



HUDCO's EQUAL OPPORTUNITY POLICY

1. Preamble

HUDCO recognizes the value of diverse workforce and is therefore, committed to provide equal opportunities to Persons with Disabilities in employment and creating an inclusive work place and work culture in which all employees are treated equally with respect and dignity.

2. Policy

This Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016". It is the policy of HUDCO to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, color or sex. The Company strives to maintain a work environment that is free from any harassment/ discrimination based on above considerations. The provisions of the policy will be applicable throughout the period of employment of the individual right from the recruitment process till superannuation.

3. Scope

The Equal Opportunity Policy covers all persons with benchmark disabilities (as defined in "The Rights of Persons with Disabilities Act. 2016") and will be applicable to HUDCO employees of all classes and categories irrespective of whether they are against regular, workcharge, temporary or trainee posts, unless specifically stated otherwise. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salary, transfers, employment benefits and promotion etc.

Further, if an employee acquires disability during his/her employment tenure, he/she can return to work at the same position as before. He / She will be entitled to all facilities / concessions at par with other disabled persons. If required necessary training will be imparted for another position if he/she is not in position to perform the current job.

Accordingly, in accordance with the provisions of the Rights of Persons with Disabilities Act. 2016 and Rules, it is the Company's Policy to ensure that the work environment is free from any discrimination against persons with benchmark disabilities. Further, the Company will take all actions to ensure that

a conducive environment is provided to persons with disabilities to perform their roles, responsibilities and excel in the same.

4. Policy Details

a) Facilities and amenities provided to the Person with Disabilities to enable them to effectively discharge their duties in the establishment

(i) Physical Infrastructure

HUDCO aims to ensure that its physical infrastructure (Buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards as prescribed by the Government of India from time to time. Any employee facing accessibility issues should write to the respective Liaison Officer or approach to Head (HR & Admn) at Corporate Office / Head Training, HSMI / Regional Chief at their locations. The details relating to the Liaison Officer are enclosed as Annexure – I.

(ii) Digital Infrastructure.

It is HUDCO's continuous endeavor to ensure that all documents, communication and information technology systems adhere to the accessibility standards. HUDCO will ensure that as far as possible accessible technologies are procured. Any employee facing accessibility challenges can reach out to the local IT support team or write to the Liaison Officer for PwD.

b) List of posts identified suitable for persons with disabilities

List of posts identified for persons with disabilities in HUDCO based on the guidelines / instructions received from the Govt. and is placed at Annexure –II.

c) The manner of selection of persons with disabilities for various posts

- i. HUDCO recruitment rules provide the sources and modes of recruitment. Wherever applicable, HUDCO notifies vacancies to Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and in National/Regional dailies, Employment News and Company website.
- ii. Application of 4% reservation for PwD as well as reservation, relaxation and concessions are provided to Persons with Benchmark Disability (PwD) candidates as per Govt. of India directives/ guidelines.
- iii. All vacancy advertisement notified will include an appropriate short statement on equal opportunities for persons with disabilities.
- iv. HUDCO shall facilitate ease of taking examination to disabled candidates by providing barrier free environment at Test center and shall provide scribes wherever admissible.

d) Post recruitment and Pre promotion Training

Post recruitment induction training and job specific pre promotion training to Persons with Disabilities shall continue to be imparted along with other employees. The employees with disability shall be placed with an experienced employee for at least one month on assuming responsibility of a post. This would help employee with disability to pick up the skills and the adaptations that may be required to perform the Job.

e) Preference in Transfer and Posting

- i. As far as possible, the Persons with Disabilities may be exempted from the rotational transfer policy/transfer.
- ii. Further, preference shall be given while considering request for placement/transfer from persons with disabilities/differently able employees and also employees whose spouse/children have special needs.
Persons with disabilities across all grades and employee who has a disabled spouse/child, may be provided preference in place of posting at the time of normal transfer/transfer on promotion subject to the administrative constraints, choices exercised by employee at the time of consideration and recruitment for the post for which employee with disability has been appointed vis-à-vis availability of such vacancies/requirement in the new place of posting.

f) Special Leave

PwD Employees shall be entitled to Special casual leave for upto 10 days in a calendar year subject to exigencies of work for participating in conference/seminars/training/workshop on disability and development related programmes organized at National and State Level agencies specified by the Ministry of Social Justice and Empowerment.

g) Travelling Allowance in respect of Attendant/Escort for accompanying an Employee with Disabilities on travel during Tour/Training.

- (i) HUDCO will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/training. Mode and class of the Attendant/Escort will be same as per the eligibility of employee.
- (ii) The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities, wherein it is certified by the competent Medical Authority of the designated Hospital / State Government. In addition the HoD also certify that such a person compulsorily requires assistance of another person for travel. The necessary certificate is to be obtained from the medical authority or any other notified competent authority to issue such a certificate under the Directorate of Medical & Health Services of the state/district or Head of Department of a Government Civil

Hospital designated for the type/form of disability of the employee. Based on the certificate from the competent Medical Authority mentioned above, the HoD / Head of HR shall certify jointly that such a person compulsorily requires assistance of another person for travel, before allowing the journey for the Attendant/Escort.

- (iii) Travelling Allowance (Journey Fare only) for the Attendant/Escort would be admissible to the employee with disabilities while on tour/training (domestic or foreign). However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties or such training is mandatory training for career progression of the employee with disabilities.
- (iv) No Daily Allowance would be admissible to the Attendant/Escort of the employee with Disabilities. Travelling allowance (Journey Fare only) would be admissible to the Attendant/Escort at the same rate as the employee with disabilities is entitled to under the extant Travelling Allowance Rules. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate travelling allowance would be admissible to the employee with disability in respect of Attendant/Escort, except where the travel is done by public bus or shared conveyance available for public. Difference if any, on account of travel in higher class/mode in respect of attendant/escort, will be borne by the employee concerned.
- (v) When the accommodation is hired for lodging of the employee as well as his attendant/escort, the actual accommodation charges as per entitlement of the employee himself/herself may be reimbursed to him/her in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bills(s) clearly indicating the name of the attendant/escort who have shared the accommodation with him/her.
- (vi) No claim of travelling Allowance to the Attendant/Escort of the employee with Disabilities would be admissible for training at Headquarter station (location where PwD employee is posted) (Ref. Ministry of Finance, Department of Expenditure OM no. 19030/3/2013-E.IV dated 17.02.2015).

h) Transport Allowance

Transport Allowance to employees with disabilities may be availed at double the normal rate within the admissible prescribed allowances permitted under cafeteria.

i) Preference in allotment of Residential accommodation/Guest House

HUDCO will give preference to the person with disabilities for providing them accessible accommodation where Company's owned houses are available and

wherever required modification in bathroom, toilet, gates etc. may be carried out in allotted accommodation to address the needs of disabled employee and employees whose spouse/children have special needs, subject to accessibility guidelines. To the extent possible persons with disabilities may be preferred for allotment of ground floor accommodation in HUDCO owned houses and HUDCO Guest House, subject to eligibility and availability.

j) Provision for aids/assistive devices

PwD Employees shall be allowed reimbursement towards expenses incurred by them towards purchase/replacement/repair/adjustment of artificial limbs/appliances for self and/or dependent family members and reimbursement towards Low Vision Aids for visually challenged employees and/or their dependents and Hearing Aid/ Hearing aids with battery (for the initial purchase only) for hearing impaired employees and/or their dependents. The limit of reimbursement would be allowed as per the rates of aids/assistive devices as approved by the Central Government Health Scheme / HUDCO Medical Attendance Scheme whichever is beneficial.

k) Grievance Redressal Officer

A Grievance Redressal Officer for addressing the grievances of PwD employees in HUDCO has been nominated and details are as per Annexure - III. The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities as per Annexure-IV.

l) Liaison Officer (PwD)

The Liaison Officer shall ensure compliance of guidelines/instructions issued for Persons with benchmark disabilities including the reservation matters.

5. Responsibility

Head HR/Admn at Corporate Office / Regional Head at ROs/DOs & Head, Training at HSMI are responsible in giving effect to this policy.

6. Conduct, Disciplinary and Appeal Rules

Any employee who in any manner discriminates with a person with disability, or renders any harassment to such person shall be dealt with under the applicable CDA rule or standing order, as the case may be.

7. Communication of Policy

- (i) This Policy will be available to all employees via the Company website, online HR Manual portal sites and normal communication channels within the Company.

- (ii) Suitable material will be included in Company publications, management conference, and training courses.
- (iii) All recruitment literature and employment advertisements will indicate that the Company is an Equal Opportunity Employer.

This comes into force with immediate effect.

CMD shall be authorized to make amendments/modifications in any of the provisions in the policy from time to time.

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जे. प्रेम नवाज / J. PREM NAWAZ
कार्यकारी निदेशक (एच.आर.)
Executive Director (H.R.)
हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड
Housing and Urban Development Corporation Ltd.
भारत सरकार का उपक्रम / A Govt. of India Enterprise
हुडको भवन, भारत पर्यावास केन्द्र, लोधी रोड,
HUDCO Bhawan, India Habitat Centre, Lodhi Road,
नई दिल्ली / New Delhi - 110 003

Annexure - I

Details in respect of Liaison Office in HUDCO

Name	Smt. Vandana Motsara
Designation	General Manager (Human Resources Management and Administration) - GM(HRMA)
Address	Core – 7A, HUDCO Bhawan, IHC, Lodi Road, New Delhi – 110 003
Telephone No	011-24642811 (O), 9958582189 (M)
Email_id	vandana@hudco.org

Post Identified for PwDs in HUDCO

S.No.	Discipline / level	Group	Physical Requirement	Identified suitable for	Remarks
	1	2	3	4	5
Group A Posts					
1	Projects (Civil Engg.) / E-1 to E-8*	A	S, ST, W, RW, MF, CL, SE, C	a) Deaf and hard of hearing. b) Locomotive disability (OL, OA) including leprosy cured, dwarfism, acid attack victims. c) Specific learning disabilities. d) Multiple disabilities from amongst (a) to (b) above except deaf and Specific learning disabilities	Project forms one of the core operational cadres and incumbent(s) are also required to carry out the sensitive role of project appraisal. The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary.
	Projects (Architect) / E-1 to E-8*	A	S, ST, W, RW, MF, CL, SE, C	a) Deaf and hard of hearing. b) Locomotive disability (OL, OA) including leprosy cured, dwarfism, acid attack victims. c) Specific learning disabilities. d) Multiple disabilities from amongst (a) to (b) above except deaf and Specific learning disabilities.	
	Projects (Planning) / E-1 to E-8*	A	S, ST, W, RW, MF, CL, SE, C	a) Deaf and hard of hearing. b) Locomotive disability (OL, OA) including leprosy cured, dwarfism, acid attack victims. c) Specific learning disabilities. d) Multiple disabilities from amongst (a) to (b) above except deaf and Specific learning disabilities	
	Projects (Valuation) / E-1 to E-8*	A	S, ST, W, RW, MF, CL, SE, C	a) Deaf and hard of hearing. b) Locomotive disability (OL, OA) including leprosy cured, dwarfism, acid attack victims. c) Specific learning disabilities. d) Multiple disabilities from amongst (a) to (c) above except deaf and Specific learning disabilities.	

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2.	Finance / E-1 to E-8*	A	S, BN, RW, MF, SE, C	<ul style="list-style-type: none"> a) Deaf and hard of hearing. b) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid attack victims. c) Specific learning disabilities. d) Multiple disabilities from among (a) to (c) above except muscular dystrophy and deaf. 	<p>Finance forms one of the core operational cadres and incumbent(s) are also required to carry out the sensitive role of project appraisal. it also requires to adhere to statutory compliance and compliance to accounting standard.</p> <p>The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary.</p>
3.	Information Technology (Computer) / E-1 to E-8*	A	S, ST, RW, SE, C	<ul style="list-style-type: none"> a) Hard of hearing. b) Locomotive disabilities (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid attack victims. c) Autism and Specific learning disabilities. d) Multiple disabilities from amongst (a) to (c) above except Specific learning disabilities 	<p>The post involves application of mind and also need to take decision. The work involves computer operations / programming. The incumbents should be considered with aids and appliances wherever necessary.</p>
4.	Law / E-1 to E-8*	A	S, ST, RW, H, C, W, SE, MF	<ul style="list-style-type: none"> a) Low vision. b) Locomotive disabilities (OL, BL, OAL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims c) Multiple disabilities from amongst (a) to (b) above except low vision. 	<p>Law form one of the core operational cadres and incumbent(s) are also required to carry out the sensitive role of project appraisal.</p> <p>The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary.</p>
5.	Library & Documentation /	A	S, ST, W, BN, SE, C	<ul style="list-style-type: none"> a) Blind and low vision. b) Deaf and hard of hearing. 	<p>The post involves application of mind. The incumbent should be considered</p>

	E-1 to E-5*			<ul style="list-style-type: none"> c) Locomotive disabilities (OL, OA) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. d) Autism and Specific learning disabilities, e) Multiple disabilities from amongst (a) to (d) above except blind and deaf. 	with aids and appliances wherever necessary.
6.	Secretarial / E-1 to E-5*	A	S, ST, BN, RW, SE, H, C	<ul style="list-style-type: none"> a) Blind and low vision. b) Deaf and hard of hearing. c) Locomotive disabilities (OL, OA, OAL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. d) Autism, Specific learning disabilities e) Multiple disabilities from amongst (a) to (d) above except deaf and blindness. 	The post involves application of mind on certain circumstance. The incumbent should be considered with aids and appliances wherever necessary.
7.	Human Resource & Administration / E-1 to E-8*	A	S, ST, W, RW, C, MF, SE	<ul style="list-style-type: none"> a) Blind and low vision. b) Deaf and hard of hearing. c) Locomotive disabilities (OL, OA, OAL) including leprosy cured, cerebral palsy, dwarfism, an acid attack victims and muscular dystrophy. d) Autism and Specific learning disabilities e) Multiple disabilities from amongst (a) to (d) above except deaf and blindness. 	The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary.
8.	Economics / E-1 to E-8*	A	S, RW, W, MF, SE, C	<ul style="list-style-type: none"> a) Low vision. b) Hard of hearing. c) Locomotive disabilities (BL, OA, OL, OAL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. 	The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary. Further, also requires research based activities.

				d) Specific learning disabilities e) Multiple disabilities from amongst (a) to (d) above except cerebral palsy & muscular dystrophy	
9.	Public Relations / E-1 to E-7*	A	S, ST, W, SE	a) Hard of hearing. b) Locomotive disabilities (OA, OL) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy. c) specific learning disabilities. d) Multiple disabilities from amongst (a) to (c) above except blindness and muscular dystrophy.	The post involves application of mind. The incumbent should be considered with aids and appliances wherever necessary.
10.	Company Secretary / E-1 to E-8*	A	S, ST, W, SE	a) Locomotive disabilities (OL) including leprosy cured, dwarfism, acid attack victims. b) Multiple disabilities from amongst (a) above.	The post involves the sensitive work of coordination Board meeting as well as other meeting of CoD including various statutory compliance. The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary.
11.	R&T / E-8*	A	S, ST, W, RW, MF, CL, SE, C	a) Deaf and hard of hearing. b) Locomotive disability (OL, OA) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. c) specific learning disabilities d) Multiple disabilities from amongst (a) to (c) above except deaf and cerebral palsy.	The post involves application of mind and also need to take decision. Also involves undertaking research based activities. The incumbent should be considered with aids and appliances wherever necessary.
12.	Official Language / E-1 to E-8*	A	S, ST, RW, SE, C	a) Blind and low vision. b) Deaf and hard of hearing. c) Locomotive disabilities (OL, BL, OA) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	The post involves application of mind and also need to take decision. The incumbent should be considered with aids and appliances wherever necessary.

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				d) Autism, Specific learning disabilities. e) Multiple disabilities from amongst (a) to (d) above except blind and specific learning disabilities.	
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S.No.	Discipline / level	Group	Physical Requirement	Identified suitable for	Remarks
	1	2	3	4	5
Group C Posts					
1.	Information Technology (Computer) NE-3*	C	S, ST, W, SE, RW, H, C	a) Deaf and hard of hearing. b) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy. c) Autism, Specific learning disabilities, intellectual disabilities. d) Multiple disabilities from among (a) to (c) above except muscular dystrophy and deaf.	The incumbent should be considered with aids and appliances wherever necessary.
2.	Official Language Hindi Translator NE-4*	C	S, SE, RW	a) Blind and Low Vision b) Deaf and hard of hearing. c) Locomotor Disability (OA, OL, OAL, BL) including leprosy cured Cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. d) Autism, Specific learning disabilities, intellectual disabilities e) Multiple disabilities from among (a) to (c) above except muscular dystrophy and deaf.	The incumbent should be considered with aids and appliances wherever necessary.
3.	Stenographer (Hindi) NE-4*	C	S, ST, W, L, SE, RW, H, C	a) Blind and Low Vision b) Deaf and hard of hearing. c) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured Cerebral palsy, dwarfism, acid attack victims and muscular dystrophy.	The incumbent should be considered with aids and appliances wherever necessary.

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				d) Autism, Specific learning disabilities, intellectual disabilities. e) Multiple disabilities from among (a) to (c) above except muscular dystrophy, Cerebral palsy and deaf.	
4.	Stenographer (English) NE-4*	NE-4	S, ST, W, L, SE, RW, H, C	a) Blind and Low Vision b) Deaf and hard of hearing. c) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured Cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. d) Autism, Specific learning disabilities, intellectual disabilities. e) Multiple disabilities from among (a) to (c) above except muscular dystrophy, Cerebral palsy and deaf.	The incumbent should be considered with aids and appliances wherever necessary.
5.	Assistant NE-3*	NE-3	S, ST, W, MF, SE, RW, H	a) Blind and Low Vision b) Deaf and hard of hearing. c) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured Cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. d) Autism, Specific learning disabilities, intellectual disabilities e) Multiple disabilities from among (a) to (c) above except muscular dystrophy, Cerebral palsy and deaf.	The incumbent should be considered with aids and appliances wherever necessary.
6.	Assistant (Accounts) NE-3*	C	S, MF, SE, RW, H, C	a) Deaf and hard of hearing. b) Locomotor Disability (OA, OL, OAL, BL,) including leprosy cured Cerebral palsy, dwarfism, acid attack victims and muscular dystrophy. c) Autism, Specific learning disabilities, intellectual disabilities.	The incumbent should be considered with aids and appliances wherever necessary.

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				d) Multiple disabilities from among (a) to (c) above except muscular dystrophy, Cerebral palsy and deaf.	
7.	Habitat Engg. NE-5*	C	S,ST,W,BN,MF,SE,RW,C	a) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid and attack victims. b) Autism, Specific learning disabilities, intellectual disabilities c) Multiple disabilities from among (a) to (c) above except Specific learning disabilities and deaf.	The post involves application of mind and the incumbent should be considered with aids and appliances wherever necessary.
8.	Driver NE-3*	C	S, ST, W, MF,SE, RW,H	a) Hard of hearing b) Locomotor Disability including leprosy cured, acid attack victims c) Autism, Specific learning disabilities, intellectual disabilities d) Multiple disabilities from among (a) to (c) above except deaf.	The incumbent should be considered with aids and appliances wherever necessary.
9.	General Services NE-3*	C	S, ST, W, MF,SE, RW,H	a) Deaf and Hard of Hearing b) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured Cerebral palsy, acid attack victims. c) Autism, Specific learning disabilities, intellectual disabilities d) Multiple disabilities from among (a) to (b) above except muscular dystrophy, Cerebral palsy and deaf.	The post involves application of mind and the incumbent should be considered with aids and appliances wherever necessary.

S.No.	Discipline / level	Group	Physical Requirement	Identified suitable for	Remarks
	1	2	3	4	5
Group D Posts					
1.	General Services/Attendant Farash	D	S,ST,W,PP,L,KC,SE,R W,C,MF O	a) Blind and Low vision. b) Deaf and Hard of hearing. c) Locomotive disabilities (BL, OA, OL, OAL) including leprosy cured, cerebral	The incumbent should be considered with aids and appliances wherever necessary.

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	NE-1*			palsy, dwarfism, acid attack victims and muscular dystrophy. d) Autism, Specific learning disabilities, intellectual disabilities and mental illness e) Multiple disabilities from amongst (a) to (d) above except blindness	
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Note : ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending, CL=Climbing, KC=Kneeling & Crutching, RW=Reading & Writing, MF=Manipulation by Fingers, SE=Seeing, C=Communication, H=Hearing, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, BLOA=Both leg & one arm , OL=One Leg, BL=Both Leg, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired, B=Blind, LV=Low Vision, HH= Hearing Impaired

Name of the Post	*Level
Group A (Executives)	
Sr. Executive Director	E9
Executive Director	E8
General Manager	E7
Joint General Manager	E6
Deputy General Manager	E5
Asstt. General Manager	E4
Senior Manager	E3
Manager	E2
Deputy Manager	E1
GROUP 'C' (Non-Executives)	
Hab. Engineer	NE5
Stenographer/Hindi Translator	NE4
Assistant / EDP Assistant	NE3
GROUP 'D' (Non-Executives)	
Attendant Farash/General Services	NE1

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Annexure - III

Details in respect of Grievance Redressal Office of PwD in HUDCO

Name	Dr. D Ravi Shankar
Designation	General Manager (Administration) - GM(Admn.)
Address	Core – 7A, HUDCO Bhawan, IHC, Lodi Road, New Delhi – 110 003
Telephone No	011-24649617 (O) Extn. 2450, 9449861988 (M)
Email_id	hudcoravi@gmail.com