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

Dated: Chandigarh, the 3rd November, 2026

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.

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.**

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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 the officer concerned in the event of 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, the Secretary/Special Secretary/Additional Secretary to Government, Haryana, Secretariat Establishment is designated as Link Officer for the Secretary/Special Secretary/Additional Secretary to Government, Haryana, Monitoring & Coordination.

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.

No.1/61/2013-1SII Dated Chandigarh, the 3rd November, 2026

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

1. Secretary to Government, Haryana, Secretariat Establishment.
2. Special Secretary to Government, Haryana, Monitoring & Coordination.

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. Director, Information, Public Relations & Languages, Haryana.
4. Principal Accountant General (A & E and Audit), Haryana, Chandigarh.
5. SIO, NIC, Haryana Civil Secretariat, Chandigarh.

Deputy Secretary to Government, Haryana,
Personnel Department.

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A copy, each, is forwarded to the Chief Principal Secretary/ Deputy Principal Secretary/Deputy Principal Secretary-II/OSD(SG)/ OSD(VK)/ OSD (RS)/ OSD (NPM)/ 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

1. Secy./CS.
2. Supdt.,Services-I,III,IV,V & 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. Secy./SPS.
7. I/C, Computer Section.
8. Lib., Haryana Civil Secretariat.
9. Liaison Officer, Telephones
10. 2SII, 3SII, 4SII, 5SII, 6SII & 7SII.