

Confidential

No.8/32/2010-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 4th July, 2011

OFFICE MEMORANDUM

07 JUL 2011

Subject: Appointment of non-government officials in the personal staff of Ministers -  
regarding

The undersigned is directed to invite reference to the existing instructions regarding appointment/scale/entitlement of personal staff admissible to Ministers/Deputy Ministers/Parliamentary Secretaries in the Union Council of Ministers issued vide this Deptt's O.M.No.8/3/92-CS(I) dated 14.1.1994, which inter alia stipulates verification of character and antecedents of the non government officials before appointment in the personal staff of the Union Council of Ministers.

2. However, references are being received from various Ministries/Departments regarding ante-dating of appointment of officials in the personal staff of Ministers. It has also come to the notice that officials are appointed in the personal staff of Ministers in anticipation of completion of pre-appointment formalities at a later stage. This is not only irregular but also creates administrative difficulties. Due to sensitivity of work handled by the Ministers, it is not appropriate to allow appointments in the personal staff of Ministers without prior verification of character and antecedents.

3. The Prime Minister has taken a serious view of this and has directed that a non-government personnel shall not be appointed in the personal staff of Minister before I.B verification is complete. The Intelligence Bureau has also been requested to ensure that verification of character and antecedents does not take more than 15 days. This Department will henceforth not entertain any request for ante-dating of appointment of such personnel.

4. The compliance of this O.M. may kindly be ensured.

(Rajeev Kapoor)

Joint Secretary to the Government of India

Tel: 23093668

To, -

The Joint Secretary (Admn) (By name)  
All Ministries/Departments (37)

