

F.No. 8/125/2004-CS.II  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel and Training

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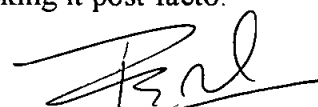
3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Dehi-110003  
Dated the 6<sup>th</sup> May, 2005

**Office Memorandum**

Subject: - Creation of Additional posts/appointments in the personal staff of Ministers- prior approval of the Department of Personnel and Training- regarding.

The undersigned is directed to say that as per the instructions issued by this Department from time to time, posts beyond the prescribed scale of personal staff admissible to the Ministers etc can be created only after obtaining the prior approval of this Department and the Ministry of Finance. Despite these instructions, instances have come to notice where Ministries/Departments created additional posts in the personal staff of Ministers outside the normal entitlement and made appointment against such posts without following the prescribed procedure and subsequently sought ex-post facto approval of this Department. It has also been noticed that in some cases Ministries/Departments sought ex-post facto approval for relaxation in the educational/skill qualifications and/or upper age limit of 60 years, as prescribed in this Department's OM Nos 8/5/98-CS.II dated 23.10.2001, for appointment in the personal staff of Ministers. This is not only irregular but also creates administrative difficulties.

2. As per directions of the Hon'ble Prime Minister, all Ministries/Departments are requested to ensure that approval in such type of cases should invariably be obtained in advance instead of seeking it post-facto.



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To

All Ministries/Departments of Government of India