

No.8/50/2013-CS-II-(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110 003
Dated: the 26th May, 2014.

OFFICE MEMORANDUM

Subject: Consolidated instructions relating to the appointment of personal staff attached to Union Council of Ministers- regarding.

The undersigned is directed to state that instructions have been issued relating to the appointment of personal staff attached to Union Council of Ministers from time to time. A need has been felt to compile all the rules/instructions at one place so as to facilitate the cadre units to deal with the cases of matters regarding appointment of personal staff of Union Council of Ministers scrupulously and in a time bound manner. The contents of important/relevant O.M./order on the subject have been further consolidated for the facility of reference and guidance and are being made available on this Department's website www.persmin.nic.in in the dynamic form (Central Secretariat > CSSS > Instructions (Minister's Staff).

2. This may be brought to the notice of all concerned for information, guidance and necessary action.


(K. Suresh Kumar)

Under Secretary to the Government of India
Tel: 24654020

To,

All Ministries/Departments of Government of India.

CONSOLIDATED INSTRUCTIONS- ENTITLEMENT OF PERSONAL STAFF OF MINISTERS

Subject: Consolidated instructions regarding entitlement of Personal Staff of Union Council of Ministers/Deputy Ministers/ Parliamentary Secretaries- regarding

Instructions have been issued by this Department from time to time indicating the scale of personal staff admissible to Union Ministers/Deputy Ministers/Parliamentary Secretaries and related matters.

2. The expression 'single Ministry or independent Department' used hereinafter would mean any single Ministry or a separate Department, as mentioned in the First Schedule to the Govt. of India (Allocation of Business) Rules, 1961 as amended from time to time. This would not include different Departments of a single Ministry, like, Department of Expenditure, Department of Economic Affairs, etc., of the Ministry of Finance, but would include separate independent Departments such as the Department of Space, Department of Electronics, etc.

3. NORMAL ENTITLEMENT

The scale of personal staff normally admissible to the Ministers/Deputy Ministers/ Parliamentary Secretaries when they hold charge of a single Ministry or a single independent Department is as follows:-

CABINET MINISTER

S.No.	Category of Staff	No. of posts
1.	Private Secretary	1
2.	Addl. Private Secretary	2
3.	Asstt. Private Secretary	2
4.	First Personal Assistant	1
5.	Second Personal Assistant	1
6.	Hindi Stenographer	1
7.	LDC	1
8.	Driver	1
9.	Jamadar (*)	1
10.	Peon	4
	Total	15

(*) Name subsequently changed to 'Attendant' vide [O.M. No. 8/5/99-CS.II dated 25.1.2000.](#)

MINISTER OF STATE

S.No.	Category of Staff	No. of posts	Remarks
1.	Private Secretary	1	
2.	Addl. Private Secretary	1	
3.	Asstt. Private Secretary	1	A MOS holding independent charge of a Ministry/ Department may be given one extra Asstt. P.S, if required.

4.	First Personal Assistant	1	
5.	Second Personal Assistant	2	
6.	Hindi Stenographer	1	
7.	LDC	1	
8.	Driver	1	
9.	Jamadar (*)	1	
10.	Peon	3	
	Total	13	

(*) Name subsequently changed to 'Attendant' vide [O.M. No. 8/5/99-CS.II dated 25.1.2000.](#)

MINISTERS OF STATE (ADDITIONAL INDEPENDENT CHARGE)

S.No.	Category of Staff	No. of posts
1.	Addl. Private Secretary	1
2.	First PA.	1
3.	Second P.A.	1
4.	LDC	1
5.	Attendant	1
6.	Peon	1
	Total:	6

MINISTER OF STATE (ADDITIONAL CHARGE, OTHER THAN ON INDEPENDENT CHARGE BASIS)

S.No.	Category of Staff	No. of posts
1.	Addl. Private Secretary	1
2.	Second P.A.	1
3.	LDC	1
	Total	3

DEPUTY MINISTER

S.No.	Category of Staff	No. of posts
1.	Private Secretary	1
2.	First PA.	1
3.	Second P.A.	1
4.	LDC	1
5.	Driver	1
6.	Jamadar (*)	1
7.	Peon	1
	Total	7

(*) Name subsequently changed to 'Attendant' vide O.M. No. [O.M. No. 8/5/99-CS.II dated 25.1.2000.](#)

DEPUTY MINISTER (ADDITIONAL CHARGE)

S.No.	Category of Staff	No. of posts
1.	First PA.	1
2.	LDC	1
	Total:	2

PARLIAMENTARY SECRETARY

S.No.	Category of Staff	No. of posts
1.	Private Secretary	1
2.	First PA.	1
3.	Second P.A.	1
4.	Driver	1
5.	Peon	1
	Total	5

Note: The revised pay scales have been notified vide this Deptt's O.M. No. 8/30/2010-CS.II dated 19.08.2010.

[O.M. No.8/3/92-CS.II dt. 14.1.1994](#) read with
[\(O.M. No. 8/37/2004-CS-II dt. 14.09.2007\)](#)
and [O.M. No. 8/30/2010-CS.II dt. 19.8.2010.](#)

4. ENTITLEMENT OF MOS (INDEPENDENT CHARGE) HOLDING CHARGE OF MORE THAN ONE MINISTRY/ DEPARTMENT

The total entitlement of the personal staff in cases where a MOS (independent charge) holds charge of more than one Ministry/Department be restricted as per the existing norms laid down by DOP&T, from time to time, the number of personal staff to be positioned in different Ministries/ Departments allocated to the Minister, be left to the discretion to the Minister. The entitlement of MOS (independent charge) to personal staff in such cases may be calculated as if the Minister holds the charge of a Ministry/ Department and additional charge of other Ministries/Departments allocated to him.

2. In terms of the norms laid down by this Department vide O.M. dated 14.1.1994, an MOS with main independent charge of a Ministry is entitled for a complement of 13+1 personal staff and MOS (without independent charge-main charge) is entitled for a complement of 13 personal staff. Further, in terms of this Department O.M. dated 10/14.9.2007, a MOS (with additional independent charge) is entitled for a set of 6 additional personal staff and MOS (without independent charge with additional charge) is entitled for a set of 3 personal staff.

3. Ministries/Departments concerned are requested to decide the entitlement of personal staff of the MOS (Independent charge and without Independent charge) who have been allocated more than one Ministry/Department accordingly.

[\(O.M.No.8/16/2009-CS-II dated 5.6.2009\)](#)

5. REVISED PAY STRUCTURE RELATING TO PERSONAL STAFF OF UNION COUNCIL OF MINISTERS:

The revised pay structure relating to personal staff of Union Council of Ministers as per 6th CPC shall be as under:-

Name of the post	Pay Scale/Pay Band (in rupees)	Grade Pay (in Rupees)
Private Secretary	(PB-4) (Rs.37400-67000)	8700
	(PB-3) (Rs.15600-39100)	7600
Addl. Private Secretary	(PB-3) (Rs.15600-39100)	6600
Asstt. Private Secretary/ 1 st P.A.	(PB-2) (Rs.9300-34800)	4800
	(PB-3) (Rs.15600-39100)	5400 (to PS/SO of CSSS/CSS who have completed four years of 'approved service' in the grade)
Second P.A.	(PB-2) (Rs.9300-34800)	4600
Hindi P.A.	(PB-2) (Rs.9300-34800)	4200
LDC	(PB-1) (Rs.5200-20200)	1900
Attendant	(PB-1) (Rs.5200-20200)	1800
Peon	(PB-1) (Rs.5200-20200)	1800

[\(O.M. No. 8/30/2010-CS.II dt. 19.8.2010\)](#)

6. ENTITLEMENT IN SPECIAL/SPECIFIED SITUATIONS

(a) Cabinet Minister holding charge of two independent Ministries

In situations where a Cabinet Minister is holding charge of two independent Ministries on regular basis (not holding temporarily), the complement of staff laid down for a Cabinet Minister as mentioned in para 3 above will be admissible separately for each of the two Ministries.

[\(O.M.8/7/89-CS.II dated 22.6.90\)](#)

(b) A Minister of State holding additional charge of another Ministry or a separate independent Department under another Ministry will be entitled to one additional post of Special P.S (Rs.3700-5000) if the same is required by the Minister. This will not be admissible to a Minister of State holding charge of more than one Department within the

same Ministry.

(Vide [O.M. No. 8/5/85-CS.II dated 6.8.91](#))

However, it has been decided to keep in abeyance the provision of admissibility of Special P.S.

(Vide [O.M. No. 8/5/85-CS.II dated 8.12.92](#))

(c) MINISTER HOLDING ADDITIONAL CHARGE TEMPORARILY

'Situations arise when a Minister quits the Council of Ministers by resignation or otherwise and the portfolio held by him is given 'temporarily' to another Ministers as an 'additional charge'. In such a situation, the Minister who is given the 'additional charge' of the portfolio, which was held earlier by another Minister, may be allowed a separate set of personal staff for the 'additional charge' to the extent indicated below for the duration he holds the 'additional charge'.

i) Private Secretary/Addl.PS	-	1
ii) 1 st Personal Assistant	-	1
iii) 2 nd Personal Assistant	-	1
iv) Lower Division Clerk	-	1
v) Attendant	-	1
vi) Peon	-	1

Note-1 If Private Secretary is already, there, he need not be changed and may be allowed to continue for the reason that sometimes officers are taken from various services as Private Secretary and it may be desirable to allow him to continue till a permanent incumbent takes charge.

Note-2 The above mentioned decision will not be applicable in a case where a part of any Ministry/Department is clubbed with the existing portfolio of the Minister. In doubtful cases, the test that may be applied is whether any particular Ministry/ Department which has been put under charge of a Minister, as an additional one, was earlier having any Minister in charge of it.

Note-3 The post of Special Private Secretary admissible to a Minister of State for holding charge of more than one independent Department as mentioned in sub-para(b) above will not be available in addition to the additional staff indicated above to a Minister of State when he is given additional charge temporarily in the above situation.

([O.M.No.8/6/86-CS.II dated 4.6.87](#))

7. LEVEL OF THE POST OF PRIVATE SECRETARY.

All members of the Council of Ministers are entitled to have Private Secretary of the same rank, i.e Deputy Secretary (PB-3) (Rs.15600-39100+7600(GP)/ Director (PB-4) (Rs.37400-67000 + 8700(GP)).

[\(O.M.No.8/10/89-CSII dt. 3.8.90\)](#)
[\(O.M. No. 8/30/2010-CS.II dt. 19.8.2010\)](#)

8. CREATION OF POSTS IN EXCESS OF THE PRESCRIBED SCALE/UPGRADATION OF POSTS IN THE PERSONAL STAFF OF MINISTERS.

- (a) The posts beyond the prescribed scale of personal staff admissible to Ministers, etc. cannot be created except after obtaining prior approval of the Ministry of Finance and the Department of Personnel & Training.

[\(O.M.No. 8/7/85-CS. II dated 23.5.85\)](#)

- (b) Proposals for creation of additional posts in the personal staff of Ministers are considered in the Ministry of Finance and DOP&T subject to matching savings being made available from within the entitlement of personal staff of the concerned Minister, by surrendering some posts admissible. However, the post of Private Secretary cannot be allowed to be surrendered for providing matching savings. Ministries/Departments should also ensure that, as far as possible, the lower level posts including the posts meant for stenographers are not surrendered for providing matching savings for creation of additional posts in excess of the entitlement.

[\(O.M.No.8/5/85-CS-II dated 6.8.91\)](#)

- (c) Upgradation of posts in the personal staff of Ministers to higher scales of pay with a view to regularize the appointment of officials drawing pay in higher pay scales against posts carrying lower pay scale should not be resorted to. Upgradation of posts amounts to creation of new posts in lieu of the existing posts on the personal staff and as such it can be done only after obtaining prior approval of the Ministry of Finance and the Department of Personnel & Training.

[\(O.M.No. 8/11/85-CS II dated 18/20.12.85\).](#)

9. TENURE OF PRIVATE SECRETARIES AND OTHER CONDITIONS OF THEIR APPOINTMENT.

Ministers have discretion in the matter of selection of persons—serving offices or outsiders for appointment in their personal staff and such appointment will be co-terminus with the office of the Ministers. However, the Policy laid down in regard to the tenure of Private Secretary is as follows:-

- (i) Appointments to the post of Private Secretary to Ministers, Ministers of State, and Deputy Ministers should not be above the rank of Director in (Scale of pay Rs. 4500-5700). The question as to what scale of pay should be allowed to an officer would be decided keeping in view his eligibility for Central deputation in the rank of Under Secretary, Deputy Secretary or Director, as the case may be.
- (ii) A Private Secretary's tenure would be three years (*) or until he ceases to be a Private Secretary, whichever is earlier.
- (iii) On completion of his term as Private Secretary, an officer would be entitled to

continue, unless there are other reasons for his not being so appointed, at the appropriate level in the Ministry, for the balance period of the normal tenure of the Central deputation. In this respect, no distinction would be made between officers picked from the 'offer list' prepared by the Establishment Officer or directly from the cadre. Appointment at the appropriate level will be subject to availability of vacancy and approval by the competent authority in each case.

- (iv) An officer appointed as a Private Secretary in relaxation of the normal 'cooling off' rules, where such relaxation exceeded period of six months; would be entitled to hold office for a maximum period of three years or till he ceases to hold the post of Private Secretary, whichever is earlier, and he would not be entitled to any further tenure.
- (v) Officers of the Central Secretariat Service appointed as Private Secretaries to Ministers would be exempted from the rule of rotation of CSS officers on promotion in the event of their being promoted while serving as Private Secretaries. On their ceasing to hold the post of Private Secretary, they would, however, have to move to a Department other than the one in which they had gained experience as a Deputy Secretary.

(* Amended as five years vide [O.M.No.31/65/2009-EO\(MM-I\) dt.4.3.2010](#))

[\(O.M.No.31/22/90-EO\(MM\) dt.13.8.90](#) &
[O.M.No.31/65/2009-EO\(MM-I\) dt.4.3.2010](#))

10. While the scale of personal staff admissible to a Minister holding charge of more than one Ministry/Department is regulated by the instructions mentioned above, there is no objection to some of the posts being created in one Department and the remaining in other Department under the charge of the concerned Minister. The concerned Ministries/ Departments should also ensure that as far as possible 'included posts' of 1st P.A., APS, and the IInd P.A. are created in different Departments under the charge of the Minister in equitable proportion.

[\(O.M.No.10/53/77-CS.II dt.3.2.78\)](#) &
[\(O.M.No.15/2/78-CS.II dt.20.5.78\).](#)

11. APPOINTMENT OF DRIVERS IN THE PERSONAL STAFF OF MINISTERS

The Staff Car Driver may be provided to Ministers from the strength of the Ministry/ Department concerned. Appointment of Driver from outside for the official car of the Minister may be avoided.

[\(O.M.No.13/19/83-CS.II dt.2.12.83\).](#)

12. DEMITTING OF OFFICE BY MINISTER AND CONTINUANCE OF PERSONAL STAFF TO WIND UP THE OFFICE.

All the members on the personal staff of outgoing Minister may continue to hold their posts for a period not exceeding 15 days so as to enable the Ministries/ Departments to make arrangements for their repatriation, etc. Thereafter, only two members in the personal staff of the outgoing Minister should be allowed to continue for another 15 days, if

required by the outgoing Minister to wind up his office.

[\(O.M.No.10/20/79-CS.II dt. 2.8.79\).](#)

13. VERIFICATION OF CHARACTER AND ANTECEDENTS OF NON-OFFICIALS APPOINTED ON THE PERSONAL STAFF OF MINISTERS.

Relevant instructions for verification of character and antecedents of persons to be appointed in the personal staff of Ministers should be observed while making the appointment. Instructions on the subject have been issued by Establishment Division (Estt. B) of Department of Personnel & Training.

[\(O.M. No. 8/3/92-CS \(I\) dt. 14.1.1994\)](#)

14. ENTITLEMENT TO PERSONAL STAFF OF FUNCTIONARIES HAVING STATUS OF A MINISTER BUT WHO ARE NOT MEMBERS OF COUNCIL OF MINISTERS.

Norms laid down for entitlement of personal staff by this Department in this and other Office Memoranda are not applicable in the case of functionaries having status of a Minister but who are not members of Council of Ministers. Their entitlement depends on the actual workload, which may not be identical with those of the members of the Union Council of Ministers of the corresponding rank, who have to deal with a substantial amount of work connected with Cabinet and its committees, Parliament and its committees besides discharging their Ministry's functions and public responsibilities. Therefore, the entitlement of such functionaries to the personal staff has to be determined by the concerned Ministry/Department without reference to the norms applicable in the case of members of Union Council of Ministers, on the basis of actual workload, and in consultation with the Ministry of Finance.

[\(O.M. No. 8/3/92-CS \(I\) dt. 14.1.1994\)](#)

15. POLICY ON FIXING AN UPPER LIMIT OF THE NUMBER OF YEARS FOR WHICH OFFICERS CAN WORK IN THE PERSONAL STAFF OF UNION COUNCIL OF MINISTERS IN THEIR ENTIRE CAREER:-

Policy on fixing an upper limit of the number of years for which officers can work in the personal staff of Union Council of Ministers in their entire career has been reviewed and accordingly, Appointments Committee of Cabinet has decided as under:-

- a) A total ceiling of ten years has been prescribed beyond which an officer may not be permitted to be appointed in the personal staff of Ministers, irrespective of level.
- b) Every time an appointment in the personal staff is made, the Cadre authorities may check whether the officer has worked in personal staff of Minister earlier and if so, his total tenure should be restricted to not more than 10 years in entire career. Further, his tenure as Private Secretary or OSD to the Minister should be limited to five years within the overall limit, on the personal staff of Ministers.
- c) The ceiling of 10 years and sub limit of five years for Private Secretary/OSD with the ceiling of ten years in personal staff would be adhered

too while processing the cases for appointment of PSs and OSDs. The tenure provided in all such cases would be inclusive of any stint that the officer may have worked in, earlier at Under Secretary or lower levels also in the personal staff of Ministers.

- d) No relaxation will be granted to the above conditions.
- e) The personal staff appointed in the PMO is exempted from the above provisions.
- f) It is further clarified vide O.M. dated 4.1.2013 that the period of service rendered in the personal staff of Ministers of any State Government shall not be counted while calculating the total ceiling of ten years towards appointment in the personal staff of Ministers.

(a to e) - [\(O.M.No.31/65/2009-EO\(MM-I\) dt.4.3.2010\)](#)

(f) - [\(I.D.No.31/2/2012-EO\(MM-I\) Dt. 4.1.2013\)](#)

16. Appointment Committee of Cabinet has approved that:

- (i) The 10 years limit would be applicable to all appointments in the personal staff of Ministers even for retired or private persons.
- (ii) The ACC directions would be applicable with prospective effect and not with retrospective effect as these instructions are clearly for processing 'future' appointments. It would not be practical to open cases of all appointments with Ministers at all levels and recalculate their tenure or cancel their appointments as the case may be. These instructions would be effective from the date of issue of the O.M. No.31/65/2009-EO(MM-I) dated 04.03.2010. No future appointments will be made which are not in accordance with these instructions.

[O.M. No.31/11/2010-EO\(MM-I\) dated 13.05.2010\)](#)

17. Service rendered in the personal staff of Ministers on 'informal basis' will also be taken into account while calculating one's service whether he has put in 10 years in the personal staff of Ministers in his entire career.

[F.No. 8/33/2010-CS-II(C) &
[EO\(MM-I\) Note dt. 24.12.2010](#) in F.No. 8/33/2010-CS.II)

18. Persons appointed on the personal staff of a Minister /Deputy Minister/Parliamentary Secretary have a tenure co-terminus with the office of the Minister/Deputy Minister/Parliamentary Secretary, they, as long as they are in the employment of the Government, hold civil posts and, therefore, according to Rule 1(3) of CCS (Conduct) Rules 1964, all provisions of the conduct rules would be applicable to them. All the officials in the personal staff of a Minister/ Deputy Minister /Parliamentary Secretary are required to submit the property returns as also to intimate/seek permission of the competent authority in respect of any transactions in movable/ immovable property made by them.

[\(O.M. 8/1/97-CS.II dated 20.1.1997\)](#)

19. The following decision has been taken at the level of Hon'ble Prime Minister:-

- i. A blanket ban is imposed on informal attachment of personal staff from subordinate formations of the Ministry, including the public sector undertakings.
- ii. Half of the staff in excess over the sanctioned strength be returned by the Minister's Office immediately. The other half should be returned after the next 15 days, if the Department of Expenditure does not, in the meantime, concur with the justification for an addition to the staff strength of the Minister's Office. While Secretary, Expenditure will examine any proposal sympathetically, there should be no relaxation of these time limits without the prior approval of the Prime Minister.
- iii. Disbursement of pay to the staff attached informally to the Minister's Office should not be made unless the Joint Secretary (Administration) has certified that such staff is working against a post sanctioned for the office of the Minister, where pay is drawn from a subordinate formation, a similar prescription would apply.

[\(D.O. No. 20/48/97-CS.II dated 20.01.1998\)](#)

20. The pay of non government officials on appointment in the personal staff of the Minister is regulated in terms of this Department's O.M.No.2/8/97-Estt(Pay-II) dated 11.3.1998. If non-government officials are re-appointed in the personal staff of the Minister and there is no break period between one deputation to another deputation in the personal staff of Minister (if both deputation are with the personal staff of the Minister) and the pay scale of both deputation are identical, the service rendered earlier in the personal staff of the Minister will be taken into consideration on 2nd deputation for the purpose of counting of increment and protection of pay drawn earlier in the personal staff of the Minister.

[\(U.O. No.8/8/99-CS.II dated 18.7.2000\)](#)

21. APPOINTMENT IN THE PERSONAL STAFF OF MINISTERS- RELAXATION OF UPPER AGE LIMIT/ EDUCATIONAL/ SKILL QUALIFICATION.

With the rise in the age of retirement of the Central Government employees, the upper age limit for engagement of personal staff of Minister is also raised from 58 years to 60 years. Any proposal regarding appointments of staff on the personal staff of Ministers in relaxation of upper age limit will require of approval of the Prime Minister through DoP&T.

2. The educational/skill qualification for personal staff of Ministers should be similar to the corresponding/comparable posts in the Government and as per directions of the Hon'ble Prime Minister, normally there will be no relaxation in the educational and skill qualification for the personal staff of Ministers. As regards the skill qualification, there is no need to verify this in respect of Government Servants, if their parent post is having similar nature of duties. In other cases, a certificate from a Government recognized Institute should be stressed. However, where it is not possible to obtain a certificate from a Government recognized Institute, in those cases, the candidate may be tested locally for speed test at par with the corresponding posts/grades in Central Secretariat Stenographers' Service by the Ministry/Department concerned. Wherever the certificate from the Government recognized Institute does not specify the shorthand/ typing speed the candidate should be tested locally for skill qualification by conducting speed test at par with the skill qualification, prescribed for the corresponding grades.

3. The educational/skill qualification for appointment in the personal staff of Ministers are as under:-

S.No	Name of post	Pay Scale/Pay Band/ Grade Pay (in rupees)	Educational Qualification	Skill Qualification
1.	Private Secretary	(PB-4)- Rs.37400-67000 + 8700 (PB-3)- Rs.15600-39100 + 7600	Graduation from a recognized University	N.A.
2.	Addl. Private Secretary	(PB-3)- Rs.15600-39100 + 6600	Graduation from a recognized University	N.A.
3.	Asstt. Private Secretary	(PB-3)- Rs.15600-39100 + 5400 (PB-2)- Rs.9300-34800 + 4800	Matriculation	<u>English</u> Stenography speed of 100 w.p.m. for a dictation of 10 minutes and its transcription in 50 minutes Or <u>Hindi</u> Stenography speed of 100 w.p.m. for a dictation of 10 minutes and its transcription in 65 minutes
4.	First PA	(PB-2)- Rs.9300-34800 + 4800	-do-	-do-
5.	Second PA	(PB-2)- Rs.9300-34800 + 4600	-do-	-do-
6.	Hindi Steno	(PB-2)- Rs.9300-34800 + 4200	-do-	Hindi Stenography speed of 100 w.p.m. for a dictation of 10 minutes and its transcription in 65 minutes
7.	LDC	(PB-1)- Rs.5200-20200 + 1900	-do-	English Typing speed of 30 w.p.m. or Hindi Typing speed of 25 w.p.m.

(O.M.No.8/5/98-CS.II Dt. 23.10.2001)

22. DELEGATION OF POWERS FOR RELAXATION OF EDUCATIONAL QUALIFICATION

It has been decided, with the approval of Hon'ble Prime Minister, to delegate the power for relaxation of educational qualification for appointment of officials in personal staff of Union Ministers as under:-

- (i) The power to relax the educational qualification for appointment as Peon in the personal staff of Union Minister is delegated to the respective Ministry.
- (ii) The power to relax the educational qualification for appointment to posts other than Peon in the personal staff of Union Ministers has been delegated to Cabinet Secretary.

[\(O.M. 8/14/2013-CS-II\(C\) dt. 23.07.2013\)](#)

The Pay band and Grade Pay of the post of Peon and Attendant are same i.e PB-1 (Rs.5200-20200)+1800(GP). The power to relax educational qualification for appointment as 'Attendant' in the personal staff of Union Minister also lies with the Administrative Ministry.

(F.No.8/49/2013-CS-II(C))

23. APPOINTMENT OF NON GOVERNMENT OFFICIALS IN PERSONAL STAFF OF MINISTERS.

A non Government official shall not be appointed in the personal staff of Ministers before I.B. verification is complete. IB has also been requested to ensure that verification of character and antecedents does not take more than 15 days.

[\(O.M. No.8/32/2010-CS-II\(C\) dt.4.7.2011\)](#)

24. While appointing officials in the personal staff of Ministers, the genuineness of basic documents like educational qualification/character and antecedent verification requires to be verified before appointment.

[\(O.M.No.8/11/2012-CS-II\(C\) Dt. 28.1.2013\)](#)

25. COMBINATIONS OF DIFFERENT POSTS FOR CREATION OF POST OF OSD, ADDL. PS AND ASSTT.PS IN THE PERSONAL STAFF OF MINISTERS.

Various combinations of posts to be surrendered for creation of posts of OSD, Addl. PS and Asstt. PS in the personal staff of Union Council of Ministers are given below:-

S.No.	Name of post	Pay Scale/ Pay Band /Grade Pay(in rupees)	Combination of posts
1.	OSD	(PB-4) (Rs.37400-67000)+ 8700(GP)	<ul style="list-style-type: none"> i) Two posts of Addl.PS; ii) Addl.PS + Asstt.PS; iii) Addl.PS + 1st PA; iv) Addl.PS + 2nd PA + 1 Attendant; v) Addl.PS + Hindi PA + Peon; vi) 1st PA + Hindi PA + LDC +

			Peon; vii) 2nd PA + Hindi PA + LDC + Peon
2.	OSD	(PB-3) (Rs.15600-39100)+ 7600(GP)	i) Addl.PS + Asstt.PS ii) Addl.PS + 1st PA iii) Addl.PS + Peon iv) Asstt.PS + Peon v) 2nd PA + Peon vi) LDC + 2 Peons vii) LDC + Attendant + Peon viii) Attendant + 2 Peon
3.	Addl.PS	(PB-3) (Rs.15600-39100)+6600(GP)	i) Asstt.PS + LDC ii) Asstt.PS + 1st PA iii) Asstt.PS + Attendant iv) Asstt.PS + Peon v) 1st PA + LDC vi) 1st PA + Attendant vii) 1st PA + Peon viii) 2nd PA + LDC ix) 2nd PA + Attendant x) 2nd PA + Peon
4.	Asstt.PS	(PB-2) (Rs.9300 34800)+4800(GP)	i) 2nd PA + Hindi PA ii) 2nd PA + LDC iii) 2nd PA + Attendant iv) 2nd PA + Peon v) Hindi PA +LDC vi) Hindi PA +Attendant vii) Hindi PA + Peon viii) Attendant + Peon ix) Two posts of Peons
Note: The pay scales of different posts in the personal staff of Union Council of Ministers are given in this Deptt's O.M.No.8/30/2010-CS-II(C) dated 19.08.2010.			

[\(O.M. 8/56/2011-CS-II\(C\) Dt. 12.06.2013\)](#)

26. REGARDING PREMATURE CESSATION OF TENURE OF PRIVATE SECRETARIES/OFFICERS ON SPECIAL DUTY TO THE MINISTERS.

The ACC has observed that keeping in view the fact that the appointments of PSs/OSDs to the Minister are made with the express approval of the ACC, it is appropriate that hereafter approval of the same authority 'is obtained for premature cessation of tenures in all such cases".

2. In future all the proposals for premature repatriation of PSs/OSDs to the Ministers are to be submitted to the ACC for prior approval, and no premature 'repatriation may be done in the absence of such an approval.

3. The Appointments Committee of the Cabinet has further directed that, in future, no proposal for appointment of PS/OSD to the Minister will be processed, till the approval of Competent Authority is obtained for premature cessation of term of previous incumbent to the post of PS/OSD.

[\(F.No.14/2/2007-EO\(MM-I\) dt.10.08.2007\)](#)

[\(F.No.4/8/2006-EO\(MM-I\) dt.19.12.2007\)](#)

27. APPOINTMENT OF PS/OSDS IN THE PERSONAL STAFF OF THE MINISTERS

While considering a proposal for ex-post facto approval of the appointment of an officer as OSD to a Minister at Deputy Secretary level, the Appointments Committee of the Cabinet (ACC) observed that many Ministries/Departments are forwarding proposals requesting for ex-post facto approval of the Competent Authority for appointments in the personal staff of Ministers.

2. The ACC has reiterated its directions that prior approval of the ACC is required for all appointments in the personal staff of Ministers (other than Private Secretaries) at the level of Deputy Secretary and above. For appointments as Private Secretaries, ACC approval is required for all levels.

[\(F.No. 24/4/2009-EO\(MM-I\) dated 19.08.2010\)](#)

28. METHODOLOGY TO BE ADOPTED TO ENSURE COMPLIANCE OF ACC'S DIRECTIONS DATED 04.03.2010 REGARDING THE PRESCRIBED CEILING OF 10 YEARS BEYOND WHICH NO OFFICER/OFFICIAL CAN WORK IN THE PERSONAL STAFF OF MINISTERS.

The Appointments Committee of the Cabinet has directed that the following procedure shall be adopted scrupulously:-

- (i) The Ministries/Departments while processing appointments of officials with the Ministers may request the cadre controlling authority of the officer/official be it a Ministry, Department, State Government, Lok Sabha Secretariat, Rajya Sabha Secretariat etc. to furnish along with the cadre clearance, vigilance clearance etc. of the officer, the complete postings profile of the officer, specifically mentioning whether he/she has worked earlier in any capacity in the personal staff of any Minister.
- (ii) This system will work well for all officers/officials who are employees of the Centre or State Government or any other attached/ subordinate office, PSUs etc. under a Government body. This would also be applicable for retired officials.
- (iii) However, a problem may arise when an official to be appointed is a private (non-Government) person. In such cases (though the bio data of the official is taken from the concerned Ministry) it may not be possible to get the accurate and the complete posting profile of the individual from any established Government or related Department. In such cases, the Minister concerned, with whom the Non-Government/private person is being appointed would-give or authenticate an undertaking given by the private person regarding the number of years he has worked earlier. The Ministry may accordingly

process the case for his/her appointment with the Minister for the balance period of the total admissible 10 years.

- (iv) The ACC has also directed that earlier appointments could be verified against the above guidelines.

[\(F.No. 31/11/2010-EO\(MM-\) dated 26.05.2011\)](#)

29. POLICY ON APPLICABILITY OF 'EXTENDED COOLING OFF' IN RESPECT OF OFFICERS APPOINTED AS PRIVATE SECRETARIES/OSDS TO MINISTERS WITH THE ADDITIONAL TENURE OF TWO YEARS I.E. WITHIN THE COMBINED TENURE OF SEVEN YEARS OF CENTRAL DEPUTATION.

As per extant provisions, the tenure of a Private Secretary to the Minister, irrespective of the service to which he/she belongs should be for a period of five years or co-terminus with the Minister or till the date up to which he/she is retained Private Secretary, whichever is the earliest, provided that the total continuous tenure of an officer on central deputation, when his/her appointment as Private Secretary materializes after he/she has spent some initial period of Central deputation, shall not exceed 7 years.

2. In this regard attention is invited to the instructions contained in DoP&T's O.M.No. 5/2/94-E.O(MM-II) dated 24.12.99 under which if an officer wants premature repatriation to his/her cadre on personal grounds or his/her services are required by the State Government/ parent Cadre and his/her case is not covered in any of the provisions of Para 17.11 of the Central Staffing Scheme the provision of extended 'cooling off' would be invoked. As per this, the additional tenure of two years or the balance tenure of seven years given to an officer while appointed as Private Secretary/OSD to Minister in continuation of another deputation and vice versa is also taken into account for calculating the 'extended cooling-off'.

3. Representations have been received in this Department for not taking into account the additional tenure of deputation granted over and above the normal tenure of five years while calculating 'extended cooling off' on requests for pre-mature repatriation on personal grounds. This issue has been considered by the Appointment Committee of the Cabinet and it has been decided that the existing method of calculating 'extended cooling off' will continue.

[\(F.No.9/22/2009-EO\(MM-I\) Dt. 10.05.2013\)](#)

30. AMENDMENT IN THE POLICY RELATING TO REVERSION OF OFFICERS BELONGING TO ALL INDIA SERVICE AS WELL AS CENTRAL SERVICES ON PRE-MATURE CESSATION OF THEIR TENURE AS PRIVATE SECRETARY/OFFICER-ON-SPECIAL DUTY TO MINISTERS.

A review of the policy on the above subject has been under consideration of the Government for some time. The Appointments Committee of the Cabinet (ACC) has now approved certain amendments to the existing policy as mentioned below:-

- (i) Officers of all the three All India Services (including IPS) as well as Central Services who are appointed as PS/OSD without completing their "cooling off" should be reverted to their cadre once their term as PS/OSD ends for whatever reason. While appointing such officers as PS/OSD an informed consent should be obtained from them that they are willing to be appointed as PS/OSD in waiver of the "cooling off" requirement, fully aware of the condition

that they would be reverted back to their cadre once their term as PS/OSD ends for whatever reason and that they would be further required to complete the "*cooling off*" afresh.

(ii) Officers of all the three All India Services as well as Central Services who are appointed as PS/OSD from the "*Offer List*" may be allowed to complete their normal period of central deputation if their term as PS/OSD ends for whatever reason before the completion of such term.

(iii) Officers of all the three All India Services as well as Central Services who are not on the Offer List but are appointed as PS/OSD after completing their "*cooling off requirement*" should also normally be allowed to complete their full term of Central Deputation, subject to **their willingness and** suitability, in case their term as PS/OSD ends for whatever reason before the completion of such term.

(iv) The revised policy would have a prospective effect and cover all those who are appointed as PS/OSD after the date of revision of the policy. Those who are already working as PS/OSD in the Central Government at present as well as those who have already been appointed to posts under the CSS and non-CSS following cessation of their appointment as PS/OSD shall continue to be governed by the pre-revised policy till the completion of their present tenure.

[\(F.No.31/15/2011-EO\(MM-I\) Dt. 12.06.2013\)](#)