

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

Dated: February 6, 2015

To

All Pr.CCAs/CCAs/CAs

**Subject: Gradation List and sanctioned strength of Sr. PS/PS/Stenographers Grade I/II (now merged) and Stenographers Grade III as on 01.01.2013**

Sir/Madam,

It is intimated that this office intends to update the Gradation List of Stenographers. It is, therefore, requested that the requisite information in respect of all grades of Stenographers alongwith Sanctioned Strength may be furnished to this office in the following format: -

Sl. No.	Designation	Sanctioned Strength	Name of incumbent in position (as per Service Book) (State: Adhoc/ Regular)/ Date of joining/ promotion to the present post	Place of posting and officers with whom attached
1	Senior Private Secretary			
2	Private Secretary			
3	Stenographer Grade I/II (now merged)			
4	Stenographer Grade III			

If any, fresh incumbent has joined office, his date of birth may also be furnished, so that, the same could be entered in the Gradation List. Station-wise vacancy in each grade, if any, may be intimated along with the reasons for the vacancy.

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. The aforesaid information may be sent to this office invariably by 28.02.2015.

Yours faithfully,



(VED PRAKASH)  
 Sr. Accounts Officer

*Please upload on the official website of C&A*

*6/2/2015*