

No.8/56/2011-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Dated: the 12<sup>th</sup> June, 2013

OFFICE MEMORANDUM

Subject: Combinations of different posts for creation of post of OSD, Addl. PS and Asstt.PS in the personal staff of Ministers – regarding.

The undersigned is directed to refer to this Deptt's O.M. No.8/3/92-CS-II dated 14.1.1994 wherein instructions have been issued by this Department from time to time indicating the scale of personal staff admissible to Union Council of Ministers and related matters.

2. For easy reference, a detailed list containing 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 is given below:-

OSD (PB-4 (Rs.37400-67000)+ 8700(GP))	i) Two posts of Addl.PS; ii) Addl.PS + Asstt.PS; iii) Addl.PS + 1 <sup>st</sup> PA; iv) Addl.PS + 2 <sup>nd</sup> PA + 1 Attendant; v) Addl.PS + Hindi PA + Peon; vi) 1 <sup>st</sup> PA + Hindi PA + LDC + Peon; vii) 2 <sup>nd</sup> PA + Hindi PA + LDC + Peon
OSD (PB-3 (Rs.15600-39100)+ 7600(GP))	i) Addl.PS + Asstt.PS ii) Addl.PS + 1 <sup>st</sup> PA iii) Addl.PS + Peon iv) Asstt.PS + Peon v) 2 <sup>nd</sup> PA + Peon vi) LDC + 2 Peons vii) LDC + Attendant + Peon viii) Attendant + 2 Peon
Addl.PS (PB-3 (Rs.15600-39100)+6600(GP))	i) Asstt.PS + LDC ii) Asstt.PS + 1 <sup>st</sup> PA iii) Asstt.PS + Attendant iv) Asstt.PS + Peon v) 1 <sup>st</sup> PA + LDC vi) 1 <sup>st</sup> PA + Attendant vii) 1 <sup>st</sup> PA + Peon viii) 2 <sup>nd</sup> PA + LDC ix) 2 <sup>nd</sup> PA + Attendant x) 2 <sup>nd</sup> PA + Peon

Asstt.PS (PB-2 (Rs.9300-34800)+4800(GP))	i) 2 <sup>nd</sup> PA + Hindi PA ii) 2 <sup>nd</sup> PA + LDC iii) 2 <sup>nd</sup> PA + Attendant iv) 2 <sup>nd</sup> 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.	

3. It is also brought to the notice that in terms of this Department's O.M. dated 14.1.1994, Ministries/Departments have also been advised to ensure that as far as possible, the lower level posts including the posts meant for stenographers service are not surrendered for providing matching savings for creation of additional posts in excess of entitlement.

4. All the Ministries/Departments are requested to keep in view the above facts before forwarding any proposal for creation of posts of OSD, Addl. PS and Asstt.PS in the personal staff of Union Council of Ministers by means of surrendering of posts within the scale of entitlement of the personal staff of the concerned Minister.

*Vandana Sharma*  
(Vandana Sharma)  
Director (CS-II)  
Tel: 24622365

To

The Joint Secretary(Admn) of  
all Ministries/Departments of Govt. of India