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पूर्वोत्तर रेलवे

04/2017

कार्यालय
महाप्रबन्धक (कार्मिक)
गोरखपुर।

ईपीओसं-8-2

क्रमांक- 04 / 2017

आरबीई सं-02 / 2017

सं० ई/255/2/भाग-IV/चार

दिनांक 29-01-2017

सभी विभागाध्यक्ष,

सभी मण्डल रेल प्रबन्धक,

सभी कार्मिक अधिकारी,

सभी अतिरिक्त मण्डलाधिकारी/स्थापना,

पूर्वोत्तर रेलवे।

विषय-टाइपराइटिंग टेस्ट पास करने से छूट देना-कार्मिक एवं प्रशिक्षण
विभाग के दिनांक 22.04.2015 के पत्र के माध्यम से जारी अनुदेशों
का कार्यान्वयन।

रेलवे बोर्ड का पत्र संख्या ई(एनजी)1-2015/सीएफपी/7 दिनांक 16.01.2017
की अंग्रेजी एवं हिन्दी प्रतिलिपि के साथ डीओपीटी के ओएम सं० 14020/2/
91-Estt.(D) दिनांक 29.09.1992 एवं ओएम सं० 14020/1/2014-Estt.(D) दिनांक
22.04.2015 की अंग्रेजी प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु भेजी
जा रही है।

संलग्नक/यथोपरि

(प्रदीप कुमार)

वकाधि/अराज

कृत महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1- महामंत्री/एन.ई.रेलवे मजदूर यूनियन/गोरखपुर - 40 प्रतियों में।
- 2- महामंत्री/प्रमोटी अधिकारी राघ/पूरु/गोरखपुर - 02 प्रतियों में।
- 3- महामंत्री/रेसुब. एशोसियेशन/पूरु/गोरखपुर - 02 प्रतियों में।
- 4- महामंत्री/एससी/एसटी एवं ओबीसी एशोसियेशन/गोर०-02 प्रतियों में।
- 5- मुकाय्याधी/एमपीपी को वेबसाइट पर अपलोड हेतु - 01 प्रति में।

कृत महाप्रबन्धक/कार्मिक

Singh/Letter

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04/2017

dis. circulate. 23/11/17
RB/ESTT. No. 02/2017

GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)

19-1-1
SP/STK
19/1/17

No.E(NG)I-2015/CFP/7

New Delhi, dated 16.01.2015

- NER

The General Managers (P)
All Zonal Railways & Production Units.
(As per standard list)

Sub:- Exemption from passing the Typewriting Test -
Implementation of instructions of DOP&T issued vide
their letter dated 22.04.2015.

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, Accounts Clerks against
promotion quota, sports persons recruited 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.

Please acknowledge receipt.

Deputy Director Estt.(N)
Railway Board

DA: As above.

R/SY
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आरबी/ईस्ट/सं. 02/2017

भारत सरकार
रेल मंत्रालय
रेलवे बोर्ड

सं.ई(एनजी)1-2015/सीएफपी/7

नई दिल्ली, दिनांक 16.01.2017

गृहप्रबंधक (कार्मिक),
राष्ट्रीय रेल एवं उत्पादन इकाइयां
(मानक सूची के अनुसार)

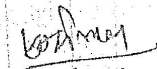
विषय:- टाइपराइटिंग टेस्ट पास करने से छूट देना - कार्मिक एवं प्रशिक्षण विभाग के
दिनांक 22.04.2015 के पत्र के माध्यम से जारी अनुदेशों का कार्यान्वयन।

कार्मिक, जनशिकायत तथा पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग ने अपने
दिनांक 29.09.1992 के का. जा. सं. 14020/2/91-ईस्ट (डी) में टाइपराइटिंग टेस्ट पास
करने से छूट देने के संबंध में कुछ अनुदेश/मार्गनिर्देश जारी किए थे। इन्हें उनके
22.04.2015 के का. जा. सं. 14020/1/2014- ईस्ट (डी) के माध्यम से दोहराया गया था।

2. 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 स्थापन (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 04.02.2011 के पत्र सं. ई(एनजी)1-2004/सीएफपी/8 में अन्तर्विष्ट किए गए
अनुसार ही रहेगी।

3. 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 प्रावृत्ति दें।



(एम. के. मीना)

उपनिदेशक स्थापना (अराज.)

रेलवे बोर्ड

संलग्न यथोक्त:

Government of India
Ministry of Personnel, P.G. & Pensions
(Deptt. of Personnel & Training)

04/2017

100/2

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.

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(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.

(6)
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(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/Depts. 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.

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

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

OFFICE MEMO/RANDUM

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.