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No.21/02/2020-CS-I(Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)

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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 16 February, 2020

**OFFICE MEMORANDUM**

**Subject:- Nomination of Ministerial Officers in the rank of PS, PA, Steno(English Stenographers) and Section Officer/AO. Assistant Section Officer, Accountant, SSA, Jr Accountant, and JSA for appointment in equivalent rank in SPG on deputation basis.**

The undersigned is directed forwarded herewith the Vacancy Circular No. 8/13/12/11/2020 ADMN-2488 dated 19<sup>th</sup> February, 2020 received from Special Protection Group (Cabinet Secretariat ) with a request circulate it in the DoPT website. It is also mentioned that while uploading vacancy circular the circular may be uploaded only for Section Officer of CSS and not for Assistant Section Officer of CCS who are required to complete nine years of service in ASO grade before they are eligible to apply for deputation as per existing instructions.

*S.K. Das Gupta*  
(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India  
Tele:- 24629412

To,

Shri Dinesh, Under Secretary.  
CS-II, DoPT,  
Lok Nayak Bhawn, New Delhi

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2488

No. 8/13/12/11/2020-ADMN-  
Special Protection Group  
(Cabinet Secretariat)

Administrative Block, SPG Complex,  
Sector-8, Dwarka, New Delhi-110 077.

Dated, the 9 FEB 2020

**Heads of All Ministries of Govt. of India (as per standard list)**

Sub: **NOMINATIONS OF MINISTERIAL OFFICERS IN THE RANKS OF PS, PA, STENO (ENGLISH STENOGRAPHERS) AND SECTION OFFICER/AO, ASSTT. SECTION OFFICER, ACCOUNTANT, SSA, JR. ACCOUNTANT AND JSA FOR APPOINTMENT IN EQUIVALENT RANK IN SPG ON DEPUTATION BASIS.**

Sir,

Please refer to our letter of even No. (Dispatch No.342) dated 14/01/2020 (copy enclosed) regarding nomination of Min. Staff for appointment in equivalent rank in SPG on deputation basis.

2. We are in need of Min. Staff (Secretarial and Dealing Officers) in the above-mentioned posts on deputation basis to fill up the existing vacancies. The terms and conditions of deputation are as under: -

- a) Officers with minimum four years of service experience on regular basis are eligible.
- b) **Age Limit:** Below 45 years of age.
- c) AO / SO / PS who are in the Pay Level 8 & 10 of Pay Matrix (as per 7<sup>th</sup> CPC) are eligible for subject deputation.
- d) The deputation will be governed by the provisions of DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17/06/2010. The deputationist will be entitled for Deputation Duty Allowance as per provision under the rules under reference.
- e) If he/she is found suitable for handling office work related to operational matters, he/she would be appointed in the Combatised posts of SPG after one month from the date of joining SPG, subject to availability of vacancies in the equivalent rank. On such appointment, they will be entitled to an allowance equivalent to 27.5% of their Basic Pay. Then, they will also be entitled for Dress Allowance and Ration Money.
- f) If the deputationist is not found fit for combatisation, he/she will have the option either to continue in SPG under general terms of deputation as indicated in (d) above or to revert to their parent department.
- g) The tenure of deputation will be six years, if appointed in the Combatised post after one month. Otherwise tenure will be three years.
- h) The deputationists will be allotted hostel/family accommodation at SPG Complex, Dwarka, New Delhi from SPG Pool immediately on joining SPG. On such allotment they are liable to stay in the SPG Complex itself unless they are having General Pool accommodation. In case of Officers staying in their own house, HRA will be admissible only if SPG accommodation is not available.

2. It is requested that our requirement may be given wide publicity and nominations of willing and eligible candidates be sent alongwith their (i) complete APAR Dossiers containing upto date ACRs/APARs, (ii) Service Records and (iii) vigilance clearance certificate, so as to reach us at the earliest please.

Encl : One leaf.

Yours faithfully,

  
( Manish Sharma )  
Asstt. Inspector General (Admn)

S0(C)/DKK  
Deputy  
21/2/2020  
WS(C)

201

No. 8/13/12/11/2020-342  
Special Protection Group  
(Cabinet Secretariat)

Administrative Block, SPG Complex,  
Sector-8, Dwarka, New Delhi-110 077.

Dated, the 14 JAN 2020

**Heads of All Ministries of Govt. of India (as per standard list)**

**Sub: NOMINATIONS OF MINISTERIAL OFFICERS IN THE RANKS OF SECTION OFFICER/AO, PRIVATE SECRETARY, PA & STENO (ENGLISH STENOGRAPHERS) FOR APPOINTMENT IN EQUIVALENT RANK IN SPG ON DEPUTATION BASIS.**

Sir,

We are in need of Min. Staff (Secretarial and Dealing Officers) in the above-mentioned posts on deputation basis to fill up the existing vacancies. The terms and conditions of deputation are as under: -

- a) Officers with minimum four years of service experience on regular basis are eligible.
- b) **Age Limit:** Below 45 years of age.
- c) AO / SO / PS who are in the grade pay of Rs. 5400/- & Rs. 4800/- (in pre-revised scale) are eligible for subject deputation.
- d) The deputation will be governed by the provisions of DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17/06/2010. The deputationist will be entitled for Deputation Duty Allowance as per provision under the rules under reference.
- e) If he/she is found suitable for handling office work related to operational matters, he/she would be appointed in the Combatised posts of SPG after one month from the date of joining SPG, subject to availability of vacancies. On such appointment, they will be entitled to an allowance equivalent to 27.5% of their Basic Pay. Then, they will also be entitled for Dress Allowance and Ration Money.
- f) If the deputationist is not found fit for combatisation, he/she will have the option either to continue in SPG under general terms of deputation as indicated in (d) above or to revert to their parent department.
- g) The tenure of deputation will be six years, if appointed in the Combatised post after one month. Otherwise tenure will be three years.
- h) The deputationists will be allotted hostel/family accommodation at SPG Complex, Dwarka, New Delhi from SPG Pool immediately on joining SPG. On such allotment they are liable to stay in the SPG Complex itself unless they are having General Pool accommodation. In case of Officers staying in their own house, HRA will be admissible only if SPG accommodation is not available.

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Yours faithfully,

  
( Manish Sharma )  
Asstt. Inspector General (Admn)