

A.32018/1/2011/MF.CGA(A)/NGE/PS/ 355

**Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts**

7<sup>th</sup> floor, Lok Nayak Bhavan  
Khan Market, New Delhi

Dated 21-Sep-15

**Office Memorandum**

Sub : Creation/up-gradation of post of Sr.PS/PS in CCAS.

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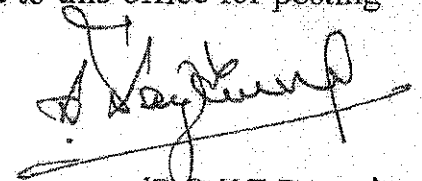
Attention is invited to DoP&T OM dated 11.4.2001 (copy enclosed). In terms of OM ibid Pr.CCAs and CCAs are entitled to stenographic assistance at the level of Sr.PS and CCAs are entitled to PS level officers.

2. In pursuant to recent cadre restructuring of Gr.A officers of ICAS, Min/Depts where the post of Pr.CCA has been created, the post of Sr.PS may also be created with the concurrence of IFD. In case existing post of CCA has been upgraded, existing post of PS may also be got upgraded as Sr.PS with the concurrence of IFD of the Ministry/Dept.

3. In Min/ Depts where CCAs post has been created, post of PS may also be created. In case existing post of CA has been upgraded as CCA, then existing post of Steno Gr.I may be upgraded as PS accordingly. This may be done with concurrence of IFD of the Ministry/Dept.

4. On creation/up-gradation the same may be intimated to this office for posting of personnel at appropriate level.

Encl: as above



(D.D.K.T.Dason)

**Assistant Controller of Accounts**

All Pr.CCA/CCA/CA  
Min/Depts

No.35034/4/97-Estt(D)

Government of India

Ministry of Personnel, Public Grievances and Pensions.  
(Department of Personnel and Training)

New Delhi-110001

April 11, 2001

OFFICE MEMORANDUM

Subject:- Stenographers in Non-Secretariat Central Government  
offices - Recommendations of the Fifth Central Pay  
Commission - Regarding.

DV No. 339/NEER/2001  
21-4-01

Off  
19/04  
Ato BS

The undersigned is directed to say that the recommendations of the Fifth Central Pay Commission contained in paragraphs 46.34 and 46.36 of its Report in respect of stenographers in the non-Secretariat Central Government offices have been examined in consultation with the Ministry of Finance (Department of Expenditure) and it has been decided as follows:-

- (i) All posts of Senior Personal Assistant in non-Secretariat Central Government offices should be re-designated as Private Secretary;
- (ii) (a) Stenographic assistance at the level of Senior Private Secretary in the pay scale of Rs.7,500-12,000 should be allowed to officers of the level of Additional Secretary to the Government of India or equivalent and above in non-Secretariat Central Government offices.  
(b) Posts of Senior Private Secretary should be created in the pay scale of Rs.7,500-12,000 by upgradation of the posts of Private Secretary (including the erstwhile posts of Senior Personal Assistant, now re-designated as Private Secretary);  
(c) The number of posts to be upgraded as Senior Private Secretary shall be equal to the number of posts of the level of Additional Secretary to the Government of India or equivalent and above in non-Secretariat Central Government offices; and  
(d) The upgradation of the existing incumbents of the posts of Private Secretary (including the erstwhile posts of Senior Personal Assistant, now re-designated as Private Secretary) to the posts of Senior Private Secretary shall be in accordance with the instructions contained in the Department of Personnel and Training Office Memorandum No.22011/10/84-Estt(D) dated February 4, 1992 read with Office Memorandum No.AB-14017/2/97-Estt(RR) dated May 25, 1998 (copies enclosed).

21/4/01  
Mw

2. The relevant Recruitment/Service Rules should also be framed/amended accordingly.

3. The existing instructions on the subject shall stand modified in keeping with the aforementioned decisions, which shall come into force from the date of issue of this Office Memorandum.



( K.K. JHA )

DIRECTOR (Establishment)

All Ministries/Departments of Government of India

Copy to:-

1. All Subordinate/Attached Offices of the Ministry of Personnel, Public Grievance and Pensions.
2. Secretary, Staff Side, National Council (JCM), 13C, Ferozshah Road, New Delhi.
3. All Staff Side Members of the National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
4. General Secretary, Confederation of All India Central Government Stenographers Association, B8/21, Krishna Nagar, Delhi 110051.
5. Department of Expenditure (Implementation Cell) (40 copies)
6. Facilitation Center, DoP&T (20 copies)
7. NIC (DoP&T Branch) for placing this Office Memorandum on the website of DoP&T
8. Establishment (D) Section, DoP&T (500 copies).