

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**

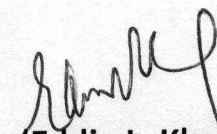
Dated: 24 January, 2018

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.



(Eddie L. Khawlhiring)

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.

[illegible]

Mode of selection

- Abbreviation to be used**

- DR/SSC/Year/Rank
- DR-Absorb
- DR-Surplus
- DR-Comp.
- DR-unilateral
- Promotion-seniority
- Promotion-LDCE/Year/Rank