

**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: 15th December, 2025

Office Memorandum No. 288/2025

Subject: Promotion of Stenographer Grade-I (Pay Level 6) as Private Secretary (Pay Level 7).

In accordance with Central Civil Accounts Service (Private Secretary) Group 'B' post, Recruitment Rules 2023, the following Stenographer Grade-I (Pay Level 6), has been approved for promotion as Private Secretary (Pay Level 7) and allocated in the Departmentalized Accounts Office as under: -


Sl. No.	Name of the official (Shri/Ms)	If SC/ST	Present Ministry/ Department	Present Station	Allocated Ministry/ Department	Allocated Station
1.	D. Rakshit		C.B.I.C.	Kolkata	C.B.I.C.	Delhi
2.	Hema Veeraraghavan		C.B.I.C.	Chennai	P.F.M.S.	Delhi
3.	Ankit Bajpai		HU&A	Delhi	Education	Delhi
4.	Navneet Kumar	SC	I&B	Delhi	Power	Delhi
5.	Anand Kumar Singh		Commerce	Delhi	Home Affairs	Delhi
6.	Prabhakar		Home Affairs	Delhi	P.F.M.S.	Delhi
7.	Surya Prakash Yadav		C.B.D.T.	Delhi	C.B.I.C.	Delhi
8.	Sujeet Kumar	SC	Agriculture	Delhi	Industry	Delhi

2. The appointment on promotion shall be governed by the CCAS (Private Secretary) Recruitment Rules, 2023 and other rules and orders issued from time to time by the Government of India and the Controller General of Accounts as applicable to the post of Private Secretary.

3. The promotion of Stenographer Grade-I whose names are mentioned above for promotion to the post of Private Secretary on seniority-cum fitness basis shall be effective from date of assumption of charge to the post of Private Secretary on promotion, **on or after 01st January, 2026, as the case may be.**

4. The Pr.CCA/CCA/Joint CGA of concerned Ministry/Department may issue orders for promotion of the concerned Stenographer Grade I 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.

5. The Departmentalized Accounts Office issuing promotion orders may also bring into the notice of the concerned officials that they can be debarred for consideration of promotion for one year in terms of Para 17.12 of DoP&T O.M. No. 22011/5/86-Estt.(D) dated 10th April, 1989 if declines to accept this promotion and thereby lose inter-se-seniority.
6. Refusal by individual to accept promotion will be subject to acceptance by this office.
7. The date of assumption of charge as Private Secretary by the official may be informed to this office.


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

To

1. The Pr. Chief Controller of Accounts, C.B.D.T, New Delhi.
2. The Pr. Chief Controller of Accounts, M/o Education, New Delhi
3. The Pr. Chief Controller of Accounts, C.B.I.C, New Delhi.
4. The Pr. Chief Controller of Accounts, M/o Home Affairs, New Delhi.
5. The Pr. Chief Controller of Accounts, M/o H&UA, New Delhi.
6. The Jt. CGA (Admn), PFMS, New Delhi.
7. The Chief Controller of Accounts, M/o Agriculture, New Delhi.
8. The Chief Controller of Accounts, M/o I&B, New Delhi.
9. The Chief Controller of Accounts, M/o Commerce & Textiles, New Delhi.
10. The Chief Controller of Accounts, M/o Power, New Delhi.
11. The Chief Controller of Accounts, M/o Industry, New Delhi.

✓ Copy to: - The Sr. Accounts Officer, ITD for uploading this office order on CGA's website.