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

Dated: Chandigarh, the 20th May, 2020

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.

Sir/Madam,

I am directed to invite reference to this department's letter No. 1/61/2013-1SII dated 20.07.2016 and subsequent letters issued on the subject noted above and to say that this matter has been considered further 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 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 an Administrative Secretary as per Annexure "A", in case of Head of Department/Managing Director of Boards/Corporations as per Annexure "B", in case of Additional Secretary/Special Secretary/Secretary as per Annexure "C", in case of Divisional Commissioner as per Annexure "D", in case of Commissioner, Municipal Corporation as per Annexure "E" and in case of District Administration as per Annexure "F".

Further, Divisional Commissioner may assign the additional charge of the 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.

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

Joint Secretary to Government, Haryana Tele No.0172-2740743

Yours faithfully,

No.1/61/2013-1SII

Dated: Chandigarh, the 20th May, 2020

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.

Joint Secretary to Govt., Haryana Tele No.0172-2740743

No.1/61/2013-1SII

Dated: Chandigarh, the 20th May, 2020

A copy, each, is forwarded to the Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Principal OSD/ OSD(SK)/ OSD(BD)/ 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.

Joint Secretary to Govt., Haryana Tele No.0172-2740743

INTERNAL DISTRIBUTION

- 1. Pvt. Secy./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/ GS I, II & III Branch.
- 4. Supdt., Training / Accounts/ E-I/ E-II. Br.
- 6. Secy./SPS.
- 8. Lib. Haryana Civil Secretariat.
- 10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII.

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

1. For the second of the secon	Environment Forests & Wild Life Development & Panchayats Velfare of Scheduled Castes & Backward Classes Social Justice & Empowerment Agriculture & Farmer's Welfare Cooperation Food & Supplies Fisheries Animal Husbandry & Dairying Archaeology & Museums Archives Art and Cultural Affairs	Forests & Wild Life Environment Welfare of Scheduled Castes & Backward Classes Social Justice & Empowerment Development & Panchayats Cooperation Food & Supplies Agriculture & Farmer's Welfare Animal Husbandry & Dairying Fisheries Art and Cultural Affairs Printing & Stationery Archives	Development & Panchayats Development & Panchayats Social Justice & Empowerment Development & Panchayats Welfare of Scheduled Castes & Backward Classes Food & Supplies Agriculture & Farmer's Welfare Cooperation Agriculture & Farmer's Welfare Printing & Stationery Archaeology & Museums	
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3. FO STATE OF STATE	Farmer's Welfare Cooperation Food & Supplies Fisheries Animal Husbandry & Dairying Archaeology & Museums Archives Art and Cultural	Food & Supplies Agriculture & Farmer's Welfare Animal Husbandry & Dairying Fisheries Art and Cultural Affairs Printing & Stationery	Food & Supplies Agriculture & Farmer's Welfare Cooperation Agriculture & Farmer's Welfare Agriculture & Farmer's Welfare Printing & Stationery Archaeology &	
3. FO STATE OF STATE	Farmer's Welfare Cooperation Food & Supplies Fisheries Animal Husbandry & Dairying Archaeology & Museums Archives Art and Cultural	Food & Supplies Agriculture & Farmer's Welfare Animal Husbandry & Dairying Fisheries Art and Cultural Affairs Printing & Stationery	Agriculture & Farmer's Welfare Cooperation Agriculture & Farmer's Welfare Agriculture & Farmer's Welfare Printing & Stationery Archaeology &	
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5. F 4. A D A M A A A A A A A A	Food & Supplies Pisheries Animal Husbandry & Dairying Archaeology & Museums Archives Art and Cultural	Agriculture & Farmer's Welfare Animal Husbandry & Dairying Fisheries Art and Cultural Affairs Printing & Stationery	Farmer's Welfare Cooperation Agriculture & Farmer's Welfare Agriculture & Farmer's Welfare Printing & Stationery Archaeology &	
4. A D A A A A A	Animal Husbandry & Dairying Archaeology & Museums Archives Art and Cultural	Farmer's Welfare Animal Husbandry & Dairying Fisheries Art and Cultural Affairs Printing & Stationery	Cooperation Agriculture & Farmer's Welfare Agriculture & Farmer's Welfare Printing & Stationery Archaeology &	
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4. A D A M A A A A	Animal Husbandry & Dairying Archaeology & Museums Archives Art and Cultural	Animal Husbandry & Dairying Fisheries Art and Cultural Affairs Printing & Stationery	Farmer's Welfare Agriculture & Farmer's Welfare Printing & Stationery Archaeology &	
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P	IIIaiis		Museums	
	Printing & Stationery	Archaeology &	Art and Cultural	
		Museums	Affairs	
T	ourism	Housing	Urban Local	
			Bodies	
	nformation, Public	Tourism	Urban Local	
	Relations & Languages		Bodies	,
H	lousing	Tourism	Town & Country	
			Planning and	
			Urban Estate	
E:	Excise & Taxation	Finance & Planning	Monitoring &	
			Coordination	
Fi	inance & Planning	Monitoring &	Excise & Taxation	
_ _		Coordination		
	Ionitoring &	Social Justice &	Irrigation & Water	
	coordination	Empowerment	Resources	
	ainik & Ardh Sainik	Monitoring &	Town & Country	
W	/elfare	Coordination	Planning and	
	1		Urban Estates	
	dustries &	Labour	Transport	
	ommerce			
	abour	Transport	Industries &	
8.			Commerce	
Tr	ransport	Industries &	Labour	
T1	leature i o v m	Commerce		
	lectronics & I.T.	Labour	Transport	
9. Er	mployment	Technical	Labour	
	lines & Casta	Education		
IVI	lines & Geology	Employment Health	Transport	
10. W	Vomen & Child		Medical Education	

	Health Services	Medical Education	Women & Child Development	
	Medical Education & Research	Women & Child Development	Health	
	Higher Education	School Education	Technical Education	Industrial Training
	School Education	Higher Education	Industrial Training	Technical Education
11.	Technical Education	Industrial Training	Higher Education	School Education
	Skill Development & Industrial Training	Technical Education	School Education	Higher Education
12	Town & Country Planning & Urban Estates	Urban Local Bodies	Irrigation and Water Resources	
12.	Urban Local Bodies	Town & Country Planning & Urban Estates	Development & Panchayats	
	Power	Irrigation and Water Resources	PW(B&R)	Public Health Engineering
13.	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)
	Science & Technology	Sports & Youth Affairs	Renewable Energy	
14.	Sports & Youth Affairs	Renewable Energy	Science & Technology	
	Renewable Energy	Science & Technology	Sports & Youth Affairs	
	Home	Revenue & Disaster Management	Finance & Planning	
15.	Revenue & Disaster Management	Home	Finance & Planning	
	Vigilance	Revenue & Disaster Management	Finance & Planning	
16.	Haryana Swaran Jayanti Celebrations and Principal Executive Officer,	Home	Monitoring & Coordination	
	Haryana Swaran Jayanti Celebrations			
17.	Civil Aviation	Sports & Youth Affairs	Labour	
18.	Administrative Reforms	Monitoring & Coordination	Revenue & Disaster Management	

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

Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
	Women & Child	Social Justice &	Welfare of Scheduled	
	Development	Empowerment	Castes and Backward	
			Classes	
	Social Justice &	Welfare of	Women & Child	
	Empowerment	Scheduled Castes	Development	
1.		and Backward		
		Classes		
	Welfare of	Women & Child	Social Justice &	
	Scheduled Castes	Development	Empowerment	
	and Backward			
	Classes			
_	Agriculture	Cooperation	Food & Supplies	
2.	Cooperation	Food & Supplies	Agriculture	
	Food & Supplies	Agriculture	Cooperation	
	Archaeology &	Archives	Art and Cultural Affairs	
	Museums			
3.	Archives	Art and Cultural	Archaeology &	
		Affairs	Museums	
	Art and Cultural	Archaeology &	Archives	
	Affairs	Museums		
	Tourism	Hospitality	Information, Public	
	**		Relations & Languages	
	Hospitality	Information,	Tourism	<u></u>
4.		Public Relations &		
		Languages		
	Information,	Tourism	Hospitality	
	Public Relations &			
	Languages	, ,	17 1	
_	Excise & Taxation	Labour	Employment	
5.	Labour	Employment	Excise & Taxation	
	Employment	Industries		
	Industries &	Mines & Geology	Supplies & Disposals	
	Commerce	Complian 0	Lada de la Caracia	
6.	Mines & Geology	Supplies &	Industries & Commerce	
	Supplies &	Disposals Industries &	Mines & Geology	
			Willes & Geology	
	Disposals New and	Commerce Science &	Power	
	Renewable	Technology	1 OWEL	
7.	Energy, Haryana	recimology		
	and HAREDA			
_	National Health	Medical Education	Food & Drugs	Haryana Medical
	Mission	& Research	Administration	Services
	1411331011	a resemen	, willinguation	Corporation Ltd.
	Medical Education	Food & Drugs	Haryana Medical	National Health
	& Research	Administration	Services Corporation	Mission
	a resouren	, talling and on	Ltd.	1411331011
	Food & Drugs	Haryana Medical	National Health	Medical
8.	Administration	Services	Mission	Education &
		Corporation Ltd.		Research
	Haryana Medical	National Health	Medical Education &	Food & Drugs
	Services	Mission	Research	Administration
	Corporation Ltd.			. Idininistration
	Ayush	Medical Education	National Health	
		& Research	Mission	
	Higher Education	Secondary	Elementary Education	
		Education	Stomonary Education	
9.	Secondary	Elementary	Haryana School	
2.	Education	Education	Shiksha Pariyojna	

10	Elementary Education	Secondary Education	Haryana School Shiksha Pariyojna Parishad	
	Haryana School Shiksha Pariyojna Parishad	Secondary Education	Elementary Education	
	Technical Education	Skill Development & Industrial Training	Sports & Youth Affairs	
10.	Skill Development & Industrial Training	Sports & Youth Affairs	Technical Education	
	Sports & Youth Affairs	Technical Education	Skill Development & Industrial Training	
	Town & Country Planning	HUDA	Urban Estates	
11.	HUDA	Town & Country Planning	Urban Estates	
	Urban Estates	Town & Country Planning	HUDA Excise & Taxation	
12	State Transport	Transport Commissioner	Excise & Taxation Excise & Taxation	
12.	Transport Commissioner Civil Aviation	State Transport Excise & Taxation	Industries & Commerce	
	Development &	Rural	Urban Local Bodies	Environment
	Panchayats Rural	Development Urban Local	Environment	Development &
13.	Development	Bodies	Environment	Panchayats
	Urban Local	Environment	Development &	Rural
	Bodies	Livitoninent	Panchayats	Development
	Environment	Development & Panchayats	Rural Development	Urban Local Bodies
	Consolidation of Holdings	Land Record	Secretary/Special Secretary/Joint Secretary, Revenue & Disaster Management	
14.	Land Record	Consolidation of Holdings	Secretary/Special Secretary/Joint Secretary, Revenue & Disaster Management	
15.	Science & Technology	Electronics & Information Technology	Environment	
13.	Electronics & Information Technology	Science & Technology	Environment	
	DHBVN	UHBVN	HVPNL	HPGCL
16.	HPGCL	HVPNL	UHBVN	
	HVPNL	UHBVN	LIN / IN / I	
	UHBVN HSAMB	DHBVN Agriculture	HVPNL Haryana Agro	HPGCL
	Haryana Agro Industries	Agriculture	Industries Warehousing	
17.	Warehousing	Agriculture	Haryana Agro Industries	
	Haryana Seeds Development Corporation	Agriculture	HSAMB	
	HAFED	RCS	Warehousing	
18.	Sugarfed	RCS	Warehousing	
	HDDFC	RCS	HAFED	
19.	CONFED	Food & Supplies	HAFED	

20	HSIIDC	Industries &	Supplies & Disposals	
20.		Commerce		
21.	HFC	Industries &	Supplies & Disposals	
		Commerce		
22.	HARTRON	Electronics & I.T.	Supplies & Disposals	
	Hr. BCs & EWS	Social Justice &	Welfare of Scheduled	
23.	Kalyan Nigam	Empowerment	Castes and Backward	
			Classes	
	Women	Women & Child	Hr. SCs Finance	
24.	Development	Development	Development Corpn.	
	Corporation			
	Haryana Tourism	Information Public	Hospitality	
25.	Development	Relations &		
	Corpn.	Cultural Affairs		
26.	HLRDC	Agriculture	HSAMB	
	Hr. SCs Finance	Welfare of SCs and	Women Development	
27.	Development	BCs	Corporation	
	Corpn.			
	Housing Board	HUDA	Haryana Khadi &	
28.	+.		Village Industries	
			Board	
	Haryana Khadi &	Housing Board	Haryana Dairy	
29.	Village Industries		Development Coop.	
	Board		Federation	
	Controller,	Archives	Archaeology &	
30.	Printing &		Museums	
	Stationery			
31.	RCS	Agriculture and	Archives	HAFED
31.		Farmers Welfare		

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

Group	Department	Link Officer-I	Link Officer-II	Link Officer- III
1.	Additional/Special Secretary/Secretary to Government, Haryana, Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana, General Administration Department	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department	
	Additional/Special Secretary/Secretary to Government, Haryana, General Administration Department	Additional/Special Secretary/Secretary to Government, Haryana, Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department	
2.	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department	Additional/Special Secretary/Secretary to Government, Haryana, General Administration Department	Additional/Special Secretary/Secretary to Government, Haryana, Secretariat Establishment	
3.	Additional/Special Secretary/Secretary to Government, Haryana, Home-I	Additional/Special Secretary/Secretary to Government, Haryana, Home-II		
	Additional/Special Secretary/Secretary to Government, Haryana, Home-II	Additional/Special Secretary/Secretary to Government, Haryana, Home-I		

Link Officers for the purpose of looking after the work during the leave/ training/ tour or election duty of Divisional Commissioner.

Sr. No.	Division	Link Officer-I	Link Officer-II
1.	Ambala	Karnal	Rohtak
2.	Karnal	Rohtak	Ambala
3.	Rohtak	Karnal	Hisar
4.	Hisar	Rohtak	Ambala
5.	Gurugram	Faridabad	Rohtak
6.	Faridabad	Gurugram	Karnal

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 Commissioner Municipal Corporations.

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Sr. No.	Commissioner, Municipal Corporation	Link Officer
1.	Gurugram	Faridabad
2.	Faridabad	Gurugram
3.	Rohtak	Hisar
4.	Hisar	Rohtak
5.	Sonipat	Panipat
6.	Panipat	Sonipat
7.	Karnal	Ambala
8.	Ambala	Karnal
9.	Yamunanagar-Jagadhri	Panchkula
10.	Panchkula	Yamunanagar-Jagadhri

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. ***

Sr. No.	Post	Link Officer
1.	Deputy Commissioner	Additional Deputy Commissioner
2.	CEO, Zila Parishad & CEO, DRDA	City Magistrate
3.	City Magistrate	CEO, Zila Parishad & CEO, DRDA
4.	Secretary, RTA	Sub Divisional Officer (Civil) at District Headquarter