# No. A-23023/1/2018/MF.CGA/NGE/GL.Steno/ 606 **GOVERNMENT OF INDIA** MINISTRY OF FINANCE **DEPARTMENT OF EXPENDITURE** CONTROLLER GENERAL OF ACCOUNTS

MAHALEKHA NIYANTRAK BHAWAN E-BLOCK, GPO COMPLEX, INA **NEW DELHI-110023** \*

Dated: 24 January, 2018

## Office Memorandum

Subject:

Updating of Gradation List of Senior Private Secretary/Private Secretary/Stenographer I/II (now merged)/ Stenographer Grade III.

This office is in the process of updating the Gradation List of Senior Private Secretary/Private Secretary/Stenographer I/II (now merged)/Stenographer Grade III of CCAS.

All Pr. CCAs/CCAs/CAs are requested to provide information to this office in the prescribed proforma (enclosed). Further, they are also requested to verify the correctness of the particulars filled in the proforma from service book, personal file and other relevant documents before sending to this office. The information may be send to this office positively by 15.02.2018.

Dy. Controller General of Accounts

To,

- 1. All Pr.CCAs/CCAs/CAs
- 2. Jt. CGA (Admn.)/ Jt. CGA (PFMS)
- 3. Director (INGAF)
- 4. IT Division for uploading on the CGA website.

# Gradtation List of Sr.PS/PS/Steno(I&II merged)/Steno Grade III of CCAS Cadre under Office of CGA's as on 01.01.2018

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	posting			present	present	Designati	Govt.				
	Present			DOA on	selection on	Present	DOE in				
					Mode of						

Use these Abrevations for filling up column 7 Mode of Selection of Steno

# Mode of selection

- 1 DR through SSC
- 3 DR through surplus 2 Absorb against DR
- 4 DR through comp.
- 6 Promtion on seniority 5 DR-unilateral
- 7 Promotion through Depatmental Exam

DR/SSC/Year/Rank

Abrevation to be used

**DR-Absorb** 

DR-Surplus

DR-Comp.

DR-unilateral

Promtion-seniority

Promotion-LDCE/Year/Rank