



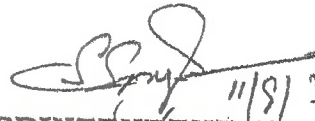
**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA  
PANCHKULA**

Order No. 10/2-2021 Admn(4)

Dated, Panchkula the 12/09/2023

A copy of letter No. 1/61/2013-1SII dated 31.08.2023 received from Chief Secretary to Government Haryana regarding 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. is forwarded to the following for information & necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurgram.
3. All District Education Officer's in the State.
4. All DIET's/BITE/GETTI's in the State.
5. All Officers/Superintendents (Sec).
6. Registrar Education (S).
7. Superintendent Admn. (Elementary).
8. PA/DSE.
9. PA/ Additional Director Administration.
10. PA/ Additional Director Academic.
11. PA/Joint Director (MSS).
12. PA/ Joint Director Admn.
13. IT Cell (HQ) for website.

  
11/9/23

**SUPERINTENDENT ADMN.  
for DIRECTOR SECONDARY EDUCATION  
HARYANA PANCHKULA**

6588 B(4)  
31/08/2023

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

Dated Chandigarh the 31<sup>st</sup> August, 2023

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.

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31/8/23  
Ad.4  
Sir/Madam

In supersession of this department's letter No 1/61/2013-1SII dated 20.05.2020 and subsequent letters issued on the subject noted above. I am directed to say that this matter has been re-considered and in order to ensure smooth functioning of the Departments/Boards/Corporations etc 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 etc 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" in case of District Administration as per Annexure "F" and in case of District Municipal Commissioner as per Annexure "G"

Further, Divisional Commissioner may also assign the additional charge of the IAS/HCS officers except 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 exceeds 15 days, then the proposal to post or give additional charge to any other IAS/HCS officer will be sent to this department

2 Every officer will inform his link officer before proceeding on leave/training/tour/election duty, as the case may be

Yours faithfully

Under Secretary to Government Haryana  
Personnel Department


No 1/61/2013-1SII

Dated Chandigarh, the 31<sup>st</sup> August, 2023

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, HIFA 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.

  
Under Secretary to Government, Haryana  
Personnel Department.

No 1/61/2013-1SII

Dated Chandigarh, the 31<sup>st</sup> August, 2023

A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/ Additional Principal Secretary/ Deputy Principal Secretary/ Political Advisor/ OSD(BD)/ OSD(SG)/ OSD(JY)/ OSD (NPM)/ 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

  
Under Secretary to Government, Haryana  
Personnel Department

**INTERNAL DISTRIBUTION**

- |                               |  |
|-------------------------------|--|
| 1 Pvt. 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 Secy /SPS.   |
| 7 I/C, Computer Section       | 8 Lib Haryana Civil Secretariat                              |
| 9 Liaison Officer, Telephones | 10 2SII, 3SII, 4SII, 5SII, 6SII & 7SII                       |

## Annexure-A

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.	Social Justice Empowerment Welfare of Scheduled Castes & Backward Classes and Antyodaya (SEWA)	Development & Panchayats	Environment, Forests & Wildlife	
	Development & Panchayats	Environment, Forests & Wildlife	Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes and Antyodaya (SEWA)	
	Environment, Forests & Wildlife	Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes and Antyodaya (SEWA)	Development & Panchayats	
2.	Agriculture & Farmer's Welfare	Cooperation	Food, Civil Supplies & Consumer Affairs	Fisheries
	Cooperation	Food, Civil Supplies & Consumer Affairs	Fisheries	Animal Husbandry & Dairying
	Food, Civil Supplies & Consumer Affairs	Fisheries	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare
	Fisheries	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare	Cooperation
3.	Animal Husbandry & Dairying	Agriculture & Farmer's Welfare	Cooperation	Food, Civil Supplies & Consumer Affairs
	Heritage & Tourism	Information, Public Relations, Languages & Culture	Archives	Printing & Stationery
	Information, Public Relations, Languages & Culture	Heritage & Tourism	Printing & Stationery	Archives
	Printing & Stationery	Archives	Heritage & Tourism	Information, Public Relations, Languages & Culture
	Archives	Printing & Stationery	Information, Public Relations, Languages & Culture	Heritage & Tourism
4.	Mines & Geology	Youth Empowerment & Entrepreneurship	Heritage & Tourism	Transport
	Excise & Taxation	Finance & Planning	Industries & Commerce	
	Finance & Planning	Excise & Taxation	Industries & Commerce	
	Industries & Commerce	Mines & Geology	Transport	Excise & Taxation
	Sainik & Ardh Sainik Welfare	Labour	Finance & Planning	Transport
	Labour	Transport	Mines & Geology	
	Transport	Industries & Commerce	Labour	Sainik & Ardh Sainik Welfare
5.	Women & Child Development	Health & Family Welfare	AYUSH	Medical Education & Research
	Health & Family Welfare	AYUSH	Medical Education & Research	Women & Child Development
	AYUSH	Medical Education & Research	Women & Child Development	Health & Family Welfare
	Medical Education & Research	Women & Child Development	Health & Family Welfare	AYUSH

	Higher Education	School Education	Youth Empowerment & Entrepreneurship	Sports
6.	School Education	Higher Education	Sports	Youth Empowerment & Entrepreneurship
	Youth Empowerment & Entrepreneurship	Sports	Higher Education	School Education
	Sports	Youth Empowerment & Entrepreneurship	School Education	Higher Education
	Town & Country Planning and Urban Estates	Housing for All	Urban Local Bodies	Foreign Cooperation
	Urban Local Bodies	Foreign Cooperation	Town & Country Planning and Urban Estates	Housing for All
7.	Housing for All	Town & Country Planning and Urban Estates	Foreign Cooperation	Urban Local Bodies
	Foreign Cooperation	Urban Local Bodies	Housing for All	Town & Country Planning and Urban Estates
	Energy	Irrigation and Water Resources	PW (B&R) and Architecture	Public Health
8.	Irrigation and Water Resources	PW (B&R) and Architecture	Public Health	Engineering
	PW (B&R) and Architecture	Public Health	Engineering	Energy
	Public Health	Energy	Irrigation and Water Resources	PW (B&R) and Architecture
	Home	Revenue & Disaster Management	Finance & Planning	----
9.	Revenue & Disaster Management	Home	Finance & Planning	----
	Civil Aviation	CRID	Labour	----
	CRID	Civil Aviation	Industries & Commerce	----
10.	Haryana Swaran Jayanti Celebrations and Principal Executive Officer, Haryana Swaran Jayanti Celebrations	Home	----	----

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	Food Civil Supplies & Consumer Affairs	---	---
	Food Civil Supplies & Consumer Affairs	Agriculture	---	---
3.	Archaeology & Museums	Archives	Art and Cultural Affairs	---
	Archives	Art and Cultural Affairs	Archaeology & Museums	---
4.	Art and Cultural Affairs	Archaeology & Museums	Archives	---
	Tourism	Hospitality	Information Public Relations & Languages	---
	Hospitality	Information Public Relations & Languages	Tourism	---
5.	Excise & Taxation	Labour	Employment	---
	Labour	Employment	Excise & Taxation	---
6.	Employment	Industries & Commerce	---	---
	Industries & Commerce	Micro Small and Medium Enterprises	Supplies & Disposals	---
	Micro Small and Medium Enterprises	Industries & Commerce	Supplies & Disposals	---
7.	Mines & Geology	Supplies & Disposals	Industries & Commerce	---
	Supplies & Disposals	Industries & Commerce	Micro Small and Medium Enterprises	---
8.	New and Renewable Energy, Haryana and HAREDA	Science & Technology	Power	---
	Medical Education & Research	Food & Drugs Administration	Haryana Medical Services Corporation Ltd.	National Health Mission
9.	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	---
10.	Ayushman Bharat Haryana Health Protection Authority	Haryana Medical Services Corporation Ltd.	Food & Drugs Administration	---
	Higher Education	Secondary Education	Elementary Education	---
	Secondary Education	Elementary Education	Haryana School Shiksha Pariyojna Parishad	Higher Education
	Elementary Education	Secondary Education	Haryana School Shiksha Pariyojna Parishad	Higher Education
10.	Haryana School Shiksha Pariyojna Parishad	Secondary Education	Elementary Education	Higher Education
	Technical Education	Skill Development & Industrial Training	Sports & Youth Affairs	---
10.	Skill Development & Industrial Training	Sports & Youth Affairs	Technical Education	---

	Sports & Youth Affairs	Technical Education	Skill Development & Industrial Training	
	Town & Country Planning	HSVP	Urban Estates	
	HSVP	Town & Country Planning	Urban Estates	
	Urban Estates	Town & Country Planning	HSVP	
11.	Sainik & Ardh Sainik Welfare Department	Town & Country Planning	Fire & Emergency Service	
	Fire & Emergency Service	Town & Country Planning	Sainik & Ardh Sainik Welfare Department	
	Housing Board	HSVP	Haryana Khadi & Village Industries Board	
	Haryana Khadi & Village Industries Board	Micro, Small and Medium Enterprises	Industries & Commerce	
	State Transport	Excise & Taxation	Civil Aviation	
12.	Transport Commissioner	Civil Aviation	Excise & Taxation	
	Civil Aviation	State Transport	Industries & Commerce	
	Development & Panchayats	Rural Development	Urban Local Bodies	Environment
	Rural Development	Urban Local Bodies	Environment	Development & Panchayats
13.	Urban Local Bodies	Environment	Development & Panchayats	Rural Development
	Environment	Development & Panchayats	Rural Development	Urban Local Bodies
	Foreign Cooperation	Urban Local Bodies	Housing for All	Town & Country Planning
	Consolidation of Holdings	Land Record	Secretary/Special Secretary/Joint Secretary, Revenue & Disaster Management	
14.	Land Record	Consolidation of Holdings	Secretary/Special Secretary/Joint Secretary, Revenue & Disaster Management	
	Science & Technology	Electronics & Information Technology	Environment	
15.	Electronics & Information Technology	Science & Technology	Environment	
	DHBVN	UHBVN	HVPNL	HPGCL
16.	HPGCL	HVPNL	UHBVN	
	HVPNL	UHBVN		
	UHBVN	DHBVN	HVPNL	HPGCL
	HSAMB	Agriculture & Farmer's Welfare	Haryana Agro Industries	
	Haryana Agro Industries	Agriculture & Farmer's Welfare	Warehousing	
17.	Warehousing	Agriculture & Farmer's Welfare	Haryana Agro Industries	
	Haryana Seeds Development Corporation	Agriculture & Farmer's Welfare	HSAMB	
	HAFED	RCS	Warehousing	
18.	Sugarfed	RCS	Warehousing	
	HDDCF	RCS	HAFED	
19.	CONFED	Food, Civil Supplies & Consumer Affairs	HAFED	
20.	HSIIDC	Industries & Commerce	Micro Small and Medium Enterprises	
21.	HFC	Industries & Commerce	Supplies & Disposals	
22.	HARTRON	Electronics & IT	Supplies & Disposals	
23.	Haryana BCs & EWS Kalyan Nigam	Social Justice & Empowerment	Welfare of Scheduled Castes and Backward	

	Kalyan Nigam	Empowerment		Castes and Backward Classes	
24.	Women Development Corporation	Women & Child Development		Haryana SCs Finance & Development Corpn	
25.	Haryana Tourism Corporation	Information Public Relations & Cultural Affairs		Hospitality	
26.	HLRDC	Agriculture & Farmer's Welfare		HSAMB	
27.	Haryana SCs Finance & Development Corpn	Welfare of SCs and BCs		Women Development Corporation	
28.	Controller Printing & Stationery	Archives		Archaeology & Museums	
29.	RCS	Agriculture & Farmer's Welfare		Archives	HAFED
	Member Haryana Pollution Control Board	Managing Director HLRDC	Director	Managing Director Haryana Development Corporation	Director, Seeds
	Mission Haryana Development Mission CEO Kaushal Rozgar Nigam Ltd., Panchkula	Director, Skill Development & Industrial Training			
30.	Managing Director, Haryana International Horticulture Marketing Corporation, Ganaur	Managing Director, Haryana Minerals Ltd., New Delhi			
	CEO Haryana Parivar Pehchan Authority	CEO, Haryana Parivar Pehchan Authority			
	Managing Director, Haryana Minerals Ltd., New Delhi	Managing Director, Haryana International Horticulture Marketing Corporation, Ganaur			
	DGHS (HoD)	DGHS (Programs)		MD, National Health Mission	
31.	DGHS (Programs)	DGHS (HoD)		MD National Health Mission	
	MD National Health Mission	DGHS (HoD)		DGHS (Programs)	
32.	CEO Kurukshetra Development Board Kurukshetra	District Commissioner Kurukshetra	Municipal		



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
1.	Additional/Special Secretary/Secretary to Government, Haryana Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana Human Resources Department	Additional/Special Secretary/Secretary to Government, Haryana Personnel Department
2.	Additional/Special Secretary/Secretary to Government, Haryana Human Resources Department	Additional/Special Secretary/Secretary to Government, Haryana Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana Personnel Department
3.	Additional/Special Secretary/Secretary to Government, Haryana Personnel Department	Additional/Special Secretary/Secretary to Government, Haryana Human Resources Department	Additional/Special Secretary/Secretary to Government, Haryana Secretariat Establishment
4.	Additional/Special Secretary/Secretary to Government, Haryana Home-I	Additional/Special Secretary/Secretary to Government, Haryana Home-II	
5.	Additional/Special Secretary/Secretary to Government, Haryana Home-II	Additional/Special Secretary/Secretary to Government, Haryana Home-I	
6.	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 Human Resources Department

Annexure - D

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 Commissioners of Municipal Corporations.

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Sr. No.	Commissioner, Municipal Corporation	Link Officer
1.	Gurugram	Faridabad
2.	Manesar	Faridabad
3.	Faridabad	Manesar
4.	Rohtak	Hisar
5.	Hisar	Rohtak
6.	Sonapat	Panipat
7.	Panipat	Sonapat
8.	Karnal	Ambala
9.	Ambala	Karnal
10.	Yamunanagar-Jagadhri	Panchkula
11.	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	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
1.	Deputy Commissioner	Additional Deputy Commissioner	
2.	Additional Deputy Commissioner	CEO Zila Parishad & CEO DRDA	
3.	CEO Zila Parishad & CEO DRDA	Additional Deputy Commissioner	
4.	City Magistrate	SDM (HQ)	
5.	SDM (HQ)	City Magistrate	EO HSVP (only if IAS/HCS officer is posted as such)
6.	EO HSVP	SDM (HQ)	

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 Municipal Commissioner.

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Sr. No.	District Municipal Commissioner	Link Officer
1.	Gurugram	Jhajjar
2.	Jhajjar	Gurugram
3.	Rohtak	Bhiwani & Charkhi Dadri
4.	Bhiwani & Charkhi Dadri	Rohtak
5.	Hisar	Jind
6.	Jind	Hisar
7.	Sonepat	Panipat
8.	Panipat	Sonepat
9.	Karnal	Kaithal
10.	Kaithal	Karnal
11.	Ambala	Kurukshetra
12.	Kurukshetra	Ambala
13.	Yamunanagar	Panchkula
14.	Panchkula	Yamunanagar
15.	Sirsa	Fatehabad
16.	Fatehabad	Sirsa
17.	Rewari	Mahendergarh
18.	Mahendergarh	Rewari
19.	Palwal	Nuh
20.	Nuh (Mewat)	Palwal