

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

**PROMOTION TO THE GRADE OF ASSISTANT**

Reference Note No. A/47921/DPC-2009/Asstt/CAO/P-1(75), dated 31 Dec 2009.

2. The following Upper Division Clerks of AFHQ Clerical Service are appointed as Assistant in AFHQ Civil Service (Group 'B' Non-gazetted) in the Pay Band 02 (Rs. 9300-34,800/-) and Grade Pay Rs. 4600/- on regular basis and posted/retained against existing vacancy in the offices mentioned against their names :-

SL. NO.	NAME (S/SHRI)	DOB	OFFICE		VICE (S/SHRI)
			FROM	TO	
1	H S SOOD	23.11.63	CAO	CAO	Existing Vacancy
2	S R SHARMA SMT	26.01.64	GS	AIR HQ	MC Tanwar
3	SAROJ SHARMA SMT	27.01.64	DGQA	DGQA	P Murugan (Promoted)
4	B CHATTERJEE	08.05.64	GS	MS	Mahipal Singh
5	SUDHIR KR TRIPATHY	23.02.65	GS	GS	RK Meena (Resigned)
6	R RANGANATHA RAO	06.06.65	CAO	CAO	Existing Vacancy
7	RUPA KAR SMT	25.06.65	GS	GS	OP Nagarwal (Promoted)
8	ANJAN MAZUMDAR	09.01.66	CAO	CAO	Existing Vacancy
9	ANURADHA GOYAL SMT	09.01.66	AIR HQ	AIR HQ	SM Madan (Promoted)
10	AVIJIT BANERJEE	01.05.67	GS	GS	DP Yadav (Retd.)
11	ANITA SWEEHARAN SMT	29.06.61	GS	GS	Vijay Kumar (Promoted)
12	ARUN KUMAR MISRA	02.09.61	QMG	QMG	Existing Vacancy
13	A K BANDOPADHYAY	05.01.62	GS	DGAFMS	J B Rang (Promoted)
14	URMILA SAJWAN SMT	31.01.62	GS	GS	RC Kala (Retd.)
15	MUKESH YADAV	27.06.62	AG	AG	AK Sarkar (Promoted)
16	RBD SAMVARDHINI SMT	24.09.62	DMDE S'bad	DMDE S'bad	Existing Vacancy
17	RAM KUMAR SHARMA	15.11.62	MGO	MGO	Bipin Kumar (Resigned)
18	SHEKER KERALI	21.03.69	E-in-C	E-in-C	YK Gupta (Vol. Retd.)

3. The Upper Division Clerks promoted to the grade of Assistant vide para 2 above will be on probation for a period of two years from the date they assume the appointment of Assistant as per provision under Rule 10 (I) and (II) of AFHQ

Civil Service Rule, 2001. Assessment Reports for the first year of probation in respect to these Assistants may be sent to CAO's office, addressed to Admin Officer, CAO/CRD Cell immediately on completion of first year and the report for second year immediately on completion of second year. Administrative Sections in CAO's Office and Establishment Sections of Air HQ and Naval HQ are requested to ensure timely submission of blank Assessment Report forms of the officials to the user offices for completion, under intimation to this office.

4. The individuals who have been transferred from their present offices on promotion, may be relieved of their duties immediately and directed to report to their new place of posting. Before relieving the individuals from their present appointment, it may be ensured that no disciplinary/vigilance case is pending against them. It may also be ensured that the above officials complete their self-appraisal of the ACR form in the present grade to be provided by the concerned Admin/Coord Section for the year 2008-09 and submit it to the reporting officer.

5. The relieving/charge assumption reports may be sent to all concerned. The individuals may also be advised to exercise their option for fixation of pay within stipulated period as per FR-22. Before relieving the individuals, their SLIC may also be withdrawn.

**(T P Srivastava)**  
**Dy CAO(P)**  
 Dec 2009

### **Coord Sections of Branches of Army HQ/ISOs**

Air HQ/PC (P&T), (PC-I), (PC-II)

Naval HQ/Adm (Civ)

Copy to :-

PPS To JS (Trg) & CAO

PS to Dir (HR)

PPS to Dir (E&A)

All Dy CAOs

All Adm Sections of CAO's Office

CAO/CRD Cell

All Staff Associations of AFHQ

JCM Members

DMDE Secunderabad

Individual Concerned

Group III

Notice Board