

रक्षा मंत्रालय

**MINISTRY OF DEFENCE**

(संयुक्त सचिव (प्रशि) एवं मु० प्र० अ०)  
(Office of the JS (Trg) & CAO)

**POSTING/ TRANSFER OF PERSONAL ASSISTANTS  
UNDER TURN OVER POLICY- 2015**

The Personal Assistants of AFHQ Stenographers Services mentioned in Annexure 'A' to this note are hereby transferred under Turn Over Policy to the organizations, shown against their names.

2. All the concerned user organizations are requested to relieve the Personal Assistants at **Odd Serial Numbers by 20 Aug 2015 and Even Serial Numbers should be relieved by 31 Aug 2015** positively for reporting to their new organisations under intimation to this office. **Requests for deferment/ change/ cancellation of postings in respect of these officials will not be entertained.**

3. Before relieving the officials, it may be ensured that they complete their self-appraisal of the APAR forms for the relevant period, if due, and submit it to the Reporting Officer.

4. Relieving/charge assumption reports may be sent to all concerned. The SLIC of the said Personal Assistants may be withdrawn before relieving them.

Encl: As above



(राजेश तिवारी)

व०प्र०अ०, मु०प्र०अ०/का-2(ए)

३० जुलाई २०१५

Concerned Coord/ Establishment Sections of Army HQ/ISOs

Concerned Admin Sections in CAO's Office

Air HQ/ PC Coord

NHQ/DOA (Civ)

Copy to:-

Sr PPS to JS (Trg) and CAO    PS to Dir (HR)    PA to Dy CAO (P&L)

CAO/APAR(P-2) Cell

AFHQ Stenographers Associations

Notice Board

CAO/EDP Cell : For uploading in CAO website.

**POSTING/TRANSFER OF PERSONAL ASSISTANTS UNDER TURN OVER POLICY - 2015**

SL NO.	NAME (SHRI/SMT/KM)	DOB	DESGN	POSTING		VICE (SHRI/SMT/KM)
				FROM	TO	
1	NLS Rao	20.05.1972	PA	HQ IDS	Air HQ	Dilbar Singh
2	Dilbar Singh	21.01.1965	PA	Air HQ	HQ IDS	NLS Rao
3	Preeti Pandey	15.09.1977	PA	MGO	DRDO	Abhinav Saxena
4	Abhinav Saxena	11.05.1973	PA	DRDO	MGO	Preeti Pandey
5	Rakhi	02.08.1971	PA	DGR	Air HQ	Sarita Rai
6	Sarita Rai	10.12.1972	PA	Air HQ	DGR	Rakhi
7	Asha Bisht	25.05.1973	PA	Air HQ	DPL&C	N Santosh Kumar
8	N Santosh Kumar	25.04.1978	PA	DPL&C	AIR HQ	Asha Bisht
9	Sanjeev Sethi	16.08.1968	PA	DIPAC	NHQ	Rajender Kumar
10	Rajender Kumar	15.06.1966	PA	NHQ	DIPAC	Sanjeev Sethi
11	Susanta Kumar Nayak	05.05.1968	PA	DRDO	GS	Syed Zakir Ali
12	Syed Zakir Ali	01.01.1976	PA	GS	QMG	Sujatha P Nair
13	Sujatha P Nair	15.07.1976	PA	QMG	DRDO	Susanta Kumar Nayak
14	Mrinal Kanti Singha	25.12.1975	PA	QMG	DRDO	Md Shamim Ahmed
15	Md Shamim Ahmed	15.08.1978	PA	DRDO	QMG	Mrinal Kanti Singha
16	Preeti Bhugra	25.07.1975	PA	Air HQ	Dte of Stdn	Anita
17	Anita	30.01.1970	PA	Dte of Stdn	Air HQ	Preeti Bhugra
18	Promila Bajaj	20.04.1965	PA	Air HQ	DGQA	NR Swain
19	N R Swain	28.09.1962	PA	DGQA	AIR HQ	Promila Bajaj
20	KS Sandhu	02.11.1968	PA	MGO	GS	Rita Verma
21	Rita Verma	30.08.1976	PA	GS	MGO	KS Sandhu
22	Neena Dhamija	24.03.1973	PA	NHQ	DGQA	Sushma Vaid
23	Sushma Vaid	27.10.1974	PA	DGQA	NHQ	Neena Dhamija



