

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

Dated: Chandigarh, the 16th May, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors/ Chief Administrators/Commissioners of Boards/ Corporations in the State of Haryana.
4. Commissioner, Ambala/ Karnal/ Rohtak/ Hisar/ Gurugram and Faridabad Divisions.
5. All the Deputy Commissioners in the State of Haryana.

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 continuation of this Department's letter of even number dated 08.01.2025, I am directed to inform you that in order to ensure smooth functioning of the Departments/Boards/Corporations in the absence of Managing Directors being on leave/training/tour/ election duty or due to any other reason or in the event of vacancy due to retirement/transfer of officer, Annexure B of the above said letter is partially modified as under:-

Group	Department/ Board/Corporation	Link Officer-I	Link Officer-II	Link Officer-III
16.	DHBVN	UHBVN	HVPNL	HPGCL
	HPGCL	HVPNL	UHBVN	----
	HVPNL	UHBVN	HPGCL	DHBVN
	UHBVN	DHBVN	HVPNL	HPGCL

2. The officer(s) shall be duty bound to inform the link officer before proceeding on leave/training/tour/election duty.

Yours faithfully,



Deputy Secretary to Government, Haryana,
Personnel Department. 

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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.



Deputy Secretary to Government, Haryana,
Personnel Department. 

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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 (VS), 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,
Personnel Department.

INTERNAL DISTRIBUTION

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| 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. Spl. Sr. Secy./SSPS. |
| 7. I/C, Computer Section. | 8. Lib. Haryana Civil Secretariat. |
| 9. Liaison Officer, Telephones | 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII. |