

No.8/37/2011-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 15<sup>th</sup> December, 2011

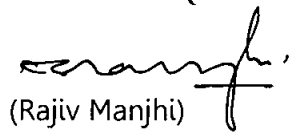
**OFFICE MEMORANDUM**

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 on the subject mentioned above and to say that the Prime Minister's Office has again reiterated its earlier direction to strictly comply with the requirement of completion of IB verification before appointment of non-government official in the personal staff of Ministers.

2. It has 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. Accordingly, it is requested that all the Ministries/Departments may strictly comply with the directions issued by the Prime Minister's Office in this regard. This Department will not entertain any request for ante-dating of appointment of non-government officials in the personal staff of Ministers in future.



(Rajiv Manjhi)  
Deputy Secretary to the Govt of India  
Telefax: 24622365

To

D/C

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

all Cadres.

