

GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

No. 1/61/2013-1SII

Dated: Chandigarh, the 16 February, 2016

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 of vacancy due to transfer/retirement and 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 1/61/2013-1SII dated 01.10.2015 on the subject noted above and to say that this matter has further been re-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 or in the event of vacancy due to retirement/transfer of officer, 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) 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

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ALC (A)  
18-2-16  
Sir/Madam,

ALC/EP

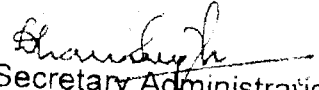
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No. 1/61/2013-ISII

Dated Chandigarh, the 16<sup>th</sup> February, 2016

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

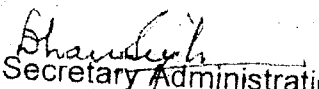
1. Secretary to Governor, Haryana.
2. Director General, Haryana Institute of Public Administration, HIPA Complex, Sector 18, Gurgaon.
3. Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.
4. Director General, Information, Public Relations and Cultural Affairs, Haryana.
5. Principal Accountant 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

Dated Chandigarh, the 16<sup>th</sup> February, 2016

A copy, each, is forwarded to the Principal Secretary/ Additional Principal Secretary/ Special Principal Secretary/ OSD(MK)/OSD(BD)/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**

1. Under 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 & IV Branch./GS-I, II & III Br.
4. Supdt. Training/ Accounts/ Estt.-I/ Estt-II.
6. PS/PSPS.
8. Lib., Haryana Civil Secretariat
10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII, e-champion SII

**Annexure-A**

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

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Environment	Forests	-----	-----
	Forests	Environment	-----	-----
2.	Development & Panchayats	Welfare of Scheduled Castes & Backward Classes	Social Justice & Empowerment	-----
	Welfare of Scheduled Castes & Backward Classes	Social Justice & Empowerment	Development & Panchayats	-----
	Social Justice & Empowerment	Development & Panchayats	Welfare of Scheduled Castes & Backward Classes	-----
3.	Agriculture	Cooperation	Food & Supplies	-----
	Cooperation	Food & Supplies	Agriculture	-----
	Food & Supplies	Agriculture	Cooperation	-----
4.	Fisheries	Animal Husbandary & Dairying	-----	-----
	Animal Husbandary & 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 and Mines & Geology	Labour & Employment	Transport	-----
	Labour & Employment	Transport	Industries & Commerce and Mines & Geology	-----
	Transport	Industries & Commerce, Mines & Geology	Labour & Employment	-----
	Electronics & I.T.	Labour & Employment	Transport	-----
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	High Education
11.	Town & Country Planning & Urban Estates	Urban Local Bodies	-----	-----
	Urban Local Bodies	Town & Country Planning & Urban Estates	-----	-----

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
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 Engery	-----
	Sports & Youth Affairs	Renewable Engery	Science & Technology	-----
	Renewable Engery	Science & Technology	Sports & Youth Affairs	-----
14.	Home	Revenue & Disaster Management	-----	-----
	Revenue & Disaster Management	Home	-----	-----

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

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Women & Child Development	Social Justice & Empowerment	Welfare of Scheduled Castes and Backward Classes	-----
	Social Justice & Empowerment	Welfare of Scheduled Castes and Backward Classes	Women & Child Development	-----
	Welfare of Scheduled Castes and 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, Public Relations & Languages	-----
	Hospitality	Information, Public Relations & Languages	Tourism	-----
	Information, 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 & Drugs Administration	-----
	Medical Education & Research	Food & Drugs Administration	NRHM	-----
	Food & Drugs Administration	NRHM	Medical Education & Research	-----
8.	Higher Education	Secondary Education	Elementary Education	-----
	Secondary Education	Elementary Education	State Project Director, Haryana School Shiksha Priyojna Parishad (SSA)	-----
	Elementary Education	Secondary Education	State Project Director, Haryana School Shiksha Priyojna Parishad (SSA)	-----
9.	Technical Education	Industrial Training	Sports & Youth Affairs	-----
	Industrial Training	Sports & Youth Affairs	Technical Education	-----
	Sports & Youth Affairs	Technical Education	Industrial Training	-----
10.	Town & Country Planning & Urban Estates	HUDA	-----	-----
	HUDA	Town & Country Planning & Urban Estates	-----	-----

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
11.	State Transport	Excise & Taxation	-----	-----
	Transport Commissioner	Excise & Taxation	-----	-----
	Civil Aviation	Excise & Taxation	-----	-----
12.	Development & Panchayats	Rural Development	Urban Local Bodies	Environment
	Rural Development	Urban Local Bodies	Environment	Development & Panchayats
	Urban Local Bodies	Environment	Development & Panchayats	Rural Development
	Environment	Development & Panchayats	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	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 & EWS Kalyan Nigam	Social Justice & Empowerment	-----	-----
22.	Women Dev. Corpn.	Women & Child Development	-----	-----
23.	Haryana Tourism Development Corpn.	Information Public Relations & Cultural Affairs	-----	-----
24.	HLRDC	Agriculture	-----	-----
25.	Hr.SCs Finance Development Corpn.	Welfare of SCs and BCs	-----	-----
26.	Housing Board	HUDA	-----	-----
27.	Haryana Khadi & Village Industries Board	Housing Board	-----	-----
28.	Land Acquisiton Officer, Panchkula	Estate Officer, HUDA, Panchkula	-----	-----
29.	Land Acquisiton Officer, Hisar	Estate Officer, HUDA, Hisar	-----	-----
30.	Land Acquisiton Officer, Gurgaon	Estate Officer, HUDA, Gurgaon-I	-----	-----
31.	Land Acquisiton Officer, Faridabad	Estate Officer, HUDA, Faridabad	-----	-----
32.	Land Acquisiton Officer, Rohtak	Estate Officer, HUDA, Rohtak	-----	-----