

From

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

To

1. All the Divisional Commissioners
2. All the Deputy Commissioners cum President of
Governing body of District IT Society (DITS)


Dated Chandigarh the, 21st February, 2022

I am directed to inform you that the matter to finalize draft regulations regarding terms and conditions of IT manpowers working on contract basis in the District Information Technology Societies (DITS) was under consideration of the State Government. The State Government has set up The Haryana Kaushal Rozgar Nigam Limited (HKRNL) as a Company registered under the Companies Act, 2013 to provide manpower on contract basis for specific services for a specific period in all Departments, Boards, Corporations, Companies, Statutory Bodies, Councils, Societies, Universities, State Educational Institutions and all other Organizations owned and control by the State Government of Haryana. The terms and conditions of such manpower deployed by HKRNL shall be determined by HKRNL.

The Deputy Commissioners would take further necessary action in the matter and also upload relevant details of the out sourced employees on <https://merparivar.haryana.gov.in> using e-Salary login ID and password of the DDOs as provided in the CS letter no. SDIT / HKRNL/SPCS/2021/774 dated 22.11.2021 (copy enclosed).

For the rest of the IT manpower drawing higher emoluments beyond the ceiling fixed for HKRNL the State Government has already framed a policy to hire IT manpower vide letters no. Admn/254/1SIT/14842 dated 07.01.2021 and no. 16574 Dated 10.11.21. DCs may hire such manpower in the DITS on contract basis as per this policy only if the matter is beyond the financial jurisdiction of the HKRNL. It is also clarified that the enclosed draft Byelaws will only apply to that manpower which is appointed/engaged and drawing emoluments as fixed by department of Information Technology, Electronics & Communications and which are higher than the ceiling fixed for HKRNL.


In view of the above, the Governing bodies of all DITS may take further action in the matter.
Enclosed draft Byelaws.


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

Endst. No Admn/107/3SIT/ 17088

Dated Chandigarh the, 21st February, 2022

A copy is forwarded to the Chief Secretary to Govt. Haryana w.r.t to Memo No. SDIT / HKRNL/SPCS/2021/774 dated 22.11.2021 and Notification No. 16/71/2021-3GS II dated 19.01.2022 for information.


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

From:

Chief Secretary, Government of Haryana
-Cum-Chairman, Haryana Kaushal Rozgar Nigam Ltd.,
Chandigarh.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. The Divisional Commissioners, Ambala/Karnal/Faridabad/Hisar/Rohtak and Gurugram Administrative Divisions in the State of Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Managing Directors/Chief Administrators of Boards/Corporations/ State Public Sector Undertakings in the State of Haryana.
6. All Chairpersons/CEOs of all Statutory Bodies of Govt. of Haryana.
7. Registrar of all Universities in the State of Haryana.
8. All Deputy Commissioners in the State of Haryana.

Memo No.SDIT/HKRNL/SPCS/2021/764

Dated: 22/11/2021

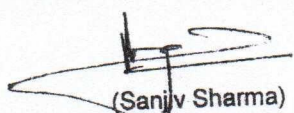
Subject: Deployment of manpower by Haryana Kaushal Rozgar Nigam Limited in Government Departments, Boards, Corporations, Statutory entities, State Universities and other agencies owned and controlled by the State Government.

Kindly refer to the subject cited above.

As you are aware that Government of Haryana has established Haryana Kaushal Rozgar Nigam Limited which has been incorporated under Companies Act, 2013 on 13.10.2021. This Nigam will work to provide services of deploying of manpower on contract basis for a specific period in Government Departments, Boards, Corporations, Statutory entities, Universities, State Educational Institutions and other organizations owned and controlled by the State Government.

In this regard, the details of all existing contractual/outsourced employees covered by the C.S. Outsourcing Policy and working as on 30.09.2021 are required to be uploaded on <https://meraparivar.haryana.gov.in> using e-salary login ID and password by respective DDO's in your organizations including all field offices.

It is, therefore, requested to ensure that the data of all existing contractual/outsourced employees working as on 30.09.2021 and covered under C.S. Outsourcing Policy, be uploaded with in 07 days from date of issuance of this letter.


(Sanjay Sharma)
Joint Director (Technical)
for Chief Secretary, Government of Haryana
-Cum-Chairman, Haryana Kaushal Rozgar Nigam Ltd.,
Chandigarh.

Byelaws, District Information Society

No. _____

Dated: _____

Objects:-The District Information Technology Society, _____ is the platform which enables and facilitates delivery of public services by the State agencies to citizens in an efficient and transparent manner using various modes of information and Communication Technologies (ICT). The Society recognizes that availability of competent IT resources and other supporting staff is a pre-requisite for the implementation of e-Governance initiatives. The Society, therefore, lays down the following terms and service conditions for engagement of resources/manpower on contract basis either by itself directly or through a manpower service provider like Haryana Kaushal Rozgar Nigam Ltd. (HKRNL) by outsourcing the required services.

Pursuant to Section/para _____ of the Memorandum of Association of District Information Technology Society, _____ (hereinafter called the Society), the Governing Body of the Society hereby lays down the following recruitment procedure and relevant bye laws:-

1. **Short title and commencement :-** (1) This shall be called the appointment and other terms & conditions for staff assigned to the District Information Technology Societies in the State.
(2) This shall come into force with immediate effect.
(3) This shall be applicable to all the staff of the Society whether hired directly on contract by it or whether hired indirectly by outsourcing services.
2. **Définitions :-** In these byelaws, unless the context otherwise requires,-
 - (a) "Society" means District Information Technology Society, _____;
 - (b) "contractual staff" means such skilled and ministerial staff appointed in the IT Society for a limited period and for a specific purpose and having no claim for regular appointment in the society;
 - (c) "Schedule" means the Schedule attached to this Recruitment procedure;
 - (d) "Deputy Commissioner" means the Deputy Commissioner of the District;
 - (e) "DITECH" means Department of Information Technology, Electronics and Communication in the State of Haryana;
 - (f) "Secretary, DITECH" means the Administrative Secretary of the Department of Information Technology, Electronics and Communication, Haryana.
 - (g) "Government" means the Haryana Govt. in the Information Technology, Electronics & Communication Department.
3. **Posts for appointment of contractual Staff :-** (1) The posts listed in Schedule I to this Recruitment procedure shall be considered for appointment of staff in the Society on contract basis either directly by the Society on its rolls or through a service provider. In no case shall any post whose monthly pay exceeds Rs. 30,000/- shall be included in schedule-1.

(2) The Secretary, DITECH, if in his opinion, circumstances so exist and for reasons to be recorded in writing shall be competent to specify any post, along with its duties and qualifications thereof, in addition to those listed in the Schedule I appended to this Recruitment process. Only posts whose monthly pay exceeds Rs. 30,000/- shall be included in Scheduled-1.

4. Qualifications for appointment to a post:- The qualifications for engagement to a post shall be such as those specified in the Schedule I appended to these Regulations.

Note 1).For recruitment of staff (including IT Staff) the Society shall follow all the instructions, directions and policy guidelines issued by the State Government of Haryana or Chief Secretary Office.

Note 2) The society shall follow the administrative instructions/policy guidelines framed by the State Government to hire IT manpower through any other state agency including Hartron & HKCL.

5. Method and Manner of Appointment :- (1) The engagement of staff on contract basis shall be made by the Deputy Commissioner exclusively through the procedure mentioned under notes(1) to (2) of the above clause 4.

6. Age Limit and Term of appointment:- (1) Lower and upper age limit for entry into the service of Society shall be the same as that prescribed by Government from time to time.

7. (1) The term of engagement of a person as contractual staff shall be for a period of three years and for a specific project/scheme and his/her services shall stand terminated automatically on expiry of such period or completion of the project whichever is earlier unless the term is specifically renewed earlier.

(2) The term of appointment may, after an assessment of the performance, integrity and ability of such person, may be renewed for a further period of three years or till he/she attains the age of fifty eight years, whichever is earlier.

(3) The person appointed as contractual staff may submit his/her resignation to the Deputy Commissioner. However, in case the service of any incumbent is not found to be satisfactory, the Deputy Commissioner may send back the said incumbent to the Agency concerned and ask for a replacement.

(8) Wages :-(1) Only lump-sum monthly wages shall be payable to a person appointed as contractual staff and no special pay, compensatory allowance, house rent allowance, or any other allowance shall be payable.

9. Eligibility for leave :- (1) Persons appointed as contractual staff shall be entitled to Casual and Medical leave as defined by policy notified by Secretary, DITECH.

Allowances:

(i) Person appointed as contractual staff shall be eligible for traveling allowance as per Policy notified by Secretary, DITECH.

(ii) Society shall ensure the compliance with the provisions of The Employees State Insurance Act 1948 in respect of the health related contribution by the contractual staff so recruited. If a person is not covered under ESI Act, he/she shall be entitled to payment of fixed medical allowance @ Rs.1000/- per month over and above the consolidated remuneration/ job work fee.

11. Other conditions of service- (1) Persons appointed as contractual staff shall not be eligible for any kind of pension, gratuity benefit etc. for the period of such appointment. However, Ex-gratia grant of three lakhs will be paid in case of death while in service or as prescribed by Govt. from time to time whichever is higher.

(2) Contract Performance Report of the person, appointed as contractual staff shall be recorded quarterly, by that reporting officer designated by the Deputy Commissioner. The DC shall also assess every year his overall performance, knowledge, skill, work and conduct on a format to be specified by the Secretary, DITECH.

(3) Society shall ensure the compliance with the provisions of The Employees Provident Fund and Miscellaneous Provisions Act, 1952 in respect of its staff.

12. Amendment in recruitment process and attendant service Bye-Laws.-

The Government shall have absolute power to amend, modify, repeal or rescind any time this Recruitment procedure and the attendant bye laws as deemed fit.

(see sub-clause (1) of clause 3 and sub-clause (1) of clause 4)

[illegible]

Note NW =Haryana KaushalRozagarNigam Limited wage rates