

MINISTRY OF DEFENCE
(Office of the JS(Trg) & CAO)

Subject : **POSTING/TRANSFER UNDER TURN OVER POLICY – 2015 IN THE GRADE OF SENIOR LIBRARY AND INFORMATION ASSISTANTS**

The following Senior Library and Information Assistants (SLIAs) of AFHQ/ISOs are hereby transferred under Turn Over Policy 2015 :-

Sl No.	Name (Shri/Smt)	DOB	Present Office	Posted To	Vice (Shri/Smt)
1	Aarti Jain	12.12.1978	Air HQ	NHQ	Archana Jain
2.	Archana Jain	02.11.1982	NHQ	Air HQ	Aarti Jain
3.	Rajeev Kumar Sharma	04.07.1975	Air HQ	HQ IDS	SK Malhotra
4.	SK Malhotra	14.12.1960	HQ IDS	GS Br.	Naseem Anjum
5.	Naseem Anjum	26.10.1967	GS Br.	Air HQ	Rajeev Kumar Sharma

2. All concerned user organisations are requested to relieve these SLIAs at **odd serial numbers by 31 July 2015 and even serial numbers should be relieved by 07 Aug 2015** positively under intimation to this office. Requests for deferment/change of postings of the SLIAs will not be entertained. In case any SLIA is not relieved by due date, this office will be constrained to relive him/her unilaterally without issuing further reminder under the powers of Cadre Controlling Authority. Disciplinary proceedings will be initiated against those individuals who fail to move on receipt of unilateral relieving orders.

3. Before relieving the above officials, it may be ensured that they complete their APAR form, if due and submit it to the Reporting Officer.

4. Relieving/Charge Assumption Reports may be sent to all concerned. The SLIC of the abovementioned SLIAs may be withdrawn before relieving them.


(राजेश तिवारी)

व०प्र०अ०, मु०प्र०अ०/का-2(ए)

13 जुलाई 2015

Air HQ/PC Coord
GS/SD-1

NHQ/DOA(Civ)
CAO/A-5(B)

HQ IDS/Pers
CAO/A-6(B)

Copy to :-

PS to Director (HR)
Notice Board

PA to Dy CAO (P&L) **CAO/APAR(P-2) Cell**
CAO/EDP Cell - For uploading in CAO's website