

No. 11002/1/2020-NGE-CGA/ 335

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS

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

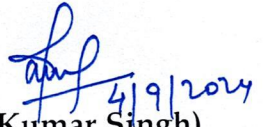
Dated: 4, September, 2024

OFFICE MEMORANDUM

Subject: Panel for promotion of Private Secretary to the post of Sr. Private Secretary for the vacancy year 2024.

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 2024 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 2022-23 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 15.09.2024.


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

To,

1. The Pr.CCAs/CCAs.
(MHA, CBIC, 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.

P.T.O.

| S No. | Name | Ministry/ Department | Required APARs | Vigilance Clearance |
|-------|---------------------------|-------------------------|---|------------------------|
| 1. | Ms Sheela Balachandran | CGA | Complete APAR Dossier upto 2022-2023 | Wanting |
| 2. | Ms Archana Atwal | PFMS | Complete APAR Dossier upto 2022-2023 | Wanting |
| 3. | Ms Shakti Bala | Industry | Complete APAR Dossier upto 2022-2023 | Wanting |
| 4. | Sh Navneet Wadhera | MHA | Complete APAR Dossier upto 2022-2023 | Wanting |
| 5. | Ms Anu Mutreja | CBIC | Complete APAR Dossier upto 2022-2023 | Wanting |