

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, KHAN MARKET
New Delhi

Dated: April 27, 2015

OFFICE MEMORANDUM

Subject: Gradation List of Senior Private Secretaries, Private Secretaries and Stenographers Grade I and II.

The Gradation List of Senior Private Secretaries, Private Secretaries and Stenographers Grade I and II as on 01.04.2015 have been uploaded at CGA's website viz. www.gca.nic.in.

This may be given wide publicity amongst the Senior Private Secretaries, Private Secretaries and Stenographers Grade I and II and discrepancies/representations, if any, may please be forwarded to this office.

The Ministry/Station wise sanctioned strength of Senior Private Secretaries, Private Secretaries and Stenographers Grade I and II as on 01.04.2015 have also been uploaded at CGA's website viz. www.gca.nic.in.

The stationwise sanctioned strength of Senior Private Secretaries, Private Secretaries and Stenographers Grade I and II in respect of your Ministry may also please be verified from your records and discrepancies, if any, may please be intimated to this office.

In addition to this Pr. CCA/CCA/CAs are also requested to verify the relevant details in respect of the incumbents posted in their respective offices and intimate the discrepancy, if any or joining etc. to this office immediately for carrying out corrections in the Gradation List. It has also been observed that the date of joining of several officers, where the respective column of the Gradation List has been left blank, have not been intimated to this office, the same may also please be intimated urgently.



(SUBHASH CHANDRA)

Dy. Controller General of Accounts

All Pr. CCAs/CCAs/CAs

Please upload the gradation list in the official website of CGA.

27/4/2015



**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE**

*Controller General of Accounts
New Delhi*

**GRADATION LIST
OF
Sr. P.S., P.S., Stenographer Gr. I & III
As on 01.04.2015**

(Nothing in this list is to be taken as conveying and sanction of authority)

GRADATION LIST OF SENIOR PRIVATE SECRETARY IN THE PAY SCALE OF Rs. 9300-34800 GRADE PAY OF Rs. 4800 and Rs. 5400 after completion of 4 years

Sl. No.	Name	Date of Birth	Date of entry in Govt. Service	Date of apptt. as Steno Gr. III	Date of apptt. as Steno Gr. II	Date of apptt. as Steno Gr. I	Date of apptt. as PS	Date of apptt. as Sr. PS	Min./ Deptt./ Station	Since when	Remarks
1	Ms. Shakuntala Chopra	07.07.1956	30.10.1976	30.10.1976	19.05.1987	29.10.1992	20.05.1994	20.06.2012	MEA, Delhi	20.06.2012	Working in CGA wef 26.07.2012
2	Shri Rohtas Sharma	07.07.1955	23.06.1977	23.06.1977	02.06.1987	30.09.1992	20.05.1994	02.08.2012	CBDT, Delhi	02.08.2012	
3	Ms. Usha Peswani	15.11.1958	29.11.1977	29.11.1977	15.06.1987	30.09.1992	31.01.1994	12.05.2013	CBEC, Delhi	12.05.2013	
4	Ms. Sunita Arora	27.07.1955	05.05.1978	05.05.1978	19.05.1987	30.09.1992	23.05.1994	10.03.2015	SRTII, Delhi	10.03.2015	

GRADATION LIST OF PRIVATE SECRETARY IN THE PAY SCALE OF RS. 9300-34800 GRADE PAY Rs. 4600

Sl. No	Name	Date of Birth	DOE in Govt. Service	Date of apptt. as Steno Gr. III	Date of apptt. as Steno Gr. II	Date of apptt. as Steno Gr. I	Date of apptt. as PS	Min./ Deptt.	Station	Since when	Remarks
1	Ms. Sushama Rani	06.03.1956	26.10.1979	26.10.1979	15.06.1987	07.10.1992	10.03.1995	I&B	Delhi		
2	Ms. Sadhana Kumar	19.07.1960	07.02.1983	07.02.1983	01.07.1987	11.01.1995	12.08.2002	Health	Delhi	12.08.2002	
3	Ms. Krishna Sankrityayan	24.02.1960	01.05.1982	01.05.1982	31.10.1988	30.11.1994	17.03.2003	Agriculture	Delhi	05.12.2011	
4	Shri Ravinder Kr. Bhatia	27.12.1955	18.12.1979	01.05.1982	23.05.1989	01.12.1994	26.05.2005	CBDT	Delhi	26.05.2005	
5	Shri Sanjay Kumar (SC)	20.10.1965	09.10.1989	09.10.1989	31.12.1997	16.10.2001	20.06.2005	CAPD	Delhi	19.06.2005	
6	Shri P.K. Kaimal	31.05.1959	09.10.1985	09.10.1985	20.06.1990	11.02.1999	17.08.2007	CBEC	Delhi		
7	Ms. Kanta Gandhi	03.02.1962	15.01.1988	15.01.1988	27.02.1992	30.06.2000	12.02.2010	Supply	Delhi	12.02.2010	
8	Shri Gurmail Singh	16.03.1966	27.10.1988	27.10.1988	10.07.1992	19.06.2000	06.04.2010	PFMS	Delhi	06.04.2010	
9	Ms. Lalita Sharma	17.11.1964	06.11.1986	06.11.1986	04.12.1995	04.07.2001	20.04.2010	PFMS	Delhi	20.04.2010	
10	Ms. Rita Chugh	10.02.1966	19.10.1987	19.10.1987	18.01.1995	09.07.2001	01.04.2010	Law, Justice	Delhi	01.04.2010	
11	Ms. Deepa Manku	30.03.1967	24.10.1988	24.10.1988	30.11.1995	17.09.2001	26.07.2010	MEA	Delhi	26.07.2010	
12	Ms. Renu Khanna	15.03.1965	27.10.1988	27.10.1988	01.12.1995	04.09.2001	23.06.2010	CBDT	Delhi	23.06.2010	Working in CGA w.e.f. 02.07.2012
13	Ms. Shashi Arora	07.03.1965	15.11.1988	15.11.1988	25.06.1998	01.04.2002	28.07.2010	PFMS	Delhi	28.07.2010	
14	Shri Naval Kishore	26.07.1963	10.02.1989	10.02.1989	30.09.1998	01.04.2002	12.08.2010	HRD	Delhi	12.08.2010	
15	Ms. Sheela Balachandran	30.07.1965	17.11.1988	17.11.1988	31.05.1999	09.06.2003	07.09.2010	PFMS	Delhi	07.09.2010	
16	Ms. Archana Attwal	25.12.1968	17.11.1988	17.11.1988	11.06.1999	29.04.2003	02.11.2010	RTHS	Delhi	02.11.2010	
17	Ms. Anu Mehta	04.09.1967	29.03.1989	29.03.1989	14.12.1999	10.04.2003	25.06.2012	Finance	Delhi	25.06.2012	
18	Ms. Shakti Bala	23.12.1965	01.09.1989	01.09.1989	18.11.1999	07.04.2003	14.06.2012	PFMS	Delhi	19.07.2012	
19	Shri Navneet Wadhwa	02.12.1968	25.09.1992	25.09.1992	11.11.1999	26.04.2004	29.08.2012	CPAO	Delhi	29.08.2012	
20	Ms. Anu Mutreja	28.08.1967	29.03.1989	29.03.1989	02.12.1999	01.01.2006	31.08.2012	UD	Delhi	02.04.2012	
21	Ms. Poonam Rani	08.08.1970	22.02.1993	22.02.1993	28.12.1999	01.01.2006	29.10.2012	CBDT	Delhi	29.10.2012	
22	Ms. Anju Arora	01.07.1970	18.10.1993	18.10.1993	18.11.1999	01.01.2006	31.07.2014	COMMERCE	Delhi	31.07.2014	
23	Shri Vijay Mohan Bhatt	17.06.1973	14.12.1993	14.12.1993	27.10.1999	01.01.2006	17.07.2014	CBDT	Delhi	17.07.2014	Working in CGA w.e.f. 02.07.2012
24	Ms. Rajinder Kaur Sharma	06.09.1969	13.09.1994	13.09.1994	15.12.2000	01.01.2006	16.09.2014	HOME	Delhi	16.09.2014	

GRADATION LIST OF STENOGRAPHER GRADE I/II (now merged) IN THE PAY SCALE OF RS. 9300-34800 GRADE PAY Rs. 4200

Sl. No	Name	Date of Birth	Date of entry in Govt. Service	Date of apptt. as Steno Gr. III	Date of apptt. as Steno Gr. II	Date of apptt. as Steno Gr. I	Min./ Deptt.	Station	Since when	Remarks
1	Shri R. Sridhar	19.11.1958	30.07.1982	30.07.1982	02.12.1999	17.06.2003	UD	Chennai	02.12.1999	Debarred wef 19.05.2014
2	Shri Debashish Sadhukan	07.06.1962	10.03.1987	10.03.1987	27.10.1999	29.04.2003	CBDT	Kolkata	29.04.2003	Debarred wef 10.06.2014
3	Shri Santosh Chandra Sharma	06.10.1961	08.07.1987	08.07.1987	07.01.2000	19.09.2003	Mines	Kolkata	19.09.2003	Debarred wef 09.07.2014
4	Shri Deepak Arora	17.12.1974	15.02.1996	15.02.1996	21.08.2001	01.01.2006	Mines	Delhi		Adhoc PS in Mines wef 01.09.14
5	Shri Dinesh Singh Rawat	10.07.1972	04.06.1998	04.06.1998	22.07.2003	01.01.2006	Health	Delhi	22.07.2003	
6	Shri Rajesh Kumar Sharma	27.04.1956	16.09.1976	16.09.1976	27.08.2003	01.01.2006	CBEC	Delhi		
7	Ms. Narinder Kaur	13.04.1953	24.01.1977	24.01.1977	27.08.2003	01.01.2006	Sc. & Tech.	Delhi		
8	Shri T.R. Sharma	23.05.1956	25.10.1979	25.10.1979	27.08.2003	01.01.2006	Chem. & Fer	Delhi	27.08.2003	
9	Ms. Shashi Bhasin	01.07.1956	20.11.1980	20.11.1980	27.08.2003	01.01.2006	MEA	Delhi	01.01.2006	
10	Ms. Vilasini Balagopal	03.09.1961	01.05.1982	01.05.1982	27.08.2003	01.01.2006	CBDT	Mumbai		
11	Ms. Kaberi Putatunda	19.06.1957	15.12.1982	15.12.1982	27.08.2003	01.01.2006	Law & CA	Kolkata	27.08.2003	
12	Ms. S.N. Joshi	15.09.1960	09.06.1983	09.06.1983	27.08.2003	01.01.2006	Law & CA	Mumbai	27.08.2003	
13	Ms. Madhulika Sharma	06.04.1960	08.07.1983	08.07.1983	27.08.2003	01.01.2006	I & B	Delhi		
14	Ms. S. Vasudevan	26.05.1960	08.12.1983	08.12.1983	27.08.2003	01.01.2006	UD	Mumbai	27.08.2003	
15	Ms. Sunita Gulati	18.08.1964	28.07.1985	28.07.1985	27.08.2003	01.01.2006	Home	Delhi		
16	Shri S.S. Mani	27.05.1955	15.07.1981	13.06.1986	27.08.2003	01.01.2006	UD	Chennai	27.08.2003	
17	Ms. Seethalakshmi Seshadri	28.07.1964	15.04.1987	15.04.1987	27.08.2003	01.01.2006	MEA	Delhi		
18	Shri D. Rakshit	16.01.1968	01.07.1987	01.07.1987	27.08.2003	01.01.2006	UD	Kolkata	27.08.2003	
19	Ms. Sujatha Venugopalan	07.04.1962	16.10.1987	16.10.1987	27.08.2003	01.01.2006	UD	Mumbai	27.08.2003	
20	Ms. Sushma Rani	14.04.1962	08.03.1988	08.03.1988	27.08.2003	01.01.2006	I & B	Delhi		
21	Ms. Shashi Bala	25.06.1967	19.10.1987	11.11.1988	27.08.2003	01.01.2006	CAPD	Delhi	27.08.2003	
22	Ms. Manjula Govel	15.09.1959	02.02.1989	02.02.1989	27.08.2003	01.01.2006	Industry	Delhi	27.08.2003	
23	Ms. Renu Kochhar	12.09.1968	13.04.1989	13.04.1989	27.08.2003	01.01.2006	Health	Delhi	27.08.2003	
24	Ms. Pushpa Ahuja	25.01.1968	29.05.1989	29.05.1989	27.08.2003	01.01.2006	UD	Delhi	27.08.2003	
25	Ms. Seema Dewan	24.02.1967	18.07.1989	18.07.1989	27.08.2003	01.01.2006	HRD	Delhi	18.07.1989	
26	Ms. Sangeeta Sharma	02.06.1967	11.09.1989	11.09.1989	27.08.2003	01.01.2006	FPI	Delhi		

GRADATION LIST OF STENOGRAPHER GRADE I/II (now merged) IN THE PAY SCALE OF RS. 9300-34800 GRADE PAY Rs. 4200

Sl. No	Name	Date of Birth	Date of entry in Govt. Service	Date of apptt. as Steno Gr. III	Date of apptt. as Steno Gr. II	Date of apptt. as Steno Gr. I	Min./ Deptt.	Station	Since when	Remarks
27	Ms. Sunita Devi (SC)	31.01.1965	03.10.1989	03.10.1989	27.08.2003	01.01.2006	I & B	Delhi	03.10.1989	
28	Shri Jai Singh (SC)	20.04.1965	12.10.1989	12.10.1989	27.08.2003	01.01.2006	Health	Delhi	27.08.2003	
29	Shri Vijender Kr. Sagar (SC)	30.04.1964	19.10.1989	19.10.1989	27.08.2003	01.01.2006	Finance	Delhi	01.01.2006	
30	Ms. Manju Mahajan	24.12.1957	09.12.1981	20.10.1989	27.08.2003	01.01.2006	Home	Delhi		
31	Ms. Suresh Bangar (SC)	29.05.1965	06.03.1989	25.10.1989	27.08.2003	01.01.2006	Planning	Delhi	27.08.2003	
32	Ms. Jaishree (SC)	25.07.1967	25.10.1989	25.10.1989	27.08.2003	01.01.2006	CPAO	Delhi	08.08.2012	
33	Shri Hemanda Kumar KR	20.04.1969	11.12.1989	11.12.1989	27.08.2003	01.01.2006	Coal	Delhi		
34	Ms. Uma Birdi (SC)	01.01.1967	19.01.1990	19.01.1990	27.08.2003	01.01.2006	HRD	Delhi	19.01.1990	
35	Ms. Rimmi Mehta	01.05.1970	04.05.1990	04.05.1990	27.08.2003	01.01.2006	Commerce	Delhi	27.08.2003	
36	Shri Tapan Kr. Haldar (SC)	24.01.1960	04.06.1990	04.06.1990	27.08.2003	01.01.2006	WR	Farraka	04.06.1990	
37	Shri Sitangshu Ranjan Dey	29.11.1963	09.07.1990	09.07.1990	09.06.2004	01.01.2006	UD	Shillong	09.06.2004	
38	Ms. Rajam Ganeshan	16.03.1962	01.04.1985	06.04.1992	03.03.2009	03.03.2009	Health	Pondicherry	03.03.2009	
39	Shri N. Sundaresan	06.02.1966	16.11.1987	21.09.1992		23.01.2009	CBEC	Chennai	21.09.1992	
40	Ms. Simmi Sachdeva	11.06.1967	28.09.1992	28.09.1992	05.03.2009	05.03.2009	Health	Delhi	05.03.2009	
41	Shri Devraj (SC)	10.04.1969	07.06.1994	07.06.1994	05.01.2009	09.10.2010	Fert. & Chem.	Delhi		Deputation Bhutan w.e.f. 29.02.2008
42	Ms. Dhiraj Sang	27.05.1973	08.08.1994	08.08.1994		28.04.2010	Law & CA	Delhi	28.04.2010	
43	Shri Naresh Ratra	02.11.1968	10.03.1995	10.03.1995		11.05.2010	Home	Delhi	11.05.2010	
44	Smt. B.S. Nanda	28.07.1963	16.07.1984	06.11.1995		01.04.2010	Industry	Delhi	01.04.2010	
45	Ms. Deepti Sharma	28.02.1975	16.12.1996	16.12.1996		30.03.2010	INGAF	Delhi	30.03.2010	
46	Ms. Veenu Kumari (SC)	12.06.1971	21.05.1998	21.05.1998		15.03.2010	CAPD	Delhi		
47	Shri Dhiraj Diwakar (SC)	01.03.1972	01.07.1998	01.07.1998		04.03.2010	RTHS	Delhi	04.03.2010	
48	Ms. Mini Sajeev	21.04.1972	15.02.1999	15.02.1999		12.04.2010	Power	Delhi	12.04.2010	
49	Ms. Hema Veeraraghavan	26.11.1973	15.09.1997	09.08.1999		26.03.2010	Law & CA	Chennai	26.03.2010	

Ministry/Department-wise Sanction Strength of Senior Private Secretaries, Private Secretaries and Stenographers Grade I and II

SL. NO.	MINISTRY/DEPARTMENT	Sr. PS	PS	Stenographer Grade I, II and III
1	AGRICULTURE	0	1	6
2	C.B.D.T.	1	2	7
3	C.B.E.C.	1	1	7
4	CHEMICALS & PETROCHEICALS	0	0	0
5	CIVIL AVIATION & TOURISM	0	0	2
6	COAL	0	0	2
7	CONSUMER AFFAIRS, FOOD & PUBLIC DISTRIBUTION	0	1	4
8	COMMERCE & TEXTILES	0	1	2
9	C.P.A.O	0	1	3
10	ENVIRONMENT & FORESTS	0	0	1
11	EXTERNAL AFFAIRS	1	0	3
12	EARTH SCIENCES	0	0	1
13	FINANCE	0	1	5
14	FERTILIZERS	0	0	1
15	FOOD PROCESSING INDUSTRIES	0	0	1
16	HEALTH & FAMILY WELFARE	0	1	7
17	HOME AFFAIRS	0	2	10
18	HUMAN RESOURCE DEVELOPMENT	0	1	3
19	INDUSTRY	0	1	2
20	INFORMATION & BROADCASTING	0	1	5
21	INFORMATION & TECHNOLOGY	0	0	0
22	I.N.G.A.F.	0	0	2
23	LABOUR & EMPLOYMENT	0	0	3
24	LAW & JUSTICE AND CO. AFFAIRS	0	1	4
25	MINES	0	1	1
26	PERSONNEL, PUBLIC GRIEVANCES & PENSIONS	0	0	2
27	PETROLEUM & NATURAL GAS	0	0	0
28	PLANNING	0	0	2
29	POWER	0	0	3
30	NEW AND RENEWABLE ENERGY	0	0	1
31	RURAL DEVELOPMENT	0	0	2
32	SCIENCE & TECHNOLOGY	0	0	3
33	STEEL	0	0	1
34	SHIPPING & ROAD TRANSPORT	1	0	3
35	SUPPLY	0	1	2
36	URBAN DEVELOPMENT	0	1	13
37	WATER RESOURCES	0	0	4
38	PFMS	0	6	0
	TOTAL	4	24	118