

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

To

Chandigarh Dated: the 16th October, 2017

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/Faridabad/Hisar/Karnal/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,

In continuation of Personnel Department's letter of even number, dated 20.7.2016 on the subject mentioned above, I have been directed to inform you that following will be Link Officer-I and Link officer-II in the event Administrative Secretary, Mines & Geology 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.

Department	Link Officer-I	Link Officer-II
Mines & Geology	Employment	Transport

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

Yours faithfully

[Signature] 16/10/17
Deputy Secretary to Government, Haryana
Tele 0172-2740743

No. 1/61/2013-1SII

Dated: Chandigarh, the 16th October, 2017

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

1. Secretary to Governor, Haryana.
2. Director General, Haryana Institute of Public Administration, HIPA Complex, Sector 18, Gurgaon.
3. Principal Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.
4. Director, Information, Public Relations and Cultural Affairs, Haryana.
5. Principal Accountant General (A & E)/(Audit), Haryana, Chandigarh
6. SIO, NIC, Haryana Civil Secretariat, Chandigarh.

[Signature] 16/10/17
Deputy Secretary to Government, Haryana

No. 1/61/2013-ISII

Dated Chandigarh, the 16th October, 2017

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

A. Lal
16/10/17.
Deputy Secretary to Government, Haryana

INTERNAL DISTRIBUTION

1. 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. Secy/SF-S.
8. Lib., Haryana Civil Secretariat
10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII

Link Officer-I	Link Officer-II
Employment	Transport

Yours faithfully,
A. Lal
16/10/17
Deputy Secretary to Government, Haryana
Tele 0172-2740743

Dated Chandigarh, the 16th October, 2017

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1. Director General, Haryana Institute of Public Administration, HIFA Complex, Sector 18, Gurgaon.
2. Principal Secretary, Government of Haryana, Haryana Bypass, New Delhi.
3. Director, Public Relations and Cultural Affairs, Haryana.
4. Principal Accountant General (A & C), Haryana, Chandigarh.
5. SIO, Haryana Civil Secretariat, Chandigarh.

A. Lal
16/10/17
Deputy Secretary to Government, Haryana