

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(09), dated 01 Apr 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. 4200/- on regular basis and posted/retained against existing vacancy in the offices mentioned against their names :-

Sl. No.	ID No.	Name (S/Shri)	DOB	From	To	Vice (S/Shri)
1	A141110	TEJ PAL	02.02.1967	G S	G S	P Chand
2	A175386	MAMAN SINGH	12.03.1954	D G Q A	D G Q A	AK Singhal
3	A064051	SATISH KUMAR	28.08.1961	A G	D R D O	Exist Vac
4	A120117	RADHA R L SMT	05.07.1962	A G	A G	George
5	A093587	ANUSUIYA DEOGUN SMT	15.08.1962	DGAQA	DGAQA	Exist Vac
6	A179988	JAGPAL KAUR SMT	24.08.1963	AIR HQ	AIR HQ	Mahesh Kr
7	A049922	SURINDER PRASAD	07.03.1955	E-in-C	E-in-C	Exist Vac
8	A180003	SANJEEV SHARDA	14.01.1964	D G Q A	Q M G	Exist Vac
9	A016245	ASHISH HARITA	09.04.1964	M S	M S	Tilak Raj
10	A161822	HARINDER NATH	24.07.1964	A G	A G	K Chand
11	A093842	JAYANTI SAMADAR SMT	04.11.1964	NHQ	D R D O	Exist Vac
12	A019457	JITINDER KAUR SMT	07.09.1965	NHQ	NHQ	SK Mishra
13	A123671	LATA V PILLAI SMT	14.03.1967	D G Q A	D G Q A	Birender Kr
14	A049133	MAN SINGH	04.01.1952	AIR HQ	AIR HQ	S Mittal
15	A022646	RAVI GURNANI	03.09.1961	AIR HQ	AIR HQ	Kr Pranav
16	A198086	HANS RAJ YADAV	12.11.1949	DGAFMS	DGAFMS	Exist Vac
17	A123473	YADU NATH SINGH	02.01.1962	AIR HQ	AIR HQ	OP Rathi
18	A016344	BALJEET KAUR SMT	27.07.1962	D R D O	D R D O	Arvind Kr

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

Contd.....2/-

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. User office may ensure that the

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.

6. Hindi version will follow.

(Nishi Srivastava)
Sr. Admin Officer, CAO/P-1
Apr 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