

File No-18011/1/2016-GA(Pt.)  
Government of India  
Ministry of Jal Shakti  
Deptt. Of Water resources, RD & GR  
General Administration Section  
\*\*\*\*\*

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 30.05.2025

**CIRCULAR**

On attaining the age of superannuation, Ms. Meenakshi Sharma, PPS is retiring from Government Service on 31.05.2025.

2. A farewell meeting will be organized under the Chairmanship of Joint Secretary (GA) on 30.05.2025 (Friday) at 04:00 PM in the conference hall of this Department.

3. All the officers and staff are requested to make it convenient to attend the farewell meeting.



(Ashish Kumar Sao)  
Under Secretary to Govt of India  
011-23710303

To

All Officers and staff of this Department

Copy to :-

- (i) Sr. PPS to Secretary, WR RD & GR
- (ii) PPS to AS/MD (NWM), WR RD & GR
- (iii) PPS to Additional Secretary, WR RD & GR
- (iv) PPS to Joint Secretary (GA)
- (v) PPS to Joint Secretary (FA)
- (vi) Chairman (NDSA) with a request to allow Smt. Neelam Madan to host the event.
- (vii) DS (GA, IEC/E-Gov)

**Bio-Data of Smt. Meenakshi Sharma, Principal Private Secretary**

<b>Date of Birth</b>	:	21.05.1965
<b>Date of Entry into Government Service</b>	:	04.11.1985
<b>Total Qualifying Service</b>	:	39 Years 06 Months 27 Days

**Posting Profile**

Smt. Meenakshi Sharma is an officer of CSSS Cadre retiring from the post of Principal Private Secretary (PPS) from the Department of Water Resources, RD & GR. She has served for more than 39 years in the Central Government. She has an outstanding career and always worked with supreme zeal and spirit.

Everyone praises his cordial, friendly and welcoming nature.

**Promotion and Work profile**

1. Initially appointed as Steno 'D' in the CSSS Cadre in the Department of Agriculture and Cooperation.
2. Then promoted as ad-hoc PA w.e.f. 25.03.1996.
3. Promoted as regular PA and transferred to D/o Water Resources w.e.f. 11.03.2011 and since then she is continuously working in this Dept.
4. Promoted to the grade of Private Secretary w.e.f. 11.12.2015.
5. Promoted to the grade of Principal Private Secretary w.e.f. 01.07.2022.

**Family Details:**

**Spouse** – Shri Brijesh Kumar Sharma

**Son** - Mr. Gaurav Sharma

**Daughter**- Ms. Garima Sharma

\*\*\*\*\*

**Best Wishes to Smt. Meenakshi Sharma, PPS for  
Happy & Healthy Retired Life!**