

website

प्रेषक

श्रम आयुक्त, हरियाणा  
चण्डीगढ़।

सेवा में

1. अधिष्ठता अधिकारी, श्रम न्यायालय अम्बाला।
2. अधिष्ठता अधिकारी, श्रम न्यायालय-1, फरीदाबाद।
3. अधिष्ठता अधिकारी, श्रम न्यायालय, पानीपत।
4. उप निदेशक औ०सु० एवं स्वा०, अम्बाला।
5. उप निदेशक औ०सु० एवं स्वा०, फरीदाबाद।
6. उप श्रम आयुक्त, पचकूला।
7. लेखा अधिकारी, मुख्यालय।
8. सहायक श्रम आयुक्त, कुरुक्षेत्र।
9. सहायक श्रम आयुक्त, नुह।
10. सहायक श्रम आयुक्त, नुह।
11. सहायक श्रम आयुक्त-1, यमुनानगर।

क्रमांक: स्था०/०५/२०२४/३०५८३-९५

दिनांक: 19/11/24

**Subject :-** Regarding skill enhancement of contractual employees engaged by Boards/Departments/Corporations of State Government through Haryana Kaushal Rozgar Nigam Ltd. (HKRNL)

उपरोक्त विषय के सन्दर्भ में।

विषय सम्बन्ध में आपके कार्यालय के अधीनस्थ HKRNL के माध्यम से कार्यरत कर्मचारियों की दिनांक 11.11.2024 को होने वाले प्रशिक्षण कार्यक्रम बारे Joint Director for Mission Director Haryana Skill Development Mission, Panchkula, से प्राप्त पत्र आपको आगामी आवश्यक कार्यवाही हेतू प्रेषित है।

*rate*  
सहायक श्रम आयुक्त (मुख्यालय)  
कृते: श्रम आयुक्त, हरियाणा।

क्रमांक: स्था०/०५/२०२४/

दिनांक:

इसकी एक प्रति डॉ० रीगल चौधरी, औ०स्वा०, मुख्यालय नोडल अधिकारी (HKRNL) को सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतू प्रेषित है।

*sd*  
सहायक श्रम आयुक्त (मुख्यालय)  
कृते: श्रम आयुक्त, हरियाणा।



# HARYANA SKILL DEVELOPMENT MISSION

**(Issued through e-mail only)**

To

The Additional Chief Secretary  
Labour Department  
30 Bays Building, Sector 17, Chandigarh - 160 017  
Email id: labourcommissioner@hry.nic.in

Memp. No. : HSDM/HKCL/2023/HKRNL/Data/ 1429  
Dated: 5/11/2024

**Subject: Regarding Skill Enhancement of Contractual Employees engaged by Boards/Departments/ Corporations of State Government through Haryana Kaushal Rojgar Nigam Limited (HKRNL).**

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8/11/24  
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Kindly refer the subject cited above.

It is informed to you that the Hon'ble Chief Minister Haryana has ordered that a skill enhancement training programme for the contractual employees i.e. Clerks and Data Entry Operator (DEOs) engaged through HKRNL is to be imparted by HSDM through HKCL. The key points of above orders are as under:-

1. "The contractual employees who will attend such trainings shall be considered On-Duty for the entire duration of the course.
2. The HSDM shall bear cost pertaining to trainings only. Any other costs likes TA/DA etc. shall be the responsibility of the concerned Boards/ Departments/ Corporation etc."

Therefore, batch wise details alongwith training schedule is being sent to you and requested to issue directions to the concerned Officer to relieve the officials who have been aligned for such trainings.

Furthermore, it is requested that a nodal officer may be nominated at HQ Level for effective co-ordination & successful implementation of this scheme.

This is sent to you for your information and necessary action, please.

**Encl:** As above & request letter sent to HKRNL.

*Meer*  
Joint Director  
for Mission Director  
Haryana Skill Development Mission  
Panchkula

**Endst No.** 1440-1449

**Dated:** 5.11.2024

A copy of the same is forwarded to the following for information and further necessary action, please.

1. Chief Executive Officer, Haryana Kaushal Rojgar Nigam Ltd.
2. PA to MD – HSDM for information of W/MD - HSDM.
3. Managing Director, HKCL under request to coordinate with the concerned department for timely commencement of training
4. Joint Director (Admin/Account), HSDM
5. PM/DSC, HSDM PM/DSC, HSDM under direction to proper implementation of training programme.

*Meer*  
Joint Director  
for Mission Director  
Haryana Skill Development Mission  
Panchkula





# HARYANA SKILL DEVELOPMENT MISSION

To

The Chief Executive Officer  
Haryana Kaushal Rojgar Nigam Limited (HKRNL)  
Panchkula (Haryana)

Dated: 06/03/2024

Memo No. HSDM/HKCL/2023/HKRNL/119

Subject: Regarding Skill Enhancement of Contractual Employees engaged by Boards/ Departments/ Corporations of State Government through Haryana Kaushal Rojgar Nigam Limited (HKRNL).

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On the subject cited above.

The Hon'ble Chief Minister has approved a skill enhancement training programme for the contractual employees i.e. Clerks and Data Entry Operators (DEOs) engaged through HKRNL to be organized by HSDM (copy enclosed). You are therefore requested to issue necessary notification/ instructions for the following:

- The training(s) on the subject topic conducted by HSDM from time to time shall be mandatory for the employees to attend.
- Employees who will attend such training(s) shall be considered On-Duty for the entire duration of the course.
- The HSDM shall bear cost pertaining to Training(s) Only, whereas any other cost(s) like TA/DA etc. shall be the responsibility of the concerned Boards/ Departments/ Corporations etc.
- The schedule prepared by HSDM for such trainings from time to time shall be strictly adhered.

In first Pilot Phase, the courses shall be offered to all the employees in offline mode, the mechanics of which is given below:

Course Title	Haryana State Certificate in Information Technology HSCIT - 2019/ITES/HKCL/3552*	Communication Skills and Soft Skills 2019/OAFM/HKCL/3548*
Target Audience	Clerks	Data Entry Operators (DEOs)
Total Course Duration	132 hours	120 hours
Training Duration/ day	08 Hours	08 Hours
Number of working days required for completion	17	15
Training Centre	Preferably Centralized Training Centre at every district/ block level as per the availability	Preferably Centralized Training Centre at every district/ block level as per the availability

\*copy enclosed

You are therefore requested to share the updated list of employees i.e. Clerks and DEOs in attached proforma (enclosed) after consultation with the Boards/ Departments/ Corporations of State Government which have hired contractual manpower through HKRNL. Further, it is again requested to issue necessary notification/ instructions to all such Boards/ Departments/ Corporations of State Government which have hired contractual manpower through HKRNL to adhere above said terms & conditions.

Enclosed as above.

Mission Director

Haryana Skill Development Mission  
08 Hours Panchkula

Total Course Duration 132 hours

Endst. No.: HSDM/HKCL/2023/HKRNL/120-121

Dated: 06/03/2024

A copy of the above is forwarded to the following for the kind information, please: -

- Principal Secretary to Chief Minister, Haryana.
- Principal Secretary, YE&E-cum-Vice President I and Chairman-EC, HSDM.


[www.hsdm.org.in](http://www.hsdm.org.in)

[harvanasdm@gmail.com](mailto:harvanasdm@gmail.com)


0172-2930418

Kaushal Bhawan, IP-2, Near Main Chowk, Sector 3, Panchkula

# **Instructions for the Participants/Trainees**

## **1. Registration:**

- On the first day, participants are required to complete the registration form provided by the centre.
- Please ensure that the form is filled out accurately with all required details.

## **2. Required Documents:**

Please bring and attach the following documents to your registration form:

- Aadhar Card (original and photocopy)
- 10th Marksheet (original and photocopy)
- PPP (Parivar Pehchan Patra) ID
- Any government-issued ID card for verification
- Two passport-size colour photographs

## **3. Attendance:**

- The training program runs daily from 9:00 AM to 5:00 PM. Please ensure timely arrival each day.
- You are required to sign the attendance sheet manually and register your presence via biometric attendance at the start and end of each day.
- Maintaining at least 80% attendance is mandatory to be eligible for the final exam.

## **4. Food & Beverages:**

- Tea, coffee, and lunch will not be provided by the centre. You are welcome to bring your own food and beverages.
- Food consumption is prohibited inside the computer lab. Please consume meals during designated break times (which will be communicated by the centre) in the common area.

## **5. Use of Unauthorized Software:**

- Installation or use of any unauthorized software is strictly prohibited without prior permission from the instructor.
- Do not tamper with or misuse any computer equipment provided by the centre.

## **6. Training Materials:**

- Please bring your own notebook, pen, and other necessary stationery items for note-taking and other training purposes.

## **7. Participation:**

- Actively participate in all activities, quizzes, and discussions throughout the training program.
- Ensure completion of all assignments provided during the training.

## **8. Punctuality:**

- Be punctual and adhere to the session timings, returning promptly after designated breaks.

## **9. Health & Safety:**

- If you are feeling unwell, wear a face mask and follow the safety protocols set by the centre.
- In case of any emergency or health issue, please notify the trainer immediately.

## **10. Mobile Phone Usage:**

- Refrain from using mobile phones during training sessions unless required for training purposes.
- Ensure that mobile phones are set to silent mode before entering the training room.

## **11. Disruptive Behaviour:**

- Do not engage in disruptive behaviour such as unnecessary talking or disturbing others during the session.
- Please limit personal views to discussion times and avoid irrelevant conversations during training sessions.

## **12. Leaving Early:**

- Avoid leaving the training early without prior approval from the trainer or supervisor.
- In case of absenteeism, kindly inform the centre in advance.

## **Important Reminders:**

- Please **carry your government ID cards (Aadhar card) every day** for security purposes.

Sr. No.	Employer Name	Manpower/Mobile No.	Post (Data Entry Operator/Clerk)	Department Name	Place of Posting	DDO Name	DDO Mobile No.	DDO Email ID	A/C Code	Center Name	District	Address	Mobile	Baron Start Date	Baron End Date
560	NARESH KUMAR	9467407853	Clerk	Labour	Ambala	SURINDER SINGH	7015480282	dsambals01@gmail.com	13130404	Rcc Institute of Computer education	Ambala	PREET NAGAR BARBARA BARBARA 133201	9416370397	11 November 2024	04 December 2024
561	manish Kumar	991222380	Clerk	Labour	Ambala	SURINDER SINGH	7015480282	dsambals01@gmail.com	13130404	Rcc Institute of Computer education	Ambala	PREET NAGAR BARBARA BARBARA 133201	9416370397	11 November 2024	04 December 2024
562	ARUN BHAWANI	9465851044	Clerk	Labour	Ambala	ANUPAM SHARMA	9038133473	labourcourambala@gmail.com	13130404	Rcc Institute of Computer education	Ambala	PREET NAGAR BARBARA BARBARA 133201	9416370397	11 November 2024	04 December 2024
563	GURDEEP SINGH	8158880517	Clerk	Labour	Chandigarh	VINOD KUMAR	9468182353	v.kumar97972466@gmail.com	13130326	Techsters Web&IT Ltd	Chandigarh	SCO-864, TOP FLOOR, HOUSING BOARD CHOKI, MAC, MINI MAIRCHANDIGARH-161001	9988949699	11 November 2024	04 December 2024
564	Megha	9559112227	Clerk	Labour	Chandigarh	VINOD KUMAR	9468182353	v.kumar97972466@gmail.com	13130326	Techsters Web&IT Ltd	Chandigarh	SCO-864, TOP FLOOR, HOUSING BOARD CHOKI, MAC, MINI MAIRCHANDIGARH-161001	9988949699	11 November 2024	04 December 2024
565	NEETU PUNDIR	783582552	Clerk	Labour	Faridabad	RAVINDERSINGH MALIK	9654511684	rdirectraley10@gmail.com	13130582	Achievements Academy	Faridabad	ANKIT PLAZA ABOVE SBI BANK SHRI FARIDABAD - 121008FARIDABAD-121004	9717564543	11 November 2024	04 December 2024
566	Dollat Ram	8059417941	Clerk	Labour	Faridabad	RAVINDERSINGH MALIK	9654511684	rdirectraley10@gmail.com	13130582	Achievements Academy	Faridabad	ANKIT PLAZA ABOVE SBI BANK SHRI FARIDABAD - 121008FARIDABAD-121004	9717564543	11 November 2024	04 December 2024
567	DHARAMVEER	9729601507	Clerk	Labour	Hisar	DINESH KUMAR SANNI	9416788578	ddhsar@gmail.com	13130389	BRILLIANT COMPUTER CENTRE	Hisar	MAIN MARKET PATEL NAGAR HISARHISAR 125001	9255564536	11 November 2024	04 December 2024
568	HARISH KUMAR	9991234448	Clerk	Labour	Kurukshetra	DALIR Singh	9466636409	labour.officer@yahoo.com	13130206	Success Point Computer Education	Kurukshetra	FIRST FLOOR BHAGWATI SHOE PALACE, NEAR MOHANI CINEMA, KANANA BAZAR, THANEKAR, KURUKSHETRAKURUKSHETRA-136118	7777090051	11 November 2024	04 December 2024
569	ZUNAIID KHAN	9986834570	Clerk	Labour	Nuh	HAWASINGH	9150285179	lonewat11@gmail.com	13130706	BIT Education Society & Welfare Council	Nuh	NEAR PUNJAB NATIONAL BANK TAILUJI TADRU-122105	9912074398	11 November 2024	04 December 2024
570	SUMANDAN KUMARI	9465855518	Clerk	Labour	Panchkula	ANUJ SAHAWANI	8289000483	ddhsar@gmail.com	13130555	Shri Ram Education Society	Panchkula	SCO 15, SECOND FLOOR SECTOR 10 PANCHKULA PANCHKULA 134109	9466666655	11 November 2024	04 December 2024
571	Seema rani	8850202853	Clerk	Labour	Panipat	RAJESH SHARMA	9625761596	labourcourpanipat@gmail.com	13130466	Ambition Academy	Panipat	SCO 1115, BISHAN SAROOP COLONY, NEAR AYAN SWEETS POST OFFICE OLD BUS STAND PANIPAT PANIPAT 132103	7266681161	11 November 2024	04 December 2024
572	DEEPA	8168302825	Clerk	Labour	Sirsa	ROSHAN LAL	9467189972	lourna2@gmail.com	295120033	ACHARVA EDUCATIONAL INSTITUTION	Sirsa	1ST FLOOR, BAL BHAWANI BARNALA ROAD SIRSA 125555	9219132111	11 November 2024	04 December 2024
573	SUNHPAL KAUR	9658388401	Clerk	Labour	Sirsa	ROSHAN LAL	9467189972	lourna2@gmail.com	295120033	ACHARVA EDUCATIONAL INSTITUTION	Sirsa	1ST FLOOR, BAL BHAWANI BARNALA ROAD SIRSA 125555	9219132111	11 November 2024	04 December 2024
574	Sulbeer Kumar	8996805249	Clerk	Labour	Yamunanagar	ROSHAN LAL	9467189972	lourna2@gmail.com	13130471	AAMASH CAREER CONSULTANTS PRIVATE LIMITED	Yamunanagar	ALLAHABAD BAZAR, SHRI KRISHN COLONY, GAHRWA-135101	9671216587	11 November 2024	04 December 2024