

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 Service 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 Service 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 of stenographic assistance to officers 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)

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CAO/EDP – for uploading the letter in CAO website

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

<u>Category of Officers</u>	<u>Authorization of Stenographers</u> [Pay Level]	<u>No.</u>
General/equivalent Service Officers	(i) Exe. PPS (Pay Level- 13/ Sr.PPS (Pay Level -12)	1
	(ii) PA (Pay Level-7)	1
Lt General/Vice Admiral /Air Marshal having the status of Vice Chief of Staff	(i) Exe. PPS /Sr.PPS	1
	(ii) PA	1
Lt General/ Vice Admiral /Air Marshal	(i) Sr. PPS/ PPS (Pay Level -11)	1
	(ii) PA /Steno 'D' (Pay Level -4)	1
Major General/Rear Admiral /Air Vice Marshal	(i) PPS/ PS (Pay Level -8)	1
Brigadier/Commodore/Air Commodore	(i) PS	1
Colonel/ Captain(IN)/Group Captain #	(i) PA/Steno 'D'	1

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

Note: Based on functional requirements and subject to availability of manpower, one Stenographer for each such officer or one PA to two such officers in the rank of Lt Col/Commander/Wing Commander may be considered.

