

**Most Immediate**

**No.10/17/2021 -EO (MM-I)  
Government of India  
Department of Personnel & Training  
(Office of the Establishment Officer)**


North Block, New Delhi  
Dated: 13<sup>th</sup> January, 2022

**OFFICE MEMORANDUM**

Ms. Richa Gupta, IDAS(2010), who was recommended for Central deputation by the M/o Defence has been selected for appointment as Deputy Secretary in the Ministry of Textiles, Delhi under the Central Staffing Scheme for a period of four years from the date of taking over charge of the post or until further orders, whichever event takes place earlier. She may kindly be relieved of her duties immediately with instructions to take up her new assignment in the Ministry of Textiles.

2. It may be noted that as per ACC's directions conveyed in DoP&T's Circular No. 3/4/2004-EO(MM-I) dated 17<sup>th</sup> August, 2005, an officer should join the post within three weeks from the date of issue of DoP&T's appointment order, failing which the process of debarment from the Central Staffing Scheme shall be initiated.

3. Hindi version will follow.



**(Ranjit Kumar)**

**Deputy Secretary to the Government of India**

**M/o Defence,  
(Shri Ajay Kumar, Secretary),  
New Delhi.**

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Copy forwarded for information & necessary action:-

1. Ministry of Textiles (Shri Upendra P. Singh, Secretary) with reference to O.M. No. A-19013/3/2021-Estt dated 12.01.2022 **with the request to forward a copy of notification of appointment in respect of Ms. Richa Gupta, IDAS(2010), as and when the same is issued.**
2. PS to MOS (PP)/PSO to Secretary (P)
3. PPS to EO/DS(MM)/US(FA-UN)/SO(MM-I)/Guard file.
4. Ms. Richa Gupta, IDAS(2010), through Secretary, M/o Defence.
5. Joint Director (OL) for providing Hindi version.



**(Ranjit Kumar)**

**Deputy Secretary to the Government of India**