

**LIST OF NODAL OFFICER OF HARYANA POLICE HOUSINF CORPORATION as on 16.08.2023**

<b>Name of Nodal Officer &amp; Designation</b>	<b>Designation of Nodal Officer</b>	<b>Orders No and Date</b>	<b>Remarks</b>
Smt. Vandana Sharma, PS	PS to CE	No.7803 dated 17.05.2006	For opening the mail boxes and disseminating the e-mail to the relevant officers of the HPHC.
XEN, PKL, GGN,FBD,HSR and MBN	XENs	No.—77-86 dated 16.09.2013	For monitoring the record of E-waste for division level.
Sh. Sanjeev Passi	Supdt(W)	No.2893-98 dated 18.03.2014	To liaison with department of Economic & Statistical Analysis, Haryana.
Sh. Rajesh Sharma	PS	No.14494-509 dated 18.10.2016 Dated	IT Incharge, HPHC, Panchkula(work of updation of website and implementation of IT policy of Govt.
Sh. Maya Ram	Architect	No.5381-94 dated 27.12.2016	To implement Energy Conservation Building Code(ECBC) in Haryana
Sh. B.S.Rana	XEN(Elect.)	No2556-70 dated 20.02.2017	For monitoring the record of E-waste for Head Quarter.
Sh. B.S.Rana	XEN (Elect.)	No.2537-55 dated 20.02.2017	For updation of Telephone Directory of Haryana.
Sh. B.S.Rana	XEN(Elect.)	No.2571-90 dated 20.02.2017	Wedding out old official records of HPHC
Sh. Rajesh Sharma	PS-cum-IT Incharge	No.HPHC/Estt/571-87 dated 11.01.2018	for implementation of eOffice as a core mission mode project(MMP) under the National eGovernance Plan(NeGP) aims. He shall be responsible for eoffice rollout and intimate the progress in the matter from time to time.
Sh. Rajesh Sharma	PS-cum-IT Incharge	No.HPHC/Estt/655-72 dated 12.01.2018	Nominated as Information Security Officer(ISO) on behalf of HPHC.
Smt. Suman Gupta	Administrative Officer (Admn.)	No.6796-6813 dated 23.02.2018	For implementation of HRMS.
Sh. Rajesh Sharma	PS(IT Incharge)	No.1833-49 dated 03.02.2018	To upload the data on HRMS portal as per Govt. Instructions with the assistance of Sh. Krishan Chander, Assistant.
Sh. B.S.Rana, XEN(Elect.)	XEN(E)	No.12989 dated 05.06.2018	For implementation of AEBAS (Aadhar Enabled Biometric Attendance System) in HPHC
Sh. B.S.Rana, XEN(Elect.)	XEN(E)	No.12993-13010 dated 05.06.2018	For smooth implementation of Centralized File Movement and Tracking Information System (CefMaTIS)
-  Sh. Satbir Singh, pay Assistant) and Sh. Rajesh Sharma, PS(IT Incharge)	Manager Finance	No.MF/HPHC/Acctt./5662-63 dated 08.04.2019	for processing of medical bills, transfer of funds, to address any delay in payments and /or share grievances etc with regard to providing limited cashless medical facility to regular Haryana Government employees and pensioners.
Sh. Rajesh Sharma	PS-cum-IT Incharge	No.HPHC/Estt/7872-73 dated 22.05.2019	Appointed as Technical Nodal officer for receipt of RTI applications and first appeals on online RTI portal on behalf of this Corporation.
Sh. Dhiraj Kumar Gupta  Sh. Virender Singh Mann	Executive Engineer (Head Quarters), HPHC, Panchkula  Section officer	No.7897-99 dated 22.05.2019	as Nodal officers with a advise to communicate and coordinate SDGCC team to take the monitoring/reporting mechanism process forward. They are requested to communicate and coordinate SDGCC team to take the monitoring/reporting mechanism process forward and submit their report to Head office from time to time.
Sh. Vikas Dahiya	AE(Civil), HPHC, Gurugram	No.12422 dated 02.08.2019	Nominated as Nodal officer/liaison officer to peruse the various issues/dispute with different offices such as forest clearance, environment clearance.
Sh. Sandeep Kumar Arora  Sh. Rajesh Sharma	SE(HQ)  Private Secretary-cum-IT Incharge	No.15186-152100 dated 05.09.2019	Regarding release of classified advertisement in indicative/Window format (except Court Cases or where exempted) as per uniform performa prepared by IPRL Department . Further all types of advertisements, whether on TV or Radios is required to be routed for release only through the Nodal and mandated

	(he will assist/guide him for the said job.)		Department i.e Information, Public Relations & Languages Department Haryana.
Sh. B.S. Rana	XEN(Elect.)	No.15162-85 dated 05.09.2019	Electrical items/Material procurement through GeM
Sh. B.S. Rana	XEN(Elect.)	No.16007-16 dated 12.09.2019	For election job
Sh. Dhiraj Kumar Gupta	XEN(V&Q)	No.19942-65 dated 27.11.2020	Committee reconstituted to look after the matters regarding running of office canteen in HPHC premises. The committee shall inspect and make surprise visits in the canteen atleast twice in a month regarding quality control/other issues and submit its report every month. The committee should also ensure through canteen operator that he provides services whenever some officer stays in the HPHC guest house.
Smt. Suman Gupta	Admn. officer		
Smt. Suman rawat	AE(T)		
Smt. Sunita Sharma	Supdt.		

Sh. Dhiraj Kumar Gupta	XEN(V&Q)	No.391-415 dated 05/06.01.2021	For information and Technology matters of HPHC. He will ensure implementation of IT Policy of Government in HPHC. Smt. Ritika Web Designer and Sh. Kamal, Co.Op will assist XEN(V&Q) in development of IT Policy in HPHC. The HPHC website will be upgraded and monitored every month, incorporating significant events of HPHC. A database of various important buildings, projects and events shall be prepared and stored and a monthly presentation will be put up to the MD.
Smt. Ritika, Web designer from hartron	Web designer AE(T)		
Sh. Kamal, Co.Op through outsourcing policy	Co. operator		
Sh. Dhiraj Kumar Gupta	XEN(V&Q)	No.1373-74 dated 21.01.2021	Appointed as the Complaint officer of HIV/AIDS related grievances of CABA, PLHIV and MARPs.
Sh. Ujjwal Shukla, ADA	ADA	No.2690-2705 dated 12.02.2021	Every legal notice/notice of demand for justice is promptly attended to and appropriate reply is given to the notice within a maximum period of one month. He will also ensure that the court matters and pursuant directions are handled to top priority and with great care. The orders of the Court must be complied with in letter and spirit within the stipulated period so as to minimize the scope of filing contempt petitions against the State in compliance to the Chief Secretary to Government, Haryana letter No.62/14/2004-6GSI dated 13.07.2005, No.62/50/2010-6GSI dated 27.02.2013,No.62/42/2013-6GSI dated 19.09.2013 and from time to time. It will be the duty of the Nodal Officer(Litigation) for implementation of Court Case Monitoring System(CCMS) now revamped to Litigation Management System(LMS) to manage the Litigation in the State. 2. He should also take adequate steps for responding to the various queries raised by the office of Advocate General Haryana in accordance with the directions of the Hon’ble Punjab and Haryana High Court as per instructions issued by the F.C., Jails and Judicial Department, Haryana vide his letter No. 30/10/06-3JJ(II) dated 27.01.2006
Smt. Suman Gupta	ADO	No.11183-86 dated 07.07.2021	As a training coordinator and Nodal officer for implementation of the training function in HPHC as per point No. 8(x) of Haryana State Training Policy, 2020.
Sh. Dhiraj Kumar Gupta,	XEN(V&Q)	No.HPHC/EE(V&Q)/IT/11767-69 dated 15.07.2021	Nominated as delegated administrator for the domain “@hphc.org.in”.

Sh. Dhiraj Kumar Gupta,	XEN(V&Q)	No.HPHC/Tech./12979-99 dated 05.08.2021	Nominated as Nodal officer regarding Haryana Engineering Works(HEW) portal of contractors in HPHC and for other activities of the newly launched portal.
Sh. Rajesh Kumar	PS to Chairman	No.HPHC/Estt./15863-68 dated 17.09.2021	Nominated as Master trainer for IT support & engineering support. He will receive the training organized by the HEWP PMU. He will further conduct trainings & provide necessary support for execution of HEWP in the Corporation.
Smt. Suman Gupta, ADO	ADO	No.HPHC/Estt/19632-34 dated 25.11.2021 No.16865-67 dated 05.10.2021	Appointed as Nodal officer for liaisoning with the department of Skill Development & IT Department Haryana, Panchkula through email hkrn.gov@gmail.com.
Smt. Suman Gupta	ADO	No.HPHC/Estt/17383-85 dated 12.10.2021	Nodal officer for registration of HPHC on website of employment Exchange.

Activity	Name of officer/official	No.18217-23 dated 27.10.2021
Maker will enter the details of the employees viz. service books and disciplinary matter. Note-besides completing all data fields, the service book shall be scanned and upload on the HRMS portal	1.Sh. Sukhwinder Singh, SAC, HPHC, Panchkula 2.Sh. Sunny Miglani, Steno-typist 3.Sh. Naveen Kumar, Computer Operator(through Outsourcing Policy)	
Checker shall check the quality of data entry.	Smt. Parveen Burwal, Assistant, HPHC, Panchkula	
Nodal officer will verify and freeze the data	Smt. Suman Gupta, Administrative officer, HPHC, Panchkula.	

Sh. Dhiraj Kumar Gupta,  Sh. Maya Ram, Senior Architect	XEN(V&Q)	No.HPHC/Estt/19466-86 dated 23.11.2021	1. For implementation of Accessible India Campaign. (Sh. Maya Ram, Senior Architect, HPHC, Panchkula will assist/coordinate Sh. Dhiraj Kumar Gupta, XEN(V&Q)-cum-Nodal officer.) 2. For procurement of items/material(civil) of all HPHC Units through GeM.
Sh. Dhiraj Kumar Gupta,	XEN(V&Q)	No.HPHC/Estt/19487-507 dated 23.11.2021	for planning, monitoring and liasioning with the client department for the project of Construction of Kalpna Chawla Medical Research College, Phase-II, Karnal.
Sh. Vikas Kaushik	Manager Finance	No.22039-40 dated 30.12.2021	For providing the information in the MIS Proformas.
Sh. Vikas Kaushik	Manager Finance	No.22.041-64 dated 30.12.2021	For registration with NSDL regarding Defined Contributory Pension Scheme and correspondence with CRA on day to day matters for Haryana Police Housing Corporation
Sh. Sanjeev passi	Manager(Works)	No.3047-72 dated 23.02.2022	For State Awards for FY 2021-22.
Sh. Dhiraj Kumar Gupta,	XEN(V&Q)	No.HPHC/Estt/8052-77 dated 20.05.2022	for Redressal of Public Grievances addressed to the “Chief Minister’s Grievances Redressal web site.

Sh. Dhiraj Kumar Gupta, Executive Engineer(V&Q), HPHC, Panchkula	Nodal Grievance Resolution officer(GRO)	No.2523-49 dated 09.02.2023	To resolve the Public grievances.(CPGRAMS)
Sh. Sanjeev Verma, Superintending Engineer, Circle office, HPHC Panchkula	Nodal Appellate Authority	No.2523-49 dated 09.02.2023	For timely disposal of PG appeals i.e within 30 days. (CPGRAMS)
Sh. Satish Sharma  Sh. K.N.Bhatt	SE, HPHC, Madhuban  SE, HPHC, GGM	No.2480-2500 dated 09.02.2023	for making liaison with Skill Development and Industrial Training Department, Haryana regarding implementation of the

Sh. Sanjeev Verma	SE, HPHC, Panchkula		provisions of the Apprentices Act, 1961 in HPHC, appointed for Madhuban circle, Gurgram circle and Panchkula circle
Sh. Sanjeev Verma	SE-cum-circle office, HPHC, Panchkula	No.2405-29 dated 09.02.2023	for E-tendering in HPHC
Smt. Suman Gupta	Administrative officer, HPHC, Panchkula	No.2430-2431 dated 09.02.2023.	to coordinate with HSSC on all matters relevant to recruitment through HSSC viz., Requisitions, Court Cases, Recommendations, Clarifications, Grievances, etc.
Sh. Sanjeev Verma	SE-cum-circle office, HPHC, Panchkula	No.2432-54 dated 09.02.2023	Appointed as Nodal officer for all deposit works. He will attend meetings of all deposit works with the concerned departments. He will liaise with the concerned departments and also monitor progress of these works with field units.
Sh. Dhiraj Kumar Gupta, XEN(V&Q), HPHC, Panchkula	XEN(V&Q)	No.2210 dated 13.02.2023	For the Young Thinkers scheme.
Sh. Sanjay Mahajan	Chief Engineer	No.3441-61 dated 22.02.2023	Chief Anti Corruption officer
Sh. Sanjeev Verma	SE, Circle office Panchkula	No.3441-61 dated 22.02.2023	Anti Corruption officer for Circle office Panchkula of HPHC
Sh. Satish Sharma	SE, Circle office Madhuban	No.3441-61 dated 22.02.2023	Anti Corruption officer for Circle office Madhuban of HPHC
Sh. K.N.Bhatt	SE, Circle office Gurugram	No.3441-61 dated 22.02.2023	Anti Corruption officer for Circle office Gurugram of HPHC
Sh. Dhiraj Kumar Gupta With assistance Sh. Narinder Singh, AE(Civil)	XEN(V&Q)	No.12698-719 dated 14.08.2023	For upkeep and maintenance of the HPHC office building for civil and PH work.
Sh. B.S.Rana with assistance Sh. Balram, AE(Elect.)	XEN(Elect.)	In supersession of order No.19933 dated 27.11.2020	For upkeep and maintenance of the HPHC office building for Electrical work.
Sh. Vikas Kumar,	Manager Finance	Endst. No. HPHC/Estt/20063-91 dated. 15.09.2023	For Communication with internal IT Team for the integration of portal with the newly proposed HBOCWB portal for cess collectiuon.
Smt. Suman Gupta	Administrative officer	Endst No. HPHC/ESSt./29790-810 dated.28.11.2023	SOP for data sharing with Govt. Department, Government agencies and Local authorities prepared by HPPA, CRID, Government of Haryana.
Sh. Ujjwal Shukla	ADA	Endst. No. HPHC/Estt/30965-86 date. 12.12.2023	For litigated matters pending with Prosecution Department under Jan Sanwad Portal.