

**GOVERNMENT OF HARYANA
CHIEF SECRETARY's OFFICE
PERSONNEL DEPARTMENT**

No.1/61/2013-1SII

Dated; Chandigarh, the 23rd December, 2014

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments in the State.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in the State.
4. Commissioner, Ambala/Hisar/Gurgaon and Rohtak Divisions.
5. All the Deputy Commissioners in the State

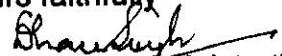
Subject:- Link Officers for the purpose of looking after the work during the leave/training/tour or election duty of Administrative Secretaries/Head of Department/ Boards/ Corporation etc.

Sir/Madam,

I am directed to refer to letter number 1/193/98-1SII dated 18.12.1998, letter number 1/77/2009-1SII dated 01.12.2009 and 1/61/2013-1SII dated 23.07.2013 on the subject noted above and to say that this matter has further been considered and in order to ensure smooth functioning of the Departments/Boards/Corporations in the absence of the IAS/HCS officers being on leave/training/tour/election duty or away for more than 5 days due to any other reason, the work will be looked after as under-

- (i) Link Officer will look after the work of Link department, of the Administrative Secretary as per Annexure "A".
 - (ii) Link Officer will look after the work of Link Department/Boards/Corporations, of the Head of Department/Managing Director as per Annexure "B".
 - (iii) Divisional Commissioner will assign the additional charge of the IAS/HCS officers other than Deputy Commissioner and Additional Deputy Commissioner to any other IAS/HCS officer of the respective district upto 15 days and if the period of absence is more than 15 days, the proposal for posting or giving additional charge to any other IAS/HCS officer will be sent to the Chief Secretary's office.
 - (iv) Unless the State Government otherwise directs, the IAS officer(s) posted at Chandigarh/Panchkula (at Headquarter) on transfer to another post(s) stationed at Chandigarh/Panchkula(at Headquarter) will also continue to look after the work of the charge of the previous post(s) till further orders, if the same is not assigned to any other officer.
 - (v) During the absence of the Deputy Commissioner, the Additional Deputy Commissioner-cum-CEO, DRDA of the respective district will look after the work of the Deputy Commissioner in addition to his/her own duties.
2. The officer will inform the link officer before proceeding on leave/ training/ tour/election duty.

Yours faithfully



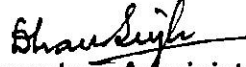
Deputy Secretary Administration
for Chief Secretary to Government of Haryana

No. 1/61/2013-ISII

Dated Chandigarh, the 23rd December, 2014

A copy, each, is forwarded for information and action, where necessary to the following:-

1. Secretary to Governor, Haryana.
2. Director General, Haryana Institute of Public Administration, HIPA Complex, Sector 18, Gurgaon
3. Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.
4. Director General, Information, Public Relations and Cultural Affairs, Haryana.
5. Principal Accountant General (A & E)/(Audit), Haryana, Chandigarh
6. SIO, NIC, Haryana Civil Secretariat, Chandigarh.



Deputy Secretary Administration
for Chief Secretary to Government of Haryana

No. 1/61/2013-ISII

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A copy, each, is forwarded to the Principal Secretary/ Additional Principal Secretary-I/ Additional Principal Secretary-II/OSD(JY)/OSD(MK)/OSD(G)/Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Ministers/ Speaker for the information of Chief Minister/ Ministers/ Speaker.



Deputy Secretary Administration
for Chief Secretary to Government of Haryana

INTERNAL DISTRIBUTION

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| 1. Under Secy./CS. | 2. Supdt., Services-I, III & IV Branch./GS-I, II & III Br. |
| 3. Sr. A.O, AIS (GIS). | 4. Supdt. Training/ Accounts/ Estt.-I/ Estt-II. |
| 5. RA at RA's Residence. | 6. Spl.Sr.Secy/SPS. |
| 7. I/C, Computer Section | 8. Lib., Haryana Civil Secretariat |
| 9. Liaison Officer, Telephones | 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII, e-champion SII |

Link Officers for the purpose of looking after the work during leave/training/tour period or election duty of the Administrative Secretaries to Government Haryana.

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Environment	Forests	----	----
	Forests	Environment	----	----
2.	Development & Panchayats	Social Justice & Empowerment and Welfare of Scheduled Castes & Backward Classes	-----	----
	Social Justice & Empowerment and Welfare of Scheduled Castes & Backward Classes	Development & Panchayats	-----	----
3.	Agriculture	Cooperation	Food & Supplies	----
	Cooperation	Food & Supplies	Agriculture	----
	Food & Supplies	Agriculture	Cooperation	----
4.	Fisheries	Animal Husbandry & Dairying	----	----
	Animal Husbandry & Dairying	Fisheries	----	----
5.	Archaeology & Museums	Archives ,Art and Cultural Affairs	Printing & Stationery	----
	Archives , Art and Cultural Affairs	Printing & Stationery	Archaeology & Museums	----
	Printing & Stationery	Archaeology & Museums	Archives Art and Cultural Affairs	----
6.	Tourism	Housing	-----	----
	Information and Public Relations & Languages	Tourism	-----	----
	Housing	Tourism	-----	----
7.	Excise & Taxation	Finance	----	----
	Finance	Excise & Taxation	----	----
8.	Industries & Commerce, Mines & Geology	Labour & Employment	Transport	----
	Labour & Employment	Transport	Industries & Commerce, Mines & Geology	----
	Transport	Industries & Commerce, Mines & Geology	Labour & Employment	----
9.	Women & Child Development	Health	Medical Education	----
	Health	Medical Education	Women & Child Development	----
	Medical Education	Women & Child Development	Health	----
10.	Higher Education	School Education	Technical Education	Industrial Training
	School Education	Higher Education	Industrial Training	Technical Education
	Technical Education	Industrial Training	Higher Education	School Education
	Industrial Training	Technical Education	School Education	Higher Education

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11.	Town & Country Planning & Urban Estates	Urban Local Bodies	----	----
	Urban Local Bodies	Town & Country Planning & Urban Estates	----	----
12.	Power	Irrigation and Water Resources	PW(B&R)	Public Health Engineering
	Irrigation and Water Resources	PW(B&R)	Public Health Engineering	Power
	PW(B&R)	Public Health Engineering	Power	Irrigation and Water Resources
	Public Health Engineering	Power	Irrigation and Water Resources	PW(B&R)
13.	Science & Technology	Sports & Youth Affairs	Renewable Energy	----
	Sports & Youth Affairs	Renewable Energy	Science & Technology	----
	Renewable Energy	Science & Technology	Sports & Youth Affairs	----
14.	Home	Revenue & Disaster Management	----	----
	Revenue & Disaster Management	Home	----	----

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Link Officers for the purpose of looking after the work during leave/training/tour period or election duty of the Head of Department/Boards/Corporations.

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Women & Child Development	Social Justice & Empowerment	Welfare of Scheduled Castes & Backward Classes	----
	Social Justice & Empowerment	Welfare of Scheduled Castes & Backward Classes	Women & Child Development	----
	Welfare of Scheduled Castes & Backward Classes	Women & Child Development	Social Justice & Empowerment	
2.	Agriculture	Cooperation	Food & Supplies	----
	Cooperation	Food & Supplies	Agriculture	----
	Food & Supplies	Agriculture	Cooperation	----
3.	Archaeology & Museums	Archives	Cultural Affairs	----
	Archives	Cultural Affairs	Archaeology & Museums	----
	Cultural Affairs	Archaeology & Museums	Archives	----
4.	Tourism	Hospitality	Information and Public Relations & Languages	----
	Hospitality	Information and Public Relations & Languages	Tourism	----
	Information and Public Relations & Languages	Tourism	Hospitality	----
5.	Excise & Taxation	Labour	Employment	----
	Labour	Employment	Excise & Taxation	----
	Employment	Excise & Taxation	Labour	
6.	Industries & Commerce	Mines & Geology	Supplies & Disposals	----
	Mines & Geology	Supplies & Disposals	Industries & Commerce	----
	Supplies & Disposals	Industries & Commerce	Mines & Geology	
7.	NRHM	Medical Education & Research	Food & Drug Administration	----
	Medical Education & Research	Food & Drug Administration	NRHM	----
	Food & Drug Administration	NRHM	Medical Education & Research	----
8.	Higher Education	School Education	Elementary Education	----
	School Education	Elementary Education	Higher Education	----
	Elementary Education	Higher Education	School Education	----
9.	Technical Education	Industrial Training	Sports & Youth Affairs	
	Industrial Training	Sports & Youth Affairs	Technical Education	
	Sports & Youth Affairs	Technical Education	Industrial Training	

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10.	Town & Country Planning & Urban Estates	HUDA		
	HUDA	Town & Country Planning & Urban Estates		
11.	State Transport	Transport Commissioner	Civil Aviation	
	Transport Commissioner	Civil Aviation	State Transport	
	Civil Aviation	State Transport	Transport Commissioner	
12.	Development & Panchayat	Rural Development	Urban Local Bodies	Environment
	Rural Development	Urban Local Bodies	Environment	Development & Panchayat
	Urban Local Bodies	Environment	Development & Panchayat	Rural Development
	Environment	Development & Panchayat	Rural Development	Urban Local Bodies
13.	Consolidation of Holdings	Land Record	Secretary/Special Secretary/Joint Secretary, Revenue & Disaster Management	
	Land Record	Consolidation of Holdings	Secretary/Special Secretary/Joint Secretary, Revenue & Disaster Management	
14.	Science & Technology	Electronics & Information Technology		
	Electronics & Information Technology	Science & Technology		
15.	HVPN	UHBVN		
	UHBVN	HVPN		
16.	HSAMB	Agriculture		
	Haryana Agro Industries	Agriculture		
	Warehousing Corpn.	Agriculture		
	Haryana Seeds Dev. Corpn.	Agriculture		
17.	HAFED	RCS		
	SUGARFED	RCS		
	HDDFC	RCS		
18.	CONFED	Food & Supplies		
19.	HSIIDC	Industries & Commerce		
	HFC	Industries & Commerce		
20.	HARTRON	Electronics & I.T.		
21.	Hr. BCs & EWSs Kalyan Nigam	Social Justice & Empowerment		
22.	Women Dev. Corpn.	Women & Child Development.		
23.	Haryana Tourism Development Coprn.	Information, Public Relations and Cultural Affairs		
24.	HLRDC	Consolidation of Holdings and Land Records		

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25.	Hr. SCs Finance and Development Corpn.	Welfare of SCs and BCs		
26.	Housing Board	HUDA		
27.	Haryana Khadi & Village Industries Board	Housing Board		

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