

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

Subject:- **POSTING / TRANSFER TO OUTSTATION ESTABLISHMENTS:**
PERSONAL ASSISTANTS

With the approval of the Competent Authority, the following Personal Assistants are hereby transferred to the outstation organization as mentioned against their names:

Sl No	Name(S/Shri) & Designation	DOB	From	To	Vice (S/Shri) & date of occurrence of vacancy
1.	Ravindran K	14.05.73	NHQ	PTC, Kalpakkam	TK Venkatasubramaniam
2.	Abdul Razak	25.02.69	MGO Branch	DQA (CV), Avadi	RK Naidu

2. The above mentioned individuals will have to move from their present office to their new place of posting with immediate effect. In case officials are not relieved, this office will be constrained to relieve them unilaterally under the powers of the Cadre Controlling Authority, without issuing further reminder. Disciplinary proceedings will be initiated against individuals, if they fail to move on receipt of the unilateral order.

3. The tenure of outstation posting will be of 5 years. As this is an outstation posting which has been issued on the basis of request received in response to vacancy circular issued by this office, requests for deferment/change/cancellation of postings of the above officials will not be entertained.

4. Before relieving the above officials it may be ensured that they complete their self-appraisal of the APAR form, to be provided by the concerned Admin/Coord Section, for the year 2014-15 and submit it to the Reporting Officer.

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6. The individuals will be entitled for joining time and TA/DA etc, as admissible under the rules, as the posting / transfer is in public interest and the move is of permanent nature.



7. Relieving/Charge assumption reports may be sent to all concerned.



(Rajesh Tiwari)
SAO, CAO/P-2
22 Sep 2014

NHQ/DOA(CIV)

MGO (S&C)

Copy to:-

PTC Kalpakkam

DQA (CV), Avadi

Sr.PPS to JS (Trg) & CAO

CAO/APAR(P-2) Cell

DGQA (Coord)

HQ ATVP

AFHQ Stenographers Association ✓ CAO website: <http://www.caomod.gov.in>