

No.A/33953/CAO/R-II
Government of India
Ministry of Defence
[Office of JS (E/CAO)]

Room No.173, 'E' Block Hutments
Dalhousie Road
New Delhi-110 011

Subject : Suggestions/Comments on amendment to Armed Forces
Headquarters Clerical Service Rules, 2001

1. The draft Armed Forces Headquarters Clerical Service (Amendment) Rules, 2016 is annexed.
2. The suggestions/comments on the proposed amendments to the AFHQ Clerical Service Rules, 2001 from the AFHQ recognised Association, and other stake holders are solicited by 18 Jan 2017 and the same may be forwarded to MPR Division/R-II Section, Room No.173, Office of JS (E/CAO), Ministry of Defence, 'E' Block, Dalhousie Road, New Delhi-110 011.


(K. Ganesh)
DD, CAO/R-II
19 Dec 2016

To

CAO/EDP – with the request to place the above along with its enclosure on the website www.caomod.nic.in on the homepage under What's New for 30 days.

[To be published in the Gazette of India, Part-II, Section 4]

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the December, 2016

S.R.O. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Armed Forces Headquarters Clerical Service Rules, 2001, namely: -

1. (1) These rules may be called the Armed Forces Headquarters Clerical Service (Amendment) Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Armed Forces Headquarters Clerical Service Rules, 2001,-

(a) throughout the Armed Forces Headquarters Clerical Service Rules, 2001, for the words "Upper Division Clerk" and "Lower Division Clerk" wherever they occur, the words "Senior Secretariat Assistant" and "Junior Secretariat Assistant" shall be substituted respectively;

(b) in rule 2, sub-rule (b), sub-clauses (i), (ii) and (iii), for the words "the first day of January of the year" the words "the first day of April of the year" shall be substituted.

(c) in rule 13, sub-rule 2(b), sub-clause (iii) shall be omitted;

(d) in rule 13, sub-rule 2(b), sub-clause (iv) shall be re-numbered as sub-clause (iii);

(e) for rule 13, sub-rule 2, sub-clause (c), the following shall be substituted, namely:-

"(c) The inter-se seniority of persons referred to in sub-clauses (i), (ii) and (iii) above, shall be regulated according to the quotas fixed for each of the three groups, in accordance with a roster maintained by the appointing authority, starting with three persons referred to in sub-clause (ii) above, followed by three persons from sub-clause (i) above, followed by fourteen persons from sub-clause (iii), and so on."

(f) in rule 13, sub-rule 2, sub-clause(d), for the words "under clause (c)", the words "under clause (b)" shall be substituted;

(g) in rule 13, sub-rule 2, in the proviso to sub-clause(d), the words "and clause (b)" shall be omitted;

(h) for rule 14, the following shall be substituted, namely:-

“14. Level in the Pay Matrix.- The Level in the Pay Matrix attached to the grades of Service shall be as follows, namely:-

(i) Senior Secretariat Assistant – Level 4 in the Pay Matrix and Senior Secretariat Assistant (Non Functional Selection Grade) – Level 6 in the Pay Matrix.

(ii) Junior Secretariat Assistant – Level 2 in the Pay Matrix;

(i) for rule 15, the following shall be substituted, namely:-

“15. Regulation of Level in the Pay Matrix.- The Level in the Pay Matrix and increments of officers of the grades shall be regulated in accordance with the Fundamental Rules or other rules in force relating to Level in the Pay Matrix.”

(j) in the First Schedule, under para (b), “26. Weapons & Electronics Systems Engineering Establishment (WESEE)” shall be inserted;

(k) for the Second Schedule, the following Second Schedule shall be substituted, namely:-

“SECOND SCHEDULE

[See rule 4]

Authorised strength of the various Grades of the Armed Forces Headquarters Clerical Service.

1. **Senior Secretariat Grade – 1497** (subject to variation dependent on workload or encadrement or cadre re-structuring. Thirty per cent of the authorised strength of Senior Secretariat Grade shall be eligible for placement in the grade of Senior Secretariat Assistant Non Functional Selection Grade in accordance with the instructions and procedures laid down for this purpose by the Government.)

2. **Junior Secretariat Grade – 1506** (subject to variation dependent on workload or encadrement or cadre re-structuring including reserves.)”

(l) in the Third Schedule, in the grade of Junior Secretariat Grade (Group ‘C’ Ministerial),-

(a) under column (3), in clause (a), for the words “Twenty per cent”, the words “Thirty per cent” shall be substituted.;

(b) under column (3), in clause (a), in sub-clause (i), for the words “Ten per cent”, the words “Fifteen per cent” shall be substituted.;

(c) under column (3), in clause (a), in sub-clause (ii), for the words “Ten per cent”, the words “Fifteen per cent” shall be substituted.;

