

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

Dated: Chandigarh, the 17<sup>th</sup> September, 2019.

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/Gurugram/Faridabad/Karnal/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 Head of Department/Boards/Corporation etc.

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Sir/Madam,

In continuation of this Department's letter of even number dated 20<sup>th</sup> July, 2016, I am directed to inform that the following will be Link Officer in the event of Head of Department 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 as under:-

Name of Department	Link Officer-I	Link Officer-II	Link Officer-III
Haryana School Shiksha Pariyojna Parishad	Secondary Education	Elementary Education	---

2. The officer will inform his Link Officer before proceeding on leave/ training/ tour/election duty.

Yours faithfully

Joint Secretary, Administration  
for Chief Secretary to Government, Haryana

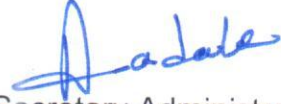
No. 1/61/2013-ISII

Dated Chandigarh, the 17<sup>th</sup> September, 2019

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

1. Establishment Officer and Addl. Secretary to Govt. of India, Ministry of Personnel, PG & Pensions Department of Personnel and Training, New Delhi.
2. Addl. Secretary to Govt. of India (S&V), Ministry of Personnel, P.G. & Pensions Department of Personnel & Training, Services Division (AIS-III Section), New Delhi.
3. Deputy Secretary to Govt. of India, Department of Personnel & Administrative Reforms, New Delhi.
4. Documentation Officer, National Institute of Educational Planning Administration, 17-B, Sri Aurobindo Marg, New Delhi.

5. Research Officer, Career Management Division, Department of Personnel and Training, R.No.215, North Block, New Delhi.
6. Establishment Officer, C.M. Division, Department of Personnel and Training, R.No.215, North Block, New Delhi.

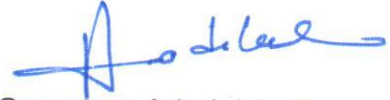


Joint Secretary Administration  
for Chief Secretary to Government, Haryana

No. 1/61/2003-ISII

Dated Chandigarh, the 17<sup>th</sup> September, 2019

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



Joint Secretary Administration  
for Chief Secretary to Government, Haryana

INTERNAL DISTRIBUTION

1. Pvt. Secy./CS.
2. Supdt., Services-I & III/ GS I, II & III Branch.
3. Sr. A.O., AIS (GIS).
4. Supdt., Training / Accounts/ Estt.-I/ Estt-II. 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.