

Work activities of the Corporation

Sr. No.	Name of Division	Activities	Divisional Head & their contact numbers
1.	Personnel & Administration (P&A)	➤ All HR related matters of Corporation.	Sh.Nirmal Parkash, Coordinator (M: 9417724339)
2.		➤ Deployment of IT Professionals to various State Govt. Departments/Boards/Corporations etc.	Sh.Nirmal Parkash, Coordinator (M: 9417724339)
3.	Procurement (Proc.)	<ul style="list-style-type: none"> ➤ Goods, Works, CAMC/AMC, ➤ 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, Coordinator (M: 9417724339)
4.	Finance & Accounts (F&A)	➤ All finance & accounts and audit related works of the Corporation.	As Link Officer Sh.Nirmal Parkash, Coordinator (M: 9417724339)
5.	ICT Examination (ICT-ET)	➤ Conduct of all type of tests like SETC and of Computer Professionals & other IT resources at Gurugram office.	Sh.Naveen Chaudhary, DGM (M:9873726889)
		➤ Conduct of all type of tests like SETC and of Computer Professionals & other IT resources at Ambala office.	Sh.Rajbir Singh Coordinator (M:9416220395)
6.	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) ➤ Nasscom 10K Startup Warehouse ➤ Centre of Excellence for Internet of Things (CoE-IoT) 	Sh.Naveen Chaudhary, DGM (M:9873726889)
		➤ Research & Development Activities from IDDC, Ambala.	Sh.Rajbir Singh Coordinator (M:9416220395)
7.		<ul style="list-style-type: none"> ➤ Training for person with disability (Sarbhak) ➤ Trainings at HMSDC, Gurugram 	Sh.Naveen Chaudhary, DGM (M:9873726889)
8.	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 	Sh.Rajbir Singh Coordinator (M:9416220395)
9.	Project Division-1	➤ Preparation of bills for Power Utilities of Haryana (DHBVNL & UHBVNL)	
10.	Computer Education & Training - Assessment	<ul style="list-style-type: none"> ➤ Computer Education Programmes ➤ Assessment of Training & HARTRON Skill Centre activities. 	Sh.Arun Bansal, Coordinator (M:9417073411)
11.	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. 	Sh.Sandeep Verma DGM (M: 7986956533)

		<ul style="list-style-type: none"> ➤ Data Centre ➤ Networking ➤ BPO/ Call Centre/IBPS for 'Saral Haryana' Project ➤ CM Window SMT 	
12.	Computer Education & Training - Awarding-I	<ul style="list-style-type: none"> ➤ GoI/GoH sponsored training programmes ➤ Activities of HARTRON Skill Centres ➤ Digital Literacy ➤ Capacity Building 	Sh.Rajesh Deswal, Consultant (M:9779706237)
13.	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, Ayushman Bharat Project, Digital Signature, E-Sign, IT Plan. 	Sh. Rajendar Singh, Consultant (M:9815391964)
14.	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 Corporation at Ambala & Gurugram ➤ Payment of statutory and any other charges imposed by local Administration, HSIIDC. ➤ Processing of Rent agreement, rent/ electricity/water bills/ insurance etc. ➤ All types of work of Electronic City, Gurugram including flatted Factory Modules/Independent sheds. ➤ Liasioning work with the State/Central Govt. for new projects/funds. 	Sh.Yogender Kaushik Coordinator (M:9212204343)
		<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. ➤ Liasioning work with the State/Central Govt. for projects/funds. ➤ To handle the work related to HKRNL. 	Sh.Dalbir Singh, Coordinator (M:9416322143) (Chd/Pkl)

15.	Business Promotion Group	➤ 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)
16.		➤ Providing of manpower - IT Professionals, HKCL, CDAC, other agencies. ➤ Disposal of e-waste	
17.	Computer Education & Training - Awarding-II	➤ To start/open New HARTRON Advanced Skill Centres and related work	Sh.Mukesh Bajaj Coordinator (M:9815738877)
18.		➤ Implementation of e-Office in State of Haryana.	
19.	Legal Secretarial & CSR	➤ All legal related work ➤ All secretarial related work ➤ Corporate Social Responsibility (CSR)	Ms.Payal Singla Company Secretary (M:7837297420)
20.	Nodal Officers/ Statutory positions	First Appellate Authority (FAA)	Sh.Naveen Chaudhary, DGM (M:9873726889)
		HPSC/HSSC matter	Sh.Naveen Chaudhary, DGM (M:9873726889)
		Grievance Redressal Officer (Person with Disabilities)	Sh.Arun Bansal, Coordinator (M:9417073411)
		Vidhan Sabha Nodal Officer	Sh.Arun Bansal, Coordinator (M:9417073411)
		Chief Vigilance Officer(CVO)	Sh.Sandeep Verma, DGM (M: 7986956533)
		Collecting of information for Vidhan Sabha/State Govt.	Sh.Roshan Lal Coordinator (M: 9878511689)
		State Public Information Officer (SPIO)	Sh.Rajbir Singh Coordinator (M:9416220395)
		CM Window/ Jan Samwad/ PM Portal	Smt.Deepti Bagga, AGM (M:9888697324)
		HRMS Nodal Officer	Sh.Virender Singh, Senior Manager(P&A) (M:9466658408)
		Complaint Officer for HIV/AIDS (P&C) Act 2017	Ms.Payal Singla Company Secretary (M:7837297420)
		Centralized File Management and Tracking Information System Nodal Officer	Smt.Santosh Duhan Programmer (M:9780380556)