



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

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

Chandigarh

ORDER

Sh.Dalbir Singh, Coordinator (on contract) is hereby assigned the following work/activities:-

#	Division	Work/Activities	Location	Supporting Officers/officials
1.	Estate Management	<ul style="list-style-type: none">➤ All types of activities related to Civil and Electrical repair & maintenance of Hartron Bhawan Panchkula and CO Chandigarh building.➤ Preparation of documents & proposals for major renovation of buildings from Government Departments like; PWD, Police Housing Corporation, HSIIDC etc. or for through tendering process.➤ Preparation of documents and proposals related to repair & maintenance of heavy duty electrical equipments of Electrical Power Station of Hartron Bhawan Panchkula.➤ All types of Annual Maintenance Contracts (AMCs) of HVAC system, Lift system etc.➤ Works related to telephones, EPBAX etc.➤ Works related to rentals and building insurance and other Estate related payments.➤ Preparation of documents and proposals related to Plot No. 22 and 24, IT Park, Sector-22 Panchkula for approval of competent authorities.➤ Liaison with Government Departments like PWD, Police Housing Corporation, HSIIDC, FD etc. for work related to Plot No. 22 and 24, IT Park, Sector-22 Panchkula.➤ Liaisoning work with the State/Central Govt. for projects/funds.	Chd/Pkl	Sh.Surender Singh, Sr.Technical Manager Sh.Arvind Saini, Asstt.Engineer(EL.) Sh.Ashok Sharma, Dy. Coordinator
		➤ To handle the work related to HKRNL.	---	Sh.Sandeep Kumar, Jr.Prog. (He will also be associated in other activities of EM Division)



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

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

Chandigarh

ORDER

Sh.Dalbir Singh will report to MD, HARTRON for the work/activities related to Estate Management Division (Chandigarh/Panchkula). Further, he will continue to work as Supporting Officer in Project Division-2 and report to Project Manager, HMSDC, Gurugram for the said work.

Dated: 04.10.2024

Place: Panchkula

Managing Director

Endst. No.HARTRON:SO(Admn):2024: 5543

Dated: 08/10/2024

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

1. All the concerned.
2. All the Divisional Heads.
3. MD's office.
4. Nodal Officer(CeFMaTIS & AEBAS)
5. Nodal Officer(Website)
6. File of the concerned.

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