

(E-1443)

No. 11002/1/2020-NGE-CGA/735
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: 27th March, 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 Archana Atwal	PFMS HQ	MHA	Against superannuation of Ms Shashi Arora, Sr.PS w.e.f 31.03.2025.
2.	Ms Shakti Bala	Industry	Education	Against superannuation of Ms Renu Khanna, Sr.PS w.e.f 31.03.2025.


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 her 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 respective CCAs of M/o Home Affairs/Education 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 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 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 Joint CGA (Admn.), PFMS HQ, New Delhi.
2. The CCAs (MHA/Education/Industry), New Delhi.
3. Sr.AO, IT Division to upload the Office Order on CGA's website.