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**REGISTERED**

भारत सरकार,  
Government of India  
रक्षा मंत्रालय (गु.आ.म.नि.)  
Ministry of Defence (DGQA)  
गुणता आश्वासन निदेशालय (नौ सेना)  
Dte of Quality Assurance (Naval)  
पश्चिमी खंड - 5, आर.के. पुरम  
West Block - 5, RK Puram,  
नई दिल्ली-110 066  
New Delhi-110 066

2431/DPC/Gp 'B'/DGQA(N)-Pers/2019

09 Jan 2019

Concerned Units of DQA(N) / DQA(WP)

**PROMOTION/POSTING OF STENOGRAPHER GRADE - I**  
**TO PRIVATE SECRETARY IN DQA(N) CADRE:**  
**CALENDAR YEAR 2019 (01 JAN - 31 DEC 19)**

1. Refer to this HQ letter of even No. dated 31 Dec 18.
2. Approval of the Competent Authority is hereby accorded for promotion of the under mentioned Stenographer Grade - I [Pay Level - 6] to Private Secretary [Pay Level - 7] and posting to the establishment indicated against their name:

Sl. No	Name of Individual	Date of Birth	Category (Whether SC/ST)	Establishment	
				From	To
(a)	Smt Narayani Ravichander	08-Oct-60	SC#	CQAE(WE), Bengaluru	CQAE(WE), Bengaluru
(b)	Shri JS Rathore	02-Oct-59	Neither	QAE(WE), Bhopal	CQAE(WE), Mumbai
(c)	Smt SA Jadhav	22-Nov-61	SC#	CQAE(MS), Mumbai	CQAE(NS), Mumbai

\* at their own seniority without any reservation benefit.

3. The above promotion will take effect from the date of issue of promotion/posting order or the date of assumption of duties in the higher grade, whichever is later.
4. The individuals will exercise their option for fixation of pay on promotion as Private Secretary within one month from the date of promotion as per FR-22(I)(a)(1).
5. The individuals may be allowed to assume duty in the higher appointment, if no disciplinary/vigilance case is pending against him/her. Before relieving/charge assumption, it may be ensured that the above officials complete their self appraisal of the APAR Form in the present grade to be provided by concerned Admin /Coord Section and submit it to the Reporting Officer concerned.