

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

Dated: Chandigarh, the 24<sup>th</sup> May, 2024

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 continuation of this Department's letter of even number dated 31.08.2023, I am directed to inform that in order to ensure smooth functioning of the Departments/Boards/Corporations in the absence of the concerned officers the following will be Link Officer in the event of their 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:-

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Addl./ Spl. Secy./ Secy. to Govt., Haryana, Vigilance Department.	Addl./ Spl. Secy./ Secy. to Govt., Haryana, Human Resources Department.	Addl./ Spl. Secy./ Secy. to Govt., Haryana, Secretariat Establishment.	Addl./ Spl. Secy./ Secy. to Govt., Haryana, Personnel Department.

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

Yours faithfully,

  
Under Secretary to Government, Haryana,  
Personnel Department.

No.1/61/2013-1SII

Dated Chandigarh, the 24<sup>th</sup> May, 2024

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 to Government, Haryana,  
Personnel Department.

No.1/61/2013-1SII

Dated Chandigarh, the 24<sup>th</sup> May, 2024

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



Under Secretary to Government, Haryana,  
Personnel Department.

**INTERNAL DISTRIBUTION**

- |                                |  |
|--------------------------------|--|
| 1. Pvt. Secy./CS.              | 2. Supdt., Services-I, III, IV, V & PAR Cell/<br>HR I, II, & III Br. |
| 3. Sr. A..O., AIS (GIS).       | 4. Supdt., Training /Accounts/ Estt.-I, II & III Br.                 |
| 5. RA at RA's Residence.       | 6. Secy./SPS.  |
| 7. I/C, Computer Section.      | 8. Lib. Haryana Civil Secretariat.                                   |
| 9. Liaison Officer, Telephones | 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII.                             |