

रक्षा मंत्रालय

MINISTRY OF DEFENCE

(संयुक्त सचिव (प्रशि) एवं मु० प्र० अ०)

(Office of the JS (Trg) & CAO)

**POSTING/ TRANSFER OF PERSONAL ASSISTANTS
UNDER TURN OVER POLICY- 2015**

Reference this office note of even no. dated 30 July 2015 and 01 Sep 2015.

2. The Personal Assistants of AFHQ Stenographers Services mentioned in Annexure 'A' to this note are hereby transferred under Turn Over Policy to the organizations, shown against their names.
3. The concerned user organizations are requested to relieve the Personal Assistants at **Odd Serial Numbers by 24 Sep 2015 and Even Serial Numbers should be relieved by 30 Sep 2015** positively for reporting to their new organisations under intimation to this office. **Requests for deferment/ change/ cancellation of postings in respect of these officials will not be entertained.**
4. Before relieving the officials, it may be ensured that they complete their self-appraisal of the APAR forms for the relevant period, if due, and submit it to the Reporting Officer.
5. Relieving/charge assumption reports may be sent to all concerned. The SLIC of the said Personal Assistants may be withdrawn before relieving them.

Encl: As above

जिजा सिन्हा
(जया सिन्हा)

व०प्र०अ०, मु०प्र०अ०/का-2(ए)

(4 सितम्बर 2015)

Concerned Coord/ Establishment Sections of Army HQ/ISOs

Concerned Admin Sections in CAO's Office

Copy to:-

PS to Dir (HR) PA to Dy CAO (P&L)

CAO/APAR(P-2) Cell

AFHQ Stenographers Associations

Notice Board

CAO/EDP Cell : For uploading in CAO website

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POSTING/TRANSFER OF PERSONAL ASSISTANTS UNDER TURN OVER POLICY - 2015

SL NO.	NAME (SHRI/SMT/KM)	DOB	DESGN	POSTING		VICE (SHRI/SMT/KM)
				FROM	TO	
1	Sangeeta Goswami	18.10.1975	PA	AG	MS	Anjana
2	Anjana	31.12.1975	PA	MS	AG	Sangeeta Goswami
3	Neelam Wadhwa	06.03.1973	PA	AG	MGO	Neeru Dhaliwal
4	Neeru Dhaliwal	15.07.1979	PA	MGO	AG	Neelam Wadhwa
5	Sudhir Gupta	09.08.1975	PA	DRDO	GS	Syed Zakir Ali

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