

FROM : ESTABLISHMENT OFFICER TO THE  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
NEW DELHI ✓

TO : THE CHIEF SECRETARIES  
OF ALL THE STATE GOVERNMENTS

NO.26/7/2010-EO(SM-I)

NEW DELHI, DATED THE 23<sup>rd</sup> November, 2010

IT IS PROPOSED TO FILL UP THE POST OF CHAIRMAN & MANAGING DIRECTOR, HOUSING & URBAN DEVELOPMENT CORPORATION LIMITED (HUDCO) (ADDITIONAL SECRETARY LEVEL) UNDER THE MINISTRY OF HOUSING & URBAN POVERTY ALLEVIATION ON DEPUTATION BASIS (.) THE NAMES OF WILLING OFFICERS EMPANELLED TO HOLD ADDITIONAL SECRETARY OR EQUIVALENT POSTS AT THE CENTRE UNDER CENTRAL STAFFING SCHEME HAVING FINANCIAL AND ADMINISTRATIVE BACKGROUND PREFERABLY WORKED WITH STATE FINANCE DEPARTMENTS MAY PLEASE BE RECOMMENDED (.) WHILE RECOMMENDING NAMES, IT MAY KINDLY BE CONFIRMED THAT THE OFFICERS ARE CLEAR FROM VIGILANCE ANGLE AND THEIR INTEGRITY IS CERTIFIED (.) BRIEF JOB DESCRIPTION OF THE SAID POST IS AVAILABLE ON THE OFFICIAL WEBSITE OF THIS DEPARTMENT, [www.persmin.nic.in](http://www.persmin.nic.in) (.) THE NOMINATION, IF ANY, SHOULD REACH THIS DEPARTMENT WITHIN FOUR WEEKS FROM THE DATE OF ISSUE OF THIS CIRCULAR (.)

(RAJEEV KUMAR MITAL)  
DEPUTY SECRETARY TO THE GOVT. OF INDIA

No.26/7/2010-EO(SM-I)  
Copy to:-

Dated the 23<sup>rd</sup> November, 2010

- All Cadre Controlling Authorities of Group 'A' Services with the request that names of suitable and willing officers alongwith the CR dossiers and vigilance clearance may please be forwarded to this Department immediately.
- All Ministries/Departments with the request that names of suitable and willing officers alongwith the CR dossiers and vigilance clearance may please be forwarded to this Department, immediately.

R&I Section, DOPT for onward transmission to Sr. Technical Director, NIC, Computer Cell, DOPT, North Block, New Delhi for uploading this circular alongwith above-referred enclosure on the official website of this Department, immediately. —

(RAJEEV KUMAR MITAL)  
DEPUTY SECRETARY TO THE GOVT. OF INDIA

Please Issue  
R&I  
23/11/10

26-7-2010-EO-SM-I-A

(S)

Brief job description of Chairman & Managing Director,  
Housing & Urban Development Corporation Ltd. (HUDCO)

HUDCO, established in 1970 as a fully owned government enterprise, is the premier national techno-financing institution in the field of Housing and Urban Development. HUDCO has been accorded the status of Schedule A PSU and is categorized as Category-I 'Mini Ratna' Company.

HUDCO, since its inception, has contributed significantly to the sector, through its support to housing as well as basic infrastructure facilities like water supply, sewerage, sanitation, etc., especially for weaker sections of the society. HUDCO has supported over 14.5 million housing units, out of which over 92% benefiting the economically weaker sections and low income groups. HUDCO has so far approved over 16,000 projects with its loan assistance of over Rs. 1,07,000 Crores. HUDCO has a current outstanding loan portfolio of over Rs.20,000 crores.

HUDCO, as per its Corporate Vision 2020, has an ambitious programme to reach a loan outstanding portfolio of over Rupees one lakh crore with exclusive focus on social housing and core infrastructure, besides a specific thrust on multi-disciplinary consulting activities towards leveraging its extensive expertise and multi-faceted manpower, focusing on major Government programmes like JNNURM and RAY etc.

HUDCO has its Corporate Office at New Delhi with presence in most of the State Capitals through its twenty Regional Offices and few Development Offices. The current manpower strength of HUDCO is 999 consisting of 669 executives and 330 non-executives. HUDCO's primary business of project lending is looked after by four Strategic Business Units, supplemented by consulting and training verticals which are duly supported by its Regional network.

The Chairman & Managing Director is the Chief Executive of the Organisation responsible for the effective functioning of the Corporation and for achieving its Corporate Objectives and Performance Parameters along with ensuring sustainable growth of the organisation. He is responsible for all the activities of the Corporation including personnel, financial and commercial management, corporate planning and project implementation. He will also be responsible for developing business strategies and operate plans for long term corporate objectives and establish the basic priorities, ethical values, policies, attitudes within the company that would instill a sense of personal involvement and commitment to the strategic vision. He is also expected to develop and maintain excellent working relationships between the Central and State Government, State Housing Boards, Development Authorities and various Central & State level organizations. Given the specific roles of the Organisation in the field of financing and supporting social housing and core infrastructure, it is desirable that the CMD has a background on dealing with social housing and urban development activities besides being a good administrator having a sound financial knowledge.

The CMD is expected to be a visionary with passion for contributing to the sustainable development of the habitat sector towards improving the quality of life of the citizens, especially the weaker sections.

The post of CMD, HUDCO is at present in the revised IDA pay scale of ₹ 80,000-₹ 1,25,000 (w.e.f. 1.01.2007).