/We..... S/o, D/o, W/o..... Aged ..... years, Resident of ..... do herby solemnly affirm and declare as under:

(1) That I/We accept the allotment of 'Independent Floor' number_____ in the Residential building erected/to be erected on Plot no. _____Sector_____, Urban Estate _____, having built up area of _____sq. mtr. situated on Ground/ First/ Second floor of the said plot/building.

(2) That I/ we further undertake to make payment of all the outstanding dues or such amount including enhancement compensation as may be due or become liable/due against this house, at later stage, either in proportion to the percentage of total covered area available for construction on each floor or on fixed percentage basic decided by the owners of all the 'Independent Floors' in the said building through a joint undertaking attached in the form of an affidavit alongwith the transfer application.

(3) I/We accept the terms and conditions of allotment of 'Independent Floor' situated in the above said plot and shall abide by the provisions of HUDA Act, 1977, rules and regulations applicable there under and as amended from time to time.

(4) That I/We shall be liable to comply with all the provisions of the HUDA Act, 1977, rules and regulations framed there under. All the covenants and liabilities contained in the original allotment letter and in the conveyance deed pertaining to building or site, shall be construed to be contained in the subsequent letter of allotment, as the case may be, even though no specific mention may have been made therein.

(5) That I/We shall use the said house only for residential purpose and not for any other purpose except in accordance with any policy of HUDA.

(6) That I/We shall pay the interest on the delayed payment of enhanced compensation as per policy of Authority or to be decided from time to time.

(7). That I/We shall not raise any dispute in respect of any amount/interest paid by the transferor in respect of delayed payment of instalment/ enhanced compensation/possession interest in respect of plot as per policy of Authority decided from time to time.

(8). That I/We shall be liable to comply with all the provisions of the HUDA Act, 1977, rules and regulations framed there under. All the covenants and liabilities contained in the original allotment letter and in the conveyance deed pertaining to building or site, shall be construed to be contained in the subsequent letter of allotment, as the case may be, even though no specific mention may have been made therein.

Place : DEPONENT

Dated :

VERIFICATION

Verified that the above contents of this affidavit are true and correct to my knowledge and belief and nothing has been concealed therein. No part of it is false and correct.

Place : DEPONENT

Dated:

****

IF-RA

To

Sh./Smt.....

.....

No..... Dated:.....

PHOTO

Subject: Re-Allotment of Ground/ First/Second floor of Plot/Building No.....Sector.....covered area ..... sq. mtr in U/E.....

In furtherance to the permission to transfer of subject cited floor of building constructed/to be constructed on Plot No..... .... Sector..... Urban Estate..... . issued vide memo No ..... Dated.. ..... and fulfillment of required formality by the transferor and an

affidavit accepting the terms and conditions of permission to transfer and original allotment letter and upon production of certified copy of registered sale deed for the said 'Independent Floor' Now the said 'Independent Floor' on plot no..... ...Sector..... .....comprising of.....square meter covered area, is hereby re-allotted in your name. You will henceforth have to abide by the terms and conditions (stated below) of this allotment letter and the provision of Haryana Urban Development Authority Act, 1977 and the instructions/guidelines and rules/regulations applicable there under, and as amended from time to time

1. That you shall be entitled to the exclusive use of the transferred area/ floor and shall be entitled to ownership of such percentage of un-divided interest in the common areas and common facilities. *You shall also be responsible to maintain and share the maintenance cost of these common area/services*
2. That you shall be liable to comply with all the provisions of the HUDA Act, 1977, rules and regulations framed there under. All the covenants and liabilities contained in the original allotment letter and in the conveyance deed pertaining to building or site, shall be construed to be contained in the subsequent letter of allotment, as the case may be, even though no specific mention may have been made therein.
3. That You shall have to pay any enhancement in the cost of land awarded by the Competent Authority under the land Acquisition Act as determined by the Authority, either in proportion to the percentage of total covered area available for construction on each floor or on fixed percentage basis decided by the owners of all the 'Independent Floors' in a building through a joint under taking attached in the form of an affidavit alongwith the transfer application. The additional price determined shall be paid within thirty days of its demand.
4. In case any payment is not made by the due date, then additional interest shall be added as per prevalent policy for the permitted period. Thereafter, resumption proceeding shall be initiated in accordance with the provisions of Section 17 of Haryana Urban Development Authority Act, 1977.
5. In the event of breach of any condition of transfer, the Estate Office may resume the land and building in accordance with the provisions of Section 17 of the Act.
6. You shall have no right to transfer by way of sale, gift mortgage or otherwise the plot/ building or any right, title or interest therein without the prior permission of the Estate Officer.
7. The 'Independent Floor' shall not be used for any purpose other that that for which it has been allotted in accordance with the plans approved by the Competent Authority. No obnoxious trade shall be carried out in or any land/building.
8. You shall have to pay all general and local taxes, rates or cesses imposed or assessed on the said land/building by the Competent Authority.
9. The Authority reserves to itself all mines and minerals what so over in or under the said site with all such rights and power as may be necessary or expedient for the purpose of searching for working, obtaining,

removing and enjoying the same at all such times and in such manner as the Authority shall think fit, with power to carry out any surface or any underground working and to let down the surface of all or any part of site and to sink pits, erect buildings, construct lines and generally appropriate and use surface of the said site for the purpose of doing all such things as may be convenient or necessary for the full enjoyment of the exceptions and reservation therein contained. Provided that the allottee shall be entitled to receive from the Authority such payment for the occupation by the Authority of the surface and the damage done to the surface on building on the said land by such works or working or letting down as may be agreed upon between Authority and the allottee or failing such agreement as shall be ascertained by reference to arbitration.

10. The Authority may by its officers and servants at all reasonable time and in reasonable manner after 24 hours notice in writing enter in and upon any part of the said land/building erected thereon for the purpose of ascertaining that the allottee has duly performed and observed the condition to be observed under the rules/regulations applicable under the said Act.
11. The Authority shall have full right, power and authority at all time to do through its officers or servants, all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms, conditions and reservation imposed and to recover from you as first charges upon the said land/building the cost of doing all or any such act and things and all cost incurred in connection there with or in any way relating thereto.
12. All disputes and difference, arising out of or in any way touching or concerning this allotment what so ever shall be referred to the sole arbitration of the Chief Administrator or any other officer appointed by him. It will not be an objection to such appointment that the arbitrator appointed is a government servant or an officer of the Authority that he had to deal with the matter to which this allotment relates and in the course of his duties, such Government Servant or officers as the case may be, he has expressed his views on all or any of the matters in dispute or difference. The decision of such Arbitrator shall be final and binding on the concerned parties.
13. Disputes, if any, between the owners of all the 'Independent Floors' in this building pertaining to use of common areas and common facilities, non-construction of 'Independent Floors' as per schedule mutually agreed to, payment of enhanced compensation or any other such disputes shall be limited to the owners of the 'Independent Floors' and no claim shall be leviable against HUDA by any of the parties.
14. All payments shall be made by means of a demand draft payable to the Estate Officer, Haryana Urban Development Authority.....drawn on any Scheduled Bank situated at.
15. You shall abide by the conditions of allotment of incidental open space, if any.

16. Penal interest at the rates as decided by the Authority from time to time will be charged if payment of enhanced compensation is not received in time.
17. If the allottee appoints any attorney he/she shall submit the certified copy of the registered attorney alongwith photograph and signatures of the allottee duly attested by the magistrate within a week from the registration of the deed by Regd. A/D post or in person.
18. You shall complete the construction of your 'Independent Floor' as per the schedule agreed by you in the joint undertaking submitted alongwith the transfer application.

Estate Officer,
HUDA.....

IF-S1

SCHEDULE –I: Description of each 'Independent Floor'.
(Attach one for each 'Independent Floor')

1. LOCATION:
(a) Floor of each 'Independent Floor'
(b) Identification Number allotted to 'Independent Floor'

2. DECRIPTION:
(a) Covered area of each 'Independent Floor'
(b) Open area of each 'Independent Floor'

3. Common facilities and Common area which abut the 'Independent Floor' or are enclosed within the 'Independent Floor' Percentage/Proportion of each 'Independent Floor' to the entire building:
4. Declared owners of each 'Independent Floor'
5. Colour of 'Independent Floor' on the building plan enclosed:
6. Remarks regarding boundaries of each 'Independent Floor'
7. Remarks regarding un constructed, open area forming part of each 'Independent Floor'
8. Remarks regarding common area/restricted common area forming part of each 'Independent Floor'
9. Remarks regarding common facilities/restricted common facilities forming part of each 'Independent Floor' Signatures of all declarants i.e. owners of each 'Independent Floor'

Signature of All Declarants,
i.e. Owners of all 'Independent Floors'

****

IF-S II

Plot no. _____ Sector _____
Urban Estate _____

SCHEDULE –II: SCHEDULE OF COMMON AREAS

Sr. No.	Name	Description	Level/ Colour/ Boundaries on Plan	Arrangement/ liability for repair/ maintenance

Signature of All Declarants, i.e. Owners of all 'Independent Floors' of the building.

****

IF- S III

Plot no. _____ Sector _____
Urban Estate _____

SCHEDULE –III: SCHEDULE OF RESTRICTED COMMON AREAS

Sr.No.	Name	Description	Level/ Colour/ Boundaries on Plan	Arrangement/ liability for repair/ maintenance	Restrictions on use.

Signature of All Declarants, i.e. Owners of all 'Independent Floors' of the building.

****

IF-SIV

Plot no. _____ Sector _____
Urban Estate _____

SCHEDULE –IV: SCHEDULE OF COMMON FACILITIES

Sr. No	Name	Description	Level/ Colour/ Boundary on Plan	Arrangement/ liability for maintenance and repair

Signature of All Declarants, i.e. Owners of all 'Independent Floors' of the building.

***

Plot no. _____ Sector _____
Urban Estate _____

IF- S V

SCHEDULE –V: SCHEDULE OF RESTRICTED LIMITED COMMON FACILITIES

Sr No.	Name	Description	Level/ Colour/ Boundary on Plan	Arrangement/ liability for maintenance and repair	Restrictions on use.

Signature of All Declarants, i.e. Owners of all 'Independent Floors' of the building.

***

COMPOUNDING POLICY:
COMMERCIAL SITES GOVERNED BY ARCHITECTURE CONTROLS.

From:-

Chief Administrator.
H.U.D.A Panchkula.
(Arch. Wing)

To

1. The Administrator,H. U..D.A.(HQ).Panchkula.
2. The Administrator,H.U.D.A.,Panchkula.
3. The Administrator,H.U.D.A.Faridabad.
4. The Administrator,H.U.D.A.Gurgaon.
5. The Administrator,H.U.D.A.Hisar.

Memo no-1326-1330 Dated 29.07.05.

Sub:- Formulation of Uniform compounding rates for the violations done by the allottees during construction on the commercial sites governed by standard Architectural Controls.

Ref:- Agenda item no. A-95 (18) of the meeting of Haryana Urban Development Authority held on 21.06.2005.

Please find enclosed a copy of the new policy for the compounding of violations done by the allottees during construction on the commercial sites governed by standard architectural controls. The above policy was approved by the Authority in its meeting held on 21.06.05 as agenda item no A-95 (18). The policy will be applicable with immediate effect.

It has also been decided that non compoundable violations shall not be compounded. The compounding rates for violations shall be charged as per the classification of the areas enclosed at annexure-II.

DA/- 1. Compounding policy approved by Authority : Annexure-I
2. Classification of areas: Annexure-II.

-Sd-
Senior Architect,
For Chief Administrator,
H.U.D.A., Panchkula

Endst. No. 1331-36 dated 29.07.05

A copy of the above is forwarded to the Chief Administrator, (Urban Branch) Joint Director (legal), Engineer-In-Chief, H.U.D.A., CCF, H.U.D.A., Chief Town Planner, H.U.D.A. and Secretary, H.U.D.A Panchkula for information.

DA/- As above.

-Sd-
Senior Architect.
For Chief Administrator,
H.U.D.A., Panchkula.

Endst. No. 1337-53 Dated/ 29.07.05.

Copy of the above is forwarded to all the E.O.'s HUDA for kind information please.

DA/- As above.

-Sd-
Senior Architect,
For Chief Administrator,
H.U.D.A., Panchkula

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ANNEXURE-I

Agenda item no –A-95 (18)

COMPOUNDING POLICY OF COMMERCIAL BUILDINGS GOVERNED BY ARCHITECTURAL CONTROLS.

Sr. no.	Description of violation	Compounding rates in Rs. Approved by the Authority.			Remarks.
		Potential Zone			
		Hyper	High	Medium	Low
1.	Shaft omitted at G.F, F.F. S.F in S.C.O./S.C.F.	50000/-	30000/-	20000/-	a)Where the shafts are an independent provision for individual SCO/SCF omission of shaft is not compoundable b) However, compounding has been proposed only for cases where common shafts have been shown in the Arch. controls and where the party constructing first omits the shaft from the position as shown in the Arch. control. In such cases compounding/penalty will be levied on the first party at the rates mentioned. The adjoining second party has been allowed the facility of providing the reduced shaft along with toilet of size/area falling within his SCO/SCF at the place stipulated in the Arch. control. For the reduced size no penalty is to be paid by the second adjoining party, who has actually been forced to construct the reduced shaft due to omission of the shaft by the first party adjoining to him.

Sr. No.	Description of violation.	Compounding rates in Rupees Approved by the Authority.	Remarks.
2.	Void/small pipe duct omitted	500/-	Pipe in common wall is not compoundable.
3.	Stair is provided from front side at second floor in SCF/SCO in these controls where terrace has been provided at second floor.	1000/-	Neither stair should be visible nor it should disturb the front elevation.
4.	Extra stair is provided in SCO/SCF	250/-	As long as structure is sanctionable.
5.	Minor change in front and rear elevation(each)	1000/-	Change in overall width and height of commercial sites is not compoundable. However, minor variation within the facade opening/ members within one inch may be considered as minor change and be compounded at proposed rate. However, overall effect of elevation should remain same.
6.	Flat is not constructed as per sanctioned plan.	Potential zone. (Hyper High Medium Low.) 2880/- 2400/- 1440/- 960/- (per Sq mtr.)	Change of Nomenclature is not allowed. Compounding be allowed provided the essential items of a flat like bath, W.C. and kitchen are maintained as shown or constructed as per provisions of bye laws. Coverage of cut out is not compoundable.

Sr.No.	Description of violation.	Compounding rates in Rupees Approved by the Authority.	Remarks.
7.	DPC certificate not taken.	Potential zone. (Hyper High Medium Low.)	
	i) Booth/Kiosk.	Booth 6000/- 5000/- 3000/- 2000/- Kiosk 3600/- 3000/- 2000/- 1000/-	50% of the rate shall be charged if constructed as per plan.
	ii) Service booth/double Storey shop.	Potential zone. (Hyper High Medium Low.) 12000/- 10000/- 6000/- 4000/-	50% of the rate shall be charged if constructed as per plan.
	iii) SCO/SCF/Showroom/ Institutional/G.H.S.	Potential zone (Hyper High Medium Low.) 24000/- 20000/- 12000/- 8000/-	50% of the rate shall be charged if constructed as per plan.
8.	Unauthorized Occupation	Potential zone. (Hyper High Medium Low.)	
	i) Booth/Kiosk/S.F.S./D.S.S.	Booth: 12000/- 10000/- 6000/- 4000/- Kiosk: 6000/- 5000/- 3000/- 2000/- F.S./D.S.S. 18000/- 15000/- 9000/- 6000/-	Completion certificate in any case has to be obtained as per procedure.
	ii) SCO/SCF Potential zone.	(Hyper High Medium Low.) 30000/- 25000/- 15000/- 10000/-	Completion certificate in any case has to be obtained as per procedure.
	iii) Show rooms/GHS/ Institutional.	Potential zone. (Hyper High Medium Low.) 36000/- 30000/- 18000/- 12000/-	Completion certificate in any case has to be obtained as per procedure.

CLASSIFICATION OF AREAS.

ANNEXURE-II

Agenda Item No. A-95 (18).

I Areas in hyper potential zone.

a) Controlled areas declared under section-4 (1) (a) around municipal town Gurgaon.

II Areas in high potential zone.

a) All the controlled areas in Gurgaon districts notified under provision of section-4 (1)(b) including controlled areas declared around Sohna Town.

b) Controlled areas around Faridabad –Ballabhgarh complex.

c) Controlled areas of Sonepat-Kundli multifunctional urban complex, Panipat.

d) Periphery controlled area of Panchkula.

III Areas in medium potential zone.

a) Controlled areas of Karnal, Kurukshetra, Ambala City, Ambala Cantt, Yamuna Nagar-Jagadhari, Bahadurgarh, Hisar, Rohtak, Rewari-Bawal-Dharuhera complex, Gannaur, Oil Refinery Panipat (Kanli)

b) Controlled area declared under section-4(1)(b) in Faridabad district and also including around towns like Palwal and Hodel

IV Areas in low potential zone.

a) All the other controlled areas declared in the State.

*****

From

The Chief Administrator,
HUDA (Town Planning Wing),
Panchkula.

To

The Estate Officer,
HUDA, Panchkula.
Memo. no. CTP/STP (N)/SB/9427 Dated: 05.10.09

Subject: Composition Rates for compoundable violations in Industrial, Institutional and Group Housing Sites applicable to Town & Country Planning Department and HUDA.

Reference: Your office memo.no.10843 dated 15.07.09.

The matter cited as subject has been examined. It is has been decided that a particular kind of violation should not be charged at different rates in different kind of plots. You are, therefore, requested to follow the compounding rates applicable for residential plots in case of group housing, Industrial and institutional plots. In case if there are different kinds of violations in industrial and institutional plots which are not covered in the uniform Compounding Policy, the same may be intimated to this office, so that a view could be taken for compounding rates to be fixed for such violations please.

-Sd-
Chief Town Planner,
for Chief Administrator, HUDA.

Endst. no. CTP/STP (N)/SB/9428-9510 Dated: 05.10.09

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

1. All the Zonal Administrators of HUDA.
2. The Chief Controller of Finance, HUDA, Panchkula.
3. The Chief Engineer/Chief Engineer-I, HUDA, Panchkula.
4. All the Superintending Engineers.
5. All the Senior Town Planners.
6. All the Estate officers HUDA
7. All the Executive Engineers, HUDA.
8. All the District Town Planners
9. The Legal Remembrancer, HUDA.
10. The Enforcement Officer, HUDA HQ.
11. The Dy. ESA, HUDA, Panchkula.

-Sd-
Chief Town Planner,
for Chief Administrator, HUDA.

****

From

The Chief Administrator,
HUDA, (Architecture Wing)
Panchkula.

To

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

Memo.No.S.A/A / (LC)/09/3551-73 Dated/27-10-2009

Subject: - Amendment in the Compounding Policy of residential areas: till 30.11.09.

As intimated by the field offices, amendment in the residential Compounding Policy circulated by T.P. Wing HUDA, Panchkula vide letter no.6691 dt. 17.7.08 vide which sanction of the building plans were made mandatory prior to construction has caused pendency for completion cases of many plot owners. **To remove the public difficulty and pendency it has been decided to allow compounding of construction without getting the plans sanctioned provided the said construction conforms to the provisions of HUDA Bye-laws. The rates of compounding shall be kept the same as already circulated by T.P. Wing HUDA, Panchkula vide letter no. 17379 dt. 28.9.06 i.e. @Rs.400/-per sq.mt. This Compounding provision shall be valid till 30.11.09 only.**

Senior Architect,
For Chief Administrator,
HUDA, Panchkula.

Endst.no.No.S.A/A (LC)/HUDA/09/3574-3611 Dated/27-10-2009

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

1. The P.S to C.A. HUDA, for kind information of C.A, HUDA Please.
2. The Administrator, (HQ), HUDA, Panchkula.
3. The C.T.P, HUDA, Panchkula.
4. The C.C.E. HUDA, Panchkula.
5. The Chief Engineer, HUDA, Panchkula.
6. The Chief Engineer-I, HUDA, Panchkula.
7. The Secretary HUDA, Panchkula.
8. All S.E. HUDA, Circle _____.
9. The L.R. HUDA, Panchkula.
10. All Executive Engineers, HUDA, _____.

Senior Architect,
For Chief Administrator,
HUDA Panchkula

*****

NOTIFICATIONS

(i) Establishment of Haryana Urban Development Authority.

—No. S.O. 5/H.O./77/S. 3/77—In exercise of the powers conferred by sub-section (1) of section 3 of the Haryana Urban Development Authority Ordinance, 1977 and all other powers enabling him in this behalf, the Governor of Haryana hereby establishes an Authority to be known as the Haryana *[Urban] Development Authority with headquarter at Chandigarh with effect from the date of publication of this notification in the Official Gazette *[See Hr. Gaz. legislative Supp. Pt. III Dt. 13-1-77 p. 33].*

***

(ii) Secretary Town and Country Planning as Revisional Authority

- No. 2116-2T, C.P-77/14788—In exercise of the powers conferred by sub-section (2) of section 51 of the Haryana Urban Development Authority Act, 1977, the President of India hereby directs that the revisional powers exercisable by the State Government under sub-section (2) of section 30 thereof, shall also be exercisable by the Secretary to Government, Haryana, Town and Country Planning Department *[See Hr. Gaz. Extra dated 16-5-1977 page 856]*

***

(iii) Appointment of Estate Officer as Collector

– No. 1880 -8(2)-3 TCP-78-In exercise of the powers conferred by clause (1) of section 2 of the Haryana Urban Development Authority Act, 1977, the Governor of Haryana is pleased to appoint the Estate Officers of Haryana Urban Development Authority at Faridabad, Panchkula, Rohtak, Hissar and Karnal to perform the functions of Collector under the said Act within the limits of their respective jurisdiction in the State of Haryana *[See Hr. Gaz. Extra Dt. 3-7-1978 P. 665]*

***

(iv) Powers Conferred on Administrators and Estate Officers

—No. 1293-18(50)-3 TCP-79—In exercise of the powers conferred by sub-section (4) of section 51 of the Haryana Urban Development Authority Act, 1977, and all other powers enabling him in this behalf, of Governor of Haryana hereby directs that—

(i) the powers exercisable by the Chief Administrator, Haryana Development Authority under sub-sections (5),(6) and (7) of section 17 and under the second proviso to section 55 of the said Act, shall be exercisable by the Administrators, Haryana Urban Development Authority, Panchkula and Faridabad, in respect of the urban areas under their respective jurisdiction.

(ii) the power to alter or demolish buildings exercisable by the Chief Administrator, Haryana Urban Development Authority, under the first proviso to section 55 of the Haryana Urban Development Authority Act, 1977, shall also be exercisable by all the Estate officers, Haryana Urban Development Authority in the Haryana State in respect of the Urban Areas under their respective jurisdiction *[Hr. Gaz, Extra. Dt. 11-1-1979 P. 733]*

(v) Abolition of Haryana Development Board

—No 32/23/78-5 CI The Governor of Haryana in pleased to abolish the Urban Development Board Constituted, vide Haryana Local Government Department Notification No. 32/23/78-5 CI-78 dated 17th July, 1978 and Notification No. 22/23/78-5 CI dated 7th February, 1979 *[See Hr. Gaz. Pt 1A Dt. 3-7-1979 P 10]*

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(vi) Powers of appeal/revision given to Administrator HUDA, Hissar

—No. S.O 2/H.A. 13/77/S 51/91—In exercise of the powers conferred by sub-section (4) of section 51 of the Haryana Urban Development Authority Act, 1977, the Governor of Haryana hereby directs that the powers exercisable by the Chief Administrator, Haryana Urban Development Authority, under sub-sections (5), (6) and (7) of section 17 and under the second proviso to section 55 of the said Act, shall be exercisable by the Administrator, Haryana Urban Development Authority, Hissar, in respect of the urban areas under his jurisdiction. *[See Hr. Gaz. Leg. Supp. Dt. 8-1-1991 Page 8]*

***

(vii) Powers of appeal given to Administrator HUDA, Hissar

No. S.O. 3/H.A. 13/77/S. 20/91—In exercise of the powers conferred by sub-section (1) of section 20 of the Haryana Urban Development Authority, Act, 1977 the Governor of Haryana hereby appoints the Administrator, Haryana Urban Development Authority, Hissar as the authority for the purpose of the said section in respect of the urban areas under his jurisdiction. *[See Hr. Gaz. Leg. Supp. Dt. 8-1-1991 Page 10]*

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(viii) Authorities Panchkula and Faridabad to be Appellate Authorities

—No. 1450—8(2)3 TCP-79—In the exercise of the powers conferred by sub-section (1) of section 20 of the Haryana Urban Development Authority Act, 1977, and all other powers enabling him in this behalf, the Governor of Haryana hereby appoints the Administrators, Haryana Urban Development Authority, Panchkula and Faridabad as appellate authorities for the purposes of section 20 of the Haryana Urban Development Authority Act, 1977, in respect of the urban areas under their respective jurisdiction for appeals against the orders of the Collectors appointed vide Haryana Government Town and Country Planning Department notification No. 1880-8(2)3 TCP-78, dated the 9th June, 1978 published in Haryana Government Gazette dated the 3rd July, 1978. *[See Hr. Gaz. Extra Dt. 20-4-1979 Page 793]*

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(ix) HUDA Chief Administrator to act as Administrator under Pb. New Mandi Township.

No. 2913-2TCP/MA III.- In pursuance of the provisions of clause (a) of section 2 of the Punjab New Mandi Townships (Development and Regulation) Act, 1960, the Governor of Haryana is pleased to designate the Chief Administrator, Haryana, Urban Development Authority, to perform the functions of an Administrator under the said Act. *[See Hr. Gaz. Pt.1. Dt. 10-7-1984 Page 753]*.

***

(x) Municipal tax on residential/commercial buildings

No. 9/32/2001-5CI.— In exercise of the powers conferred by clause (a) of Section 69 read with Sub-section (1) of Section 84 of the Haryana Municipal Act, 1973 (Act 24 of 1973), and all other powers enabling him in this behalf, and in supersession of all previous notifications issued in this regard, the Governor of Haryana hereby directs that all the Municipal Committees/Municipal Councils in the State of Haryana shall impose a tax at the rate of two and half percentum on residential buildings and five percentum on all other buildings, of the annual value of the buildings and lands within the limits of the concerned municipality:

Provided that the following buildings and lands shall be exempted from the payment of the tax, namely :-

1. All Mosques, Temples, Churches, Dharamshalas, Gurudwaras, Charitable Hospitals and Dispensaries, Orphanages, Alm Houses, Drinking Water Fountains, Municipal buildings and lands, Muslims graveyards, Hindu Cremation grounds, Christian Cemetaries, Imambaras, Government Nazul Lands under the management of the Committee.
2. All newly constructed residential buildings for a period of three years to be calculated from the date of completion of construction of such buildings. The date of completion of building shall be reckoned from the date of occupation or from the date of issue of completion certificate, whichever is earlier.
3. All residential buildings and lands where annual value does not exceed five thousand rupees in Municipal Councils and three thousand rupees in Municipal Committees
4. All buildings and lands attached to or owned by religious, educational or charitable institutions or held under trust, wholly for religious, educational or charitable institutions or held under trust, wholly for religious, educational or charitable purposes and duly registered under a statute and not transferable provided that they are providing services without any charges to the community and the entire income is applied/utilized for religious, educational or charitable cause in the State of Haryana: provided further that such institutions will inform the committee about its properties and income and its income is not used or intended to be used for a private religious purpose or for the benefits of a particular caste or community. Charitable purposes include educational and medical relief to the poor and the advancement of any other object of general public utility not involving the carrying on of any activity for profit. The municipality would call for such information and records as may be necessary to satisfy itself about the genuineness of the claim for such exemption before granting it. In case of any false registration/record coming to the notice of the committee or brought to the notice of committee double the amount of the tax will be charged immediately and the institutions will be debarred for the next five years from the exemption of the tax. However, on the expiry of such period, the institution can be reconsidered for the exemption of tax, if it qualifies for the exemption under the existing provisions.
5. All residential buildings and lands owned by widow and 100% handicapped; provided they have not other residential house in Haryana

State and the annual value of the said property does not exceed eight thousand rupees in Municipal Councils and five thousand rupees in Municipal Committees.

6. All buildings and lands owned by ex-servicemen or families of deceased soldiers and ex-servicemen; provided they have not other residential house in Haryana State and are residing in it themselves and have not let out any portion of the house; provided further that the condition of letting out of the house shall not apply to those who are in receipt of pension amounting to one thousand two hundred and seventy-five rupees per mensem or less.

7. All vacant plots.

8. In the case of industrial and institutional units/buildings, the value of the vacant portion of land, which has not been constructed upon shall not be counted for assessment of the tax. *[Published in Haryana Govt Gaz (Extra) dated 13-12-2001 at page 1592]*

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(xi) Stamp Duty

No.7/2/2009-2TCP.- In exercise of powers conferred by Sub-section (2) of Section 38A of the Haryana Urban Development Authority Act, 1977 (Act 13 of 1977), the Governor of Haryana hereby notifies the rate of duty as one percent, in addition to the stamp duty payable under the Indian Stamp Act, 1899, as applicable in State of Haryana. *[See Hr. Govt. Gaz. (Extra) Dt. 21-8-2009 Page 3269].*

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(xii) Stamp Duty

No.CTP(Hr.)/8617.- In exercise of powers conferred by Sub-section (2) of Section 3C of the Haryana Development and Regulation of Urban Areas Act, 1975 (Act 5 of 1975), the Governor of Haryana hereby notifies the rate of duty as one percent, in addition to the stamp duty payable under the Indian Stamp Act, 1899, as applicable in State of Haryana. *[See Hr. Govt. Gaz. (Extra) Dt. 21-8-2009 Page 3269]*

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[1]The Haryana Housing Board Act , 1971

(Haryana Act No. 20 of 1971)

LEGISLATIVE AMENDMENTS

1--Amended by Haryana Act 8 of 1973.	(Published on 23-4-73)
2--Amended by Haryana Act 47 of 1974.	(,, ,, 23-12-74)
3--Amended by Haryana Act 28 of 1976.	(,, ,, 22-07-76)
4--Amended by Haryana Act 20 of 1979.	(,, ,, 19-10-79)
5--Amended by Haryana Act 27 of 1980.	(,, ,, 29-07-80)
6--Amended by Haryana Act 10 of 1986 .	(,, ,, 31-03-86)
7--Amended by Haryana Act 10 of 1989.	(,, ,, 06-04-89)
8--Amended by Haryana Act 1 of 2006.	(,, ,, 4-1-2006)

An Act to provide for measurers to be taken to deal with and satisfy the need of housing accommodation.

Be it enacted by the Legislature of the State of Haryana in the Twenty - second year of the Republic of India as follows:—

[2][Statement of Objects and Reasons

Next to food and clothing, housing is the basic necessity of mankind. The housing problem has become serious on account of the phenomenal increase in population. Rapid industrialisation has led to the congestions in urban areas. The concentration of almost all industries in urban areas and the comparative high wages paid to the factory workers coupled with the lack of sufficient opportunities in the rural areas have resulted in a large scale shift of population from villages. With the object of easing the housing problem by constructing more houses and raise standards in the types of houses, the State Government have been implementing various housing schemes sponsored by the Government of India. Under these schemes financial assistance in the shape of loans as well as grants is given to the employers, local bodies, individuals, and co-operative societies of individuals and industrial workers. The loan with interest at the rate payable to the Government of India plus 1/2 per centum as administrative charges is recovered in 15/25 annual equated instalments. Since the formation of the State of Haryana Rs. 1.57 crore have been so disbursed.

2. To tackle the stupendous problem of housing sufficient funds are required. The funds, which are being allocated each year in the plan and out of L.I.C. funds are very meager with the result that the problem continues. To meet the increasing demands for houses, Government re-sources alone are not sufficient. To supplement Government resources it was, therefore, imperative to mobilise additional resources by raising loans and debentures for housing schemes as well as to secure loans out of Central Revolving Fund, which is being created by the Government of India with Rs. 200 crores.

3. With a view to achieve the aforesaid object the matter was considered in the conference of ministers for Housing, Urban Development and Town Planning

1. Received assent of President on 14.5.1971 published in Hr. Govt. Gaz. 18.5.1971
2. For Statement of Objects and Reasons - See Hr. Govt. Gaz.(Extra) 1971 page 122

From:

The Chief Administrator,
HUDA, Panchkula.

To

1. All Zonal Administrators of HUDA.
2. The Engineer-in-Chief, HUDA, Panchkula.
3. All Superintending Engineers of HUDA.
4. All Executive Engineers of HUDA.
5. All Estate Officers of HUDA.

Memo No.Auth.-2005/ 21032-16

Dated: 23/8/05

Sub: Circulation of notification regarding amendments in HUDA Service Regulations, 1989 for separation of cadre of Junior Engineers and Sub-Divisional-Engineers.

-:-

Reference this office memo No.Auth-2000/26534 dated 5.10.2000, on the subject cited above.

Please find enclosed herewith notification (English and Hindi version) regarding amendment in HUDA Service Regulations, 1989 for separation of cadre of Civil and Electrical wing in respect of Junior Engineers and Sub-Divisional-Engineers duly approved by the competent authority. It is requested that the above said amendments in HUDA Service Regulations, 1989 may be brought to the notice of all concerned employees working under your control.

As above.

Secretary,
for Chief Administrator, HUDA,
Panchkula.

			OR (iv) Associate Membership of Institute of Engineers degree in Civil Engineering with five years experience as Junior Engineer/ Draftsman.
IX	Sub Divisional Engineer (Electrical)	(i) Bachelor of Engineering/Bachelor of Science Engineering in Electrical or equivalent from a recognized university. (ii) Hindi upto matric standard.	(i) Junior Engineer with diploma in Electrical Engineering or Mechanical Engineering (in case he opted Electrical cadre) or equivalent with 10 years experience as Junior Engineer. OR (ii) Junior Engineer with degree in Electrical or degree in Mechanical (in case he opted electrical cadre) or equivalent with two years experience as Junior Engineer. OR (iii) Associate Membership of Institute of Engineers degree in Electrical Engineering or Associate Membership of Institute of Engineers degree in Mechanical Engineering (in case he opted electrical cadre) with five years experience as Junior Engineer. Note : (i) The Junior Engineers/ Sub-Divisional Engineers who possess degree in Civil Engineering will come in the civil cadre and Junior Engineers/ Sub-Divisional Engineers who possess degree in Electrical Engineering will come in the electrical cadre. (ii) Those Junior Engineers who have diploma in Civil and degree in Mechanical Engineering will opt either for civil cadre or electrical cadre. However, if they opt for civil cadre they will be promoted to the post of Sub-Divisional Engineer (Civil) only on the basis of their diploma qualification in civil and no benefit will be given for degree in Mechanical Engineering

(iii) Those Junior Engineers who have degree in Mechanical Engineering and opt for electrical cadre will be eligible for promotion to the Sub-Divisional Engineer (Electrical) on the basis of their degree in Mechanical Engineering and subsequently to the post of Executive Engineer (Electrical) subject to the fulfillment of other eligibility conditions.

(iv) The Junior Engineers and Sub-Divisional Engineers having diploma/ degree in Mechanical Engineering will opt for any cadre out of civil or electrical. However, Junior Engineer having diploma/ degree in Mechanical Engineering who opt for civil cadre will not be eligible for promotion to the post of Sub-Divisional Engineer (Civil) and Executive Engineer (Civil).

(v) The Junior Engineers and Sub-Divisional Engineers having diploma/ degree in Mechanical Engineering will give option for any cadre out of Civil or Electrical and option once exercised shall be final. They should give their option within one month from the issue of these rules. Those incumbents with diploma or degree in Mechanical Engineering who fail to exercise their option within stipulated period will be allotted electrical cadre".

S.S. DHILLON,
CHIEF ADMINISTRATOR,
HARYANA URBAN DEVELOPMENT AUTHORITY,
PANCHKULA.

Regd. No. CHD/0093/2009–2011

class-'C'

Haryana Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, MONDAY, MARCH 16, 2009 (PHALGUNA 25, 1930 SAKA)

हरियाणा सरकार

हरियाणा शहरी विकास प्राधिकरण

अधिसूचना

दिनांक 16 मार्च, 2009

संख्या Auth-2009-6866.—हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (वर्ष 1977 का हरियाणा अधिनियम संख्या 13) की धारा 54 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा राज्य सरकार की पूर्व अनुमोदित अधिसूचना यदि क्रमांक संख्या 1/2/2009 आई०टी०सी०पी०, दिनांक 18 फरवरी, 2009 द्वारा सूचित हरियाणा शहरी विकास प्राधिकरण द्वारा, हरियाणा शहरी विकास प्राधिकरण सेवा (हरियाणा शहरी विकास प्राधिकरण के इंजीनियरी विंग के सिविल, इलैक्ट्रिकल और बागवानी विंगस में नियमित कार्य प्रसारित क्षेत्रीय अमला-वर्ग-ग) सेवा में नियुक्त व्यक्तियों की भर्ती तथा सेवा शर्तों संबंधी निम्नलिखित विनियम बनाता है, अर्थात् :—

भाग - I सामान्य

1. (1) ये विनियम हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण के इंजीनियरी विंग के सिविल, इलैक्ट्रिकल तथा बागवानी विंगस में नियमित कार्य प्रसारित क्षेत्रीय अमला ग्रुप-ग) सेवा विनियम, 2009 कहे जा सकते हैं। संक्षिप्त नाम प्रारम्भ तथा लागूकरण।

(2) ये इनके राजपत्र में प्रकाशन की तिथि से लागू होंगे।

(3) ये विनियम हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी शाखा के सिविल, बिजली तथा बागवानी शाखा के नियमित कार्य प्रसारित क्षेत्रीय अमले के ग्रुप-ग पर इन विनियमों के इस अधिसूचना के राजपत्र में प्रकाशन की तिथि से लागू होंगे।

2. (1) इन विनियमों में, जब तक सन्दर्भ से अन्यथा अपेक्षित न हो :— परिभाषाएं।

(क) "अधिनियम" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण अधिनियम, 1977 (1977 के हरियाणा अधिनियम संख्या 3);

(ख) "परिशिष्ट" से अभिप्राय है, इन विनियमों से संलग्न परिशिष्ट ;

(ग) "नियुक्ति प्राधिकारी" से अभिप्राय है, इन विनियमों के विनियम 6 में विनिर्दिष्ट प्राधिकारी ;

(घ) "अध्यक्ष" से अभिप्राय है, प्राधिकरण का अध्यक्ष

(ङ) "आयोग" से अभिप्राय है, हरियाणा कर्मचारी चयन आयोग ;

(च) "सीधी भर्ती" से अभिप्राय है, कोई भी नियुक्ति, जो सेवा में से पदोन्नति अथवा भारत सरकार अथवा किसी राज्य सरकार अथवा केन्द्रीय सरकार / राज्य सरकार द्वारा गठित बोर्ड या किसी निगम की सेवा में पहले से लगे किसी पदधारी के स्थानान्तरण या प्रतिनियुक्ति से अन्यथा की गई हो ;

(छ) "शिक्षा बोर्ड" से अभिप्राय है, हरियाणा विद्यालय शिक्षा बोर्ड अधिनियम, 1969 (1969 का अधिनियम संख्या 11) के उपबन्धों के अन्तर्गत स्थापित हरियाणा विद्यालय शिक्षा बोर्ड / अथवा भारत के किसी राज्य में विधि द्वारा स्थापित कोई अन्य शिक्षा बोर्ड ;

(ज) "कर्मचारी" से अभिप्राय है सेवा का कोई सदस्य ;

(झ) "मुख्य अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण के इंजीनियरिंग शाखा का मुखिया और इस में मुख्य अभियन्ता भी शामिल है ;

(ञ) "कार्यकारी अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का कार्यकारी अभियन्ता ;

(ट) "सरकार" से अभिप्राय है, हरियाणा राज्य सरकार ;

(ठ) "मान्यताप्राप्त विश्वविद्यालय" से अभिप्राय है,

(i) भारत में विधि द्वारा निगमित कोई विश्वविद्यालय, या

(ii) कोई अन्य विश्वविद्यालय, जो इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यताप्राप्त विश्वविद्यालय घोषित किया गया हो ;

(ड) "संस्था" से अभिप्राय है,

(i) हरियाणा राज्य में लागू विधि द्वारा स्थापित कोई संस्था, या

(ii) इन विनियमों के प्रयोजनार्थ प्राधिकरण द्वारा मान्यताप्राप्त कोई अन्य संस्था ;

(ढ) "सेवा" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण सेवाएं (हरियाणा शहरी विकास प्राधिकरण की इंजीनियरी विंग में सिविल, इलैक्ट्रिकल और बागवानी विंगस में नियमित कार्य प्रभारित क्षेत्रीय अमला ग्रुप - ग) ;

(ण) "अधीक्षक अभियन्ता" से अभिप्राय है, हरियाणा शहरी विकास प्राधिकरण का अधीक्षक अभियन्ता ;

(त) "इन" विनियमों में प्रयुक्त किन्तु अपरिभाषित शब्दों तथा अभिव्यक्तियों के क्रमश: वही अर्थ होंगे जो उन्हें अधिनियम और हरियाणा राज्य में लागू पंजाब सिविल सेवा नियम में दिये गये हैं।

(थ) "नियमित कार्य प्रभारित क्षेत्रीय अमले" से अभिप्राय है, ऐसा कर्मचारी, जिसे किसी विशेष परियोजना के विशेष कार्य या उपकार्यों के कार्यान्वयन या अनुरक्षण पर अथवा ऐसे कार्य या उपकार्यों के संबंध में विभागीय श्रम, भंडार और मशीनरी के अधीनस्थ पर्यवेक्षण पर नियुक्त किया गया हो और बाद में अपने पद पर नियमित कर दिया गया हो।

भाग - II सेवा में भर्ती

पदों का स्वरूप।

3. सेवा में इन विनियमों के परिशिष्ट "क" में उल्लिखित पद होंगे :-

इन विनियमों की कोई भी बात ऐसे पदों की संख्या में वृद्धि या कमी करने या विभिन्न पदनामों और वेतनमानों वाले नये पद स्थायी अथवा अस्थायी रूप से बनाने के प्राधिकरण के अन्तर्निहित अधिकार पर प्रभाव नहीं डालेगी।

संघ में नियुक्त उम्मीदवारों की राष्ट्रीयता, अधिवास तथा चरित्र।

4. (1) कोई व्यक्ति सेवा में जब तक किसी पद पर नियुक्त नहीं किया जायेगा, जब तक कि वह निम्नलिखित न हो :—

(क) भारत का नागरिक, या

(ख) नेपाल की प्रजा, या

(ग) भूटान की प्रजा, या

(घ) तिब्बत का शरणार्थी, जो पहली जनवरी, 1962. से पहले भारत में स्थाई रूप से बसने के आशय से आया हो : या

(ङ) भारतीय मूल का वह व्यक्ति, जो पाकिस्तान, बर्मा, श्रीलंका तथा पूर्वी अफ्रीकी देश कीनिया युगांडा, संयुक्त गणराज्य तंजानिया (भूतपूर्व टांगानीका और जंजीबार) जांबिया, मलावी, जेरे और इथोपिया से प्रभावित होकर भारत में स्थाई रूप से बसने के आशय से आया हो :

परन्तु प्रवर्ग (ख), (ग), (घ) और (ङ) से सम्बन्धित व्यक्ति ऐसा व्यक्ति होगा जिसके पक्ष में सरकार द्वारा पात्रता का प्रमाणपत्र जारी किया गया हो।

(2) कोई भी व्यक्ति जिसकी दशा में पात्रता का प्रमाण पत्र प्राप्त करना आवश्यक हो, आयोग द्वारा संचालित परीक्षा साक्षात्कार के लिए प्रविष्ट किया जा सकता है, किन्तु नियुक्ति का प्रस्ताव उसे सरकार द्वारा आवश्यक पात्रता प्रमाणपत्र जारी किये जाने के बाद ही दिया जा सकता है।

(3) कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा तब तक नियुक्त नहीं किया जायेगा, जब तक कि वह अपने अंतिम विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था, यदि कोई है, के प्रधान शैक्षणिक अधिकारी से चरित्र प्रमाणपत्र और दो ऐसे जिम्मेदार व्यक्तियों से, जो उसके सम्बन्धी न हों, किन्तु उसके व्यक्तिगत जीवन में उससे भली-भांति परिचित हो और उसके विश्वविद्यालय, महाविद्यालय, विद्यालय या संस्था जो सम्बन्धित न हों, उसी प्रकार से प्रमाणपत्र प्रस्तुत करें।

5. कोई भी व्यक्ति सेवा में किसी पद पर सीधी भर्ती द्वारा नियुक्त नहीं किया जायेगा। आयोग को आवेदन पत्र प्रस्तुत करने की अंतिम तिथि को अठारह वर्ष से कम अथवा चालीस वर्ष से अधिक का हो। आयु।

6. सेवा में पदों पर नियुक्ति अधीक्षक अभियन्ता द्वारा की जायेगी। नियुक्ति प्राधिकारी।

7. कोई भी व्यक्ति सेवा में किसी पद पर तब तक नियुक्त नहीं किया जायेगा जब तक कि वह सीधी भर्ती की स्थिति में, इन विनियमों के परिशिष्ट ख, ख-I और ख-II के खाना 3 में तथा सीधी भर्ती से अन्यथा नियुक्ति की स्थिति में उक्त परिशिष्ट के खाना 4 में उल्लिखित अर्हताएं तथा अनुभव न रखता हो। अर्हताएं।

परन्तु सीधी भर्ती की स्थिति में अनुभव सम्बन्धी अर्हता में कारण अभिलिखित करते हुये हरियाणा शहरी विकास प्राधिकरण के निदेशक पर 50 प्रतिशत सीमा तक छूट दी जा सकती है, यदि अनुसूचित जातियों, पिछड़े वर्गों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग उम्मीदवारों के लिये आरक्षित रिक्तियों को भरने के लिए आवश्यक अनुभव रखने वाले इन वर्गों के उम्मीदवार उपलब्ध न हों:

8. कोई भी व्यक्ति:— निरर्हताएं।

(क) जिसने जीवित पति या पत्नी वाले व्यक्ति से विवाह कर लिया है या विवाह की संविदा कर ली है ; या

(ख) जिसने जीवित पति या पत्नी के होते हुये, किसी अन्य व्यक्ति से विवाह कर लिया हो या विवाह की संविदा कर ली है,

सेवा में किसी पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु सरकार की इस सम्बन्ध में संतुष्टि हो जाये कि ऐसे व्यक्ति तथा विवाह के दूसरे पक्ष पर लागू स्वीय विधि के अधीन ऐसा विवाह अनुज्ञेय है तथा ऐसा करने के लिए अन्य आधार भी हैं तो वह किसी व्यक्ति को इस विनियम के लागू होने से छूट दे सकता है।

9. (1) मुख्य प्रशासक की पूर्व लिखित अनुमति के बिना किसी भी पद पर नियुक्ति नहीं की जा सकती। भर्ती का ढंग।

(2) सेवा में भर्ती निम्नानुसार की जाएगी,

(क) परिशिष्ट - 'ख' में उल्लिखित श्रेणी 1, 2, 3, 5 से 15, 17, 19, 21 तथा 25 तथा परिशिष्ट 'ख' -I में उल्लिखित श्रेणी 1 से 4, 6 से 9 तथा परिशिष्ट 'ख' -II में उल्लिखित श्रेणी 1 से 4 के मामले में,

(i) 50 प्रतिशत पदोन्नति द्वारा ; तथा

(ii) 50 प्रतिशत सीधी भर्ती द्वारा , अथवा

(iii) भारत सरकार अथवा किसी राज्य सरकार अथवा केन्द्रीय / राज्य सरकार द्वारा गठित किसी बोर्ड अथवा निगम अथवा प्राधिकरण द्वारा इस प्रयोजनार्थ अनुमोदित किसी संस्था/संगठन में पहले से नियुक्त कर्मचारी के समायोजन अथवा प्रतिनियुक्ति द्वारा;

(ख) परिशिष्ट ख में यथा वर्णित वर्ग 4, 5, 16, 18, 20, 22 तथा परिशिष्ट बी-1 के वर्ग 5 की दशा में 100% पदोन्नति द्वारा।

(3) समिति द्वारा सभी पदोन्नतियों पर विनियमों में उल्लिखित पदोन्नति कोटा प्रावधान के अन्तर्गत विभिन्न पोषक सेवाओं में कार्य करने वाले विभिन्न पोषक सेवाओं में कार्य करने वाले कर्मचारियों की पारस्परिक वरिष्ठता पर विचार करने के पश्चात् निर्णय लिया जायेगा:

परन्तु सम्भावितों के पास अपेक्षित अर्हताएं तथा अनुभव हो और वे क्षेत्रीय परीक्षा भी पास करें, यदि कोई हो / तथापि, परिशिष्ट 'ख' की श्रेणी संख्या 23 तथा 24 में उल्लिखित पदों के लिए आगे की पदोन्नति के लिए कोई व्यवस्था नहीं है।

परिवीक्षा।

10. (1) सेवा में किसी भी पद पर नियुक्त व्यक्ति, यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो दो वर्ष की अवधि के लिए और यदि वह अन्यथा नियुक्त किया गया हो तो एक वर्ष की अवधि के लिए परिवीक्षा पर रहेगा :

परन्तु :-

(क) ऐसी नियुक्ति के बाद किसी अनुरूप या उच्चतर पद पर प्रतिनियुक्ति पर व्यतीत की गई कोई अवधि, परिवीक्षा की अवधि में गिनी जायेगी ;

(ख) स्थानान्तरण द्वारा नियुक्ति की स्थिति में, सेवा में, किसी पद पर नियुक्ति से पहले किसी समकक्ष अथवा उच्चतर पद पर किये गये कार्य की कोई अवधि, नियुक्ति प्राधिकारी के विवेक पर इस विनियम के अधीन परिवीक्षा अवधि में गिनने की अनुमति दी जा सकती है; और

(ग) स्थानापन्न नियुक्ति की कोई अवधि - परिवीक्षा की अवधि के रूप में गिनी जायेगी किन्तु इस प्रकार ऐसे स्थानापन्न के रूप में कार्य किया है कोई व्यक्ति परिवीक्षा की निश्चित अवधि पूरी होने पर यदि वह किसी स्थायी किए जाने का हकदार नहीं होगा जब तक कि उसे किसी स्थायी पद पर नियुक्त न किया गया हो।

(2) यदि नियुक्ति प्राधिकारी की राय में, परिवीक्षा की अवधि के दौरान किसी व्यक्ति का कार्य या आचरण संतोषजनक न रहा हो, तो वह,

(क) यदि ऐसा व्यक्ति सीधी भर्ती द्वारा नियुक्त किया गया हो तो इसे उस की सेवाओं से अलग कर सकता है ; और

(ख) यदि ऐसा व्यक्ति सीधी भर्ती से अन्यथा नियुक्त किया गया हो तो :

(i) उसे अपने पूर्व पद पर परिवर्तित कर सकता है ; या

(ii) उसके सम्बन्ध में किसी ऐसी रीति से कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति के निबन्धन तथा शर्तें अनुज्ञात करे।

(3) किसी व्यक्ति की परिवीक्षा अवधि पूरी होने पर नियुक्ति प्राधिकारी :

(क) यदि उसका कार्य या आचरण उसकी राय में सन्तोषजनक रहा हो तो :-

(i) ऐसे व्यक्ति को यदि वह स्थायी रिक्ति पर नियुक्त किया गया हो, इसकी नियुक्ति की तिथि से पुष्ट कर सकता है ; या

(ii) ऐसे व्यक्ति को यदि वह अस्थायी रिक्ति पर नियुक्त किया गया हो, स्थायी रिक्ति होने की तिथि से पुष्ट कर सकता है ; या

(iii) यदि कोई स्थायी रिक्ति न हो तो घोषित कर सकता है कि उसने अपनी परिवीक्षा अवधि सन्तोषजनक ढंग से पूरी कर ली है ; या

(ख) यदि उसका कार्य या आचरण उसकी राय में सन्तोषजनक न रहा हो तो :

(i) यदि वह सीधी भर्ती द्वारा नियुक्त किया गया हो तो उसे उसकी सेवाओं से अलग कर सकता है अथवा यदि अन्यथा नियुक्त किया गया हो, तो उसे उसके पूर्व पद पर प्रतिवर्तित कर सकता है अथवा उसके सम्बन्ध में ऐसी अन्य रीति में कार्यवाही कर सकता है जो उसकी पूर्व नियुक्ति की शर्तें अनुज्ञात करे ; या

(ii) उसकी परिवीक्षा अवधि बढ़ा सकता है और उसके बाद ऐसे आदेश पारित कर सकता है जो वह परिवीक्षा की प्रथम अवधि की समाप्ति पर कर सकता था :

परन्तु परिवीक्षा की कुल अवधि, जिसमें बढ़ाई गई अवधि यदि कोई है भी शामिल है, तीन वर्ष से अधिक नहीं होगी।

11. (1) सेवा के सदस्यों की वरिष्ठता परिमण्डल स्तर पर अलग-अलग रखी जाएगी। ज्येष्ठता।

(2) सेवा के सदस्यों की परस्पर ज्येष्ठता सेवा में किसी भी पद पर उनके लगातार सेवा काल के अनुसार निश्चित की जायेगी:

परन्तु जहां सेवा में विभिन्न संवर्ग हों वहां ज्येष्ठता प्रत्येक संवर्ग के लिए अलग-अलग निश्चित की जायेगी ;

परन्तु यह और कि सीधी भर्ती द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता नियत करते समय आयोग द्वारा निश्चित योग्यता क्रम को परिवर्तित नहीं किया जायेगा ;

परन्तु यह और कि एक ही तिथि को नियुक्त दो या दो से अधिक सदस्यों की दशा में ज्येष्ठता निम्नलिखित रूप से निश्चित की जाएगी :-

(क) सीधी भर्ती द्वारा नियुक्त सदस्य, पदोन्नति या स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;

(ख) पदोन्नति द्वारा नियुक्त सदस्य स्थानान्तरण द्वारा नियुक्त सदस्य से ज्येष्ठ होगा ;

(ग) पदोन्नति द्वारा अथवा स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता ऐसे सदस्यों की ऐसी नियुक्तियों में ज्येष्ठता के अनुसार निश्चित की जाएगी, जिनसे वे पदोन्नत या स्थानान्तरित किये गये थे ; और

(घ) विभिन्न संवर्गों से स्थानान्तरण द्वारा नियुक्त सदस्यों की दशा में ज्येष्ठता, वेतन के अनुसार निश्चित की जाएगी, अधिमान ऐसे सदस्य को दिया जायेगा जो अपनी पहले की नियुक्ति में उच्चतर दर पर वेतन ले रहा था; और यदि मिलने वाले वेतन की दर भी समान हो तो उनकी नियुक्तियों में उनके सेवा काल के अनुसार निश्चित की जाएगी और यदि सेवाकाल भी समान हो, तो आयु में बड़ा सदस्य छोटे सदस्य से ज्येष्ठ होगा।

12. (1) सेवा के कोई सदस्य नियुक्ति प्राधिकारी द्वारा ऐसा करने के लिए आदेश दिए जाने पर, हरियाणा राज्य के भीतर अथवा इसके बाहर किसी भी स्थान पर सेवा करने के लिए दायी होगा। सेवा करने का दायित्व।

(2) सेवा के किसी सदस्य को सेवा के लिये नीचे लिखे अनुसार भी प्रतिनियुक्त किया जा सकता है :-

(i) कम्पनी, संगम या व्यष्टि निकाय, चाहे वह निगमित हो या नहीं जिसका पूर्ण या अधिकांश स्वामित्व या नियन्त्रण, राज्य सरकार के पास है या हरियाणा राज्य के भीतर नगर निगम या स्थानीय प्राधिकरण ;

(ii) केन्द्रीय सरकार या ऐसी कम्पनी या संगम या व्यष्टि निकाय चाहे निगमित हो या नहीं, जिसका पूर्ण या अधिकांश स्वामित्व या नियंत्रण केन्द्रीय सरकार के पास है ; अथवा

(iii) कोई अन्य राज्य सरकार, अन्तर्राष्ट्रीय संगठन, स्वायत्त निकाय, जिसका नियंत्रण सरकार के पास हो न हो अथवा गैर सरकारी निकाय :

परन्तु सेवा के किसी भी सदस्य को उसकी सहमति के बिना खंड (ii) तथा (iii) में निर्दिष्ट केन्द्रीय या किसी अन्य संगठन या निकाय में सेवा करने के लिए प्रतिनियुक्त नहीं किया जाएगा।

13. (1) किसी भी कर्मचारी को उस स्थानीय प्राधिकरण में स्थायी रूप से स्थानान्तरित किया जा सकता है जिसका विकास तथा जिसमें सुविधाएं प्रदान करने का उत्तरदायित्व प्रशासनिक क्षेत्र के पास है और अधिनियम की धारा 29 के अन्तर्गत यह उत्तरदायित्व उसे दिया गया है। तथापि, ऐसे कर्मचारी की सभी शर्तें सम्बद्ध स्थानीय प्राधिकरण में, स्थानान्तरण के समय इस प्राधिकरण के सेवा काल की समान शर्तों से किसी भी प्रकार से घाटेया नहीं होगी। स्थानीय प्राधिकरण में स्थानान्तरण।

(2) प्राधिकरण अथवा मुख्य प्रशासक किसी सदस्य को किसी स्थानीय प्राधिकरण में स्थानान्तरित करने के लिए मानदण्ड निर्धारित कर सकता है।

वेतन, छुट्टी, पेन्शन तथा अन्य मामले।

14. (1) वेतन, छुट्टी, पेंशन और अन्य सभी मामलों में, जिनकी ऐसी विनियमों में नहीं की गई है, सेवा के सदस्य प्राधिकरण द्वारा समय-समय पर अपनाये गये या निर्मित किए गये ऐसे सभी नियमों तथा विनियमों द्वारा शासित होंगे जो अपनाये या बनाये जाये।

(2) छुट्टियां, अवकाश, विश्राम तथा कार्य घण्टे इन विनियमों के परिशिष्ट 'ग' में निर्धारित अनुसार होंगे / तथापि अध्यक्ष, हरियाणा शहरी विकास प्राधिकरण से अनुमोदन प्राप्त कर इनमें परिवर्तन किया जा सकता है।

अनुशासन, शास्तियाँ तथा अपीलें

15. (1) अनुशासन, शास्तियों तथा अपीलों से सम्बन्धित मामलों में सेवा के सदस्य समय-समय पर यथा संशोधित हरियाणा सिविल सेवा (दण्ड एवं अपील) नियम, 1987 द्वारा नियंत्रित होंगे ;

(2) शास्ति लगाने वाला प्राधिकारी, अपील प्राधिकारी, द्वितीय अपील प्राधिकारी निम्नानुसार होंगे ;

पद	नियोक्ता प्राधिकारी	शास्ति लगाने में सशक्त प्राधिकारी	अपील प्राधिकारी	द्वितीय तथा अन्तिम अपील प्राधिकारी
परिशिष्ट क में उल्लिखित सभी पद	अधीक्षक अभियन्ता	अधीक्षक अभियन्ता	मुख्य अभियन्ता/ प्रमुख अभियन्ता	मुख्य प्रशासक

टीका लगवाना।

16. सेवा का प्रत्येक सदस्य ऐसा निर्देश करे जब सरकार किसी विशेष या साधारण आदेश द्वारा ऐसा निर्देश करे, पुनः टीका लगवायेगा।

राजनिष्ठा की शपथ।

17. सेवा के प्रत्येक सदस्य से जब तक अपने पहले ही भारत के प्रति तथा विधि द्वारा यथास्थापित भारत के संविधान के प्रति राज निष्ठा की शपथ न ली हो ऐसा करने की अपेक्षा की जाएगी।

ढील देने की शक्ति।

18. जहां सरकार/प्राधिकरण की राय में इन विनियमों के किसी उपबन्ध में ढील देना आवश्यक उचित हो, वहां पर कारण लिखकर आदेश द्वारा व्यक्तियों के किसी वर्ग या प्रवर्ग के बारे में ऐसा कर सकती है।

विशेष उपबन्ध।

19. इन विनियमों में किसी बात के होते हुये भी नियुक्ति प्राधिकारी, यदि वह नियुक्ति आदेश में विशेष निबन्ध तथा शर्तें लगाना उचित समझे तो वह ऐसा कर सकता है।

आरक्षण।

20. इन विनियमों में दी गई कोई भी बात राज्य सरकार/प्राधिकरण द्वारा इस सम्बन्ध में समय-समय पर जारी किये गये आदेशों के अनुसार अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों, शारीरिक रूप से विकलांग व्यक्तियों या व्यक्तियों की किसी अन्य श्रेणी या वर्ग को दिये जाने के लिये अपेक्षित आरक्षणों तथा रियायतों को प्रभावित नहीं करेगी ;

परन्तु इस प्रकार किये गये आरक्षणों की कुल प्रतिशतता किसी भी समय पचास प्रतिशत से अधिक नहीं होगी।

निरसन तथा व्यावृत्ति।

21. सेवा में लागू कोई नियम तथा इन नियमों में से किसी के अनुरूप कोई विनियम, जो इन विनियमों के आरम्भ से तुरन्त पहले लागू हो, इसके द्वारा निरसित किया जाता है :

परन्तु इस प्रकार के निरसित नियम या प्राधिकरण के प्रस्ताव के अधीन किया गया कोई आदेश या की गई कोई कार्यवाही इन विनियमों के अनुरूप उपबन्धों के अधीन किया गया आदेश या की गई कार्यवाही समझी जाएगी।

प्रत्यायोजन।

22. प्राधिकरण अपनी समस्त शक्तियां तथा कार्य इन विनियमों के अन्तर्गत मुख्य प्रशासक, हरियाणा शहरी विकास प्राधिकरण अथवा उसके किसी अधीनस्थ अधिकारी को प्रत्यायोजित कर सकता है।

परिशिष्ट क

(देखिए विनियम 3)

ग्रुप ग

क्रमांक	पद संज्ञा	पदों की संख्या				वेतन मान रुपये में
		सिविल	बिजली	बागवानी	कुल जोड़	
1.	कैमिस्ट	1	—	—	1	6500-200-8500-द.रो. -200-9900
2.	फोरमैन यांत्रिकी/बिजली	4	—	—	4	5000-150-7100-द.रो. -150-7850
3.	सहायक फोरमैन बिजली / यांत्रिकी विभाग	2	—	—	2	5000-150-7100-द.रो.- 150-7850
4.	जूनियर कैमिस्ट	1	—	—	1	5000-150-7100-द.रो.- 150-7850
5.	सड़क निरीक्षक	12	—	—	12	5000-150-7100-द.रो.- 150-7850
6.	वाटर वर्क्स अधीक्षक ग्रेड-I तथा ग्रेड -II	10	—	—	10	5000-150-7100-द.रो.- 150-7850 4000-100-4800-द.रो.-100-5000
7.	मीटर निरीक्षक	7	—	—	7	4000-100-4800-द.रो.-100-6000
8.	चार्जमैन इलैक्ट्रिकल मकैनिकल/विविध	12	4	—	16	4000-100-4800-द.रो. 100-6000
9.	फायरमैन ग्रेड -I तथा -II	9	—	—	9	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590
10.	इलैक्ट्रीशियन ग्रेड -I तथा -II	20	15	2	37	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590
11.	फिटर ग्रेड-I तथा ग्रेड-II	72	—	—	72	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590
12.	मेसन ग्रेड-I तथा ग्रेड-II	6	—	—	6	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो -80-4590
13.	प्लम्बर ग्रेड -I तथा ग्रेड -II	6	—	2	8	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो -80 4590
14.	पर्यवेक्षक ग्रेड - I तथा ग्रेड - II	6	—	—	6	4000-100-4800-द.रो.-100-6000 3050-75-3950-द.रो.-80-4590

15.	वाहन कलक	56	6	20	62	4000-100-4800-द.रो.-100-6000
16.	बिल लिपिक	15	—	—	15	3050-75-3950-द.रो.-80-4590
17.	बिल कार्ड लिपिक	1	—	—	1	3050-75-3950-द.रो.-80-4590
18.	बागवानी पर्यवेक्षक	—	—	24	24	3050-75-3950-द.रो. 80-4590
19.	प्रयोगशाला सहायक	1	—	—	1	3050-75-3950-द.रो.-80-4590
20.	लिफ्ट चालक	—	1	—	1	3050-75-3950-द.रो.-80-4590
21.	मकैनिकल फिटर	3	—	—	3	3060-75-3950 द.रो -80-4590
22.	मीटर रीडर	30	—	—	30	3050-75-3950-द.रो.-80-4590
23.	पेंटर	1	—	—	1	3050-75-3950-द.रो.-80 4590
24.	पी बी.एक्स. आपरेटर	—	1	—	1	3050-75-3950-द.रो.-80-4590
25.	पावर लॉन मूवर आपरेटर	—	—	1	1	3060-75-3950-द.रो.-80-4590
26.	विक्रय लिपिक	—	—	1	1	3050-75-3950-द.रो -80-4590
27.	स्टोर लिपिक	3	—	—	3	3050-75-3950-द.रो.-80-4590
28.	स्टोर कीपर	3	—	—	3	3050-75-3950-द.रो.-80-4590
29.	स्टोर मुंशी	10	1	—	11	3060-75-3950-द.रो.-80-4590
30.	वाटर पम्प आपरेटर ग्रेड - I तथा ग्रेड - II	539	—	—	539	3060-75 3950-द.रो.- 80-4590
31.	वर्क निरीक्षक	10	—	—	10	3050-75-3950-द.रो.- 80-4590
32.	वर्क मुंशी / वर्क मिस्त्री / वर्क पर्यवेक्षक	61	1	—	62	3050-75-3950-द.रो.-80-4590
	जोड़	901	29	50	980	

परिशिष्ट -ख

(देखिए विनियम 7)

(सिविल शाखा)

क्रमांक	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक योग्यताएं और अनुभव, यदि कोई है	सीधी भर्ती के अतिरिक्त नियुक्ति हेतु शैक्षणिक योग्यताएं और अनुभव यदि कोई हो	विशेष कथन
1	2	3	4	5	6
1	फोरमैन/यांत्रिकी/बिजली/ऑटो/विविध	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी मान्यताप्राप्त संस्थान से यांत्रिकी/बिजली/सिविल/ऑटो इंजीनियरिंग ट्रेड में 3 वर्ष का डिप्लोमा;	अपने-अपने क्षेत्र में सहायक फोरमैन/चार्जमैन के रूप में कम से कम 5 वर्ष का अनुभव;	
2	रूड़क निरीक्षक	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में 3 वर्ष का डिप्लोमा;	(i) मैट्रिक; (ii) वर्क निरीक्षक (सिविल कैडर) के रूप में कम से कम 5 वर्ष का अनुभव;	
3	सहायक फोरमैन (यांत्रिकी /बिजली/ ऑटो/विविध)	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में 3 वर्ष का डिप्लोमा;	चार्जमैन (मैकेनिकल/इलैक्ट्रिकल ऑटो/विविध)के रूप में कम से कम 5 वर्ष का अनुभव;	
4	वाटर वर्कस अधीक्षक ग्रेड-I	5000-150-7100-द. रो.-150-7850	सीधी भर्ती के लिए कोई उपबन्ध नहीं	वाटर वर्कस अधीक्षक ग्रेड-II के रूप में कम से कम 6 वर्ष का अनुभव;	
5	फिटर /पाईप फिटर ग्रेड-I/प्लम्बर ग्रेड-I/मेसेन ग्रेड-I/ कारपेंटर /मेसेन एवं कारपेंटर ग्रेड-I/ पेंटर ग्रेड I	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं	पाईप फिटर ग्रेड-II/प्लम्बर ग्रेड-II/ मेसेन ग्रेड-II/ मेसेन एवं कारपेंटर ग्रेड-II/ कारपेंटर ग्रेड-II/ के रूप में कम से कम 5 वर्ष का अनुभव;	
6	हलका वाहन चालक/भारी वाहन चालक/डोजर/ एक्सकावेटर/ लोडर आपरेटर	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) जिसके पास भारी वाहन चलाने का लाईसेंस हो और किसी प्रसिद्ध संस्था में चालक के रूप में भारी वाहन चलाने का 7 वर्ष का अनुभव हो	(i) वैध ड्राईविंग लाईसेंस सहित क्लीनर/सीवर क्लीनिंग मशीन चालक के रूप में कम से कम 7 वर्ष का अनुभव; (ii) किसी भी श्रेणी चतुर्थ के पद का 7 वर्ष का अनुभव तथा उनकी अपनी-अपनी श्रेणी में भारी वाहन चलाने का कम से कम 5 वर्ष के अनुभव सहित भारी वाहन चलाने का वैध ड्राईविंग लाईसेंस; (iii) पढ़ने तथा लिखने में हिन्दी तथा अंग्रेजी योग्य होना चाहिए;	

1	2	3	4	5	6
7	वाटर वर्कस अधीक्षक ग्रेड-II	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में डिप्लोमा।	(i) मैट्रिक; (ii) वाटर पम्प आपरेटर/ पाईप फिटर ग्रेड-I के रूप में 5 वर्ष का अनुभव।	
8	चार्जमैन (मकैनिकल/ इलैक्ट्रिकल/ऑटो/ विविध)	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर/इलैक्ट्रिकल/मकैनिकल/ मकैनिकल फिटर/ऑटो के ट्रेड में आई.टी.आई. का प्रमाण पत्र सहित कम से कम 5 वर्ष का अनुभव।	(i) मैट्रिक; (ii) निम्नलिखित में से किसी एक में कम से कम 5 वर्ष का अनुभव; (क) चार्जमैन, मकैनिकल डबल्यू.पी.ओ./ फिटर-I/मकैनिकल फिटर ग्रेड-I (ख) चार्जमैन, इलैक्ट्रिकल इलैक्ट्रिकल इंजीनियरिंग/ इलैक्ट्रिशियन ग्रेड-I/लिफ्ट आपरेटर वायरमैन ग्रेड-I में आई.टी.आई. प्रमाण सहित डबल्यू.पी.ओ.; (ग) चार्जमैन विविध कारपेंटर ग्रेड-I/मैसन ग्रेड-I/ मैसन एवं कारपेंटर ग्रेड-I/ पेंटर ग्रेड-I/प्लम्बर ग्रेड-I/ पी.बी.एक्स आपरेटर; (घ) चार्जमैन आटो ऑटो मकैनिक ग्रेड-I/वाहन चालक।	
9	फिटर ग्रेड-II /पाईप फिटर ग्रेड-II/प्लम्बर ग्रेड-II/पेंटर ग्रेड-II /मेसन ग्रेड-II/ कारपेंटर ग्रेड-II/ मेसन एवं कारपेंटर ग्रेड-II/ मकैनिकल फिटर ग्रेड-II	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) फिटर/प्लम्बर ट्रेड में आई. टी. आई. प्रमाण पत्र।	(i) फिटर हैल्पर/फिटर कुली/ प्लम्बर हैल्पर/पेंटर हैल्पर/ मेसन हैल्पर/कारपेंटर हैल्पर/ मेसन एवं कारपेंटर हैल्पर/ मकैनिकल फिटर हैल्पर/ मोजल मकैनिकल हैल्पर और हैल्परस मकैनिकल चार्जमैन सहायक फोरमैन और फोरमैन के रूप में कम से कम 7 वर्ष का अनुभव; (ii) क्षेत्रीय परीक्षक;	
10	वर्क निरीक्षक/ वर्क पर्यवेक्षक/ वर्क मुंशी/वर्क मिस्त्री	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सिविल इंजीनियरिंग में डिप्लोमा।	(i) मैट्रिक; (ii) वर्क पर्यवेक्षक/वर्क मिस्त्री/ वर्क मुंशी/मेट/गैंग मेट/ रोड मेट/ वर्क मुंशी हैल्पर/ मोटर मेट के रूप में कम से कम 5 वर्ष का अनुभव;	

1	2	3	4	5	6
11	स्टोर कीपर/ स्टोर मुंशी/ बिन कार्ड क्लर्क/ स्टोर क्लर्क/ बिल क्लर्क	3050-75-3950-द.-रो.-80-4590	(i) 10+2 या स्नातक; (ii) उनके अपने-अपने संवर्ग में 3 वर्ष का अनुभव; (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान	(i) मैट्रिक; (ii) स्टोर मुंशी/स्टोर हैल्पर/ स्टोर परिचर/स्टोर कुली/ स्टोर बेलदार/बिन कार्ड हैल्पर/ स्टोर लेजर हैल्पर/स्टोर चौकीदार/माली/हैड माली/ बिल वितरक/शिकायत निवारण परिचर/बिल एवं मीटर हैल्पर/ मीटर रीडर हैल्पर/बिल क्लर्क हैल्पर/बिल वितरक का काम से कम 5 वर्ष का अनुभव;	
12	मीटर रीडर	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने संवर्ग में 3 वर्ष का अनुभव	(i) मैट्रिक; (ii) बिल एवं मीटर हैल्पर/ मीटर रीडर हैल्पर/ बिल क्लर्क हैल्पर/ /बिल वितरक के रूप में काम से कम 5 वर्ष का अनुभव।	
13	प्रयोगशाला सहायक	3050-75-3950-द. रो.-80-4590	(i) विज्ञान सहित मैट्रिक; (ii) प्रयोगशाला परिचर के रूप में 3 वर्ष का अनुभव; (iii) मैट्रिक स्तर तक हिन्दी/ संस्कृत का ज्ञान।	(i) मैट्रिक; (ii) प्रयोगशाला परिचर के रूप में 5 वर्ष का अनुभव;	
14	डीजल/ऑटो/ मोटर मैकेनिक	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर/डीजल मैकेनिकल ट्रेड में आई.टी.आई. प्रमाण पत्र या इसके समकक्ष विद्या	(i) पैट्रोलमैन/डीजल मैकेनिकल/ हैल्पर/ऑटो हैल्पर के रूप में 7 वर्ष का अनुभव; (ii) हिन्दी पढ़ तथा लिख सकता हो। (iii) क्षेत्रीय परीक्षा;	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. के लिए 4000-100-4800-द.रो.-100-6000 वेतनमान होगा।
15	वाटर पम्प ऑपरेटर/ जनित्र चालक	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर/डीजल/मैकेनिकल/ इलैक्ट्रिकल वायरमैन के ट्रेड में आई.टी.आई. प्रमाण पत्र	(i) डब्ल्यू.पी.ओ. हैल्पर/की मैन/ ऑयल मैन/पैट्रोलमैन/माली एवं चौकीदार/हैड सीवरमैन/सीवर मैन/माली एवं पम्प परिचर / डीजल इंजन हैल्पर के रूप में काम से कम 7 वर्ष का अनुभव तथा जनस्वास्थ्य स्थापना पर नियुक्त चौकीदार / बेलदार / केवल जनस्वास्थ्य कार्यों का अनुभव;	
16	इलैक्ट्रिशियन ग्रेड-I/ ऑटो इलैक्ट्रिशियन ग्रेड - I	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं	(i) मैट्रिक; (ii) इलैक्ट्रिकल ग्रेड II / ऑटो इलैक्ट्रिकल ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव;	
17	इलैक्ट्रिशियन ग्रेड-II/ ऑटो इलैक्ट्रिशियन ग्रेड - II	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) इलै० के ट्रेड में आई.टी.आई. प्रमाण पत्र	इलैक्ट्रिकल वायरमैन, इलैक्ट्रिकल फोरमैन और सहायक इलैक्ट्रिकल फोरमैन के हैल्परों/ऑटो इलैक्ट्रिकल हैल्पर के रूप में 7 वर्ष का अनुभव :	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. प्रमाण पत्र धारक के लिए 4000-100-4800-द.रो.-100-6000 वेतनमान होगा।

1	2	3	4	5	6
18	सर्वेक्षक ग्रेड-I	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं	सर्वेक्षक ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव	
19	सर्वेक्षक ग्रेड - II	3060-75-3960-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सर्वेक्षण और समतलन में आई.टी.आई. प्रमाण पत्र ;	(i) मैट्रिक ; (ii) सर्वेक्षण के कार्य का 5 वर्ष का अनुभव ;	उनकी अपनी-अपनी ट्रेड में आई.टी.आई. प्रमाण पत्र धारक के लिए 4000-100-4800-द.रो. 100-6000 वेतनमान होगा।
20	कैमिस्ट	6500-200-6500-द. रो.-200-9900	सीधी भर्ती के लिए कोई उपबन्ध नहीं है	(i) मैट्रिक; (ii) कैमिस्ट्री/पर्यावरण विज्ञान सहित बी.एस.सी.; (iii) जूनियर कैमिस्ट के रूप में 5 वर्ष का अनुभव ;	
21	जूनियर कैमिस्ट	5000-150-7100-द. रो.-150-7850	(i) किसी प्रयोगशाला में कम से कम 5 वर्ष का अनुभव सहित बी.एस सी.; (ii) मैट्रिक स्तर तक हिन्दी/संस्कृत का ज्ञान ;	(i) विज्ञान सहित मैट्रिक ; (ii) प्रयोगशाला सहायक के रूप में 5 वर्ष का अनुभव या प्रयोगशाला सहायक के रूप में 2 वर्ष के अनुभव सहित बी.एस सी.;	
22	वाटर मीटर निरीक्षक	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं है	(i) मैट्रिक ; (ii) मीटर रीडर/बिल क्लर्क / बिल एवं मीटर रीडर के रूप में 5 वर्ष का अनुभव;	
23	वैल्डर	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) वैल्डर ट्रेड में आई.टी.आई. प्रमाण पत्र ;	पदोन्नति के लिए कोई उपबन्ध नहीं	उनकी अपनी-अपनी ट्रेड में आई.टी.आई के लिए 4000-100-4800-द.रो.-100-6000 वेतनमान होगा।
24	स्टोर अधीक्षक	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबन्ध नहीं है	(i) मैट्रिक (ii) स्टोर क्लर्क/स्टोर कीपर/ स्टोर मुंशी/बिन कार्ड क्लर्क/ सेल क्लर्क के रूप में 10 वर्ष का अनुभव	टिप्पणी :- यह पद विद्यमान नहीं है। स्टोर क्लर्क/ स्टोरकीपर/स्टोर मुंशी/बिन कार्ड क्लर्क/ सेल क्लर्क की पदोन्नति के लिए रास्ता बनाने हेतु मुख्य प्रशासक द्वारा गठित अधीक्षण इंजीनियर की समिति की सिफारिश पर सृजित की गई है।

1	2	3	4	5	6
					वह नियमानुसार कर्तव्यों को निर्वहन करेगी :- (i) स्टोर के नियंत्रण सामान-सूची की मोनिटरिंग करेगा जिसमें वस्तुओं की प्राप्तियों तथा निर्गम भी शामिल है। (ii) वह स्टोर क्लर्क/ स्टोर मुंशी और बिन कार्ड क्लर्क के कार्य का पर्यवेक्षण करेगा। (iii) अपेक्षित विवरणियां सम्बद्ध अधिकारियों को समय-समय पर भेजना सुनिश्चित करेगा। (iv) स्टॉक की पुरानी/ बेकार वस्तुओं के स्टॉक के लिए प्रस्ताव प्रस्तुत करेगा। (v) सप्लाई आदेशों का मॉनीटर करेगा और स्टॉक निर्गम दर तैयार करेगा। वह कार्यकारी जूनियर इंजीनियर को प्रस्ताव प्रस्तुत करेगा। वह स्टोर मांग पत्रों का दर्ज करना सुनिश्चित करेगा और स्टोर से सम्बन्धित सभी प्रकार के रिकार्ड को रखेगा।
25	सीवर क्लीनिंग मशीन ऑपरेटर	3050-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने क्षेत्र में 2 वर्ष का अनुभव	(i) मैट्रिक; (ii) सीवरमैन / हैड सीवरमैन / स्वीपर आदि के रूप में ऐसी लाईन का 5 वर्ष का अनुभव।	

टिप्पणी :-

1. जहां पदोन्नति के लिये एक से अधिक पोषक पद है वहा अन्तर परिमण्डलीय और अन्तर राज्यीय वरिष्ठता तैयार की जायेगी। यह वरिष्ठता आरक्षण के सम्बन्ध में सरकार के आदेशों को ध्यान में रखकर तैयार की जायेगी।

2. वर्ग 'घ से ग' में पदोन्नति हेतु क्षेत्र परीक्षा, जहां भी निहित किया गया है अपने-अपने अधीक्षण इंजीनियर द्वारा गठित की जाने वाली समिति द्वारा आयोजित किया जायेगा, इस समिति में कार्यकारी इंजीनियर और 2 उपमण्डल इंजीनियर शामिल होंगे।

3. ड्रैफ (आई.टी.आई. अथवा डिप्लोमा) का अभ्यतर वेतनमान केवल उन कर्मचारियों को दिया जायेगा जिन्होंने यह अर्हता यथोचित अनुमति से प्राप्त की है।

परिशिष्ट - ख - I

(देखिए विनियम 7)

(इलैक्ट्रिकल शाखा)

क्रमांक	पद संज्ञा	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	पदोन्नति द्वारा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	विशेष कथन
1	2	3	4	5	6
1	फोरमैन इलैक्ट्रिकल	5000-150-7100-द. रो. 150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी मान्यताप्राप्त संस्था से इलैक्ट्रिकल इंजीनियरिंग के 3 वर्ष का डिप्लोमा।	सहायक फोरमैन / चार्जमैन इलैक्ट्रिकल के रूप में कम से कम 5 वर्ष का अनुभव।	
2	सहायक फोरमैन (इलैक्ट्रिकल)	5000-150-7100-द. रो.-150-7850	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी मान्यताप्राप्त संस्था से इलैक्ट्रिकल इंजीनियरिंग में 3 वर्ष का डिप्लोमा।	(i) मैट्रिक; (ii) चार्जमैन (इलैक्ट्रिकल) के रूप में कम से कम 5 वर्ष का अनुभव;	
3	हल्का वाहन चालक/ भारी वाहन चालक/ डोजर/एक्सकावेटर/ लोडर ऑपरेटर	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) भारी वाहन चलाने के लिए लाईसेंस धारी हो और किसी ख्याति प्राप्त संस्था में वाहन चलाने का 7 वर्ष का अनुभव रखता हो।	(i) वैध ड्राईविंग लाईसेंस सहित क्लीनर / सीवर क्लीनिंग मशीन ऑपरेटर के रूप में कम से कम 7 वर्ष का अनुभव; (ii) किसी भी चतुर्थ श्रेणी के पद का 7 वर्ष का अनुभव और सम्बन्धित प्रवर्ग में कम से कम 5 वर्ष के लिये भारी वाहन चलाने का वैध ड्राईविंग लाईसेंस हो। (iii) चलै हिन्दी और अंग्रेजी पढ़नी तथा लिखनी आती हो।	
4	चार्जमैन (इलैक्ट्रिकल)	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) मोटर / मकैनिकल / इलैक्ट्रिकल फिटर / ऑटो के ट्रेड में कम से कम 5 वर्ष के अनुभव सहित आई.टी.आई. प्रमाणपत्र;	(i) मैट्रिक; (ii) इलैक्ट्रिकल अर्हता सहित इलैक्ट्रिकल ग्रेड-I / वायरमैन ग्रेड - I / लिफ्ट ऑपरेटर के रूप में कम से कम 5 वर्ष का अनुभव;	
5	इलैक्ट्रिशियन ग्रेड-I/ ऑटो इलैक्ट्रिशियन ग्रेड - I	4000-100-4800-द. रो.-100-6000	सीधी भर्ती के लिए कोई उपबंध नहीं है।	(i) मैट्रिक; (ii) इलैक्ट्रिशियन ग्रेड-II /ऑटो इलैक्ट्रिशियन ग्रेड-II के रूप में कम से कम 5 वर्ष का अनुभव।	
6	इलैक्ट्रिशियन ग्रेड-II / ऑटो इलैक्ट्रिशियन ग्रेड - II	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) इलैक्ट्रिशियन के ट्रेड में आई.टी.आई. प्रमाण पत्र	इलैक्ट्रिशियन सहित सभी हैल्पर, इलैक्ट्रिकल चार्जमैन, इलैक्ट्रिकल फोरमैन और सहायक इलैक्ट्रिकल फोरमैन/ ऑटो इलैक्ट्रिकल हैल्पर 7 वर्ष के अनुभव सहित।	सम्बद्ध ट्रेड में आई.टी.आई. प्रमाण पत्र धारकों के लिए वेतनमान 4000-100-4800 द. रो.-100-5000 होगा।

1	2	3	4	5	6
7	लिफ्ट ऑपरेटर	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने-अपने संवर्ग में 3 वर्ष का अनुभव।	इलैक्ट्रिकल क्षेत्र मे 7 वर्ष का अनुभव।	
8	पी.बी.एक्स ऑपरेटर	3050-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) अपने-अपने संवर्ग में 2 वर्ष का अनुभव।	(i) मैट्रिक; (ii) शिकायत परिचर/पी.बी.एक्स हैल्पर के रूप मे 5 वर्ष का अनुभव।	
9	स्टोर मुंशी	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) सम्बद्ध व्यवसाय में 3 वर्ष का अनुभव। (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान।	(i) मैट्रिक; (ii) स्टोर चौकीदार / स्टोर बेलदार तथा स्टोर हैल्पर का कम से कम 5 वर्ष का अनुभव।	

परिशिष्ट - ख - II

(देखिए विनियम 7)

(बागवानी शाखा)

क्रम	पद नाम	वेतनमान	सीधी भर्ती के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	पदोन्नति द्वारा नियुक्ति के लिए शैक्षणिक अर्हताएं और अनुभव, यदि कोई है	विशेष कथन
1	2	3	4	5	6
1	हलका वाहन चालक/ भारी वाहन चालक/ डोजर / एक्सकेवेटर/ लोडर मशीन ऑपरेटर	4000-100-4800-द. रो.-100-6000	(i) हिन्दी/ संस्कृत सहित मैट्रिक; (ii) किसी ख्याति प्राप्त संस्था से भारी वाहन चलाने का 7 वर्षों का अनुभव और जिसके पास भारी वाहन चलाने का लाईसेंस हो।	(i) क्लीनर / सीवर क्लीनिंग मशीन चलाने का वैध लाईसेंस सहित 7 वर्ष का कार्यानुभव। (ii) किसी चतुर्थ श्रेणी के पद पर 7 वर्ष का अनुभव और भारी वाहन चलाने का वैध लाईसेंस या सम्बद्ध संवर्ग में हलका / भारी वाहन चलाने का कम से कम 5 वर्ष का अनुभव (iii) हिन्दी तथा अंग्रेजी पढ़ तथा लिख सकता हो।	
2	लिपिक	3050-75-3950-द. रो.-80-4590	(i) 10+2 की योग्यता या स्नातक (ii) अपने-अपने कार्य में 3 वर्ष का अनुभव (iii) मैट्रिक तक हिन्दी/संस्कृत का ज्ञान।	(i) मैट्रिक (ii) माली/प्रधान माली के रूप में 5 वर्ष का अनुभव।	ये पद घटते संवर्ग के हैं
3	बागवानी पर्यवेक्षक	3050-75-3950-द. रो.-80-4590	(i) मैट्रिक (ii) बी.एस सी. (कृषि विज्ञान) या बागवानी में डिप्लोमा तथा मैट्रिक स्तर तक हिन्दी / संस्कृति विषय।	(i) हिन्दी/संस्कृत विषय सहित मैट्रिक (ii) प्रधान माली / माली के रूप में 5 वर्ष का अनुभव।	सीधी भर्ती के उम्मीदवारों के लिए 4000-100-4800-द. रो. 100-6000 का वेतनमान है।
4	पावरलान मूवर ऑपरेटर	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/संस्कृत विषय सहित मैट्रिक। (ii) अपने-अपने कार्य का 2 वर्षों का अनुभव	(i) अपने-अपने कार्य का 7 वर्ष का अनुभव। (ii) ट्रेडिंग परीक्षण	ये पद घटते संवर्ग का है।
5	वाटर पम्प ऑपरेटर	3050-75-3950-द. रो.-80-4590	(i) हिन्दी/संस्कृत विषय सहित मैट्रिक (ii) मोटर / डीजल / मैकेनिकल / इलैक्ट्रिकल वायरलैस में आई.टी.आई का प्रमाण पत्र	डब्लयू.पी.ओ. हैल्पर, माली / माली एवं चौकीदार के रूप में 5 वर्ष का अनुभव	ये पद घटते संवर्ग का है।

परिशिष्ट - ग

[देखिए विनियम 14(2)]

1. छुट्टियां : प्रत्येक वर्ष प्रमुख अभियन्ता द्वारा प्रकाशित की जाने वाली छुट्टी सूची में प्रत्येक कर्मकार को तीन राष्ट्रीय तथा पांच धार्मिक अथवा परम्परागत अनुज्ञात होगी।

2. विश्राम : प्रत्येक कर्मकार को एक साप्ताहिक अवकाश अनुज्ञात होगा।

3. आकस्मिक अवकाश : प्रत्येक कर्मकार को एक कलैण्डर वर्ष में उस के सेवा काल के अनुसार निम्न रूप से आकस्मिक अवकाश दिया जाएगा :-

(क) 10 वर्षों तक के सेवाकाल के लिए 10 दिन
(ख) 10 से 20 वर्षों तक के सेवाकाल के लिए 15 दिन
(ग) 20 वर्षों से अधिक के सेवाकाल के लिए 20 दिन

टिप्पणी — सेवा वर्षों की गणना उसी कलैण्डर वर्ष के प्रथम दिन से की जायेगी जिसमें अवकाश प्राप्त किया जाना है।

4. अर्जित अवकाश तथा अन्य अवकाश : प्रत्येक कर्मकार (स्थायी/अस्थायी) को सिविल सेवा नियम जिल्द-I धारा -I के उपबन्धों के अनुसार अवकाश अनुज्ञेय होगा।

5. कार्य समय : प्रबन्ध समिति के निर्देशानुसार प्रत्येक कार्यदिवस में 8 घण्टे का कार्य समय होगा / कार्य की अपेक्षा के अनुसार कर्मकार को अपना कार्य शिफ्टों में करना पड़ सकता है।

6. टिप्पणी : प्रशासनिक सुविधा तथा कार्य की अपेक्षा के अनुसार तथा प्रतिभूति अवकाश / विश्राम के बदले में कर्मकार के भारसाधक कर्मचारी / अधिकारी द्वारा छुट्टी विश्राम दिनों आदि का बदला दाता अनुज्ञात होगा। उन कर्मकारों जो उस समय के लिये जिस पर वे भ्रमण पर है तथा यात्रा भत्ता प्राप्त कर रहे हैं विशिष्ट अवधि से भिन्न की गई अतिरिक्त ड्यूटी की दशा में उसके बदले में प्रतिभूति विश्राम अनुज्ञात होगा।

टी० सी० गुप्ता, आई०ए०एस०
मुख्य प्रशासक,
हरियाणा शहरी विकास प्राधिकरण, पंचकूला।

HARYANA GOVERNMENT

HARYANA URBAN DEVELOPMENT AUTHORITY

Notification

The 16th March, 2009

No. Auth-2009-6866.—In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977), the Haryana Urban Development Authority with the previous approval of the State Government conveyed vide memo No. 1/2/2009-ITCP dated 16.02.2009, are hereby makes the following regulations regulating the recruitment and conditions of services of persons appointed to the Haryana Urban Development Authority (Regular Work Charged Field Staff)in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group C), service namely:—

Part I—General

1. (1) These regulations may be called the Haryana Urban Development Authority (Regular Work Charged Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group C) Service Regulations, 2009. Short title, commencement and applicability.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall be applicable to the regular work charged field staff in Civil, Electrical and Horticulture Wings of the Engineering Wing of (Group C) service working under the Authority on the date of publication of this notification in the Official Gazette.

2. (1) In these regulations unless the context otherwise requires,— Definitions.

(a) "Act" means the Haryana Urban Development Authority Act, 1977 (Haryana Act No. 13 of 1977);

(b) "Appendix" means an Appendix appended to these regulations;

(c) "appointing authority" means the authority specified in regulation 6 of these regulations;

(d) "Chairman" means the Chairman of the Authority;

(e) "Commission" means the Haryana Staff Selection Commission;

(f) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer or deputation of an official already in the service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/ organization approved by the Authority for the purpose of appointment by transfer or deputation;

(g) "Education Board" means the Board of School Education, Haryana established under the provisions of the Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other Education Board established by law in any of the States of India;

(h) "employee" means a member of the Service;

(i) "Engineer-in-Chief" means the Head of the Engineering Wing of Haryana Urban Development Authority and shall include Chief Engineer;

(j) "Executive Engineer" means the Executive Engineer of Haryana Urban Development Authority;

(k) "Government" means the Government of the State of Haryana;

(l) "recognised university" means—

(i) any university incorporated by law in India; or

(ii) any other university which is declared by the Authority to be a recognised university for the purpose of these regulations.

(m) "institution" means—

(i) any institution established by law in force in the State of Haryana; or

(ii) any other institution recognized by the Authority for the purpose of these regulations;

(n) "Service" means the Haryana Urban Development Authority Services (Regular Work Charged-Field Staff) in Civil, Electrical and Horticulture Wings of the Engineering Wing of Haryana Urban Development Authority – (Group C) service;

(o) "Superintending Engineer" means the Superintending Engineer of Haryana Urban Development Authority;

(p) "regular work charged field staff" means an employee who is employed upon the actual execution, operation or maintenance of a specific work or sub- works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works and later on made regular on his post.

(2) "words and expressions" used but not defined in these regulations shall have the same meanings respectively assigned to them in the Act and the Punjab Civil Services Rules, as applicable to the State of Haryana;

Part-II Recruitment to Service

Character of posts

3. The Service shall comprise the posts mentioned in Appendix A to these regulations:

Provided that nothing in these regulations shall affect the inherent right of the authority to make additions to, or reductions in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality, domicile and character of candidates appointed to Service.

4. (1) No person shall be appointed to any post in the Service unless he is;

(a) a citizen of India, or

(b) a citizen of Nepal; or

(c) a citizen of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri-Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b),(c),(d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal, Academic Officer of the university, college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Age.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty years of age on the last date of receipt of application.

Appointing authority

6. Appointment to the posts in the Service shall be made by the Superintending Engineer.

7. No person shall be appointed to the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B, BI and BII, as the case may be, to these regulations in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed otherwise than by direct recruitment: Qualification

Provided that in the case of appointment by direct recruitment the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Haryana Urban Development Authority in case sufficient number of candidates belonging to reserve categories i.e. Scheduled Castes, Backward Classes, Other Backward Classes, Ex-Servicemen and Physically Handicapped candidates, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

8. No person, Disqualifications

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person

shall be eligible for appointment to any post in the Service:

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

9. (1) No recruitment against post shall be made without prior written permission of the Chief Administrator. Method of recruitment.

(2) Recruitment to the Service shall be made,—

(a) in case of categories 1,2,3,6 to 15,17,19,21 and 25 as mentioned in Appendix B and categories No.1 to 4, 6 to 9 of Appendix B-1 and Category No.1 to 4 of Appendix B.II, –

(i) 50% by promotion; and

(ii) 50% by direct recruitment or by transfer or deputation of an official already in the Service of the Government of India or any State Government or Board or any Corporation constituted by the Central/ State Government or any institution/organization approved by the Authority for the purpose of appointment by transfer or deputation;

(b) in case of categories No. 4,5,16,18,20,22 as mentioned in Appendix B and category 5 of Appendix B-1 100% by promotion.

(3) (a) Recruitment to the Service by promotion shall be made on receipt of recommendations from a committee consisting of at least one Executive Engineer and two Sub Divisional Engineers to be constituted by the Superintending Engineer;

(b) The committee shall decide all cases of promotions by taking into consideration inter seniority of various feeder services under the promotion quota mentioned in the regulations:

Provided that the candidate possesses requisite qualifications, experience and passes field test, if any. However, there will be no provision for further promotion in categories Number 23 and 24 of Appendix B.

10. (1) A person appointed to the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise: Probation.

Provided that;-

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this regulation; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may—

(a) if such person is appointed by direct recruitment, dispense with his services; and

(b) if such person is appointed otherwise than by direct recruitment—

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,—

(a) if his work or conduct has , in its opinion, been satisfactory:—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy; or

(b) if his work or conduct has, in its opinion not been satisfactory:—

(i) dispense with his service, if appointed by direct recruitment; if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Seniority.

11. (1) The seniority of the members of the Service shall be maintained separately at the level of the Circle.

(2) The *inter-se* seniority, of the members of the Service shall be determined by the length of continuous service on any post in the Service:

Provided that in the case of a member appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority;

Provided further that in case two or more members are appointed on the same date their seniority shall be determined as follows:—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;

(b) a member appointed by promotion shall be senior to a member appointed by transfer;

(c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his pervious appointment; and if the rates of pay drawn are also same, then by the length of their service in the appointment and if the length of such service is also same, the older shall be senior to the younger member.

Liability to serve.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of Service may also be deputed to serve under:—

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana;

(ii) the State Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the State Government;

(iii) any other State Government, an international organization, an autonomous body not controlled by the Government or a private body.

Transfer to local authority.

13. (1) Any employee shall be liable to be transferred permanently to the local authority to which the responsibility for the maintenance of the amenities provided in the area developed by the Authority is entrusted under Section 29 of the Act. However, the terms and conditions of Service of any such employee in the concerned local authority shall not be inferior to the terms and conditions on which the employee is working in the Authority at the time of transfer.

(2) The Authority or the Chief Administrator may lay down a criteria for effecting transfer of a member to the local authority.

Pay, leave, pension and other matters.

14. (1) In respect of pay, pension and all other matters, not expressly provided for in these regulations, the members of the Service shall be governed by such rules or regulations as may have been, or may hereafter be, adopted or made by the Authority from time to time.

(2) Leave, holidays, rest and duty hours shall be as prescribed in Appendix C of these regulations. However, same can be altered with the approval of the Chairman, Haryana Urban Development Authority .

Discipline, penalties and appeals.

15. (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time;

(2) The Authority empowered to impose penalty, the appellate authority and the second appellate authority shall be as under:—

Post	Appointing Authority	Authority empowered to impose penalty	Appellate Authority	Second and final Appellate Authority
All posts in Appendix A	Superintending Engineer	Superintending Engineer	Chief Engineer/ Engineer-in- Chief	Chief Administrator

Vaccination.

16. Every member of the Service shall get himself vaccinated and re-vaccinated as and when the Government/Authority so directs by a special or general order..

Oath of allegiance

17. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Power of relaxation.

18. Where the Government/Authority is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing relax any of the provisions of these regulations with respect to any individual, class or category of persons.

Special provisions.

19. Notwithstanding anything contained in these regulations, an appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so by it.

Reservations

20. Nothing contained in these regulations shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time:

Provided that the total percentage of reservations so made shall not exceed fifty percent at any time.

Repeal and savings

21. Any rule or resolution of the Authority applicable to the Service and corresponding to any of these regulations which is in force immediately before the commencement of these regulations is hereby repealed:

Provided that any order made or action taken under the rule or resolution of the Authority as repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Delegation.

22. The Authority, may delegate its powers and functions under these regulations to Chief Administrator, Haryana Urban Development Authority or to any of his subordinate officers.

[illegible]

APPENDIX A

(See Regulation 3)

Sr. No.	Designation of posts	Number of posts				Scale of Pay
		Civil	Electrical	Horticulture	Grade and Total	
1.	Chemist	1	—	—	1	6500-200-8500-EB-200-9900
2.	Foreman Mechanical/Electrical	4	—	—	4	5000-150-7100-EB-150-7850
3.	Assistant Foreman Electrical/ Mechanical/ Miscellaneous	2	—	—	2	5000-150-7100-EB-150-7850
4.	Junior Chemist	1	—	—	1	5000-150-7100-EB-150-7850
5.	Road Inspector	12	—	—	12	5000-150-7100-EB-150-7850
6.	Water works Superintendent Grade I & II	10	—	—	10	5000-150-7100-EB-150-7850 4000-100-4800-EB-100-6000
7	Meter Inspector	7	—	—	7	4000-100-4800-EB-100-6000
8.	Chargeman Electrical/ Mechanical/ Miscellaneous	12	4	—	16	4000-100-4800-EB-100-6000
9.	Carpenter Grade I and II	9	—	—	9	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
10	Electrician Grade I and II	20	15	2	37	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
11.	Fitter Grade I and II	72	—	—	72	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
12.	Mason Grade I and II	6	—	—	6	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
13.	Plumber Grade I and II	6	—	2	8	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
14.	Surveyor Grade I and II	6	—	—	6	4000-100-4800-EB-100-6000 3050-75-3950-EB-80-4590
15	Vehicle Driver	56	6	20	82	4000-100-4800-EB-100-6000
16	Bill Clerk	15	—	—	15	3050-75-3950-EB-80-4590
17	Bin Card Clerk	1	—	—	1	3050-75-3950-EB-80-4590
18	Horticulture Supervisor	—	—	24	24	3050-75-3950-EB-80-4590
19	Lab Assistant	1	—	—	1	3050-75-3950-EB-80-4590
20	Lift Operator	—	1	—	1	3050-75-3950-EB-80-4590
21	Mechanical Fitter	3	—	—	3	3050-75-3950-EB-80-4590
22	Meter reader	30	—	—	30	3050-75-3950-EB-80-4590

23	Painter	1	—	—	1	3050-75-3950-EB-80-4590
24	PBX Operator	—	1	—	1	3050-75-3950-EB-80-4590
25	Power Lawn Mover Operator	—	—	1	1	3050-75-3950-EB-80-4590
26	Sale Clerk	—	—	1	1	3050-75-3950-EB-80-4590
27	Store Clerk	3	—	—	3	3050-75-3950-EB-80-4590
28	Store Keeper	3	—	—	3	3050-75-3950-EB-80-4590
29	Store Munshi	10	1	—	11	3050-75-3950-EB-80-4590
30	Water Pump Operator Grade I & II	539	—	—	539	3050-75-3950-EB-80-4590
31	Work Inspector	10	—	—	10	3050-75-3950-EB-80-4590
32.	Work Munshi/Work Mistri/ Work Supervisor	61	1	—	62	3050-75-3950-EB-80-4590
	Total	901	29	50	980	

HARYANA URBAN DEVELOPMENT AUTHORITY SERVICES REGULATION,1989

Dated17th August 1989

In exercise of the powers conferred by Section 54 of the Haryana Urban Development Authority Act, 1977 (Haryana Act, No. 13 of 1977) and all other powers enabling it in this behalf, the Haryana Urban Development Authority, with the previous approval of the State Government of Haryana conveyed vide their Memo No. 10/1/88/ITCP dated 17.8.89 hereby makes the following Regulations, namely–

PART-I GENERAL

Short title applications & Commencement.

1. (i) These Regulations may be called the Haryana Urban Development Authority Services Regulations, 1989.

(ii) These Regulations shall apply to all employees in the service of the Haryana Urban Development Authority.

Provided that nothing in these Regulation shall apply in respect of any class or cadre of service for which separate Regulations may be framed or any other special Regulations as may be framed by the Authority or in respect of employees governed by specific agreements.

(iii) These shall come into force at once.

Definitions

2. In these Regulations unless the context otherwise requires;

(a) 'Act' means the Haryana Urban Development Authority Act, 1977.

(b) 'Appointing Authority' means the Authority competent to make appointments.

(c) 'Chairman' means the Chairman of the Authority.

(d) 'Chief Aministrator' means the Chief Administrator of the Authority.

(e) 'Committee' means the Personnel Committee Constituted by the Authority under Section-8 of the Act.

(f) 'Direct appointment' means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the service of the Central/State Govt. or Board or any Corporation constituted by the Central/State Government.

(g) 'Secretary' means the secretary of the Authority

(h) 'Service' means the Haryana Urban Development Authority Service.

(i) 'Government' means the Government of Haryana.

(j) 'Recognised univesity' means :-

(i) any university incorporated by law in India, or

(ii) in the case of a degree, diploma, or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University, or

(iii) any other university which is declared by the Government to be a recognised university for the purpose of regulations.

(k) 'Institution' means;

(i) any institution established by law in force in the state of Haryana; or

(ii) any other institution recognised by the Government for the purpose of these regulations.

Constitution of the Service 3.

PART-II-CONSTITUTION OF THE SERVICE:

The service shall consist of the following persons, namely:–

(a) Employees of Urban Estate Department who opted and joined service at the time of its formation.

(b) persons who were appointed to the Service before the commencement of these regulations: and

(c) Persons appointed to the service by the Authority.

Number & Character of posts 4.

PART-III -RECRUITMENT TO SERVICE:

The service shall comprise of the posts shown in Appendix 'A' to these regulations:–

Provided that nothing in these regulations shall affect the inherent right of the Authority to add or to reduce the number of such posts or create new posts with different designations and scales of pay from time to time.

Nationality, domicile and character of candidate appointed to the service 5.

(1) No person shall be appointed to any post in the service, unless he is:–

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic or Tanzania (formerly Tanganyka and Zanzibar), Zambia, Malwi, Zaire and Ethiopia with the intention of permanently setting in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government

(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recruiting authority, but the

offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government

(3) No person shall be appointed to any post in the Service by direct recruitment unless he produces:-

(i) A certificate of character from the principal academic office of university, college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institutions; and

(ii) a medical certificate of physical fitness as required under rule 3.1 of the Punjab Civil Service Rules, Volume I, Part-I.

6. No person shall be appointed to the service by direct recruitment who is less than seventeen years or more than thirty five years of age, except the posts of Architect, Land Scape Architect, Legal Adviser, Deputy Legal Adviser, Controller of Finance in which case the upper age limit will be 40 years, on the last date of receipt of application. In case of Assistant District Attonery the age limit shall be 24-35 years.

Provided that in case of candidates belonging to schedules caste/tribes, backward classes, ex-serviceman, widows and others the upper age limit shall be such as may be fixed by the Government from time to time.

Appointing Authority

7. Appointments to the posts specified in Appendix A-I shall be made by the Authority and those shown in Appendix A-II shall be made by the Chief Administrator.

Provided that if any new post with a new designation is created in a pay scale, the maximum of which does not exceed Rs. 3200/-the Chief Administrator shall be the appointing Authority

Method of recruitment

8. Subject to the conditions, as may be laid down under the Act and the regulations recruitment to the various posts under the Authority shall be made by any one or more of the following methods:-

i) by direct appointment; or

ii) by transfer/deputation of an Government official already in the service of the Central Govt. or any State Govt. or any Board/Corporation constitued by the Central/State Govt.

iii) by promotion out of the existing employees. These posts shall be filled by direct recruitment and otherwise in the ratio, if any, as laid down in column 5 of the appendix B to these regulations

Procedure of Promotion

9. Promotion in respect of posts mentioned in Appendix A-I and A-II shall be made on the basis of seniority cum-merit. Seniority alone shall not give any right to such promotion.

Qualifications 10. No person shall be appointed to the service unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these Regulations in case of recruitment made otherwise than by promotion and those specified in column 4 in case of recruitment by promotion.

Provided that in case of direct recruitment of reserved categories of employees the condition regarding experience shall be relaxable to the extent of 50% at the discretion of the recruiting Authority In case sufficient number of candidates belonging to schedules castes, backward classes, ex-servicemen and physically handicapped candidates, possessing the requisite experience are not available to fill up the vacancies reserved for them after recording reason for so doing in writing.

Disqualifications11. No person shall be eligible for appointment to any post in the Service:

(a) who has entered into or contracted a marriage with a person having a spouse living,

or

(b) who having a spouse living, has entered, or contracted a marriage with any person;

Provided that the Authority may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

(c) Who has been dismissed from the service of the Government of India or any State Government or a Local Authority or Board or Corporation.

Pay of members12. of the service The members of the service shall be entitled to such scales of pay including special pay, if any, and other allowances as may be sanctioned by the Authority from time to time. The scales of pay at present in force in respect of each post is given in Appendix 'A' to these Regulations.

Probation 13. (1) Persons appointed to any post in the service shall remain on probation for a period of two years if appointed by direct recruitment and one year, if appointed otherwise;

Provided that :–

(a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation.

(b) any period of work in equivalent or higher rank; prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing Authority, be allowed to count towards the period of probation fixed under this regulation; and

(c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the

completion of the prescribed of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may:

(a) If such person is appointed by direct recruitment, dispense with his services; and

(b) If such person is appointed otherwise, than by direct recruitment;

i) revert him to his former post; or

ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may;

(a) If his work or conduct has, in its opinion, been satisfactory;

i) confirm such person from the date of his appointment, if appointed against a permanent vacancy, or

ii) confirm such person from the date from which a permanent vacancy, occurs, if appointed against a temporary vacancy; or

iii) declare that he has completed his probation satisfactorily, if there is no permanent vacacy; or.

(b) if his work or conduct has in its opinion, been not satisfactory –

(i) dispense with his services, if appointed by direct recruitment, revert him to his former post or deal with him in such other manner as the terms and conditions of previous appointment permit, if appointed otherwise, or

(ii) extend his period of probation and there after pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Departmental examination for S.D.Es.

14. All Sub Divisional Engineers shall pass a departmental examination within three years of their appointment, as per syllabus at Appendix-E.

Provided that the Authority may extend this period in specific cases for any sufficient reasons.

Provided further that employee who passes the departmental examination before the prescribed period, shall be given all the increments which would have otherwise fallen due to him at the end of the prescribed period with affect from the last day on which the departmental examinations

were completed. The above advantage is not of a commulative nature and later increments will be due to him only on the dates on which they would have otherwise become due. No increment would be with-held until the period prescribed for clearing the departmental examination is over.

If a member of the Service passes the departmental examinations after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examinations are completed. The increment shall be released with retrospective affect from the date it was otherwise due but no arrears will be paid for the past period.

Seniority of members of service.

15 (i) The inter-se-seniority of the employees who were in the service of the Authority prior to the publication of these regulations shall be the same as it existed before the enforcement of these regulations.

(ii) Seniority, inter-se of members of the Service shall be determined by the length of their continuous service on a post in the Service.

Provided that in the case of members appointed by direct recruitment the order of merit determined by the Selection Committee or the appointing authority as the case may be, mentioned in these regulations shall not be disturbed in fixing the seniority;

Provided further that where there are different cadres in the service, the seniority shall be determined separately for each cadre;

Provided further that in the case of two of more members appointed on the same date, their seniority shall be determined as follows.

a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer'

b) a member appointed by promotion shall be senior to a member appointed by transfer;

c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred, and

d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference be given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, than by their length of service in the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member;

Liability to serve **16** (1) A member of the service shall be liable to serve at any place, whether within or out side the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the service may also be deputed for services as under;

(i) a Company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority within the State of Haryana;

(ii) The Central Government or a company, association or body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government, or

(iii) another State Government an international organisation, an autonomous body not controlled by the Government, or a private body.

Provided that no member of service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or clause. (iii) except with his consent.

Till such time as the Authority may adopt its own regulations:

Pay, leave and provident fund and other matters **17.** (1) In respect of pay, leave and other matter not expressly provided for in these Regulations, except provident fund, the members of the service shall be governed by the Haryana Civil Service Rules, as applicable in the State of Haryana from time to time and such other rules and Regulations as may have been or may thereafter be made by the Government and adopted by the Authority.

(2) In respect of provident fund the members of the Service shall be governed by the separate set of Rules constituted under the Act.

Discipline penalities and appeals **18.** (1) In matters relating to discipline, penalities and appeals the members of the Service shall be governed by the Haryana Civil Services (Punishment and appeals) Rules, 1987 as applicable in the State of Haryana from time to time, till such time the Authority adopts its own Regulations.

Provided that the nature of penalities which may be imposed, the authority empowered to impose such penalities and the appellate authority shall,subject to the provisions of any rules or Regulations made under section 54 of the Act, be such as specified in Appendix 'C' & C-I to these Regulations

(2) The authority competent to pass an order under sub clause (ii) of sub rule (1) of Rule 9 of the Haryana civil service (Punishment and Appeal) Rules, 1987, the appellate authority shall be as specified in Appendix 'D' & D-I to these Regulations.

Vaccination **19.** Every member of the service shall get himself vaccinated and revaccinated if and when the authority so directs by a special or general order.

Oath of allegiance **20.** Every member of the service, unless he has already done so, shall be required to take the oath of allegiance to India and to the constitution of India as by Law established.

Power of relaxation **21.** Where the Authority is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any clause or category of persons.

Special Provision **22.** Not-withstanding any thing contained in these Regulations appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservation **23.** Nothing contained in these regultions shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward classes, Ex-Servicemen, physically handicapped persons or any other class or category of person in accordance with the orders issued by the State Government in this regard, from time to time.

Provided that the total percentage of reservations so made shall not exceed fifty percent at any time.

Repeal and Savings **24.** Any rule or resolution of the Authority applicable to the service and corresponding to any of these Regulations which is in force immediately before the commencement of these Regulations is hereby repealed.

Provided that any order or action taken under rule or resolution of the Authority as repealed shall be deemed to have been made or taken under the corresponding provision of these Regulations.

APPENDIX 'A'

(See Regulation 4, 12 & 14)

S.No.	Name of the Post	Revised Scale wef 1.1.86	No. of Sanctioned posts
ADMINISTRATIVE WING			
1	Chief Administrator	IAS Cadre Officer In their own Pay Scales	1
2	Administrator	IAS Cadre Officer In their own Pay Scales	5
3.	Secretary	HCS Cadre Officer In their own Pay Scales	1
4.	Estate Officer	HCS Cadre Officer In their own Pay Scales	6
5.	Administrative Officer	2300-60-2300-75-2900-EB-100-3500	1
6.	Asstt. Estate Officer	2300-60-2300-75-2900-EB-100-3500	7
7	Superintendent (Grade-I)	2000-60-2300-75-2900-EB-100-3500	8
8	Superintendent (Grade-II)/ Head Clerk	1600-50-2300-EB-60-2600	37
9.	Assistant	1400-40-1600-50-2300-EB-60-2600	156
10.	Accounts Assistant	1400-40-1600-50-2300-EB-60-2600	85
11.	Personal Assistant	1640-60-2600-EB-2900+150 S.P.	2
12.	Sr. Scale Stenographer	1400-40-1600-50-2300-EB-60-2600	16
13.	Jr. Scale Stenographer	1200-30-1560-EB-40-2040	15
14.	Steno-typist	950-20-1150-EB-25-1500+100 S.P.	47
15.	Sub Divisional Clerk	1200-30-1560-EB-40-2040	64
16.	Clerks	950-20-1150-EB-25-1500	443
17.	Drivers	1200-30-1560-EB-40-2040	46
18.	Restorer	950-20-1150-EB-25-1500	3
19.	Daftari	800-15-1010-EB-20-1150	8
20.	Peon	750-12-870-EB-14-940	360
LEGAL WING			
21	Legal Remembrancer	Distt. & Session Judge Cadre Officer	1
22.	Legal Adviser/Distt. Attorney	3000-100-3500-125-4500	1
23	Deputy Legal Adviser/ Deputy Distt. Attorney	2375-75-2900-EB-100-3600	5
24.	Law Officer/Assistant Distt Attorney	2000-60-2300-75-2900-EB-100-3500	15
ACCOUNTS WING			
25.	Chief Controller of Finance	5900-200-6700	1
26.	Sr. Accounts Officer	2200-75-2800-EB-100-4000	5

27.	Accounts Officer	2000-60-2300-75-2900-EB-100-3500	9
28.	Section Officer/ Accountant (SAS)	2600-60-2300-EB-75-3200	45
29.	Accountant (Non-SAS)	1600-50-2300-EB-60-2660	19
REVENUE WING			
30	Tehsildar	2000-60-2300-75-2900-EB-100-3500	1
31.	Naib Tehsildar	1640-60-2600-EB-75-2900	6
32	Kanungo	1400-40-1600-50-2300-EB-60-2600	6
33.	Patwari	950-20-1150-EB-25-1500	14
ENGINEERING WING			
34.	Chief Engineer	5900-200-6700	1
35.	Superintending Engineer	4100-125-4850-150-5300	6
36	Executive Engineer	3000-100-3500-125-4500	21
37	Sub Divisional Engineer	2200-75-2800-EB-100-4000	85
38.	Junior Engineer(Civil)	1640-60-2600-EB-75-2900	257
39.	Junior Engineer (Elect.)	1640-60-2600-EB-75-2900	32
40.	Head Draftsman-Grade-I	1640-60-2600-EB-75-2900	8
41.	Head Draftsman-Garde-II	1600-50-2300-EB-60-2660	18
42	Assistant Draftman	1400-40-1800-EB-50-2300	50
43.	Tracer	975-25-1150-EB-30-1540	46
44	Azo Machine Operator	950-20-1150-EB-25-1500	1
ARCHITECTURE AND TOWN PLANNIG WING			
45.	Chief Town Planner	5900-200-6700	1
46.	Senior Town Planner	4100-125-4850-150-5300	1
47	Distt. Town Planner	3000-100-3500-125-4500	6
48.	Asstt. Town Planner	2200-75-2800-EB-100-4000	4
49.	Senior Architect	4100-125-4850-150-5300	1
50.	Architect	3000-100-3500-125-4500	4
51.	Architect (Land Scaping)	3000-100-3500-125-4500	1
52	Assistant Architect	2200-75-2800-EB-100-4000	3
53.	Architectural Asst./ Planning Asstt.	1640-60-2600-EB-75-2900+100 S.P.	11
54.	Senior Draftman	1640-60-2600-EB-75-2900	7
55.	Junior Draftman	1600-50-2300-EB-60-2660	9
56	Asstt. Draftman	1400-40-1800-EB-50-2300	23
57.	Tracer	975-25-1150-EB-30-1540	20
58.	AZo Printer	1200-30-1560-EB-40-2040	1

59.	Modeller	1600-50-2300-EB-60-2600	1
60.	Field Investigator	1400-40-1600-50-2300-EB-60-2600	3
MONITORING WIG			
61.	Deputy Economic & Statistical Adviser	2200-75-2800-EB-100-400	1
62.	Asstt. Research Officer	1640-60-2600-EB-75-2900	3
HORTICULTURE WING			
63.	Executive Engineer	3000-100-3500-125-4500	2
64.	S.D.O (Horti.)	2200-75-2800-EB-100-400	8
65.	Junior Engineer (Horti.)	1640-60-2600-EB-75-2900	32
66.	Horticulture Supervisor	950-20-1150-EB-25-1500	26

APPENDIX 'A-I'

(See Regulation -7)

S.No.	Designation of the post.
ADMINISTRATIVE WING	
1.	Chief Administrator
2.	Administrator
3.	Secretary
4.	Estate Officer
5.	Administrative Officer
6.	Assistant Estate Officer
LEGAL WING	
1.	Legal Remembrancer
2.	Legal Adviser/District Attorney
3	Deputy Legal Adviser/Deputy District Attorney
4	Law Officer/Assistant District Attorney
ACCOUNTS WING	
1.	Chief Controller of Finance
2.	Sr. Accounts Officer
3.	Accounts Officer
ENGINEERING WING	
1.	Chief Engineer
2.	Superintending Engineer
3.	Executive Engineer
4.	Sub-Divisional Engineer
TOWN PALNNING WING/ARCHITECTURAL WING	
1.	Chief Town Planner
2.	Senior Town Planner
3.	District Town Planner
4.	Assistant Town Planner
5.	Senior Architect
6.	Architect
7.	Architect (Land Scaping)
8.	Assistant Architect
HORTICULTURE WING	
1.	Executive Engineer (Horticulture)
2.	Sub-Divisional Officer (Horticulture)
MONITORING WING	
1.	Deputy Economic & Statistical Adviser

APPENDIX 'A-II'

(See Regulation -7)

S.No.	Designation of the post.
ADMINISTRATIVE WING	
1.	Superintendent Grade-I
2.	Superintendent Grade-II/Head Clerk
3	Personal Assistant
4.	Senior Scale Stenographer
5	Junior Sale Stenographer
6	Steno-typist
7	Sub Divisional Clerk
8	Assistant
9	Clerk
10.	Driver
11.	Dattari
ACCOUNTS WING	
1.	Section Officer, (SAS)
2.	Accountant
3.	Accounts Assistant
REVENUE WING	
1	Naib Tensildar
2.	Kanungo
3	Patwari
ENGINEERING WING	
1.	Junior Engineer
2.	Head Draftsman Grade-I
3.	Head Draftsman Grade-II
4.	Assistant Draftsman
5.	Tracers
6	Azo Machine Operator
TOWN PALNNING WING/ARCHITECTURAL WING	
1.	Architectural Assistant
2.	Planning Assistant
3.	Senior Drafteman
4.	Junior Draftsman
5.	Assistant Draftsman
6.	Azo Printer
7.	Modeller
8.	Field Investigator
9	Tracers
HORTICULTURE WING	
1.	Junior Engineer (Horticulture)
2.	Horticulture Supervisor
MONITORING WING	
1.	Assistant Research Officer

APPENDIX 'B'

(See Regulation 10)

ADMINISTRATIVES WING

Sr. No.	Designation of the posts	Academic qualifications and experience, if any for direct recruitment	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief Administrator	–	–	On deputation from IAS cadre.
1A.	Administrator	–	–	On deputation from IAS cadre.
2.	Secretary	–	–	On deputation from HCS cadre.
3.	Estate Officer	–	–	On deputation from HCS cadre.
4.	Administrative Officer/ Asstt. Estate Officer	–	5 years experience as Supdt. Grade-I OR 7 years experience as Supdt. Grade-II/ Head Clerk	– –
5.	Superintendent Grade-I	–	Two years experience as Head Clerk/ Supdt. Grade-II/PA. Provided that the PA has worked as an Assistant for two years independently or has handled 1/3 work of an Assistant in addition to his own duties.	–
6.	Superintendent Gr.-II/ Head Clerk	–	8 years experience as Assistant/Accounts Assistant/Senior Scale Steno, provided that Senior Scale Steno has worked for two years as Assistant independently or has handled 1/3 work of an Assistant in addition to his own duties for two years.	–
7.	Assistant	–	5 years experience as Clerk/Stenotypist/ Junior Scale Stenographer/Sub Divisional Clerk. However, the experience of Stenotypist/Junior Scale Stenographer/Sub-Divisional Clerk on the post of Clerk, if so held, will be taken into account.	

1	2	3	4	5
8.	Personal Assistant	–	5 years experience as Senior Scale Stenographer.	
9.	Senior Scale Stenographer	i) Graduate of a recognised University of equivalent ii) Knowledge of Hindi up to Matric iii) Qualifies English and Hindi Shorthand test at a speed of 100/80 Words per minute respectively with not more than 4% mistakes.	i) 2 years service as Junior Scale Stenographer ii) Qualified shorthand test as prescribed for direct recruitment	20% posts will be filled up by direct recuitment and 80% by promotion.
10.	Junior Scales Stenographer	i) Graduate of a recognised University ii) Qualifies English and Hindi shorthand test at a speed of 100 and 80 words per minute respectively with not more than 8% mistakes. iii) Knowledge of Hindi upto Matric.	i) Two years service as Steno-typist. ii) Qualifies shorthand test as prescribed for direct recruitment.	50% posts will be filled up by direct recruitment and 50% by promotion
11.	Steno-typist	i) Matric ii) Qualifies shorthand test in English and Hindi at a speed of 80/64words per minute respectively with not more than 8% mistakes. iii) Knowledge of Hindi upto Matric.	i) Clerk who qualifies shorthand test prescribed for direct recruitment. ii) One year service as Clerk.	80% posts will be filled up by direct recruitment and 20% by promotion.

Note : C.A. HUDA in special circumstances to be recorded in writing appoint any person on the post of Senior Scale Stenographer/Junior Scale Stenographer/Steno-typist if he qualifies the shorthand test as prescribed in the rules either in Hindi or English. Provided further the person so appointed shall have to pass shorthand test in the second language also as prescribed in the rules within one year failing which he will not be allowed annual increments. If he passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examinations are completed. The increments shall be released with retrospective effect from the date it was other wise due but no arrears will be paid for the past period.

1	2	3	4	5
12.	Sub Divisional Clerk	–	i) 3 years experience as Clerk ii) He shall pass the departmental Accounts Test as per Syllabus Appendix 'G' within 2 years failing which they shall be reverted.	
13.	Clerk	i) Matric ii) Knowledge of Hindi or English type at the speed of 25/30 words per minute respectively iii) Knowledge of Hindi up to Martic.	i) From amongst the class III & IV employees whose scale is lower than the post of clerk and has passed the matriculation examination with Hindi or equivalent from recongnised University/Board. ii) 5 years regular Service. iii) Qualifies type test either in English or Hindi at the speed of 30/25 words per minute respectively.	80% posts will be filled up by direct recruitment and the remaining 20% will be filled up by promotion from amongst the Class III & IV employees. They have to pass departmental type test within one year failing which their annual increments will be with-held. If they passes the examination after the prescribed period then the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examinations are completed. The increments shall be released with retrospective effect from the date it was other wise due but no arrears will be paid for the past period.
14.	Driver	Middle pass with Hindi and can read and write log-book having a experience of driving both in plains and hills. He should have a valid licence for driving light vehicle including car or jeep	–	–
15	Daftri	Matric with Hindi.	i) Middle with Hindi ii) Three years experience as peon.	–

ACCOUNT WING

Sr. No.	Designation of the posts	Academic qualifications, if any for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief controller of Finance	Associate member of the Institute of Charatered Accountants with five years experience in a firm or a Govt. undertaking of repute.	–	–
2.	Senior Accounts Officer	From Finance Department.	–	–
3	Accounts Officers	From Finance Department	–	–
4.	Section Officers	From Finance Department	–	–
5.	Accountant	–	5 years service as Accounts Assistant OR S.A.S. qualified.	–
6.	Accounts Assistant/Junior Auditor	i) B.Com. with two years experience in accounts in a Govt./Semi Govt. Organisation. ii) Knowledge of Hindi upto Matric.	i) B. Com ii) 5 years experience as Clerk/steno typist, Junior Scale Stenographer/ Sub Divisional clerk. However, the experience of steno-typist Junior scale steno/Sub-Divisional Clerk on the post of clerk, if so held, will be taken into account.	80% posts will be filled up by direct recruitment and 20% by promotion.

LEGAL WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Legal Remembrancer	Distt. & Sessions Judge Cadre.	(On deputation)	
2.	Lega Adviser	Should have practised as an advicate for a period of not less than seven years.	Should have worked atleast for seven years as Deputy legal Adviser.	–
3	Deputy Legal Adviser	Who has practised as an Advocate or a pleader at the Bar for a period of not less than five years.	Who has worked as law Officer or Legal Assistant for a period of not less than five years. OR Who, being a law graduate, has held any assignment involving legal work including drafting, and legal opinion for a period of not less than 7 years.	50% posts will be filled up by direct recruitment. 50% will be filled by promotion.
4.	Law Officer	i) Degree of Bachelor of Law of recognised University; and ii) Who has practised at the Bar for a period of not less than two years.	i) Degree of Bachelor of Law of a recognised University, and; ii) who has worked. a) for a period of not less than five years as Assistant in any Govt. office or held a post in the equivalent or higher scale in any Govt. office. b) for a period of not less than three years on an assignment (not less than that of an Assistant) involving legal work in any Govt./Semi-Govt. office.	80% posts will be filled up by direct recruit and 20% by promotion. –

REVENUE WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1	Naib Tehisildar	–	i) Matric and Hindi. ii) Five years experience as Kanungo. iii) Shall have to pass Naib Tehsildar Examinatin conducted by the State Government within a period of two years.	– – –
2.	Kanungo	–	5 years experience as Patwari and have passed the Kanungo examination conducted by the State Government.	–
3.	Patwari	i) Matric or equivalent and; has passed Patwar examination held by the State Government. ii) Knowledge of Hindi upto Matric.	–	

ENGINEERING WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief Engineer	–	B.Sc. Engineering (Civil or equivalent) with 15 years experience on a gazetted post, out of which 3 years should be as Superintending Engineer.	–
2.	Superintending Engineer	–	B.Sc. Engineering (Civil or equivalent) with 7 years experience as Executive Engineer	
3.	Executive Engineer	–	8 years complete service as Sub-Divisional Engineer and has passed the departmental professional examination prescribed under rules.	–
4.	Sub-Divisional Engineer	i) B.Sc. Engineering (Civil/Elect/Mech.) or equivalent from a recognised University. i) Hindi upto Matric Standard.	i) Junior Engineers with diploma in Civil / Mechanical / Electrical Engineering or equivalent with 10 years experience as Junior Engineer OR ii) 10 years experience as Assistant Draftman/Head Draftman Grade-II/ Head Draftman Grade-I. OR iii) Junior Engineer/Draftsman with degree in Civil/Mechanical/ Electrical Engineering or equivalent with 2 years experience. OR iv) AMIE degree with 5 years experience as Junior Engineer/Draftsman	The recruitment to the post of Sub-Divisional Engineer will be made from the source listed below in the proportions and the order indicated against a lot of 100 vacancies :- Sr. No. – Method of recruitment: Direct appointment – Proportion: 50 – Allocation of each source in the list of 100 vacancies: 1 to 6, 15 to 17, 27 to 26, 42 to 37, 41 to 46, 52 to 56, 61 to 66.

1	2	3	4	5			
							72 to 77, 87 to 86 and 95 to 97
					2.	**Promotion for Junior Engineer**	
					i)	J.E. with diploma in Civil/Mech/ Electrical Engineering	25	6, 9, 12, 19, 20, 28, 29, 31, 39, 40, 48, 49, 51, 58, 59, 68, 69, 71, 79, 80, 88, 89, 92, 99 and 100
					ii)	Promotion of Draftsman/ Head Draftsman Grade-II/ Head Draftsman Grade-I	6	11, 30, 50, 60, 70 and 91.
					iii)	Promotion for J.E. having degree in Civil/Mechanical/ Electrical Engineering.	12	7, 10, 18, 27, 38, 47, 57, 67, 78, 87, 90, and 98.
						Remarks	
						The ration of recruitment of Sub Divisional Engineer in Civil, Mechanical/Electrical by direct recruitment will be determined by the appointing Authority.	
5.	Junior Engineer	i) Diploma in Civil/Electrical/ Mechanical Engineering or equivalent. ii) Hindi upto Matric Standard.	5 years experience as Road Inspector with qualifications as prescribed for direct recruitment or 12 years experience as Road Inspector or work Inspector.	90% posts shall be filled up by direct recruitment and 5% from Road Inspectors/Work Inspectors having 5 years experience and qualifications as prescribed for direct recruitment and 5% for Road Inspectors/Work Inspectors having 12 years experience. Out			

1	2	3	4	5
				of a circle of 20 vacancies, the 10th shall go to the official promoted for against 5 years experience as Road Inspector/ Work Inspectors and 20th vacancy shall go to a Road Inspector/Work Inspector having 12 years experience.
6.	Head Draftsman Garade-I	–	Diploma in civil Engineering or a Certificate in Civil Draftsman from a recognised Institution, and five years experience as Head Draftsman Grade-II.	–
7.	Head Draftsman Grade-II	–	Diploma in Civil Engineering or a certificate in Civil Draftsman from a recognised Institution and five years experience as Assistant Draftsman.	–
8.	Assistant Draftsman	i) Diploma is Civil Engineering or a Certificate in Civil Draftsmanship awarded by the State Board for Technical Education or from any other recognised Instiotion. ii) Hindi upto Matric Standard.	i) Tracers who passess qualifications prescribed for direct recruitment to the post of Assistant Draftsman should have two years experience as Tracer. ii) Tracers who do not possess qualification prescribed for direct recruitment for the post of Assistant Draftsman should have completed 5 years service as Tracers.	67% posts will be filled up by direct recruitment. Out of remaining 33% posts, 50% from amongst the Tracers who possess the qualifications prescribed for direct recruitment and remaining 50% from amongst the Tracers who have completed 5 years service as Tracer. Assistant Draftsman having no technical qualifications should pass a departmental examination within 2 years failing which his annual increments will be with held. If he passes the examination after the pereschibed period than the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date

1	2	3	4	5
				following the last date on which the departmental examination was to be completed. The increments shall be released with retrospective effect from the date it was other wise due but no arrears will be paid for the past period.
9.	Tracers	i) Metric with certificate in Civil Draftsmanship from a recognised Universiyy/Board OR Matriculation or Higher secondary Examination passed from recognised University/Board with drawing and two years experience as Tracer under a qualified Engineer/Architect. ii) Hindi upto Matric Standard.	i) 3 years experience as Azo Machine operator. ii) Matric with Hindi. OR A person having 5 years experince as Ferro Khalasi in the department and possessing the qualification of Matric or equivalent with Hindi.	80% posts will be filled up by direct recruitment. 20% by promotion.
10.	Azo Machine operator	Matric or its equivalent from a recognised University/Institution with drawing as one of the subject. ii) Knowledge of operating the Azo Printing Machine. iii) Hindi upto Matric Standard.	–	

TOWN PLANNING/ARCHITECTURAL WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Chief Town Planner	–	3 years as Senior Town Planner	–
2.	Senior Town Planner	i) A post-graduate degree or diploma in Town planning from a recognised University Institution Making the holder eligible for Associate membership of the Institute of Town Planners (India). ii) 16 years experience in Town Planning out of which 10 years should be on the post of District Town Planner or an Equivlent post in Town Planning. OR A degree in Civil Engg. or a degree or diploma in Architaecture recognised by the Institute of Engineer (India) and the Institute of Archiects (India) respectively for their membership followed by 19 years experience in Town Planning out of which 10 years should be on the post of District Town Planner or an equivalent post in Town Planning.	10 year experience on the post of District Town Planner	–
3.	Distt. Town Planner	i) A post-graduate degree or diploma in Town Planning from a recognised University/Institutions Making the holder eligible of the Associate membership of the Institute of Town Planners (India) followed	i) A post-graduate degree diploma in Town Planning from a recognised University/Institution making the holder eligible for Associate membership of the institute of Town Planners (India).	–

1	2	3	4	5
		by six years experience as Assistant Town Planner or equivalent capacity in Town Planning. OR A degree in Civil Engineering or a degree or dimploma in Architecture recognised by the institute of Enginners (India) and the institute of Architects (India) respectively for their membership followed by nine years experience in town planning out of whiich atleast six years should be as Assistant Town Planner or equivalent capacity. ii) Adequate knowledge of Hindi as prescribed by the Government.	OR A degree in Civil Engineering or a degree/diploma in Architecture recognised by the insitute of Engineers (India)and the Insititute of Architects respectively followed by 3 years experience in Town planning under a qualified Town Planner. ii) Adequate knowledge of Hindi. 2) Experience of 6 years as Assistant Town Planner.	–
4.	Assistant Town Planner.	i) A post-graduate degree or diploma in Town Planning from a recognised University/Institution making the holder eligible for Associate membership of the insitute of Town Planner (India). OR A degree in Civil Engineering or a degree/diploma in Architure recognised by the Institute of Engineers (india) and the institute of Architects, respectively followed by 3 years experience in Town Planning under a qualified Town planner ii) Adequate knowledge of Hindi.	A person having 5 years experience as Planning Assistant in H.U.D.A.	75% of the post will be filled by direct recruitment and 25% by promotion.
5.	Senior Architect.	–	From amongst Architects having 7 years service as Architect.	–

1	2	3	4	5
6.	Architect.	a) Possesses degree or equivalent diploma in Architecture of a recognised University or Institution b) Possesses 5 years professional experience in the field of architecture in a responsible position, after acquiring the qualifications noted in Sub-Clause ii) (a) above	From amongst Assistant Architect having:– i) Degree or equivalent diploma in Architecture of a recognised University or institution. ii) 5 years experience as Assistant Architect.	50% posts will be filled up by direct recruitment and 50% by promotion. –
7.	Assistant Architect	a) Degree or equivalent diploma in Architecture of a recognised University/institution. b) Adequate knowledge of Hindi.	Promotion from Architectural Assistants having 3 years experience in case of degree or equivalent diploma holders in Architecture of a recognised University/Institution of 5 years experience in case of those having 3 years Diploma Course in Architectural Assistantship or Civil Draftsmanship diploma.	75% by direct recruitment and 25% by promotion.
8.	Architect (Land Scaping)	a) Postgraduate in landscape Architecture from school of planning & Architecture, or equivalent qualifications followd by 3 years in profession. OR M.Sc. in Horticulture from recognised University followed by 6 years experience in land scaping. OR B.Sc. in Agriculture, with Horticulture as major subject followed by 9 years experience in land scaping work. b) Adequate knowledge of Hindi.	–	
9.	Architectural Assistant	Degree or equivalent diploma in Architecture of recognised University/ Institution .	From amongst the Senior Draftsman with 3 years service as such.	50% posts will be filled up by direct recruitment and 50% by by promotion.

1	2	3	4	5
10.	Planning Assistant	Degree or equivalent Diploma in Architectural from recognised by all India Board of Techinical Studies. ii) Hindi upto Matric Standard.	3 years experience as Senior Draftsman and academic qualification laid down for direct recruitment of Junior Draftsman.	50% posts will be filled up by direct recruitmetn and 50% by promotion.
11.	Senior Draftsman	3 years diploma in Architectural Assistance- ship from recognised Institution followed by 3 years experience in Architecture or Town Planning. OR Diploma in Cicil Draftsmanship from an Institute recognised by the Govt. for this purpose with 4 years experiecne in Architecture or Town Planning OR Degree or equivalent diploma in Architectural or a recognised University/Institution.	From amongst the Junior Draftsman with qualifications as liad down for Junior Draftsman by direct recruitment 3 years experience as Junior Draftsman. OR Six years experiecne as Juniro Draftsman in case of non qualified persons.	Direct recruitment, if suitable candidates are not available for promotion. –
12	Junior Draftsman	3 years diploma in Architectue Assistant-ship from a recognised instituion followed by two years expeience as a Dratsman in an Architectural of Town Planning. OR Diploma in Civil Draftsmanship from an institute recognised by the Govt. for this purpose with 3 years experience in an architectural or Town Planning. OR Diploma course in Architectural Assistantship awarded by the State Board. OR Diploma in Civil Draftsmanship from	3 years experience as Assistant Draftsman.	25% posts will be filled up by direct recruitmetn and 75% by promotion.

1	2	3	4	5
		any institute recognised by the Government		
13.	Assistant Draftsman	i) Matriculation or Higher Secondary examination of a recognised University/Institution or Board or its equivalents. ii) 3 years diploma in Architectural Assistant-ship from a recognised Institution. OR Diploma in Civil Draftsmanship from an Institute recognised by the Govt. for ths purpose. iii) Hindi upto Matric Standard.	i) Tracers who posses the qualifications prescribed for direct appointment to the post of Assistant Draftsman should have two years experience as Tracer. ii) Tracers who do not possess qualification for direct recruitment for the post of Assistant Draftsman should have Completed 5 years service as Tracer.	80% posts will be filled by direct recruitment and out of remaining 20% posts. 50% from amongst the Tracers who possess the qualification prescribed for direct recruitment and remaining 50% from amongst the Tracers completed 5 years service as Tracer. Assistant Draftsman having no technical qualifications should pass a departmental examination with in 2 years failing which his annual increment will be withheld. If he passes the examination after the prescribed period than the increment for the period subsequent to that within which the departmental examination was to be passed will be released from the date following the last date on which the departmental examination was to be the completed. The increments Shall be released with retrospective effect from the date it was otherwise due but no arrears will be paid for the past period.
14.	Tracer	i) Matric with Hindi and Certificate in Civil Draftsmanship from a recognised University/Board.	A person having 5 years experience as Ferro Khalasi in the department and possessing the qualification of Matric or equivalent with Hindi.	80% posts will be filled up by direct recruitment and 20% posts by promotion

1	2	3	4	5
		OR Matriculation or Higher secondary Examination passed from a recognised University/Board with drawing and two years experience as Tracer under qualified Engineer/ Architect. ii) Hindi upto Matric Standard.	OR i) 3 years experience as Azo Machine Operator. ii) Matric with Hindi.	–
15.	Azo Printer	i) Matriculation or higher secondary examination of a recognised University/Board/Institution or its equivalent with drawing as one of the subject. ii) One year experience of operating the Azo Printing Machine. iii) Knowledge of Hindi upto Matric.	A person having 5 years experience as Ferro Khalasi in the department and possessing the qualification of Matriculation or equivalent with Hindi.	80% posts will be filled by promotion and 20% by direct recruitment.
16.	Modeller	a) Matriculation having 5 years experience of a preparing models. b) Should be able to read architectural building drawing and translate to them in to models in wood, card. board, plaster and other materials. c) Should be excellant carpenter. d) Hindi uto Matric standard.	–	

HORTICULTURE WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualifications and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Executive Engineer (Horticulture)	–	8 years experience as Sub Divisional Officer (Horticulture).	–
2.	Sub Divisional Officer (Horticulture)	i) B.Sc. Agriculture with Horticulture as special subject. ii) Hindi upto Matric Standard. iii) Minimum 3 years experience in related field.	10 years experience as Junior Engineer (Horticulture)	50% posts will be filled up by direct recruitment and 50% by promotion.
3.	Junior Engineer (Horticulture)	B.Sc. in Agriculture with experience of atleast one year. Preference may be given to those persons who possess Horticulture as main subject in B.Sc. OR Matric/Higher Secondary with one year diploma course in gardner's training class from some recognised university with atleast 6 years experience in land scaping, gardening, alboriculture, floriculture layout of gardens, parks and nursery production work. ii) Knowledge of Hindi upto Matric.	Supervisor (Horticulture) with 10 years experience. – –	80% posts will be filled up by direct recruitment and 20% by promotion. -
4.	Horticulture Supervisor	B.Sc. Agriculture OR Diploma Holder in Horticulture. OR Matriculate with knowledge of Horticulture for 3 years.	a) Head Mali having Diploma in Horticulture or Matric with Hindi. b) Five years experience in the field of Horticulture.	75% posts will be filled up by direct recruitment and 25% by promotion from Malies

MONITORING WING

Sr. No.	Designation of the posts	Academic qualifications, and experience, if any, for direct recruitment.	Academic qualificarions and experience, if any for appointment other than by direct recruitment	Remarks
1	2	3	4	5
1.	Deputy Economic and Statistical Adviser	a) Master Degree from a recognised University in statistics or Economics or Mathematics or Commerce with Statistics as one of the papers in the last three subject. b) Five years experience in compilation, research work and applied Economics or statistics or experience of designing and supervising socioeconomics surveys in supervisiory capavity.	10 years experience as Assistant Research Officer.	-
2.	Assistant Research Officer	a) Master's Degree from a recognised University in statistics or Economics or Mathmatics or commerce with statistics as one of te papers in last three subjects. b) One year experience in collection, compilation and anylysis of statistical data in some Government/Semi Government Offices.	a) Graduate with Economics or maths or commerce or statistics as one of the subjects. b) 5 years experience on the post of Assistant/Accounts Assistant.	80% posts will be filled up by direct recruitment and 20% by promotion.

APPENDIX - 'C'

(See Regulation-18)

Sr. No.	Designation of the post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1.	Chief Controller of Finance	Personnel Committee	a) Warning with a copy on personal file.	Chief Administrator	Chairman of HUDA
2.	Chief Engineer	-do-	b) Censure:		
3.	Chief Town Planner	-do-		-do-	-do-
4.	Superintending Engineer	-do-	c) Withholding of Increments or promotion including	-do-	-do-
5.	Executive Engineer (Horticulture)	-do-	stoppage at efficiency bar, if any.		
6.	Executive Engineer	-do-			
7.	Legal Adviser	-do-			
8	Senior Architect	-do-	d) Recovery from pay of the	Personnel	HUDA
9.	Architect	-do-	whole or part of any	Committee	Authority
10.	Architect (Land Scaping)	-do-	pecuniary loss caused		
11.	Deputy Economic & Statistical Adviser	-do-	to Authority by negligence or breach of order.		
12.	Deputy Legal Adviser	-do-	e) Reduction to a lower post or time scale or to a lower stage in a time scale.	-do-	-do-
13.	Administrative Officer/ Assistant Estate Officer	Personnel Committee of HUDA	f) Removal from the Service which does not disqualify from future employment;	Personnel Committee	HUDA (Authority)
14	District Town Planner	-do-	g) dismissal from the service	- do-	-do-
15.	Senior Accounts Officer		which does originally disqualify from future employment;		
16.	Accounts Officer	-do-			
17.	Sub-Divisional Officer (Horticulture)	-do-			
18.	Sub-Divisional Engineer	-do-			
19.	Assistant Town Planner	-do-			
20.	Assistant Architect	-do-			
21.	Law Officer	-do-			

APPENDIX - 'C'-I

(See Regulation-18)

Sr. No.	Designation of the post	Appointing Authority	Nature of penalty	Authority empowered to impose penalty	Appellate Authority
1	2	3	4	5	6
1.	Superintendent Grade-I	Chief Administrator of HUDA	a) Warning with a copy on personal file.	Controlling Officer	Chief Administrator HUDA
2.	Superintendent Grade-II	-do-	b) Censure,	-do-	-do-
3	Personal Assistant	-do-	c) Withholding of Increments including stoppage at efficiency bar, if any,	-do-	-do-
4	Section Officer, SAS.	-do-			
5.	Naib Tehsildar	-do-			
6	Head Draftsman Grade-I	-do-	d) Withholding of promotion		
7.	Head Draftsman Grade-II.	-do-	Recovery from pay of whole or part of the any pecuniary loss caused to Authority by negligence or breach of order.	CA HUDA	Chairman of HUDA
8.	Architect Assistant	-do-			
9.	Senior Draftsman	do-			
10.	Assistant Draftsman	-do-			
11.	Junior Engineer Horticulture	Chief Administrator	e) Reduction to a lower post or time scale or to a lower stage in a time scale	Chief Administrator	Chairman of HUDA
12.	Junior Engineer				
13.	Assistant Research Officer	-do-			
14.	Planning Assistant	-do-		-do-	-do-
15.	Modeller	-do-	f) Removal from the Service which does not disqualify from future employment		
16.	Assistant	-do-			
17.	Senior Scale Stenographer	-do-			
18.	Accountant	-do-	g) dismissal from the service which does originally disqualify from future employment.	-do-	-do-
19.	Accounts Assistant.	-do-			
20.	Kanungo	-do-			
21	Junior Scale Stenographer	-do-			
22.	Sub Divisional Clerk	-do-			
23.	Driver	-do-			
24.	Aco Machine Operator	-do-			
25.	Steno-typist	-do-			
26.	Clerk	-do-			
27	Patwari	-do-			
28.	Junior Draftsman	Chief Administrator			
29.	Tracers	-do-			
30.	Restorer	-do-			
31.	Horticulture Supervisor	-do-			
32.	Daftri	-do-			

APPENDIX - 'D'

(See Regulation-18)

Sr. No.	Designation of the post	Nature of Order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1.	Chief Controller of Finance	Terminating the	Personnel	HUDA (Authority)
2.	Chief Engineer	Appointment of a	Committee	
3.	Chief Town Planner	member of the service	–do–	–do–
4.	Superintending Engineer	otherwise than on his	–do–	–do–
5.	Executive Engineer	attaining the age fixed	–do–	–do–
6.	Executive Engineer (Horticulture)	for superannuation	–do–	–do–
7.	L.R./Legal Advisor		–do–	–do–
8	Senior Architect		–do–	–do–
9.	Architect		–do–	–do–
10.	Architect (Land Scaping)		–do–	–do–
11.	Deputy Economic & Statistical Adviser		–do–	–do–
12.	Deputy Legal Adviser/D.D.A.		–do–	–do–
13.	Administrative Officer/ Assistant Estate Officer		–do–	–do–
14.	District Town Planner		–do–	–do–
15.	Senior Accounts Officer		–do–	–do–
16.	Accounts Officer		–do–	–do–
17.	Sub-Divisional Engineer		–do–	–do–
18.	Sub-Divisional Officer (Horti.)		–do–	–do–
19.	Asstt. Town Planner		–do–	–do–
20.	Assistant Architect		–do–	–do–
21	Law Officer		–do–	–do–

APPENDIX - 'D' - I

(See Regulation-18)

Sr. No.	Designation of the post	Nature of Order	Authority empowered to make the order	Appellate Authority
1	2	3	4	5
1.	Superintendent Grade I	Terminating the appoint of a member of the service otherwise than on his attaining the age fixed for superannuation	Chief Administrator	Chairman of HUDA
			–do–	–do–
2	Superintendent Grade-II		–do–	–do–
3.	Personal Asstt		–do–	–do–
4	Section Officer, SAS		–do–	–do–
5	Naib Tehsildar		–do–	–do–
6	Head Draftsman Grade-I	–do–	–do–	–do–
7.	Head Draftsman Grade-II	–do–	–do–	–do–
8.	Architectural Assistant	do	–do–	–do–
9.	Senior Draftsman	–do–	do	–do–
10.	Assistant Draftsman	do–	–do–	–do–
11.	Junior Engineer, Horticulture	–do–	–do–	–do–
12.	Junior Engineer	–do–	–do–	–do–
13.	Assistant Research Officer	–do–	–do–	–do–
14.	Planning Assistant	–do–	–do–	–do–
15.	Modeller	–do–	–do–	–do–
16.	Assistant	–do–	–do–	–do–
17.	Senior Scale Stenographer	–do–	–do–	–do–
18.	Accountant		–do–	–do–
19.	Accounts Assistant		–do–	do
20.	Kanungo		–do–	–do–
21.	Jr. Scale Stenographer		–do–	–do–
22.	Sub Divisional Clerk		–do–	–do–
23.	Driver		–do–	–do–
24.	Azo Machine Operator		–do–	–do–
25.	Steno Typist		–do–	–do–
26.	Clerk		–do–	–do–
27.	Patwari		–do–	do
28.	Junior Draftsman		–do–	–do–
29.	Tracers		–do–	–do–
30.	Restorer		do–	–do–
31.	Horticulture Supervisor		–do–	–do–
32.	Daftri		–do–	–do–

APPENDIX 'F'

RULES AND PROCEDURE IN REGARD TO THE DEPARTMENT PROFESSIONAL EXAMINATION OF THE OFFICERS OF HARYANA URBAN DEVELOPMENT AUTHORITY

1. The Officers viz. Sub Divisional Engineers of the Haryana Urban Development Authority shall be required to pass the Departmental Examination within three years of joining, their appointments. In the case of members undergoing training, the period of three years will count from the date of appointment to independent charge. In the case of Junior Engineers officiating as S.D.E. the period of three years shall be reckoned as below:–

"In the case of J.Es officiating as S.D.E the period of three years shall be calculated from the date of his promotion as S.D.E If, however, be subsequently reverts as a Junior Engineer, the period of 3 years shall be calculated from the date of his re-promotion after adding thereto the broken periods for which he previously officiated as S.D.E.

The Officers already in employment shall be required to pass the examination with 3 years from the date of promulgation of these rules in the case of Sub Divisional Engineers and one year in the case of these officiating as Executive Engineer."

2. **(a) Application for admission to the Examination.**

An officer who desires to be examined shall apply through his immediate superior for admission to the examination. His application should be accompanied by a report on his fitness to be examined, by the Divisional Officer under whom he is serving. This report should deal with those points which cannot be tested by an examination, especially with regard to physical energy, efficiency in practical work and capacity to manage those under his authority.

(b) Date of holding the examination

The examination will ordinarily be held in May and November. Application should be submitted in March and September respectively so that when possible, the date of Examination may be fixed six weeks prior to the date on which it will be held.

(c) Conduct of Examination

i) The Secretary, H.U.D.A. will be responsible for conducting the examination and will act as Secretary of Examination. C.A. H.U.D.A., will appoint examiners/paper setters.

ii) If it can be conveniently so arranged, the Examiners/paper setters shall not all belong to the same organisation/Govt. Department or circle or superintendence.

iii) The Secretary will fix the place, date and time of the Examination.

iv) The Secretary will compile and declare the result of Departmental professional Examination with the approval of the Chief Administrator.

d) One paper will be set in each of the following subjects in accordance with syllabus given in Annexure.

1. Water Supply, drainage and sewerage.

2. Roads and bridges.

3. Material and construction.

4. Simple mechanical and Electrical Engg.

5. Accounts and office procedure.

6. Viva Voca

Oral Examination will be conducted by the Chief Engineer, for which he will coopt one another officer.

(e) In order to pass, a candidate must obtain not less than 50 per cent marks in each subject and an aggregate of not less than 60% of the total marks in all subjects. A candidate who fails in only one subject but obtains not less than 66% of the total for the other subjects, may be permitted to appear again in the subject in which he fails. In such cases he must obtain not less than 60% in that subject in order to pass.

(f) **Details for the conduct of the Examination**

The candidate will be provided with question paper, so that question involving engineering design may be answered by neat sketches with explanatory notes.

ii) Each candidate will be expected to bring his own drawing instruments and scales to the examination. Considerable importance will be attached to the neatness and accuracy of the sketches.

iii) The answer to the question must be written so as to leave one quarter margin on which the examiner will record their marks against each question.

ANNEXURE

SYLLABUS FOR THE PROFESSIONAL EXAMINATION FOR THE OFFICERS OF THE ENGINEERING CELL OF THE HARYANA URBAN DEV. AUTHORITY

Paper-I Water Supply, Drainage and Sewerage

Time allowed : 3 hours Marks 100

Collection of samples of water for chemical and Bacteriological tests of water.

Design of projects of various types. Methods of preliminary investigation of new project Estimates of requirements of water and development of various types of sources of water supply and rainfall, statisical analysis of date and estimation of minimum yield. Ground water, yield and development of wells and Tubewells. storage tanks, clear water and service reservours balancing tanks, stands pipes, pumping stations etc. Pumping plants. distribution system, pressures and capacity. Specifications and construction of water works and pipelines. Economic and maintenance of water works.

Structural design of overhead reserviours of brick reinforced concrete and steel

2) Wholesome water, standards of quality for public and Industrial use. Quality of water chemical and bacteriological Tests their significance. Principles of sedimentation coagulation, fileration, tests and odour control, disinfaction of water including chlorination, water softening removal of from. Analysis and specification of Chemicals used in water purification.

Design and construction of water purification plans rapid and slow sand filteration softening.

3) Detection and prevention of wastage of water in distribution system, Metering.

Various types of pipes used in the distribution system and details of their joints and jointly materials.

4) Various method of sinking tubewells including those with the hand boring plant, and rotary rigs, water jet system etc. Development of tubewells by gravel shrounding, surging back blowing etc.

5) House drainage and plumbing work including the use of sanitary fitting such as water closets of European and Indian types, Lavatory basins, sink bath tube and slope sinks. their methods of installation, details, specifications, flushing tanks, flush pipe, water pipes, floor traps, only cully traps, intercempting traps, grease trajs etc.

6) Air conditioning, evaperative and refierative cooling etc. Comfort conditions including dry bulb temperature compressors of the centrifugal and reciprocating type pumps and condensors.

Steam and hot water boilers, cylinders etc. various system of hot water circant.

7) The role of bacteria, Collection of samples of sewerage, typical organisms of sewage, sludges etc. River pollution & beach pollution and their effect.

8) Design and investigation of sewerage and drainage project, Estimation of sewage, infiltration of ground water and storm water from date on population soil, intensity and duration of storms etc. Hydraulics and design of separate sewers, combined sewers and drains manholes. salt pits or catch pits etc., ventilation. cleaning and maintenance of drains and sewers. Design of sewage pumping stations and equipment.

9) Quality of sewage, chemical and bacteriological analysis and their significance. Principles of sedimentation of sewages, coaculation, disinfection of sewage effluents. Mannuarila value of sewage dilution and irrigation

10) Design and construction of structures for screening, grit removal sedimentation, Disposal of effluents on land water by subsoil irrigation and soakage pits, contact beds and biofilters and septic tanks, case pools street cleans, refuse collection and composing pail Depots.

11) Natures of wastes produced in the leadline industries in India such as Textiles, Paper tanning and Dying

Paper - II

Time : 3 hours **Roads and Bridges** **Marks : 100**

PART 'A' ROADS

i) Road transportation and Planning, classification of High ways

ii) Geomatric Design of High ways.

iii) Traffic Engineering.

iv) Engineering survey.

v) Roads Construction Materials.

vi) Pavement Design.

vii) High way Construction

viii) High way tools and plant.

ix) Road Drainage

x) Roads satblization

xi) Road side arboriculature.

xii) Hill Roads

xiii) Maintenance of roads

PART 'B' BRIDGES

i) **General Principles of design:–** Aligenment; number of spans; Economic Span; Water-way calculations; Depth of foundations; scour depth.

ii) **Loading:–** Dead load B.S.S. Recommendation and Indian Road Congress Recommendations for loading or road bridges; Indian Railway Board and Cooper's Railway Loadings; Impact factors.

iii) **Sub Structures:–** Different types of road railway bridges; choice of material and Bridges floors; Wearing surfaces on bridges; Methods of erection; Maintenance.

iv) **Sub-Structures:–** Abutments, with walls and piers; Abutment piers, Conditions of stability types; design and construction, Foundations.

v) **Small bridges:–** Box type and Irish culverts; causes ways and submarsible bridges; general principles of construction and design.

vi) **Approaches:–** Influence of conditions of approaches on the selection of the type bridges-Construction of approaches.

Paper - III

Material and construction

Time allowed : 3 hours Marks 100

Materials and construction of Building & Roads Form, Conditions and Special Classes of Contracts Co-ordination of schedule of rates and estimates with specifications. Specification of Building materials, lime, Surkhi, Cement, Sand.

Construction work; site and foundation work.

Plain and reinforced concrete.

Brick and stone massionary

Flooring

Wood work.

Iron work

Roofing.

Plastering, Painting, White washing and Colour, Watching painting and Dio-Temparing/Damp roof Course and Lightening Conductor.

a) i) Building

General various forms of contractors, condition conditions and special clauses of contractors.

Co-ordination of schedule of rates and estimates with specifications.

ii) Building Material :– Specification of building materials i.e. lime, surkhi, cement, sand timber, bricks stone etc. and their use in various situations.

iii) Building Construction :– Excavation of foundations, various types of footing i.e. spread footing, inverted arches, column footing, continuous footing, centilever footing.

Brick works :– Various types of Brick work type of joints in Brick work.

Stone Masonary :– Different types of stone masonary.

Damp proofing :– Methods of damp proofing, types of damp proof courseal.

Doors and windows :– Different types of doors and windows wooden metal doors and windows

Roofs :– Different types of plan and sloping roofs.

Floors :– Various types of flooring materials

R.C.C. Works :– Principles of construction of slabs, column, footing beams, stairs, walls and precast roofing elements including structural designs and form work.

Steel Work :– Constructional features in the construction of steel building and workshops.

Temporary wood work :– Centering, scaffolding, shorting and underpinning, their design and working details.

b) ROADS

Preparation of projects including reports, specifications and estimates planning of roads, according to I.R.C. standard Geometric standards or various materials used in Road Construction. Method of road construction Drainage of roads and equipments used for construction of roads.

Different types of culverts and their construction and design.

Paper - IV

Simple Mechanical and Electrical Engineering

Time allowed 3 hours Marks 50

Contrifugal pumps of the Horizontal and vertical type, both for water supply and sewerage, Borehals pumps, submersible pumps rotary pumps, reciprocating pumps, air lift system of pumping, hydraulic rams. Design of the sizes of pumping machinery including calculations for total head, horse power requirements, Ejectors

Various drivies such as direct coupled bold and V bold driven, goor heads for borche pump, crose bold drives etc.

2) Rotary Pump. Semi rotary hand, diapherm pumps etc.

Electric motors, starters for D.C. motors including Field Roostates, ammeters, volt meters.

Electric motors, A.C. squireleage induction type, slipring type, totally enclosed, drip proof type commutater type, motor starters for the above including direction line, star/delta, auto transformer, rotor starter type etc. Float switches, Air break and oil immersed type starters

Air Compressor, stationery and portable horizantal and vertical type.

1) Simple wiring diagrams for Houses.

2) Circuits for community buildings.

3) Specifications of domestic fixtures.

Paper - V

Accounts and Office procedure

Time allowed 3 hours Marks 100

Treasury Rules

Chapter II, III Chapter IV upto 4.21 to 4.161 appending 'D' and 'C'

C.S.R. Vol. Part-II

Chapter I, II, III, IV, V, VII, VIII, upto 8.91, 8.113 to 8.128, 8.130 to 8.140 Chapter IX, XII, XV.

Punjab C.S.R. Vol. II

Part-I	Pension
Part-II	Provident Fund

Punjab Civil Services Rules Vol. II Whole

Punjab FR. Vol I

Chapter II Sub Sections I, II, III, and IV

Chapter V, Pay and allowance and pensions-General Rules

Except rules 5.4, 5.5 and 5.11

Chapter VI, Pay, allowances etc. of Gazetted Government servants except rule 6.3

Chapter VII Pay allowances etc. of Establishment except rules 7.5 to 7.10

Chapter VIII contingencies except rules 8.1 to 8.5, 8.11, 8.21, 8.22 and 8.23

Chapter IX Whole

Chapter X Section II Loans and allowances
Chapter XV whole
Chapter XVI whole
Chapter XVII whole
Chapter XVIII - Powers of sanction except for rules 18.3 and 18.16
Chapter XIX whole
Punjab Financial Rules Vol. II Appendix and Forms
Appendix 2, 3, 4, 14, 15, 16, 18 and 19.

Audit Code

Section III Chapter 2 and 3
Section IV Chapter 2,3 and 4
Section V Chapter 1.

Accounts Code Vol. I

Chapter III, IV, V and VI

Accounts Code Vol. III

Chapter I and IV.
Chapter III Section-I

Introduction to Government Audit and accounts

Portion relating to P.W.D.

Departmental Financial Rules.

Chapter I to X relating to P.W.D.

Punjab P.W.D. B & R Manual of orders.

Chapter 3, 5, 6, 7, 8, 9 and 10.

Punjab Budget Manual

Chapter 1, 4, 5, 7, 11, 12, 13, 14 and Appendix 'P' Punjab P.W.D. Code.

Paper VI

Viva Voca Marks 50

Prescribed Syllabus for Departmental Examination for Sub-Divisional Clerks

Name(s) of books	SYLLABUS
I. ACTS/ RULES	To impart knowledge of the provisions of Act & Rules.
1. HUDA Act, 1977 and Rules, 1978 made there-under as amended from time to time.	
II. FOR WORKS ACCOUNTS 1. Public Works Deptt. Code 2. Departmental Financial Rules (Financial Hand Book No. III) 3. PWD Manual of orders 4. Accounts Code Vol. III 5. Haryana Schedule of Rates 1974 as amended from time to time. 6. Rules regarding Bin Card System. 7. Delegation of powers to HUDA Officers as approved by the Authority from time to time	**GENERAL.** 1) Main out lines of PWD System of accounts. 2) Definitions of important account and technical terms. 3) Classification of transaction. 4) Cash Transactions & their records. 5) Stores Accounts (Bin Card System). **WORK ACCOUNTS** 1) Register of works. 2) Contractor ledger 3) Works Abstract. 4) Muster Rolls. 5) Measurement Books. 6) Contractor Bills. 7) Transfer Entry. 8) Work Charged Establishment. 9) Material at site accounts. 10) Road metal return. 11) Suspense Accounts (Deposits & Misc. Advances). 12) Knowledge of Departmental delegation of powers 13) Preparation of Accounts and returns of Sub-Divisions and Divisional Offices.
III GENERAL RULES 1. Pb. Civil Service Rules Vol. I, Part-I, Chapter I To V, VII, VIII, IX & XII. 2. Pb. Civil Service Rules Vol. II. 3. Pb. Civil Service Rules Vol. III	**KNOWLEDGE OF RULE RELATING TO** 1) General Conditions of Service. 2) Pay fixation 3) Standard Rent of Govt. Building. 4) Leave Rules 5) Suspension, Dismissal & removal. 6) Joining time/pay. 7) Pay & Allowances and leave to Officer/ Officials on deputation from Govt. Deptt. 8) Maintenance of services records (Service Books) 9) Reimbursement of medical charges. 10) Rules relating to contributory provident Fund, T.A. Rules.

4. Pb. Financial Rules Vol. I. Chapters : II, V, VII, VIII, X, XV, & XVII.

Knowledge of Rules Relating to

1) Cash transactions (receipt and expenditure).
2) Claims of pay etc. of staff.
3) Pay and Allowances.
4) Contingent Expenditure.
5) Loans and Advances.
6) Stores.
7) Preparation of budget and excess & surrender statement and re-appropriation.

IV. COMMERCIAL ACCOUNTING SYSTEM AS APPLICABLE TO HUDA

1. Book Keeping

KNOWLEDGE OF

1) Journal
2) Ledger.
3) Preparation of Bank reconciliation statement.
4) P/L Accounts & Balance Sheet

V. MISCELLANEOUS

1) Office routine (noting & Drafting both Hindi and English).

Prescribed syllabus for departmental Examination for Assistant Draftsman

Paper -I Specification and Estimates

Total Marks 150 Qualifying Marks 40%

Use of Public Works Department estimate from taking out perimeter and areas of plain figures and volumes of simple solids, tanks relating wells and channels

Preparation and checking of original and maintenance estimates for works relating to water supply, drainage, sewerage and sanitary installations.

Preparation an checking of list of materials required for the above scheme and estimates.

Preparation of analysis of rates for the items generally used in public Health Engineering and for per Sil rates relating to the pipes and drains I.H. and B & R Specifications and schedules

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Paper -II

Total Marks : 150 Qualifying Marks 40%

Drawing

Drawing instruments and equipements care and maintenance laying of measurements to scale. Use of pettagraph. Plainmeter and proportional compass.

Preparing plain, elevation and sections of buildings, tanks, culverts plotting of long and cross sections from field books and contour plans cross section of drawings, sewers and manholes.

Diagrams of geological starata of tubewells, showing position of pipes and strainers.

Preparation of lay-out plans of Head works sile of water supply schemes based on canal water and of that based on tubewells or percolation wells etc Principles of blue printing equipment and materials required for blue printings.

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Paper -III

Engineering Designs

Total Marks . 100 Qualifying Marks 40%

Selection of site for Head works, Disposal

Works and tubewells

Shape design of retaining walls, R.S. Hoists, R.C. Beams, lintels, slabs and battens etc. safe bearing pressure distribution of pressure on foundations and footings

Calculations of velocities, discharges, design of pipes Drawing and Sewers, Preparation of terminal lead statements.

Combined and separate system of sewerage scheme, sewage disposal.

Sanitary appliances and const house drains etc.

Design and B.H.P. of various types of pumping plant commonly used in W/S and sewerage schemes

Yields and diameters of archlation walls tubewells standards for provisions of public Health Amenities and Sanitary Installations.

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Building Material and construction

Part -A

Total Marks : 100

PART -A

STONE	Various classifications of stone and their distinctive features Relative suitability of these for buildings, Bridges & Road Making Deterioration of stone and its artificial preservation in Buildings.
BRICKS	Manufacture of Katcha and pucca Bricks. Various type of bricks kilns, size of Bricks for Buildings. Use of tiles, firebricks and Terra Cota Bricks. Classification of Bricks and defects in Bricks.
LIME	Availability of Lime stone manufacture of fat lime, Hydraulic Lime and its slaking. Storing of lime. Its use in Motors.
CONCRETE	Various varities of concrete of lime and cement. their relative uses, Materials required for the manufacturing of concrete.
TIMBER & STEEL.	Various kinds of timber and their relative suitability Common defects in timber, its decay and preservation, Structural properties of timber. Properties of steel its structural uses and its preservation.
MISCELLANEOUS	Plastering, Painting, white and colour washing, distempers and paints. Roofing material in as bests cement and galvanized iron.

PART-B

BRICK WORK	Bends of different types junction of walls. Hollow walls, Damp Proof courses, Different kinds of arches and their uses, lintels and joining old bricks work with new works.
STONE MASSONRY	Various type of stone massonery and their relative use stone lintels.
JOINERY	Joints in timber, doors and windows floors, roofs and ceilings.
FOUNDATIONS	Bearing capacity of soil types of foundations, foundations or bridges both open and well foundations Designs of simple building foundations Roofs of various types. Selection of site for a building and its orientation with regard to North South Line.
DESIGN OF	Timber planks and Beams. Steel Beams. R.C.C. Slabs for a roof lintel for a door or windows.

ROADS AND BRIDGES

Total Marks : 100

ROADS	Classification of roads accordings to Indian road, Congress Various kinds or roads according to material of construction used. Road Standards for formation width, metalled with, land width grades, curves, Cambers in roads, super elevation round abouts, T.Junction, Y. Junction Crossdrainage. Alignment of Roads in hills and plains section of road in cutting and in embankment. Retaining walls, breast walls and drains in a hill road. Maintenance of roads surface painting patch repair. Quantities of

materials for road construction surface painting, bituminous carpets. Brief description of roads in water logged areas and soil stabilsged roads.

BRIDGES

Calculation of discharge, scour depth and depth of foundations

Type of loading for bridges and where used., piers and abutments, wellsand wellcurbs, , scale bridges beam and girder bridges, cantilever bridges of timber used of R S J S in bridges

Type of bearing for bridges.

Pipe culverts.

Design of small culverts.

Design of small culverts approx. Sanction of aburments and piper steel girder bridges (various type sand uses only).

ESTIMATING AND COSTING AND SPECIFICATIONS.

Total Marks 100

Preparation of estimates for bridges, buildings and roads working out quantities involved in a building Road and bridges of a culvert and working out the cost. Analysis of rates for commonly used items of work and carriage of materials specifications.

CIVIL ENGINEERING DRAWING

Total Marks.

Drawing of a plan X cross section and elevation of a simple building, details of doors and windows. Drawing for a small slab, culverts, an arch culvert and a pipe culvert. Drawing for a pier and an abutment supported on wall.

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Chief Administrator,
Haryana Urban Development Authority.
Panchkula.