

**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR ROAD, PALAM, DELHI CANTT – 110 010**

No. AN/X/10081/5/2013/TR-311 to 314

Dated: 02/05/2013

To

The CDA Chennai  
The CDA Patna  
The CDA (R&D) Hyderabad

**Sub: Promotion in the grade of Private Secretary from Stenographer Grade-I.**

It has been decided to promote the individuals as per enclosed Annexure 'A' to the grade of Private Secretary in the Pay Band-II Rs 9300-34800 plus Grade Pay Rs. 4600/- with immediate effect or from the date of assumption of charge whichever is later and retain them to same office. The Part II office order may be published simultaneously.

2. Before promoting the individual, it may please be ensured that none of the circumstances enumerated in Para 2 DOP&T OM No. 22011/4/91-extt (A) dated 14.09.92 has arisen before promotion. If such circumstances have arisen, the promotion shall not be released and instead treat the case as a deemed sealed cover case in terms of para 7 of the said OM. It may please be ensured that none of the Steno Grade-I, who are undergoing the period of penalty are promoted till the expiry of the period of penalty. The promotion orders notified should also indicate that they have been selected for promotion to Private Secretary (Group 'B') by the PCsDA/CsDA.

3. Case of refusal on promotion may please be dealt with by the Controllers themselves as the appointing authorities in the light of provisions contained in DP&AR OM No. 22034/3/81-Estt. (D) dated 01/10/81 & this HQrs may please be informed accordingly.

4. While issuing order of promotion, the attention of the individuals may please be drawn to the provisions of Ministry of Personnel, Public Grievances & Pension (DOP&T) OM No. 01/12/97-Estt. (Pay) dated 23.04.99 and clarification No. 2 of GOI, Ministry of Finance, Department of Expenditure No.01/01/2008-IC dated 13.09.08 regarding exercising of an option by them for fixation of their pay as Private Secretary.


Encl: As above.

  
(Radha Saketharaman)  
For CGDA

Copy to:-

1. AN-XI Section : for information w.r.t your UO No.  
AN/XI/11305/PS/Vol.III dated 14/03/13.

✓ 2. EDP Section : Please upload the same at Website.

  
(Radha Saketharaman)  
Accounts officer (AN)

Annexure 'A' to CGDA's letter No. AN/X/10081/5/2013/TR-311 to 314 dated 02/05/13

Sl.No.	Name, Grade & Account No. (Sh./Smt.)	Station where serving	Organization	Station where Posted	Organization
1	Smt. Mini R, Steno Grade-I/8332636	ZO (PD) Trivandrum	CDA Chennai	ZO (PD) Trivandrum	CDA Chennai
2	Sonali Bhattacharjee, Steno Grade-I/8320145	AAO Kolkata	CDA Patna	AAO Kolkata	CDA Patna
3	P V V Mallayya, Steno Grade-I/8336250	MO CDA (R&D) Hyderabad	CDA (R &D) Hyderabad	MO CDA (R&D) Hyderabad	CDA (R&D) Hyderabad
4	M Sreemathi, Steno Grade-I/8332712	MO CDA Chennai	CDA Chennai	MO CDA Chennai	CDA Chennai



(Radha Saketharaman)  
AO (AN)