

**URGENT**

**No. 25/2/2013-EO (MM-I)**  
Government of India  
Department of Personnel & Training  
(Office of the Establishment Officer)

North Block, New Delhi  
26<sup>th</sup> May 2014

**OFFICE MEMORANDUM**


**Sub: Appointments of OSD in the personal staff of Ministers-reg.**

The undersigned is directed to say that recently while examining a case of appointment of Officer on Special Duty(OSD) to a Minister, it has come to notice that some Ministries/Departments do not process the cases related to the appointments of OSDs as per the laid down procedure.

2. As per the ACC directions notified vide this Department's O.M. No. 24/4/2009-EO (MM-I) dated 19.08.2010, prior approval of the ACC is required for appointment in the Minister's personal staff (other than Private Secretary) at Deputy Secretary & above level. Further, for appointments as PS, ACC approval is required for all levels. However, despite clear instructions on the subject, the established procedure is not being followed in the appointment of officers, particularly for appointment as OSDs.

3. All the Ministries/Departments are, therefore, advised to ensure strict compliance of the laid down procedure for all appointments, including OSDs, in the personal staff of the Ministers.

4. This issues with the approval of the Competent Authority.

  
(J. Srinivasan)  
Deputy Secretary to the Govt. of India

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

Immediate

No.24/4/2009-EO (MM-I)  
Government of India  
Department of Personnel & Training  
(Office of the Establishment Officer)

New Delhi, dated 19.08.2010.


OFFICE MEMORANDUM

Subject. Appointment of PS/OSDs in the personal staff of the Ministers-  
instructions- regarding

While considering a proposal for ex-post facto approval of, the appointment of an officer as OSD to a Minister at Deputy Secretary level, the Appointments Committee of the Cabinet (ACC) observed that many Ministries/Departments are forwarding proposals requesting for ex-post facto approval of the Competent Authority for appointments in the personal staff of Ministers.

2. The ACC has reiterated its directions that prior approval of the ACC is required for all appointments in the personal staff of Ministers (other than Private Secretaries) at the level of Deputy Secretary and above. For appointments as Private Secretaries, ACC approval is required for all levels.


3. All Ministries/Departments are requested to please take note of these directions of the ACC for future compliance.

  
(Trishaljit Sethi)  
Director (MM)

To  
The Secretaries (by name)  
All Ministries/Departments of the Govt of India

Copy to:

1. Prime Minister's Office (Ms. V. Vidyavathi, Director)
2. Cabinet Secretariat (Ms. Nivedita Shukla Verma, Director)
3. PS to EO/Director (MM)/Director (CS.I)
- ✓ 4. NIC-with the request to place in the website of DOPT.
5. Guard file.

  
(Trishaljit Sethi)  
Director (MM)