

No. 11002/1/2020-NGE-CGA-Part(1)/435-
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS

MAHALEKHA NIYANTRAK BHAWAN
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Dated: 14th October, 2025.

OFFICE MEMORANDUM /270

Subject: Panel for promotion of Stenographer Grade-I to the post of 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 Stenographer Grade-I for consideration of their promotion to the Grade of Private Secretary for the vacancy year 2026 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 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 DoPT guidelines. It is therefore requested to forward the above required APARs alongwith latest vigilance clearance certificate in the prescribed proforma to this office latest by 31.10.2025.


(Nirbhay Kumar Singh)
Sr. Accounts Officer

To,

1. The Pr.CCAs/CCAs (CBIC, H&UA, I&B, Commerce, MHA, CBDT, Agriculture, FPI, Rural Development, Industry, Civil Aviation, PPG&P).
2. The Director General, INGAF, New Delhi.
3. Sr. A.O. (ITD) for uploading the OM on the CGA's website.
4. All Stenographer Grade-I concerned.

Annexure

S No.	Name	Ministry/ Department	Required APARs	Vigilance Clearance
1.	Sh D. Rakshit	CBIC	Complete APAR Dossier upto 2024-25	Wanting
2.	Ms Hema Veeraraghavan	CBIC	Complete APAR Dossier upto 2024-25	Wanting
3.	Sh Ankit Bajpai	H&UA	Complete APAR Dossier upto 2024-25	Wanting
4.	Sh Navneet Kumar(SC)	I&B	Complete APAR Dossier upto 2024-25	Wanting
5.	Sh Anand Kumar Singh	Commerce	Complete APAR Dossier upto 2024-25	Wanting
6.	Sh Prabhakar	MHA	Complete APAR Dossier upto 2024-25	Wanting
7.	Sh Surya Prakash Yadav	CBDT	Complete APAR Dossier upto 2024-25	Wanting
8.	Sh Sujeet Kumar (SC)	Agriculture	Complete APAR Dossier upto 2024-25	Wanting
9.	Sh Nishant Kumar	FPI	Complete APAR Dossier upto 2024-25	Wanting
10.	Sh Punit Chaurasiya	Rural Development	Complete APAR Dossier upto 2024-25	Wanting
11.	Ms Khushboo Kumari	Industry	Complete APAR Dossier upto 2024-25	Wanting
12.	Sh Sanjeev Kumar Singh	Civil Aviation	Complete APAR Dossier upto 2024-25	Wanting
13.	Sh Dharmendra Pal	INGAF	Complete APAR Dossier upto 2024-25	Wanting
14.	Sh Jagdeesh Kumar	PPG&P	Complete APAR Dossier upto 2024-25	Wanting