

**Ministry of Defence**  
(Office of JS (Trg.) & CAO)

Subject: **PROMOTION TO THE GRADE OF PRINCIPAL PRIVATE SECRETARY (PPS) OF AFHQ STENOGRAPHERS SERVICE ON REGULAR BASIS**

Reference this Office Note of even number dated 30<sup>th</sup> Jul 2014 vide which panel for promotion from the grade of Private Secretary to Principal Private Secretary has been issued.

2. Consequent to repatriation from deemed deputation in PMO as Additional Private Secretary to Former Prime Minister (Dr. Manmohan Singh), Sh. Pradeep Menon, PS has reported to this office on 04 Aug 2014 (A/N) for further posting.

3. Further, on empanelment for promotion to the grade of PPS for the panel year 2013-14 (Supplementary), Sh. Pradeep Menon, PS is promoted to the grade of PPS in PB-3 [₹15,600-39,100/-] with Grade Pay of ₹ 6,600/- Group 'A' (Gazetted) on regular basis w.e.f., 05 Aug 2014 (F/N) and posted to DRDO against existing vacancy.


4. This promotion-cum-posting order is in accordance with organisation-wise distribution of newly created post of PPS, circulated vide CAO/CP Cell letter No.A/24315/CR-AFHQSS/2011/CAO/CP dated 21<sup>st</sup> May 2014. The officer on promotion may be posted with Major General/equivalent rank officer. The letter of entitlement of stenographic assistance as issued in the year 2002 will be revised in due course.

5. As per the AFHQ Stenographers Service Rules 2004, amended vide SRO 29 dated 18<sup>th</sup> April 2012, he is put under probation for a period of two years wef from the date of promotion. This period can be extended at the discretion of the Competent Authority. Two Assessment Reports duly filled, first at the completion of one year and second at the completion of second year, may be forwarded to CAO/APAR (P-2) Cell.



6. He may be advised to give his option for pay fixation under FR 22 (I) (a) (1) within stipulated time to his concerned Admin Section. However, if he has already exercised this option under ACP/MACP Scheme, need not to do so again.

7. Charge assumption report may be sent to all concerned.

  
(Rajesh Tiwari)  
SAO, CAO/P-2  
07 Aug 2014

**DRDO/AFHQ Cell**

**Copy to:**

The Secretary, - wrt No.F.1/33(27)/2014-AP3 dated 15.07.2014  
UPSC  
Dholpur House  
Shahjahan Road  
New Delhi – 110 003

**CAO/A-1(B)**  
**DHTI**

**CAO/A-2(A)**

**CAO/APAR(P-2) Cell**

**AFHQ Stenographers Association**    **Notice Board**

**CAO Website: <http://caomod.gov.in>**

**Sh. Pradeep Menon, PS :**    **For compliance**