



HARYANA GOVERNMENT/ हरियाणा सरकार

## SECRETARIAT FOR INFORMATION TECHNOLOGY

सूचना प्रौद्योगिकी सचिवालय

From

Commissioner & Secretary to Govt. Haryana,  
Information Technology Department.

To

All Administrative Secretaries,  
Heads of Departments,  
Chief Executive Officers / Managing Directors / Chief Administrators  
of Boards / Corporations / Agencies / Authorities, Govt. of Haryana.

Memo No.KC-1/33/2000/1SIT/1121  
Dated, Chandigarh the 6<sup>th</sup> November, 2001.

**Subject: Policy for engagement of Computer Professionals on job-work basis.**

Sir,

I am directed to address you on the subject cited above and to inform you that in the 4<sup>th</sup> Meeting of State Level IT Steering Committee - IT PRISM - held on 17<sup>th</sup> September, 2001, under the Chairmanship of Chief Secretary to Government Haryana, the policy for assigning computer works on job-work basis has been approved, which is as follows: -

1. HARTRON Informatics Limited (H.I.L.), a wholly owned subsidiary of Haryana State Electronics Development Corporation Limited, has been nominated as an Agency to provide computer manpower to various Departments / Boards / Corporations / Agencies / Authorities.
2. The service charge of H.I.L. will not be more than 20% of the hiring fee of the manpower so engaged on job-work basis.
3. The job-work assignment initially shall be for a period in multiples of months and not exceeding six months. This may be extended further for a period in multiples of months and not exceeding six months on successful completion of the previous assignment.
4. H.I.L. will provide the requisite computer manpower to the indenter within reasonable time, failing which Secretariat for Information Technology, on a request from the indenter, shall be competent to

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issue a "No Objection Certificate" to the indenter to directly engage the computer manpower on job-work basis from open market.

5. The indenter shall have to make full advance payment to H.I.L., which shall make monthly payments to the hired individual after receiving a monthly satisfactory report from the indenter on his / her performance.
6. After the approval of IT Prism for the engagement of computer manpower on job-work basis, no further clearance from the Finance Department would be necessary.
7. Any existing computer manpower engaged on contractual basis shall be converted into job work basis under this policy from the date of next renewal of contract.
8. Security deposit @f 2% of the monthly payments shall be retained by H.I.L., which shall be paid to the hired individual after successful completion of his / her assignment, failing which the same shall be forfeited.

H.I.L. shall maintain a panel of different categories of computer manpower and the requirements of the indents received by it shall be met out of the panel. The details of different categories of computer manpower and the fees / charges payable to H.I.L. can be had from H.I.L. directly.

  
(N.K. Jain)

Joint Advisor,  
For Commissioner & Secretary to Govt. Haryana,  
Electronics & Information Technology Department.

Endst No. KC-1/33/2000/ISIT//32 Dated, Chandigarh the 6<sup>th</sup> November, 2001.

A copy is forwarded to M.D., Hartron Informatics Limited for information and necessary action in the matter.

  
(N.K. Jain)

Joint Advisor,  
For Commissioner & Secretary to Govt. Haryana,  
Electronics & Information Technology Department.