

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

Dated: Chandigarh, the 1st July, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors/ Chief Administrators/Commissioners of Boards/ Corporations in the State of Haryana.
4. Commissioner, Ambala/ Karnal/ Rohtak/ Hisar/ Gurugram and Faridabad Divisions.
5. All the Deputy Commissioners in the State of Haryana.
6. All the Additional Deputy Commissioners in the State of Haryana.
7. All the District Municipal Commissioners in the State of Haryana.
8. All the CEOs, Zila Parishad and CEOs, DRDA in the State of Haryana.

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,

In continuation of this Department's letter of even number dated 02.06.2025, I am directed to inform you that in order to ensure smooth functioning of the Departments/Boards/Corporations in the absence of the officers concerned, the following will be Link Officers in the event of their being on leave/training/tour/election duty or due to any other reason or in the event of vacancy due to retirement/transfer of officer(s):-

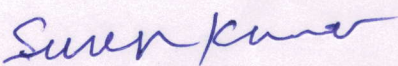
Sr.No.	Name of Post	Link Officer-I	Link Officer-II
1.	District Municipal Commissioner.	Additional Deputy Commissioner	CEO, Zila Parishad & CEO, DRDA
2.	CEO, Shri Mata Sheetla Devi Shrine Board	SDO (C), North Gurugram.	SDO (C), Badshahpur.
3.	CEO, Shri Mata Mansa Devi Shrine Board.	SDO (C), Panchkula.	SDO (C), Kalka.

Further, Annexure G of the above said letter is omitted. Annexure H of the above said letter is partially modified and Sr. No. 41 & 44 in Annexure-H is substituted as under:-

Sr.No.	Name of Post	Link Officer-I	Link Officer-II
41.	SDO(C), Loharu	SDO(C), Bhiwani	SDO(C), Tosham
44.	SDO(C), Badhra	SDO(C), Charkhi Dadri	SDO(C), Bhiwani

2. The officer(s) shall be duty bound to inform the link officers before proceeding on leave/training/tour/election duty.

Yours faithfully,


Deputy Secretary to Government, Haryana,
Personnel Department.

No.1/61/2013-1SII

Dated Chandigarh, the 1st July, 2025

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

1. Chief Executive Officer, Shri Mata Sheetla Devi Shrine Board, Gurugram.
2. Chief Executive Officer, Shri Mata Mansa Devi Shrine Board, Panchkula.
3. Sub Divisional Officers (Civil), North Gurugram/ Badshahpur/ Panchkula/ Kalka/ Loharu/ Bhiwani/ Tosham/ Badhra/ Charkhi Dadri.

Deputy Secretary to Government, Haryana,
Personnel Department.

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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.
7. Chief Administrator, Shri Mata Sheetla Devi Shrine Board, Gurugram.
8. Chief Administrator, Shri Mata Mansa Devi Shrine Board, Panchkula.

Deputy Secretary to Government, Haryana,
Personnel Department.

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A copy, each, is forwarded to the Chief Principal Secretary/ Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ OSD(SG)/ OSD(VK)/ OSD (RS)/ OSD(BBB), OSD (RN), OSD (VS), Special Senior Secretaries/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/ Ministers/ Speaker for the information of Chief Minister/ Ministers/ Speaker.

Deputy Secretary to Government, Haryana,
Personnel Department.

INTERNAL DISTRIBUTION

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