

## OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA

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

Dated, Panchkula the 12/09/2013

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.

SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

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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

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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

6 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.

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 officiers 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. 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 "E" in case of District Administration as per Annexure "F" and in case of District Municipal Commissioner as per Annexure 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.

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

Yours faithfully

- July

Under Secretary to Government Haryana Personnel Department

No 1/61/2013-1SH

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

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

Secretary to Governor Harvana

2 Director General Haryana Institute of Public Administration HIFA Complex Sector 18 Gurugram

- 3 Chief Resident Commissioner, Govt. of Haryana, Haryana Bhawan, New
- 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 31st 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, Harvana 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, 6SII & 7SII

V	Link Officers for th			
	training/tour or election	,		177
Group	Department	Link Officer-I	Link Officer-II	Link Officer-III
	Social Justice	Development & Panchayats	Environment, Forests & Wildlife	A 4 A 2
	Empowerment Welfare of Scheduled Castes &	Panchayats	rolests & vylidine	1
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	Panchayats	Forests & Wildlife	Empowerment.	
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1.			Backward Classes	1.
			and Antyodaya	i e
			(SEWA)	
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		Scheduled Castes &		
		Backward Classes and Antyodaya		
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2.	Consumer Affairs	, , , , , , , , , , , , , , , , , , , ,	Dairying	Farmer's Welfare
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	Mines & Geology	Youth Empowerment &	Heritage & Tourism	Transport
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			Commerce	
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· · · · · ·	Sainik & Ardh Sainik	Labour	Finance & Planning	Transport
	Welfare		4	1
	Labour	Transport	Mines & Geology	
	Transport	Industries &	Labour	Sainik & Ardh
	: Women & Child	Commerce Health & Family	AYUSH	Sainik Welfare Medical Education
	Development	Welfare	A100H	& Research
	Health & Family	AYUSH	Medical Education &	- Women & Child
	Welfare		Research	Development
5.	AYUSH	Medical Education &	Women & Child	Health & Family
71.		Research	Development	Welfare
114	Medical Education &	Women & Child	Health & Family	AYUSH
	Research	Development	Welfare	
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	righter 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 Engineering
0	Irrigation and Water Resources	PW (B&R) and Architecture	Public Health Engineering	Energy
8.	PW (B&R) and Architecture	Public Health Engineering	Energy	Irrigation and Water Resources
	Public Health Engineering	Energy	Irrigation and Water Resources	PW (B&R) and Architecture
	Home	Revenue & Disaster Management	Finance & Planning	
9.	Revenue & Disaster Management	Home	Finance & Planning	4
	Civil Aviation CRID	CRID Civil Aviation	Labour Industries &	and the second
		• 40 00 00	Commerce	Į.
10.	Haryana Swaran Jayanti Celebrations and Principal Executive Officer, Haryana Swaran Jayanti Celebrations	Home		

leave	/training/tour or election	he purpose of look duty of Head of Departn Link Officer-l	ing after the work nent/Boards/Corporation Link Officer-II	Annexure-B during the is/Officers. Link Officer-III
Group ,	Department .		Welfare of Scheduled	
	Women & Child Development	Empowerment	Castes and Backward Classes	
	Contract Contract C	Welfare of Scheduled	Women & Child	
1	Social Justice & Empowerment	Castes and Backward Classes	Development	
	Welfare of Scheduled	Women & Child	Social Justice &	
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	Tourism	Hospitality	Relations & Languages	
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	Labour	Employment	Excise & Taxation	of the self. If
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6.	Mines & Geology	Supplies & Disposals	Industries & Commerce	V 100
	Supplies & Disposals	Industries &	Micro, Small and	φ n ∞ n
		Commerce	Medium Enterprises	•
	New and Renewable	Science & Technology	Power	
7.	Energy, Haryana and		V	
	HAREDA Medical Education &	Food & Drugs	Haryana Medical	National Health
	Research	Administration	Services Corporation Ltd.	Mission
	Food & Drugs	Haryana Medical	National Health Mission	n Medical
	Administration	Services Corporation Ltd	1	Education & Research
	Haryana Medical	National Health	Medical Education &	Food & Drugs
8.	Services Corporation Ltd	Mission	Research	Administration
	Ayush	Medical Education & Research	National Health Missio	n
	Ayushman Bharat	Haryana Medical	Food & Drugs	an art of the
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	Sports & Youth Affairs	Technical Education	Skill Development & Industrial Training	****
	Town & Country Planning	HSVP	Urban Estates	
	HSVP	Town & Country Planning	Urban Estates	
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11.	Sainik & Arðh Sainik Welfare Department	Town & Country Planning	Fire & Emergency Service	
	Fire & Emergency	Town & Country	Sainik & Ardh Sain k	the second or series, being the
	Service	Planning	Welfare Department	1
	Housing Board	HSVP	Haryana Khadi & Village Industries Board	
	Haryana Khadi & Village Industries Board	Micro, Small and Medium Enterprises	Industries & Commerce	
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12.	Transport	Civil Aviation	Excise & Taxation	
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17.	Industries	Agriculture & Farmer's Welfare	Warehousing	~~~
17.	Warehousing	Agriculture & Farmer's Welfare	Haryana Agro Industries	****
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20.		Commerce	Medium Enterprises	n = 4 =
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22.	HARTRÓN	Electronics & I T	Cupalica C Description	
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23.	Haryana BCs & EWS Kalyan Nigam	Social Justice &	Welfare of Scheduled	10.10
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	Kalyan Nigam	Empowerment	Castes and Backward Classes	
	Women Development	Women & Chila	Haryana SCs Finance	370
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26.	ė ·	Maifara		
	Haryana SCs Finance	Welfare of SCs and BCs	Women Development	war at a
27.	& Development Corpn		Corporation	
	Controller Printing &	Archives	Archaeology &	(g MA AN **)
28.	Stationery		Museums	HAFED
29.	RCS	Agriculture & Farmer's Welfare	Archives	, , , , , , , , , , , , , , , , , , ,
	Member Secretary.	Managing Director	Managing Director.	
	Haryana State	HLRDC	Haryana Seeds	
	Pollution Control Board		Development	
			Corporation	•
	Mission Director	Skill Development &		arys n re
	Haryana Skil	Industrial Training		
	Development Mission	1		
	CEO Haryana	CEO, Haryana Parivar		
	Kaushal Rozgar Nigam	Pehchan Authority		
	Ltd., Panchkula		The second secon	
30				
	Haryana Internationa			
	Horticulture - Marketin	g New Delhi		1
	Corporation, Ganaur		4	ing age of the
	CEO Haryana Pariva	r CEO. Haryana Kaushal		
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		Panchkula r Managing Director		w * 4.00
	Managing Directo	, , , , , , , , , , , , , , , , , , , ,		
	Haryana Minerals Ltd	Horticulture Marketing		
	New Delhi	Corporation, Ganaur		
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	DGHS (HoD)	DGH3 (Frograms)	Mission	
	DC11C 10:	DGHS (HoD)	MD National Health	
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`	Kurukshetra	Kurukshetra		
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Link Officers for the purpose of looking after the work during the leave/ training/ tour or election duty of Secretary to Government Haryana.

Department	Link Officer-I	Link Officer-II
Additional/Special Secretary/Secretary to Government, Haryana Secretariat Establishment	Additional/Special Secretary/Secretary to Government, Haryana, Human Resources	Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department
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
Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department	Additional/Special Secretary/Secretary to Government, Haryana, Human Resources	Additional/Special Secretary/Secretary to Government, Haryana, Secretarial Establishment
Additional/Special Secretary/Secretary to Government, Haryana Home-I	Additional/Special Secretary/Secretary to Government, Haryana,	
Additional/Special Secretary/Secretary to Government, Haryana, Home-II	Additional/Special Secretary/Secretary to Government, Haryana, Home-I	
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
	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  Additional/Special Secretary/Secretary to Government, Haryana, Home-I Additional/Special Secretary/Secretary to Government, Haryana, Home-II Additional/Special Secretary/Secretary to Government, Haryana, General Administration	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, Human Resources Department  Additional/Special Secretary/Secretary to Government, Haryana, Personnel Department  Additional/Special Secretary/Secretary to Government, Haryana Home-I Additional/Special Secretary/Secretary to Government, Haryana Home-I Additional/Special Secretary/Secretary to Government, Haryana, Home-II Additional/Special Secretary/Secretary to Government, Haryana, Home-II Additional/Special Secretary/Secretary to Government, Haryana, Home-I Additional/Special Secretary/Secretary to Government, Haryana, Home-II Additional/Special

## Annexure - D

Cyle Officers for the purpose of looking after the work during the leave/ training/ tour or ejection duty of Divisional Commissioner.

Sr. No.		Division	Link Officer-I	Link Officer-II	
1.		Ambala	Karnal	Rohtak	
2.	1	Karnal	Rohtak	Ambala	
3.	1	Rohtak	Karnal	Hisar	ì
4.	1	Hisar	Rohtak	Ambala	1
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 Commissione Municipal Corporations.

Sr. No.	Commissioner, Municipal Corporation	Link Officer
1.	Gurugram	Faridabad
2.	Manesar	Faridabad
3.	Faridabad	Manesar
4.	Rontak	Hisar
5.	Hisar	Rohtak
6.	Sonipat	Panipat
7.	Panipat	Sonipat
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.

	***	
Sr.	No. District Municipal Commissione	r Link Officer
1	. Gurugram	Jhajjar
2	2. Jhajjar	Gurugram
3	Rohtak	Bhiwani & Cnarkhi Dadri
4	Bhiwani & Charkhi Dadri	Rohtak
5	Hisar	Jind
6	. Jind	Hisar
7	Sonepat	Panipat
8	Panipat	Sonepat
9	. Karnal	Kaithal
1	0. Kaithal	Karnal
. 1	1. Ambala	Kurukshetra
1	2. Kurukshetra	Ambala
1	3. Yamunanagar	Panchkula
1.	4. Panchkula	Yamunanagar
1:	5. Sirsa	Fatehabad
16	5. Fatehabad	Sirsa
17	7. Rewari	Mahendergarh
18	3. Mahendergarh	Rewari
19	alwal palwal	Nuh
20	). Nun (Mewat)	Palwal