

**Cadre and non-cadre sections and their officers - CPO's Office, Secunderabad effective from 22.11.2011**

| Sl No. | Non-cadre Section         | P.O.          | Designated officer in the absence of PO | Dy. CPO                        | Designated officer in the absence of Dy. CPO | Sl No. | Cadre Section | P.O.         | Designated officer in the absence of PO | Dy. CPO                        | Designated officer in the absence of Dy. CPO |
|--------|---------------------------|---------------|-----------------------------------------|--------------------------------|----------------------------------------------|--------|---------------|--------------|-----------------------------------------|--------------------------------|----------------------------------------------|
| 1      | CPO's Secretariat         | Secy. to CPO  | SPO/Gaz.                                |                                |                                              | 1      | EP            | Secy. to CPO | SPO/GAZ                                 |                                |                                              |
| 2      | R&D                       | Secy. to CPO  | SPO/Gaz.                                |                                |                                              | 2      | E-Admn.       | SPO/E&HQ     | SPO/T, APO/E&HQ                         |                                |                                              |
| 3      | Stores (T&P)              | Secy. to CPO  | SPO/Gaz.                                |                                |                                              | 3      | EE            | SPO/E&HQ     | SPO/T, APO/E&HQ                         |                                |                                              |
| 4      | HBA                       | Secy. to CPO  | SPO/Gaz.                                |                                |                                              | 4      | Law Cadre     | SPO/T        | SPO/E&HQ                                |                                |                                              |
| 5      | <b>APIO (RTI) for SCR</b> |               |                                         | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               | 5      | ED            | APO/IR       | APO/M                                   | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |
| 6      | Works programme           |               |                                         | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    | 6      | Rajbhasha     | APO/IR       | APO/M                                   | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |
| 7      | Union                     | APO/IR        | APO/Coord                               |                                |                                              | 7      | ES            | APO/G        | APO/E & HQ                              | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |
| 8      | Pass                      | APO/IR        | APO/Coord                               | Dy. CPO/HR                     | Dy. CPO/Wel. & Res.                          | 8      | E-Sch         | APO/G        | APO/E & HQ                              | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |
| 9      | Parliament Question       | APO/IR        | APO/Coord                               | Dy. CPO/HR                     | Dy. CPO/Wel. & Res.                          | 9      | RN Canteen    | APO/G        | APO/E & HQ                              | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |
| 10     | Audit                     | APO/Coord     | APO/IR                                  | Dy. CPO/HR                     | Dy. CPO/Wel. & Res.                          | 10     | E-GAZ         | SPO/GAZ      | Secy. to CPO                            | <b>Dy. CPO/GAZ</b>             | <b>Dy. CPO/MPP&amp;IT</b>                    |
| 11     | CA-III                    | APO/Coord     | APO/IR                                  | Dy. CPO/HR                     | Dy. CPO/Wel. & Res.                          | 11     | EM            | SPO/M&EL     | SPO/Rules&PC                            |                                |                                              |
| 12     | DOP/DPG/MR/MOSR           | APO/Coord     | APO/IR                                  | Dy. CPO/HR                     | Dy. CPO/Wel. & Res.                          | 12     | EL            | SPO/M&EL     | SPO/Rules&PC                            |                                |                                              |
| 13     | Training                  | APO/Coord     | APO/IR                                  | Dy. CPO/HR                     | Dy. CPO/Wel. & Res.                          | 13     | EN            | SPO/Rules&PC | SPO/M&EL                                |                                |                                              |
| 14     | RRC                       | APO/Rectt.    | APO/IR                                  | Dy. CPO/Admn. & Rectt.         | Dy. CPO/GAZ.                                 | 14     | ET            | SPO/T        | SPO/E&HQ                                |                                |                                              |
| 15     | Recruitment               |               |                                         | Dy. CPO/Admn. & Rectt.         | Dy. CPO/GAZ.                                 | 15     | EC            | SPO/T        | SPO/E&HQ                                |                                |                                              |
| 16     | CG                        |               |                                         | <b>Dy. CPO/MPP&amp;IT.</b>     | <b>Dy. CPO/GAZ.</b>                          |        |               |              |                                         |                                |                                              |
| 17     | Reservation               |               |                                         | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 18     | Legal                     |               |                                         | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 19     | Welfare                   |               |                                         | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 20     | Staff quarters            |               |                                         | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 21     | SBF                       |               |                                         | <b>Dy. CPO/Wel. &amp; Res.</b> | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 22     | Confidential              | PS(Gaz.)Conf. | SPO/Gaz.                                | <b>Dy. CPO/GAZ.</b>            | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 23     | Budget                    |               |                                         | <b>Dy. CPO/GAZ.</b>            | <b>Dy. CPO/MPP&amp;IT</b>                    |        |               |              |                                         |                                |                                              |
| 24     | MPP & Vacancy Bank        |               |                                         | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 25     | Computers                 |               |                                         | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 26     | Pay Commission            | SPO/Rules&PC  | SPO/M&EL                                | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 27     | DAR                       | SPO/Rules&PC  | SPO/M&EL                                | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 28     | Rules                     | SPO/Rules&PC  | SPO/M&EL                                | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 29     | LE                        | SPO/Rules&PC  | SPO/M&EL                                | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 30     | Ex-gratia                 | SPO(E&Hq)     | SPO/T, APO/E&HQ                         |                                |                                              |        |               |              |                                         |                                |                                              |
| 31     | Bills                     | APO/Bills     | APO/G                                   | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 32     | Settlement                | APO/Bills     | APO/G                                   | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |
| 33     | SR & Leave                | APO/Bills     | APO/G                                   | <b>Dy. CPO/MPP&amp;IT</b>      | <b>Dy. CPO/Wel. &amp; Res.</b>               |        |               |              |                                         |                                |                                              |

**NOTE**

SPO/E&HQ, SPO/M&EL and SPO/T will deal the establishment matter directly with concerned departmental officers. However, for any internal distribution of work, appeal on ACR/DAR, Court Cases, PNM, RTI or Technical guidance, they shall report to the Officers as indicated below:

SPO/E&HQ : Dy. CPO/Admn. & Rectt.  
SPO/M&EL : Dy. CPO/MPP&IT  
SPO/T : Dy. CPO/Welfare & Res.