



# संजय गॉंधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ।

Sanjay Gandhi Post Graduate Institute Of Medical Sciences

RAEBARELI ROAD, LUCKNOW-226014 (INDIA)  
Phone (0522)-2668700, 2668800, 2668900 Fax-(0522)- 2668017, 2668129

Ref. No. – PGI/Estt./RSD No-6877/23/ 1013 /2025

Dated: 27-12-2025

## OFFICE MEMORANDUM

The Screening Committee constituted for MACPS has also review the proposal on 19.11.2025, submitted before the committee for granting of Non Functional Scale. Committee recommend that the employees who have completed 4 years required service on the Post of Private Secretary and recommend as follows:-

“Private secretary on completion of 4 years of approved service in that grade, subject of vigilance clearance.”

As per recommendations of above referred committee the following employees are granted Non Functional Scale as mentioned in respective columns with effect from the date as mentioned against their name.

S. N.	Employee name & Employee ID	Presesnt Designation & Pay Scale	Admissibility of Non Functional Scale		Remarks
			Pay Scale	Effective Date	
1	Mr. Rajesh Kumar Tewari (ID-1100068713)	Private Secretary (w.e.f.12.03.2021)	47600-151100 Level-8 (Post Scale)  53100-167800 Level-9 (MACPS Scale)	56100-177500 Level-10  12.03.2025	--
2	Mrs. Anju Kapoor (ID-1100057318)	Private Secretary (w.e.f.11.03.2021)	47600-151100 Level-8 (Post Scale)  53100-167800 Level-9 (MACPS Scale)	56100-177500 Level-10  11.03.2025	--
3	Mr. Arvind Kumar (ID-1100171055)	Private Secretary (w.e.f.11.03.2021)	47600-151100 Level-8 (Post Scale)  53100-167800 Level-9 (MACPS Scale)	56100-177500 Level-10  11.03.2025	--

(Prof. R.K. Dhiman)

Director

Copy forwarded to the following for information and necessary action:-

1. Concerned employee/Officer.
2. Additonal Direcrtor.
3. Chief Medical Superitendent.
4. Joint Director (Administration)
5. Finance Officer, PGI.
6. Adminstrative Officer Director Camp for information to Director.
7. Office copy/Personal File of concerned employee/Officer.
8. H.O.D. of B.H.I. for website uploads.

(Prof. R.K. Dhiman)

Director