



haryana state electronics development corporation limited
(a state government undertaking)

हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड
(हरियाणा सरकार का उपक्रम)

ORDER

In supersession to all earlier orders, the following allocation of jobs are hereby ordered with immediate effect. The Divisional Heads shall report to Addl. Managing Director.

Sr. No.	Name of Division	Activities	Divisional Head & their contact numbers	Current Supporting Officer(s)
1.	Personnel & Administration (P&A)	<ul style="list-style-type: none">➤ All HR related matters of Corporation➤ Deployment of IT Professionals to various State Govt. Departments/Boards/Corporations etc.➤ Providing of manpower - IT Professionals, HKCL, CDAC, other agencies.	Sh.Nirmal Parkash, General Manager (M: 9417724339)	Sh.Virender Singh, Manager(P&A) (Gurugram) (M:9466658408) Smt.Anita Dangi, SO(P&A) (Pkl) (M:8557968710) Sh.Rajesh Kumar, STA (Ambala) (M:9416492817) Smt.Deepti Bagga, AGM (Pkl.) (M:9888697324)
2.	Procurement (Proc.)	<ul style="list-style-type: none">➤ Goods, Works, CAMC/AMC,➤ Disposal of e-waste➤ All purchases pertaining to Hardware/Software➤ All types of e-tenders floated by the Corporation including GeM.➤ Purchase of software indented by various departments	Sh.Nirmal Parkash, General Manager (M: 9417724339)	Sh.Sandeep Verma, AGM (In addition to other duties) (M:7986956533)
3.	Finance & Accounts (F&A)	<ul style="list-style-type: none">➤ All finance & accounts and audit related works of the Corporation.	As Link Officer Sh.Nirmal Parkash, General Manager (M: 9417724339)	Ms.Payal Singla Company Secretary (M:7837297420) (Statutory payments, vendor payments, Salary) Sh.Virender Singh, Manager(P&A) (Gurugram) (M:9466658408) Sh.Naveen Jain, SO(F&A) (M:9815970483)
4.	Estate Management	<ul style="list-style-type: none">➤ All type of work related to Civil, Renovation, Repair, Maintenance, Electrical Maintenance of all building of the	Sh.D.P. Yadav, GM (M: 9990015250)	Sh.P.K. Mehra, AGM (M:9416093961) (Ambala)



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		<p>Corporation at Chandigarh, Panchkula, Ambala & Gurugram</p> <ul style="list-style-type: none"> ➤ Payment of statutory and any other charges imposed by local Administration, HSIIDC. ➤ Processing of Rent agreement, rent/ electricity/water bills/ insurance etc. 		<p>Sh. Dalbir Singh, Coordinator (M: 9416322143) (Chd/Pkl)</p> <p>Sh. Surinder Singh, Technical Manager (M: 7982423154) (Gurugram)</p>
5.	ICT Examination (ICT-ET)	<ul style="list-style-type: none"> ➤ Conduct of all type of tests like SETC, Computer Professionals and other IT resources. 	Sh. D.P. Yadav, GM (M: 9990015250)	Sh. Yoginder Kaushik, AGM (M: 9212204343)
6.	Scanning & Digitization	<ul style="list-style-type: none"> ➤ Scanning & Data Digitization of records of indenting Departments/ Boards/ Corporations, MRRR, Preparation of Voter ID and other related activities. ➤ HARTRON Office Automation ➤ Implementation of e-Office and e-District in State of Haryana. 	Sh. D.P. Yadav, GM (M: 9990015250)	<p>Sh. Rajbir Singh, AGM (M: 9416220395)</p> <p>Sh. Arun Bansal, AGM (M: 9417073411)</p>
7.	Project Division-2	<ul style="list-style-type: none"> ➤ Start-up Incubation Centre (SIC) ➤ To promote start-up in the State from Hartron Multi Skill Development Centre (HMSDC) including ➤ Nasscom 10K Startup Warehouse ➤ GoH-IAMAI Mobile 10 X Hub -Centre of Excellence for Internet of Things (CoE-IoT) ➤ United Nations Technology Innovation Lab (UNTIL) ➤ Research & Development Activities from IDDC, Ambala 	<p>Sh. Naveen Chaudhary, AGM (M: 9873726889)</p> <p>Sh. Rajbir Singh, AGM (M: 9416220395)</p>	<p>Sh. Dalbir Singh, Coordinator (M: 9416322143)</p> <p>--</p>
8.	Computer Education & Training Assessment	<ul style="list-style-type: none"> ➤ Computer Education Programmes ➤ Assessment of Training & HARTRON Skill Centre activities. 	Sh. Arun Bansal, AGM (M: 9417073411)	Sh. Ashok Sharma, Programmer (M: 9416269483)
9.	Project Division-1	<ul style="list-style-type: none"> ➤ Preparation of bills for Power Utilities of Haryana (DHBVNL & UHBVNL) 	Sh. Rajesh Deswal, Coordinator (M: 9779706237)	Sh. Rajbir Singh, AGM (M: 9416220395)
10.	Computer Education & Training Awarding	<ul style="list-style-type: none"> ➤ GoI/GoH sponsored training programmes ➤ Training for person with disability (Sarbhak) ➤ Trainings at HMSDC, Gurugram 	Sh. Rajesh Deswal, Coordinator (M: 9779706237)	Sh. Vikas Panwar, System Analyst (M: 9815562601)



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		<ul style="list-style-type: none"> ➤ Activities of HARTRON Skill Centres ➤ Digital Literacy ➤ Capacity Building 		
11.	Information & Communication Technology (ICT)	<ul style="list-style-type: none"> ➤ Software Development, Website, Web-portal & Web-application Development, ➤ e-Services, Digital Engagement Services, ➤ Enterprise Resource Planning, Smart City Governance, CM Window SMGT, Ayushman Bharat Project, Digital Signature, E-Sign, IT Plan. 	Sh. Rajender Singh, Coordinators (M:9815391964)	--
12.	Telecom & Data Services	<ul style="list-style-type: none"> ➤ SWAN; Public wifi; Internet Lease Line for Departments, Cloud Services, Bharat Net, CCIP. ➤ To provide cloud services to any intending departments/boards/corporations through BSNL, Railtel and any other Govt. Data Centre ➤ Networking ➤ BPO/ Call Centre/IBPS for 'Saral Haryana' Project 	Sh.Sandeep Verma AGM (M: 7986956533)	--
13.	Business Promotion Group	<ul style="list-style-type: none"> ➤ To execute the order against the open tender. Business in other States and Private Sector in Business Promotion Group. 	Sh.Roshan Lal Coordinator (M: 9878511689)	--
14.	Legal Secretarial & CSR	<ul style="list-style-type: none"> ➤ All legal related work ➤ All secretarial related work ➤ Corporate Social Responsibility (CSR) 	Ms.Payal Singla Company Secretary (M:7837297420)	--
15.	Nodal Officers/ Statutory positions	<p>First Appellate Authority (FAA)</p> <p>Chief Vigilance Officer(CVO)</p> <p>Grievance Redressal Officer (Person with Disabilities)</p> <p>State Public Information Officer (SPIO)</p> <p>Centralized File Management and Tracking Information System Nodal Officer</p>	<p>Sh.D.P. Yadav, GM (M: 9990015250)</p> <p>Sh.D.P. Yadav, GM (M: 9990015250)</p> <p>Sh.D.P. Yadav, GM (M: 9990015250)</p> <p>Sh.Rajbir Singh, AGM (M: 9416220395)</p> <p>Sh.Arun Bansal, AGM (M:9417073411)</p>	<p>--</p> <p>Sh.Sandeep Verma, AGM-VO (M: 7986956533)</p> <p>--</p> <p>Sh.Ashok Sharma, Programmer (M:9416269483)</p> <p>--</p>



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	Vidhan Sabha Nodal Officer	Sh.P.K. Mehra, AGM (M:9416093961) (Ambala)	--
	Collecting of information for Vidhan Sabha/State Govt.	Sh.Roshan Lal Coordinator (M: 9878511689)	--
	CM Window/ Jan Samwad/ PM Portal	Sh.P.K. Mehra, AGM (M:9416093961) (Ambala)	--
	HRMS Nodal Officer	Sh.Nirmal Parkash, GM (M: 9417724339)	--

The handing and taking over of charge by respective Division Heads be completed immediately under intimation to MD's office.

Endst. No.HARTRON:SO(P&A):2023: 6188

Dated: 30/11/2023

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Divisional Heads.
2. MD's office.
3. AMD's office.
4. Nodal Officer(Website).
5. Office order file.

Deepi Bagga
Asstt. General Manager(P&A)
for Managing Director, HARTRON