

No. A-32014/1/2015-NGE/Sr.PS/PS/Steno/444

GOVERNMENT OF INDIA

MINISTRY OF FINANCE

DEPARTMENT OF EXPENDITURE

CONTROLLER GENERAL OF ACCOUNTS

LOK NAYAK BHAWAN, KHAN MARKET

New Delhi

Dated: January 4<sup>th</sup>, 2016

To

The Pr.CCA/CCA/CA  
Ministry/Department

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**Subject: Annual Performance Assessment report Dossier in respect of Sr. Private Secretary / Private Secretary / Stenographer Grade I**


Sir/Madam,

I am directed to inform that DPC for promotion to the Grade of Sr. PS/PS/Steno I for the vacancy year 2016-2017 is to be held very shortly. In this regard, it is requested that the APAR Dossier of the officials mentioned in the enclosed list may please be sent to this office by 15.02.2016.

While forwarding the dossiers to this office, it may be ensured that the dossiers are completed upto the year 2014-2015 and necessary action in respect of adverse entries/grading Average/Below Average, if any, has also been taken as per DoPT guidelines on the subject.

It is also requested that a certificate regarding vigilance clearance and details of major/minor penalties, if any, during the last 10 years in respect of each official in prescribed format may please be sent alongwith the CR Dossiers. This may please be accorded top Priority.

Yours faithfully,

  
(Janardhan Prasad)  
Sr. Accounts Officer

**Promotion for Senior Private Secretary**

Sl. No.	Name	Ministry/Department	Required CRs
1	Ms. Krishna Sankrityayan	MEA, Delhi	Complete Dossier
2	Shri Sanjay Kumar (SC)	CAPD, Delhi	2014-15
3	Shri P.K. Kaimal	CBEC, Delhi	2014-15
4	Ms. Kanta Gandhi	Supply, Delhi	2014-15
5	Shri Gurmail Singh	PFMS, Delhi	Received
6	Ms. Lalita Sharma	PFMS, Delhi	Complete Dossier
7	Ms. Rita Chugh	Law, Justice, Delhi	Complete Dossier
8	Ms. Deepa Manku	MEA, Delhi	2014-15
9	Ms. Renu Khanna	HOME, Delhi	Complete Dossier
10	Ms. Shashi Arora	PFMS, Delhi	2009-10, 2010-11 & 01.04.2011-30.10.2011

**Promotion for Private Secretary**

Sl. No.	Name	Ministry/Department	Required CRs
1	Shri R.Sridhar	UD, Chennai	2014-15
2	Shri Debashish Sadhukan	CBDT, Kolkata	Received
3	Shri Santosh Chandra Sharma	Mines, Kolkata	2014-15
4	Rajesh Kumar Sharma	CBEC, Delhi	2012-13, 2013-14 & 2014-15
5	Ms. Shashi Bhasin	Agriculture, Delhi	2014-15
6	Ms. Kaberi Putatunda	Law & CA, Kolkata	2014-15
7	Ms. S.N. Joshi	Law & CA, Mumbai	Complete Dossier
8	Ms. Madhulika Sharma	PPG&P, Delhi	Complete Dossier
9	Ms. S. Vasudevan	UD, Mumbai	Complete Dossier
10	Ms. Sunita Gulati	Home, Delhi	Complete Dossier
11	Ms. Seethalakshmi Seshadri	MEA, Delhi	Complete Dossier
12	Shri D. Rakshit	UD, Kolkata	Complete Dossier
13	Ms. Sujatha Venugopalan	UD, Mumbai	Complete Dossier
14	Ms. Sushma Rani	I & B, Delhi	Complete Dossier
15	Ms. Shashi Bala	CAPD, Delhi	Complete Dossier
16	Ms. Manjula Govel	Industry, Delhi	Complete Dossier
17	Ms. Renu Kochhar	Health, Delhi	Complete Dossier
18	Ms. Pushpa Ahuja	UD, Delhi	Complete Dossier
19	Ms. Seema Dewan	HRD, Delhi	Complete Dossier
20	Ms. Sangeeta Sharma	FPI, Delhi	Complete Dossier
21	Ms. Sunita Devi (SC)	I & B, Delhi	Complete Dossier
22	Shri Jai Singh (SC)	Health, Delhi	Complete Dossier
23	Shri Vijender Kr. Sagar (SC)	Finance, Delhi	Complete Dossier
24	Ms. Manju Mahajan	Home, Delhi	Complete Dossier

<b>25</b>	Ms. Suresh Bangar (SC)	Planning, Delhi	Complete Dossier
<b>26</b>	Ms. Jaishree (SC)	CPAO, Delhi	Complete Dossier
<b>27</b>	Ms. Uma Birdi (SC)	HRD, Delhi	Complete Dossier
<b>28</b>	Shri Tapan Kr. Haldar (SC)	WR, Farraka	Complete Dossier
<b>29</b>	Sh. Devraj (SC)	I&B, Delhi	Complete Dossier
<b>30</b>	Veenu Kumari (SC)	CAPD, Delhi	Complete Dossier
<b>31</b>	Shri Dhiraj Diwakar (SC)	RTHS, Delhi	Complete Dossier