

**MINISTRY OF DEFENCE**  
**OFFICE OF THE JS & CAO**

**POSTING/TRANSFER UNDER PHASE-I OF ROTATIONAL TRANSFERS: SSAs**

With the approval of the Competent Authority, the SSAs of AFHQ Clerical Services, mentioned in **Annexure** to this note are hereby transferred under Phase-I of Rotational Transfers, to the organizations shown against their names.

2. All the concerned user organizations are requested to relieve the SSAs mentioned at **Odd Serial Numbers by 20 Oct 2021 and Even Serial Numbers by 25 Oct 2021** positively for reporting to their new organizations, under intimation to this office. However, in case the reliever of an official reports prior to the dates mentioned above, the said official may be relieved within 03 working days from the date of reporting of his/her reliever. **Requests for deferment/change/cancellation of postings in respect of any official will not be entertained.**
3. Before relieving the officials, it may be ensured that they complete self-appraisal of the APAR forms for the relevant period and submit it to the Reporting Officer.
4. Relieving/charge assumption reports may be sent to all concerned. The SLIC, Mobile Permission Card and Vehicle Sticker etc., of the said SSAs, may be withdrawn before relieving them.
5. This order can also be accessed on CAO's website, i.e., **www.caomod.nic.in.**

(Pawan Kumar Tiwari)  
SAO, CAO/Pers-1  
01 Oct 2021

**Encl.:** As stated

**All Coord Sections of Branches of Army HQ/ISOs**  
**Air HQ/PC (P&T), (PC-I/II)**  
**DoA(Civ)/NHQ**

**Copy to:-**

<u>PPS to JS &amp; CAO</u>	<u>PS to Dir (HR)</u>	<u>PS to Dir (E&amp;A)</u>
<u>PA to Dir (Spl Proj.)</u>	<u>PA to Dir (DCW &amp; Trg)</u>	
<u>All Admin Sections of CAO's Office</u>		
<u>CAO/APAR (P-1) Cell</u>	<u>All AFHQ Associations &amp; JCM Members</u>	
<u>Individuals Concerned (through concerned Coord Sec)</u>		
<u>CAO/EDP: for uploading on CAO's website</u>		
<u>Notice Board</u>	<u>Circulation Folder</u>	

