

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

POSTING / TRANSFER UNDER TURN OVER POLICY – 2009 : UDCs

With immediate effect UDCs of AFHQ Clerical Service, as per Annexure to this note, are transferred to the new offices mentioned against their names under turn over policy.

2. All the concerned user organisations are requested to relieve the officials at **odd** serial numbers by **10 Jun 2009** positively under intimation to this office. The officials at **even** serial numbers should be relieved by **18 Jun 2009**. 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 ACR form, to be provided by concerned Admin/Coord Section, for the year 2008-09 and submit it to the Reporting Officer.
4. Charge assumption/relieving reports may be sent to all concerned. The SLIC of the officials may be withdrawn before relieving them.
5. Replacement for the individuals at SI No.s 89, 162 & 200 will be provided separately.

Nishi Srivastava
(Nishi Srivastava)
SAO, CAO/P-1
07 Jun 2009

All Coord Sections of Branches of Army HQ/ISOs

Air HQ/PC Coord

NHQ/DOA(Civ)

Copy to:

PPS to JS (Trg) & CAO

PS to Director (R)

PPS to Dir (A)

PA to Dir (S)

All Dy CAOs

All Adm Sections of CAO's Office

CAO/CRD Cell

All AFHQ Associations & JCM Members

All Individuals Concerned