

## **RESPONSIBILITIES AND AUTHORITIES**

### **Chairman & Managing Director:**

He is the over all Head and Chief Executive of the Organization. He Chairs the Board meetings, which provides the policy direction to the organization & sets organizational goals.

He provides the leadership for business enhancement, customer focus, corporate image, organisational growth and sound financial health of the company. He, through the channels of designated organisation, ensures control, monitoring and review of various activities, functions and services of the organisation. He provides the apex level focus for Quality of service and customer satisfaction in the organization and allocates necessary resources for achievement of Quality initiatives.

For Quality management system, he has issued the quality policy for HUDCO, which has been implemented throughout the organization, & necessary objectives, procedures & plans are formed. He along with other key functionaries conducts Management Reviews to evaluate the Quality Management System (QMS) & provide directions for its continual improvement.

He exercises full authority for necessary actions required to implement the policy decisions as per the powers delegated to him.

### **Director Finance**

Director (Finance) is a member of the Board of Directors and reports to CMD. As head of all Finance & Accounts functions he provides policy directions on all financial and accounts functions and ensures management level control for sound financial health for the organisation. Through designated organisation under him he reviews and controls financial soundness & performance of HUDCO.

Director Finance is a member on the Board of Directors and reports to the Chairman-cum-Managing Director. He advises CMD and the Board of Directors on all important matters having financial bearing or implications on the affairs of the Corporation. Resources towards the fulfillment of the goals and objectives of the corporation.

He is required to advise the CMD and the Board of Directors in the formulation of sound policies relating to finance and account affairs and to direct, coordinate and management, so as to achieve effective and optimum deployment and utilisation of financial.

The functional control, coordination and monitoring of finance and accounting functions of the projects and filed works held by the corporation also vest with him.

He provides directions (as per Government of India directions) for mobilization of financial resources, investment decisions, sound financial policies in various aspects of project financing including appraisals, loan disbursements, loan accounting, repayments and recovery, default management and internal audit function for achievement of financial targets. He also ensures all statutory and regulatory compliances by HUDCO on all relevant financial issues.

As a part of apex management, he carries out management review of Quality management system and provides directions for improvement. He exercises authority for necessary actions to implement financial policies as per the powers delegated to him.

### **Director (Corporate Planning)**

He co-ordinates the work of Corporate Planning. He is responsible for preparation of business plans, long term strategic needs, Diversification planning, including strategic Corp Mission, Vision, planning, business plan, corp. plan. He exercises authority for implementation of Corporate Plan.

Director (Corporate Planning) is a member of the Board of Directors and reports to Chairman and Managing Director. He is expected to draw up and oversee the long term Plan of HUDCO on a continuing basis, keeping in view the HUDCO's objectives and policy directives of the Government; the housing finance environment to meet the credit needs of institutions, cooperatives etc. especially of the economically weaker and low income sections in rural and urban areas and informal settlements; the land assembly, building materials, technology and delivery system issues; urban development and urban infrastructure issues; diversification of activities; and financial and economic viability and impact of policies and programmes of other housing finance institutions.

### **Executive Director (Operations)**

He is overall in-charge of project financing operations and is responsible for meeting the targets for operational issues. He co-ordinates with other Departments and ROs for formulation and compliance of policy issues on operations.

He co-ordinates for issuance of OCs' based operational requirements and approvals of competent authorities. He is also responsible for appraisal of larger projects as per the DoP and constitutes mission teams at HO level. Also coordinates PAC and other approvals at higher levels including Board level.

### **Executive Director (Finance)**

He is responsible for Finance & Accounts functions. He co-ordinates for policy formulation and implementation in respect to the respective functions. He is also responsible for default management and resolution, loan accounting, resource mobilization and fund placement. He is responsible for general accounts function including balance sheet and coordinating statutory, CAG and regulatory audits. He also co-ordinates for all statutory and regulatory compliances by HUDCO on all relevant financial issues.

### **Executive Director (Internal Audit)**

He is responsible for planning, conduct and control of internal audit function within HUDCO as per the directions of audit committee and reporting the same to higher management for review and corrective actions.

### **Executive Director (Legal)**

He is responsible for management of all relevant project financing issues needing legal inputs including formulation and implementation of legal policies, issuance of documentation circulars after due approvals, co-ordination of all legal cases for or against HUDCO, including debt recovery. He oversees and monitors formulation of legal documentation and compliance thereto.

### **Executive Director (HRD)**

He is responsible for formulation and implementation of HR policies, including recruitments, placements, transfers, promotions etc. He is also responsible for development and enhancement of competencies as per the existing and planned irements including training need identification, delivery and assessment of its effectiveness.

He is also responsible for all administration related issues.

### **Executive Director (Special Projects)**

He is responsible for processing of all proposals for entering into Joint Ventures with private as well as public agencies. The processes involved are signing of MoUs, formation of Joint Venture Companies, taking-up infrastructure projects for execution through Joint Venture, Sanctions & Releases of loan and monitoring of projects pertaining to Joint Venture Companies & Partners including syndication of loan on payment of fee.

### **Executive Director (Management Services)**

He is responsible for computerization, automation of processes and Management Information System. He co-ordinates in establishment and maintenance of networking systems.

### **Executive Director (Training)**

As head of HSMI, he co-ordinates research and training work of HUDCO. He is responsible for planning and organizing appropriate capacity building initiatives for stakeholders in the secell for HUDCO's internal resources.

### **Executive Director (Building Material & Technology)**

He co-ordinates for all works for the promotion of cost-effective building materials & technologies and also for providing project finance to eligible building materials industries.

### **Departmental Heads**

As executive heads of the respective areas, all Departmental Heads are responsible and authorized to co-ordinate, control and review the performance of the Division under them to ensure efficient functioning of the Divisions and compliance to laid down documented system meeting the business & Quality objectives and targets related to them.

They provide necessary support, policy interpretation and guidance to the Regions as needed.

### **Regional Heads**

They lead a multidisciplinary team at Regional level towards overall business planning & promotion, scheme appraisal, sanction, documentation, disbursements, project monitoring, ensuring timely repayments, loan accounting, default monitoring, and other related activities at RO besides co-ordination with stakeholders, Liaison with present & potential agencies, market & business environment scanning & analysis and overall administration of the office.

They represent HUDCO in overall operation in particular state (s) under their jurisdiction.

## **Project Executive at Region**

They are responsible and authorized for:

- ❖ Assisting in Business Development
- ❖ Assisting in Formulation of Project
- ❖ Providing technical inputs for value addition to projects
- ❖ Technical Appraisal of Projects including pre-sanction site inspection as nominated member of Mission Team and putting up recommendation / rejection of sanction
- ❖ Ensuring compliance of Sanction conditions (Technical)
- ❖ Processing for release of installments
- ❖ Monitoring of Physical & Financial Progress of Project including rescheduling of project implementation
- ❖ Site Inspection
- ❖ Final completion of project and documentation.
- ❖ Any other activity assigned from time to time.

## **Finance Executive at Region**

They are responsible and authorized for:

- ❖ Financial Appraisal of the application as nominated members of Mission Team and putting up recommendation / rejection of sanction
- ❖ Ensuring compliance of Sanction conditions (Financial)
- ❖ Processing for release of loan installments
- ❖ Loan Accounting
- ❖ Repayments (demand, receipt, default monitoring & reconciliation)
- ❖ Reconciliation of loan accounts with the concerned agency
- ❖ Monitoring of data on NPA, defaults, dues, releases & repayments
- ❖ Resetting of loans
- ❖ ESCROW account monitoring
- ❖ Prepayment, Amendment/ deferment of repayment schedule
- ❖ Default resolution including One time settlement (OTS)
- ❖ Issue of no dues Certificate
- ❖ Any other activity assigned from time to time.

## **Legal Executive at Region**

They are responsible and authorized for:

- ❖ Legal Appraisal of the project as nominated members of Mission Team and putting up recommendation / rejection of sanction
- ❖ Issuance of sanction letter with necessary sanction conditions
- ❖ Appointment of Lender's Consul, if any for obtaining legal opinion on specific issues / vetting of documents
- ❖ Receipt and examination of requisite documents for finalization and execution of loan documents
- ❖ Execution of loan agreement
- ❖ Creation/Acceptance of Security
- ❖ Recording and Safe Custody of Documents
- ❖ Processing of Loan Release Request from legal perspective
- ❖ Release of security (Partial / full)
- ❖ Initiation of legal proceedings in case of default
- ❖ Handling of Litigation Cases
- ❖ Any other activity assigned from time to time.