

No. 11002/1/2020-NGE-CGA/432  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
(HR-4 Section)

MAHALEKHA NIYANTRAK BHAWAN  
E-BLOCK, GPO COMPLEX,  
INA, NEW DELHI-110023

Dated, 14<sup>th</sup> October, 2025

OFFICE MEMORANDUM /269

**Sub: Panel for promotion of Private Secretary to the post of Senior Private Secretary for the vacancy year 2026.**

The undersigned is directed to refer to the subject cited above and to say that the cases of Private Secretary for consideration of their promotion to the Grade of Senior Private Secretary for the vacancy year 2026 are 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.

2. While forwarding the dossiers to this office, it may be ensured that the dossiers are complete upto the year 2024-25 and necessary action in respect of adverse entries/grading average/below average, if any, has also been taken as per DoP&T guidelines. It is therefore requested to forward the APARs alongwith latest vigilance clearance certificate in the prescribed proforma in r/o Private Secretaries mentioned in Annexure to this office latest by 31.10.2025.

  
(Nirbhay Kumar Singh)  
Senior Accounts Officer

To,

1. The Pr.CCAs/CCAs (Education, Environment & Forest, I&B, CBDT, CAPD, H&FW, H&UA, Mines).
2. Jt CGA (Admn.), O/o CGA, New Delhi.
3. Jt CGA (Admn.), PFMS, O/o CGA, Shivaji Stadium, New Delhi.
4. CC (Pension), CPAO, New Delhi.
5. Sr. A.O. (ITD) for uploading the OM on the CGA's website.
6. All Private Secretaries concerned.

**Annexure**

<b>S No</b>	<b>Name of the Private Secretary</b>	<b>Ministry/ Department</b>	<b>Required APARs</b>	<b>Vigilance Clearance</b>
1.	Ms Anju Arora	Education	APAR of 2024-25	Wanting
2.	Sh Vijay Mohan Bhatt	CGA	APAR from 10.09.2022 to 31.03.2023, 2023-24 & 2024-25	Wanting
3.	Ms Rajinder Kaur Sharma	Environment & Forest	APAR of 2024-25	Wanting
4.	Sh Deepak Arora	I&B	APAR of 2024-25	Wanting
5.	Ms Renu Kochhar	PFMS	APAR of 2024-25	Wanting
6.	Ms Pushpa Ahuja	CBDT	APAR of 2024-25	Wanting
7.	Ms Seema Dewan	H&UA	APAR of 2024-25	Wanting
8.	Ms Sangeeta Sharma	PFMS	Complete APAR Dossier upto 2024-25	Wanting
9.	Ms Shashi Bala	Mines	Complete APAR Dossier upto 2024-25	Wanting
10.	Ms Jaishree (SC)	H&FW	APAR of 2024-25	Wanting
11.	Ms Uma Birdi (SC)	CAPD	APAR of 2024-25	Wanting
12.	Sh Devraj (SC)	CPAO	Complete APAR Dossier upto 2024-25	Wanting