

LOK SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

F. No. LAFEAS-ANI011/52/2026-ADMIN

Dated the 27th May, 2026

From

**Gaurav Goyal,
Joint Secretary.**

To

**The Chief Secretaries,
State Governments & Union Territories.**

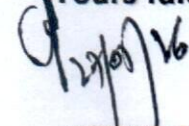
Subject: Filling up of 01 vacancy in the grade of Additional Secretary in Level 15 in the Pay Matrix and 02 vacancies in the grade of Joint Secretary in Level 14 in the Pay Matrix by transfer on deputation basis.

Madam/Sir,

I am directed to state that it is proposed to fill up 01 vacancy in the grade of Additional Secretary in Level 15 in the Pay Matrix and 02 vacancies in the grade of Joint Secretary in Level 14 in the Pay Matrix by transfer on deputation basis as per eligibility conditions prescribed in the R&CS Order No. PDA-1346/2016 dated 15.09.2016 (copy enclosed). The period of transfer on deputation shall be three years and the terms & conditions of the deputationists shall be governed by the relevant Orders on the subject.

2. In view of the above, it is requested to kindly forward the names of suitable and willing officers for the aforesaid posts from amongst the officers of All India Service/Central Services 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 03 weeks from the date of issue of this letter i.e. upto 16th June, 2026 for consideration by Hon^{ble} Speaker, Lok Sabha.

Yours faithfully,



JOINT SECRETARY

■ 011-23082516/2517

Encl.: As above.

LOK SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI – 110 001.

Dated the 15th 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 9th 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 :-

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
.....3

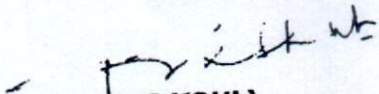
-: 3 :-

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

Dated the 15th 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