

No. 11002/1/2020-NGE-CGA/632  
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: 3, May, 2023

OFFICE MEMORANDUM

**Subject: Panel for promotion of Stenographer Grade-I to the post of Private Secretary for the vacancy year 2023.**

It is informed that as per Central Civil Accounts Service (Private Secretary) Group 'B' Post, Recruitment Rules 2023, the cases of Stenographer Grade-I to consider promotion to the Grade of Private Secretary for the vacancy year 2023 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 2021-22 and necessary action in respect of adverse entries/grading average/below average, if any, has also been taken as per DoPT guidelines. It is therefore requested to forward the above required APARs along-with latest vigilance clearance certificate in the prescribed proforma to this office latest by 19.05.2023.

  
03/05/2023  
(C K Salwan)

Sr. Accounts Officer(HR-4)

To,

1. The Pr.CCAs/CCAs/CAs  
(H&UA, CBIC, Health, MHA, Law, INGAF, SRTH, Power, I&B)
2. Sr. A.O. (ITD) for uploading the OM on the CGA's website.
3. All Private Secretaries concerned.

## Annexure

Sl. No.	Name	Ministry/ Department	Required APARs	Vigilance Clearance
1.	Sh D. Rakshit, Steno-I	H&UA	Complete APAR Dossier upto 2021-22	Wanting
2.	Sh Sitangshu Ranjan Dey, Steno-I	H&UA	Complete APAR Dossier upto 2021-22	Wanting
3.	Sh N. Sudersan, Steno-I	CBIC	Complete APAR Dossier upto 2021-22	Wanting
4.	Ms Simmi Sachdeva, Steno-I	Health	Complete APAR Dossier upto 2021-22	Wanting
5.	Sh Dhiraj Diwakar, Steno-I	SRTH	Complete APAR Dossier upto 2021-22	Wanting
6.	Ms Hema Veeraraghavan, Steno-I	Law	Complete APAR Dossier upto 2021-22	Wanting
7.	Ms Deepti Sharma, Steno-I	INGAF	Complete APAR Dossier upto 2021-22	Wanting
8.	Ms Mini Sajeew, Steno-I	Power	Complete APAR Dossier upto 2021-22	Wanting
9.	Ms Dhiraj Sang, Steno-I	Law	Complete APAR Dossier upto 2021-22	Wanting
10.	Sh Naresh Ratra, Steno-I	MHA	Complete APAR Dossier upto 2021-22	Wanting
11.	Sh Devraj, Steno-I	MHA	Complete APAR Dossier upto 2021-22	Wanting
12.	Sh Subhash Chander, Steno-I	I&B	Complete APAR Dossier upto 2021-22	Wanting