

**GOVERNMENT OF HARYANA
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT**

No. 1/61/2013- ISII

Dated Chandigarh, the 15th April, 2014

To

All the Administrative Secretaries to Govt. Haryana.

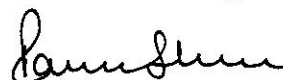
Subject: - Link Officers for the purpose of looking after the work during the leave/ training/ tour period/election duty of Administrative Secretaries to Government, Haryana.

Sir/Madam,

I am directed to invite your attention to this Department letter of even number dated 23rd July, 2013 on the subject noted above and to say that on the pattern of Central Government, the State Government had also introduced the concept of Link Officers wherein the officers have been designated to look after the work of the link departments during the leave/training/tour period/election duty etc. and away for more than 5 days due to any other reason, of the Administrative Secretaries so that the work of the respective department(s) may not suffer due to not giving the additional charge to some other officer in time.

2. It has been observed that the aforesaid instructions are not being complied with. It is, therefore, again requested that while proceeding on leave/training/tour period/election duty etc. and away for more than 5 days due to any other reason, the Administrative Secretary will inform his link officer so that he discharges off the urgent matter of the department.

Yours faithfully,



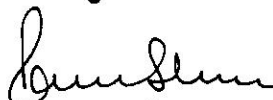
Under Secretary to Government, Haryana.

No. 1/61/2013-ISII

Dated Chandigarh the 15th April, 2014

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.



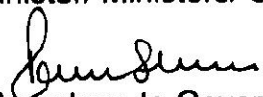
Under Secretary to Government, Haryana.

No. 1/61/2013-ISII

Dated Chandigarh the 15th April, 2014

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.


Under Secretary to Government, Haryana.

INTERNAL DISTRIBUTION

- | | |
|--------------------------------|--|
| 1. Private Secy./CS. | 2. Supdt., Services-I, III & IV Branch./GS-I, II & III Branch. |
| 3. Sr. A.O, AIS (GIS). | 4. Supdt. Training / Accounts / Estt.-I / Estt-II. |
| 5. RA at RA's Residence. | 6. Sr. Secy/SPS. |
| 7. I/C, Computer Section | 8. Librarian, Haryana Civil Secretariat |
| 9. Liaison Officer, Telephones | 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII, e-champion SII |