

(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. **48** In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Armed Forces Headquarters Stenographers Service Rules, 1970, so far as they relate to the post of Stenographer (Grade-D) except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Stenographer in the Armed Forces Headquarters Stenographers Service, namely. -

1. **Short title and commencement.** - (1) These rules may be called the Armed Forces Headquarters Stenographers' (Group `C' post) 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" means the authority empowered under the Central Civil Service (Classification, Control and Appeal) Rules, 1965 to make appointments to the posts under these rules;
 - (b) "approved service" means
 - (i) in respect of an officer recruited directly to the grade, period of regular service rendered in the grade, including period of absence during which he would have held a post on regular basis in the 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 the grade through departmental examination, period of regular service rendered in the grade, including period of absence during which he would have held a post on regular basis in the 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.

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) and (ii) above such delay is not attributable to the officer concerned.

- (c) “authorised strength” means the strength of posts in the Grade against which appointments may be made on regular basis;
- (d) “direct recruit” means a person recruited to Stenographer Grade on the basis of competitive examination held by the Staff Selection Commission in accordance with the procedure laid down.
- (e) “duty post” means a post of the grade included in the Armed Forces Headquarters Stenographers service;
- (f) “government” means the Government of India;
- (g) “grade” means the grade specified in Rule (3);
- (h) “permanent officer” of the Service means a person who has been confirmed in the entry grade;
- (i) “Schedule” means a Schedule to these rules;
- (j) “Service” means the Armed Forces Headquarters Stenographers’ Service;
- (k) “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;
- (l) “Temporary Officer” 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) The grade of Stenographer shall be Non-Gazetted, ministerial and shall be classified as Central Civil Service, Group `C’.

(2) All the posts in the Stenographer grade 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 Stenographer grade of the Service, its number 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 post 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 `C' 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.
 - (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 the grade referred to in Schedule I shall be filled in the manner provided in Schedule IV.
 - (2) 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 grade of the Service.
 - (3) 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 grade.
8. **Filling of Duty posts by deputation.** - 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 fill a duty post in the 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 the Stenographers grade 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 the Stenographers grade 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 the Stenographer grade 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 Stenographer 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 Stenographer grade, 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 rule.

(5) An officer appointed to the grade of Stenographer 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 shall be made by the Appointing Authority for all the duty post in Stenographer grade.
- (2) Appointment of direct recruits in the grade of Stenographer 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 officer of the grade 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 confirmation shall be as shown in Schedule III.

16. **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.

17. **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;

18. **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.

19. **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 Stenographers of the Armed Forces Headquarters Stenographers
(Gp `C' posts) Service**

Grade with Pay Scale	Authorised Strength
(i) Stenographers (Rs. 4000-100-6000)	437

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

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 `C' 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 COMMITTEE1. Stenographers (Confirmation)

- (i) Senior Administrative Officer - Chairman.
Office of the Joint Secretary and the
Chief Administrative Officer
Ministry of Defence

- (ii) A representative each of the Army Headquarters, - Members.
Air Headquarters and Naval Headquarters
not below the status of Deputy Director of the Armed
Forces Headquarters Civil Service or equivalent

SCHEDULE-IV

See Rule 7 (1)

Method of recruitment to Stenographer grade of the Armed Forces Headquarters Stenographers Service.

Sl No	Grade/Scale of Pay	Method of Recruitment
1	2	3
1.	Stenographers (Rs. 4000-100-6000)	By Direct Recruitment through Limited Departmental Stenographers Grade `D' Examination conducted by the Staff Selection Commission limited to Armed Forces Headquarters Clerical Service.

Note: If the required number of qualified candidates are not available for appointment on the result of such examination, the vacancies shall be filled up on the basis of competitive examination conducted by the Staff Selection Commission from time to time or any other examination as decided by the Government.

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

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