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F.No. 14020/3/95-Estt.(D)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

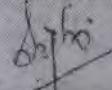
New Delhi, the 14 Sept., 1995.

OFFICE MEMORANDUM

Subject:- Typewriting Test-Exemption from passing the typing test in respect of LDCs who do not belong to Central Secretariat Clerical Service-eligibility for promotion- clarification reg.

The undersigned is directed to refer to this Department's OM No.14020/2/91-Estt.(D) dated 29.9.92 (copy enclosed) on the above subject and to say that references are being received from time to time seeking clarification whether persons appointed as LDCs to posts which do not belong to CSCS can be considered for promotion before they pass the typing test or granted exemption from doing so. It is clarified that they can be considered for promotion only after they have passed the typing test or they have been exempted in accordance with the prescribed procedure from passing it and any such promotion will have prospective effect. If the Recruitment Rules for the post of UDC do not contain such a provision necessary action may be taken to amend the Recruitment Rules to incorporate a suitable provision in this regard.

This may be brought to the notice of all concerned.


(K.K. JHA)
Director(E)

To All Ministries and Departments etc. of the Govt. of India.

Copy to:-

1. Comptroller and Auditor General of India
2. Rajya Sabha Sectt./Lok Sabha Sectt.
3. All Union Territory Administrations
4. All attached/Subordinate offices under the DOP&T.
5. Commissioner for SC/ST, New Delhi.
6. Secretary, Staff Side, National Council (JCM),
9, Ashoka Road, New Delhi.
7. All Sections.
8. 300 spare sets for Estt.(D).

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No.14020/2/91-Estt.(D)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training))

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New Delhi, the 29 Sept.,1992.

OFFICE MEMORANDUM

SUB:-Typewriting Test-Exemption from passing the typing test for drawal of increments and confirmation in respect of LDCs who do not belong to Central Secretariat Clerical Service- Consolidated instructions.

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The undersigned is directed to say that instructions have been issued by this Deptt. from time to time laying down the criteria for grant of exemption from passing the typing test in respect of LDCs who do not belong to Central Secretariat Clerical Service. In the light of the provisions contained in this Deptt. O.M.No.14/10/78-CS.II dated 7.6.90 and 24.9.90 and O.M. No.12/5/91-CS.II dated 22/23.8.91 (which have been issued after discussion with the Staff Side) the existing instructions on the subject have been simplified and consolidated as in this O.M.

2. (1) To whom applicable :

Persons appointed as LDCs to posts which do not belong to CSCS whether such appointment is by promotion from Group 'D' or by direct recruitment through SSC or otherwise or by any other method including appointment on compassionate grounds or on ad-hoc basis.

(2) When exemption may be allowed :

(a) If above 45 years of age on the date of their appointment may be granted exemption from the date of their appointment.

(b) If between the age of 35 years and 45 years at the time of appointment may be granted exemption on attaining the age of 45 years.

(c) If below 35 years of age on the date of appointment may be given exemption after 10 years of service as LDC provided they have made main two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.

(d) Those LDCs who have made two genuine attempts for passing the typing test prior to the issue of this O.M. but have not completed 8 years' service as LDC may be granted exemption from passing the typing test after completion of 8 years of service or on attaining the age of 45 years whichever is earlier.

(3) Typing Test :

(a) The Typing Test for the purpose of these orders will be the typing test conducted by the SSC.

(b) The Certificate in typewriting issued under the Hindi Teaching Scheme will be treated as equivalent to the Certificate issued by the SSC for the purpose of these orders.

(4) Genuine Attempt :

The 'genuine attempt' referred to above would be determined by the Head of the Department in consultation with the SSC keeping in view that mere appearance in the test or a perfunctory attempt would not constitute a genuine attempt.

(5) Service as LDC :

For the purpose of computing service as LDC

(a) Broken periods of service, if any, as LDC on a regular scale of pay may also be taken into account.

(b) Continuous combatant clerical service will also be reckoned in the case of ex-servicemen appointed as LDC.

(6) Release of increments :

(a) On such exemption being granted, the increments of affected persons may be released from the date from which such exemption is granted to them without any arrears for the period prior to the date of exemption, subject to the retention of normal annual date of increment.

(b) On their passing the typing test, the increments may be released from the date of the test without any arrears for the period prior to the date of the Test subject to retention of the normal annual date of increment.

(7) Eligibility for regularisation confirmation :

They would also be eligible for regularisation confirmation in LDC Grade from a date not earlier than the date of exemption or the date of the test at which they passed the typing test, as the case may be.

(8) Physically Handicapped :

(a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.

(b) The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but covers only those whose physical disability permanently prevents them from typing.

(9) Surplus Employees :

In respect of Surplus employees redeployed as LDCs the provision for stoppage of increment for not passing the typing test may be enforced from the date of next but one increment after re-deployment.

(10) Existing LDCs :

Those LDCs who have put in at least 10 years' service in the grade as on 1.1.90 may be exempted from passing the typewriting test without insisting on the condition of genuine attempt as a one time measure not to be quoted as a precedent in future.

(11) Date of Effect :

These instructions will come into force with effect from 1.1.90.

3. This O.M. may be brought to the notice of all concerned.

Sd/-

(Y.G.PARANDE)
Director (E)

To

All Ministries/Deptt.etc. etc.