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भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance

व्यय विभाग / Department of Expenditure

भारत के महालेखा नियंत्रक / Controller General of Accounts of India

(HR-4 अनुभाग / Section)

महालेखा नियंत्रक भवन / Mahalekha Niyantarak Bhawan

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दिनांक मार्च, 2026

Dated, the 23<sup>rd</sup> March, 2026

Office Memorandum No. 31/26

Subject:- Promotion of Private Secretary (Pay Level 7) to the post of Senior 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	Present Ministry	Ministry allocated on promotion	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Ms. Rajinder Kaur Sharma	Environment & Forest	S.R.T.H.	Vacancy caused due to superannuation of Shri Gurmail Singh, Sr.PS w.e.f 31.03.2026.

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 of India as are applicable to the post of Sr. Private Secretary.

3. The O/o Pr. CCA, M/o S.R.T.H. may issue the 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 the promotion order may also inform the above official that she can be debarred from promotion as per DoP&T orders, if declines to accept the promotion and thereby lose inter-se-seniority.

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5. Further, refusal by the individual to accept the 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.

  
23/3/2026  
(Nirbhay Kumar Singh)  
Sr. Accounts Officer

To,

1. The Pr. CCA, M/o S.R.T.H., New Delhi.
2. The CCA, M/o Environment & Forest, New Delhi.
3. The Sr. AO, IT Division, O/o the CGA to upload the Office Order on CGA's website.