

**Email/Speed Post  
Most Urgent**



  
**Govt of India, Ministry of Defence**  
**Directorate General Defence Estates**  
Raksha Sampada Bhawan  
Ulaanbaatar Marg Delhi Cantt-10  
Tele:011-25671737  
Email: ddgadm-dgde@nic.in



**NO:134/1/ADM/DE(01)/18 (FMS:60431)**

**Dated the 29 May, 2019**

To  
The Principal Director,  
Defence Estates,  
Ministry of Defence,  
Central/ Eastern/ Northern/ Southern/ South-Western/  
Western Command,  
Lucknow/ Kolkata/ Jammu/Pune/ Jaipur/Chandigarh.

**Subject: Transfers/Postings of IDES Officers- Instructions regarding Note for Successors.**

Reference transfer/posting orders issued vide Directorate General Defence Estates letter No. 134/1/ADM/DE(01)/19 FMS No.65141 (I) dated 28.05.2019 and letter No. 134/1/ADM/DE(01)/19 FMS No.65141 (II) dated 28.05.2019.

2. It has already been instructed vide this Directorate General letter No. 134/1/ADM/DE(01)/18 (FMS:60431) dated 03.01.2019 that outgoing incumbent on his/her permanent transfers/postings, shall provide a detailed handing over note to his/her successor.

3. All the field officers under transfer under your jurisdiction may be instructed/directed to hand over a detailed Note for his/her successor with a copy endorsed to the concerned Directorates for record. The handing/taking over Note should make special emphasis on priority areas such as pending cases of **Lease renewal, Survey related works, Raksha Bhoomi reconciliation, ABAS progress etc.**

4. **PD/s may advise inclusion of additional aspects also as considered necessary.**

**Encl. As above.**

**Copy to:-**

The Director, NIDEM, Delhi Gantt.  
All CEOs  
All DEOs  
All Independent ADEOs  
DGDE (Coord/Rajbhasha Vibhag)  
OMS/ AU&RC/ Guard/ Float Files

  
[Rakesh Mittal]

Additional Director General (Adm)  
for Director General, Defence Estates