

**MINISTRY OF DEFENCE**  
**Office of the JS (T) & CAO**

**FILLING UP THE POSTS OF ASSISTANT/UDCs/LDCs AT**  
**OUTSTATION ESTABLISHMENTS**  
**UNDER TURN OVER POLICY**

Applications are invited from serving Assistants/UDCs/LDCs of AFHQ Cadre who are desirous for transfer to the following Outstation Establishments, under turn over policy:-

<u>Place of vacancy</u>	<u>Post</u>	<u>No. of Vacancies</u>
a) DQA (CV), Avadi	Asstt/UDC/LDC	03
b) DMDE, Sec' bad	UDC	01
c) DSC, Pune	Asstt/UDC/LDC	01
d) DSC Kanpur	Asstt/UDC/LDC	01


2. The individuals selected for transfer can draw AFHQ rates of pay and allowances as admissible at that station. They will continue to be borne on the combined AFHQ Roll for all purposes. **Applicants may note that the duration of posting is strictly for 5 years.**

3. Individuals selected for transfer will have to make their own arrangement for residential accommodation at the new duty stations. Individuals who are in possession of Govt. accommodation in Delhi/New Delhi are not supposed to retain the same while deployed at Outstation Establishment.

4. TA/DA will be admissible for journey as per existing rules.

5. Individuals selected for transfer will neither be allowed to withdraw their applications after posting orders are issued by this office nor seek transfer to Delhi before completion of normal tenure of service i.e., 05 years, at Outstation Establishments.

6. Applications in the prescribed format as per the specimen attached may please be forwarded through respective Estt./Admin Sections, so as to reach this office by **28 Nov 2014.**

  
(Anuradha Mitra)  
AO, CAO/P-1(B)  
15 Oct 2014

Distribution: To all concerned  
CAO/EDP - For uploading in CAO's Web site please.

## **APPLICATION FOR POSTING TO OUTSTATION ESTABLISHMENTS**

1. Name & Designation :
2. Date of Birth :
3. Date of appointment in the present grade:
4. Present office address :
5. Permanent Address :
6. Details of previous Outstation Posting, if any :
7. Outstation to which application is made :
8. Name & age of father/Spouse :
9. Occupation of father/Spouse with full address of Employer, with place :
10. Occupation of mother :
11. Occupation of brothers, their age and marital status :
12. Details of sisters with marital status :
13. Occupation of unmarried sisters, if employed :
14. Any special reasons for seeking Transfer (In case of medical grounds, medical certificate to be attached) :

Contd....2.

**DECLARATION**

I hereby declare that in case I am selected for posting, I will not decline to move or ask for cancellation of posting orders. I also declare that I will not seek transfer to Delhi before completion of normal tenure of service i.e., 05 years, at Outstation Establishment.

(Signature of Applicant)

Designation :

HQ/Br/Orgn. :

Date :

**ENDORSEMENT BY THE OFFICER UNDER WHOM WORKING**

Forwarded for consideration. In the event of selection of Shri/Smt/Km \_\_\_\_\_ his/her service will be spared to take up the new appointment.

\_\_\_\_\_  
(Signature)

Name:

Designation:

HQ/Br/Orgn.:

Date :