

रक्षा मंत्रालय
MINISTRY OF DEFENCE
(संयुक्त सचिव (प्रशि) एवं मु० प्र० अ०)
(Office of the JS (Trg) & CAO)

UNILATERAL POSTING /TRANSFER UNDER TURN OVER
POLICY-2015 : PERSONAL ASSISTANTS

Reference this office note of even reference dated 14 Sep 2015.

2. The undermentioned Personal Assistants were transferred and posted to the offices mentioned against their name vide this office note under reference:-

Sl No	Name (Smt/Kum)	DOB	Present Office	Posted to	Vice (Smt/Kum)
1	Sangeeta Goswami	18.10.1975	AG	MS	Anjana
2	Anjana	31.12.1975	MS	AG	Sangeeta Goswami

3. It has been noted that despite the lapse of four months of issuing the transfer order, the abovementioned Personal Assistants have not yet been relieved from their present offices till date. Now, the abovementioned PAs are hereby **unilaterally relieved** from their present office **wef. 27 Jan 2016** under the power vested with Cadre Controlling Authority and directed to report to their respective new office **on 28 Jan 2016** failing which they will be treated on unauthorised absence and will be liable for disciplinary action against them.
4. The concerned admin sections are requested to SOS the abovementioned PAs w.e.f. the **date of actual relieving or 27 Jan 2016**, whichever is earlier.
5. Relieving/charge assumption reports may be sent to all concerned.

(जया सिन्हा)
व.प्र.अ., मु.प्र.अ./का-2(ए)
20 जनवरी 2016

AG Coord **MS/9 'A'**

Copy to:-

CAO/A-5(A) **CAO/A-7(A)** **CAO/APAR (P-2) Cell**

PA to Dy CAO (P&L) **Notice Board**

CAO/EDP Cell : For uploading in CAO website.