

**Immediate**

**No. 4/21/2024-EO (MM-I)  
Government of India  
Department of Personnel & Training  
(Office of the Establishment Officer)**

North Block, New Delhi  
19<sup>th</sup> July, 2024

**OFFICE MEMORANDUM**

**Sub:- Appointment of Shri Kshitij Jain, IRS(C&IT:2011) as Private Secretary to the Minister for Labour & Employment and Youth Affairs and Sports (Dr. Mansukh Mandaviya) in the M/o Youth Affairs and Sports.**

Ref:- M/o Youth Affairs and Sports' O.M. No. A-19011/8/2024-Admn dated 16.07.2024.

2. The Competent Authority has approved the proposal for appointment of Shri Kshitij Jain, IRS(C&IT:2011) as Private Secretary to the Minister for Labour & Employment and Youth Affairs and Sports (Dr. Mansukh Mandaviya) in the Ministry of Youth Affairs and Sports at the level of Deputy Secretary with effect from the date of assumption of charge of the post and for the period up to 20.09.2025 ((i.e. for the balance period of his four years central deputation tenure) or on co-terminus basis or till he ceases to function as Private Secretary to the Minister or until further orders, whichever event occurs the earliest.

  
(Pooja Jain)  
Deputy Secretary to Government of India 19.07.24

**D/o Youth Affairs,  
(Ms. Meeta R. Lochan, Secretary)  
New Delhi.**

No. 4/21/2024-EO (MM-I)

New Delhi, dated 19<sup>th</sup> July, 2024

Copy for information to:-

1. Cabinet Secretariat (Ms. Kavita Singh, Joint Secretary), New Delhi.
2. M/o Environment, Forest & Climate Change (Ms. Leela Nandan, Secretary), New Delhi.
3. D/o Revenue(Shri Sanjay Malhotra, Secretary).
4. PS to MOS (PP)/PSO to Secretary (P).
5. PPS to EO/ US(CM)/Guard file.

  
(Pooja Jain)  
Deputy Secretary to Government of India 19.07.24