

No. A/24577/Steno/CAO/CP(ii)

Government of India
Ministry of Defence
Room No 169, 'E' Block
Dara Shukoh Road
New Delhi – 110 011

Date 12 Mar 2019

IHQ of MoD(Army)/(Coord Sections of all Branches)
IHQ of MoD(Navy)/DOA(Civ)
IHQ of MoD (Air HQ)/PC(Coord)
HQ IDS/ (Pers)
All Coord Sections of Inter Service Organisations

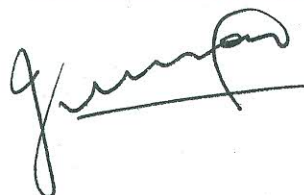
Subject :- Authorisation of Stenographers to Civilian Officers in Integrated Headquarters (IHQ) and Inter Service Organisations (ISOs) of Ministry of Defence

1. References:-

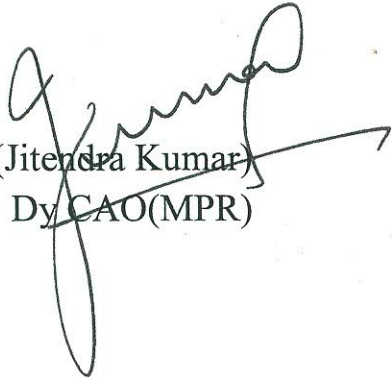
- (a) Govt letter of even number dated 14 Aug 2002;
- (b) Administrative order No. A/26041/VI CPC/Steno/CAO/CP dated 30 Dec 2009;
- (c) Govt letter No. A/24315/CR-AFHQSS/2011/CAO/CP dated 24 Mar 2014; and
- (d) Administrative order No. A/24315/CR-AFHQSS/2011/CAO/CP dated 21 May 2014.

2. In supersession of GoI letter No. A/24577/Steno/CAO/CP dated 12 Jan 2015 on the subject, the entitlement of stenographic assistance for civilian officers posted in Service HQs and ISOs is enclosed at Appendix to this letter.

3. The provisions of this letter should be kept in view while sponsoring cases relating to revision of Peace Establishments (PE). While creating new appointments or upgrading existing appointments in the Defence Headquarters/Inter Service Organisations, simultaneous creation/ upgradation of posts of stenographers is required to be projected as part of the proposals. Similarly, action is required to be taken simultaneously to abolish/downgrade authorised stenographers when posts of officers who are authorised stenographic assistance are abolished/downgraded.



4. Revision of entitlement will not entail any increase in the authorization of AFHQ SS.


(Jitendra Kumar)
Dy CAO(MPR)

Copy to :-

Sr. PPS to JS & CAO

PS to Dir (HR)

PS to Dir (E&A)

PA to Dir (Spl project & Works)

PA to Dir (DCW & Trg)

Dy CAO (Qtrg)

Dy CAO(P&L)

Dy CAO(FM)

Dy CAO(Adm)

Dy CAO(Spl Proj & works)

CAO/EDP – for uploading the letter in CAO website

Entitlement of stenographic assistance for Civilian Officers posted in Service HQs and ISOs

<u>Category of Officers</u>	<u>Authorization of Stenographers</u> [Pay Level]	<u>Number</u>
Joint Secretary /Principal Director or equivalent civilian officer	PPS (Pay Level -11)/ PS (Pay Level -8)	1
Director or equivalent civilian officer	PS	1
Joint Director or equivalent civilian officer [#]	PA (Pay Level -7)/Steno 'D' (Pay Level -4)	1

Owing to the reduction in strength of PA/Steno 'D', 01 PA may be allotted to two officers.

Note: Based on functional requirements, one PA for two officers or one Steno 'D' for each such officer may be considered for officers below the grade of Joint Director subject to the availability of manpower.

