

रक्षा मंत्रालय

Ministry of Defence

(संयुक्त सचिव (प्रशि.) तथा मु.प्र.अ. कार्यालय)

(Office of JS (Trg) & CAO)

Encadrement Order

Approval of the competent authority is accorded for encadrement of civilian posts created under IHQ of MoD(Navy) vide Govt Orders No. ACNS(SSP) 3515/NCA/Manpower/14/TS/JS(O/N) dt 26 Feb 2015 and No. CS/4828/IHQ(N)/5/7/US(MP)/D(N-II)/15 dated 27 May 2015 mentioned hereunder into Armed Forces Headquarter (AFHQ) Cadre/Services.

2. The encadred posts will be added to existing strength of IHQ of MoD(Navy). 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 encadred	Revised Strength of the grade in AFHQ Services	RRs applicable upon encadrement
i	Deputy Director (PB-3, GP ₹6600)	Deputy Director (PB-3, GP ₹6600) (AFHQ CS)	01	341	SRO 87 dt 01 May 2001 as amended
ii	Assistant (PB-2, GP ₹4600)	Assistant Section Officer (PB-2, GP ₹4600) (AFHQ CS)	01	1871	vide SRO 27 dt 14 May 2011
iii	Steno Grade 'B'/ PS (PB-2, GP ₹4800)	Private Secretary (PB-2, GP ₹4800) (AFHQ SS)	05	389	SRO 29 dt 18 Apr 2012
iv	Steno Grade 'C'/ PA (PB-2, GP ₹4600)	Personal Assistant (PB-2, GP ₹4600) (AFHQ SS)	06	470	
v	Upper Division Clerk (UDC) (PB-1, GP ₹2400)	Senior Secretariat Assistant (PB-1, GP ₹2400) (AFHQ Clerical Service)	03	1497	SRO 30 dt 04 Jan 2001 as amended vide SRO 04 dt 21 Jan 2014
vi	Lower Division Clerk (LDC) (PB-1, GP ₹1900)	Junior Secretariat Assistant (PB-1, GP ₹1900) (AFHQ Clerical Service)	13	1506	
vii	MTS/Peon (PB-1, GP ₹1800)	MTS (PB-1, GP ₹1800)	11	2227	SRO 53 dt 11 Nov 2011

2. The PE of IHQ of MoD (Navy) is to be amended accordingly.



(Amar Nath Sinha)

Dy CAO (MPR)

25 Jul 2016

Copy to:

DOA (Civ)

IHQ of MoD (Navy)

The Controller General of Defence Accounts, New Delhi

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

PCDA (HQ) New Delhi

PCDA (Navy), Mumbai

DFA(MO), MoD

PPS to JS(T) & CAO

PS to Dir (HR)

PS to Dir(E&A)

Dy CAO(P&L)

Dy CAO(A)

Dy CAO(DCW)

Dy CAO(FM)

Dy CAO(EW)

Dir (DHTI)

CAO/R-I

CAO/R-II

CAO/R-III

CAO/P-I

CAO/P-II

✓ CAO/EDP – for uploading the letter in CAO website