

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

Dated: Chandigarh, the 30th 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.

Sir/Madam,

In continuation of this Department's letter of even number dated 20th 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
State Transport	Transport Commissioner	Excise & Taxation	---
Transport Commissioner	State Transport	Excise & Taxation	---

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 30th 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

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A copy, each, is forwarded to the Principal Secretary/Additional Principal Secretary/Deputy Principal Secretary/OSD(AS)/Special Secretaries/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.