

Terms of reference for engagement of project director on  
purely contractual basis, district urban development  
agency

**1. Background:**

Rapid urbanization has led to basic infrastructural issues in urban areas. To mitigate these problems and facilitate urban populace with the superior quality of Infrastructure as well as to materialize the vision of Hon'ble Chief Minister, Shri Naveen Patnaik for "Transformation of Urban Areas" – The Integration & coordination of various urban development polices and schemes are quite essential. Hence, there is a need for strengthening the existing District Urban Development Authority PMU.

The very purpose of strengthening the DUDA is the journey towards promoting good governance, empowerment at the local level and improving efficiency and transparency in delivering various flagship programmes including poverty alleviation interventions and infrastructure projects.

The objectives of strengthening the District Urban Development Agency (DUDA) in view of the requirement to monitor many central and state urban programmes being executed presently in various Urban local bodies (ULBs). The department proposes for engagement of Project director on contractual basis to head the office DUDA in 20 districts are as follows:

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|---------------------|--------------------|
| i. Angul            | xi. Nayagarh       |
| ii. Bargarh         | xii. Puri          |
| iii. Deogarh        | xiii. Boudh        |
| iv. Jharsuguda      | xiv. Gajapati      |
| v. Subarnapur       | xv. Kalahandi      |
| vi. Balasore        | xvi. Kandhamal     |
| vii. Bhadrak        | xvii. Malkangiri   |
| viii. Jagatsinghpur | xviii. Nabarangpur |
| ix. Jajpur          | xix. Nuapada       |
| x. Kendrapada       | xx. Rayagada       |

The function of DUDA shall be to act as a link between H&UD Department, SUDA, ULBs & Other Line Departments working in the ULB areas for facilitating execution of urban infrastructure schemes and projects.

The present requirement of Odisha government and monitor various activities of Urban Odisha. Various flagship and globally recognised initiatives

of this Department require more committed and expertise team for effective implementation and better outcome of the urban initiatives. Hence the proposed 20 Project Director, DUDA will have a dedicated team comprising PD- DUDA, Team lead, Monitoring and Evaluation expert, Accountant, MIS & Support staff to facilitate the various urban programmes along with financial compliance of finance commission at ULBs level. The DUDA will report directly to and District Collector and H&UD department.

**2. Position:** Project Director, District Urban Development Agency

**3. Job Responsibility:**

- a) Restructure and strengthen the benefit delivery system through effective implementation of urban development schemes by integrating the process of planning, implementation and evaluation;
- b) Form the linkage and coordinate between SUDA and the ULBs to facilitate the effective discharge of urban services;
- c) Supervise and monitor the performance of the Urban Local Bodies (ULBs) in smooth implementation of schemes of the H & UD department viz. PMAY, SBM, UNNATI, NULM, AAHAR, BASUDHA and other Urban development projects which may be introduced by the state or central government from time to time;
- d) Ensure quality standards of development and infrastructure work in the ULBs and conduct checks for physical surveys;
- e) Provide Handholding Support and enhance the capacity of the ULBs and other field level missionaries by orienting their officials through timely organization of trainings and workshops and providing necessary circulars, guidelines and literature;
- f) Approve all Annual Action Plans prepared for specific schemes and ensure adherence of the ULBs according to the plan;
- g) Conduct periodic review to assess the physical & financial performance of the schemes and programmes being under taken by ULBs;
- h) Collect periodic MIS reports from ULBs regarding projects and present the physical and financial progress to SUDA for regular monitoring;
- i) To ensure effective and efficient utilization of allocated Grants & resources in achieving desired outcome with respect to various urban development schemes;
- j) Countersign all utilization certificates, ensure timely submission of Utilization certificates to SUDA by coordination with the ULBs;
- k) To provide technical and managerial support to the ULBs and facilitate the construction and maintenance of various social

infrastructure ( School buildings, library, sports complex, urban health centres, anganwadis, vendor markets, toilets etc.), physical infrastructure ( drains, water supply, sewerage, internal roads, streetlights, shopping complex etc);

- l) Provide technical support to ULBs to achieve their convergence targets and coordination with respect to various schemes;
- m) Provide bank linkages to the ULBs for various schemes, drawings and disbursing of grants allotted by the government to the ULBs;
- n) Finalize district credit plans and ensure adherence of the ULBs according to the plan.
- o) Countersign all G.I.A bills of all grants received from the Government;
- p) Must address the top grievance received from ULBs on priority basis.
- q) Mobilize resources and determine allocation of resources based on need and performance of the ULBs in various schemes.
- r) Make convergence of all the schemes and programmes with line departments at the district level;
- s) Holding of district level Bankers committee for effective implementation bank linkage scheme.

#### **4. Qualification:**

Retd Government Officer preferably OAS/OFS/OPS/ORS/ District statistical officer/ District small saving officer or any other district level officers. The officers having experience in handling of projects preferably in Urban sector shall be preferred.

#### **5. Monthly Remuneration:**

Rs 75,000/- per Month (Consolidated).

#### **6. Period of Service:**

One (1) year.

#### **7. Age limit:** Not more than 65 years.

**8. Place of deployment:** Any 20 District Urban Development Agency office in Odisha as listed above.

#### **9. Process of Application:**

Interested retired officers, may submit their CV to the office of administrative officer, State Urban Development Agency, Vivekananda Marg, Near BMC Office, BBSR, Pin- 751014 by 12.06.2023 upto 3.00 p.m.

The CV should contain their Name, present address, Mobile number & email, educational qualification, period of service, position, places of posting and job

responsibility etc along with copy of retirement papers and with preference for posting in specified district if any.

After scrutiny of the application, suitable candidate shall be informed for appearing in the interview to be conducted by the committee for selection.

**10.** The Authority reserve the right to modify or cancel the terms & conditions of this notification, with out assigning any reason.