



कार्यालय, रक्षा लेखा महानियंत्रक  
Office of the Controller General of Defence Accounts  
उलान बटार रोड, पालम, दिल्ली छावनी - 110010.  
Ulan Batar Road, Palam, Delhi Cantt. - 110010  
Tele No. 011-25665636 Fax No. 011-25674781



**Subject: Appointment of Ms. Richa Gupta, IDAS (2010) as Deputy Secretary in the Ministry of Textiles, Delhi - reg.**

**Ms. Richa Gupta, IDAS (2010)**, presently posted as Dy. CGDA in the office of the CGDA, Delhi Cantt., has been selected for appointment to the post of **Deputy Secretary in the Ministry of Textiles, Delhi** under the Central Staffing Scheme for a period of four years from the date of assumption of charge of the post or until further orders, whichever is earlier. The officer may therefore, be relieved on **31.01.2022** to enable her to take up her new assignment.

2. The officer may also be requested that on joining the deputation post, she may inform her date of joining, correspondence address, and telephone nos. (Official, Residential & Mobile) and email id on [an1-pinklist.cgda@nic.in](mailto:an1-pinklist.cgda@nic.in) for updation of the Civil List.
3. TA and joining time as admissible under rules may be authorized to the officer.
4. The PAR up to date of relief of the officer may be generated in SPARROW immediately.
5. A copy of the Part II office order notifying relief may be endorsed to Pers-I Wing (Local).

  
(Shashi Mauli Chaubey)  
Sr. ACGDA (Pers-I)

**Sr. Dy. CGDA (Estt.)**

UO Note No. Pers. (T/P)/3392/5/PF/I Date: 25.01.2022

**Copy to:**

1. The Ministry of Defence (Finance)  
DAD (Coord), South Block,  
New Delhi - For information w.r. to MoD (Fin) email dated 21.01.2022.
  2. The Secretary  
Ministry of Textiles,  
Delhi
  3. Shri Ranjit Kumar  
Deputy Secretary,  
Department of Personnel & Training,  
North Block, New Delhi
- } Department of Personnel & Training  
(office of the Establishment Officer) OM  
No. 10/17/2021 –EO (MM-I) dated  
13.01.2022.

4. Ms. Richa Gupta, IDAS,  
Dy. CGDA (Local)
5. Rajbhasha Cell (Local) for Hindi version
6. Pers-2 (APAR Section)/Estt. Wing/PIS  
Task/Civil list Task (Local)
7. Guard file/PC File
8. IT & S Wing (Local) - With a request to upload the order on the CGDA website.

  
**(Shashi Mauli Chaubey)**  
**Sr. ACGDA (Pers-I)**