

(TO BE PUBLISHED IN DELHI GAZETTE (PART-IV) EXTRAORDINARY)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT  
7<sup>TH</sup> LEVEL, "B WING", DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI- 110 113.**

**NOTIFICATION**

**No.F.3(10)/2008/S-III/ 66/ Dated: 21-02-11** - In exercise of the powers conferred by the proviso to article 309 of the Constitution read with the Government of India, Ministry of Home Affairs Notification No.F.27/59-Him (I) dated the 13<sup>th</sup> July, 1959 and all other powers enabling him in this behalf, the Lt. Governor of the National Capital Territory of Delhi is pleased to make the following rules, namely: -

**1. Short title and commencement -**

- (1) These rules may be called "The Government of National Capital Territory of Delhi Stenographers Service First Amendment Rules, 2010".
- (2) They shall come into force on the date of their publication in the official Gazette.

**Amendment of Rule 2**

In Rule 2 of "The Government of National Capital Territory of Delhi Stenographers Service Rules, 2008" (herein after called "the said Rules") for clause (a) the following clause shall be substituted namely :

- (a) "appointing authority" in relation to Principal Private Secretary (PPS) means the Lt. Governor, Delhi, in relation to Senior Personnel Assistant and Stenographer Grade-II means the Chief Secretary and in relation to Stenographer Grade-III means the Head of Department concerned for the purposes of these rules;

**Amendment of Rule 3**

In Rule 3 of "the said Rules" for sub-rule (2) and (3) the following shall be substituted namely :

- (2) The Service shall have Four Grades as specified in Schedule - I.
- (3) The post of Principal Private Secretary (PPS) shall be classified as Central Civil Service Group-A Non-Ministerial (Gazetted) posts, Senior Personal Assistant shall be classified as Central Civil Service Group B, Non-Ministerial (Gazetted) posts, the posts of Stenographers Grade-II shall be classified as Central Civil Services Group B, Non-Ministerial (Non-Gazetted) posts and those of Stenographers Grade-III shall be classified as Central Civil Services Group C, Non-Ministerial (Non- Gazetted) posts.

**Amendment of Rule 4**

In Rule 4 of "the said Rules" for sub-rule (1) the following shall be substituted namely :

- (1) The duty posts included in the Four grades, their numbers and the scales of pay attached to them on the date of commencement of these rules shall be as specified in Schedule- I;

### Amendment of Rule 7

In sub-rule 2 of Rule 7 of "the said Rules" for existing clause a, b, c, and d, the following shall be substituted:

- (a) All vacancies in Principal Private Secretary shall be filled in consultation with the Commission by promotion by selection on the basis of the recommendation of the departmental promotion committee from amongst eligible officers holding the post of Senior Personal Assistant having 08 years regular service in the grade, falling which by deputation in consultation with the Commission from amongst:

Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:

- (i) Degree from a recognized University or institution.
- (ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

- (b) All vacancies in Senior Personal Assistant grade shall be filled by promotion by selection on the basis of the recommendation of the departmental promotion committee from amongst eligible officers holding the post of Stenographer Grade-II having 08 years regular service in the grade, falling which by deputation in consultation with the Commission from amongst:

Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:

- (i) Degree from a recognized University or institution.
- (ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

- (c) All vacancies in Stenographer Grade-II shall be filled by promotion by selection on the basis of the recommendation of the departmental promotion committee from amongst eligible officers holding the post of Stenographer Grade-III having 05 years regular service in the grade, falling which by deputation in consultation with the Commission from amongst:

Officers of the Central/State Governments/Union Territories, holding analogous posts, and possessing:

- (i) Degree from a recognized University or institution.
- (ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.

- (d) All vacancies in Stenographer Grade-III shall be filled in by direct recruitment on the basis of open competitive examinations to be conducted by the Board or in such a manner as may be specified by the Chief Secretary from time to time.

- (e) If any officer appointed to any grade of the Service is considered for the purpose of promotion to the higher post, his senior would also be considered, provided that he is not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and has successfully completed the probation period for promotion to the next higher grade along with the juniors who have already completed such qualifying or eligibility service.

Note. - The eligibility list for promotion shall be prepared with reference to the date of completion of the qualifying service in the respective grade or post.

**Amendment of Rule 8**

In sub-rule 2 of Rule 8 of "the said Rules" for existing clause (f) the following shall be substituted:

The seniority of the members of Principal Private Secretary, Senior Personal Assistant and Stenographer Grade-II of the Service shall be determined with reference to the date of regular appointment (appointment made in a regular manner in accordance with the method of recruitment prior to the constitution of these Service rules) to the post concerned.

**Amendment of Rule 9**

In Sub-Rule 1 of Rule 9 of "the said Rules" the following shall be substituted:

- (1) Every officer on promotion to the Principal Private Secretary Grade and on appointment to Stenographer Grade-III of the Service by direct recruitment 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 instructions issued by the Government of India from time to time in this behalf.

**Amendment of Rule 10**

In Rule 10 of "the said Rules" the following shall be substituted :

All appointment to the Service shall be made to Principal Private Secretary, Senior Personal Assistant or Stenographer Grade II or Stenographer Grade III of the Service and not against any specific post included in the Service.

Note. - Members of the Service shall, in the normal course be eligible for appointment to various grades of the Service to which they belong and not to the other Service.

By order and in the name of the  
Lt. Governor of the National Capital Territory  
of Delhi

*Arvind Ray*  
(ARVIND RAY)  
Principal Secretary (Services)

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**SCHEDULE - I**  
[See rule 4 (1)]

Classification, scale of pay and number of duty posts in the different grades of the Government of NCT of Delhi Stenographer Service shall be as under:

Part A		
Grades and sanctioned strength of the Service		
(a)	Grades of the Service	Scale of pay
1	Principal Private Secretary (Group "A" Gazetted, Non-Ministerial)	Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/-.
2.	Senior Personal Assistant (Sr. P. A.)  (Group "B" Gazetted, Non-Ministerial)	Rs. 6500-10,500 (Pre- Revised) (On initial appointment in the grade)  Rs. 8000-13,500 (Pre-Revised) (On completion of 4 years of regular service in the grade subject to vigilance and integrity clearance)
3.	Stenographer Grade II (Group "B" Non-Gazetted, Non-Ministerial)	Rs. 5500-9000 (Pre-Revised)
4.	Stenographer Grade III (Group "C" Non-Gazetted, Non-Ministerial)	Rs. 4000-6000 (Pre-Revised)

(b) Sanctioned strength		
1	Principal Private Secretary	19
2	Senior Personal Assistant (Sr. P. A.)	214
3	Stenographer Grade- II	464
4	Stenographer Grade- III	464
	Leave and Training Reserves	232
	Total	1393

(c) Reserves		
1	Leave reserve at 10% of 1161	116
2	Training reserve at 10% of 1161	116
	Total	232

Part B Posts in the various grades.		
S. No.	Name of posts	No. of posts
(a)	Principal Private Secretary	19
(b)	Posts under Senior Personal Assistant	214
(c)	Posts under Stenographer Grade- II	464
(d)	Posts under Stenographer Grade- III	464
(i)	Total of (a), (b), (c) and (d) of Part B	1161
(ii)	Leave and Training Reserves	232
	Grand Total	1393

*Arvind Ray*  
**(ARVIND RAY)**  
Principal Secretary (Services)

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**SCHEDULE-II**  
[See rule 7]

In the existing Schedule - II at S.No.4 the following shall be added :

S. No.	Grade	Method of Recruitment	Eligibility
4.	Principal Private Secretary (P.P.S) Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/-.	100% by Promotion, falling which by deputation	<p>A regularly appointed Senior Personal Assistant officer with a minimum of 08 years of regular service in the grade shall be eligible to be considered for promotion.</p> <p><b>Deputation:</b></p> <p>Officers of the Central/State Governments/Union Territories, holding analogous posts on regular basis or a Private Secretary having 08 years of regular service in the pay band scale of Rs.6500-200-10500/- (pre-revised) and possessing:-</p> <p>(i) Degree from a recognized University or Institution.</p> <p>(ii) Speed of 100 w.p.m. in shorthand (English/Hindi) and 40 w.p.m. in typewriting in English/Hindi.</p> <p>(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion).</p> <p>(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on the closing date of receipt of applications).</p>

  
(ARVIND RAY)  
Principal Secretary (Services)

**SCHEDULE-III**  
[See rule 7(2)]

In the existing Schedule - III at S.No.4 the following shall be added:

S. No.	Grade	Composition of the Departmental Promotion Committee (for considering promotions)
4	Principal Private Secretary	a) Chairman/Member, U.P.S.C - Chairman b) Chief Secretary - Member c) Pr. Secretary (Home) - Member

**Note I.** - The absence of a member, other than the Chairman, shall not invalidate the proceedings of the Departmental Promotion Committee if more than half the members, including the Chairman of the Committee, had attended its meeting(s).

**Note II.**- The departmental promotion committee may be re-constituted by the Lt. Governor from time to time if need be.

*Arvind Ray*

**(ARVIND RAY)**

Principal Secretary (Services)

No.F.3(10)/2008/S-III/ 662- 673

Dated: 21-02-11

Copy forwarded to:-

01. The Pr. Secretary to Lt. Governor, Delhi.
02. Principal Secretary to Chief Minister, Government of NCT of Delhi.
03. Staff Officer to Chief Secretary, Delhi.
04. All Heads of the Departments, Government of NCT of Delhi, Delhi/New Delhi.
05. Under Secretary, R.R, U.P.S.C, New Delhi with reference to letter No.F.3/24D(20)/2007-RR dated 28.05.2008 and No.F.3/24D(11)/2010-RR dated 12.11.2010.
06. The Special Secretary/Joint Secretary (Services), Government of NCT of Delhi.
07. The Deputy Secretary (Coord), General Administration Department, Government of NCT of Delhi in duplicate for publication in the Delhi Gazette (Part-IV) Extraordinary with the request that five copies of the Gazette may please be supplied to this Department for official use.
08. The Superintendent, Services-I, II, III, IV, Coordination, ACP Branch, Government of NCT of Delhi.
09. Guard file.

*Arvind Ray*

**(ARVIND RAY)**

Principal Secretary (Services)

