

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