

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

Date | ✓ Jan 2015

The Chief of the Air Staff
The Chief of the Naval Staff
The Chief of the Army Staff
The Chief of Integrated Defence Staff, HQ IDS
Heads of Inter Service Organisations

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

1. References:-

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

2. Revised entitlement of officers for stenographic assistance is enclosed as Appendix 'A' 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 officer authorised stenographic assistance are abolished/downgraded.

4. Revision of entitlement will not entail any increase in the authorization of AFHQ SS which has been revised vide Govt letter dt 24 Mar 2014.

5. This supersedes this Office letter No. A/24577/CAO/CP dated 14 Aug 2002.



(Rajesh Saxena)
Deputy Chief Administrative Officer

Copy to :-

PPS to JS(Trg) & CAO
Dy CAO (P)
CAO/R-I
CAO/P-I

PS to Dir (HR)
Dy CAO(A)
CAO/R-II
CAO/P-II

PS to Dir (E&A)
Dy CAO (DCW)
CAO/R-III

Director, DHTI

CAO/EDP – for uploading the letter in CAO website

All Coord Sections of Branches of Integrated HQ of MoD(Army),

Integrated HQ of MoD(Navy), Integrated HQ of MOD(Air Force) and HQ IDS

All Coord Sections of Inter Service Organisations

Armed Forces Tribunal (AFT), Principal Bench, New Delhi

Statement showing the entitlement of officers for Stenographic Assistance

<u>Category of Officers</u>	<u>Revised authorization of Stenographers</u> <u>[Pay Band(PB)/Grade Pay(GP)]</u>
(a)	(b)
General/equivalent	(i) Exe. PPS (PB-4, GP Rs. 8,700/-)/ Sr.PPS (PB-3, GP Rs. 7,600/-) 1
	(ii) PA (PB-2, GP Rs. 4,600/-) 1
Lt General/ equivalent having the status of Vice Chief of Staff	(i) Exe. PPS /Sr.PPS 1
	(ii) PA 1
Lt General/ equivalent,	(i) Sr. PPS/ PPS (PB-3, GP Rs. 6,600/-) 1
	(ii) PA / Steno 'D' (PB-2, GP Rs. 2,400/-) 1
Major General/Joint Secretary /Principal Director (AFHQ)/ equivalent	(i) PPS/ PS (PB-2, GP Rs. 4,800/-) 1
Brigadier/Director (AFHQ)/ equivalent	(i) PS 1
Colonel/Joint Director (AFHQ)/ equivalent #	(i) PA/Steno 'D' 1

Note 1 : Owing to the reduction in strength of PA/Steno 'D', 01 PA may be allotted to two Colonel/ equivalent rank officers.

Note 2: "Lt Colonel/Deputy Director (AFHQ)/equivalent are not entitled to stenographic assistance. However, based on functional requirements, one Stenographer may be considered to each such officer or one Personal Assistant to two such officers, provided the Standing Establishment Committee finds justification for it."