

## Schedule 'A'

HARYANA GOVERNMENT  
DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY  
NOTIFICATION

Date 11 May 2000

No:49/32/2000/1B1(5) The Governor of Haryana is pleased to accord his approval for the constitution of the Information Technology Initiative Fund for the e-Governance to promote the Information Technology in the Haryana State.

The Fund shall have an initial Corpus of Rs. 10 Crore and shall be established with the contribution from the profit making State PSUS, Co-operative institutions and other public sector organizations.

## Schedule B

### 1. Short title and commencement

1. This fund may be called the Information Technology Initiative Fund for e-Governance.
2. It shall come into force on the date of its publication in the official Gazette.
3. Definitions :In this Fund, unless the context otherwise requires-
  - a) "Body" means the Governing Body constituted in the paragraph 5.
  - b) "Committee" means the executive Committee constituted in the paragraph 9.
  - c) "Fund" means the Information Technology Initiative Fund for e-Governance.

### 2. Objects of the Fund:- The objects of the fund shall be

- i) The fund shall be utilized for developing replicable and reusable models of e-Governance
- ii) IT innovations in administration re-engineering
- iii) IT supported resource optimization
- iv) To develop Decision Support System, MIS, Intranet and other applicable enabling technologies.
- v) To impart special training, awareness and capacity building in the field of IT.
- vi) Any other purpose which seeks to achieve the above said purposes.

### 3. Assets of the Fund

Initial capital of Rs.10 Crore shall be provided by the contribution from profit making Public sector undertakings, Co-operative institutions and other Public sector organizations.

The fund shall accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the International organizations and Private bodies.

### 4. Vesting of the assets of the fund.

The Assets of the fund shall vest with the Department of Electronics and Information Technology.

### 5. Constitution of the Governing Body

The Governing body would comprise the following members.

1.)	Principal Secretary to the Chief Minister	Chairman
2.)	Secretary, Finance	Member
3.)	Secretary, Planning	Member
4.)	Secretary, Co-operation	Member
5.)	Secretary, Industries	Member
6.)	Secretary, Agriculture	Member
7.)	Secretary, Town & Country Planning	Member
8.)	Secretary, Education	Member
9.)	Secretary, Administrative Reforms	Member
10.)	Secretary, Electronics and Information Technology Department,	Member Secretary

Any other member which Governing body decides to co-opt.

**6.Meeting of the Governing Body:** The Body shall meet at least once in a quarter to decide policy matters or issues relating to the fund on which its decisions are sought by the Executive Committee.

### 7.Quorum of the meeting of the Governing Body and decisions of the Body

1) The quorum for a meeting of the body shall be two- third of the body

- 2) The Governing body shall decide all matters by consensus provided that in case of difference of opinion, the resolution shall be put to vote and decided by majority of votes of the members present and voting and in case of equality of votes, the chairperson shall have a second or a casting vote.

#### 8. Conduct of Business of the Body.

- 1) The body may function notwithstanding any vacancy in its constitution provided however, that at no time the number of vacancies shall be such that the total number of members are less than the quorum required for a meeting of the body.
- 2) Subject to the provisions herein contained, the council may, with the previous approval of the Haryana Government, frame and vary from time to time, as it thinks fit, bye-laws for the conduct of its business.

9. **Executive committee:** Day-to-day working of the fund shall be managed by an Executive Committee comprise the following members :-

- |  |           |
|--|-----------|
| 1) The Secretary to Government of Haryana Department of Electronics and Information Technology | Chairman  |
| 2) Managing Director, HSIDC  | Member    |
| 3) Managing Director, HFC  | Member    |
| 4) Managing Director, Hafed  | Member    |
| 5) CA, HUDA  | Member    |
| 6) CA, HISAMB  | Member    |
| 7) MD warehousing Corporation  | Member    |
| 8) Director, Industries  | Member    |
| 9) Managing Director, Hartron  | Member    |
|  | Secretary |

The Executive Committee shall have the authority to call upon experts to assist it in its deliberations.

#### 10. Quorum

The quorum for a meeting of the Executive Committee shall be four of the total number of members of the Committee of which at least one should be the Chairman.

**11. Meeting of the Executive Committee:** The Body shall meet as often as necessary but not less than four times in a year.

**12. Duration of membership:** A member of the governing body or Executive Committee shall cease to be a member if he dies or resigns his membership or is removed/replaced by the Government

**13. Administrative Expenses:-**Administrative expenses incurred by the body or Committee such as salary allowances and travelling Allowances and daily Allowances of the members can be legitimate charges on the funds of the fund.

**14. Appointment of Staff:-**

- a) The Executive Committee may appoint such staff as they may consider necessary for discharge of their functions.
- b) The term and conditions of service of the staff may be determined by bye-laws made by the Body.

**15. The Treasurer of Fund** Subject to any general or special directions given by the Haryana Government management and administration of the fund shall be vested in the Executive Committee of the Governing Body headed by the Secretary, Electronics and Information Technology.

**16. Framing of Bye -laws:-** The Governing Body may from time to time with previous approval of the Haryana Government, make Bye-laws.

- 1) for regulation, management, appointment of officers and their terms and conditions and for any other purpose connected with the execution and management of objects of the Fund and;
- 2) for the conduct of business of the Governing body.

**17. Investment.**

- 1) The Governing body shall decide on the overall policy of investment of the fund. The Committee shall invest the assets of the fund in any one or more of the mode of investments for the time being authorized by law for the investment of the trust money as the committee may think proper.
- 2) The Committee may invest moneys of the Fund not required immediately on short term basis in fixed deposits/Certificates or such other scheme decided by the Governing body.



## 18. Delegation of Powers.

- 1) The Body may delegate any of its power excluding the power to decide policy matters and the power to frame bye-laws to the committee.
- 3) The Committee may delegate to one of its members or a sub-committee or subcommittee created for the purpose of its powers as may be, which in opinion of the Committee, are required to be exercised merely for ministerial acts involving no discretion or are considered necessary for common usage.

## 19. Contracts:

All contracts and other assurance shall be executed in the name of the Governing body and signed on their behalf by the Managing Director, Hartron, in his capacity as the member of the body and as member of the Committee duly authorized by the Governing body.

## 20. Power and Function of the Member Secretary.

It shall be the duty of the Member Secretary

- 1) To be the custodian of all records of the Governing body and the Executive Committee.
- 2) To conduct the official correspondence on behalf of the Body and the Committee.
- 3) To issue all notices for convening the meetings of the Body and committee.
- 4) To keep minutes of all meetings of the Body and the Committee and of such other bodies and convening those meetings.
- 5) To manage the properties or the money under the fund, to manage accounts and execute all contracts on behalf of the Body.

6) To prepare the budget relating to the administrative expenses of the body and committee such as expenditure on TA DA of the members, which shall be a legitimate charge on the fund.

7) To exercise all other powers and execute such functions as may be assigned to him by the Body or Committee.

#### 21. Allocation of Fund:-

The Committee shall determine the proportion of the total moneys of Fund which shall be applied for the purpose of specific scheme in a particular year. Minimum administrative infrastructure shall be provided for operation of the fund after obtaining approval of the Governing Body wherever necessary.

#### 22. Withdrawal of Funds.

1. Withdrawal of funds from the accounts of the body shall be regulated in a manner to be determined by the Committee.
2. Such withdrawals shall be made by cheques or requisition (as the case may be) signed jointly by Member-Secretary of Executive Committee and one more member authorized in this behalf by the Executive Committee.

#### 23. Remuneration to Members and officers

TA DA by the members shall be drawn from their respective departments.

Non-Official members of the Governing Body and Committee shall be entitled to draw such remuneration and travelling and other allowances as may be specified by the Governing Body in bye-laws made by it.

#### 24. Audit of Accounts.

1. Accounts of all moneys and properties and of income and expenditure of the Fund shall be maintained by the Managing Director, Hartron in the capacity of Member Secretary and audited by the Chartered Accountant duly appointed who shall certify that the expenditure from the fund has been incurred in accordance with provisions of this fund.
2. A statement of the annual accounts of the fund shall be approved by the Governing body and after the same has been audited and certified by the Chartered Accountant and approved by the Governing body shall be submitted by the MD Hartron in the capacity of Member Secretary of the Executive Committee to the Government of Haryana every year.

#### 25. Annual report.

A report on the working of the IT Initiative Fund for every year shall be prepared in the Month of June by the Managing Director Hartron in the capacity of the Member Secretary of Executive Committee and after the

approval of the Governing Body presented to the Government of Haryana.

Dated 10-05-2000

P.K. Chaudhery  
Commissioner & Secretary to Govt. Haryana  
Electronics & Information Technology Department.

Endst No. No.49/32/2000-HBI-(5)

Dated Chandigarh, the 9 May 2000

A copy is forwarded to the Accountant General (Haryana) for Information please

*Prabhat Singh Negwal*  
Superintendent Industries-I,  
for Commissioner & Secretary to Govt. Haryana  
Electronics & Information Technology Department.

Endst No. No.49/32/2000-HBI-(5)

Dated Chandigarh, the May 2000

A copy is forwarded to the Controller, Printing & Stationary, U.F. Pre Chandigarh Administration with the request that the above notification may please published in Haryana Government extra ordinary gazette immediately and 150 copy thereof be supplied to this department.

*Prabhat Singh Negwal*  
Superintendent Industries-I,  
for Commissioner & Secretary to Govt. Haryana  
Electronics & Information Technology Department.

Endst No. No.49/32/2000-HBI-(5)

Dated Chandigarh, the 11 May 2000

A Copy is forwarded to the following for necessary action please

1. Commissioner & Secretary to Haryana Govt. Electronics & Information Technology Department.
2. Managing Director, Haryana State Industrial Development Corporation, Ltd.
3. Managing Director, Haryana Urban Development Authority
4. Managing Director, Haryana State Cooperative Supply & Marketing Federation Ltd.
5. Managing Director, Haryana State Agriculture Marketing Board
6. Managing Director, Haryana Warehousing Corporation
7. Managing Director, Haryana Financial Corporation
8. Managing Director, Haryana State Electronics Development Corporation Ltd.
9. Managing Director, Industrial Assistance Group
10. Managing Director, Haryana Dairy Development Cooperative Federation Ltd.
11. Managing Director, Haryana Tourism Development Corporation Ltd.
12. Managing Director, Haryana State Cooperative Apex Bank Ltd.

*Prabhat Singh Negwal*  
Superintendent Industries-I,  
for Commissioner & Secretary to Govt. Haryana  
Electronics & Information Technology Department.

A Copy is forwarded to Financial Commissioner & Secretary to Govt  
Haryana for information and necessary action with reference to their  
F.43/2000-51(D) III 1313 Dated 11-05-2000

*S. J. Singh*  
Superintendent Industries-I.

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

To

The Financial Commissioner & Secretary to Government, Haryana  
Department.

U.O. No. 19/3/2000 (111/5)

Dated The 11 May, 2000