



No. AN/II/2151/DPC/SPS/2018

Date: 19th September, 2018

To,

1. PCA (Fys) Kolkata
2. PCDA Bangalore
3. CDA (R&D) Bangalore
4. CDA (RTC) Bangalore

Subject: Promotion of Private Secretary (PS) to Sr. Private Secretary (SPS) grade.

The Competent Authority has approved promotion of the following Private Secretaries (PS) to the grade of Sr. Private Secretary (SPS), in Level-8 of Pay Matrix (Pay Band-2 ₹ 9300-34800, Grade Pay of ₹ 4800/-, Pre-revised 6th CPC) with effect from the date shown against their name or from the date of assumption of charge whichever is later.

Sl. No.	Name of the PS	Office where serving	Orgn.	Office where posted on promotion to SPS grade	Orgn.	Date of Promotion to the SPS grade
1.	Ms. Chaina Ghosh A/c No. 8331219	Main Office	PCA (Fys) Kolkata	Main Office	PCA(Fys) Kolkata	With immediate effect
2.	Shri A Surendran A/c No. 8325709	Main Office	PCDA Bangalore	CDA(RTC), Bangalore	CDA(RTC) Bangalore	With immediate effect
3.	Ms. M. Geetha A/c No. 8325710	IFA(R&D) ECS, Bangalore (on attachment)	CDA (R&D) Bangalore	IFA (R&D) ECS, Bangalore	CDA (R&D) Bangalore	W.e.f. 01.11.2018

2. Before promoting the PS to the SPS grade, it may please be ensured that none of the circumstances enumerated in para 2 of the DOP&T OM No. 22011/4/91-Estt. (A) dated 14.09.1992 have arisen before promotion. If such circumstances have arisen, the promotion shall not be released and instead considered as if, the case of the officer concerned has been placed in Sealed Cover by the Departmental Promotion Committee, in terms of para 7 of the said OM.

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रक्षा लेखा महानियंत्रक **CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

उलन बटार रोड़, पालम, दिल्ली छावनी-110010 Ulan Batar Road, Palam, Delhi Cantt-110010

Ph. : 011-25665500, 25665555 Fax : 011-25674806, 25674821 Email : cgdanewdelhi@nic.in Web : www.cgda.nic.in

3. Immovable Property Return (IPR) of the PS, as on the date of promotion to the SPS grade, duly verified, may be forwarded to this HQrs Office within 15 days from the date of assumption of charge.
4. Part-II Office Order notifying the promotion of the PS may be forwarded to this HQrs office at the earliest.
5. All the completed APARs / MTPARs **(in original)** in respect of the PS which has become due till date, may please be forwarded to Admin-II Section of this HQrs office immediately after promoting the PS.


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin.)

Copy to:

1. IT & S Section, HQrs office -- With a request to upload the promotion order on department's website.
2. The OIC, Admin- X Section (Local) -- For information and to carry out necessary re-shuffle/transfer, if required, in PS/Steno grade in the offices/stations which are being affected by this promotion order.
3. The OIC, Admin- XI Section (Local) -- For information and necessary action


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin.)