

Government of India  
Ministry of Defence  
Office of JS (Trg) & CAO  
'E' Block Hutments  
Dalhousie Road  
New Delhi 110011

0 \ Feb 2016

To,

The Chief of the Air Staff  
The Chief of the Naval Staff  
The Chief of the Army Staff  
The Chief of Integrated Defence Staff, HQ IDS  
Inter Service Organisations

Subject: Change in the Nomenclature of Assistant of Armed Forces Headquarters Civil Service and Upper Division Clerk (UDC) and Lower Division Clerk (LDC) of Armed Forces Headquarters Clerical Service

I am directed to convey the sanction of the President for change in the nomenclature of the posts of Assistant, UDC and LDC of Armed Forces Headquarters Service as mentioned below:

SNo.	Existing nomenclature	New Nomenclature
1.	Assistant	Assistant Section Officer (ASO)
2.	Upper Division Clerk (UDC)	Senior Secretariat Assistant (SSA)
3.	Lower Division Clerk (LDC)	Junior Secretariat Assistant (JSA)

2. The change in nomenclature comes into force with immediate effect.
3. The changed nomenclature of the posts will be incorporated in the AFHQ Civil Service and AFHQ Clerical Service Rules in due course.

  
(J Galgotia)  
Dir (HR)

Copy to :-

The Controller General of Defence Accounts, New Delhi  
The Director General of Audit (Defence Services), New Delhi

PCDA (HQ), New Delhi

PCDA (Navy), Mumbai

PCDA (Air Force), New Delhi

PCDA (R & D), New Delhi

DFA (AG), DFA (MO), DFA(GS), DFA (N), DFA (AF), DFA (W),

DFA(C), DFA (PROD), DFA (FY)

UPSC, DOP&T (Estt/RR)

-All Coord Sections of Branches of Integrated HQ of MoD(Army)

Integrated HQ of MoD(Navy), Integrated HQ of MoD(Air Force) and HQ IDS

All Coord Sections of Inter Service Organisations

Armed Forces Tribunal (AFT), Principal Bench, New Delhi

PTC, Kalpakkam

PPS to JS(T) & CAO

Dy CAO(P&L)

Dy CAO(FM)

CAO/R-I

CAO/P-I

CAO/EDP – for uploading the letter in CAO website

All the recognized Staff Associations of AFHQ

PS to Dir (HR)

Dy CAO(A)

Dy CAO(EW)

CAO/R-II

CAO/P-II

PS to Dir(E&A)

Dy CAO(DCW)

Dir (DHTI)

CAO/R-III