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Memo No. 15000(21)A.

Bhubaneswar, the 1st ~~July~~ August, 1959.

To

All Departments of Government.

Subject:- Appointment of ministerial staff in the offices of the Ministers.

The undersigned is directed to invite a reference to this Department Memo No. 5729(22)A, dated the 26th May, 1952 laying down certain principles regarding recruitment of ministerial staff for the offices of the Ministers and Deputy Ministers. According to the principles contained therein, Ministers can appoint in their offices ministerial officers from the Departments under them or from outside. Government have had under consideration whether the above practice should continue to be followed and whether persons from Heads of Departments or other subordinate offices can also be appointed in the offices of the Ministers and Deputy Ministers.

2. After careful consideration of the matter and in supersession of the orders contained in the Home Department memo referred to above, Government have decided to discontinue the practice of appointing outsiders as well as the employees from the Heads of Departments and other subordinate offices in the offices of the Ministers and Deputy Ministers. The nature of duties and work in the offices of the Ministers and Deputy Ministers being akin to those of the Secretariat, Government have also decided that henceforth appointment of ministerial staff in the offices of the Ministers and Deputy Ministers shall be made from amongst the ministerial officers of the Secretariat, exception being allowed only in the cases of the Chief Minister and any Minister who happens to be a party leader. They are entitled to appoint outsiders also.

3. Normally, the Minister's Office requires one Diarist to keep record of files and letters received in the Minister's office as also for despatch and an Assistant to deal with correspondence, besides one Stenographer and a Personal Assistant.

The grade in which the post of Assistant is to be created in Office of the Ministers or Deputy Ministers and the person to be appointed to it is to be decided by the Minister or Deputy Minister concerned.

Minister or a Deputy Minister may, however, have more staff than the minimum indicated above, provided the work-load justifies it and subject to concurrence of Finance Department.

4. A Minister or a Deputy Minister has the right to take a ministerial Officer from the Department under him for his Office. He can also take an officer from any other Department, provided the Secretary and Minister of that Department are agreeable. The Ministerial Officers of the Secretariat, who will be thus appointed in the Offices of Ministers or Deputy Ministers will carry with them the same rank, pay and allowances as they would have been entitled to, if they would have continued in their parent Departments.

5. Since Home Department controls the cadre of the Ministers' staff, the wishes of a Minister or a Deputy Minister regarding creation of the post of Assistant as well as selection of staff may be indicated to the Secretary, Home Department, who will take necessary action in the matter.

6. The undersigned is directed to request that the above decision of Government should be borne in mind while making appointments of ministerial staff in the offices of the Ministers and Deputy Ministers.

7. These orders will have immediate effect

[Signature]
Secretary to Government.

Memo No. 15001(11)A. Bhubaneswar, the 1st August, 1959.

Copy forwarded to the Personal Assistants to all Ministers for favour of bringing these orders to the notice of the Ministers.

[Signature]
Secretary to Government.