

AJIT SETH



मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

D.O.No.2/3/2010/EO(MM-1)

19<sup>th</sup> November, 2012

Dear Secretary,

Please refer to directions of the Appointments Committee of the Cabinet contained in DOP&T's OM No. 31/65/2009-EO(MM-1) dated 04.03.2010 (copy enclosed) stipulating that the tenure of officers appointed as Private Secretaries and OSDs to Ministers would be for a maximum period of five years within the overall limit of ten years for being on the personal staff of Ministers. It was also directed that while processing the cases for appointment of Private Secretaries & OSDs, the cadre authorities should check whether the officer had worked in the personal staff of a Minister earlier and if so, the total tenure be restricted to not more than ten years in the officer's entire career. For the purpose of reckoning ten years, all assignments including any stints that the officer may have had earlier at Under Secretary or lower levels also in the personal staff of any Minister were to be counted.

2. The Appointments Committee of the Cabinet has observed that, of late, the Ministries/Departments are sending proposals for extension in the deputation period of officers appointed as Private Secretaries/OSDs to Ministers in relaxation of the prescribed tenure of five years in a routine manner. While taking adverse note of the tendency, the ACC has directed that, in future, its instructions stipulating the maximum tenure applicable in respect of officers appointed in the personal staff of Ministers be strictly complied with.

3. The Ministries/Departments may take note of the above directions of Appointments Committee of the Cabinet for ensuring compliance.

With regards,

Yours sincerely,

*Ajit Seth*  
(Ajit Seth)

Encl: as above

Secretaries of All Ministries/Department of the  
Government of India  
(by name)