

No. A-23023/1/2018/MF.CGA/NGE/Sr.PS/93

**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: 10<sup>th</sup> May, 2018

**OFFICE MEMORANDUM**

**Subject: Grant of non-functional upgradation on completion of four years of service in the grade of Sr. Private Secretary.**

The undersigned is directed to inform that the meeting of the Screening Committee under the chairpersonship of the Joint Controller General of Accounts to consider the suitability of Sr. Private Secretary for grant of non-functional upgradation was held on 02.05.2018. Smt. Usha Peswani, Sr. PS, O/o Pr.CCA, CBEC has been found 'FIT' by the screening Committee for grant of non-functional upgradation on completion of four years of service in the grade of Sr. PS i.e. w.e.f. 13.05.2018.

2. It is, therefore, requested that orders for grant of non-functional upgradation to Smt. Usha Peswani, Sr. PS in the Pay Level 9 (pre revised GP 5400/- PB-2) w.e.f. 13.05.2018 may be issued in accordance with the Government instructions. While issuing orders, it may be ensured that none of the circumstances for adoption of sealed cover procedure exist in their cases and the official is not undergoing any penalty under CCS (CCA) Rules, 1965.

  
(Suresh Kumar Gupta)  
Sr. Accounts Officer

To  
The Pr.CCA, CBEC, AGCR Building, New Delhi.

Sr. A.O. IT Division is requested to upload the OM on the CGA website.