

**MINISTRY OF DEFENCE**  
**Office of the JS (Trg) & CAO**

**ALLOCATION OF POSTS IN CAO'S OFFICE IN VARIOUS GRADES:**  
**POST CADRE RESTRUCTURING**

Ref this Division letter No A/24315/CR-AFHQCS(Distribution)/13-14/CAO/CP dated 01 Jan 2015 vide which following posts in undermentioned grades have been earmarked for CAO:

<b><u>Sr No</u></b>	<b><u>Designation</u></b>	<b><u>No of posts increased</u></b>
(a)	Jt Director	03
(b)	Dy Director	08
(c)	Section Officer	07

2. It has been decided with the approval of Competent Authority to further sub-allocate the above mentioned posts to HR & EA Divisions as per the following details:

**(a) Allocation made to E&A Division in the grade of Joint Director**

<b><u>Sr No.</u></b>	<b><u>Post allocated</u></b>
1.	Dy CAO (Qtrg)*
2.	Dy CAO (Med/Pension/Budget)
3.	Dy CAO (Special Projects)

**(b) Allocation made to E&A Division in the grade of Dy Director**

<b><u>Sr. No</u></b>	<b><u>Post allocated</u></b>
1.	SAO/A-7*
2.	Dy Director/E-1*
3.	Dy Director/Special Projects*
4.	SAO/Medical
5.	SAO/Pension
6.	SAO/Qtrg
7.	SAO/Mov

2/-  
07

**(c) Allocation made to HR Division in the grade of Dy Director**

Sr. No	Posts allocated
1.	SAO/P-2(B)

**(d) Allocation made to E&A Division in the grade of Section Officer**


Sr. No	Posts allocated
1.	AO/Medical
2.	AO/Pension
3.	AO/Special Projects
4.	AO/Qtrg
5.	AO/Mov III

**(e) Allocation made to HR Division in the grade of Section Officer**

Sr. No	Post allocated
1.	AO, Implementation Cell
2.	AO/CTH*

\* These existing appointments on attachment/transfer are, hereby, regularised.

3. Based on the above distribution, the charter of duties for all the new posts may kindly be intimated by concerned sections to CAO/Coord, **latest by 20.01.2015** to enable them to issue the necessary administrative order. CAO/Coord is also requested to amend the PE of CAO's office accordingly.

  
(J Galgotia)  
Director (HR)  
19 Jan 2015

**Director (E&A)**

Copy to:

**All Dy CAOs, PS to JS (Trg) & CAO, CAO Coord, CAO APAR Cell, CAO/R-II, CAO/A-2(A), CAO/A-2(B)**