



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

No. ICAI/HRD(P)/TRP/III/2014

13th February, 2015

CIRCULAR

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.	Name (S/Shri/Ms./Dr./CA.)	Promoted / Re-designated as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Promotion / re-designation
HEAD OFFICE				
1	Vandana D. Nagpal	Joint Secretary	PB-4 Rs. 37450 - 67000 + Rs. 10000	16/Sep/14
2	Sonali Das Halder	Deputy Secretary	PB-4 Rs. 37450 - 67000 + Rs. 8700	02/July/14
3	Padma Bhatia	Deputy Secretary	PB-4 Rs. 37450 - 67000 + Rs. 8700	01/Aug/14
4	N.K. Bansal	Deputy Secretary	PB-4 Rs. 37450 - 67000 + Rs. 8700	01/Sep/14
5	Manish Kumar Maheshwari	Assistant Secretary	PB-3 Rs. 15650 - 39100 + Rs. 6600	03/Sep/14
6	Parul Goel	Sr. Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	04/Jun/14
7	Monica Baijal	Sr. Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	19/Aug/14
8	Kiran Handa	Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	27/July/14
9	Anuradha Thareja	Executive Officer	PB-3 Rs. 15650 - 39100 + Rs. 5400	27/Sep/14
10	Tabassum Perveen	UDC	PB - 1 Rs. 5230 - 20200 + Rs. 2400	13/Aug/14
MUMBAI OFFICE				
11	N.N. Shirsekar	Assistant Secretary	PB - 3 Rs. 15650 - 39100 + Rs.6600	01/Mar/13
12	Shobhana Rajendran	Sr. Executive Officer	PB - 3 Rs. 15650 - 39100 + Rs. 5400	16/Aug/14
13	George A. Sequeria	Sr. Executive Officer	PB - 3 Rs. 15650 - 39100 + Rs. 5400	18/Aug/14
KOLKATA OFFICE				
14	Saibal Krishna Chakravarty	Assistant Secretary	PB - 3 Rs. 15650 - 39100 + Rs. 6600	06/Sep/14

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15	Anindita Kundu	Sr. Executive Officer	PB - 3 Rs. 15650 - 39100 + Rs. 5400	30/Sep/14
KANPUR OFFICE				
16	Kavitha Kumar	Executive Officer	PB - 3 Rs. 15650 - 39100 + Rs. 5400	05/July/14

B. SCALE UPGRADATION / CHANGE IN SCALE

Sl. No.	Name (S/Shri/Ms./Dr./CA.)	Scale upgraded as	Pay Band plus Grade Pay (in Rs.)	Effective Date of scale Upgradation
HEAD OFFICE				
17	Rajanikant Verma	Sr. Faculty (Gr. JD)	PB-4 Rs. 37450 - 67000 + Rs. 10000	21/Aug/14
18	Shikha Sharma Bhardwaj	Section Officer (SU)	PB - 2 Rs.9330 - 34800 + Rs. 5400	07/Aug/14
19	Rajendra Singh	Chowkidar (Gr. Daftri)	PB - 2 Rs.5230 - 20200 + Rs.2400	05/Feb/14
KOLKATA OFFICE				
20	Sarmistha Biswas	Section Officer (SU)	PB - 2 Rs.9330 - 34800 + Rs. 5400	30/Sep/14

C. CONFIRMATION

Sl. No.	Name (S/Shri/Ms./Dr./CA.)	Confirmed as	Pay Band plus Grade Pay (in Rs.)	Effective Date of Confirmation
HEAD OFFICE				
21	Manish Chidambaram Iyer	Deputy Director	PB-4 Rs. 37450 - 67000 + Rs. 8700	27/Sep/14
22	Nikita Gupta	Executive Officer	PB - 3 Rs. 15650 - 39100 + Rs. 5400	19/Aug/14
23	Shweta Goel	Executive Officer	PB - 3 Rs. 15650 - 39100 + Rs. 5400	27/Aug/14
CHENNAI OFFICE				
24	R. Deepalakshmi	Jr. Faculty (SO Cadre)	PB - 2 Rs. 9330 - 34800 + Rs. 4800	22/July/14
25	Mukesh Nawal	Lab. Assistant (LDC Cadre)	PB - 1 Rs. 5230 - 20200 + Rs. 1900	01/July/14
26	Padma	Peon	PB - 1 Rs. 5230 - 20200 + Rs. 1800	11/July/14

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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.

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, if any.

(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