

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.

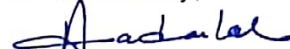
Sir/Madam,

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.

Yours faithfully,



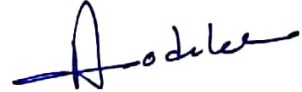
Joint Secretary to Government, Haryana
Tele No.0172-2740743

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.

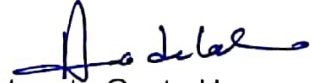


Joint Secretary to Govt., Haryana
Tele No.0172-2740743

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

- | | |
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| 1. Pvt. Secy./CS. | 2. Supdt., Services-I & III/ GS I, II & III Branch. |
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| 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. |

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 & Wild Life	Development & Panchayats	-----
	Forests & Wild Life	Environment	Development & Panchayats	-----
2.	Development & Panchayats	Welfare of Scheduled Castes & Backward Classes	Social Justice & Empowerment	-----
	Welfare of Scheduled Castes & Backward Classes	Social Justice & Empowerment	Development & Panchayats	-----
	Social Justice & Empowerment	Development & Panchayats	Welfare of Scheduled Castes & Backward Classes	-----
3.	Agriculture & Farmer's Welfare	Cooperation	Food & Supplies	-----
	Cooperation	Food & Supplies	Agriculture & Farmer's Welfare	-----
	Food & Supplies	Agriculture & Farmer's Welfare	Cooperation	-----
4.	Fisheries	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare	-----
	Animal Husbandry & Dairying	Fisheries	Agriculture & Farmer's Welfare	-----
5.	Archaeology & Museums	Art and Cultural Affairs	Printing & Stationery	-----
	Archives	Printing & Stationery	Archaeology & Museums	-----
	Art and Cultural Affairs	Archives	Archaeology & Museums	-----
	Printing & Stationery	Archaeology & Museums	Art and Cultural Affairs	-----
6.	Tourism	Housing	Urban Local Bodies	-----
	Information, Public Relations & Languages	Tourism	Urban Local Bodies	-----
	Housing	Tourism	Town & Country Planning and Urban Estate	-----
7.	Excise & Taxation	Finance & Planning	Monitoring & Coordination	-----
	Finance & Planning	Monitoring & Coordination	Excise & Taxation	-----
	Monitoring & Coordination	Social Justice & Empowerment	Irrigation & Water Resources	-----
	Sainik & Ardh Sainik Welfare	Monitoring & Coordination	Town & Country Planning and Urban Estates	-----
8.	Industries & Commerce	Labour	Transport	-----
	Labour	Transport	Industries & Commerce	-----
	Transport	Industries & Commerce	Labour	-----
	Electronics & I.T.	Labour	Transport	-----
9.	Employment	Technical Education	Labour	-----
	Mines & Geology	Employment	Transport	-----
10.	Women & Child Development	Health	Medical Education	-----

	Health Services	Medical Education	Women & Child Development	-----
	Medical Education & Research	Women & Child Development	Health	-----
11.	Higher Education	School Education	Technical Education	Industrial Training
	School Education	Higher Education	Industrial Training	Technical Education
	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	-----
	Urban Local Bodies	Town & Country Planning & Urban Estates	Development & Panchayats	-----
13.	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)
14.	Science & Technology	Sports & Youth Affairs	Renewable Energy	-----
	Sports & Youth Affairs	Renewable Energy	Science & Technology	-----
	Renewable Energy	Science & Technology	Sports & Youth Affairs	-----
15.	Home	Revenue & Disaster Management	Finance & Planning	-----
	Revenue & Disaster Management	Home	Finance & Planning	-----
	Vigilance	Revenue & Disaster Management	Finance & Planning	-----
16.	Haryana Swaran Jayanti Celebrations and Principal Executive Officer, Haryana Swaran Jayanti Celebrations	Home	Monitoring & Coordination	-----
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
1.	Women & Child Development	Social Justice & Empowerment	Welfare of Scheduled Castes and Backward Classes	-----
	Social Justice & Empowerment	Welfare of Scheduled Castes and Backward Classes	Women & Child Development	-----
	Welfare of Scheduled Castes and Backward Classes	Women & Child Development	Social Justice & Empowerment	-----
2.	Agriculture	Cooperation	Food & Supplies	-----
	Cooperation	Food & Supplies	Agriculture	-----
	Food & Supplies	Agriculture	Cooperation	-----
3.	Archaeology & Museums	Archives	Art and Cultural Affairs	-----
	Archives	Art and Cultural Affairs	Archaeology & Museums	-----
	Art and Cultural Affairs	Archaeology & Museums	Archives	-----
4.	Tourism	Hospitality	Information, Public Relations & Languages	-----
	Hospitality	Information, Public Relations & Languages	Tourism	-----
	Information, Public Relations & Languages	Tourism	Hospitality	-----
5.	Excise & Taxation	Labour	Employment	-----
	Labour	Employment	Excise & Taxation	-----
	Employment	Industries	-----	-----
6.	Industries & Commerce	Mines & Geology	Supplies & Disposals	-----
	Mines & Geology	Supplies & Disposals	Industries & Commerce	-----
	Supplies & Disposals	Industries & Commerce	Mines & Geology	-----
7.	New and Renewable Energy, Haryana and HAREDA	Science & Technology	Power	-----
8.	National Health Mission	Medical Education & Research	Food & Drugs Administration	Haryana Medical Services Corporation Ltd.
	Medical Education & Research	Food & Drugs Administration	Haryana Medical Services Corporation Ltd.	National Health Mission
	Food & Drugs Administration	Haryana Medical Services Corporation Ltd.	National Health Mission	Medical Education & Research
	Haryana Medical Services Corporation Ltd.	National Health Mission	Medical Education & Research	Food & Drugs Administration
	Ayush	Medical Education & Research	National Health Mission	-----
9.	Higher Education	Secondary Education	Elementary Education	-----
	Secondary Education	Elementary Education	Haryana School Shiksha Pariyojna Parishad	-----

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

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

Annexure-C

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.

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