

(To be published in the Gazette of India, Part II, Section 4)

**MINISTRY OF DEFENCE**

**NOTIFICATION**

**New Delhi, the 25th March 2004**

S.R.O. **47** In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of (1) the Armed Forces Headquarters Stenographers Service Rules, 1970, except as they relate to the post of Stenographer (Grade-D) in the said rules, (2) the Armed Forces Headquarters Stenographers Service (Private Secretary Grade) Rules 1990 and (3) the Armed Forces Headquarters Stenographers Service (Senior Principal Private Secretary) Rules, 2001, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely.-

**1. Short title and commencement.** - (1) These rules may be called the Armed Forces Headquarters Stenographers' (Group `A' and `B' posts) Service Rules, 2004.

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

**2. Definitions.**- In these rules, unless the context otherwise requires:-

(a) "appointing authority" in relation to any grade means the authority empowered under the Central Civil Service (Classification, Control and Appeal) Rules, 1965 to make appointments to that grade;

(b) "approved service" in relation to any grade means,-

(i) in respect of an officer recruited directly to that grade, period of regular service rendered in that grade, including period of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year, following the year in which the examination for direct recruitment was held;

(ii) in respect of an officer recruited to that grade through departmental examination, period of regular service rendered in that grade, including period of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year for which such examination was held.

(iii) in respect of an officer recruited to that grade on the basis of length of service in the lower grade, period of regular service rendered in that grade, including period of absence during which he would have held a post on regular basis in that grade but for being on leave or otherwise not being available to hold such post, from the first day of July of the year for which the recruitment was made;

Note - Where there is a delay of more than 90 days in joining an appointment in any of the case mentioned in sub clauses (i), (ii) and (iii) above such delay is not attributable to the officer concerned.

(c) “authorised strength” in relation to any Grade means the strength of posts in that Grade against which appointments may be made on regular basis;

(d) “Commission” means the Union Public Service Commission;

(e) “direct recruit” means a person recruited to Personal Assistant Grade on the basis of competitive examination held by the Staff Selection Commission in accordance with the procedure laid down.

(f) “duty post” in relation to any grade means a post of that grade included in the service;

(g) “government” means the Government of India;

(h) “grade” means any of the grades specified in Rule (3);

(i) “permanent officer” of the Service means a person who has been confirmed in the entry grade;

(j) “Schedule” means a Schedule to these rules;

(k) “Select List” in relation to the Senior Principal Private Secretary, Principal Private Secretary, Private Secretary and Personal Assistant means the Select List prepared for promotion to the respective grades to fill the existing and anticipated vacancies likely to occur during the year commencing from the 1<sup>st</sup> day of July of the recruitment year to 30 June of the following year ;

(l) “Service” means the Armed Forces Headquarters Stenographers’ Service;

(m) “Other Backward Classes” means the castes/communities notified by the Government from time to time for the purpose of reservation in civil services and posts in the Government of India;

(n) “eligible officer” means an officer eligible to be considered for promotion to the post of Senior Principal Private Secretary, Principal Private Secretary, Private Secretary, Personal Assistant as the case may be in accordance with Rule (6) and (7) of these rules. Select List is to be prepared as per the general orders or instructions issued by the Government from time to time.

(o) “Field of Selection” in relation to any grade means zone of consideration which shall be determined in accordance with the instructions of Government issued from time to time. In case of the Scheduled Caste and the Scheduled Tribe candidates, the instructions issued by the Government from time to time in respect of reservation to these categories shall apply.

(p) “Temporary Officer” in relation to any grade means a person holding a temporary or officiating appointment in that grade in accordance with relevant provision of these rules or an officer appointed to a grade who is yet to be removed from probation.

3. **Composition of the Service.** - (1) There shall be four grades in the Service classified as;

<b>Grade</b>	<b>Classification</b>
(i) Senior Principal Private Secretary	Central Civil Service, Group `A` Gazetted, Ministerial
(ii) Principal Private Secretary	Central Civil Service, Group A Gazetted, Ministerial
(iii) Private Secretary	Central Civil Service, Group `B` Gazetted, Ministerial
(iv) Personal Assistant	Central Civil Service, Group `B`, Non-Gazetted, Ministerial.

(2) All the posts in any grade of the Service existing before commencement of these rules shall be deemed to have been converted into duty posts of the grade.

4. **Authorised strength of the service and its review.-**

(1) The duty posts included in various grades of the service, their numbers and the scale of pay on the date of commencement of these rules shall be as specified in Schedule-I.

(2) Notwithstanding anything contained in sub-rule (1), the Government may-

(a) from time to time make temporary additions or alterations to the duty posts in various grades of the Service;

(b) include in the Service such posts of the Armed Forces Headquarters and Inter Service Organisations as can be deemed to be equivalent to the posts included in the Service in status, grade, pay scale and professional content or exclude from the service a duty post already included in the service.

5. **Members of the Service.** - (1) The following persons shall be the members of the Service:

(a) Persons appointed to duty posts under rule-6; and

(b) Persons appointed to duty posts under rule 7 from the date of such appointment.

6. **Initial constitution of Service.** - (1) All existing officers holding Group 'A' and 'B' duty posts in the organisations specified in Schedule-II on regular basis in the Armed Forces Headquarters Stenographers' Service on the date of commencement of these rules shall be members of the Service in the respective grades.

(2) The regular continuous service of officers referred to in sub-rule (1) before the commencement of these rules shall count for the purpose of probation, promotion, confirmation in the service.

7. **Method of Recruitment and Future maintenance of the Service.** - (1) The vacant duty posts in any of the grades referred to in Schedule I shall be filled in the manner provided in Schedule IV.

(2) For the purpose of promotion to posts in the grades of Senior Principal Private Secretary, Principal Private Secretary, Private Secretary and Personal Assistant, select list shall be prepared in accordance with the general orders or instructions issued by the Government from time to time.

(3) An officer employed in any office of Armed Forces Headquarters and Inter Service Organisations specified in Schedule II, and eligible to be considered for promotion to any of the grades of the Service may be appointed on the basis of overall seniority subject to rejection of the unfit, to officiate in a temporary vacancy of specified or unspecified duration in that office, for a period not exceeding six months in the concerned grade if the select list for promotion to that grade is not available or an officer is not available for appointment to that grade or cannot, for any reason, be appointed in such vacancy;

Provided that the aforesaid period of six months may, in exceptional cases and with the approval of the appointing authority, be extended for a period not exceeding six months in public interest.

(4) Every officer shall, unless he is on leave or otherwise not available for holding a duty post or for any other reason to be recorded in writing, be posted against a duty post of the appropriate grade of the Service.

(5) Every duty post, unless declared to be excluded from the Service or held in abeyance for any reason, shall ordinarily be held by an officer of the appropriate grade.

8. **Filling of Duty posts by deputation.** - (1) Notwithstanding anything contained in rule (7), where the Government is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing and in consultation with the commission fill a duty post in any grade by deputation for a period of three years which can be extended in special circumstances upto five years. The qualification, experience and the eligibility service for appointment to any grade of the service under this rule shall be decided by the Government.

9. **Seniority.** - (1) The relative seniority of members of the Service on commencement of these rules shall be the relative seniority in their respective grades as determined before commencement of these rules;

Provided that if the seniority of any member of the Service had not been specifically determined before commencement of these rules, it shall be determined by the Government.

(2) The seniority of persons appointed to various grades of the Service after commencement of these rules shall be determined in accordance with the general orders or instructions issued by the Government from time to time.

10. **Probation, confirmation or continuance of officers on probation.** - (1) Every person on appointment to the grade of Principal Private Secretary and Personal Assistant of the Service shall be on probation for a period of two years;

Provided that the appointing authority may extend the period of probation in accordance with the general instructions issued by the Government from time to time.

(2) On completion of the probation or any extension thereof, officers shall, if considered fit, be confirmed in the grade, if not already confirmed in the entry grade;

(3) If, during the period of probation or its extension thereof, as the case may be, appointing authority is of the opinion that an officer is not fit for permanent appointment, the officers may be discharged from the service or reverted to the post held by him prior to his appointment in the concerned grade of the Service, as the case may be.

(4) During the period of probation, or any extension thereof, officers may be required to undergo such courses of training and instructions and to pass such examinations and tests, as it may deem fit, as a condition to satisfactory completion of the probation;

Provided that the cadre controlling authority, if satisfied that there are sufficient and valid reasons for so doing, may exempt an officer from operation of this sub rule.

(5) An officer appointed to the grade of Personal Assistant of the Service who has no lien or has lien on any post under the Government or any State Government shall while on probation, be liable to be discharged from the Service or reverted to the lien post as the case may be at any time without notice, if:

(i) On the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or

(ii) On the receipt of any information relating to his nationality, age, health or antecedents or any other aspect relevant to his appointment, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(6) For any other matters relating to probation, the members of the service shall be governed by the instructions issued by the Government in this regard from time to time.

11. **Appointment to the Service.** - (1) All appointments to the Service shall be made by the Appointing Authority for all the duty posts in various grades of the Service.

(2) Appointment of direct recruits in the grades of Personal Assistant of the Service shall be subject to the following conditions: -

(i) Such enquiry as may be considered necessary by the Government to assess their suitability;

(ii) Persons should be free from any mental or physical defect, after such medical examination as the Government may prescribe, which is likely to interfere with the discharge of the duties of the Service.

12. **Liability to serve in posts connected with Defence.** - (1) Any officer appointed to the service, if so required, shall be liable upto the age of 50 years to serve in any Defence Service anywhere in India in posts other than the duty post in Ministry of Defence/Department connected with the Defence of India, for a period of not exceeding four years. The officers may also be required to serve in any Central Government Offices/Public Sector Undertaking if the Government so decides.
13. **Disqualification.** - (1) No person,
- (a) who has entered into or contracted a marriage with a person already having a spouse living, or
  - (b) who, having a spouse living, has entered into or contracted a marriage with any person;
- shall be eligible for appointment to the service:
- Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
14. **Regulation of pay.** -
- The pay and increments of officers of various grades shall be regulated in accordance with the Fundamental Rules or other Rules in force relating to pay.
15. **Composition of Departmental Promotion Committee.** –
- The composition of Departmental Promotion Committee for various grades of the service shall be as shown in Schedule III.
16. **Preparation of Select List.** -
- The Departmental Promotion Committee shall meet as and when required for preparing a select list of officers from amongst the eligible officers in the grade of Principal Private Secretary, Private Secretary, Personal Assistant and Stenographer to fill the vacancies in the grade of Senior Principal Private Secretary, Principal Private Secretary, Private Secretary, and Personal Assistant after following the procedure to be observed by Departmental Promotion Committee as laid down by the Central Government from time to time.

17. **Residuary matters. -**

In regard to matters not specifically covered by these rules the members of the service shall be governed by the rules and orders applicable to the Central Civil Service in general.

18. **Power to relax. -**

Where the Central Government is of opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons or posts;

Provided that, in relation to posts falling within the purview of the Union Public Service Commission, no order in respect of a class or category of persons or posts shall be made except after consultation with the Commission.

19. **Saving. -**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes/Scheduled Tribes, Other Backward Classes, the ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

20. **Interpretation. -**

If any question arises relating to the interpretation of these rules or the regulations or orders made or issued there under, the same shall be decided by the Government.

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**SCHEDULE-I**

See Rule 4(1)

**Authorised strength of the various Grades of the Armed Forces Headquarters  
Stenographers (Gp `A' & `B' posts) Service**

<b>Grade with Pay Scale</b>	<b>Authorised Strength</b>
(i) Senior Principal Private Secretary (Rs. 12000-375-16500)	08
(ii) Principal Private Secretary (Rs 10000-325-15200)	44
(iii) Private Secretary (Rs 6500-200-10500)	300
(iv) Personal Assistant (Rs 5500-175-9000)	504

Note: Duty posts in the above grades shall be as applicable to Armed Forces Headquarters and Inter Service Organisation as listed in Schedule-II.

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**SCHEDULE-II**

See Rule 6(1)

**Names of the Integrated Headquarters of the Ministry of Defence and Inter Service Organisations to whom the Armed Forces Headquarters Stenographers' (Gp `A' & `B' posts) Service Rules , 2004 shall apply**(a) Headquarters

1. Army Headquarters.
2. Naval Headquarters.
3. Air Headquarters.
4. Defence Staff Headquarters

(b) Inter Service Organisation of the Ministry of Defence

1. Armed Forces Film and Photo Division.
2. Central Monitoring Organisation.
3. Defence Research and Development Organisation.
4. Advance Technology Vessel Project.
5. Defence Procurement and Liaison Cell
6. Directorate General of Defence Estates.
7. Directorate of Planning and Coordination.
8. Directorate of Public Relations, including Sainik Samachar.
9. Directorate of Standardisation.
10. Directorate General Aeronautical Quality Assurance
11. Directorate General, Armed Forces Medical Services.
12. Directorate General of Quality Assurance.
13. Directorate General of National Cadet Corps.
14. Disposal Liaison Cell.
15. Directorate General of Resettlement.
16. Radar and Communications Project Office.
17. Ordnance Factory Cell.
18. History Division.
19. Kendriya Sainik Board.

20. Joint Cipher Bureau.
21. Ministry of Defence Distribution Section.
22. Ministry of Defence Library.
23. National Defence College.
24. Office of the Joint Secretary and Chief Administrative Officer.
25. School of Foreign Language.
26. Security Office.
27. Services Sports Control Board.

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**SCHEDULE – III**

See Rule 15

**COMPOSITION OF THE DEPARTMENTAL PROMOTION COMMITTEE**

1. **Senior Principal Private Secretary (Promotion)**
  - (i) The Chairman or a Member of the Union Public Service Commission. - Chairman.
  - (ii) Joint Secretary and Chief Administrative Officer Ministry of Defence. - Member.
  - (iii) A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Major General and equivalent in Air Force and Navy or Principal Director of AFHQ Civil Service. - Members.
  
2. **Principal Private Secretary (Promotion/Confirmation)**
  - (i) The Chairman or a Member of the Union Public Service Commission. - Chairman.
  - (ii) Joint Secretary and Chief Administrative Officer, Ministry of Defence. - Member.
  - (iii) A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of a Major General and equivalent in Air Force and Navy or Principal Director of AFHQ Civil Service. - Members.
  
3. **Private Secretary (Promotion)**
  - (i) Joint Secretary and Chief Administrative Officer, Ministry of Defence. - Chairman.
  - (ii) A representative each of the Army Headquarters, Air Headquarters and Naval Headquarters not below the status of Brigadier and equivalent or Director of Armed Forces Headquarters Civil Service. - Members.

4. Personal Assistant (for promotion/confirmation)

- (i) Deputy Chief Administrative Officer, - Chairman.  
Office of the Joint Secretary and the  
Chief Administrative Officer,  
Ministry of Defence.
  
- (ii) A representative each of the Army - Members.  
Headquarters, Air Headquarters and Naval  
Headquarters not below the status of a  
Dy Director of the Armed Forces  
Headquarters Civil Service.

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**SCHEDULE-IV**

See Rule 7 (1)

Method of recruitment, field of promotion and minimum qualifying service in the next lower grade for appointment of officers by promotion to duty posts included in various grades of the AFHQ Stenographers Service.

Sl No	Grade/Scale of Pay	Method of Recruitment and Percentage of posts to be filled by various methods	Feeder Grade/Field of selection and minimum Qualifying service for Promotion
1	2	3	4
1.	Senior Principal Private Secretary (Rs. 12000-375- 16500)	Promotion (Selection)	Principal Private Secretary with five years approved service in the grade.  Note: If Principal Private Secretary possessing the requisite qualifying service are not available for consideration for promotion, Principal Private Secretary who have successfully completed the period of probation and have rendered 13 years combined regular service in the grade of Private Secretary (Rs. 6500-10500) and Principal Private Secretary (Rs. 10000-15200) out of which minimum three years in the grade of Principal Private Secretary shall be eligible for consideration for promotion.
2.	Principal Private Secretary (Rs. 10000-325- 15200)	Promotion (Selection)	Private Secretary with eight years of approved service in the grade.
3.	Private Secretary (Rs. 6500-200-10500)	(i) 50% by Promotion (Selection) (ii) 50% from Personal Assistant grade on the basis of Limited Departmental Competitive Examination held by the Union Public Service Commission from time to time.	Personal Assistant with eight years of approved service in the grade.

1	2	3	4
		<p><u>Note:</u> Categories of persons appointed in Private Secretary grade under promotion quota of clause (i) above and Limited Departmental Competitive Examination quota of clause (ii) above shall be arranged in a list in equal proportion from each category alternately beginning with first person from the clause (i) followed by first person from the clause (ii) and so on.</p>	
4.	Personal Assistant (Rs. 5500-175-9000)	<p>(i) 25% by Promotion (Selection)</p> <p>(ii) 25% on the basis of Limited Departmental Competitive Examination conducted by the Staff Selection Commission from time to time from the grade of Stenographers (erstwhile grade `D`).</p> <p>(iii) 50% by direct recruitment on the basis of Competitive Examination conducted by the Staff Selection Commission or any other examination as decided by the government.</p>	Stenographers (erstwhile grade `D`) with 5 years approved service in the grade.
		<p><u>Note:</u> Persons appointed to Personal Assistant grade under Clause (i), (ii) and (iii) shall be arranged in a list alternately as per the quota of vacancies specified therein, that is to say, persons appointed</p>	

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under the above three categories against twenty vacancies in a year shall be arranged in a list by taking one person from category (i), followed by one person from category (ii) and two persons from category (iii) and so on till all these twenty persons are accommodated.

Provided that, if persons of the category specified in clause (i) are not available to fill the vacancies falling to their quota, the deficiency shall be made up from amongst the category of persons specified in clause (ii) and vice versa and if persons of both the categories (i) and (ii) are not available to fill the vacancies falling to their quota, the deficiency shall be made up from amongst category of persons specified in clause (iii).

Provided further that if persons specified in clause (iii) are not available to fill the quota, the deficiency shall be made up from the category of persons specified in clause (i), keeping in view the requirement of reservation to be made for Schedule Caste/Schedule Tribes/other categories.



Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation period, if prescribed.

Note 2: The procedure and the eligibility conditions, including Educational qualifications, for the competitive examinations including Limited Departmental Competitive Examinations referred to under column (3), clause (ii) for the post of Private Secretary, under column (3), clause (ii) and (iii) for the post of Personal Assistant respectively shall be as per the rules notified by the Government/Commission for the purpose from time to time.

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**SCHEDULE – V**

See Rule 3 (2)

**Duty Posts included in Senior Principal Private Secretary Grade of the Armed Forces Headquarters Stenographers Service.**

1. All posts of Senior Principal Private Secretary to General/equivalent in Army, Naval and Air Headquarters.
2. All posts of Senior Principal Private Secretary to Lt Generals/equivalent, having the status of Vice Chief of Staff in Army, Naval and Air Headquarters.
3. The post of Senior Principal Private Secretary to Scientific Adviser to Raksha Mantri.
4. The post of Senior Principal Private Secretary to DG ATVP.

**Duty Posts included in Principal Private Secretary Grade of the Armed Forces Headquarters Stenographers Service.**

1. All posts of Principal Private Secretary to Lieutenant Generals (not having the status of Vice Chief of Staff) and officers of equivalent rank/status in Army Headquarters.
2. All posts of Principal Private Secretary to Vice Admirals (not having the status of Vice Chief of Staff) and officers of equivalent rank/status in Naval Headquarters.
3. All posts of Principal Private Secretary to Air Marshals (not having the status of Vice Chief of Staff) and officers of equivalent rank/status in Air Headquarters.
4. All posts of Principal Private Secretary to Lt Generals (not having the status of Vice Chief of Staff) and officers of equivalent rank/status in Inter Service Organisations of the Ministry of Defence.

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**SCHEDULE-VI**

See Rule 3 (2)

**Duty Posts included in Private Secretary Grade of the Armed Forces Headquarters Stenographers Service.**

1. All posts of Private Secretary to Major Generals/Principal Directors (AFHQ)/Brigadier/Director (AFHQ) and officers of equivalent rank/status in Army Headquarters.
2. All posts of Private Secretary to Rear Admirals/Principal Directors (AFHQ)/Brigadier/Director (AFHQ) and officers of equivalent rank/status in Naval Headquarters.
3. All posts of Private Secretary to Air Vice Marshals/Principal Directors (AFHQ)/Brigadier/Director (AFHQ) and officers of equivalent rank/status in Air Headquarters.
4. All posts of Private Secretary to officers of the rank/status of Major Generals/Principal Directors (AFHQ)/Brigadier/Director (AFHQ) and officers of equivalent rank/status in Inter Service Organisations of the Ministry of Defence.

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**Publish****(NK Phukan)**

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