

From/ प्रेषक:	To/ सेवा में: Hartron Informatics Limited Bays No. 73-76, Sector 2, Panchkula.
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Indent No. _____

Dated:

Subject: **Indent form for engaging Computer Professionals on Job Work Basis**

In pursuance to letter no. Admn/307/2006/1SIT/6272 dated 29.12.2008 and subsequent letter no. Admn/254/1SIT/1077 dated 17th March, 2010 issued by Secretariat for Information Technology, we are sending the Indent for engaging Computer Professionals on Job Work basis as per the details given below. The said IT Professionals have been indented as per the IT Plan of Department/Board/Corporation approved by the State Government.

Sr. No.	Description of Job Work	No. of Comp. Professionals required.	Location where required	Period	One Month Charges
1.	Development of Software for computerisation of _____				
2.	Maintenance of Software and operation of the same for computerisation of _____				
3.	Punching of average 40000 Key Depression of data required for computerisation of _____ per day				
4.	Overall maintenance and up-keep of networking of computerisation				
5.	Total				
6.	Service Tax @ 12.36% of Col. No: 5				
7.	Grand Total				

We are enclosing herewith a **MICR Cheque (payable at par)/DD No _____** dated _____ for Rs. _____ or deposited online payment in **HIL unicode 8Q0L08** as an advance payment drawn in favour of **Hartron Informatics Limited**, payable at Chandigarh.

You are requested to please provide the computer professionals on job work basis at the earliest.

Thanking you,

Yours faithfully

Authorized Signatory
(Signature with date and stamp)