

CONFIDENTIAL

No. 10/05/2025-CS (A)
Cabinet Secretariat
Rashtrapati Bhavan

New Delhi, dated 9th July, 2025

Subject: Engagement/ Informal attachment of Consultants/ Officers on Special Duty (OSDs)/ Advisors etc., in the personal staff of Union Council of Ministers – regarding

It has come to the notice of this Secretariat that Consultants/ Officers on Special Duty (OSDs)/ Advisors etc., are being appointed in the personal staff of Union Ministers without approval of the Appointments Committee of the Cabinet (ACC).

2. In this regard, it is reiterated that appointments in the personal staff of Union Council of Ministers are to be made as per the procedure prescribed in DoPT's OM No.8/50/2013-CS.II (C) dated 26.05.2014 and 07.11.2022. As per these guidelines, there is no sanctioned post of Consultant/ Officer on Special Duty (OSD)/ Advisor in the personal staff of Union Ministers. For creation of posts in excess of the prescribed scale or upgradation of posts in the personal staff of Ministers, approval of Ministry of Finance and Department of Personnel & Training is required. These instructions further impose a blanket ban on informal attachment of personal staff from subordinate formations of the Ministry, including public sector undertakings. In addition, as per ACC's instructions dated 19.08.2010, prior approval of the ACC is required for all appointments in the personal staff of Ministers at the level of Deputy Secretary and above. As such, any appointment without following the prescribed procedure shall not be legally tenable and is to be treated as void.

3. You are requested to ensure that all appointments in the personal staff of Union Ministers in your Ministry/Department are made after following the extant instructions in this regard. Any appointment or informal attachment, which is not as per extant rules and regulations, may be terminated with immediate effect under intimation to this office.

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

To
All Secretaries to the Government of India

(Kavita Singh)
Joint Secretary

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28/7/25