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15/12/17

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No. 7/11/2012-FIN(DMU)

Dated:- 11/12/2017

- Read:- (i) Order No.1-18-2002-Fin (Bud) dated 5th September, 2002.
(ii) Addendum No. 1-18-2002-Fin (Bud) dated 13/01/2003
(iii) Addendum No. 1-18-2002-Fin (Bud) dated 05/11/2003
(iv) Addendum No. 1-18-2002-Fin (Bud) dated 22/12/2003.

OFFICE MEMORANDUM

**Sub:- Guidelines regarding expenditure to be incurred by Chairman/
Vice Chairman of Corporations/ Autonomous Bodies etc.**

In supersession of all relevant provisions made in the above read Order and subsequent addendums issued from time to time on the captioned subject; Government has decided to revise the guidelines on expenditure to be incurred by Chairman/Vice-Chairman of Corporation/Autonomous Bodies etc. under the captioned items as follows with effect from 01.12.2017.

1. **Personal Staff (on co-terminus basis):** The Chairman and Vice-Chairman (except in case of Ministers or those holding Cabinet Rank) of a Corporation will be entitled to employ personal staff as under:

Chairman:-

(i) Driver	01
(ii) Multi Tasking Attendant	01
(iii) Personal Assistant	02
(iv) Personal Secretary	01

Note 1: In case of a Chairman being a Minister or holding Cabinet rank, than he shall be entitled to engage one (01) Personal Secretary in the Corporation concerned.

Vice-Chairman :-

(i) Driver	01
(ii) Multi Tasking Attendant	01
(iii) Personal Assistant	01
(iv) Personal Secretary	01

Note 2: In case of a Vice-Chairman being a Minister or holding Cabinet rank, than he shall be entitled to engage one (01) Personal Secretary in the Corporation concerned.

Please process & modify if
our existing orders are in conflict
of the same.

Cont.../-

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15/12
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