

## PROFILE OF AFHQ CIVIL SERVICE AND ROLE OF SECTION OFFICER

### About the Service:

The Armed Forces Headquarters Civil Service (AFHQ CS) was constituted in 1968; to set up dedicated administrative pillars, which are quintessential in the functioning of the Ministry of Defence. The officers of the Service, serve in the Integrated Headquarters of the Armed Forces, Integrated Defence Staff Headquarters, various Inter-Services Organisations and the Ministry of Defence. AFHQ CS officers are dealing with the subjects such as personnel administration, policy planning, budget, logistic, pension, legal matters etc. The duty posts of the Service are majorly located in Delhi, however certain cadre posts are also authorized at various locations in India. The JS & CAO is the Cadre Controlling Authority of the Service.

### Career progression:

The initial recruitment is at Section Officer grade at AFHQ CS Group 'B' Service. The AFHQ CS officers will become part of AFHQ Group 'A' service on their promotion to Deputy Director and afterwards. The career progressions of AFHQ CS officers are as under :-

Grade	Service Classification	Pay Level	Minimum years of Service required for promotion
Principal Director/Joint Secretary	Group 'A' Gazetted	14	3
Director	Group 'A' Gazetted	13	5
Joint Director/Deputy Secretary	Group 'A' Gazetted	12	5
Deputy Director/Under Secretary	Group 'A' Gazetted	11	6
Section Officer	Group 'B' Gazetted	Pay Level 8 upon joining and Level 10 after 04 years of approved service	

*K. K. K.*

**Training:**

A foundation course is conducted by Defence Headquarters Training Institute for new recruits, whereby they are introduced to government functioning and sensitize them of their role and responsibilities in the Service Headquarters and Inter Service Organisations.

**Role & Responsibilities of Section Officer:**

A Section is the basic constituent from where the government decisions are initiated and the Section Officer plays a pivotal role in the process. Holistically, the Section Officer will be responsible for managing the work and staff of the Section. Generally, She/He will be initiating files for proposals/decisions after analyzing the existing policies on the subject. As a Section Officer in the AFHQ CS, the officer will be instrumental in administration and management of the Integrated Headquarters of the Ministry of Defence (Army, Navy and Air), Integrated Defence Staff Headquarters, the Inter-Service Organisations under the Ministry of Defence and the Secretariat of the Ministry of Defence and implementing the orders of Government of India.

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