

No. A/86320/DPC/PS/Trg/DGQA/Adm-10

14 अगस्त 2023

रक्षा मंत्रालय / MINISTRY OF DEFENCE
(गु.आ.म.नि / प्रशा-10 / DGQA/Adm-10)

वैयक्तिक सहायक (पी.ए.) से निजी सचिव (पी. एस.) में पदोन्नति के लिए
संबंधित क्षेत्र में दो सप्ताह का अनिवार्य प्रशिक्षण

TWO (02) WEEKS MANDATORY TRAINING IN RELEVANT AREA TO PERSONAL ASSISTANTS (PA) FOR PROMOTION TO THE POST OF PRIVATE SECRETARY (PS)

1. As per revised Recruitment Rules for the post of Private Secretary (Gp 'B' Gaz) (Level 7 in Pay Matrix) published vide SRO No. 58 dated 20 Sep 2022 in the Gazette of India dated 24 Sep 2022, (copy already circulated vide Note No. A/86320/RR/Private Secretary/DGQA/Adm-10 dated 07 Oct 2022), there is a **provision of mandatory training of two weeks for Personal Assistant (PA) in relevant area for promotion and only after completion of the said training, PAs will become eligible for consideration for promotion to the grade of PS.**
2. A Training Curriculum for PAs to be considered for promotion to the higher grade of PS has been formulated and approved by DGQA and the same is enclosed as **Appendix 'A'** to this note.
3. DPC for the promotion to the post of PS for the year 2024 is likely to be held in the month of Nov 2023. A list of PAs who have not undergone the mandatory training is enclosed as **Appendix 'B'** to this note.
4. In view of the above, all Tech Dtes are requested to issue appropriate directions to all concerned HoEs of field establishments under their administrative control to ensure conduct of requisite training course as per Training Curriculum enclosed as Appendix 'A' in respect of the PAs listed in Appendix 'B'. It may also be ensured that the requisite training be completed by **20 Oct 2023.**
5. The details of completion of training may be forwarded to this office by **31 Oct 2023.**

बिजय प्रताप सिंह
 (बिजय प्रताप सिंह)
 उप निदेशक / प्रशा-10

सलंगनक: उपरोक्तानुसार

गुअनि(शस्त्र-1)	गुअनि(वाहन-1)	गुअनि(एल-2)	गुअनि(भंडार-1)
गुअनि(एम व ई)	गुअनि(ई ई)	गुअनि(सी वी)	गुअनि(आर व एस)

डी.आइ.क्यू.ए. बंगलूरु

एस डी सी सी

Appendix 'A'

{Refer to Para 2 of Note No A/86320/DPC/
PS/Trg/DGQA/Adm-10 dated 14 Aug 2023}

TRAINING COURSE FOR PERSONAL ASSISTANTS (PA) OF DGQA

Duration	-	Two Weeks
Computer	-	4 working days
Number of Sessions	-	25 sessions

(I) Knowledge of Rules & Procedures (8 sessions)

1. Machinery of Government of India
2. Office Procedure
3. Parliamentary Procedure/Work
4. Leave Rules
5. Leave Travel Concession
6. Conduct Rules
7. Official Language Policy of the Union
8. Income Tax
9. Pension Rules
10. Noting/Drafting

(II) Behavioral Skills (7 sessions)

Such as-

1. Self Motivation;
2. Communication;
3. Inter-personal relations; and,
4. Management of Conflict; etc, and
5. Stress Management

(III) Professional Skills (10sessions)

1. The Personal Section
2. Personality of PS
3. Management of Information
4. Security
5. Selecting Day's Priorities
6. Time Management/Engagement Diary
7. Handling Visitors
8. Handling Telephone Calls
9. Tour/Travel Arrangements
10. Managing of Office while officer is on tour
11. Role of PS in official meetings
12. Role of PS in Parliamentary Work
13. File maintained in the Personal Section
14. Getting alongwith the officer

IN ADDITION

1. Positive Thinking
2. Clean/Orderly Working Environment
3. Health & Safety at work

Appendix 'B'

(Refer to Para 3 of Note No. A/86320/ DPC/
PS/Trg/ DGQA/Adm-10 dated 14 Aug 2023)

**LIST OF PERSONAL ASSISTANTS (PA) YET TO UNDERGO TWO (02) WEEKS
MANDATORY TRAINING**

<u>Ser No</u>	<u>Name (S/Shri)</u>	<u>Estt</u>	<u>D.o.B.</u>
1	Shasi Bhushan Naik	SQAE(A) Bolangir	05-Jul-71
2	Smt Brati Biswas	SQAE(V) Kolkata	16-Aug-64
3	Seshadev Nag	SQAE(A) Bolangir	05-Jun-76
4	B Srinivas	CQA(HV) Avadi	01-Jan-65
5	JP Gupta	CQA(GS) Kanpur	30-May-67
6	Srinivas Giriah Dasari	SQAE(L) Mumbai	25-Apr-76
7	RS Jadhav	CQA(EE) Pune	24-Jul-75
8	AM Mukesh	CQA(EW) Sec'bad	19-Sep-64
9	M Anil Kumar	SQAE(A) Sec'bad	01-Jun-64
10	Prakash Kumar Kahar	SQAE(V) Kolkata	02-Jan-77
11	SK Patel	QAE(ME) Khamaria	12-Sep-83
12	Smt Alsa Rindu Jimmy	CQA(W) Jabalpur	19-Apr-81
13	Smt Anne Archlette Jecintha	CQA(AVA) Avadi	23-Jul-76
14	Rajender Singh Bola	SQAE(Veh) Badarpur	19-Sep-85
15	Ms Neelam	SQAE(L) New Delhi	11-Apr-77
16	Smt D Padmaja Krishna	CQA(S) Sec'bad	02-Jul-72
17	Haresh M Mulchandani	SQAE(EE) Vikhroli	30-Aug-78
18	M Mathivanan	CQA(HV) Avadi	29-Jul-71
19	Venkatesha Rao	DIQA Bengaluru	26-Aug-66
20	Smt Maya Nair	SQAE(V) Badarpur	05-Jun-82
21	K Ravi Kumar	SQAE(L) Medak	03-Oct-83
22	Ms Sonika Kumari	SQAE(L&S) Chandigarh	18-Mar-86
23	AS Kumar	SQAE(V) KGF	17-Mar-88
24	SJ Noorul Ameen	SQAE(L) Chennai	03-Mar-89

विजय म/8/23