



HARYANA GOVERNMENT/ हरियाणा सरकार

**SECRETARIAT FOR INFORMATION TECHNOLOGY**

सूचना प्राधागिकी सचिवालय

No. Admn/307/2006/ISIT/6272

From

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

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.
3. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated Chandigarh, the 29.12.2008 ✓

Subject

Policy for engagement of Computer Professionals on job-work basis through HIL.

Sir/Madam,

I am directed to say that the matter regarding deployment of IT Professionals through Hartron Informatics Limited (HIL) was under consideration of the Government for some time past. After careful consideration of the matter, Government has decided to withdraw the instructions/guidelines issued vide Government letter No. KC-1/33/2000/ISIT/1131 dated 08.11.2001. Now, Government has decided that: -

1. HIL shall be paid one time fee/charges of the amount equivalent to one month remuneration as prescribed by the Government irrespective of the categories of IT Professionals plus Service Tax as applicable. In case the concerned Department/Board/Corporation intends to retain the services of IT Professionals further in that case no extra fees/charges shall be paid to HIL.
2. Departments will strictly deploy these IT Professionals on job work basis from the empanelled list, which shall also be displayed on the website of HIL i.e. www.hartron.org, for a maximum period of six months at a time as per project requirement and shall undertake all procedural formalities including signing of agreement, payment of job work fee, EPF, ESI and TDS etc., wherever applicable, as per the provisions of Statutory Act/Rules.
3. IT Professionals so engaged may be given another job work assignment for a period in multiples of months and not exceeding six months on successful completion of the previous assignment.

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4. The services of the person so engaged shall hereafter cease on the expiry of the term without providing him/her any claim for the regularization of services or any other consequential benefit. The person so engaged shall not have any legal right claiming regularization of his/her services in the Department where he/she has been deployed.
5. The services rendered by the person engaged by the Department/Board/Corporation shall be under the close supervision of the concerned Department/Board/Corporation and the organization shall have the right to take disciplinary action against the person so engaged.
6. The Department shall under no circumstances be deemed or treated as the employer of the person engaged for any purpose, whatsoever, nor department would be liable for any claim (s) whatsoever of any such person.
7. The indenter shall have a right to retain 15 days job work fee of the Computer Professional as security, which will be refunded by the concerned Department/Board/Corporation upon successful completion of the job work assignment, failing which the same shall be forfeited.
8. HIL will provide IT Professionals to the indenter within 30 days after receipt of advance payment. In case HIL fails to provide the IT Professionals within prescribed time. Department shall be deemed to have been issued No Objection Certificate for engaging the IT Professionals on job work basis from outsourcing agency by adopting due procedure of the Government and HIL shall refund the advance payment to the concerned organization within 10 days.
9. The concerned Department/Board/Corporation shall engage the IT Professionals as per the approved IT Plan of their organization.
10. HIL shall dispense with the job work assignment of all IT Professionals earlier deployed in various Departments/Boards/Corporations w.e.f. 31.01.2009. The concerned Department/Board/Corporation may give fresh assignment w.e.f. 01.02.2009 to the IT Professionals wherever they are deployed in case of their need for which no fees/charges shall be paid to HIL.
11. Every indenting Department/Board/Corporation shall clear the dues of HIL upto 31.01.2009.
12. HIL will charge the cost of application form as prescribed by IT Department from time to time. At present Rs.100/- per application form is being charged by HIL.

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13. The panel of the IT Professionals prepared by the HIL will be valid for six months.
14. In case any IT Professionals leave his assignment before the expiry of six months, in that case one-time fees/charges already paid to HIL shall not be refunded.
15. In case of the death of a person any remuneration due to him/her shall be paid to his/her legal heirs.

Administrative Officer

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

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Commissioners and Secretaries to Govt., Haryana for information and necessary action.

Administrative Officer

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

To

**All the Financial Commissioners & Principal Secretaries/ Commissioners and Secretaries to Govt., Haryana**

U.O. No. Admn/307/2006/ISIT/6273

Dated Chandigarh, the 29.12.2008

Endst. No. Admn/307/2006/ISIT/6274

Dated Chandigarh, the 29.12.2008

A copy is forwarded to all the Managing Directors of Boards/Corporations/ Public Undertakings for information and necessary action.

Administrative Officer

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

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