

रक्षा मंत्रालय
MINISTRY OF DEFENCE
सं स एवं मुख्य प्रशासन अधिकारी कार्यालय
Office of the JS & CAO

Officiating Arrangement/Link Officers in the O/o JS & CAO

Reference this office ID Note No. A/76544/CAO/Coord dated 10th May 2016.


2. The following arrangement of link officer system has been made in r/o Directors & Dy CAOs under the control of O/o JS & CAO with immediate effect:-

Sl No.	Officer	Link Officer	2 nd Link Officer
a	b	c	d
1.	Dir(HR)	Dir(DCW & Trg)	Dir(E&A)
2.	Dir(E&A)	Dir(Spl Proj)	Dir(HR)
3.	Dir(Spl Proj & Works)	Dir(E&A)	Dir(DCW & Trg)
4.	Dir(DCW & Trg)	Dir(HR)	Dir(Spl Proj & Works)
5.	Dy CAO(MPR)	Dy CAO(P&L)	Dy CAO(FM)
6.	Dy CAO(P&L)	Dy CAO(MPR)	Dy CAO(Adm)
7.	Director(DHTI)	Dy CAO(P&L)	Dy CAO(MPR)
8.	Dy CAO(Adm)	Dy CAO(FM)	Dy CAO(Spl Proj & Works)
9.	Dy CAO(FM)	Dy CAO(Adm)	Dy CAO(Qtrg)
10.	Dy CAO(Spl Proj & Works)	Dy CAO(Qtrg)	Dy CAO(FM)
11.	Dy CAO(Qtrg)	Dy CAO(Spl Proj & Works)	Dy CAO(Adm)

3. The link officer will look after the work of the officer when any officer goes on tour/training or leave etc.

4. Further, when any officer goes on leave/tour etc he should send a note to the link officer informing that with due approval, he/she is proceeding on tour/leave etc for the period and link officer may look after the work. Copies thereof be endorsed to his superiors in chain of command i.e. Directors/JS.

5. This issue with approval of JS & CAO


(Pravin Kumar Das)
Dy Dir(Coord)

All Directors in CAO's office
All Dy CAOs in CAO's office/Dir(DHTI)
All SAOs/DDs/AOs in CAO's office

MoD, JS & CAO ID No. A/76544/CAO/Coord dated

18 June 2018

Copy to

Sr. PPS to JS & CAO

D(O&M)

CAO/EDP

- For uploading on official website