

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No.9/2017

No. E.1023/0/Pt. IX

Kolkata, Dated: 02/02/2017

All Concerned

(as per standard list)

Sub: Exemption from passing the Typewriting Test - Implementation of instructions of DOP&T issued vide their letter dated 22.4.2015.

Following copy of Railway Board's letter No. E(NG)I-2015/CFP/7 dated 16/01/2017 (RBE No.02/2017) is forwarded herewith together with its enclosures, containing DoP&T's OMs dated 29/09/1992 and 22/04/2015, for information, guidance, and immediate implementation. Board's letter dated 04/02/2011 mentioned therein was circulated under this office serial no. 18/2011.

DA: Hindi version.

(S. Chakraborty)

Sr. Personnel Officer/BGB
For Chief Personnel Officer
Phone No. 24115

Railway Board's letter No. E(NG)I-2015/CFP/7 dated 16/01/2017 (RBE No.02/2017) addressed to the GMs(P)/All Indian Railways & PUs.

Sub: Exemption from passing the Typewriting Test - Implementation of instructions of DOP&T issued vide their letter dated 22.4.2015.

Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, in their O.M. No. 14020/2/91-Estt(D) dated 29.09.1992 had issued certain instructions/guidelines regarding exemption from passing the Typewriting Test. The same has been reiterated vide their O.M. No. 14020/1/2014-Estt.(D) dated 22.04.2015.

2. Both the Federations viz. AIRF and NFIR have also raised this demand in the PNM forum. Accordingly, matter has been deliberated in consultation with concerned directorates and it has been decided by the Board to adopt the stipulations made in DOP&T's OMs ibid (copies enclosed) mutatis mutandis to persons appointed/promoted as Junior Clerks, Account Clerks against promotion quota, sports persons required against sports quota, those appointed on compassionate grounds, under Scouts & Guide and Cultural quota, re-deployed medically unfit Railway servants on alternative posts, re-deployed surplus staff and also physically handicapped railway servants, as per prevailing rules. The procedure of conducting of the typing test whether it is on manual type writer or on Personal Computer as contained in Board's letter No. E(NG)I-2004/CFP/8 dated 04.02.2011 will remain unaltered.

3. The above instructions will take effect from the date of issue of this letter. Cases already decided in the past need not be re-opened.

DA: As above.

Sd/- (M. K. Meena), DDE(N)/Rly. Bd.

Index No. 1060: Guidelines regarding exemption from passing the Typewriting Test.

आरबी/ईस्ट्स. ०२/२०१७

भारत सरकार
रेल मंत्रालय
रेलवे बोर्ड

सं.ई(एनजी)१-२०१५/सीएफपी/७

नई दिल्ली, दिनांक १६.०१.२०१७

महाप्रबंधक (कार्मिक),
सभी क्षेत्रीय रेलें एवं उत्पादन इकाइयां
(मानक सूची के अनुसार)

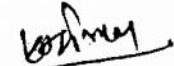
विषय:-टाइपराइटिंग टेस्ट पास करने से छूट देना - कार्मिक एवं प्रशिक्षण विभाग के दिनांक २२.०४.२०१५ के पत्र के माध्यम से जारी अनुदेशों का कार्यान्वयन।

कार्मिक, जनशिकायत तथा पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग ने अपने दिनांक २९.०९.१९९२ के का. जा. सं. १४०२०/२/९१-ईस्ट (डी) में टाइपराइटिंग टेस्ट पास करने से छूट देने के संबंध में कुछ अनुदेश/मार्गनिर्देश जारी किए थे। इन्हें उनके २२.०४.२०१५ के का. जा. सं. १४०२०/१/२०१४- ईस्ट (डी) के माध्यम से दोहराया गया था।

२. दोनों फेडरेशनों अर्थात् एआईआरएफ तथा एनएफआईआर ने भी इस मांग को पीएनएम के मंच में उठाया है। तदुसार, संबंधित निदेशालयों के साथ परामर्श करके इस मामले पर विचार किया गया है और बोर्ड द्वारा यह विनिश्चय किया गया है कि कार्मिक एवं प्रशिक्षण विभाग के उक्त कार्यालय जापन (प्रतिलिपि संलग्न) में किए गए अनुबन्धन यथोचित परिवर्तनों सहित पदोन्नति कोटे में जूनियर क्लर्क, लेखा क्लर्क के रूप में नियुक्त/पदोन्नत हुए व्यक्तियों, खेलकूद कोटे में भर्ती किए गए खिलाड़ियों, अनुकम्पा के आधार पर नियुक्त व्यक्तियों, स्काउट एवं गाइड तथा सांस्कृतिक कोटे में भर्ती हुए व्यक्तियों, वैकल्पिक पदों पर पुनर्नियुक्त चिकित्सा की दृष्टि से अनफिट रेल कर्मचारियों, पुनर्नियुक्त सरप्लस कर्मचारियों और विद्यमान नियमों के अनुसार शारीरिक रूप से विकलांग रेल कर्मचारियों पर भी लागू किया जाएगा। टाइपिंग टेस्ट आयोजित करने की प्रक्रिया चाहे मैन्युअल टाइपराइटर पर हो या पर्सनल कम्प्यूटर पर हो, यह प्रक्रिया बोर्ड के दिनांक ०४.०२.२०११ के पत्र सं. ई(एनजी)१-२००४/सीएफपी/८ में अन्तर्विष्ट किए गए अनुसार ही रहेगी।

३. उपर्युक्त अनुदेश इस पत्र को जारी किए जाने की तारीख से प्रभावी होंगे। पहले से निर्णित मामलों को पुनः खोलने की आवश्यकता नहीं है।

कृपया पावती दें।


(एम. के. मीना)

उपनिदेशक स्थापना (अराज.)
रेलवे बोर्ड

संलग्न यथोक्त:

F.No. 14020/1/2014-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 22nd April, 2015

OFFICE MEMORANDUM

Subject:- Instructions on exemption from passing the Typewriting Test on Computer in respect of LDCs, regarding.

The undersigned is directed to say that instructions issued by this Department vide O.M.No.14020/2/91-Estt(D) dated 29th September, 1992 provide for grant of exemption from passing the typing test for drawal of increments and confirmation in respect of LDCs.

2(i) . The above mentioned instructions provide for exemptions as under:-

- a) If above 45 years of age on the date of their appointment, such persons 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 their appointment, such persons may be granted exemption on attaining the age of 45 years.
- c) If below 35 years of age on the date of appointment, such persons may be given exemption after 10 years of service as LDC provided they have made 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 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.

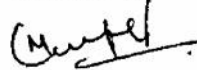
(ii) For the Physically handicapped persons, these instructions provide for exemptions as under:-

- 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 cover only those whose physical disability permanently prevents them from typing.

3. Model RRs for the post of Lower Division Clerk (LDC) were issued vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 7th October, 2009. The entries pertaining to Skill Test Norms prescribed in the Col. 8 of the Model RRs for the post of LDC were modified to include the Skill Test Norms 'only on computers' vide this Department's O.M.No.AB-14017/32/2009-Estt(RR) dated 17th May, 2010.

4. This Department has received references whether the instructions as contained in this Department's OM dated 29.9.1992 are applicable for test on Computer or not. The matter has been examined and it has been decided that the criteria for grant of exemption from passing the typing test in respect of such LDCs including Physically Handicapped persons/Persons with Disabilities as stipulated in this Department's O.M.No.14020/2/91-Estt(D) dated 29th September, 1992 would also be applicable to the test on Computers.

5. It has also been decided to extend the above instructions to Sportspersons recruited against Sports quota under the Scheme of appointment of meritorious Sportspersons.



(Mukta Goel)
Director(E-I)
Tel. No. 2309 2479

All Ministries/Departments of the Government of India

Copy to:

1. The President's Secretariat, New Delhi.
2. The Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.

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

.....
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.
.....

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 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.

Existing LDCs

- (10) 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.

S/B

(Y.G. PARANDE)
DIRECTOR (E)

To All Ministries/Deptt. etc. of the Govt. of India
No. 14020/2/91-Estt. (D) Dated the 29 Sept. 92.
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.