

No.8/11/2012-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.
Date the 28th January, 2013.

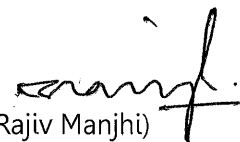
OFFICE MEMORANDUM

Subject: Appointment of Non-Government official in the personal staff of Ministers – regarding.

The undersigned is directed to refer to this Deptt's O.M. No. 8/32/2010CS-II(C) dated 04.07.2011 and O.M.No.8/37/2011-CS.II(C) dated. 15.12.2011 on the subject mentioned above.

2. It has come to notice that while appointing officials in the personal staff of Ministers, procedure and rules for the said appointments are not scrupulously followed. The genuineness of the basic documents like educational qualification/ character and antecedents verification requires to be verified before appointment. Any serious lapse in the verification procedure could result in appointment of persons in the personal staff of Ministers, MP and other Govt. bodies, who are otherwise not eligible to man the post. Needless to add, this is fraught with dangers because such persons could also have access to sensitive information and data. It is therefore imperative that the concerned Ministries/Departments should never lose sight of the various instructions/guidelines while processing the case of appointment of personnel in the office of Hon'ble Ministers.

3. Accordingly, it is once again reiterated that all the Ministries/Departments may take utmost care and follow the instructions/guidelines scrupulously with regard to educational qualification/character and antecedent verification and to ensure that only eligible officials are appointed in Govt. posts.



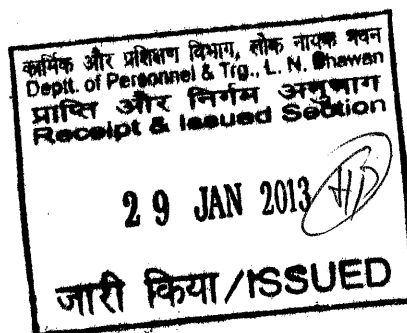
(Rajiv Manjhi)
Director (CS-II)
Telefax: 24622365

To

O/C

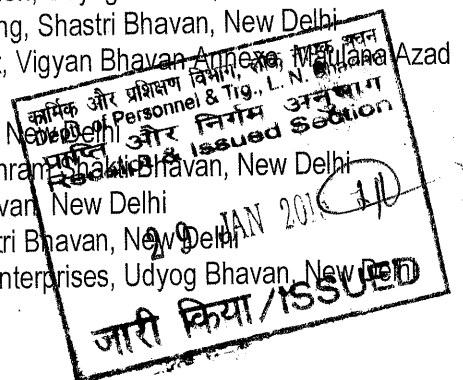
Joint Secretary (Admn.) of all Ministries/Departments of Govt. of India

(As per list attached)



List of Ministries/Departments

1. Joint Secretary (Admn.), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Parliament Street, New Delhi
2. Joint Secretary (Admn.), D/o Agricultural Research & Education, Krishi Bhavan, New Delhi
3. Joint Secretary (Admn.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi
4. Joint Secretary (Admn.), D/o Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi
5. Joint Secretary (Admn.), D/o AYUSH, I.R.C.S. Building (Red Cross Building), New Delhi
6. Joint Secretary (Admn.), D/o Bio-Technology, Block No.2, CGO Complex, Lodhi Road, New Delhi
7. Joint Secretary (Admn.), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
8. Joint Secretary (Admn.), Central Vigilance Commission, Satarkta Bhavan, G.P.O. Complex, Block-A, INA, New Delhi
9. Joint Secretary (Admn.), D/o Chemicals & Petro-chemical, Shastri Bhavan, New Delhi
10. Joint Secretary (Admn.), M/o Civil Aviation, Rajiv Gandhi Bhavan, Near Safdarjung Airport, New Delhi
11. Joint Secretary (Admn.), M/o Coal, Shastri Bhavan, New Delhi
12. Joint Secretary (Admn.), D/o Commerce, Udyog Bhavan, New Delhi
13. Joint Secretary (Admn.), D/o Commerce (Supply Division), Nirman Bhavan, New Delhi
14. Joint Secretary (Admn.), M/o Consumer Affairs, Krishi Bhavan, New Delhi
15. Joint Secretary (Admn.), M/o Corporate Affairs, Shastri Bhavan, New Delhi
16. Joint Secretary (Admn.), M/o Culture, Shastri Bhavan, New Delhi
17. Joint Secretary (Admn.), M/o Defence, C-II Hutments, Dalhouse Road, New Delhi
18. Joint Secretary (Admn.), M/o Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi
19. Joint Secretary (Admn.), M/o Disinvestment, CGO Complex, New Delhi
20. Joint Secretary (Admn.), M/o Earth Sciences, Masagar Bhavan, CGO Complex, Lodhi Road, New Delhi
21. Joint Secretary (Admn.), D/o Economic Affairs, North Block, New Delhi
22. Joint Secretary (Admn.), M/o Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi
23. Joint Secretary (Admn.), D/o Expenditure, North Block, New Delhi
24. Joint Secretary (Admn.), D/o Fertilizers, Shastri Bhavan, New Delhi
25. Joint Secretary (Admn.), D/o Financial Services, Jeevan Deep Building, Parliament Street, New Delhi
26. Joint Secretary (Admn.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi
27. Joint Secretary (Admn.), D/o Food Processing Industries, Panchsheel Bhavan, August Kranti Marg, Near Shree Fort, New Delhi
28. Joint Secretary (Admn.), M/o Health & Family Welfare, Nirman Bhavan, New Delhi
29. Joint Secretary (Admn.), M/o Heavy Industries, Udyog Bhavan, New Delhi
30. Joint Secretary (Admn.), D/o Higher Education, Shastri Bhavan, New Delhi
31. Joint Secretary (Admn.), M/o Home Affairs, North Block, New Delhi
32. Joint Secretary (Admn.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi
33. Joint Secretary (Admn.), M/o Information & Broadcasting, Shastri Bhavan, New Delhi
34. Joint Secretary (Admn.), Inter-State Council Secretariat, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi
35. Joint Secretary (Admn.), D/o Justice, Jaisalmer House, New Delhi
36. Joint Secretary (Admn.), M/o Labour & Employment, Shram Shakti Bhavan, New Delhi
37. Joint Secretary (Admn.), D/o Legal Affairs, Shastri Bhavan, New Delhi
38. Joint Secretary (Admn.), Legislative Department, Shastri Bhavan, New Delhi
39. Joint Secretary (Admn.), M/o Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi



40. Joint Secretary (Admn.), M/o Mines, Shastri Bhavan, New Delhi
41. Joint Secretary (Admn.), M/o Minority Affairs, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi
42. Joint Secretary (Admn.), National Commission for Minorities, 5th Floor, Lok Nayak Bhavan, New Delhi
43. Joint Secretary (Admn.), National Disaster Management Authority, NDMA Bhavan, A-1, Safdarjung Enclave, New Delhi
44. Joint Secretary (Admn.), M/o New & Renewable Energy, Block No.14, CGO Complex, Lodhi Road, New Delhi
45. Joint Secretary (Admn.), M/o Overseas Indian Affairs, 934 Akbar Bhavan, New Delhi
46. Joint Secretary (Admn.), M/o Panchayati Raj, Sardar Patel Bhavan, New Delhi
47. Joint Secretary (Admn.), D/o Pension & Pensioners' Welfare, Lok Nayak Bhavan, New Delhi
48. Joint Secretary (Admn.), D/o Personnel & Training, North Block, New Delhi
49. Joint Secretary (Admn.), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
50. Joint Secretary (Admn.), Planning Commission, Yojana Bhavan, New Delhi
51. Joint Secretary (Admn.), D/o Posts, Dak Bhavan, Parliament Street, New Delhi
52. Joint Secretary (Admn.), M/o Power, Shram Shakti Bhavan, New Delhi
53. Joint Secretary (Admn.), Prime Minister's Office, South Block, New Delhi
54. Joint Secretary (Admn.), D/o Public Enterprises, Jeevan Deep Building, Parliament Street, New Delhi
55. Joint Secretary (Admn.), O/o the Registrar General of India, Man Singh Road, New Delhi
56. Joint Secretary (Admn.), D/o Revenue, North Block, New Delhi
57. Joint Secretary (Admn.), M/o Road Transport & Highways, Transport Bhavan, New Delhi
58. Joint Secretary (Admn.), M/o Rural Development, Krishi Bhavan, New Delhi
59. Joint Secretary (Admn.), D/o Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi
60. Joint Secretary (Admn.), D/o Scientific & Industrial Research, Technology Bhavan, New Mehrauli Road, New Delhi
61. Joint Secretary (Admn.), M/o Shipping, Transport Bhavan, New Delhi
62. Joint Secretary (Admn.), M/o Social Justice & Empowerment, Shastri Bhavan, New Delhi
63. Joint Secretary (Admn.), Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
64. Joint Secretary (Admn.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi
65. Joint Secretary (Admn.), M/o Steel, Udyog Bhavan, New Delhi
66. Joint Secretary (Admn.), D/o Telecommunication, Sanchar Bhavan, New Delhi
67. Joint Secretary (Admn.), M/o Textiles, Udyog Bhavan, New Delhi
68. Joint Secretary (Admn.), M/o Tourism, Transport Bhavan, New Delhi
69. Joint Secretary (Admn.), M/o Tribal Affairs, Shastri Bhavan, New Delhi
70. Joint Secretary (Admn.), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
71. Joint Secretary (Admn.), M/o Urban Development, Nirman Bhavan, New Delhi
72. Joint Secretary (Admn.), M/o Water Resources, Shram Shakti Bhavan, New Delhi
73. Joint Secretary (Admn.), M/o Women & Child Development, Shastri Bhavan, New Delhi
74. Joint Secretary (Admn.), M/o Youth Affairs & Sports, Shastri Bhavan, New Delhi

