



AN ISO 9001, ISO 14001 &

ISO 45001 COMPANY

### HARYANA POWER GENERATION CORPORATION LTD

Head Office: C-7, Urja Bhawan, Sector-6, Panchkula  
Corporate Identity Number: U45207HR19975GC633517

e-mail: [dsqeni@hpgcl.org.in](mailto:dsqeni@hpgcl.org.in)

Telephone No. 0172-5023425

Office Order No. 18 /ICE/Admn.

Dated: 17 .02.2021

HPGCL is pleased to adopt the State Govt. instructions issued by Information Technology, Electronics and Communication Department Haryana vide memo no. Admn./254/1SIT/14842 dated 07.01.2021 (copy enclosed) regarding revision of job work fee/contract remuneration and other terms and conditions of computer professionals of various categories engaged through Hartron.

This issues in pursuance with the decision taken by Whole Time Directors in its 65<sup>th</sup> meeting held on 02.02.2020.

DA/As above.

*Sd/-*  
Dy. Secy./Genl.  
for Chief Engineer/Admn.  
HPGCL, Panchkula.

Endst. No. ch-141 /HPGC/GB-266 /4289

Dated: 17 .02.2021

A copy of the above is forwarded to the following for information and necessary action:-

1. All Chief Engineers in HPGCL. *CE/REO, HPGCL, PKL*
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula w.r.t. memo no. Ch-166/CS/HPGCL-104 dated 12.02.2021.
4. All FA & CAOs, HPGCL.
5. L.R., HPUs, HPGCL, Panchkula.
6. SE/FTPS, HPGCL, Faridabad.
7. All Dy. Secy./Under Secy./Admn. Officer in HPGCL.
8. XEN/IT, HPGCL, Panchkula. It is requested to host this office order on the website of HPGCL.

DA/As above.

*1572*  
Dy. Secy./Genl.  
for Chief Engineer/Admn.  
HPGCL, Panchkula

CC:

1. OSD/Tech. to M.D., HPGCL, Panchkula.
2. SPS to Director/Generation, HPGCL, Panchkula.
3. PS to Chief Engineer/Admn., HPGCL, Panchkula.

*2-Go/XEN/IT  
18.02-2021.*

*19/2  
-AE/M*

CE/REO  
Memo No.....Date...  
✓ SE/Tech.(HQ)  
✓ Dy. Secy./Genl.  
✓ XEN TETA-1  
✓ XEN Tech-2  
→ ✓

*17/2*

*17/2*

*18/ICE/RE.*



No. Admn./254/1SIT/14842

From

Principal Secretary to Government Haryana,  
Information Technology, Electronics and Communication Department.

To

- i) All the Administrative Secretaries to Govt. of Haryana.
- ii) All the Heads of Departments in Haryana.
- iii) All the Divisional Commissioners in Haryana.
- iv) Registrar, Punjab & Haryana High Court,
- v) Managing Directors/Chief Administrators/ Chief Executive Officers of all the Boards/Corporations/Public Undertakings in Haryana.
- vi) All the Deputy Commissioners cum Chairman/ Presidents of District IT Society in the State of Haryana.
- vii) Registrars of all the Universities in Haryana.

Dated Chandigarh the 07.01.2021

**Subject: Revision of job work fee/ contract remuneration of computer professionals of various categories engaged for various Departments/Boards/Corporations through Hartron.**

Sir/Madam,

I am directed to invite a reference to this office letter No. Admn./254/1SIT/3902 dated 16.09.2016 and no. 5903 dated 01.12.2017 on the subject cited above and to inform you that the State Government has decided to revise/increase the base rate of job work fee/ contract remuneration of the IT Professionals working in the State across various Departments/ Organizations as per details given below:-

Sr. no.	Name of Post/Position	Revised remuneration per month as on 01.04.2020 (in Rs.)
1.	<b>Data Entry Operators/DTP Operators</b>	
	(a) 0-3 years experience	18000/-
	(b) Greater than 3 years but upto 8 years experience	18500/-
	(c) Above 8 years or above experience	19000/-
2.	<b>Junior Programmers/Jr. Data Analysts/Networking Assistants.</b>	
	(a) 0-3 years experience	22000/-
	(b) Greater than 3 years but upto 8 years experience	24000/-
	(c) Above 8 years or above experience	26000/-





### General terms and conditions

- 1) This policy shall be effective from 1.4.2020.
- 2) The policy shall also be applicable to the IT professionals engaged by the District Administration/ District IT Societies subject to their fulfilling the prescribed qualifications and their qualifying the computerised Test conducted by Hartron.
- 3) Every Department shall engage the IT Professionals only for their e-Governance projects as per structure of PeMT/DeMT defined in the notification dated 31<sup>st</sup> August, 2017 issued by IT Department. Further, Boards/Corporations shall engage the services of IT professionals after obtaining approval from their Head of organisation. This is project based policy and every Department/Organisation shall engage the services of the IT professionals through Hartron or any other Government of India agencies like C-DAC, NIELIT, NICSI for formation of their PeMT and DeMT as per the structure defined in the contractual IT Cadre policy notified by the State Government vide above referred notification.
- 4) The contract amount shall be paid out of the provision made in the Budget of the Department. However, Boards/Corporations/ Societies etc shall pay their contract amount / charges at their level. TDS shall be deducted under section 194(C) of income tax Act 1961.
- 5) Hartron would be involved only at the time of initial screening and selection of a candidate and charge a consolidated fee of Rs.5000/- plus GST as applicable in advance. The charges of Hartron shall be valid for a period of six months meaning thereby if a IT professional is relieved/ left his assignment before the expiry of six months period, Hartron shall not charge any fee from the said Department/organisation in lieu of replacement being provided.
- 6) The services rendered by the person engaged by the Department/ organisation shall be under the close supervision of the concerned Department/ organisation and the Department/ organisation shall have the right to take disciplinary action against the IT professional so engaged after following principles of natural justice.
- 7) The concerned Department/ organisation will also be responsible for deposit of CPF/ESI etc. as applicable in respect of the concerned resource.
- 8) The services of the person so engaged shall not have any legal right claiming regularisation of his/her services in the Department/ organisation where he/she has been deployed.



- 9) The concerned Department/ Organisation shall execute a 'Service Contract Agreement' for a period of one year or for a period for which the services of the professional is required for the project/ scheme.
- 10) In the event an IT professional is found fit/suitable for renewal/ extension of his contact based on justified requirement, he/she may be allowed a raise @ 5% on the base amount specified in the table above.
- 11) Every IT professional shall be allowed 10 days casual leave and 10 days medical leave (on production of medical certificate) in a calendar year during the period of engagement. Any leave beyond this period would entail prorated deduction from his job work fee. In case any IT professionals do not avail medical leave in any particular calendar year, the same would be accumulated in the subsequent years.
- 12) For the existing IT Professionals, their remunerations shall be fixed as per the following:-

"Revised Base Rate plus Annual increase (s) drawn in the pre-revised base rate upto 31.03.2020. Subsequently, his/her next annual increase @5% under the revised base rate shall become due on completion of one year of his/her existing contract agreement, meaning thereby in any case any IT professional completes his/her one year contract period on or after 01.04.2020, he/shall be eligible to annual increase @5% on the revised base rate."

The criteria for fixation of remuneration of the IT Professionals shall be as under:-

Name of the post	Existing remuneration as on 31.03.2020	Revised base rate as per present policy.	Total amount of Increment (s) earned from 1.7.2016 to 31.03.2020	Total Remuneration as on 01.04.2020 (3+4)	Remarks if any
1	2	3	4	5	6

- 13) In case any person so engaged is currently drawing higher remuneration than the revised base rate as per the present policy, the same will be protected and be treated as Base rate of the incumbent for the purpose of fixation of remuneration under the above table, in that eventuality, column No.5 of above table shall be as (2+4) of the column instead of 3+4.

- 14) The IT professionals engaged on job work fee/ contract basis would also be entitled to payment of TA/DA, from the user department, whenever required to undertake journeys





for official duties at the same rate/ scale as is permissible to a regular employee of equivalent level in the State Government.

15) Female IT professional shall be entitled to Maternity leave as per instruction No. 11/24/2014-3FR/11887 dated 20.01.2015 issued by the Government as amended from time to time.

16) IT professionals, who are not covered under the ESI scheme, would also be entitled to payment of fixed medical allowance @ Rs.1000/- per month over and above the consolidated remuneration/ job work fee as per Health Department instruction No.02/363/1998-IHB-III dated 03.07.2018. In case, where ESI contribution is applicable, the Department/ organization shall deposit the same with the concerned authority at the rates fixed by the ESI Department from time to time. In that case IT professional shall not be entitled to fixed medical allowance.

17) The IT Professional shall be entitled to LTC, equivalent to one month remuneration, which he/she is drawing at the time of moving application, who have completed three years continuous service as on 31.03.2020 and thereafter, meaning thereby an IT Professional shall be entitled to LTC during 4<sup>th</sup> year block. Subsequent LTC shall be considered on the same basis during 4<sup>th</sup> year block.

18) In case any IT professional is relieved from a particular department/ organization, he/she shall be redeployed on the last remuneration which he/she was drawing from the previous department/ organization and his/her services shall be treated as continuous in nature.

19) Hartron / service provider shall follow the following criteria for preparing the panel of Data Entry Operators:-

i) Passing percentage for on-line Test shall be 50% (15 marks out of 30 marks) instead of 33% (existing 10 marks out of 30 marks). Simultaneously, the data punching speed in English typing shall 9000 key depressions per hours or 150 key depressions per minutes (30 w.p.m.) instead of earlier 8000 key depressions per hours or 133 key depressions.

ii) Merit shall be prepared by giving equal weight-age to on-line test and typing Test.

20) Hartron will provide IT professionals to the Indenter within 30 days after receipt of advance payment. In case, Hartron unable to provide the IT professionals within prescribed period, Department shall be deemed to have been issued 'No Objection Certificate' for engaging the IT professionals on job work basis from other Government agencies or from outsource agency by adopting the due procedure of the Government to complete the

HARYANA GOVERNMENT

Secretariat for Information Technology सूचना प्रौद्योगिकी विभाग, हरियाणा सरकार  
सचिवालय



defined structure of the PeMT and DeMT. Hartron shall refund the advance payment to the concerned Organisation within 10 days.

21) If any clarification to the interpretation of these instructions, it shall be referred to the office of the Secretariat for Information Technology for decision/ clarification.

22) The Department/ organisation 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/ organisation upon successful completion of the job work assignment, failing which the same shall be forfeited.

23) This issues with the concurrence of the Finance Department conveyed vide their UO no. 1/116/2008/FD-III/2020/29044 dated 28.12.2020.

24) These instructions should be brought to the notice of all concerned for compliance.

  
Director (Admn.)

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

Endst No. Admin/254/1SIT/14843

Chandigarh dated, the 07.01.2021

A copy is forwarded to the Accountant General Haryana (Accountant & Audit), Chandigarh for information and necessary action Please.

  
Director (Admin.)

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

Endst No. Admin/254/1SIT/ 14844

Chandigarh dated, the 07.01.2021

A copy is forwarded to the Managing Director, Haryana State Electronics Development Corporation Ltd., Chandigarh for information and necessary action please.


  
Director (Admin)

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

Endst No. Admin/254/1SIT/14845

Chandigarh dated, the 07.01.2021

A copy is forwarded to CITO for placing the above said instructions on the websites of IT Department.

  
Director (Admin)

For Principal Secretary to Govt., Haryana,  
Information Technology, Electronics & Communication Department