



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

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

ORDER

In continuation to earlier office order(s) issued from time to time, the following allocation of duties are hereby assigned to the officers, with immediate effect:-

Sr. No.	Name of Division	Work/Activities	Divisional Head	Supporting Officer(s)
1.	ICT-ET	Conduct of all type of tests like SETC, Computer Professionals and other IT resources at Ambala and Gurugram office.	Sh.Naveen Chaudhary, PM	Sh.Rajbir Singh, PM (Ambala) Sh.Vikas Kumar, AGM (Gurugram)
2.	Project Division-1	➤ Preparation of bills for Power Utilities of Haryana (DHBVNL & UHBVNL)	Sh.Rajbir Singh, PM	Sh.A.P.Garg, DE
3.	Scanning & Digitization (SDD)	➤ Scanning & Data Digitization of records of indenting Departments/ Boards/ Corporations, MRRR, Preparation of Voter ID and other related activities. ➤ HARTRON Office Automation		Sh.Charanjit Singh, AGM
		➤ Implementation of e-Office in State of Haryana.	Sh.Arun Bansal	--
4.	Computer Education Training Awarding	➤ Gol/GoH sponsored training programmes ➤ Activities of HARTRON Skill Centres ➤ Digital Literacy ➤ Capacity Building	Sh.Rajesh Deswal, Coordinator	Sh.Pulin Singh, Consultant
		➤ Training for person with disability (Sarthak) ➤ Trainings at HMSDC, Gurugram	Sh.Yoginder Kaushik, AGM	Sh.Vikas Kumar, AGM
5.	Estate Management (EM)	➤ All type of works related to Civil, Renovation, Repair, Maintenance, Electrical Maintenance of all building of the Corporation at Chandigarh, Panchkula, Ambala & Gurugram. ➤ All Types of work of Electronics City, Gurugram including Flatted Factory Modules/ Independent sheds. ➤ Liasioning work with the State/ Central Govt. for new projects/ funds.	Sh.Naveen Chaudhary, PM (Gurugram) Sh.Rajbir Singh PM (Ambala) Sh.Dalbir Singh, CO (Chd/Pkl)	Sh.Surender Singh, STM (Gurugram) Sh.A.P.Garg, DE (Ambala) Sh.Ashok Kumar Programmer (Chd./Pkl.)



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6.	Personnel & Administration (P&A)	➤ Deployment of IT Professionals to various State Departments/Boards/Corporations etc.	Sh.Nirmal Parkash, GM	Smt. Deepti Bagga, AGM Sh.Upender Trehan, SA Sh.Rajeev Chhabra, Prog.
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Further, the said work/activities assigned to above officers, in addition to their present duties/work and all the Divisional Heads will report to Managing Director for work assigned to them. The handing and taking over of charge by respective Division Heads be completed immediately under intimation to Personnel & Administration Division.

Dated: 02.05.2024

Place: Chandigarh.

Managing Director

Endst. No.HARTRON:SO(P&A):2024: 580

Dated: 03/05/24

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. Nodal Officer(CFMS & AEBAS).
4. Nodal Officer(Website).
5. Office order file.

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