

URGENT

No.14020/2/78-Estt(D)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi, the 3rd May, 1979.

OFFICE MEMORANDUM

Subject:-Typewriting Test for the purpose of drawal of increments/quasi-permanency and confirmation of LDCs working in Subordinate Offices.

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A number of enquiries are being received from various Offices whether the typewriting test for LDCs in Subordinate Offices can be held departmentally till the work is taken over by the SSC. At present the SSC is conducting monthly/quarterly typewriting tests confined to Assistants/LDCs working in Ministries/Departments/Attached Offices participating in the Central Secretariat Clerical Service, AFHQ Clerical Service, Railway Board, Secretariat Clerical Service, IFS(B), I.B., Election Commission, Department of Parliamentary Affairs and Central Vigilance Commission only.

Considering the fact that delay in holding the typewriting tests entails loss of increments etc. to the LDCs who have not so far passed the test, it has been decided, in consultation with the SSC, that till the work is taken over by the SSC there is no objection to the Heads of Departments holding the typewriting tests as was in vogue prior to the coming into effect of the SSC.

This may be brought to the notice of all Offices under the control of Ministry of Agriculture and Irrigation etc. that are not covered by the Services mentioned in para 1.

Sd/-
(N. Bangarajan)
Director

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1. All Ministries/Departments including Planning Commission, Department of Statistics, UPSC, CVC.
 2. All Attached/Subordinate Offices of Ministry of Home Affairs
 3. Department of Personnel & Administrative Reforms.
 4. All Union Territory Admns.
 5. All Sections of Ministry of Home Affairs/Department of Personnel & A.R.
 6. All Staff Side Members of National Council.
 7. Secretary, Staff Side of National Council.
 7. Subordinate Services Commission, New Delhi.

Sd/-
(N. Bangarajan)
Director