

**MILITARY SECRETARY'S BRANCH**  
**(MS POLICY)**

**SOP FOR INDUCTION AND PERMANENT SECONDMENT OF**  
**SHORT SERVICE OFFICERS INTO DGQA**

1. Refer the following:-
  - (a) MS Branch Note No 04551/MS policy dt 22 Nov 2001.
  - (b) MoD, Department of Defence Production OM No 28(2)/2011/D(QA) dated 12 May 2011 and of even No dt 14 Jun 2011.
  - (c) MS Policy Note No 04504/F-15/MS Policy dt 08 Sep 2011.
2. In addition to Regular officers, Short Service Commission Officers and Women Special Entry Scheme Officers (both categories hereinafter referred to as **SS Officers**) are also eligible for Tenure Posting and thereafter Permanent Secondment into DGQA, subject to meeting all laid down conditions for the same. Procedure as given in the succeeding paragraphs will be adopted for induction of SS Officers on tenure postings and Permanent Secondment to DGQA.

**Induction on Tenure**

3. **Procedure.**
  - (a) In view of different terms and conditions applicable, SS Officers would be eligible for tenure postings to DGQA in the rank of Acting/Substantive Major. The SS officers will however be posted to DGQA establishments against vacancies of Lieutenant Colonels in the Peace Establishment of DGQA, as no posts for Majors exist.
  - (b) In addition to Regular Officers being considered for induction on Tenure Posting to DGQA under the policy laid down in MoD letter referred at Para 1(c) above, SS Officers who are on four years additional extension of service after being screened for grant of Permanent Commission and having 11 years of physical service, will also be considered. These SS Officers, on being made available by the Controlling Groups, will be short listed by MS-3 and their names forwarded to DGQA.

(c) MS Branch will not offer names of SS Officers for Tenure Posting in DGQA, who are involved in disciplinary proceedings/representations/court cases or who have uncovered gaps in reckonable CR profile.

(d) DGQA will convene a Board of Officers, including a member from MS Branch, under Chairmanship of DG DGQA, for selection of service officers for Tenure Posting to DGQA. Selection will be strictly under the terms of requisite QRs notified in MoD OM No 28(2)/2011/D(QA) dated 12 May 11 (as amended).

(e) Proceedings of the Board of Officers convened for selection of officers on Tenure Posting, duly signed by all members and approved by DGQA, will be forwarded to MS Branch for issue of necessary posting orders so that the selected SS Officers commence their two year tenure with DGQA at 11½ years of service.

(f) Final orders, to report to DGQA on Tenure Posting by MS Branch, will be issued only after the selected SS Officer's undertaking, as per format at **Appendix 'A'**, has been obtained in writing. SS Officers while moving on tenure posting to DGQA would continue to hold their Acting Rank (if any).

### Permanent Secondment

#### 4. Procedure.

(a) Quality Assurance Selection Board (QASB) as stipulated in MoD letter No 86173/DGI(Adm-4)/49/S-D(Prod) dated 09 Jan 1980 as amended vide OM No 86173/DGI(Adm-4)/2170/S-D(Prod) dated 28 Apr 1981, under the chairmanship of Secretary (Defence Production) will be convened for assessment of eligible officers on Tenure Posting, for grant of Permanent Secondment into DGQA.

(b) DGQA will hold minimum two QASBs in a year.

(c) All SS Officers on Tenure Posting, on completion of two years of physical service in DGQA, will be eligible for consideration by QASB for grant of Permanent Secondment, along with Regular Officers under similar consideration, subject to their meeting requisite QRs as notified in MoD OM 28(2)/2011/D(QA) dated 12 May 11, as amended vide 28(2)/2011/D(QA) dated 14 Jun 11. However, these SS officers will be granted provisional permanent secondment till the grant of substantive rank of Lieutenant Colonel and permanent commission by MS Branch.

(d) Permanent Secondment for SS Officers on selection by QASB will be **limited to eight per calendar year**. SS Officers on Tenure Posting in DGQA, who have not been selected by QASB for Permanent Secondment into DGQA, will continue on Tenure Posting in DGQA till completion of 14 years of service and will thereafter be **released by MS Branch**, on termination of their extended contractual period of 14 years of service.

(e) Prior to induction into the PSSO Cadre in DGQA under terms and conditions of DGQA, SS Officers (limited to eight in a calendar year) selected for Permanent Secondment into DGQA, will be granted Permanent Commission for Permanent Secondment into DGQA and consequent Service Number with revised date of seniority (ie, commissioning seniority modified by shortfall in training period as compared with Regular Officers) by MS Branch. The Permanent Commission so granted to these SS Officers will be over and above the present yearly cap of 250 SS Officers who can be granted Permanent Commission every year in the Army. These SS Officers will be granted Permanent Commission against allotted tenure vacancies of Lieutenant Colonels in the Peace Establishment of DGQA.

(f) All SS Officers selected for Permanent Secondment into DGQA, if not already promoted to the rank of substantive Lieutenant Colonel on completion of the mandated 13 years of reckonable service or as amended, on grant of Permanent Commission, would now be considered eligible and granted the same by MS Branch.

(g) Seniority of SS Officers in DGQA on Permanent Secondment, will reckon from date of seniority as Substantive Lieutenant Colonel suitably modified by one year, to keep it at par with other R1 Regular Officers, from the same Batch year of seniority, being granted Permanent Secondment in DGQA.

(h) Final orders, for grant of Permanent Commission and consequent Permanent Secondment, will be issued only after the selected SS Officer's willingness, as per format at **Appendix 'B'**, has been obtained in writing.

5. The above procedure will be applicable from date of issue of this letter, which will be read in conjunction with the revised procedure for induction of Permanently Seconded Service Officers in DGQA, as laid down in MoD, Department of Defence Production OM No 28(2)/2011/D(QA) dated 12 May 2011 and amended vide OM of even No dated 14 Jun 11.



**(Ashok Singh)**

Col

Col MS (P, CM & C)

For Military Secretary

**Internal Distribution**

✓ **DGQA**

**PPS to Secy (DP)**

**PPS to AS (DP)**

**PPS to JS (MS)**

**DDG (O)**

**AG/PS-2**

**AG/MP-2**

**Appendix 'A'**

(Refers to Para 3(f) of MS Branch letter No 04504/F-25/MS Policy dated 14 May 2012)

**UNDERTAKING TO BE GIVEN BY SSCOs AND WSES(O)s FOR INDUCTION INTO DGQA ON TENURE POSTING**

1. On being selected for induction into DGQA on Tenure Posting, I hereby undertake to serve in DGQA, if required to do so, till completion of 14 years of service, ie, till termination of my extended contractual period of four years.

2. Having rendered my undertaking to be inducted into DGQA, I fully understand that if I am not selected by Quality Assurance Selection Board for Permanent Secondment into DGQA, I will have to continue on Tenure Posting in DGQA till completion of extended contractual period, up to 14 years of service, and thereafter be released by MS Branch.

(Signature of the Officer)

IC No \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_

Unit \_\_\_\_\_

Arm/Service/Regt \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_

**COUNTER SIGNATURE BY IO**

(Signature of the Officer)

IC No \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_

Appointment \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 'B'**

(Refers to Para 4(h) of MS Branch  
letter No 04504/F-25/MS Policy  
Dated 14 May 2012)

**WILLINGNESS CERTIFICATE**

1. I am aware of the fact that the Quality Assurance Service (QAS) Cadre is an Inter-Service Cadre consisting of Permanently Seconded Service Officers from different Arms/Services of the Army. MoD OM No 67952/Q/DGI/ADM-4/10412/D (Prod) dated 28 Oct 78 as amended from time to time prescribes the terms and conditions of service of QAS Cadre officers in so far, as these are different from terms and conditions of their parent service.
2. I agree to my Permanent Secondment to the QAS Cadre and accept to be governed by terms and conditions as indicated in the above mentioned MoD OM. I fully understand and accept that in making this choice:-
  - (a) I forego any claim to seniority/promotion in my Parent Arm/Service.
  - (b) I shall carry with me any penalties/loss of seniority or disability as regards further promotion that might have incurred in my Parent Arm/Service and that this will be taken into account vis-à-vis all QAS cadre officers, irrespective of Arm/Service to which they belong.
  - (c) My seniority in QAS cadre for purpose of promotion to higher ranks will be reckoned from the date of seniority as substantive Lieutenant Colonel, subject to penalty referred to in Para 2 (b) above.
  - (d) Consequent to being found fit for Permanent Secondment by DGQA, **my seniority in the rank of substantive Lieutenant Colonel may be modified by one year** (in addition to modification of seniority for shortfall in training duration as compared with Regular Officers), keeping it at par with Regular Officers from the same Batch year of seniority, being granted Permanent Secondment in DGQA.

