

No.O.-23011/1/2010-Admn. 1
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi, dated the 3rd February, 2012

OFFICE MEMORANDUM

Subject:- Appointment of Link Officers of DOP&T at the level of Director and below upto the level of Assistants

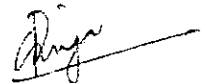
In the last Senior Officers' Meeting, Secretary (P) desired that every Division should nominate Link Officers at the level of Directors/Deputy Secretaries/Under Secretaries/Desk Officers/Section Officers/Assistants so that whenever an officer proceeds on leave/tour/training/transfer etc. his link officer may look after the work being handled by the officer.

2. At the level of DS/Director, there shall be two Link Officers – designated as 1st Link Officer and 2nd Link Officer with approval of JS/AS concerned. At levels of US and below, there shall be one Link Officer. The concerned Link Officers will also function as Appellate Authority/CPIO/ACPIO, as the case may be, in the absence of first officer due to leave/tour/training/transfer etc.

3. In case a CPIO/AA is forced to go on leave suddenly due to circumstances beyond his/her control, the officer may hand over the pending RTI applications/appeals to the Link Officer. Link Officers for SO level and Assistant level may also be nominated in all Divisions of DoP&T as directed by Secretary (P).

4. It shall be the responsibility of concerned Link Officer to bring to the notice/attention of the officer to whom he/she is a link, all important matters/cases handled by him/her during their absence.

5. All Divisions of this Department are accordingly, requested to nominate Link Officers at the level of DS/Director with the approval of concerned AS/JS and at the levels of US and below with the approval of concerned DS/Director and intimate the same to Administration Division latest by 13-2-2012 so that consolidated list may be prepared and issued by Administration. The nominations of Link Officers should be designation based upto SO level and by name in case of Assistants.



(Priya Mahadevan)
Under Secretary (Admn.)

To

Secretary (PESB)/AS (S&V)/EO/JS(V)/JS(E)/JS(TRg.)/JS(AT&A)/All DS/Directors in DoP&T including PESB.

✓ TD, NIC, with the request to upload this OM, in this Department's Web-site, under the Heads 'Circulars' and 'What is new'.