



Govt. of India, Ministry of Defence
Directorate General, Defence Estates
Raksha Sampada Bhawan
Ulaanbaatar Marg, Delhi Cantt. – 110 010
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File No. 102/43/AAO/ADM/DE(41)/2025 (FMS ID-82732) Dated: 08 Oct, 2025

To,

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

Subject: PROMOTION OF SENIOR ADMINISTRATIVE ASSISTANT (SAA) TO THE POST OF ASSISTANT ADMINISTRATIVE OFFICER (AAO) IN THE PAY LEVEL-6 OF THE PAY MATRIX AS PER 7th CPC.

Reference this Dte. General letter No.102/43/OS/ADM/DE(02)/2023 (FMS:71331) dated 06.09.2023, Dte. DE, SC, Pune letters No.551/ICT/DE/VOL-II/3 dated 15.06.2023 and letter No. 551/ICT/II dated 07.10.2025.

2. The meeting of Departmental Promotion Committee (DPC) was held to consider the promotion of eligible Senior Administrative Assistant (SAA) of Defence Estates Organization to the post of Assistant Administrative Officer, (AAO) in the Pay Level-6 for the vacancy year 2025. The said DPC after assessment of suitability of the concerned official, has recommended the following panel for promotion to the post of AAO for the year 2025, subject to final outcome of the OA bearing No. 653/2022 titled as Shri Suresh Chahal and Ors Vs. UoI & Ors, pending before learned Central Administrative Tribunal, Chandigarh Bench:-

PANEL FOR THE YEAR: 2025

Sl. No.	Name of Official	Actual Category the official	Remarks, if any
1.	Smt. Chitrotu Sirisha	UR	

3. The aforesaid recommendations of the DPC have been accepted by the Competent Authority.

4. Considering the above facts, the above named SAA is granted promotion to the post of Assistant Administrative Officer (AAO) Group-B (Non Gazetted) in the Pay Level-6 with effect from the date of assumption of duties in the promoted

grade, subject to final outcome of the OA bearing No. 653/2022 titled as Shri Suresh Chahal and Ors Vs. UoI & Ors, pending before learned Central Administrative Tribunal, Chandigarh Bench.

5. Consequent upon promotion to the post of AAO and keeping in view the administrative exigencies as well as public interest, the following transfer/posting is ordered with the approval of the Competent Authority (Director General, Defence Estates):-

Sl. No.	Name of the official (Shri/Smt)	Present place of posting	Consequent upon promotion, posted as AAO in the office of	Remarks, if any
1.	Chitrotu Sirisha	DEO, Secunderabad	DEO, Vizag	Against an existing vacancy.

6. The official who has been promoted to the post of AAO, shall submit her acceptance/refusal of promotion to this Directorate General within 07 days of receipt of this order. In case, no intimation is received within the prescribed time limit, it will amount to be deemed refusal by the official concerned, and promotion orders will be cancelled forthwith. If above named official refuses her promotion as AAO, she will be debarred from promotion for one year and will not be entitled for financial upgradation under MACP Scheme 2009 as per extant rules. This may please be brought to the notice of the concerned official. Further, it may be ensured that the communication regarding acceptance/ refusal of promotion must reach this Directorate General within 07 days of issuance of this order on the official website of DG DE.

7. The Directorate/concerned office are also advised to ascertain that the concerned official is clear from vigilance angle before placing her in the promotional post of AAO.

8. The date of assumption of duties in the higher grade by the above named official shall be intimated to this Directorate General immediately after the said event.

9. Concerned subordinate office(s) are requested to suitably amend their Establishment Returns as per the above.

10. This issues with the approval of DGDE.


[Arvind Kumar Dwivedi]

Deputy Director General (Admin)
for Director General, Defence Estates

Copy to:-

1. Director, NIDEM, Delhi Cantt
2. Principal Controller of Defence Accounts
Southern Command, Pune
3. CDAs/AAO concerned
4. DEO, Vizag/DEO, Secunderabad
5. Official concerned (through website)

Internal

1. Sr. PPS to DG DE
2. PA to Sr. Addl. DG
3. All Officers in DG DE
4. Personal file of the official concerned
5. DGDE(Rajbhasha) Section
6. Guard / Float File
7. IT Division: With request to upload this order on official website of DGI


8/10/25