

A/24315/CR-AFHQ SS/2018/CAO/CP

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

Dated 07 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  
Heads of Inter Service Organisations

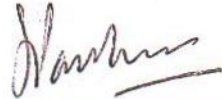
**Subject: Administrative Orders regarding Cadre Restructuring of  
Armed Forces Headquarters Stenographers' Service (AFHQ SS)**

1. I am directed to convey the sanction of the Government of India for revision of authorized posts of AFHQ Stenographers' Service (AFHQ SS) as shown below:-

S. No	Name of the Post	Existing Strength	Revised authorization after approval of Cadre Restructuring by MoF/DoE
1	Executive Principal Private Secretary (Pay Level -13)	10	16 (+6)
2	Sr. Principal Private Secretary	18	29(+11)
3	Principal Private Secretary (Pay Level -11)	147	155(+08)
4	Private Secretary (Pay Level -8)	395	395(0)
5	Personal Assistant (Pay Level -7)	471	412(-59)
6	Stenographer 'D' (Pay Level -4)	257-45* =212	200(-12)
	<b>Total</b>	<b>1253</b>	<b>1207 (-46)</b>

\* Excluding 45 posts of Steno 'D' reduced as per the recommendations of Committee constituted for optimization of manpower in Defence Service.

2. In accordance with the above revised authorization, 59 posts of Personal Assistant and 57 posts of Steno 'D' stand abolished and additional posts of Ex PPS (+6), Sr PPS (+11), PPS (+8) are created.
3. The resultant vacancies created in the PS Grade and feeder grades due to upgradation of posts are to be filled up by promotion through Seniority Quota, as a one time measure.
4. Necessary administrative orders for incorporating above mentioned increase/decrease in the PE's of various establishments of Integrated HQs of MoD (Army/Navy/Air), Inter Service Organisations & HQ IDS will be issued separately.
5. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their ID Note No. 2(15)/E.III Desk/2021 dt 24 Feb 2026 and MoD (Fin) vide their ID No. RF No. 6(5)/MO/2016-787 dt 26 Feb 2026.
6. Hindi version will follow shortly.

  
(Shyamala Parsheera)  
Dy CAO (MPR)

**Copy to :-**

Ministry of Finance/Department of Expenditure : For information  
(E.III Desk)

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  
Dy CAO (P)  
CAO/R-I  
CAO/P-I

PS to Dir (HR)  
Dy CAO(A)  
CAO/R-II  
CAO/P-II

PS to Dir (E&A)  
Dy CAO (DCW)  
CAO/R-III

CAO/EDP – 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

CAO/Rajbhasha - for issuance of Hindi version of letter.