

## **VERY IMPORTANT**

### **Instructions regarding clearance of overdue applications in PPM system**

All officials dealing PPM,

As you are aware of the fact that designation wise overdue pendencies are being monitored at the highest level in the Government as well as in the organization and Show Cause Notices are also served to the officials found holding the files undue long.

The matter was reviewed by the Chief Administrator, HUDA on 17.05.2016 and took a serious view of the long pendency of applications. It was observed that many of the files were found parked at the level of officials waiting for the overdue date to come. Applications as long as 15 days from the date of receipt are found to be parked at the level of the officials.

**This practice is totally unethical. The time lines will start from the date, the application is received by the official and the days on the part of the officials will be calculated on the basis of days defined to the official in the PPM system. All such files will invite Show Cause Notices even if the file has not attained the overdue status.**

All officials are advised to kindly make a note of the above instructions and process the application as per the above said directions.

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Regards,

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