

Divisions/Work activities of the Corporation

Sr. No.	Name of Division	Activities	Divisional Head & their contact numbers	Supporting Officer(s)
1.	Finance & Accounts (F&A)	➤ All finance & accounts and audit related works of the Corporation.	Sh.Mukesh Bajaj, DGM (M: 9815738877)	Sh.Naveen Jain, SO(F&A) (M:9815970483)
2.	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 Chandigarh, Panchkula, Ambala & Gurugram ➤ Payment of statutory and any other charges imposed by local Administration, HSIIDC. ➤ Processing of Rent agreement, rent/ electricity/water bills/ insurance etc. 	Sh.Mukesh Bajaj, DGM (M: 9815738877)	Sh.Satish Nandal AGM (M:7988310153) (Gurugram) Sh.P.K. Mehra, AGM (M:9416093961) (Ambala) Sh.Ashok Sharma, Programmer (M:9416269483) (Chd/Pkl)
3.	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. ➤ Implementation of e-Office and e-District in State of Haryana. ➤ HARTRON Office Automation 	Sh.Mukesh Bajaj, DGM (M: 9815738877)	Sh. Som Nath Arora, AGM (M:9781312409)
4.	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, DGM (M: 9417724339)	Sh.Virender Singh, Manager(P&A) (Gurugram) (M:9466658408) Smt.Indra Sharma, Manager(P&A) (Chd.) (M:9872858914) Smt.Seema Sharma, SO(P&A) (Ambala) (M:9416834537)
5.	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. 	Sh.Nirmal Parkash, DGM (M: 9417724339)	Sh.Sandeep Verma, AGM (In addition to other duties) (M:9781312409) Sh.Harish Chander, Programmer (M:9416281665)
6.	ICT Examination (ICT-ET)	➤ Conduct of all type of tests like SETC, Computer Professionals and other IT resources.	Sh.D.P. Yadav, DGM (M: 9990015250)	Sh.Yoginder Kaushik, AGM (M:9212204343) Smt.Anita Mor, DE (M:9910526548)

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) 	Sh.Naveen Chaudhary, AGM (M:9873726889)	Sh.Dalbir Singh, Coordinator (M:9416322143)
		<ul style="list-style-type: none"> ➤ Research & Development Activities from IDDC, Ambala 	Sh.Rajbir Singh, AGM (M:9416220395)	
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.	Legal	<ul style="list-style-type: none"> ➤ All legal related work 	Sh.Satish Nandal AGM (M:7988310153)	Smt.Santosh Duhan, Programmer (M:9780380556)
10.	Computer Education & Training - Awarding	<ul style="list-style-type: none"> ➤ GoI/GoH sponsored training programmes ➤ Training for person with disability (Sarthak) ➤ Trainings at HMSDC, Gurugram ➤ Activities of HARTRON Skill Centres ➤ Digital Literacy ➤ Capacity Building 	Sh.Rajesh Deswal, Coordinator (M:9779706237)	Sh.Vikas Panwar, System Analyst (M:9815562601)
11.	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)
12.	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 and purchase of software intended by various departments etc. ➤ BPO/ Call Centre/IBPS for 'Saral Haryana' Project 	Sh.Rajendar Singh, Coordinator (M: 9815391964)	Smt.Veena Sabharwal, Programmer (M:9316870896)
13.	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 		Sh.Sandeep Verma AGM (M:9814432007)

14.	Secretarial & CSR	<ul style="list-style-type: none"> ➤ All secretarial related work ➤ Corporate Social Responsibility (CSR) 	Sh.Dalbir Singh, Coordinator (M:9416322143)	Smt.Santosh Duhan, Programmer (M:9780380556)
15.	Statutory Positions/ Nodal Officer	First Appellate Authority (FAA)	Sh.Mukesh Bajaj, DGM (M: 9815738877)	Sh.Arun Bansal, AGM (M:9417073411)
		State Public Information Officer (SPIO)	Sh. Som Nath Arora, AGM (M:9781312409)	Sh.Rajiv Kumar, Programmer (M:9876063405)
		Chief Vigilance Officer(CVO)	Sh.Mukesh Bajaj, DGM (M: 9815738877)	Sh.Sandeep Verma, AGM (M:9781312409)
		Grievance Redressal Officer (Person with Disabilities)	Sh.D.P. Yadav, DGM (M: 9990015250)	