

No.1/61/2013-1SII (PF)  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY's OFFICE  
PERSONNEL DEPARTMENT

Dated: Chandigarh, the 01.01.2020

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 of Boards/Corporations in the State.
4. Commissioner, Ambala/Hisar/Gurugram/Faridabad/Karnal/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.**

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Sir/Madam,

In continuation of this Department's letter of even number dated 20<sup>th</sup> July, 2016, I am directed to inform that the following will be Link Officer in the event of Administrative Secretary/Principal Secretary 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 as under:-

Name of Department	Link Officer-I	Link Officer-II
Monitoring and Coordination Department	Social Justice & Empowerment Department	Irrigation & Water Resources Department

2. The officer will inform his Link Officer before proceeding on leave/training/ tour/election duty.

Yours faithfully

*Rashmi Gmoxer*

Deputy Secretary, Administration  
for Chief Secretary to Government Haryana

Endst. No. 1/61/2013-1SII (PF)

Dated Chandigarh, the 1<sup>st</sup> January, 2020

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

1. Establishment Officer and Addl. Secretary to Govt. of India, Ministry of Personnel, PG & Pensions Department of Personnel and Training, New Delhi.
2. Addl. Secretary to Govt. of India (S&V), Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training, Services Division (AIS-III Section), New Delhi.
3. Deputy Secretary to Govt. of India, Department of Personnel & Administrative Reforms, New Delhi.
4. Documentation Officer, National Institute of Educational Planning Administration, 17-B, Sri Aurobindo Marg, New Delhi.
5. Research Officer, Career Management Division, Department of Personnel and Training, R.No.215, North Block, New Delhi.

6. Establishment Officer, C.M. Division, Department of Personnel and Training, R.No.215, North Block, New Delhi.

*Rashmi Grover*

Deputy Secretary, Administration  
for Chief Secretary to Government Haryana

Endst. No. 1/61/2013-1SII (PF)

Dated Chandigarh, the 1<sup>st</sup> January, 2020

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

*Rashmi Grover*

Deputy Secretary, Administration  
for Chief Secretary to Government Haryana

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| 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               |