

No. A-32014/1/2017/NGE/Sr.PS/PS/Steno/622

**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: 5<sup>th</sup> February, 2018

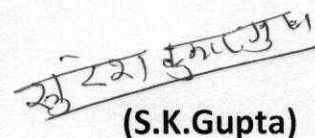
Office Memorandum

**Subject: Panel for promotion of Private Secretary to the post of Sr. Private Secretary for the vacancy year 2018.**

It is stated that DPC for promotion to the Grade of Sr. PS for the vacancy year 2018 is likely to be held very shortly. In this regard, it is requested that the APAR Dossier of the officials mentioned in the enclosed list may please be sent to this office by 23.02.2018.

While forwarding the dossiers to this office, it may be ensured that the dossiers are completed upto the year 2015-2016 and necessary action in respect of adverse entries, if any, has also been taken. It is also requested that latest vigilance clearance certificate in the prescribed proforma may also be sent alongwith the CR Dossiers.

Encls: As above.



**(S.K.Gupta)**

Sr. Accounts Officer

To,  
Pr.CCAs/CCAs/CAs.  
**(PFMS, MHA, LAW, MINES)**

Sr. A.O. (ITD) for uploading the OM on the CGA website.

Annexure

Sl. No.	Name	Ministry/ Department	Required APARs	Vigilance Clearance
1	Shri Gurmail Singh	PFMS	Available	Wanting
2	Ms. Lalita Sharma	PFMS	Available	Wanting
3	Ms. Rita Chugh	Law & Justice	1.4.2015 to 15.5.2015, 8.3.2016 to 31.3.2016	Wanting
4	Ms. Deepa Manku	Mines	Available	Wanting
5	Ms. Renu Khanna	Home	APAR dossier upto 2015- 16	Wanting



## Proforma for Current Vigilance status

Vigilance Clearance Certificate may be issued strictly according to DoPT OM No. 22034/4/2012-Estt.(D) dated 2<sup>nd</sup> November, 2012.

1	Current Vigilance status of (Name of the PS)	Shri/Smt./Ms.
2	Gradation List No. (as per Gradation List as on 1-4-2016 of PS)	
3	Present Ministry	
4	Present Office/Department	
5	Cases where charge sheet* has been issued and disciplinary proceedings are on	
6	Cases where prosecution for criminal charge is pending in Court of Law	
7	Whether under suspension. If yes, date from which suspended/ suspension extended and copy of the suspension order / order for review of suspension.	
8	Major Penalty/Minor penalty imposed in the last ten (10) years if any, and currency of such penalty.	
9	Details of APARs not available in the APAR dossier alongwith the detailed reasons and efforts made.	
10	Details of adverse entries/grading AVERAGE/below Average, if any: v) Whether the same has been communicated. vi) Whether reply has been obtained vii) Whether the reply has been considered. viii) The final outcome of the adverse entries.	
11	Whether requisite seen certificate has been enclosed alongwith the APARs.	

Dated :

Sr.AO/AO(Pr.AO)

(Signature with stamp)

- If a charge sheet has been issued a copy of the same may be enclosed.
- Note : NONE OF THE COLUMNS ABOVE BE LEFT BLANK.