

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: 28th September, 2018

OFFICE ORDER

Subject: Promotion of Stenographer Grade I in the pay level 6 (pre-revised Pay Band Rs.9300-34800 GP Rs.4200) as Private Secretary in the pay level 7 (pre-revised Pay Band Rs.9300-34800 GP Rs.4600).

In accordance with Central Civil Accounts Service (Private Secretary) Recruitment Rules, 2002, the following Stenographer Grade I in the pay level 6, has been approved for promotion as Private Secretary in the pay level 7 and allocated in the Departmentalized Accounts Office as under: -

Sl. No.	Name	Ministry/Deptt. presently working	Min./Deptt. to which allocated on promotion as P.S.
1.	Smt. Sujatha Venugopalan	M/o Housing & Urban Affairs, Mumbai	CBDT, Delhi against the leave-vacancy of Ms. Poonam Rani.

2. The appointment on promotion will be subject to the following terms and conditions:
 - i) It will be in an officiating capacity.
 - ii) The appointment will be without prejudice to the claim of their seniors entitled to receive prior appointment.
 - iii) The placement of the official for appointment in the above Ministry/ Department is provisional and may be changed, if necessary.
3. The O/o Principal Chief Controller of Accounts, CBDT may issue orders for promotion of the above official as Private Secretary after satisfying that none of the circumstances for adoption of sealed cover procedure as laid down in the DoP&T OM No. 22011/4/91/Estt.(A) dated 14.09.1992 or in any subsequent instructions of the Government of India exist and ensuring that the officials are not undergoing any penalty under CCS (CCA) Rules, 1965 incorporating the terms and conditions in Para 2 above with a copy to this office.

4. The Departmentalized Accounts Office issuing promotion orders may also advise the above official that she can be debarred of promotion as per DoP&T orders if she declines to accept promotion and thereby loose inter-se-seniority.
5. Refusal by individual to accept promotion will be subject to acceptance by this office.
6. The date of taking over as Private Secretary by the official may be intimated to this office.

23/2/2018
(Suresh Kumar Gupta)
Senior Accounts Officer

To

1. The Principal Chief Controller of Accounts, CBDT, New Delhi,
2. The Chief Controller of Accounts, M/o H&UA, New Delhi.
3. Sr.AO, IT Division to upload the office order on CGA's website: