

No. 11002/1/2020-NGE-CGA/568
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: 7th January, 2025

OFFICE MEMORANDUM

Sub: Panel for promotion of Private Secretary to the post of Senior 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 Private Secretary to consider promotion to the Grade of Senior 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.

2. 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 DoP&T 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 20.01.2025.


(Nirbhay Kumar Singh)
Senior Accounts Officer

To,

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

Annexure

S No	Name of the Private Secretary	Ministry/ Department	Required APARs	Vigilance Clearance
1.	Ms Archana Atwal	PFMS	APAR for the period of 01.12.2023 to 31.03.2024	Wanting
2.	Ms Shakti Bala	Industry	APAR for the period of 2023-24	Wanting
3.	Sh Navneet Wadhera	MHA	Received	Wanting
4.	Ms Anu Mutreja	CBIC	APAR for the period of 18.10.2023 to 31.03.2024	Wanting
5.	Ms Poonam Rani	PFMS	Complete APAR Dossier upto 2023-24	Wanting
6.	Ms Anju Arora	Education	Complete APAR Dossier upto 2023-24	Wanting
7.	Sh Vijay Mohan Bhatt	CGA	Complete APAR Dossier upto 2023-24	Wanting
8.	Ms Rajinder Kaur Sharma	Environment & Forest	Complete APAR Dossier upto 2023-24	Wanting
9.	Sh. Deepak Arora	I&B	Complete APAR Dossier upto 2023-24	Wanting
10.	Ms. Renu Kochhar	PFMS	Complete APAR Dossier upto 2023-24	Wanting
11.	Ms Pushpa Ahuja	CBDT	Complete APAR Dossier upto 2023-24	Wanting
12.	Ms Seema Dewan	H&UA	Complete APAR Dossier upto 2023-24	Wanting
13.	Ms Sunita Devi (SC)	PFMS	Complete APAR Dossier upto 2023-24	Wanting
14.	Sh. Jai Singh (SC)	Power	Complete APAR Dossier upto 2023-24	Wanting
15.	Ms Suresh Bangar (SC)	Finance	Complete APAR Dossier upto 2023-24	Wanting
16.	Ms. Jaishree (SC)	H&FW	Complete APAR Dossier upto 2023-24	Wanting
17.	Ms Uma Birdi (SC)	CAPD	Complete APAR Dossier upto 2023-24	Wanting

[Handwritten Signature]
7/11/25
(for An - HR-4)