

No. 11002/1/2020-NGE-CGA-Part(1) /591  
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: 29<sup>th</sup> December, 2025.

OFFICE MEMORANDUM -295-

**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:-

S. No.	Name	Ministry presently working	Ministry allocated on promotion	Remarks
1.	Sh. Nishant Kumar	FPI, Delhi	CBIC, Delhi	Against Vacancy caused due to forgo of promotion by Sh. D. Rakshit, Steno-I.

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 name is 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 01<sup>st</sup> January, 2026, as the case may be.


4. The O/o Pr. CCA, CBIC, Delhi may issue order 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 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.

5. The Departmentalized Accounts Office issuing promotion order may also bring into the notice of the concerned official that he 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 10<sup>th</sup> 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.

This issues with approval of the Competent Authority.

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

To,

1. The Pr. Chief Controller of Accounts, M/o CBIC, New Delhi.
2. The Chief Controller of Accounts, FPI, New Delhi.
3. Sr.AO, IT Division to upload the office order on CGA's website.