

MOST URGENT

**No. 31/9/2014-EO (MM.I)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)**

North Block, New Delhi

Dated: 21/05/2014

OFFICE MEMORANDUM

Subject:- Providing interim assistance to Minister.

The undersigned is directed to state that on the formation of the new Government there would be an immediate requirement to provide assistance of a Private Secretary to the new Minister. Since the process of appointing Private Secretaries to Ministers takes some time, it would be in order to provide the services of an officer within the Department till such time as the officer chosen by the Minister as Private Secretary is put in place. Therefore, as an interim measure it may be advisable to identify an officer working at DS/Director level in the Ministry/Department who could be deputed to work with the new Minister until a regular Private Secretary of the Minister's choice is appointed.

2. It may be kept in mind that such an arrangement would only be an interim measure for a short period of a month or so. It may be ensured that such officer has sufficient tenure for this purpose. Such an officer would continue to work as Deputy Secretary/Director and will not be eligible for redesignation as PS unless the Minister wants him as a regular PS and a formal proposal in that regard is sent to this Department for approval of the competent authority. Details of the officer, if so assigned for the above, may be communicated to this office for information.

3. It may be noted that for appointment of a regular Private Secretary/OSD to the Minister, a formal proposal with the information and documents as detailed in the Annexure may be forwarded to this Department for approval of the competent authority. Extant instructions on the subject are enclosed for ready reference.


(Jagannath Srinivasan)
Deputy Secretary(MM)

**Secretaries all Ministries/Departments
(By name)**

Annexure

Fresh PS Appointment

- (i) Proposal with Cabinet Minister's/MoS (I/C) approval
- (ii) Willingness of the officer
- (iii) Cadre clearance/vigilance clearance
- (iv) Details regarding previous working in the Ministers' staff including as PS/OSD specifying with designation and period-wise of earlier working in the Ministers' staff
- (v) ACR dossier in r/o Non-IAS officers.

Lateral shift as PS/OSD

- (i) Proposal with Cabinet Minister's/MoS (I/C) approval
- (ii) Willingness of the officer
- (iii) Vigilance clearance from the Ministry/Department where working earlier
- (iv) Post creation details with the approval of DoP&T(CS Division)/MoF (D/o Expenditure) **in case of appointment as OSD**

Fresh Appointment as OSD:

- (i) Proposal along with the Cabinet Minister's/MoS (I/C)'s approval
- (ii) Willingness of the officer
- (iii) Cadre clearance/vigilance clearance
- (iv) Bio-data/service profile of the officer specifying designation and period-wise details of earlier working in the Ministers' staff
- (v) Post creation details with the approval of DoP&T (CS Division)and MoF (D/o Expenditure)
- (vi) ACR dossier in r/o Non-IAS officers.

OSDs in case of Private persons:

- As in column (i) to (ii)
- (i) Educational qualification certificate (attested copies (by not below US)
 - (ii) Bio-data/earlier service details duly attested by the Minister concerned
 - (iii) Post creation details with the approval of CS Division/D/o Expenditure
 - (iv) IB report
 - (v) Police report on verification of character and antecedents in the format prescribed.

