

रक्षा मंत्रालय

Ministry of Defence

संयुक्त सचिव तथा मुप्रअ कार्यालय

Office of JS & CAO

Encadrement Order

Approval of the competent authority is accorded for encadrement of civilian posts created under HQ ATVP vide Govt Orders No.1/T/01/MP/ATVP/63/S/D(R&D)/17 dt 01 Mar 2017 and 1/T/01/MP/ATVP/234/WS//D(R&D)/17 dt 01 Jul 2017 mentioned hereunder into Armed Forces Headquarter (AFHQ) Cadre/Services.

2. The encadred posts will be added to existing strength of HQ ATVP. Details of the posts encadred to the AFHQ Cadre are as under:-

| Sl * No | Name of the Post encadred | Grade, pay scale & Service to which post encadred | No of posts | Revised Strength of the grade in AFHQ Services | RRs applicable upon encadrement |
|------------|---------------------------------|---|-------------------|--|--|
| i | Joint Director | Joint Director (Level 12) (AFHQ CS) | 02 | 100 | SRO 27 dt 01 May 2018 |
| ii | Sr. PPS | Sr. PPS (Level 12) (AFHQ SS) | 02 | 18 | SRO 47 dt 25 Mar 2004 as amended vide SRO 29 dt 18 Apr 2012 |
| iii | Dy Director | Dy Director (Level 11) (AFHQ CS) | 03 | 345 | SRO 27 dt 01 May 2018 |
| iv | PPS | PPS (Level 11) (AFHQ SS) | 02 | 147 | SRO 47 dt 25 Mar 2004 as amended vide SRO 29 dt 18 Apr 2012 |
| v | Section Officer | Section Officer (Level 8) (AFHQ CS) | 03 | 817 | SRO 27 dt 01 May 2018 |
| vi | PS | Private Secretary (Level 8) (AFHQ SS) | 05 | 394 | SRO 47 dt 25 Mar 2004 as amended vide SRO 29 dt 18 Apr 2012 |

| | | | | | |
|-------|-----------------|--|-----|------|--|
| vii | Assistant | Assistant Section Officer (Level 7) (AFHQ CS) | 10 | 1897 | SRO 27 dt 01 May 2018 |
| viii | PA | Personnel Assistant (Level 7) (AFHQ SS) | 02 | 471 | SRO 47 dt 25 Mar 2004 as amended vide SRO 29 dt 18 Apr 2012 |
| ix | Steno 'D' | Stenographer Grade 'D' (Level 4) (AFHQ SS) | 10 | 256 | SRO 48 dt. 25 Mar 2004 as amended vide SRO 44 dt 17 Jun 2011. |
| x | UDC/ Cashier | SSA (Level 4) (AFHQ Clerical Service) | 14* | 1510 | SRO 30 dt 04 Jan 2001 as amended vide SRO 04 dt 21 Jan 2014. |
| xi * | LDC | JSA (Level 2) (AFHQ Clerical Service) | 10 | 1516 | SRO 30 dt 04 Jan 2001 as amended vide SRO 04 dt 21 Jan 2014. |
| xii | MTS | MTS (Level 1) | 25 | 2219 | SRO 53 dt 11 Nov 2010. |
| Total | | | 88 | | |

*including 02 posts of Cashier which will be manned by incumbents of SSA.

3. The PE of HQ ATVP is to be amended accordingly.

(Jitendra Kumar)
Dy CAO (MPR)
05 Nov 2018

HQ ATVP

Copy to:-

Sr. PPS to JS(E/CAO) PS to Dir (HR) PS to Dir(E&A) Dy CAO(P&L)

CAO/EDP – for uploading the letter in CAO website