

GOVERNMENT OF HARYANA
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT

No. 1/61/2013- ISII

Dated Chandigarh, the 23rd July, 2013

To

All the Administrative Secretaries to Govt. Haryana.

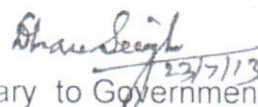
Subject: - Link Officers for the purpose of looking after the work during the leave/ training/ tour period/election duty of Administrative Secretaries to Government, Haryana.

Sir/Madam,

I am directed to refer to the subject noted above and to say that it has been observed that during the leave/training/tour period/election duty of the Administrative Secretaries, the work of the respective department(s) suffers due to not giving the additional charge to some other officer in time. There is a concept of Link Officers in Central Government wherein the officers are designated to look after the work of the link departments.

2. The matter has been considered by the State Government and it has been decided that on the pattern of Central Government, concept of Link Officers wherein the officers are designated to look after the work of the link departments, may be introduced in the State of Haryana also. The Administrative Secretaries have been designated as Link Officers to look after the work of Link Departments as per list enclosed. Whenever an Administrative Secretary is on leave/training/tour/election duty etc. and away for more than 5 days due to any other reason, the Link Officer-I will look after the work of the said department. Link Officer-II will look after the work, if Link Officer-I is also not available. Link Officer-III will look after the work of department if both Link Officer-I and Link Officer-II are also not available in addition to the officer holding the charge of the department. However, this is likely to happen in rarest cases and so Link Officer-II have not been specified for some departments and Link Officer-III have been specified only in case of very few departments. Besides above in emergent situations, if any Administrative Secretary is not contactable due to any reason, Link Officers will discharge off the urgent matter of the department.

Yours faithfully;


23/7/13

Deputy Secretary to Government, Haryana.

No. 1/61/2013-ISII

Dated Chandigarh the 23rd July, 2013

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, Gurgaon.
3. Principal Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New Delhi.
4. All Heads of Departments./MDs/CAs/CEOs of Boards/ Corporations.
5. Commissioner, Ambala/Hisar/Gurgaon and Rohtak Division.
6. Director General, Information, Public Relations & Cultural Affairs, Haryana.
7. All the Deputy Commissioners in Haryana.
8. Accountant General (A & E and Audit), Haryana, Chandigarh
9. SIO, NIC, Haryana Civil Secretariat, Chandigarh.

Shau Singh
23/7/13

Deputy Secretary to Government, Haryana.

No. 1/61/2013-ISII

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

Shau Singh
23/7/13

Deputy Secretary to Government, Haryana.

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Link Officers for the purpose of looking after the work during leave/training/tour period or election duty of the Administrative Secretaries to Government Harvana.

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Environment	Forests	----	----
	Forests	Environment	----	----
2.	Development & Panchayats	Social Justice & Empowerment and Welfare of Scheduled Castes & Backward Classes	-----	----
	Social Justice & Empowerment and Welfare of Scheduled Castes & Backward Classes	Development & Panchayats	-----	----
3.	Agriculture	Cooperation	Food & Supplies	----
	Cooperation	Food & Supplies	Agriculture	----
	Food & Supplies	Agriculture	Cooperation	----
4.	Fisheries	Animal Husbandry & Dairying	----	----
	Animal Husbandry & Dairying	Fisheries	----	----
5.	Archaeology & Museums	Archives ,Art and Cultural Affairs	Printing & Stationery	----
	Archives , Art and Cultural Affairs	Printing & Stationery	Archaeology & Museums	----
	Printing & Stationery	Archaeology & Museums	Archives Art and Cultural Affairs	----
6.	Tourism	Housing	-----	----
	Information and Public Relations & Languages	Tourism	-----	----
	Housing	Tourism	-----	----
7.	Excise & Taxation	Finance	----	----
	Finance	Excise & Taxation	----	----
8.	Industries & Commerce, Mines & Geology	Labour & Employment	Transport	----
	Labour & Employment	Transport	Industries & Commerce, Mines & Geology	----
	Transport	Industries & Commerce, Mines & Geology	Labour & Employment	----
9.	Women & Child Development	Health	Medical Education	----
	Health	Medical Education	Women & Child Development	----
	Medical Education	Women & Child Development	Health	----
10:	Higher Education	School Education	Technical Education	Industrial Training
	School Education	Higher Education	Industrial Training	Technical Education
	Technical Education	Industrial Training	Higher Education	School Education
	Industrial Training	Technical Education	School Education	Higher Education

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11.	Town & Country Planning & Urban Estates	Urban Local Bodies	----	----
	Urban Local Bodies	Town & Country Planning & Urban Estates	----	----
12.	Power	Irrigation and Water Resources	PW(B&R)	Public Health Engineering
	Irrigation and Water Resources	PW(B&R)	Public Health Engineering	Power
	PW(B&R)	Public Health Engineering	Power	Irrigation and Water Resources
	Public Health Engineering	Power	Irrigation and Water Resources	PW(B&R)
13.	Science & Technology	Sports & Youth Affairs	Renewable Energy	----
	Sports & Youth Affairs	Renewable Energy	Science & Technology	----
	Renewable Energy	Science & Technology	Sports & Youth Affairs	----
14.	Home	Revenue & Disaster Management	----	----
	Revenue & Disaster Management	Home	----	----

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