

**LOK SABHA SECRETARIAT**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

**No. LAFEAS-AN I025/26/2021-AN-I**

**Dated the 13<sup>th</sup> December, 2022**

**From**

**Siddharth Mahajan,  
Joint Secretary.**

**To**

**The Secretary,  
Department of Personnel & Training,  
Ministry of Personnel, Public Grievances and Pensions,  
112, North Block,  
New Delhi-110001.**

**Subject: Filling up of one post of Joint Secretary in Lok Sabha Secretariat  
by transfer on deputation basis.**

**Sir,**

In continuation to this Secretariat letter of even number dated 18<sup>th</sup> November, 2022 on the above-mentioned subject, I am directed to state that the last date for receiving the nominations is extended for 02 more weeks.

2. In view of the above, it is requested to kindly forward the names of suitable and willing officers for the aforesaid post who have served as Secretary of any department in the State and have experience of Finance in Departments/ Bodies of Government of India/ State Government(s) along with the Cadre Clearance, Vigilance Clearance, Integrity Certificate and their Annual Confidential Reports/Annual Performance Appraisal Reports for the last 05 years within a period of 02 weeks from the date of issue of this letter i.e upto 27<sup>th</sup> December, 2022 for consideration by Hon'ble Speaker, Lok Sabha.

Yours sincerely,



**JOINT SECRETARY**  
**Tel.No.011- 23034711/23094759**

## **LOK SABHA SECRETARIAT**

PARLIAMENT HOUSE ANNEXE,  
NEW DELHI – 110 001.

Dated the 15<sup>th</sup> September, 2016  
Bhadrapada 24, 1938 (Saka)

### **RECRUITMENT AND CONDITIONS OF SERVICE ORDERS**

**No.PDA-1346/2016**

**Subject: Methods of Recruitment and Eligibility conditions for appointment to the posts of Additional Secretary and Joint Secretary in the Lok Sabha Secretariat.**

In exercise of powers conferred under Rules 4(2) and 5 of the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955, the Speaker is pleased to make the following Order amending the R&CS Order No.PDA-903/96 dated 19th October, 1996 as amended from time to time:-

#### **ORDER**

1. **Short title and commencement**

(i) This Order may be called the Lok Sabha Secretariat (Method of Recruitment and Qualifications for Appointment) Amendment Order, 2016.

(ii) It shall come into force with effect from 9<sup>th</sup> September, 2016.

2. **Amendment**

A. In the SCHEDULE, against the eligibility conditions for appointment to the post of Joint Secretary by transfer on deputation basis, the following shall be substituted:-

**"FOR TRANSFER ON DEPUTATION**

*By selection from amongst:*

1. *Officers belonging to All India Services/Central Services holding posts of Joint Secretary or equivalent in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] OR officers of these services who have been approved for appointment as Joint Secretaries by the respective Cadre Controlling Authorities*

*OR*

*Officers belonging to All India Services/Central Services holding posts of Director or equivalent in Level 13 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.8700 (pre-revised)] with a minimum of five years services in the grade.*

.....2/-

2. *Officers of the State Legislature Secretariats holding posts comparable to that of Joint Secretary in Government of India, that is, in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] OR Officers of these Secretariats who have been approved for appointment to the said posts on the said scales by their respective Cadre Controlling Authorities.*

OR

*Officers of the State Legislature Secretariats holding posts comparable to that of Director in Government of India, that is, in Level 13 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.8700 (pre-revised)] with a minimum of five years services in the grade.*

*The period of transfer on deputation shall not ordinarily exceed three years."*

B. In the SCHEDULE, against the eligibility conditions for appointment to the post of Additional Secretary by transfer on deputation basis, the following shall be substituted:-

"FOR TRANSFER ON DEPUTATION

*By selection from amongst:*

1. *Officers belonging to All India Services/Central Services holding posts of Additional Secretary or equivalent in Level 15 in the Pay Matrix (Provisional) [HAG scale of Rs.67000-79000 (pre-revised)] OR officers of these services who have been approved for appointment as Additional Secretaries by the respective Cadre Controlling Authorities.*

OR

*Officers belonging to All India Services/Central Services holding posts of Joint Secretary or equivalent in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] with a minimum of five years services in the grade.*

2. *Officers of the State Legislature Secretariats holding posts comparable to that of Additional Secretary in the Government of India, that is, in Level 15 in the Pay Matrix (Provisional) [HAG scale of Rs.67000-79000 (pre-revised)] OR Officers of these Secretariats who have been approved for appointment to the said posts on the said scales by their respective Cadre Controlling Authorities.*

OR

*Officers of the State Legislature Secretariats holding posts comparable to that of Joint Secretary in the Government of India, that is, in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] with a minimum of five years services in the grade.*

*The period of transfer on deputation shall not ordinarily exceed three years."*

**ANOOP MISHRA  
SECRETARY GENERAL**

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-: 3 :-

F.No.23/22/2015/AN-I.

Dated the 15<sup>th</sup> September, 2016  
Bhadrapada 24, 1938 (Saka)

Copy to:-

1. The Pay & Accounts Officer, Lok Sabha.
2. The DGACR, Concurrent Audit (P) Branch.
3. All Officers.
4. All Branches.

  
(P.C.KOUL)  
JOINT SECRETARY

**LOK SABHA SECRETARIAT**

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001

**No. LAFEAS-AN 1025/26/2021-AN-I**

**Dated the 13<sup>th</sup> December, 2022**

**From**

**Siddharth Mahajan,  
Joint Secretary.**

**To**

**The Chief Secretaries of all  
State Governments.**

**Subject: Filling up of one post of Joint Secretary in Lok Sabha Secretariat  
by transfer on deputation basis.**

**Sir,**

In continuation to this Secretariat letter of even number dated 18<sup>th</sup> November, 2022 on the above-mentioned subject, I am directed to state that the last date for receiving the nominations is extended for 02 more weeks.

2. In view of the above, it is requested to kindly forward the names of suitable and willing officers for the aforesaid post who have served as Secretary of any department in the State and have experience of Finance in Departments/ Bodies of Government of India/ State Government(s) along with the Cadre Clearance, Vigilance Clearance, Integrity Certificate and their Annual Confidential Reports/Annual Performance Appraisal Reports for the last 05 years within a period of 02 weeks from the date of issue of this letter i.e upto 27<sup>th</sup> December, 2022 for consideration by Hon'ble Speaker, Lok Sabha.

Yours sincerely,



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**Tel.No.011- 23034711/23094759**

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NEW DELHI – 110 001.

Dated the 15<sup>th</sup> September, 2016  
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**No.PDA-1346/2016**

**Subject: Methods of Recruitment and Eligibility conditions for appointment to the posts of Additional Secretary and Joint Secretary in the Lok Sabha Secretariat.**

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#### **ORDER**

1. **Short title and commencement**

(i) This Order may be called the Lok Sabha Secretariat (Method of Recruitment and Qualifications for Appointment) Amendment Order, 2016.

(ii) It shall come into force with effect from 9<sup>th</sup> September, 2016.

2. **Amendment**

A. In the SCHEDULE, against the eligibility conditions for appointment to the post of Joint Secretary by transfer on deputation basis, the following shall be substituted:-

**"FOR TRANSFER ON DEPUTATION**

*By selection from amongst:*

1. *Officers belonging to All India Services/Central Services holding posts of Joint Secretary or equivalent in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] OR officers of these services who have been approved for appointment as Joint Secretaries by the respective Cadre Controlling Authorities*

OR

*Officers belonging to All India Services/Central Services holding posts of Director or equivalent in Level 13 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.8700 (pre-revised)] with a minimum of five years services in the grade.*

.....2/-

2. *Officers of the State Legislature Secretariats holding posts comparable to that of Joint Secretary in Government of India, that is, in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] OR Officers of these Secretariats who have been approved for appointment to the said posts on the said scales by their respective Cadre Controlling Authorities.*

OR

*Officers of the State Legislature Secretariats holding posts comparable to that of Director in Government of India, that is, in Level 13 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.8700 (pre-revised)] with a minimum of five years services in the grade.*

*The period of transfer on deputation shall not ordinarily exceed three years."*

B. In the SCHEDULE, against the eligibility conditions for appointment to the post of Additional Secretary by transfer on deputation basis, the following shall be substituted:-

"FOR TRANSFER ON DEPUTATION

*By selection from amongst:*

1. *Officers belonging to All India Services/Central Services holding posts of Additional Secretary or equivalent in Level 15 in the Pay Matrix (Provisional) [HAG scale of Rs.67000-79000 (pre-revised)] OR officers of these services who have been approved for appointment as Additional Secretaries by the respective Cadre Controlling Authorities.*

OR

*Officers belonging to All India Services/Central Services holding posts of Joint Secretary or equivalent in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] with a minimum of five years services in the grade.*

2. *Officers of the State Legislature Secretariats holding posts comparable to that of Additional Secretary in the Government of India, that is, in Level 15 in the Pay Matrix (Provisional) [HAG scale of Rs.67000-79000 (pre-revised)] OR Officers of these Secretariats who have been approved for appointment to the said posts on the said scales by their respective Cadre Controlling Authorities.*

OR

*Officers of the State Legislature Secretariats holding posts comparable to that of Joint Secretary in the Government of India, that is, in Level 14 in the Pay Matrix (Provisional) [Rs.37400-67000(PB-4) and Grade Pay Rs.10000 (pre-revised)] with a minimum of five years services in the grade.*

*The period of transfer on deputation shall not ordinarily exceed three years."*

**ANOOP MISHRA  
SECRETARY GENERAL**

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(P.C.KOUL)  
JOINT SECRETARY