

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

**DISTRIBUTION OF WORK**

1. Consequent upon allocation of new posts in the grade of Joint Director to Section Officer, to E&A Division vide CP Cell letter No A/24315/CR-AFHQ (Distribution)/13-14/CAO/CP dated 19 Jan 2015, two new Divisions are hereby created out of existing Admin Division & Works Division, details of which are as under :-

(a)	<b><u>Medical, Pension &amp; Budget Division</u></b>	The newly created division will be headed by a Dy CAO. He shall be overall in-charge of Medical, Pension cases, Budget and admin matters of A-2 Section.
(b)	<b><u>Special Projects Division</u></b>	The newly created division will be headed by a Dy CAO. He shall look after the Special Projects assigned to the O/o JS (Trg) & CAO such as National War Memorial and Museum, Thal Sena Bhawan, Nau Sena Bhawan and civil works pertaining to all forthcoming security related projects. In addition, any special project assigned to the O/o JS (Trg) & CAO in future shall also be handled by this division.

2. Revised organizational chart and Charter of Duties pertaining to E&A division is being issued separately.

3. This issues with the approval of JS (Trg) & CAO.

  
(Ajay Kumar)  
Director (E&A)  
20 Feb 2015

**All Adm Sections** - With a request to disseminate the information to all concerned.

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Copy to  
Sr PPS to JS(T) & CAO

PS to Dir HR

All Dy CAOs

✓ EDP Cell - For uploading on CAO's website.