

**No.1/61/2013-1SII
HARYANA GOVERNMENT
CHIEF SECRETARY' S OFFICE
PERSONNEL DEPARTMENT**

Dated: Chandigarh, the 29th April, 2022

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/Commissioners of Boards/ Corporations in the State.
4. Commissioner, Ambala/ Karnal/ Rohtak/ Hisar/ Gurugram and Faridabad Divisions.
5. All the Deputy Commissioners in the State.

Subject: - Link Officers for the purpose of looking after the work of vacancy due to transfer/ retirement and during the leave/ training/ tour or election duty of Administrative Secretaries/ Head of Departments/ Boards/ Corporation etc.

Sir/Madam,

In partial modification of this Department's letter of even number dated 20th May, 2020, I am directed to inform that in order to ensure smooth functioning of the Departments/Boards/Corporations in the absence of the IAS/HCS officers the following will be Link Officer in the event of Head of Department/Managing Director/Chief Executive being on leave/training/tour/election duty or away for more than 2 days due to any other reason or in the event of vacancy due to retirement/transfer of officer, as under:-

Sr. No.	Name of Department	Link Officer-I	Link Officer-II
1.	Additional/Special Secretary/Secretary to Government, Haryana, Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana, Human Resources Department	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department
2.	Additional/Special Secretary/Secretary to Government, Haryana, Human Resources Department	Additional/Special Secretary/Secretary to Government, Haryana, Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department
3.	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department	Additional/Special Secretary/Secretary to Government, Haryana, Human Resources Department	Additional/Special Secretary/Secretary to Government, Haryana, Secretariat Establishment

4.	Additional/Special Secretary/Secretary to Government, Haryana, Home-I	Additional/Special Secretary/Secretary to Government, Haryana, Home-II	----
5.	Additional/Special Secretary/Secretary to Government, Haryana, Home-II	Additional/Special Secretary/Secretary to Government, Haryana, Home-I	----

2. Every officer will inform the link officer before proceeding on leave/training/tour/election duty.

Yours faithfully,



Under Secretary Administration,
for Chief Secretary to Government, Haryana

No.1/61/2013-1SII

Dated Chandigarh, the 29th April, 2022

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, Gurugram.
3. Chief Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.
4. Director General, Information, Public Relations & Languages, Haryana.
5. Principal Accountant General (A & E and Audit), Haryana, Chandigarh.
6. SIO, NIC, Haryana Civil Secretariat, Chandigarh.



Under Secretary Administration,
for Chief Secretary to Government, Haryana

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A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Principal OSD/ OSD(SK)/ OSD(BD)/ OSD(SG)/ Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Deputy Chief Minister/ Ministers/ Speaker for the information of Chief Minister/ Deputy Chief Minister/ Ministers/ Speaker.



Under Secretary Administration,
for Chief Secretary to Government, Haryana

INTERNAL DISTRIBUTION

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