SUBJECT:- Typewriting test - Recruitment to the post of Lower Division Clerk - Passing of the typewriting test for purpose of drawal of increments confirmation and Quasi - permanency.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No.15/3/63-Estt(D) dated the 16th September 1965 according to which Lower Division Clerks who pass the typewriting test subsequent to the date on which their increments fell due should be allowed to draw increments from the date of the test at which the individuals concerned passed the typewriting test and that no arrears of increments should be allowed, but normal increments accrued should be allowed from that date, with normal annual date of increment being retained. Subsequently, orders were issued vide this Ministry's O.M.No.15/1/68-Estt(D) dated the 10th January 1968 providing that Lower Division Clerks in the attached and subordinate offices, not participating in the C.S.C.S. Scheme, and in which recruitment to the grade of Lower Division Clerk is not made through the Union Public Service Commission, who have attained the age of 45 years on the date of issue of these orders, or who may attain this age in future and who have completed 10 years continuous service in the grade of Lower Division Clerk, may be exempted from the condition of passing the typewriting test for the purpose of quasi-permanency and confirmation, provided the head of the department/office where they are working, is satisfied that the Lower Division Clerks concerned had made two genuine attempts to pass the test held by them in their respective offices, after their appointment in that office.

2. A question has been raised whether increments of such Lower Division Clerks withheld earlier due to their failure to pass the typewriting test should
consequent on their exemption from passing the typewriting test in accordance with this Ministry's O.M. dated 10.1.68, referred to above be restored to them with retrospective effect and such Lower Division Clerks be allowed arrears of increments. It is clarified that increment in such cases should be allowed from the date of grant of exemption from passing the typewriting test on notional basis and the actual benefit of enhanced pay may be allowed from the date of issue of these orders, or the date of grant of such exemption whichever is taken, subject to the normal annual date of increment being retained.

UNDER SECRETARY TO THE GOVT. OF INDIA.

To

* with usual No. of spare copies.

x with five spare copies.

All Ministries/Departments etc. of the Government of India (including all attached and Subordinate offices under the Department of Personnel and Ministry of Home Affairs).

Commissioner for Linguistic Minorities.

All Zonal Councils Secretariat Training School/All Union Territories.

D.G. P&T (Bureau of Public Enterprises) (Ministry of Finance).

Director General of Employment & Training.

Copy to all regular Sections of the Ministry of Home Affairs and Department of Personnel.

UNDER SECRETARY TO THE GOVT. OF INDIA.