

MINISTRY OF DEFENCE
OFFICE OF THE JS & CAO

PROMOTION TO THE GRADE OF ASSISTANT SECTION OFFICER

Reference this office Note No. A/47921/DPC/2021/ASO/CAO/P-1(B)(1) dated 31 Dec 2020, vide which Select List of SSAs, approved for promotion to the grade of ASO of AFHQ Civil Service on regular basis for the panel year 2021, has been issued.

2. With the approval of the Competent Authority, 62 Senior Secretariat Assistants of AFHQ Clerical Service, as per Annexure to this note are appointed as Assistant Section Officer in AFHQ Civil Service (Group 'B', Non-gazetted) in Level-7 in Pay Matrix {Pre-revised Grade Pay Rs. 4,600/- in Pay Band-2 (9,300-34,800/-)} on regular basis and are retained in their present offices.

3. The SSAs promoted to the grade of ASO vide para 2 above will be on probation for a period of two years from the date they assume the appointment of ASO as per the provision under Rule 11 (I) and (II) of AFHQ Civil Service Rule, 2018. Assessment Reports for the first year of probation in respect of these ASOs may be sent to CAO's office, addressed to Admin Officer, CAO/APAR(P-1) Cell immediately on completion of first year and the report for second year immediately on completion of the second. Concerned Administrative Sections are requested to ensure timely submission of blank Assessment Report forms of the officials to the user offices for completion.

4. *The Promotion of above officials will take effect w.e.f. 01 Jan 2021 or the date of assumption of higher post, whichever is later.*

5. Charge Assumption Reports may be sent to all concerned. The individuals may also be advised to exercise their option for fixation of pay within stipulated period as per CCS (RP) Rules, 2016.



(Aradhana Sanjay Nikam)
AO, CAO/Pers-1(B)
31st Dec 2020

Encl: As stated

All Coord Sections of Branches of Army HQs/ISOs
Air HQ/PC (Coord) DoA(Civ)/NHQ

Copy to:-

PA to JS & CAO PS to Dir (HR) PS to Dir (E&A)
PA to Dir (Spl Proj. & Works) PA to Dir (DCW & Trg)
All Dy CAOs CAO/APAR(P-1) Cell
All Admin Sections/Pension/Grievance Cell of CAO's office
All Staff Associations of AFHQ
JCM Members CAO/EDP Cell - for uploading on CAO's Website
Notice Board

Annexure to
Note No. A/47921/DPC/2021/ASO/CAO/P-1(B) dated 31 Dec 2020

**LIST OF SSAs PROMOTED TO THE
GRADE OF ASO FOR THE PANEL YEAR 2021**

SL. NO.	EMP ID	NAME (S/Shri)	DATE OF BIRTH	OFFICE
1	A262381	SHIPRA VASHISHT TREHAN SMT	30-10-83	GS BRANCH
2	A277730	ABHISHEK KUMAR	01-03-83	MS BRANCH
3	A278526	RAUSHAN KUMAR SINGH	08-12-81	JCB
4	A278555	MANJEET KUMAR	07-09-87	AIR HQ
5	A227074	ROBIN RAI	23-12-63	AIR HQ
6	A226655	MOHAN RAM	12-04-65	NAVAL HQ
7	A276100	RAJESH KUMAR	24-02-77	MS BRANCH
8	A281872	SUCHIN KUMAR	06-11-81	QMG BRANCH
9	A281843	AMIT PANDEY	15-03-82	NAVAL HQ
10	A280859	RANJIT KUMAR RANA	03-05-90	GS BRANCH
11	A281517	ASHUTOSH KUMAR	02-07-84	GS BRANCH
12	A277392	SANJIV KUMAR SHARMA	10-06-83	GS BRANCH
13	A028549	CHANDRAPAL SINGH	01-07-67	AIR HQ
14	A231851	SURENDER KUMAR	18-02-72	CAO
15	A241320	SANTOSH KUMAR	15-07-75	QMG BRANCH
16	A275624	VIJAY SINGH	14-06-83	CAO
17	A279268	HEMA VERMA KM	02-02-83	NAVAL HQ
18	A278807	GOUTAM PATHAK	05-02-82	AG BRANCH
19	A280213	ABHIMANYU KUMAR CHAUHAN	20-02-87	AG BRANCH
20	A276212	SANTOSH KUMAR PRAJAPATI	10-07-79	AIR HQ
21	A278188	RAVI KUMAR	03-10-82	AG BRANCH
22	A276874	SUDHAKAR KUMAR LABH	15-06-83	NAVAL HQ
23	A250524	SHIV KUMAR	01-02-76	AG BRANCH
24	A277347	VIKAS KUMAR	21-07-82	AG BRANCH
25	A281153	VIJENDER KUMAR	09-05-82	DGAQA
26	A279792	SANDIP DATTA	21-01-83	DPR
27	A278089	VIRENDRA KUMAR	03-07-86	AIR HQ
28	A277318	ABHISHEK KUMAR	15-02-82	QMG BRANCH
29	A276379	VIKASH ROHILLA	06-10-85	DGDE



