

Government of India,
Ministry of Defence,
Office of the Joint Secretary(T)
& Chief Administrative Officer,
E-Block,
Dalhousie Road,
New Delhi, the 17 Aug 2011

To,

The Principal Controller of Defence Accounts (HQ),
'G' Block, New Delhi.

The Principal Controller of Defence Accounts,
Navy, Mumbai

The Principal Controller of Defence Accounts,
Air Force, New Delhi

Sub: Creation of a new grade of UDC(NFSG) and Stenographer Grade 'D'(NFSG) in AFHQ Clerical Service and AFHQ Stenographers Service respectively

I am directed to convey the sanction of the President for creation of a grade of UDC 'Non Functional Selection Grade' (NFSG) in AFHQ Clerical Service and Stenographer Grade 'D' (NFSG) in AFHQ Stenographers Service (AFHQ SS) in the grade pay of ₹ 4200/- in Pay Band-2 with effect from 22nd June 2011, on the same terms and conditions as outlined in DOPT's OM dated 22.6.2011 as enumerated below:-

- (a) UDCs of AFHQ Clerical Service and Stenographers Grade 'D' of AFHQ SS shall be eligible for placement in the Non Functional Selection Grade on completion of 5 years of approved service as UDC/Stenographer Grade 'D' subject to the condition that the total number in the grade will be restricted to 30% of the sanctioned strength (i.e. 447 in the grade of UDC and 93 in Steno Grade 'D').
- (b) The officials will be placed in the Non Functional Selection Grade as per the following procedure:
 - (i) Consideration for placement of eligible officials in NFSG as per the Seniority List in respect of UDCs of AFHQ Clerical Service and Stenographers Grade 'D' of AFHQ SS.
 - (ii) An Internal Committee will be constituted to review the cases of officials for placement in the Non Functional Selection Grade and to make suitable recommendations.
 - (iii) The Committee shall consider the last 5 years ACRs/APARs of the officials. The Committee should satisfy itself that the overall performance of the official is "GOOD" in the last 5 years

ACRs/APARs. Such officials would be considered suitable for placement in the 'NFSG'.

- (iv) There should be no adverse entries in any ACR/APAR. If there are any adverse entries, it should be clearly brought out in the minutes as to why the official has been proposed for Non Functional Selection Grade in spite of adverse entries. The minutes should also include a certificate that there is no other factor or aspect affecting the official which will disqualify him/her for grant of 'Non-Functional Selection Grade'.
- (v) SC/ST officials considered for placement in their turn to the 'NFSG' may be included in the Select List of 'NFSG' even if they do not fulfill the criteria as laid down in S. No. (iii) above, provided they are not found unfit by the Committee.

2. This issues with the concurrence of MOD(Fin) vide their diary No. 1045/Fin/MO/2011 dated 16.8.11 after obtaining the approval of Ministry of Finance (Exp.) vide their U.O. No. 10(10)/E-III(B)/2011 dated 04.8.2011.

Yours faithfully,



(K M P Singh)

Deputy Chief Administrative Officer

Copy to :

The Controller General of Defence Accounts, New Delhi.

The Director General of Audit (Defence Services), New Delhi.

Ministry of Finance, Department of Expenditure[E.III(B) Branch

DFA(MO)

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

Integrated HQ of MoD(Navy)

Integrated HQ of MoD(Air Force)

HQ IDS

All Coord Sections of Inter Service Organisations

Dy CAO(P)

Dy CAO(A)

Dy CAO(TCW)

Dy CAO(FM)

Dy CAO(EW)

CAO/R-1

CAO/R-II

CAO/EDP

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