

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

PROMOTION TO THE GRADE OF ASSISTANT

Reference our note No. A/47921/DPC-2009/Asstt/CAO/P-1(09), dated 01 Apr 2009.

2. 32 Upper Division Clerks of AFHQ Clerical Service as per **Appendix 'A'** 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. 4200/- on regular basis and posted/retained in the offices mentioned against their names.

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.

NS

Contd.....2/-

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 Before relieving the individuals, their SLIC may also be withdrawn.

6. Hindi version will follow.

Nishi Srivastava
(Nishi Srivastava)
Sr. Admin Officer, CAO/P-1
29 May 2009

Coord Sections of Branches of Army HQ/ISOs

Naval HQ/Adm (Civ)

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

Copy to :-

PPS to JS (Trg) & CAO

PS to Dir (R)

PPS to Dir (A)

PA to Dir (S)

All Dy CAOs

All Adm Sections of CAO's Office

CAO/CRD Cell

JCM Members

All Staff Associations of AFHQ

Individual Concerned

Group - III

dated 29 May 2009

LIST OF UDCs PROMOTED TO THE GRADE OF ASSISTANT

SL. NO.	ID NO.	NAME (S/SHRI)	DOB	FROM	TO	VICE (S/SHRI/SMT)
1	A017482	S S KHATRI	02.08.1962	A G	A G	B S Yadav
2	A089672	MADHU SHARMA KM	26.12.1963	D G Q A	D G Q A	Devinder Kumar
3	A175399	TRIVENI NATH	02.03.1954	D G Q A	D G Q A	Virender Kumar
4	A132354	C RAMACHANDRA	20.04.1964	AIR HQ	AIR HQ	S L Sharma Smt
5	A119667	JAWAHAR R	05.05.1964	DQA (CV)	DQA (CV)	Existing Vac.
6	A119373	S SANGEETHA SMT	25.11.1965	AIR HQ	AIR HQ	R K Bhatt
7	A020965	RAJNI PANDEY SMT	22.06.1966	AIR HQ	AIR HQ	D K Bhardwaj
8	A064035	SUNITA KHANNA SMT	02.01.1967	D G Q A	D G Q A	Vinod Kumar
9	A119571	O P GUPTA	01.11.1960	AIR HQ	AIR HQ	Vipan Chander
10	A119513	BISWAJIT ROY	10.04.1961	G S	G S	R K Sharma Smt
11	A180045	MANJU CHHATWAL SMT	28.05.1961	G S	NHQ	Existing Vac.
12	A123697	JAI PRAKASH GAUR	15.07.1961	AIR HQ	AIR HQ	R K Rana
13	A119331	ARUNA JAKHMOLA SMT	04.04.1962	D G N C C	A G	Existing Vac.
14	A022761	VIJAYA SRINIVASAN SMT	08.04.1962	AIR HQ	AIR HQ	S Nangia Smt
15	A085827	Z S LOBANA	08.05.1962	AIR HQ	AIR HQ	Madan Gopal
16	A100674	MOHAN LAL	15.05.1963	AIR HQ	AIR HQ	P K Jain
17	A031585	RAKESH KUMAR SHARMA	22.10.1963	E-in-C	MGO	Sunita Narula
18	A016980	POONAM RAWAT SMT	06.12.1964	Q M G	Q M G	Suresh Batra Smt
19	A016229	A K JAIN	30.01.1965	G S	G S	Subash Chand
20	A064358	V JAYARAMAN	14.04.1965	D R D O	D R D O	G B Srivastava
21	A120047	DEBASIS ROY	12.07.1965	C A O	C A O	Existing Vac.
22	A093925	S LAKSHMI NARAYANAN	25.07.1965	D G N C C	D G N C C	Satish Kumar
23	A157384	RAJINDER SINGH TADYAL	13.02.1961	AIR HQ	AIR HQ	D S Poonia
24	A149091	SHASHI MAKHIJA SMT	04.04.1961	A G	A G	Mala Chhib Smt
25	A126768	RENU BAHATI SMT	24.04.1961	A G	A G	Hoshiar Singh
26	A081861	USHA RAWAT SMT	22.03.1962	AIR HQ	AIR HQ	Vijay Bhatia
27	A125000	VED PRAKASH	20.04.1962	C A O	C A O	Existing Vac.
28	A063179	KUSUM LATA SMT	18.09.1962	AIR HQ	AIR HQ	Krishan Chander
29	A228406	CHRISTOPHER R DOHLING	04.02.1968	D P L & C	NHQ	V R Sharma
30	A225322	GOPAL LAMA	06.02.1968	G S	G S	A P Das
31	A223472	S GIN KHOCHIN THANG	01.03.1968	AIR HQ	AIR HQ	V Dudeja Smt
32	A222628	H C BORKAR	13.01.1969	D G Q A	D G Q A	P Kaur Smt

N/S

