



K M CHANDRASEKHAR

मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

D.O.No.18368/CS/2009

21<sup>st</sup> July, 2009

Dear Minister,

With regard to the personal staff of Ministers/ Ministers of State, the DoPT has issued an Office Memorandum No.31/22/90-EO(MM) dated 13<sup>th</sup> August 1990, following a direction from the Appointments Committee of the Cabinet. It is stated therein that appointments to the post of Private Secretary to Ministers, Ministers of State and Deputy Ministers should not be above the rank of Director in the Government of India.

2. A number of proposals are being received by the Prime Minister's Office for appointment of Joint Secretary level officers as Officers on Special Duty in the personal staff of Ministers/ Ministers of State. In some cases, Ministers/ Ministers of State have graciously withdrawn the proposals on being informed about the policy followed on the basis of the ACC decision. The Prime Minister has directed me to request all Ministers/ Ministers of State to ensure that only proposals for appointment of Private Secretaries at the appropriate level are sent for approval, as Joint Secretary level officers are not entitled for appointment in any capacity in the offices of Ministers/ Ministers of State.

With regards,

Yours sincerely,

  
(K M Chandrasekhar)

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