

(E-1443)

No. 11002/1/2020-NGE-CGA/418
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
(HR-4 Section)

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

Dated: 09 October, 2025.

OFFICE ORDER

Sub: Promotion of Private Secretary (Pay Level 7) as Sr. Private Secretary (Pay Level 8).

In accordance with Central Civil Accounts Service (Senior Private Secretary) Recruitment Rules 2024, the following Private Secretary (Pay Level 7), has been approved for promotion as Sr. Private Secretary (Pay Level 8) and allocated in the Departmentalized Accounts Office as under:-


S. No.	Name	Ministry presently working	Ministry allocated on promotion	Remarks
1.	Ms. Anu Mutreja	CBIC	CBIC	Against superannuation of Sh. Sanjay Kumar, Sr. PS w.e.f. 31.10.2025.

2. The appointment on promotion shall be governed by the CCAS (Sr. Private Secretary) Recruitment Rules, 2024 and other rules and orders issued from time to time by the Government of India and the Controller General of Accounts as are applicable to the post of Sr. Private Secretary.

3. The Pr. CCA, CBIC may issue order for promotion of the above official as Senior 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 official is 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 order may also inform the above official that she can be debarred of promotion as per DoP&T orders if 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 Sr. Private Secretary by the official may be intimated to this office.


(Nirbhay Kumar Singh)
Sr. Accounts Officer (HR-4)

To,

1. The Pr. CCA (CBIC), New Delhi.
2. Sr.AO, IT Division to upload the Office Order on CGA's website.