

(E-1577)

NGE-24001/1/2020-NGE-CGA/165  
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.

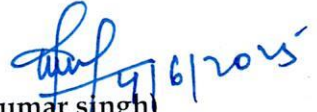
Dated: 4<sup>th</sup> June, 2025.

OFFICE MEMORANDUM

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

Reference is invited to this office O.M. No. 24001/1/2020-NGE-CGA/630 dated 31.01.2025 & reminder dated 17.04.2025 vide which information was requested from Principal Accounts Offices of the Ministries/Departments in the prescribed format for updating the Gradation List of Senior Private Secretary/Private Secretary/Stenographer I/Stenographer Grade II of CCAS as on 01.01.2025.

The requisite information is still awaited from Ministries/Departments listed as per Annexure 'A' enclosed herewith. Offices are requested that requisite information in the prescribed format may be sent to this office latest by 15.06.2025. In case of 'NIL' information, the same may also be furnished to this office.

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

To,

1. All CCAs/CAs (listed as per Annexure 'A')
2. Jt. CGA (Admn.) O/o the CGA, PFMS
3. Sr.AO, IT Division for uploading the OM on the CGA website.

**Annexure - A**

<b>S. No.</b>	<b>Ministries/Departments</b>
1.	CGA
2.	Cooperation
3.	DoNER
4.	Earth Sciences
5.	Electronics
6.	New & Renewable Energy
7.	PFMS
8.	Planning