GOVERNMENT OF HARYANA CHIEF SECRETARY'S OFFICE PERSONNEL DEPARTMENT

No.1/61/2013-1SII

Dated; Chandigarh, the 1st October, 2015

To

- 1. All the Administrative Secretaries to Government Haryana.
- 2. All the Heads of Departments in the State.
- 3. All the Manining Directors/Chief Administrators of Boards/Corporations in the State.
- 4. Commissioner, Ambala/Hisar/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,

I am directed to refer to letter number 1/61/2013-1SII dated 17.04.2015 on the subject noted above and to say that this matter has further been re-considered and in order to ensure smooth functioning of the Departments/ Boards/ Corporations in the absence of the IAS/HCS officers 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, the work will be looked after as under-

- Link Officer will look after the work of Link department, of the (i) Administrative Secretary as per Annexure "A".
- Link Officer will look after the work of Link Department/ (ii) Boards/Corporations, of the Head of Department/Managing Director as per Annexure "B".
- Divisional Commissioner will assign the additional charge of the (iii) IAS/HCS officers other than Deputy Commissioner and Additional Deputy Commissioner to any other IAS/HCS officer of the respective district upto 15 days and if the period of absence is more than 15 days, the proposal for posting or giving additional charge to any other IAS/HCS officer will be sent to the Chief Secretary's office.
- During the absence of the Deputy Commissioner, the Additional (iv) Deputy Commissioner-cum-CEO, DRDA of the respective district will look after the work of the Deputy Commissioner in addition to his/her own duties.
- The officer will inform the link officer before proceeding on leave/ training/ 2. tour/election duty.

Yours faithfully Shaudin Deputy Secretary Aministration for Chief Secretary to Government of Haryana No. 1/61/2013-ISII

Dated Chandigarh, the 1st October,2015

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

Secretary to Governor, Haryana. 1.

- Director General, Haryana Institute of Public Administration, HIPA Complex, 2. Sector18, Gurgaon.
- Resident Commissioner, Govt. of Haryana, Haryana Bhawan, 3. New Delhi.
- Director General, Information, Public Relations and Cultural Affairs, Haryana. 4.
- Principal Accountant General (A & E)/(Audit), Haryana, Chandigarh 5.

SIO, NIC, Haryana Civil Secretariat, Chandigarh.

Shausush Deputy Secretary Administration for Chief Secretary to Government of Haryana

No. 1/61/2013-ISII

Dated Chandigarh, the 1st October,2015

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

> Deputy Secretary Administration for Chief Secretary to Government of Haryana

INTERNAL DISTRIBUTION

- 1. Under Secv./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. PS/SPS.
- 8. Lib., Haryana Civil Secretariat
- 10.2SII,3SII,4SII,5SII,6SII & 7SII, e-champion SII

Annexure-A

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

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
1.	Environment	Forests		
	Forests	Environment		
2.	Development &	Social Justice &	******	
	Panchayats	Empowerment and	53.400,000.000	
	and the Equation and construction of the State of the Sta	Welfare of Scheduled		
	1	Castes & Backaward		
	1	Classes		
	Social Justice &	Development &		357
	Empowerment and	Panchayats		
	Welfare of Scheduled			
	Castes & Backaward	*		
_	Classes		6	
3.	Agriculture	Cooperation	Food & Supplies	******
	Cooperation	Food & Supplies	Agriculture	
	Food & Supplies	Agriculture	Cooperation	
4.	Fisheries	Animal Husbandary &		00 00 00 00 00 00 00 00 00 00 00 00 00
		Dairying		
	Animal Husbandary &	Fisheries		
	Dairying			
5 .	Archaeology &	Archives,Art and	Printing &	
	Museums	Cultural Affairs	Stationery	y
	Archives,Art and	Printing & Stationery	Archaeology &	
	Cultural Affairs		Museums	100
	Printing & Stationery	Archaeology &	Archives,Art and	
		Museums	Cultural Affairs	
6.	Tourism	Housing	200	
	Information and Public	Tourism		
	Relatons & Languages			
	Housing	Tourism		
7.	Excise & Taxation	Finance		
	Finance	Excise & Taxation		
8.	Industries & Commerce	Labour & Employment	Transport	
	and Mines & Geology			
	Labour & Employment	Transport	Industries &	
			Commerce and	
	Transport	Industries &	Mines & Geology	* * * * * * * * * * * * * * * * * * * *
	Transport	Industries & Commerce, Mines &	Labour &	
		Geology	Employment	
	Electronics & I.T.	Labour & Employment	Transport	7
9.	Women & Child	Health	Medical Education	
	Development	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	modiodi Eduodion	
	Health	Medical Education	Women & Child	
		in the second se	Development	220204
	Medical Education	Women & Child	Health	
	107 — 0015 S 300 000 S 300 000 S 300 S	Development	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
10.	Higher Education	School Education	Technical	Industrial Training
			Education	3
	School Education	Higher Education	Industrial Training	Technical
	2	11853		Education
	Technical Education	Industrial Training	Higher Education	School Education
	Industrial Training	Technical Education	School Education	High Education
11.	Town & Country	Urban Local Bodies		
	Planning & Urban			
	Estates	2 8 8 3		
	Urban Local Bodies	Town & Country		******
		Planning & Urban		
		Estates		

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Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
12.	Power	Irrigation and Water Resources	PW(B&R)	Public Health Engineering
	Irrigation and Water Resources		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 Engery	
	Sports & Youth Affairs	Renewable Engery	Science & Technology	
	Renewable Engery	Science & Technology	Sports & Youth Affairs	
14.	Home	Revenue & Disaster Management		
	Revenue & Disaster Management	Home		

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Annexure-B

Link Officers for the purpose of looking after the work during the leave/ training/ tour or election duty of Head of Department/Boards/Cporporations/Officers.

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
	Women & Child	Social Justice &	Welfare of	
	Development	Empowerment	Scheduled Castes	ļ
	Borolopinon		and Backward	
			Classes	<u> </u>
	Social Justice &	Welfare of Scheduled	Women & Child	
		Castes and Backward	Development	
	Empowerment		Bevolopinion	6
		Classes	Social Justice &	NO. 1577(14.1.1.12
	Welfare of Scheduled	Women & Child	The second control of	<u> </u>
	Castes and Backward	Development	Empowerment	
	Classes		E. d. O. O	100 mm m m m m m m m m m m m m m m m m m
2.	Agriculture	Cooperation	Food & Supplies	
	Cooperation	Food & Supplies	Agriculture	
	Food & Supplies	Agriculture	Cooperation	
3.	Archaeology &	Archives	Cultural Affairs	
•	Museums	30 30		<u> </u>
	Archives	Cultural Affairs	Archaeology&	
	Atomico		Museums	
	Cultural Affairs	Archaeology& Museums	Archives	
		Hospitality	Information, Public	
4.	Tourism	поэрканцу	Relations &	3 AND THE REST OF
			AD TOTAL CALLES MANAGEMENT CONTRACTOR CONTRA	
			Languages	
	Hospitality	Information, Public	Tourism	
		Relations & Languages		
	Information, Public	Tourism	Hospitality	
	Relations & Languages	3000		
5.	Excise & Taxation	Labour	Employment	
J.	Labour	Employment	Excise & Taxation	
		Excise & Taxation	Labour	
	Employment Industries & Commerce	Mines & Geology	Supplies &	
6.	industries & Commerce	Willies & Geology	Disposals	IONO
		S - U - 9 Dispession	Industries &	Name of Particular
	Mines & Geology	Supplies & Disposals	Commerce	
			300000000000000000000000000000000000000	
	Supplies & Disposals	Industries & Commerce	Mines & Geology	
7.	NRHM	Medical Education &	Food & Drugs	
		Research	Administration	
	Medical Education &	Food & Drugs	NRHM	
	Research	Administration		
	Food & Drugs	NRHM	Medical Education	
	Administration		& Research	
0	Higher Education	Secondary Education	Elementary	
8.	Inglier Education		Education	
	Conndon: Education	Elementary Education	State Project	
	Secondary Education	Liementary Lucation	Director, Haryana	
			School Shiksha	1
		1	Priyojna Parishad	
		<u> </u>	(SSA)	52 SON - WARRING
	Elementary Education	Secondary Education	State Project	
			Director, Haryana	1
			School Shiksha	
			Priyojna Parishad	
		85	(SSA)	
9.	Technical Education	Industrial Training	Sports & Youth	
9.	, common Eddougon		Affairs	
	Industrial Training	Sports & Youth Affairs	Technical	
	Industrial Training	Sports & Touri / mails	Education	
	One do O March Affaire	Technical Education	Industrial Training	
	Sports & Youth Affairs		illuusillai irailillig	
10.	Town & Country	HUDA		
	Planning & Urban	le l		
	Estates			
1	HUDA	Town & Country		

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
11.	State Transport	Excise & Taxation		
	Transport	Excise & Taxation		
	Commissioner			waye on the same of the same o
	Civil Aviation	Excise & Taxation		
12.	Development &	Rural Development	Urban Local Bodies	Environment
	Panchayats	Urban Local Bodies	Environment	Development
	Rural Development	Orban Local Bodies		& Panchayats
	Urban Local Bodies	Environment	Development &	Rural
			Panchayats	Development
	Environment	Development & Panchayats	Rural Development	Urban Local Bodies
13.	Consolidation of	Land Record	Secretary/Special	
10.	Holdings		Secretary/Joint	
	7.0.090		Secretary, Revenue &	
			Disaster Management	
	Land Record	Consolidation of	Secretary/Special	
	Land Necord	Holdings	Secretary/Joint	
		Holdings	Secretary, Revenue &	
			Disaster Management	
14.	Colongo & Toohnology	Electronics &		
14.	Science & Technology	Information Technology		
	Flactor is 9	Science & Technology		
	Electronics &	Science & Technology		
45	Information Technology	LUIDVAL		
15.	HVPN	UHBVN		
	UHBVN	HVPN		
16.	HSAMB	Agriculture		
	Haryana Agro Industires	Agriculture		
	Warehousing	Agriculute	·	
	Haryana Seeds Dev.	Agriculture		
	Corpn.	, ig. io		
17.	HAFED	RCS		
	Sugarfed	RCS		
	HDDFC	RCS		
18.	CONFED	Food & Supplies		
19.	HSIIDC	Industries & Commerce		
10.	HFC	Industries & Commerce		
20.	HARTRON	Electronics &I.T.		
21.	Hr.BCs & EWS Kalyan	Social Justice &	100 S S S S S S S S S S S S S S S S S S	
21.	Nigam	Empowerment		77 S.L. Processon Rel
22.	Women Dev. Corpn.	Women & Child		
~~.	Tromon Bott Golpin	Development		
23.	Haryana Tourism	Information Public		
20.	Development Corpn.	Relations & Cultural	1	
	Dorolopinion Co.p.n.	Affairs		
24.	HLRDC	Agriculture		
25.	Hr.SCs Finance	Welfare of SCs and BCs		
25.	Development Corpn.	Tremare or dee and bee		
26.	Housing Board	HUDA		
27.		Housing Board	1	
27.	Haryana Khadi & Village Industries Board	riousing board		
20		Estate Officer, HUDA,		
.28.	Land Acquisiton	Panchkula		-
29. 30.	Officer, Panchkula		* **	
	Land Acquisiton	Estate Officer, HUDA, Hisar		
	Officer, Hisar			*
	Land Acquisiton	Estate Officer, HUDA,		
	Officer, Gurgaon	Gurgaon-I	 	
31.	Land Acquisiton Officer, Faridabad	Estate Officer,HUDA, Faridabad		
32.	Land Acquisiton	Estate Officer, HUDA,		
C101 - 0015	Officer, Rohtak	Rohtak	<u> </u>	
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