

(E-1577)

NGE-24001/1/2020-NGE-CGA /630
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: 31 January, 2025

OFFICE MEMORANDUM

**Subject: Updation of Gradation List of Senior Private Secretary/Private Secretary/
Stenographer I/ Stenographer Grade II.**

This office is in the process of updating the Gradation List of Senior Private Secretary/Private Secretary/Stenographer I/Stenographer Grade II of CCAS as on 01.01.2025.

2. All Ministries/Departments in DAO are requested to provide information to this office in the prescribed proforma (enclosed). Further, they are also requested to verify the correctness of the particulars filled in the proforma from service book, personal file and other relevant documents before sending to this office. The information may be send to this office positively by 28.02.2025.


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

To,

1. All Pr.CCAs/CCAs/CAs of Ministries/Departments.
2. Jt. CGA (Admn.)/ Jt. CGA (PFMS)/Director (INGAF)/CC(Pensions).
3. Sr.AO, IT Division for uploading the OM on the CGA website.

