

To

1. All the District Municipal Commissioners in the State of Haryana.
2. All the Commissioners of Municipal Corporations in the State of Haryana.
3. All the Executive Officers/Secretaries of the Municipal Councils/ Committees in the State of Haryana.

Subject: - Regarding property certificate to the occupiers of the properties falling under the Abadi Deh/ Lal Dora of Municipal Areas.

On the subject cited above.

2. Reference is made of the Memo No. DULB/ DULB/ DMC-HQ/2024/142, dated 12.03.2024, comprising of the policy regarding provisions of the Property Certificate to the occupiers of the properties falling under the Abadi Deh/ Lal Dora of Municipal Areas, which has been approved by the competent authority.

The approved instructions / responsibilities of Ward Committees are reproduced as under: -

- (i) *Demarcation and finalization boundaries of the properties falling under the Abadi Deh /Lal Dora.*
- (ii) *Preparation of the list of the identified properties.*
- (iii) *Publication of the list for inviting claims and objections giving a notice of 30 Days from the date of publication.*
- (iv) *Hearing & Settlement of the Appeals.*

3. In this regard it is submitted that the competent authority has approved the following:

- (i) The responsibilities of the above listed point no. 2(iii) & (iv), regarding "Publication of the list for inviting claims & objections giving a notice of 15 days from the date of publication and Hearing & Settlement of the Appeals" be given to the respective Ward Councillor (Ex Ward Councillor in case there is no councillor presently available) along with officer of the Municipality as representative of the concerned DMC / CMC instead of the Ward Committee.



- (ii) It is also submitted that the self-certified properties are taken up initially as per the process mentioned at Sr. No. 3(i) above and after publication and inviting the claims & objections these properties be provided with the Property Certificates.
- (iii) It is further submitted that the same system is followed for properties yet to be self- certified, with the modification that possession certificates be given to all eligible including where conveyance deeds have been executed.
4. All the DMCs /CMCs are requested to ensure that the instructions are followed at the concerned level.


Chief Town Planner-II,
for Director, Urban Local Bodies,
Haryana, Panchkula.

CC:-

1. PA/C&S
2. PA/DULB
3. ADULB (HQ)
4. CTP (HQ)
5. Dy. MC (HQ)
6. GM (IT)