

**No.A/26630/AD HOC PS/CAO/P-2(A)**

**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 (Shri/Smt/Kum)	DOB	Present Organisation	Posted to
1.	A K Shahare	09-08-1962	Air HQ	AG
2.	Usha Rani Kapoor	17-09-1955	Air HQ	DGR
3.	Kamlesh Kalra	08-08-1959	Stdn Dte	QMG
4.	Rekha Attri	02-06-1952	OFC	CAO
5.	Sushila Sikka	01-07-1964	DGQA	HQ IDS
6.	Anju Ahuja	18-09-1960	Air HQ	DRDO
7.	Roshan Lal Kumar	28-12-1960	HQ IDS	AG
8.	Sneh Lata	05-02-1961	GS	DRDO
9.	P C Pandey	01-07-1961	HQ IDS	HQ IDS
10.	Kamlesh Khanna	04-12-1961	DRDO	HQ IDS
11.	Chanchal Chadda	11-01-1962	DGQA	DGQA
12.	Lajwanti Gosain	06-03-1962	QMG	QMG
13.	Indu Sharma	28-03-1962	GS	QMG
14.	Pushpa Rani Khetrupal	10-04-1963	DGDE	NAVAL HQ
15.	Tarun Kumar Narula	14.07.1963	HQ ATVP	HQ ATVP
16.	Meenu Mehta	15.07.1964	AIR HQ	DGQA

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 11.06.2012, 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.

Sd/- xxx  
(Sudha Sharma)  
AO, CAO/P-2(A)  
01 Jun 2012

**Coord Sections of Branches of Army HQrs & ISOs**

**AIR HQ/PC(P&T)**

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