

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

Dated: Chandigarh, the 23rd December, 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.

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 official work in the absence of Additional Deputy Commissioner being on leave/training/tour/ election duty or due to any other reason or in the event of vacancy due to retirement/transfer of the officer, the District Municipal Commissioner of the same district will be the Link Officer-II.

2. The officer shall be duty bound to inform the Link Officer before proceeding on leave/training/tour/election duty.

Yours faithfully,



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. 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.



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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.

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