



F.No.:10(3)2021/Estt./

Date:16.03.2024

Office Order

Consequent upon the unification of Private Secretary cadre of ICAR Hqrs. and its Institutes w.e.f. 01/01/2023 vide Council's office Memorandum no. 33-16/2015-Estt(I(R&P) dated 02.03.2023 and notification no. 33-16/2015-Estt.I(E&P) dated 02.03.2023 and in compliance with Council's OM no. Admn. 11-2/2023-R&P dated 28.12.2023 wherein the Institutes were allowed to go ahead with the fixation of pay of Personal Assistants and Private Secretaries posted at the Institutes extending the benefits of Pay Level-7 and Pay Level- 8 to Personal Assistants and Private Secretaries respectively as per the revised pay structures w.e.f. 1st January, 2023. In this context, the approval of the Director, CIFE is hereby conveyed for placing the following Private Secretaries working in ICAR-CIFE, in the revised pay structure of Private Secretary Cadre w.e.f. 01.01.2023 :

S N	Name of the Employee	Pay Level before pay revision	Revised pay level w.e.f. (1.1.2023)	Revised pay w.e.f. (1.1.2023)	Date of next increment	Pay level after next increment	Present Pay after increment	Remarks
1	Ms. Kaberi Biswas Private Secretary CIFE Kolkata Centre	Level-8 Cell-17	Level-8 Cell- 17	76,500/-	01.07.2023	Level-8 Cell- 18	78,800/-	Retired voluntarily on 31.01.2024
2	Ms. Pragati R.Gadre Private Secretary, CIFE Mumbai	Level-7 Cell- 7	Level-8 Cell- 5	53,600/-	01.01.2024	Level-8 Cell- 6	55,200/-	

There is no financial benefit of the above Private Secretaries in the pay-parity under unification.

This issues with the concurrence of audit and the approval of the Director.

(K.L.Meena)
Chief Admn. Officer (SG)

Distributions:

1. All concerned
2. Director & Joint Director Cell
3. Head, CIFE Kolkata Centre
4. CAO(SG)/Comptroller/ PPS/ SAO/FAO/AOs
5. DDO, CIFE Mumbai
6. Secretary, IJSC
7. webmaster@cife.edu.in
8. Guard file