

MINISTRY OF DEFENCE

(Office of JS (Trg) & CAO)

Subject: **APPOINTMENT OF PERSONAL ASSISTANTS AS PRIVATE SECRETARY ON AD HOC BASIS**

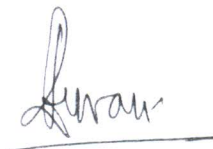
Approval of the Competent Authority has been accorded to the appointment of the Personal Assistants of AFHQ Stenographers Service as Private Secretary (PS), Group 'B' Gazetted, on ad hoc basis in the Grade Pay of ₹ 4,800 (Pay Band 2: ₹ 9,300 - 34,800) with immediate effect for a period of six months or till they retire or till the regular incumbents become available or until further orders whichever is earlier and they are posted to Organisations mentioned against their names:-

Sl No.	Name (S/Shri/Smt)	DOB	Present Organisation	Posted to	Vice (S/Shri/Smt)
1	Savita Devi	18-02-1958	Air HQ	Air HQ	Existing vacancy
2	Geeta Arora	25-06-1958	MS	AG	Tarsem Singh (Retd)
3	Jaskiran Kaur	28-10-1958	DRDO	DRDO	Satish Kumar (Retd)
4	Kanta A Paul	01-06-1959	MGO	AG	Existing vacancy
5	Sudesh Pathak	22-03-1959	Naval HQ	Naval HQ	Nirmal Kumar (Retd)
6	Samriti Mehta	09-01-1967	QMG	Naval HQ	T George (Retd)
7	Anita Pahwa	16-11-1954	HQ IDS	GS	VVS Shastry (Retd)
8	C B Jayal	08-04-1957	WESEE	Naval HQ	Pushpa Rani Khetrapal
9	Mithlesh kanwal	15-01-1957	DRDO	GS	Existing vacancy
10	Mousmi Saha	08-08-1967	Air HQ	Air HQ	Existing vacancy

2. The above mentioned officers are appointed as Private Secretary subject to the conditions given below:

(a) The appointment will be effective from the date the officer assumes the charge of higher post;

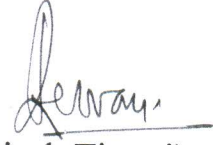
(b) The appointment is made purely on ad hoc basis and that such appointment will not bestow on the person a claim for regular appointment; and,



(c) The service rendered on ad hoc basis in the grade of Private Secretary would not count for the purpose of seniority in that grade and of eligibility for promotion to the next higher grade.

3. The officers should either join as PS or refuse to accept their appointment latest by 23.11.2012, failing which it will be construed that they are not willing to take up the appointment as PS.

4. Relieving/charge assumption report may kindly be sent to all concerned.



(Rajesh Tiwari)
SAO, CAO/P-2

09 Nov 2012

Coord Sections of Branches of Army HQs & ISOs concerned

AIR HQ/PC-1

NHQ/DOA (Civ)

WESEE

Copy to:-

Concerned Admin Sections of CAO's Office

CAO/APAR (P-2) Cell

PPS to JS (Trg) & CAO

PS to Director (HR)

PA to Dy CAO (P & L)

DHTI

AFHQ Stenographers' Association

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