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**A/24577/Steno/2026/CAO/CP**

Government of India
Ministry of Defence
Officer of JS (Trg) & CAO
'A' Block, Africa Avenue,
New Delhi - 110023

Dated 14 May 2026

To

The Chief of the Army Staff
The Chief of the Naval Staff
The Chief of the Air Staff
The Chief of Integrated Defence Staff, HQ IDS
Heads of Inter Service Organisations

**Subject: Administrative Orders regarding Cadre Restructuring of Armed Forces Headquarters Stenographers' Service (AFHQ SS)**

1. Reference MoF/DoE Id No. 2(15)/E.III Desk/2021 dt 24 Feb 2026 and administrative order No. A/24315/CR-AFHQ SS/2018/CAO/CP dt 07 May 2026.

2. In terms of Para 1 of ibid MoF/ DoE letter dt 24 Feb 2026 Cadre restructuring of Armed Forces Headquarters Stenographers Service (AFHQ SS) has been approved as per which additional posts of Ex PPS (+6), Sr PPS (+11), PPS (+8) have been created and 59 posts of PA and 57 posts of Steno 'D' stand abolished.

3. Distribution of posts in various grades of AFHQ Stenographers Service consequent to Cadre Restructuring is given in appendix 'A', appendix 'B' and appendix 'C' to this letter.

4. Concerned Dtes/ Branches of HQ/ ISOs are requested to amend their PE accordingly and a copy of the same may be forwarded to this office.

(Shyamala Parsheera)
Dy CAO (MPR)

**Copy to :-**

The Controller General of Defence Accounts, New Delhi
The Director General of Audit (Defence Services), New Delhi
PCDA (HQ), New Delhi
PCDA (Navy), Mumbai

PCDA (Air Force) New Delhi
DFA (MO)

| | | |
|---|---|---|
| PPS to JS(Trg) & CAO | PS to Dir (HR) | PS to Dir (E&A) |
| Dy CAO (P&L) | Dy CAO(Adm) | Dy CAO (DCW) |
| CAO/R-I | CAO/R-II | CAO/R-III |
| CAO/P-I | CAO/P-II | |

CAO/IT Cell - for uploading the letter in CAO website
All Coord Sections of Branches of Integrated HQ of MoD (Army), Integrated HQ of MoD (Navy), Integrated HQ of MOD (Air Force) and HQ IDS
All Coord Sections of Inter Service Organisations

**Appendix A**

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**Organisation wise distribution of posts in grades of Ex PPS, Sr PPS and PPS of AFHQ Stenographer Service**

| S.N0. | HQrs/ISOs | New authorisation of Ex PPS grade | New authorisation of Sr PPS grade | New authorisation of PPS grade |
|---|---|---|---|---|
| 1 | Air HQ | 2 | 2 | 14 |
| 2 | GS Branch | 2 | 3 | 27 |
| 3 | AG Branch | 1 | 3 | 11 |
| 4 | MS Branch | 1 | 1 | 3 |
| 5 | Naval HQ | 2 | 2 | 14 |
| 6 | DRDO | 1 | 4 | 17 |
| 7 | DGAFMS | 1 | 2 | 4 |
| 8 | HQ ATVP | 1 | 2 | 5 |
| 9 | HQ IDS | 1 | 2 | 10 |
| 10 | DGDE | 1 | 1 | 2 |
| 11 | DGQA | 1 | 2 | 11 |
| 12 | QMG Branch | 1 | 1 | 9 |
| 13 | E-in-C Branch | 0 | 2 | 7 |
| 14 | MGS Branch | 0 | 2 | 10 |
| 15 | CAO | 0 | 0 | 1 |
| 16 | DGNCC | 1 | 0 | 2 |
| 17 | NDC | 0 | 0 | 3 |
| 18 | DGAQA | 0 | 0 | 2 |
| 19 | DGR | 0 | 0 | 1 |
| 20 | DPR | 0 | 0 | 1 |
| 21 | DHTI | 0 | 0 | 1 |
| 22 | DPL&C | 0 | 0 | 0 |
| 23 | KSB | 0 | 0 | 0 |
| | **Total** | **16** | **29** | **155** |

**Appendix B**

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**Organisation wise distribution of Posts of Personal Assistant Grade of AFHQ SS**

| S.No. | HQrs/ISOs | New Authorisation of PA Grade |
|---|---|---|
| 1 | AFFPD | 0 |
| 2 | AG Branch | 19 |
| 3 | Air HQ | 99 |
| 4 | CAO | 9 |
| 5 | DEO | 0 |
| 6 | DGAFMS | 4 |
| 7 | DGAQA | 8 |
| 8 | DGDE | 3 |
| 9 | DGNCC | 5 |
| 10 | DGQA | 26 |
| 11 | DGR | 7 |
| 12 | DHTI | 1 |
| 13 | DMDE Sec'bad | 2 |
| 14 | DPR | 1 |
| 15 | DQA (CV), Avadi | 0 |
| 16 | DQA R&S, S'Bad | 0 |
| 17 | DRDO | 30 |
| 18 | Dte of Standardisation | 4 |
| 19 | E-in-C Branch | 9 |
| 20 | GS Branch | 57 |
| 21 | History Division | 1 |
| 22 | HQ ATVP | 12 |
| 23 | HQ IDS | 20 |
| 24 | MGS Branch | 23 |
| 25 | MS Branch | 8 |
| 26 | Naval HQ | 32 |
| 27 | NDC | 1 |
| 28 | OFB | 0 |
| 29 | Plg & Coord | 10 |
| 30 | PMO Plan Aren Bangalore | 0 |
| 31 | PTC K'Pakkam | 0 |
| 32 | QMG Branch | 16 |
| 33 | Security Office | 2 |
| 34 | SFL | 1 |
| 35 | WESEE | 2 |
| 36 | SSCB | 0 |
| 37 | KSB | 0 |
| | **Total** | **412** |

**Appendix 'C'**

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**Organisation wise distribution of Posts of Stenographer 'D' Grade of AFHQ SS**

| S.No. | HQrs/ISOs | New Authorisation of Steno 'D' grade |
|---|---|---|
| 1 | AFFPD | 1 |
| 2 | AG Branch | 8 |
| 3 | Air HQ | 20 |
| 4 | CAO | 4 |
| 5 | DGAFMS | 2 |
| 6 | DGAQA | 2 |
| 7 | DGDE | 3 |
| 8 | DGNCC | 2 |
| 9 | DGQA | 20 |
| 10 | DGR | 2 |
| 11 | DHTI | 1 |
| 12 | DMDE Sec'bad | 0 |
| 13 | DPR | 2 |
| 14 | DQA R&S, S'Bad | 0 |
| 15 | DRDO | 29 |
| 16 | DSC, Bangalore | 0 |
| 17 | Dte of Standardisation | 2 |
| 18 | Dte of Standardisation, Kanpur | 1 |
| 19 | E-in-C Branch | 10 |
| 20 | GS Branch | 20 |
| 21 | History Division | 1 |
| 22 | HQ ATVP | 10 |
| 23 | HQ IDS | 3 |
| 24 | JCB | 0 |
| 25 | KSB | 1 |
| 26 | MGS Branch | 9 |
| 27 | MS Branch | 2 |
| 28 | Naval HQ | 33 |
| 29 | NDC | 2 |
| 30 | OFB | 0 |
| 31 | Plg & Coord | 2 |
| 32 | PMO Plan Aren Bangalore | 0 |
| 33 | PTC K'Pakkam | 0 |
| 34 | QMG Branch | 7 |
| 35 | SSCB | 1 |
| 36 | Security Office | 0 |
| | **Total** | **200** |