

No. 11001/1/2020-NGE-CGA/557
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS

MAHALEKHA NIYANTRAK BHAWAN
E-BLOCK, GPO COMPLEX,
INA, NEW DELHI-110023
E-mail: hr4secion-cga@gov.in

Dated, the 31 December, 2024

OFFICE MEMORANDUM

Subject: Panel for promotion of Stenographer Grade-I to the post of Private Secretary for the vacancy year 2025.

The undersigned is directed to refer to the subject cited above and to say that the cases of Stenographer Grade-I to consider their promotion to the Grade of Private Secretary for the vacancy year 2025 is required to be placed before the Departmental Promotion Committee. The APAR Dossiers alongwith latest vigilance clearance certificate in the prescribed proforma of the officials mentioned in the enclosed annexure are required to be forwarded to this office.

While forwarding the dossiers to this office, it may be ensured that the dossiers are completed upto the year 2023-24 and necessary action in respect of adverse entries/grading average/below average, if any, has also been taken as per DoPT guidelines. It is therefore requested to forward the above required APARs along-with latest vigilance clearance certificate in the prescribed proforma to this office latest by 10.01.2025.



(Jyoti Vinod)

Senior Accounts Officer

To,

1. The Pr.CCAs/CCAs (CBDT, MEA, Environment & Forest).
2. Sr. A.O. (ITD) for uploading the OM on the CGA's website.
3. All Stenographer Grade-I concerned.

Sl. No.	Name	Ministry/ Department	Required APARs	Vigilance Clearance
1.	Sh. Mairajuddeen	CBDT	Complete APAR Dossier upto 2023-24	Wanting
2.	Sh. Omkar Singh	MEA	Complete APAR Dossier upto 2023-24	Wanting
3.	Ms. Priya Singh	Environment & Forest	Complete APAR Dossier upto 2023-24	Wanting