रक्षा मंत्रालय रक्षा लेखा विभाग



GOVERNMENT OF INDIA MINISTRY OF DEFENCE **DEFENCE ACCOUNTS DEPARTMENT**



FAX/Speed-Post/Website

No. AN/II/2151/DPC/SPS/2017-18

Date: 10th April, 2018

To,

- 1. PCDA New Delhi
- 2. PCDA (AF) Dehradun
- 3. PCDA (WC) Chandigarh
- 4. PCDA Bangalore
- PCDA (R&D) Bangalore
- PCDA (SC) Pune 6.
- 7. PCDA (Navy) Mumbai
- CDA RTC (SR) Bangalore 8.
- PCDA (O) Pune 9.

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

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

SI. No	Name of the PS	Office where serving	Orgn.	Office where posted on promotion	Orgn.
1.	Tripta Sabharwal (Smt.)	PCDA New Delhi	PCDA New Delhi	PCDA New Delhi	PCDA New Delhi
2.	Shri Subrota Biswas	Main Office	PCDA (AF) Dehradun	Main Office	PCDA (WC) Chandigarh
3.	Shri R Narayan	PAO (ORs) ASC (South) Bangalore	PCDA Bangalore	Main Office	PCDA (R&D) Bangalore
4.	Shri BohiKishan N. Narasappa	IFA HQ (SC) Pune	PCDA (SC) Pune	Main Office	PCDA (Navy) Mumbai
5.	Shri V. Madhusudhan	CDA RTC (SR) Bangalore	CDA RTC (SR) Bangalore	PCDA (O) Pune	PCDA (O) Pune

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

Receipt of this communication may please be acknowledged.

(Mustaq Ahmad) Dy. CGDA (Admin.)

Copy to:

1. EDP Section, HQrs office

With 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 in the PS/Steno grade at the offices/stations which are being affected by this promotion order.
- 3. The OIC Admin- XI Section Local
- For information and necessary action please.

(Mustaq Ahmad) Dy. CGDA (Admin.)