

No. 31/22/2024-EO (MM-I)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated: 20 August, 2024

OFFICE MEMORANDUM

Subject : Policy on fixing an upper limit of the number of years for which officers can work in the personal staff of the Union Minister in their entire careers.

Reference is invited to DoP&Ts O.M. No. 31/65/2009-EO(MM-I) dated 04.3.2010 and O.M. No. 31/11/2010-EO(MM-I) dated 13.05.2010 on the above subject.

2. In the above context, references are being received from Ministries / Departments seeking relaxation to DoPTs O.M. dated 04.03.2010 and 13.05.2010 in respect of the officials of Level 8 and below and of equivalent pay level for their appointment in personal staff of Minister.

3. It is clarified that the ceiling of tenure of 10 years of working in personal staff of Ministers as prescribed vide OMs dated 04.03.2010 and 13.05.2010 is not applicable to officers/officials of level 8 and below and of equivalent pay level and in such case, the concerned Ministries/Departments may take a decision as per extant guidelines.


(Sakshi Mittal)
Director

To,
All Secretaries to the Government of India.

No. 31/22/2024-EO (MM-I)

Dated: 20 August, 2024

Copy forwarded for information & necessary action to:-

1. DOP&T (Shri Rajat Kumar, Joint Secretary) CS-II Division, New Delhi.
2. Prime Minister's Office (Ms. Manmeet Kaur, Deputy Secretary), New Delhi.
3. Cabinet Secretariat (Ms. Mrunmai Joshi, Deputy Secretary).
4. PS to MOS (PP)/Sr.PPS to Secretary (P).
5. PS to EO/Dir.(MM)/RO(CM)/Guard File.
6. Director, NIC for placing on the website of DoP&T.


(Sakshi Mittal)
Director

Most Immediate

No.31/4/2013-EO(MM-I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Office of the Establishment Officer)

New Delhi, dated 02.04.2013.

OFFICE MEMORANDUM

Subject: Policy on fixing an upper limit of the number of years for which officers can work in the personal staff of the Union Minister in their entire careers.

The Appointments Committee of the Cabinet (ACC) had laid down a policy wherein a ceiling of 10 years in the entire career and a sub-limit of 05 years as PS/OSD within the ceiling of 10 years had been fixed beyond which no person was to be permitted to be appointed in the personal staff of Ministers. This was conveyed in DoP&T's OM No.31/65/2009-EO(MM-I) dated 04.03.2010 and OM No.31/11/2010-EO(MM-I) dated 13.05.2010. This was reiterated vide Cabinet Secretary's D.O. No.2/3/2010-EO(MM-I) dated 19.11.2012.

2. In this regard, the Appointments Committee of the Cabinet has decided that till the completion of the next General Elections, these instructions may not be made applicable in respect of officers who are at present serving in any capacity in the personal staff of Ministers and are proposed to be retained beyond the laid down tenure limit.

Amarpreet Duggal
2/4/13

(Dr. Amarpreet Duggal)
Deputy Secretary to the Govt. of India

To

All Secretaries to the Government of India

Copy forwarded for information & necessary action:-

1. Prime Minister's Office (Shri Dheeraj Gupta, Joint Secretary to PM)
2. Cabinet Secretariat (Ms. Nivedita Shukla Verma, Joint Secretary)
3. DoP&T (Shri Manoj Joshi, Joint Secretary (AT&A), North Block, New Delhi)
4. PS to MoS(PP)/Sr. PPS to Secretary (P)
5. PS to EO/DS(MM)/RO(CM)/Guard file
- ✓ 6. Director, NIC for posting on the DoP&T's website.

Amarpreet Duggal
2/4/13

(Dr. Amarpreet Duggal)
Deputy Secretary to the Govt. of India

No.31/11/2010-EO (MM-I)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)

New Delhi, dated 13.05.2010.

OFFICE MEMORANDUM

Subject: Policy on fixing an upper limit on the number of years for which officers can work in the personal staff of Ministers in their entire careers.

The Appointments Committee of the Cabinet has laid out a policy for fixing an upper limit on the number of years for which officers/officials can work in the personal staff of Ministers. This was conveyed by DOP&T's O.M.No. 31/65/2009-EO (MM-I) dated 04.03.2010.

2. Ministries have raised certain queries regarding the applicability of these instructions. They are:

- (i) Whether these instructions are applicable only to serving officers or also to those from the open market, retired and officers of PSU/Autonomous bodies etc.
- (ii) Whether these instructions will apply from retrospective or prospective effect and whether they are applicable to new cases of appointments only or to officials working at present in the personal staff of Ministers too.

3. In clarification, the ACC has approved that:

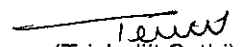
- (i) The 10 years limit would be applicable to all appointments in the personal staff of Ministers even for retired or private persons.
- (ii) The ACC directions would be applicable with prospective effect and not with retrospective effect as these instructions are clearly for processing 'future' appointments. It would not be practical to open cases of all appointments with Ministers at all levels and recalculate their tenure or cancel their appointments as the case may be. These instructions would be effective from the date of issue of the O.M mentioned in para 1 above. No future appointments will be made which are not in accordance with these instructions.


(Trishaljit Sethi)
Director

To,
All Secretaries to the Government of India.

Copy forwarded for information & necessary action:-

1. DOP&T(Shri Rajeev Kapoor, Joint Secretary (AT&A) North Block, New Delhi.
2. Prime Minister's Office (Smt. V.Vidyavathi, Director).
3. Cabinet Secretariat (Smt. Nivedita Shukla Verma, Director)
4. PS to MOS (PP)/Sr.PPS to Secretary (P)
5. PS to EO/Dir.(MM)/RO(CM)/Guard File.
6. Director, NIC for placing on the Department website.


(Trishaljit Sethi)
Director

No.31/65/2009-EO (MM-I)
Government of India
Department of Personnel & Training
(Office of the Establishment Officer)

New Delhi, dated 04.03.2010.

OFFICE MEMORANDUM

Subject: Policy on fixing an upper limit of the number of years for which officers can work in the personal staff of the Union Minister in their entire careers.

The issue of officers working in the personal staff of Ministers for long periods of time has been engaging the attention of the Government for quite some time. The various Departments/Services recruit officers to man their respective organizations and it is not in the interest of the cadre management of an organization to let its officers be out of their cadres for prolonged periods of time.

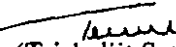
2. The Appointments Committee of the Cabinet has decided that
- (i) A total ceiling of ten years be prescribed beyond which an officer may not be permitted to be appointed in the personal staff of Ministers, irrespective of level.
 - (ii) Every time an appointment in the personal staff is made, the cadre authorities may check whether the officer has worked in the personal staff of a Minister earlier and if so, his total tenure be restricted to not more than ten years in his entire career. Further, his tenure as Private Secretary and OSD to the Minister should be limited to five years within this overall limit, on the personal staff of the Minister.
 - (iii) The ceiling of ten years and the sub limit of five years for PS/OSD with the ceiling of ten years, in the personal staff would be adhered to while processing the cases for appointments of PSs and OSDs. The tenure provided in all such cases would be inclusive of any stint that the officer may have worked in, earlier at Under Secretary or lower levels also in the personal staff of any Minister.
 - (iv) No relaxation will be granted to the above conditions.
 - (v) The Personal staff appointed in the Prime Minister's Office may be exempted from the above provisions.


(Trishaljit Sethi)
Director

To,
All Secretaries to the Government of India.

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1. DOP&T(Shri Mahender Kumar, Deputy Secretary)CS-II Division, Lok Nayak Bhawan, New Delhi.
2. Prime Minister's Office (Smt. V.Vidyavathi, Director).
3. Cabinet Secretariat (Smt. Nivedita Shukla Verma, Director)
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(Trishaljit Sethi)
Director