

No. 24001/1/2020-NGE-CGA/ 292
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: 6th August, 2025.

OFFICE MEMORANDUM - 240/25

Sub: Gradation List of Senior Private Secretary, Private Secretary, Stenographer Grade I, & Stenographer Grade II in CCAS Cadre as on 01.08.2025.

The draft Gradation List of Senior Private Secretary, Private Secretary, Stenographer Grade I & Stenographer Grade II in CCAS Cadre as on 01.08.2025 has been prepared on the basis of information received from the concerned Ministry/Departments and is attached herewith.

2. All Ministries/Departments are requested to verify the relevant details in respect of the official mentioned above posted in their respective offices and intimate the discrepancy, if any to this office along with the related documents for carrying out corrections in the Gradation List within 15 days from the date of publication of this O.M. through E-mail at hr4section-cga@gov.in.
3. If no communication is received within 15 days from the date of issuance of this O.M., the information as furnished in the List will be considered as final and further action will be taken accordingly.

Encl: As above.


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

To:-

1. All Pr.CCAs/CCAs/CAs
2. Director General (INGAF), Delhi
3. Jt. CGA (Admn/PFMS), O/o CGA, Delhi.
4. Sr. AO (ITD) - for uploading on O/o CGA website.

GRADATION / SENIORITY LIST OF SENIOR PRIVATE SECRETARY IN CCAS CADRE AS ON 01.08.2025

S. No.	Name	Date of Birth	Date of entry in government service	Date of appointment as Stenographer Grade III	Date of appointment as Stenographer Grade II	Date of appointment as Stenographer Grade I	Date of appointment as PS	Date of appointment as Sr. PS	Ministry/ Department/ Station	Since when
1	Sh Sanjay Kumar (SC)	20.10.1965	09.10.1989	09.10.1989	31.12.1997	16.10.2001	20.06.2005	22.04.2016	CBIC, Delhi	22-04-2016
2	Sh Gurmail Singh	16.03.1966	27.10.1988	27.10.1988	10.07.1992	19.06.2000	06.04.2010	01.12.2018	SRTH, Delhi	01-12-2018
3	Ms Rita Chugh	10.02.1966	19.10.1987	19.10.1987	18.01.1995	09.07.2001	01.04.2010	31.07.2020	CBDT, Delhi	13-09-2024
4	Ms Deepa Manku	30.03.1967	24.10.1988	24.10.1988	30.11.1995	17.09.2001	26.07.2010	03.08.2020	MEA, Delhi	13-09-2024
5	Ms Archana Atwal	25.12.1968	17.11.1988	17.11.1988	11.06.1999	29.04.2003	02.11.2010	23.04.2025	MHA, Delhi	23-04-2025
6	Ms Shakti Bala	23.12.1965	01.09.1989	01.09.1989	18.11.1999	07.04.2003	14.06.2012	03.04.2025	Education, Delhi	03-04-2025
7	Sh Navneet Wadhwa	02.12.1968	25.09.1992	25.09.1992	11.11.1999	26.04.2004	29.08.2012	—	PFMS, Delhi	TRF/MHA

GRADATION / SENIORITY LIST OF PRIVATE SECRETARY IN CCAS CADRE AS ON 01.08.2025

S. No.	Name	Date of Birth	Date of entry in government service	Date of appointment as Stenographer Grade III	Date of appointment as Stenographer Grade II	Date of appointment as Stenographer Grade I	Date of appointment as PS	Ministry/ Department/ Station	Since when
1	Ms Anu Mutreja	28.08.1967	24.02.1989	24.02.1989	02.12.1999	01.01.2006	31.08.2012	CBIC, Delhi	24-05-2024
2	Ms Anju Arora	01.07.1970	18.10.1993	18.10.1993	18.11.1999	01.01.2006	31.07.2014	Education, Delhi	02-01-2024
3	Sh Vijay Mohan Bhatt	17.06.1973	14.12.1993	14.12.1993	27.10.1999	01.01.2006	17.07.2014	CGA, Delhi	02-11-2023
4	Ms Rajinder Kaur Sharma	06.09.1969	13.09.1994	13.09.1994	15.12.2000	01.01.2006	16.09.2014	Environment & Forest, Delhi	23-11-2023
5	Sh Deepak Arora	17.12.1974	15.02.1996	15.02.1996	21.08.2001	01.01.2006	09.09.2015	I&B, Delhi	02-06-2020
6	Ms Renu Kochhar	12.09.1968	13.04.1989	13.04.1989	27.08.2003	01.01.2006	09.01.2017	PFMS, Delhi	28-11-2023
7	Ms Pushpa Ahuja	25.01.1968	29.05.1989	29.05.1989	27.08.2003	01.01.2006	31.12.2018	CBDT, Delhi	31-12-2018
8	Ms Seema Dewan	24.02.1967	18.07.1989	18.07.1989	27.08.2003	01.01.2006	31.12.2018	H&UA, Delhi	24-06-2024
9	Ms Sangeeta Sharma	02.06.1967	11.09.1989	11.09.1989	27.08.2003	01.01.2006	03.12.2019	PFMS, Delhi	03-12-2019
10	Ms Shashi Bala	25.06.1967	19.10.1987	11.11.1988	27.08.2003	01.01.2006	23.10.2020	Mines, Delhi	23-10-2020
11	Ms Jaishree (SC)	25.07.1967	25.10.1989	25.10.1989	27.08.2003	01.01.2006	14.01.2021	H&FW, Delhi	14-01-2021
12	Ms Uma Birdi (SC)	01.01.1967	19.01.1990	19.01.1990	27.08.2003	01.01.2006	03.03.2021	CAPD, Delhi	03-03-2021
13	Ms Rimmi Mehta	01.05.1970	03.05.1990	03.05.1990	27.08.2003	01.01.2006	22.01.2021	Law, Delhi	22-01-2021
14	Ms Simmi Sachdeva	11.06.1967	28.09.1992	28.09.1992	-	05.03.2009	18.09.2023	CGA, Delhi	18-09-2023
15	Sh Devraj (SC)	10.04.1969	07.01.1994	07.01.1994	-	09.10.2010	09.08.2023	CPAO, Delhi	01-07-2024
16	Ms Dhiraj Sang	27.05.1973	08.08.1994	08.08.1994	-	28.04.2010	25.08.2023	CGA, Delhi	25-08-2023
17	Sh Naresh Kumar	02.11.1968	10.03.1995	10.03.1995	-	11.05.2010	28.08.2023	CBDT, Delhi	11-09-2024
18	Ms Deepti Sharma	28.02.1975	16.12.1996	16.12.1996	-	30.03.2010	06.10.2023	CGA, Delhi	06-10-2023
19	Sh Dhiraj Diwaker (SC)	01.03.1972	01.07.1998	01.07.1998	-	04.03.2010	03.10.2023	Agriculture, Delhi	03-10-2023
20	Ms Mini Sajeev	21.04.1972	15.02.1999	15.02.1999	-	12.04.2010	17.10.2023	INGAF, Delhi	17-10-2023
21	Sh Subhash Chander	01.06.1990	17.10.2011	17.10.2011	-	01.04.2017	27.07.2023	Rural Development, Delhi	27-07-2023
22	Sh Mukesh Rathour	01.02.1988	17.10.2012	17.10.2012	-	01.04.2018	16.05.2024	Finance, Delhi	01-07-2025
23	Sh Viney Kumar	22.01.1985	09.07.2012	09.07.2012	-	01.04.2018	10.05.2024	Chemical & Fertilizers, Delhi	10-05-2024
24	Sh Saurav Kumar	20.12.1991	17.10.2012	17.10.2012	-	01.04.2018	17.05.2024	Commerce, Delhi	17-05-2024
25	Ms Seema Keshav	04.02.1983	28.12.2012	28.12.2012	-	01.04.2018	20.05.2024	CGA, Delhi	01.08.2025
26	Sh Jitender Singh Rawat	18.01.1989	07.08.2013	07.08.2013	-	01.01.2019	15.05.2024	Labour & Employment, Delhi	15-05-2024
27	Ms Jyotsna Bisht	08.10.1985	28.10.2013	28.10.2013	-	01.01.2019	16.05.2024	PFMS, Delhi	16-05-2024
28	Sh Amit Bharti	05.05.1990	12.12.2013	12.12.2013	-	01.01.2019	16.05.2024	Science & Technology, Delhi	16-05-2024
29	Sh Mairajuddeen	22.06.1994	26.11.2014	26.11.2014	-	01.01.2020	21.03.2025	MEA, Delhi	21-03-2025
30	Sh Omkar Singh	01.10.1991	26.12.2014	26.12.2014	-	01.01.2020	10.03.2025	PFMS, Delhi	10-03-2025
31	Ms Priya Singh	01.07.1993	24.11.2014	24.11.2014	-	01.01.2020	28.02.2025	CGA, Delhi	28-02-2025

GRADATION / SENIORITY LIST OF STENOGRAPHER GRADE-I IN CCAS CADRE AS ON 01.08.2025

S. No.	Name	Date of Birth	Date of entry in government service	Date of appointment as Stenographer Grade III	Date of appointment as Stenographer Grade I	Ministry/ Department	Station	Since when
1	Sh D. Rakshit	16.01.1968	01.07.1987	01.07.1987	01.01.2006	CBIC	Kolkata	05-06-2024
2	Ms Hema Veeraraghavan	26.11.1973	15.09.1997	01.08.1999	26.03.2010	CBIC	Chennai	23-09-2024
3	Sh Ankit Bajpai	05.10.1993	12.02.2015	12.02.2015	01.01.2021	H&UA	Delhi	21-04-2025
4	Sh Navneet Kumar (SC)	08.07.1987	01.04.2015	01.04.2015	01.01.2021	I&B	Delhi	03-01-2023
5	Sh Anand Kumar Singh	01.05.1992	02.03.2015	02.03.2015	01.01.2021	Commerce	Delhi	06-12-2023
6	Sh Prabhakar	05.03.1991	24.02.2015	24.02.2015	01.01.2021	MHA	Delhi	01-02-2024
7	Sh Surya Prakash Yadav	15.08.1993	19.01.2015	19.01.2015	01.01.2021	CBDT	Delhi	11-01-2019
8	Sh Sujeet Kumar (SC)	14.12.1992	25.03.2015	25.03.2015	01.01.2021	Agriculture	Delhi	01-12-2023
9	Sh Nishant Kumar	23.07.1991	10.07.2013	10.07.2015	01.01.2021	FPI	Delhi	13-12-2023
10	Sh Punit Chaurasiya	08.10.1993	16.02.2015	16.02.2015	01.01.2021	Rural Development	Delhi	17-11-2023
11	Ms Khushboo Kumari	05.04.1992	14.05.2015	14.05.2015	01.01.2021	Industry	Delhi	18-06-2024
12	Sh Sanjeev Kumar Singh	06.10.1991	13.01.2015	13.01.2015	01.01.2021	Civil Aviation	Delhi	13-08-2024
13	Sh Dharmendra Pal	27.04.1993	27.01.2015	27.01.2015	01.01.2021	INGAF	Delhi	01-12-2023
14	Sh Jagdeesh Kumar	13.11.1990	27.01.2015	27.01.2015	01.01.2021	PPG&P	Delhi	11-12-2023
15	Sh Sagar Verma	17.02.1992	19.04.2017	19.04.2017	01.01.2023	Education	Delhi	19-12-2023
16	Ms Saptadwipa Pal	12.10.1996	18.09.2017	18.09.2017	01.01.2023	H&UA	Kolkata	03-06-2024
17	Sh Amit Pandey	01.12.1992	13.06.2017	13.06.2017	01.01.2023	I&B	Delhi	01-02-2024
18	Sh Bharat Singh Negi	26.07.1991	18.05.2017	18.05.2017	01.01.2023	H&FW	Delhi	22-02-2024
19	Ms Bhawna Nigam	12.09.1990	29.05.2017	29.05.2017	01.01.2023	Planning	Delhi	TRF/MNRE
20	Ms Gurpreet Kaur	10.08.1990	20.07.2015	01.06.2017	01.01.2023	Jal Shakti	Delhi	05-12-2023
21	Sh Nitesh Kumar Barman	06.03.1991	01.08.2017	01.08.2017	01.01.2023	H&UA	Delhi	06-08-2024
22	Sh Rajesh Kumar Meena (ST)	01.09.1993	03.07.2017	03.07.2017	01.01.2023	SRTH	Delhi	12-08-2024
23	Ms Monika	15.09.1991	19.07.2017	04.05.2018	01.01.2024	Earth Science	Delhi	16-01-2023
24	Ms Divya Arora	12.09.1992	14.09.2017	28.05.2018	01.01.2024	MHA	Delhi	01-08-2024
25	Sh Akash	10.08.1993	07.06.2018	07.06.2018	01.01.2024	Coal	Delhi	02-09-2024
26	Ms Megha Jain	14.06.1992	23.05.2018	23.05.2018	01.01.2024	MHA	Delhi	19-11-2024
27	Ms Jaya Kashyap	09.04.1990	24.05.2018	24.05.2018	01.01.2024	H&UA	Delhi	04-11-2024
28	Ms Jyoti Bhardwaj	03.11.1989	06.04.2017	11.06.2018	01.01.2024	CPAO	Delhi	22-04-2025
29	Sh Rajeev Pandey	15.11.1990	24.05.2018	24.05.2018	01.01.2024	MHA	Delhi	07-10-2024
30	Ms Jyoti	27.02.1990	07.05.2018	07.05.2018	01.01.2024	H&FW	Delhi	21-08-2024
31	Sh Pradeep Kumar	29.10.1990	11.05.2018	11.05.2018	01.01.2024	Agriculture	Delhi	07-03-2025