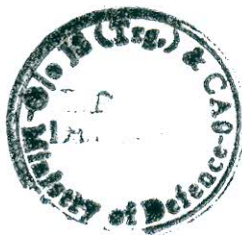


रक्षा मंत्रालय
MINISTRY OF DEFENCE
{संयुक्त सचिव (प्रशि0) एवं मुप्रअ का कार्यालय}
{Office of the JS (Trg) & CAO}

UNILATERAL SURRENDER OF OFFICIALS

1. It has been observed that some Dtes are surrendering officials unilaterally. As per policy in vogue, an official once transferred/posted to an establishment shall not be unilaterally surrendered to CAO's office.
2. There may be situations wherein there are genuine grounds necessitating transfer of an official out of the organization. However, unilateral surrender shall not be resorted in such situations also. The individuals may be counselled and advised on his shortcomings etc. and be afforded adequate opportunity to improve his performance/overcome shortcomings. Only in rare circumstances, where the organization, after exhausting/ exploring all the available options to adjust the individual is still of the opinion that it is in the 'Organizational interest' to transfer the individual, they may take up the matter with CAO's office through proper channel bringing out all the relevant facts and circumstances of the case.
3. The Competent Authority shall examine such transfer requests, on merit, on case to case basis for further disposal.
4. All Coord Sections will disseminate the contents of this Note to the Branches and establishments under their command and control to ensure strict compliance.



(नरेश विर्दी/ Naresh Virdi)

उप मुप्रअ(कार्मिक एवं विधि) / Dy CAO (Pers & Legal)

All Coord Sections of IHQ of MoD (Army)/ ISOs

Air HQ/ PC Coord

Air HQ/ PC (P&T)

IHQ of MoD (Navy)/ DOA (Civ)

All Sections in CAO's Office

HQ IDS

HQ ATVP (Pers)

Notice Board

CAO/EDP Cell (for uploading of CAO Office's website)

Copy to:-

Director (E&A)

All Dy CAOs

Dir (DHTI)

PPS to JS (Trg) & CAO

MoD JS (Trg.) & CAO, ID No. A/47926/Policy/CAO/P-1, dated 15 January 2016.