No.8/56/2011-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Dated: the 12th June, 2013

OFFICE MEMORANDUM

Subject: Combinations of different posts for creation of post of OSD, Addl. PS and Asstt. PS in the personal staff of Ministers – regarding.

The undersigned is directed to refer to this Deptt’s O.M. No.8/3/92-CS-II dated 14.1.1994 wherein instructions have been issued by this Department from time to time indicating the scale of personal staff admissible to Union Council of Ministers and related matters.

2. For easy reference, a detailed list containing various combinations of posts to be surrendered for creation of posts of OSD, Addl. PS and Asstt. PS in the personal staff of Union Council of Ministers is given below:-

| OSD (PB-4 (Rs.37400-67000)+8700(GP)) | i) Two posts of Addl. PS;  
| | ii) Addl. PS + Asstt. PS;  
| | iii) Addl. PS + 1st PA;  
| | iv) Addl. PS + 2nd PA + 1 Attendant;  
| | v) Addl. PS + Hindi PA + Peon;  
| | vi) 1st PA + Hindi PA + LDC + Peon;  
| | vii) 2nd PA + Hindi PA + LDC + Peon |

| OSD (PB-3 (Rs.15600-39100)+7600(GP)) | i) Addl. PS + Asstt. PS  
| | ii) Addl. PS + 1st PA  
| | iii) Addl. PS + Peon  
| | iv) Asstt. PS + Peon  
| | v) 2nd PA + Peon  
| | vi) LDC + 2 Pasons  
| | vii) LDC + Attendant + Peon  
| | viii) Attendant + 2 Peon |

| Addl. PS (PB-3 (Rs.15600-39100)+6600(GP)) | i) Asstt. PS + LDC  
| | ii) Asstt. PS + 1st PA  
| | iii) Asstt. PS + Attendant  
| | iv) Asstt. PS + Peon  
| | v) 1st PA + LDC  
| | vi) 1st PA + Attendant  
| | vii) 1st PA + Peon  
| | viii) 2nd PA + LDC  
| | ix) 2nd PA + Attendant  
<p>| | x) 2nd PA + Peon |</p>
<table>
<thead>
<tr>
<th>Asstt. PS (PB-2 (Rs.9300-34800)+4800 GP)</th>
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</thead>
<tbody>
<tr>
<td>i) 2nd PA + Hindi PA</td>
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<tr>
<td>ii) 2nd PA + LDC</td>
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<tr>
<td>iii) 2nd PA + Attendant</td>
</tr>
<tr>
<td>iv) 2nd PA + Peon</td>
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<tr>
<td>v) Hindi PA + LDC</td>
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<tr>
<td>vi) Hindi PA + Attendant</td>
</tr>
<tr>
<td>vii) Hindi PA + Peon</td>
</tr>
<tr>
<td>viii) Attendant + Peon</td>
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<tr>
<td>ix) Two posts of Peons</td>
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Note: The pay scales of different posts in the personal staff of Union Council of Ministers are given in this Deptt's O.M. No.8/30/2010-CS-II(C) dated 19.08.2010.

3. It is also brought to the notice that in terms of this Department's O.M. dated 14.1.1994, Ministries/Departments have also been advised to ensure that as far as possible, the lower level posts including the posts meant for stenographers service are not surrendered for providing matching savings for creation of additional posts in excess of entitlement.

4. All the Ministries/Departments are requested to keep in view the above facts before forwarding any proposal for creation of posts of OSD, Addl. PS and Asstt. PS in the personal staff of Union Council of Ministers by means of surrendering of posts within the scale of entitlement of the personal staff of the concerned Minister.

Vandana Sharma
(Director (CS-II))
Tel: 24622365

To

The Joint Secretary (Admin) of
all Ministries/Departments of Govt. of India