

**PROFILE OF SERVICE, DUTIES, CAREER PROSPECTS ETC OF SECTION OFFICER IN ARMED HEADQUARTERS CIVIL SERVICE**

The Armed Forces Headquarters Civil Service was constituted in 1968 to provide continuity in the functioning of the Integrated Headquarters of the Ministry of Defence (Army, Navy and Air), Defence Staff Headquarters and the Inter Service Organizations under the Ministry of Defence. The Service is contributing significantly in the functioning of Armed Forces Headquarters/Inter Service Organizations except those relating to technical and combat aspects in respect of the Armed Forces. Joint Secretary (Trg) & Chief Administrative Officer is the Cadre Controlling Authority and Head of the Department for AFHQ Civilian employees.

**I- SERVICE PROFILE**

(i) The Armed Forces Headquarters Civil Service has at present the following grades :-

Sl No.	Grade	Name of the Pay Band/Scale	Corresponding Band/Scale (Rs)	Corresponding Grade Pay (Rs)
1	Principal Director (Group `A`)	PB-4	37400-67000	10000
2	Director (Group `A`)	PB-4	37400-67000	8700
3	Joint Director (Group `A`)	PB-3	15600-39100	7600
4	Deputy Director (Group `A`)	PB-3	15600-39100	6600
5	Section Officer (Group `B`)	PB-2	(i) 9300-34800 (on initial appointment)  (ii) 15600-39100 (Non-functional scale/Grade Pay on completion of 4 years approved service)	(i) 4800  (ii) 5400 (Non-functional Grade Pay)
6	Assistant (Group `B`, Non-Gazetted)	PB-2	9300-34800	4600

(ii) 50% of the posts of Section Officers are filled by Direct Recruitment through the Civil Services Examination. Unfilled DR Quota vacancies will be diverted to promotion quota in the fourth year (after three years of carry forward). The remaining 50% are filled by promotion of Assistants.

(iii) At Assistant grade level also recruitment is done by Direct Recruitment (50%) through Staff Selection Commission and 50% by Promotion from UDC grade.

(iv) Conditions of service including leave, pension etc of officers of AFHQ are governed by the rules, regulations and orders of the Central Government issued from time to time. In addition, canteen facility is also available to the AFHQ Civilian Officers/Staff.

**II- CAREER PROSPECTS :** Under the existing rules and subject to availability of vacancies, Section Officers have the following promotional avenues :-

(a) Section Officers of the AFHQ Civil Service will be eligible for promotion to the grade of Deputy Directors on completion of 06 years approved service in the grade. In addition, there is upgradation (Non Functional Scale) to the Grade Pay of Rs. 5400/- in PB-3 on completion of 4 years approved service as Section Officer.

(b) Deputy Directors of the AFHQ Civil Service will be eligible for appointment to the Joint Director grade and to other administrative posts on completion of 05 years of approved service in the grade.

(c) Joint Directors of the AFHQ Civil Service will be eligible for appointment to the Director grade and to other administrative posts on completion of 05 years of approved service in the grade.

(d) AFHQ Civil Service has 04 posts of Principal Director (Group `A', PB-4, Rs. 37400-67000, Grade Pay Rs. 10,000) above the level of Director. These four posts are filled by promotions from amongst Directors with three years approved service.

**III - CADRE REVIEW COMMITTEE** : Cadre reviews are carried out from time to time for enhancing the career prospects of AFHQ Civil Service. The third Cadre Review Committee has been constituted in Jul 2013 to carry out the cadre restructuring/review of AFHQ Civil Service.

#### **IV- DUTIES OF SECTION OFFICERS IN AFHQ CIVIL SERVICE**

- (a) General duties such as management, distribution and coordination of work including supervision of staff.
- (b) Analysis and Independent disposal of cases.
- (c) Initiating notes and proposals in relevant cases.
- (d) Keeping track of ongoing cases and subsequent follow up.
- (e) Submission of periodic Reports & returns including collation of data.
- (f) Responsibility of efficient and expeditious disposal of work and checks on delays.
- (g) Ensuring strict compliance with instructions regarding treatment and safeguarding of Classified documents and record maintenance.
- (h) Any other action which a Section Officer is authorized to take independently.