

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

Dated: Chandigarh, the 8th January, 2025

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 supersession of this department's letter No.1/61/2013-1SII dated 31.08.2023 and subsequent letters issued on the subject noted above, I am directed to say that in order to ensure smooth functioning of the Departments/Boards/Corporations etc. in the absence of the IAS/HCS officers 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, the work will be looked after by the respective Link Officers in case of an Administrative Secretary as per **Annexure "A"**, in case of Head of Department/Managing Director of Boards/Corporations etc. as per **Annexure "B"**, in case of Additional Secretary/Special Secretary/Secretary as per **Annexure "C"**, in case of Divisional Commissioner as per **Annexure "D"**, in case of Commissioner, Municipal Corporation as per **Annexure "E"**, in case of District Administration as per **Annexure "F"** and in case of District Municipal Commissioner as per **Annexure "G"**.

Further, Divisional Commissioner may also assign the additional charge of the IAS/HCS officers except 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 exceeds 15 days, then the proposal to post or give additional charge to any other IAS/HCS officer will be sent to this department.

2. Every officer will inform his link officer before proceeding on leave/training/tour/election duty, as the case may be.

Yours faithfully,



Deputy Secretary to Government, Haryana,
Personnel Department. 

No.1/61/2013-1SII

Dated Chandigarh, the 8th January, 2025

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.

Suren Kumar

Deputy Secretary to Government, Haryana,
Personnel Department

No.1/61/2013-1SII

Dated Chandigarh, the 8th January, 2025

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

Suren Kumar

Deputy Secretary to Government, Haryana,
Personnel Department

INTERNAL DISTRIBUTION

- | | |
|--------------------------------|---|
| 1. Secy./CS. | 2. Supdt., Services-I, III, IV & PAR Cell/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. Sr. Secy./SPS. |
| 7. I/C, Computer Section. | 8. Lib. Haryana Civil Secretariat. |
| 9. Liaison Officer, Telephones | 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII. |

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.	Social Justice Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA)	Development & Panchayats	Environment, Forests & Wildlife	----
	Development & Panchayats	Environment, Forests & Wildlife	Social Justice Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA)	----
	Environment, Forests & Wildlife	Social Justice Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA)	Development & Panchayats	----
2.	Agriculture & Farmer's Welfare	Cooperation	Food, Civil Supplies & Consumer Affairs	Fisheries
	Cooperation	Food, Civil Supplies & Consumer Affairs	Fisheries	Animal Husbandry & Dairying
	Food, Civil Supplies & Consumer Affairs	Fisheries	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare
	Fisheries	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare	Cooperation
	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare	Cooperation	Food, Civil Supplies & Consumer Affairs
3.	Heritage & Tourism	Information, Public Relations, Languages & Culture	Archives	Printing & Stationery
	Information, Public Relations, Languages & Culture	Heritage & Tourism	Printing & Stationery	Archives
	Printing & Stationery	Archives	Heritage & Tourism	Information, Public Relations, Languages & Culture
	Archives	Printing & Stationery	Information, Public Relations, Languages & Culture	Heritage & Tourism
	Mines & Geology	Youth Empowerment & Entrepreneurship	Heritage & Tourism	Transport
4.	Excise & Taxation	Finance & Planning	Industries & Commerce	----
	Finance & Planning	Excise & Taxation	Industries & Commerce	----
	Industries & Commerce	Mines & Geology	Transport	Excise & Taxation
	Sainik & Ardh Sainik Welfare	Labour	Finance & Planning	Transport
	Labour	Transport	Mines & Geology	----
	Transport	Industries & Commerce	Labour	Sainik & Ardh Sainik Welfare

5.	Women & Child Development	Health & Family Welfare	AYUSH	Medical Education & Research
	Health & Family Welfare	AYUSH	Medical Education & Research	Women & Child Development
	AYUSH	Medical Education & Research	Women & Child Development	Health & Family Welfare
	Medical Education & Research	Women & Child Development	Health & Family Welfare	AYUSH
6.	Higher Education	School Education	Youth Empowerment & Entrepreneurship	Sports
	School Education	Higher Education	Sports	Youth Empowerment & Entrepreneurship
	Youth Empowerment & Entrepreneurship	Sports	Higher Education	School Education
	Sports	Youth Empowerment & Entrepreneurship	School Education	Higher Education
7.	Town & Country Planning & Urban Estates	Housing for All	Urban Local Bodies	Foreign Cooperation
	Urban Local Bodies	Foreign Cooperation	Town & Country Planning & Urban Estates	Housing for All
	Housing for All	Town & Country Planning & Urban Estates	Foreign Cooperation	Urban Local Bodies
	Foreign Cooperation	Urban Local Bodies	Housing for All	Town & Country Planning & Urban Estates
8.	Energy	Irrigation and Water Resources	PW (B&R) and Architecture	Public Health Engineering
	Irrigation and Water Resources	PW (B&R) and Architecture	Public Health Engineering	Energy
	PW (B&R) and Architecture	Public Health Engineering	Energy	Irrigation and Water Resources
	Public Health Engineering	Energy	Irrigation and Water Resources	PW (B&R) and Architecture
9.	Home	Revenue & Disaster Management	Finance & Planning	----
	Revenue & Disaster Management	Home	Finance & Planning	----
	Civil Aviation	CRID	Labour	----
	CRID	Civil Aviation	Industries & Commerce	----
10.	Haryana Swaran Jayanti Celebrations and Principal Executive Officer, Haryana Swaran Jayanti Celebrations	Home	----	----

Annexure-B

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	Food, Civil Supplies & Consumer Affairs	----	----
	Food, Civil Supplies & Consumer Affairs	Agriculture	----	----
3.	Archaeology & Museums	Archives	Art and Cultural Affairs	----
	Archives	Art and Cultural Affairs	Archaeology & Museums	----
	Art and 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	Industries & Commerce	----	----
6.	Industries & Commerce	Micro, Small and Medium Enterprises	Supplies & Disposals	----
	Micro, Small and Medium Enterprises	Industries & Commerce	Supplies & Disposals	----
	Mines & Geology	Supplies & Disposals	Industries & Commerce	----
	Supplies & Disposals	Industries & Commerce	Micro, Small and Medium Enterprises	----
7.	New and Renewable Energy, Haryana and HAREDA	Science & Technology	Power	----
8.	Medical Education & Research	Food & Drugs Administration	Haryana Medical Services Corporation Ltd.	National Health Mission
	Food & Drugs Administration	Haryana Medical Services Corporation Ltd.	National Health Mission	Medical Education & Research
	Haryana Medical Services Corporation Ltd.	National Health Mission	Medical Education & Research	Food & Drugs Administration
	Ayush	Medical Education & Research	National Health Mission	----
	Ayushman Bharat Haryana Health Protection Authority	Haryana Medical Services Corporation Ltd.	Food & Drugs Administration	----
9.	Higher Education	Secondary Education	Elementary Education	----
	Secondary Education	Elementary Education	Haryana School Shiksha Pariyojna Parishad	Higher Education
	Elementary Education	Secondary Education	Haryana School Shiksha Pariyojna Parishad	Higher Education
	Haryana School Shiksha Pariyojna Parishad	Secondary Education	Elementary Education	Higher Education
10.	Technical Education	Skill Development & Industrial Training	Sports & Youth Affairs	----
	Skill Development & Industrial Training	Sports & Youth Affairs	Technical Education	----

	Sports & Youth Affairs	Technical Education	Skill Development & Industrial Training	----
11.	Town & Country Planning	HSVP	Urban Estates	----
	HSVP	Town & Country Planning	Urban Estates	----
	Urban Estates	Town & Country Planning	HSVP	----
	Sainik & Ardh Sainik Welfare Department	Town & Country Planning	Fire & Emergency Service	----
	Fire & Emergency Service	Town & Country Planning	Sainik & Ardh Sainik Welfare Department	
	Housing Board	HSVP	Haryana Khadi & Village Industries Board	
	Haryana Khadi & Village Industries Board	Micro, Small and Medium Enterprises	Industries & Commerce	
12.	State Transport	Excise & Taxation	Civil Aviation	----
	Transport Commissioner	Civil Aviation	Excise & Taxation	----
	Civil Aviation	State Transport	Industries & Commerce	----
13.	Development & Panchayats	Rural Development	Urban Local Bodies	Environment
	Rural Development	Development & Panchayats	Environment	Urban Local Bodies
	Urban Local Bodies	Environment	Development & Panchayats	Rural Development
	Environment	Development & Panchayats	Rural Development	Urban Local Bodies
	Foreign Cooperation	Urban Local Bodies	Housing for All	Town & Country Planning
14.	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	----
15.	Science & Technology	Electronics & Information Technology	Environment	----
	Electronics & Information Technology	Science & Technology	Environment	----
16.	DHBVN	UHBVN	HVPNL	HPGCL
	HPGCL	HVPNL	UHBVN	----
	HVPNL	UHBVN	----	----
	UHBVN	DHBVN	HVPNL	HPGCL
17.	HSAMB	Agriculture & Farmer's Welfare	Haryana Agro Industries	----
	Haryana Agro Industries	Agriculture & Farmer's Welfare	Warehousing	----
	Warehousing	Agriculture & Farmer's Welfare	Haryana Agro Industries	----
	Haryana Seeds Development Corporation	Agriculture & Farmer's Welfare	HSAMB	----
18.	HAFED	RCS	Warehousing	----
	Sugarfed	RCS	Warehousing	----
	HDDCF	RCS	HAFED	----
19.	CONFED	Food, Civil Supplies & Consumer Affairs	HAFED	----
20.	HSIIDC	Industries & Commerce	Micro, Small and Medium Enterprises	----
21.	HFC	Industries & Commerce	Supplies & Disposals	----
22.	HARTRON	Electronics & I.T.	Supplies & Disposals	----
23.	Haryana BCs & EWS	Social Justice &	Welfare of Scheduled	----

	Kalyan Nigam	Empowerment	Castes and Backward Classes	
24.	Women Development Corporation	Women & Child Development	Haryana SCs Finance & Development Corpn.	----
25.	Haryana Tourism Corporation	Information Public Relations & Cultural Affairs	Hospitality	----
26.	HLRDC	Agriculture & Farmer's Welfare	HSAMB	----
27.	Haryana SCs Finance & Development Corpn.	Welfare of SCs and BCs	Women Development Corporation	----
28.	Controller, Printing & Stationery	Archives	Archaeology & Museums	----
29.	RCS	Agriculture and Farmers Welfare	Archives	HAFED
30.	Member Secretary, Haryana State Pollution Control Board	Managing Director, HLRDC	Managing Director, Haryana Seeds Development Corporation.	
	Mission Director, Haryana Skill Development Mission	Skill Development & Industrial Training	----	----
	CEO, Haryana Kaushal Rozgar Nigam Ltd., Panchkula	CEO, Haryana Parivar Pehchan Authority	----	----
	Managing Director, Haryana International Horticulture Marketing Corporation, Ganaur	Managing Director, Haryana Minerals Ltd., New Delhi	Director General, Horticulture, Haryana.	----
	CEO, Haryana Parivar Pehchan Authority	CEO, Haryana Kaushal Rozgar Nigam Ltd., Panchkula	----	----
	Managing Director, Haryana Minerals Ltd., New Delhi	Managing Director, Haryana International Horticulture Marketing Corporation, Ganaur	----	----
31.	DGHS (HoD)	DGHS (Programs)	MD, National Health Mission.	----
	DGHS (Programs)	DGHS (HoD)	MD, National Health Mission.	----
	MD, National Health Mission.	DGHS (HoD)	DGHS (Programs)	----
32.	CEO, Kurukshetra Development Board, Kurukshetra	District Municipal Commissioner, Kurukshetra	----	----
33.	Secretary, Lokayukta, Haryana.	Secretary, Haryana State Commission for Scheduled Castes.	Secretary, Haryana Human Rights Commission.	----
34.	Secretary, Haryana Right to Service Commission	Joint Director (Admn.), Food, Civil Supplies & Consumer Affairs, Haryana.	Joint Director (Admn.), Tourism, Haryana.	----
35.	Chairman, Mewat Development Agency, Nuh and Special Commissioner, Health & Nutrition, Mewat Area	Commissioner, Faridabad Division, Faridabad.	Commissioner, Gurugram Division, Gurugram.	----
36	CEO, Faridabad Smart City Ltd., Faridabad.	Commissioner, Municipal Corporation, Faridabad.	----	----
37	CEO, Karnal Smart City Ltd., Karnal.	Commissioner, Municipal Corporation, Karnal.	----	----

Annexure-C

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

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
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	----	-
6.	Additional/Special Secretary/Secretary to Government, Haryana, General Administration Department.	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department	Additional/Special Secretary/Secretary to Government, Haryana, Human Resources Department	-
7.	Additional/ Special Secretary/Secretary to Government, Haryana, Vigilance Department.	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.

Link Officers for the purpose of looking after the work during the leave/ training/ tour or election duty of Divisional Commissioner.

Sr. No.	Division	Link Officer-I	Link Officer-II
1.	Ambala	Karnal	Rohtak
2.	Karnal	Rohtak	Ambala
3.	Rohtak	Karnal	Hisar
4.	Hisar	Rohtak	Ambala
5.	Gurugram	Faridabad	Rohtak
6.	Faridabad	Gurugram	Karnal

6

Annexure – E

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 Commissioner Municipal Corporations.

Sr. No.	Commissioner, Municipal Corporation	Link Officer
1.	Gurugram	Faridabad
2.	Manesar	Faridabad
3.	Faridabad	Manesar
4.	Rohtak	Hisar
5.	Hisar	Rohtak
6.	Sonipat	Panipat
7.	Panipat	Sonipat
8.	Karnal	Ambala
9.	Ambala	Karnal
10.	Yamunanagar-Jagadhri	Panchkula
11.	Panchkula	Yamunanagar-Jagadhri

Annexure – F

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 District Administration.

Sr. No.	Post	1 st Link Officer	2 nd Link Officer
1.	Deputy Commissioner	Additional Deputy Commissioner	-
2.	Additional Deputy Commissioner	CEO, Zila Parishad & CEO, DRDA	-
3.	CEO, Zila Parishad & CEO, DRDA	Additional Deputy Commissioner	-
4.	City Magistrate	SDM (HQ)	-
5.	SDM (HQ)	City Magistrate	EO, HSVP (only if IAS/HCS officer is posted as such)
6.	EO, HSVP	SDM (HQ)	-

03

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 District Municipal Commissioner.

Sr. No.	District Municipal Commissioner	Link Officer
1.	Gurugram	Jhajjar
2.	Jhajjar	Gurugram
3.	Rohtak	Bhiwani & Charkhi Dadri
4.	Bhiwani & Charkhi Dadri	Rohtak
5.	Hisar	Jind
6.	Jind	Hisar
7.	Sonepat	Panipat
8.	Panipat	Sonepat
9.	Karnal	Kaithal
10.	Kaithal	Karnal
11.	Ambala	Kurukshetra
12.	Kurukshetra	Ambala
13.	Yamunanagar	Panchkula
14.	Panchkula	Yamunanagar
15.	Sirsa	Fatehabad
16.	Fatehabad	Sirsa
17.	Rewari	Mahendergarh
18.	Mahendergarh	Rewari
19.	Palwal	Nuh
20.	Nuh (Mewat)	Palwal