

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

Dated: Chandigarh, the 09<sup>th</sup> December, 2022

To

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

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Sir/Madam,

In partial modification of this Department's letter of even number dated 20<sup>th</sup> May, 2020, I am directed to inform that in order to ensure smooth functioning of District Administration in the absence of the IAS/HCS officers being on leave/training/tour/election duty or away for more than 2 days due to any other reason or in the event of vacancy due to retirement/transfer of officer, the work will be looked after by the respective Link Officers in case of District Administration as per Annexure "F".

2. Every officer will inform the link officer before proceeding on leave/training/tour/election duty.

Yours faithfully,



(Suresh Kumar)

Under Secretary Administration,  
for Chief Secretary to Government, Haryana

No.1/61/2013-1SII

Dated Chandigarh, the 09<sup>th</sup> December, 2022

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.




(Suresh Kumar)

Under Secretary Administration,  
for Chief Secretary to Government, Haryana

No.1/61/2013-1SII

Dated Chandigarh, the 09<sup>th</sup> December, 2022

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

  
(Suresh Kumar)

Under Secretary Administration,  
for Chief Secretary to Government, Haryana

**INTERNAL DISTRIBUTION**

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

**Annexure – F**

**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 District Administration.**

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<b>Sr. No.</b>	<b>Post</b>	<b>1<sup>st</sup> Link Officer</b>	<b>2<sup>nd</sup> Link Officer</b>
1.	Deputy Commissioner	Additional Deputy Commissioner	-
2.	Additional Deputy Commissioner	CEO, Zila Parishad & CEO, DRDA	-
3.	CEO, Zila Parishad & CEO, DRDA	Additional Deputy Commissioner	-
4.	City Magistrate	SDM (HQ)	-
5.	SDM (HQ)	City Magistrate	EO HSVP (only if IAS/HCS officer is posted as such)
6.	EO, HSVP	SDM (HQ)	-

  
(Suresh Kumar)

Under Secretary Administration,  
for Chief Secretary to Government, Haryana