No. 1/61/2013-1SII GOVERNMENT OF HARYANA CHIEF SECRETARY'S OFFICE PERSONNEL DEPARTMENT was a brief the basis requires on

To

, of the diagram of the con-Throng the spring personal control of the Con-Chandigarh Dated, the If Cotober, 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
- 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/to ur/election duty or away for more than 5 days due to any other reason or in the Event of wacancy due to retirement/transfer of officer.

epartment	I to I Offi	
Mines & Cieology	Link Officer-I	Link Officer-II
	Employment	
		Transport

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

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

No. 1/61/2013-ISII

Dated Chandigarh, the 167-October, 2017

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

Secretary to Governor, Haryana. 1 2.

Director General. Haryana Institute of Public Administration, HIPA Complex, Sector 18, Gurgaron. 3.

Principal Resideant Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi. Director, Information, Public Relations and Cultural Affairs, Haryana. 4. 5.

6.

Principal Accountant General (A & E)/(Audit), Haryana, Chandigarh SIO, NIC, Haryana Civil Secretariat, Chandigarh.

Deputy Secretary to Government, Haryana

No. 1/61/2013-ISII

Dated Chandigarh, the 147 October, 2017

A cor.y, 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.

Deputy Secretary to Government, Haryana

INTERNAL DISTRIBUTION

- 1. Secy./CS.
- 3. Sr. A.O, AIS (GIS).
- 5. RA at RA's Residence.
- 7.1/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.

Mer Erikhter own

CHIEF LECRETARY'S OFFIC

6. Secy/SFS.

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the for interpetion and necessary action to the following

Deten Changign'h, theur's October-

- 8. Lib., Haryana Civil Secretariat
- 10.2811,3811,4811,5811,6811 & 7811

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SIG. MIG. Hally and Cavil Segretar let. Chendigarh

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and officers for the purpose of looking after the ways of vacancy rive to ranster/retreatent and duting the leaves training four ix election duty of Administrative, Secretarias Parkt, or Department/Sounds/ Corporator atc.