

**No. 34/1/2022-EO(MM-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pension**  
**Department of Personnel and Training**  
**(Office of the Establishment Officer)**

North Block, New Delhi,  
the 22<sup>nd</sup> February, 2023

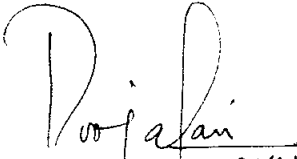
**OFFICE MEMORANDUM**

**Subject: Current shortage of officers at Deputy Secretary/Director level under the Central Staffing Scheme and possible measures to deal with the shortage.**

The undersigned is directed to refer to this Department's D.O. letter No. 34/2/2009 EO(MM-II) dated 15.02.2016 and subsequent OMs of even number dated 10.03.2017 and No. 34/1/2019-EO(MM-II) dated 12.02.2020(copies enclosed) on the subject mentioned above and to say that the D/o Expenditure has agreed to the extension/continuation of the pick and drop facility to DS/Director level officers working under the Central Staffing Scheme beyond 15.02.2023 for a period of 3 years. However, the Administrative Ministry must ensure that the same terms and conditions as stipulated in OM 3(44)/2015-E-II(A) dated 27.01.2016(copy enclosed) are adhered to. The Administrative Ministry should also ensure that those getting this facility are not getting Transport Allowance.

2. Ministries/Departments may take appropriate action on the above. It is reiterated that the use of general duty vehicles is optimized to provide this facility and additional car hiring is kept to a minimum. Ministries/Departments are also requested to maintain record of additional number of vehicles hired, if any, and the expenditure involved thereon vis-à-vis matching savings that may arise on account of reduction in payment of transport allowance to the officers who wish to avail of pick up and drop facility.

**Enclosures: As above**

  
(Pooja Jain) 22/2/23

**Deputy Secretary to the Government of India**  
**Tel: 23092842**

**All Secretaries**

**Ministries/Departments of Government of India**

श्री. राजीव कुमार  
RAJIV KUMAR  
अपना अधिकारी  
अतिरिक्त सचिव  
ESTABLISHMENT OFFICER  
ADDITIONAL SECRETARY  
TELEPHONE: 23092370  
FAX: 23093142



सत्यमेव जयते

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK NEW DELHI-110001

D.O. No. 34/2/2009-EO(MM II)

15<sup>th</sup> February, 2016

Dear Madam/Sir,

The Directors/Deputy Secretaries, drawn from organised Group 'A' Services are posted in the Ministries/Departments in Government of India on deputation for stipulated tenure under the Central Staffing Scheme(CSS) and thereafter return to their respective parent cadres. Since this results in considerable dislocation, certain measures are in place including houses under tenure pool, admission of their wards in school etc. to mitigate the problems faced by these officers. Recently, the Ministry of Urban Development had also agreed to give transit accommodation to such officers on the recommendation of Establishment Officer, in Pragati Vihar Hostel and Kasturba Gandhi Marg Hostel. This has addressed the problem of accommodation, which was faced by these officers during transitory phase.

2. Now, in order to address the problem of conveyance, the Department of Expenditure vide their O.M No.3(44)/2015.E.II (A) dated 27<sup>th</sup> January, 2016 (Copy enclosed) in partial modification of its O.M.No.FTS/66562/E-Coord./2015 has approved hiring of cars for pick up and drop for Directors/Deputy Secretaries posted under the CSS initially for a period of one year subject to conditions mentioned in the aforesaid O.M.

3. The Ministries/Departments may take appropriate action as per the enclosed O.M of Department of Expenditure ensuring that the use of general duty vehicles is optimised to provide this facility and additional car hiring is kept to a minimum. Ministries/Departments are also requested to maintain record of additional number of vehicles hired, if any, and the expenditure involved thereon vis-a-vis matching savings that may arise on account of reduction in payment of transport allowance to the officers who wish to avail of pick up and drop facility.

With regards.

Yours Sincerely,

  
15/2/16  
(Rajiv Kumar)

To,

All Secretaries to Government of India (By Name)

(As per list enclosed)



सूचना  
का अधिकार

F. No. 34/2/2009-EO(MM-II)  
 Government of India  
 Ministry of Personnel, Public Grievances and Pension  
 Department of Personnel & Training  
 (Office of the Establishment Officer)

North Block, New Delhi,  
 the 10<sup>th</sup> March, 2017

OFFICE MEMORANDUM

**Subject:** Current shortage of officers at Deputy Secretary/Director level under the Central Staffing Scheme and possible measures to deal with the shortage.

The undersigned is directed to refer to this Department's D.O. letter of even number dated 15.02.2016(copy enclosed) on the subject mentioned above and to say that the D/o Expenditure has agreed to the extension/continuation of the pick and drop facility to DS/Director level officers working under the Central Staffing Scheme beyond 15.02.2017 for a period of 3 years. However, the Administrative Ministry must ensure that the same terms and conditions as stipulated in OM 3(44)/2015-E-II(A) dated 27.01.2016(copy enclosed) are adhered to.

2. Ministries/Departments may take appropriate action on the above. It is reiterated that the use of general duty vehicles is optimized to provide this facility and additional car hiring is kept to a minimum. Ministries/Departments are also requested to maintain record of additional number of vehicles hired, if any, and the expenditure involved thereon vis-à-vis matching savings that may arise on account of reduction in payment of transport allowance to the officers who wish to avail of pick up and drop facility.

**Enclosure:** As above

*Jaganath*  
 10/3/17  
 (J. Srinivasan)  
 Director (MM)  
 Tel 23093846

All Secretaries

Ministries/Departments, of Government of India


फार्मिक एवं प्रशिक्षण विभाग  
 Dept. of Personnel & Trg.  
 प्राप्ति और निष्पत्ति अनुभाग  
 Receipt & Issue Section

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जारी किया/ISSUED  
 19/3/2017

*ISSUED*  
 19/3/2017

*etc*



No. 34/1/2019-F  
Government  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi,  
the 17<sup>th</sup> February, 2020

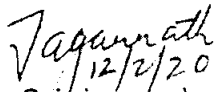
OFFICE MEMORANDUM

**Subject:** Current shortage of officers at Deputy Secretary/Director level under the Central Staffing Scheme and possible measures to deal with the shortage.

The undersigned is directed to refer to this Department's D.O. letter No. 34/2/2009 EO(MM-II) dated 15.02.2016 and subsequent OM of even number dated 10.03.2017(copies enclosed) on the subject mentioned above and to say that the D/o Expenditure has agreed to the extension/continuation of the pick and drop facility to DS/Director level officers working under the Central Staffing Scheme beyond 15.02.2020 for a period of 3 years. However, the Administrative Ministry must ensure that the same terms and conditions as stipulated in OM 3(44)/2015-E-II(A) dated 27.01.2016(copy enclosed) are adhered to. The Administrative Ministry should also ensure that those getting this facility are not getting Transport Allowance.

2. Ministries/Departments may take appropriate action on the above. It is reiterated that the use of general duty vehicles is optimized to provide this facility and additional car hiring is kept to a minimum. Ministries/Departments are also requested to maintain record of additional number of vehicles hired, if any, and the expenditure involved thereon vis-à-vis matching savings that may arise on account of reduction in payment of transport allowance to the officers who wish to avail of pick up and drop facility.

**Enclosures: As above**

  
(J. Srinivasan)  
Director (MM)  
(Tel: 23092842)

**All Secretaries**

**Ministries/Departments of Government of India**

No. 3(44)/2015-E-II(A)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated the 27<sup>th</sup> January, 2016

OFFICE MEMORANDUM

Subject: Current shortage of officers at Deputy Secretary/Director level under the Central Staffing Scheme and possible measures to deal with the shortage.

The undersigned is directed to refer to Department of Personnel & Training (Office of EO) File No. 34/2/2009-EO((MM-II) dated 2<sup>nd</sup> November, 2015 on the subject cited above and to say that the proposal for providing vehicles for pick-up and drop facility to all Directors/Deputy Secretary level officers who are under Central Staffing Scheme has been examined in this Department

2. Notwithstanding the fact that the existing Rules do not provide for hiring of cars to facilitate pick up and drop for Director/Deputy Secretary level officers, considering the reasons advanced by DoP&T in support of the proposal, this Department, in partial modification of its O.M. No. FTS 66562/E-Coord/2015 dated 1<sup>st</sup> April, 2015, conveys its no objection to the proposal subject to the following:

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Dept. of Personnel & Trg

(i) Car(s) are to be hired strictly for facilitating pick up and drop of these officers.

(ii) Car-pooling for such transportation is resorted to.

(iii) In case of Ministries/Department where cars/vehicles are being hired for general duty, these should be utilized for the pick-up and drop duty as well so that additional car hiring is avoided.

While the officers of the rank of DS Directors availing pick-up and drop facility shall not be eligible for transport allowance, officers who are not availing the facility of pick-up and drop shall not be eligible for enhanced transportation allowance as applicable to officers of the rank of Joint Secretary and above in terms of this Department's O.M. No. 21(2)/2009-E II(B) dated 29/8/2009

The proposal for hiring is allowed for a period of one year from the date of issue of relevant orders in this regard, where after Department of Personnel & Training may seek this Department's approval for its review/renewal

3. This issues with the approval of Finance Secretary

(Pankaj Hazankar)  
Director

Department of Personnel & Training  
Office of Establishment Officer  
(Kindly attn. Sanjay Kumar, EO)  
North Block  
New Delhi

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Dept. of Personnel & Trg