


MINISTRY OF DEFENCE

(Office of the JS & CAO)

**APPOINTMENT OF PERSONAL ASSISTANTS AS PRIVATE SECRETARY ON
ADHOC BASIS IN AFHQ STENOGRAPHERS SERVICE**

Approval of the Competent Authority has been accorded to the appointment of Personal Assistants (PAs) of AFHQ Stenographer Service, as per Annexure enclosed, as Private Secretary (Group 'B' Gazetted) on Ad hoc basis in Level-8 in the Pay Matrix (Rs.47,600-1,09,100) for a period of one year or till they retire or till the regular incumbents become available or until further order whichever is earlier, subject to the conditions given below :

- (a) The appointment will take effect from the date the officer assumes the charge of higher post;
 - (b) The appointment is made purely on ad hoc basis and that such appointment will not bestow on the person a claim for regular appointment;
 - (c) The service rendered on ad hoc basis in the grade of Private Secretary would not count for the purpose of seniority in that grade and of eligibility for promotion to the next higher grade; and
 - (d) On availability of regular incumbent, reversion of ad hoc appointees will take place in the reverse order of seniority, the junior most officer being reverted first.
2. They are posted against existing vacancies in the Headquarters/Branches/ISOs as indicated against each in Annexure ibid.
 3. **If any officer fails to join within one month of this order, the order of ad hoc promotion in respect of such officers shall stand cancelled automatically.**
 4. Relieving/Charge assumption report may kindly be sent to all concerned.


(Sanjay Nandy)
SAO, CAO/P-2
31 Dec 2020

Coord Sections of Branches of Army HQ & ISOs

Naval HQ/DOA (Civ)

Air HQ/PC (P&T), (PC-I), (PC-III)

NDC

HQ ATVP

DQA (R&S), Sec'bad

DMDE, Sec'bad

PTC, Kalp'kam

Concerned Admn. of CAO's Office

CAO/APAR(P-2) Cell

PPS to JS & CAO

PS to Director (HR)

PA to Dy CAO (P&L)

AFHQ Stenographer's Association

Notice Board

CAO/EDP : for uploading on CAO's website.

**APPOINTMENT OF PERSONAL ASSISTANTS (PAs) AS PRIVATE SECRETARY (PS)
ON ADHOC BASIS IN AFHQ STENOGRAPHER SERVICE**

| Sl No. | ID NO. | NAME (SH/SMT/MS) | DATE OF BIRTH | CATE- GORY | FROM | TO | REMARKS |
|--------|---------|-----------------------|------------------|---------------|----------------------|---------------|--------------------------------------|
| 1 | A240196 | PREETI BHUGRA | 25-07-1975 | GEN | DTE. OF STDN. | AIR HQ | AGAINST EXISTING VACANCY |
| 2 | A240042 | SACHIN RAWAL | 21-09-1975 | GEN | E-in-C BRANCH | DRDO | AGAINST EXISTING VACANCY |
| 3 | A240279 | RAJESH KUMAR GROVER | 10-05-1970 | GEN | MGO BRANCH | MGO BRANCH | RETAINED AGAINST EXISTING VACANCY |
| 4 | A240208 | SANJEEV POPLI | 30-08-1975 | GEN | AIR HQ | GS BRANCH | AGAINST EXISTING VACANCY |
| 5 | A240448 | ASHA BISHT | 25-05-1973 | GEN | DPL&C | DPR | AGAINST EXISTING VACANCY |
| 6 | A240592 | JITENDER SINGH BISHT | 21-06-1975 | GEN | DRDO | GS BRANCH | AGAINST EXISTING VACANCY |
| 7 | A241924 | NR ANITHA AJI | 06-04-1974 | GEN | AG BRANCH | AG BRANCH | RETAINED AGAINST EXISTING VACANCY |
| 8 | A240521 | NEENA DHAMIJA | 24-03-1973 | GEN | DGQA | DGAQA | AGAINST EXISTING VACANCY |
| 9 | A240505 | PREETI PANDEY SMT | 15-09-1977 | GEN | DRDO | NAVAL HQ | AGAINST EXISTING VACANCY |
| 10 | A240282 | PREETI SACHDEVA | 08-02-1978 | GEN | QMG BRANCH | AIR HQ | AGAINST EXISTING VACANCY |
| 11 | A242004 | SUJATHA P NAIR | 15-07-1976 | GEN | DRDO | NAVAL HQ | AGAINST EXISTING VACANCY |
| 12 | A244040 | SAVITA MADAN | 21-10-1977 | GEN | E-IN-C BRANCH | E-IN-C BRANCH | RETAINED AGAINST EXISTING VACANCY |
| 13 | A240802 | NL SRINIVASA RAO | 20-05-1972 | OBC | AIR HQ | GS BRANCH | AGAINST EXISTING VACANCY |
| 14 | A241122 | RAVINDRAN K | 14-05-1973 | OBC | PTC, KALPAKKAM | GS BRANCH | AGAINST EXISTING VACANCY |
| 15 | A241911 | PREETA JAIRAJ | 22-03-1972 | OBC | AIR HQ | HQ IDS | AGAINST EXISTING VACANCY |
| 16 | A241784 | KOLLI SRINIVASA RAO | 28-10-1973 | OBC | CAO | CAO | AGAINST OVERALL VACANCY |
| 17 | A243126 | SYED ZAKIR ALI | 01-01-1976 | OBC | QMG BRANCH | NAVAL HQ | AGAINST EXISTING VACANCY |
| 18 | A256597 | T AKKESWARA RAO | 10-05-1973 | OBC | DQA (R&S) SEC'BAD | HQ IDS | AGAINST EXISTING VACANCY |
| 19 | A241797 | VIJAYA KUMAR CHAVALI | 15-07-1973 | OBC | E-in-C BRANCH | NAVAL HQ | AGAINST EXISTING VACANCY |
| 20 | A241809 | SUJIT KUMAR SAHOO | 04-05-1973 | OBC | DGQA | AIR HQ | AGAINST EXISTING VACANCY |
| 21 | A246172 | P ANANTHA SAYANAM | 10-05-1970 | OBC | DQA (R&S) SEC'BAD | MS BRANCH | AGAINST EXISTING VACANCY |
| 22 | A245191 | V SURESH | 10-05-1969 | OBC | MGO BRANCH | HQ IDS | AGAINST EXISTING VACANCY |
| 23 | A240295 | KRISHAN GOPAL KAPOOR | 03-09-1973 | GEN | MS BRANCH | NAVAL HQ | AGAINST EXISTING VACANCY |
| 24 | A241630 | V K S PRAKASHA RAO | 17-04-1974 | OBC | DMDE, SEC'BAD | GS BRANCH | AGAINST EXISTING VACANCY |
| 25 | A242017 | G RAMA PRASAD GOUD | 10-06-1976 | GEN | DMDE, SEC'BAD | NAVAL HQ | AGAINST EXISTING VACANCY |
| 26 | A248907 | MRINAL KANTI SINGHA | 25-12-1975 | OBC | DRDO | AIR HQ | AGAINST EXISTING VACANCY |
| 27 | A124540 | DEEPAK NANGIA | 28-09-1967 | GEN | NAVAL HQ | NAVAL HQ | RETAINED AGAINST EXISTING VACANCY |
| 28 | A190332 | SANJEEV SETHI | 16-08-1968 | GEN | NAVAL HQ | MS BRANCH | AGAINST EXISTING VACANCY |
| 29 | A256977 | GAGANDEEP KAUR CHADHA | 30-09-1978 | GEN | MGO BRANCH | MGO BRANCH | RETAINED AGAINST EXISTING VACANCY |
| 30 | A261933 | RAJESH KUMAR JHA | 26-01-1973 | GEN | GS BRANCH | AIR HQ | AGAINST EXISTING VACANCY |
| 31 | A260738 | OM PRAKASH SINGH | 01-12-1973 | GEN | NAVAL HQ | NAVAL HQ | RETAINED AGAINST EXISTING VACANCY |
| 32 | A257044 | KUMAR AMIT | 19-12-1977 | OBC | AIR HQ | AIR HQ | RETAINED AGAINST EXISTING VACANCY |

Swamy

