



# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

No. ICAI/HRD(P)/TRP/I-II/2015

9<sup>th</sup> November, 2015

## C I R C U L A R

In terms of the decisions taken by the Executive Committee and the procedure being followed for the purpose, the following employees have been promoted/re-designated/scales upgraded / confirmed to the corresponding position and Pay band plus Grade Pay, with effect from the dates indicated against their names :-

### (I) A. PROMOTION/RE-DESIGNATION

Sl. No.	Emp. Code	Name (S/Shri/Ms./Dr./CA.)	Promoted / Re-designated as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Promotion/re-designation
<b>HEAD OFFICE</b>					
1.	524	Vivek Gupta	Deputy Secretary	PB-4 Rs.37450 - 67000+Rs.8700	02-Jan-15
2.	536	Mohit Baijal	Deputy Director	PB-4 Rs.37450 - 67000+Rs.8700	01-Feb-15
3.	747	Karuna Bhansali	Deputy Director	PB-4 Rs.37450- 67000+Rs.8700	23-Jun-15
4.	695	Harleen Bhalla	Assistant Secretary	PB-3 Rs.15650 - 39100+Rs.6600	18-Feb-15
5.	708	Ajay Kumar Ray	Assistant Secretary	PB-3 Rs.15650 - 39100+Rs.6600	28-Feb-15
6.	711	Okesh Kumar	Assistant Secretary	PB-3 Rs.15650 - 39100+Rs.6600	28-Mar-15
7.	392	Harish Kumar - I	Executive Officer	PB-3 Rs.15650 - 39100+Rs.5400	12-Feb-15
8.	268	Vinod Negi	Executive Officer	PB-3 Rs.15650 - 39100+Rs.5400	23-Mar-15
9.	267	Manju Sharma	Executive Officer	PB-3 Rs.15650- 39100+Rs.5400	16-Apr-15
10.	387	Umesh Gupta	Executive Officer	PB-3 Rs.15650- 39100+Rs.5400	25-Apr-15
11.	390	Hemlata Naib	Executive Officer	PB-3 Rs.15650- 39100+Rs.5400	28-Apr-15
12.	391	Anupama Aggarwal	Executive Officer	PB-3 Rs.15650- 39100+Rs.5400	1-May-15
13.	158	Ajay Kumar	Section Officer	PB-2 Rs.9330- 34800+Rs.4800	1-May-15
<b>MUMBAI OFFICE</b>					
14.	1027	Sharaju G. Asnotkar	Assistant Secretary	PB-3 Rs.15650 - 39100+Rs.6600	15-Jan-15
15.	1063	Josephine Castelino	Sr. Executive Officer	PB-3 Rs.15650 - 39100+Rs.5400	02-Jan-15



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16.	1126	Rupali Sore	UDC	PB-1 Rs.5230 - 20200+Rs.2400	11-Nov-14
17.	1133	Subhash B. Gurav	Sr. Peon	PB-1 Rs.5230 - 20200+Rs.1800	01-Jan-15
18.	1137	Deepak S. Shettigar	Sr. Peon	PB-1 Rs.5230 - 20200+Rs.1800	01-Jan-15
19.	1138	Amit Jadhav	Sr. Peon	PB-1 Rs.5230 - 20200+Rs.1800	01-Jan-15
20.	1139	Subhash Kamble	Sr. Peon	PB-1 Rs.5230 - 20200+Rs.1800	01-Jan-15
<b>CHENNAI OFFICE</b>					
21.	2070	K.J. Nydin	Assistant Secretary	PB-3 Rs.15650 - 39100+Rs.6600	12-Mar-15
22.	2052	D.V. Balaji	Sr. Executive Officer	PB-3 Rs.15650-39100+Rs.5400	11-May-15
<b>KOLKATA OFFICE</b>					
23.	4043	Sushma Dwivedi	Section Officer	PB- 2 Rs.9330 - 34800+Rs.4800	01-Feb-15
<b>HYDERABAD OFFICE</b>					
24.	393	S.V. Ramana Reddy	Executive Officer	PB-3 Rs.15650-39100+Rs.5400	25-Jun-15

## **B. SCALE UPGRADATION / CHANGE IN SCALE**

Sl. No.	Emp. Code	Name (S/Shri/Ms./Dr./CA.)	Scale upgraded as	Pay Band plus Grade Pay (in Rs.)	Effective Date of scale Upgradation
<b>HEAD OFFICE</b>					
25.	815	Divya Arora Kapoor	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	15-Nov-14
26.	321	Jyoti Nayyar	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
27.	322	Meenu Gupta	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
28.	323	Neelam Pundir	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
29.	324	Nandita Banerjee	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
30.	326	Renu Rawat	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
31.	327	Narayan Singh	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
32.	328	Arun Kumar	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	1-Jun-15
33.	825	Vikas Sharma	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	3-Jun-15



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Sl. No.	Emp. Code	Name (S/Shri/Ms./Dr./CA.)	Scale upgraded as	Pay Band plus Grade Pay (in Rs.)	Effective Date of scale Upgradation
34.	830	Payal Singh	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	3-Jun-15 .
35.	831	Anshu Singhal	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	3-Jun-15 .
36.	832	Shiv Kumar	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	3-Jun-15 .
37.	845	P.D Geevar	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	4-Jun-15 .
38.	849	Chandesh Chhabra	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	4-Jun-15 .
39.	850	Gaurav Aggarwal	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	4-Jun-15 .
40.	852	Ruchi Gupta	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	4-Jun-15 .
41.	860	Rajat Kr. Mohanty	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	10-Jun-15 .
42.	861	Shweta Verma	Section Officer(SU)	PB-2 Rs.9330-34800+Rs.5400	17-Jun-2015 .
43.	289	Ram Kishor	Sweeper (Gr. Sr. Daftri)	PB-2 Rs.9330-34800+Rs.4600	2-Apr-15 .
<b>MUMBAI OFFICE</b>					
44.	1134	Pallavi Vankar	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200+Rs.2400	01-Jan-15 .
45.	1135	Latika S. Tembulkar	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200+Rs.2400	01-Jan-15 .
46.	1140	Vijay Uttam Gaikwad	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200+Rs.2400	08-Jan-15 .
47.	1141	Asha Anant Sawant	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200+Rs.2400	11-Jan-15 .
48.	1142	Vijay Shirke	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200+Rs.2400	11-Jan-15 .
49.	1143	Pravin Shitap	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200+Rs.2400	11-Jan-15 .
<b>KANPUR OFFICE</b>					
50.	4045	Shahid Kamran Khan	Section Officer (SU)	PB-2 Rs.9330 - 34800+Rs.5400	12-Feb-15 .
51.	4047	Manoj Kumar Sahu	Chowkidar (Gr. Daftri)	PB-1 Rs.5230 - 20200+Rs.2400	08-Feb-15 .
<b>THANE OFFICE</b>					
52.	1144	Mahendra Darekar	Data Entry Operator (Gr. UDC)	PB-1 Rs.5230 - 20200 + Rs.2400	18-Jan-15 .



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## C. CONFIRMATION

S.No.	Emp. Code	Name (S/Shri/Ms./ Dr./CA.)	Confirmed as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Confirmation
<b>HEAD OFFICE</b>					
53.	965	Nehal Bafna Banthiya	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	03-Feb-15 .
54.	967	Anuj Dang	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	07-Feb-15 .
55.	968	Ravi Gupta	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	07-Feb-15 .
56.	969	Ritika Gupta	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	07-Feb-15 .
57.	970	Dheeraj Aggarwal	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	17-Feb-15 .
58.	971	Prachi Jain	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	17-Feb-15 .
59.	972	Priyamvada Girdhar	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	17-Feb-15 .
60.	973	Ravitosh Kumar	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	17-Feb-15 .
61.	974	Shrutika Arora	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	17-Feb-15 .
62.	975	Meenakshi Gupta	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	18-Feb-15 .
63.	977	Nikita Bothra	Executive Officer	PB-3 Rs.15650-39100+Rs.5400	27-Jun-2015 .
<b>HYDERABAD OFFICE</b>					
64.	7003	Ravi Sankara Reddy P	Executive Officer	PB-3 Rs.15650 - 39100 + Rs.5400	23-Jan-15 .

A separate and individual communication follows containing, among others, the new basic pay and nature of duties continue to be performed etc.

Communication for fixation of pay will be issued separately. If an employee who has been promoted between 2nd January to 30th June of a particular year, he will not get his increment on 1st July of that year but they can opt to get his pay fixed from the date of his next increment, then on the date of promotion, pay in the pay band shall continue unchanged but the grade pay of higher post will be granted. Further, re-fixation will be done on the date of his next increment i.e., 1st July of the year. On that day, he will be granted two increments, one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account. Hence, the fixation shall be done on the above basis for those cases whose promotion fall between 2nd January to 30th June of a particular year. For that purpose, employee is required to give option within 15 days of issue of this Circular, if he/she desires. Form of Option- on promotion is available on the intranet of the Institute.



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It may be noted for compliance that while the date of their respective promotion shall be as per details given against each, however, they shall be entitled to use the designation only with effect from the date on which they join-assume duty in their respective new position-scale of pay. For the purpose, they are requested to return the report, on assumption of duty, duly filled in and signed. Form of declaration to be made by employees at the time of promotion / confirmation is available on the intranet of the Institute.

While congratulating the officers-staff concerned, we earnestly request all concerned to continue to perform at a level that results in improved service to members and students.

**(II).** This Circular does not contain the name(s) of certain employee(s) in respect of whom separate advices are being issued.

**(S.K. Garg)**  
**Joint Secretary**

Individuals concerned through HoDs at different locations  
Personal Files  
Master File  
Intranet

*Copy for information to :*

1. President's, Vice President's and Secretary's Secretariats