

No.8/37/2004-CS.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Lok Nayak Bhavan, Khan Market,
New Delhi, dated the 10th September, 2007
14

OFFICE MEMORANDUM

Subject: Scale of Personal Staff of Union Council of Ministers – Entitlement of Minister of State & Deputy Ministers holding additional charge of another Ministry or Department under another Ministry – regarding.

The undersigned is directed to say that the scale of personal staff for Ministers etc. laid down in this Department's O.M. No.8/5/85-CS.II dated 4.4.85 as amended from time to time, inter-alia provides that a Minister of State holding additional charge of another Ministry or a Department under another Ministry will be allowed one additional post of Special Private Secretary, if the same is required by the Minister. The instructions regarding provision of one additional post of Special Private Secretary to Minister of State were, however, kept in abeyance by this Department's O.M. No.8/5/85-CS.II dated 8.12.1992. Further, this Department's O.M No.8/17/88-CS-II dated 7.6.89 provides that when a Deputy Minister is given additional charge of another Ministry/Department and is required to function from two different locations, he is entitled to have one Personal Assistant and one Peon (in addition to the normal entitlement).

2. The matter regarding provision of additional personal staff to the Ministers of State and the Deputy Ministers, having additional charge of another Ministry or a Department under another Ministry has been reviewed further and it has now been decided to provide a separate set of personal staff for the additional charge, to the extent indicated below: -

(a) Ministers of State (additional Independent Charge)

S.No.	Category of Staff	No. of Posts	Scale of Pay
1.	Additional Private Secretary	1	Rs.10,000-15,200
2.	First Personal Assistant	1	Rs.6,500-10,500
3.	Second Personal Assistant	1	Rs.5,500-9,000
4.	Lower Division Clerk	1	Rs.3,050-4,590
5.	Attendant	1	Rs.2,610-3,540
6.	Peon	1	Rs.2,550-3,200

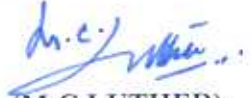
(b) Ministers of State (additional charge, other than on independent charge basis)

S.No.	Category of Staff	No. of Posts	Scale of Pay
1.	Additional Private Secretary	1	Rs.10,000-15,200
2.	Second Personal Assistant	1	Rs.5,500-9,000
3	Lower Division Clerk	1	Rs.3,050-4,590

(c) Deputy Minister (additional charge)

S.No.	Category of Staff	No. of Posts	Scale of Pay
1.	First Personal Assistant	1	Rs.6,500-10,500
2.	Lower Division Clerk	1	Rs.3,050-4,590

3. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their I.D. No. G-11019/57/2004-EG dated 1.11.2004 and 20.8.2007.



(M.C.LUTHER)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

Tel.No.24622365

To

✓ All Ministries/Departments of Government of India (As per mailing list)

✓ Copy to NIC for uploading on the website of this Department under relevant heading.

