

**MINISTRY OF DEFENCE**  
(Office of JS (Trg) & CAO)Subject: **APPOINTMENT OF PERSONAL ASSISTANTS AS PRIVATE SECRETARY ON AD HOC BASIS**

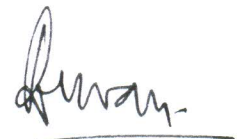
Approval of the Competent Authority has been accorded to the appointment of the following Personal Assistants of AFHQ Stenographers Service as Private Secretary (PS), Group 'B' Gazetted, on ad hoc basis in the Grade Pay of ₹ 4,800 (Pay Band 2: ₹ 9,300 - 34,800) with immediate effect for a period of six 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	Surinder Gulati	09-05-1955	HQ IDS	Naval HQ	Existing vacancy
2	R N Naik	02-03-1953	DGR	DGR	-
3	R Adhishesha - Somayaji	03-04-1956	Air HQ	OFB	A V Vasudevan (Promoted)

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

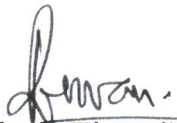
- The appointment will be effective from the date the officer assumes the charge of higher post;
- The appointment is made purely on ad hoc basis and that such appointment will not bestow on the person a claim for regular appointment; and,
- The service rendered on ad hoc basis in the grade of Private Secretary would not count for the purpose of seniority in that grade and eligibility for promotion to the next higher grade.

3. Further, it is intimated that Shri R N Naik (Sl No.2, para 1 above) is promoted on ad hoc basis and posted against the existing vacancy in Naval HQ which is temporarily re-appropriated from Naval HQ to DGR for a period of 04 months i.e., up to 31 Mar 2013. The vacancy will revert back to Naval HQ on 01 Apr 2013.



4. The officers should either join as PS or refuse to accept their appointment latest by 10.12.2012, failing which it will be construed that they are not willing to take up the appointment as PS.

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

  
(Rajesh Tiwari)  
SAO, CAO/P-2  
30 Nov 2012

HQ IDS      DGR      AIR HQ/PC-1      NHQ/DOA (Civ)      OFB

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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CAO website (<http://caomod.gov.in>)