No.F-13/29/82 - Estt. (F-I)
Government of India/Sharit Sarak
Ministry of Home Affairs/Grih Mantralaya
Department of Personnel & Administrative Reforms
(Kamuk aur Prasahanik Sudhar Vihag)

New Delhi, the 4 February 1983.

OFFICE MEMORANDUM

Subject: Recommendation of the Third Pay Commission to the grant of advance increments to Stenographers (Ordinary Grade) in Subordinate offices for acquiring higher speed in Shorthand.

The undersigned is directed to refer to the provisions contained in Ministry of Finance' O.M. No. F.7(31)S,III(A)/74, dated the 4th October 1975, on the above subject, and to say that cases have been brought to notice where Stenographers (Ordinary Grade) who were appointed to Selection Grade posts in the scale of Rs. 425-640, on or after 1.3.1976, in the light of that Ministry's O.M. No. F.7(21)3,III (A)/74, dated the 10th January 1977, introducing Selection Grade in Groups 'C' & 'D' Cadres on the basis of the recommendations of the Third Pay Commission, and who had taken the speed tests at 100/120 w.p.m. and qualified prior to their actual appointment to Selection Grade posts, could not be granted the benefit of one or two advance increments prescribed in the aforesaid O.M. and this has resulted in hardship to the stenographers concerned.

2. The matter has been carefully considered. It is observed that the post of Stenographer (Selection Grade) in the scale of Rs. 425-640 introduced among the Cadre of Stenographer (Ordinary Grade) in the subordinate offices, is only non-functional and does not involve appointment to a different post other than the one held by the Stenographer (Ordinary Grade) concerned. In the circumstances, the President is pleased to decide that the provisions contained in the Ministry of Finance' O.M. dated the 4th October 1975 for grant of one or two advance increments to Stenographers who qualify speed tests at 100/120 w.p.m. may also be extended to the cases of Stenographers (Selection Grade) in the subordinate offices in the scale of Rs. 425-640 mentioned in para 1 above, as a special case.

3. These orders take effect from the date of their issue. Past cases may also be regulated in the light of the above decision but the arrears resulting therefrom could be paid only from the date of issue of these orders.

4. In so far as the stenographers serving in the
I.A. & A.D. are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

(Mini version is enclosed).

(S. Hariharan)

Under Secretary to the Government of India.

To

All Ministries/Departments of the Government of India etc., etc.


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4. Rajya Sabha Secretariat, New Delhi.
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9. Commissioner for Scheduled Castes and Scheduled Tribes, New Delhi.
10. Ministry of Finance, Defence Division.
11. Ministry of Railways (Railway Board), New Delhi.
12. Indian Red Cross Society, 1, Red Cross Road, New Delhi.
13. All India Services Division Department of Personnel & A.R.
15. All Officers/Branches in the Department of Personnel & A.R.
18. All Controllers of Accounts/Pay and Accounts Officers of all Ministries/Departments.

(S. Hariharan)

Under Secretary to the Government of India.