I.D. NOTE / MEMORANDUM

Sub: Public Services – Conduct of Special Speed Test in Shorthand (English) for grant of Special Allowances to Stenographers Gr.II – Additional Applications–Called for.

Ref:
2. G.O.Ms. No.4/91-ARP (Exam), dated 08.01.1991 of the DP&AR (PW), Pondicherry.

The Special Speed Test in Shorthand (English) for grant of Special Allowances to Stenographers Gr.II as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of January, 2014.

2. The Heads of Departments / Officers are requested to kindly bring the contents of this I.D.Note/Memorandum to the notice of all Stenographers Gr.II / Junior Grade Stenographers of Judicial Department / Stenographers Gr.II of PIPMATE concerned, including those working in Karaikal / Mahe / Yanam and also to those who are on deputation and forward the applications in the prescribed form (specimen enclosed), who are willing and eligible to take-up the test, so as to reach this Department on or before 04.12.2013, after scrutiny. Applications received after the prescribed date will not be entertained on any account. Applications which are not in the prescribed form or which are found to be defective, will summarily be rejected.

3. Only three chances are given to qualify this "Special Speed Test in Shorthand (English) for grant of Special Allowances to Stenographers Gr.II".

4. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry, G.O. MS. No.16, dated 17.02.1999 of the DP&AR (Personnel Wing), Puducherry.

5. Those who have already appeared for the test twice, except Scheduled Castes / Scheduled Tribes / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for ₹10/- (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., DP&AR(PW), PUDUCHERRY (by designation only) payable at PUDUCHERRY as admission fee in accordance with the G.Os. cited at para 4 above, failing which their applications will summarily be rejected.

6. The candidates who have already submitted their applications in response to the Circular No.A-34016/1/2010/DP&AR (Exam), dated 05.08.2011 of the DP&AR (PW), Puducherry need not apply again. In case the official is transferred to other departments / any outlying region after the submission of application, the Department / Office where he / she has been transferred and also the Centre where he / she wants to take up the test should be intimated to this Department immediately. If any request for change of Centre is received after the despatch of the Hall Ticket, the same will not be entertained.

7. The actual date, time and venue of the test will be intimated to the candidates in due course.

8. This I.D.Note/Memorandum, the Syllabus and the Previous Question Paper of the test (100w.p.m. & 120 w.p.m.) has been hosted in the official website http://dpar.puducherry.gov.in for reference.

Encl.: As stated.

To
1. All Secretariat Departments.
2. All Heads of Departments / Offices including Judicial Department and PIPMATE.
3. The Collector, Karaikal.
4. The Regional Administrator, Mahe / Yanam.
APPLICATION FORM FOR ADMISSION TO Special Speed Test in Shorthand (English) for grant of Special Allowances to Stenographers Gr.II

IMPORTANT NOTE: (i) No column should be left blank. (ii) Any omission will lead to summary rejection of the application and no correspondence will be entertained on this matter.

(To be filled by the candidate's own handwriting)

1. i) Name of the candidate
   (In full and BLOCK CAPITAL) :
   ii) Candidate's PRAN / GPF Number :
   iii) Candidate's Mobile Number :
   iv) Candidate's E-mail Id :

2. i) Designation :
   ii) Present official address with Office Telephone Number :

3. i) Post held (whether regular or ad-hoc basis) :
   ii) In case the official is on deputation, the name of the Department / Office from which deputed to be furnished :

4. Classification of the post :

5. Educational Qualification :

6. i) Whether the candidate belongs to category of Scheduled Castes / Scheduled Tribes / Ex Servicemen / Physically Handicapped (Answer YES or NO) :
   ii) If YES, specify S.C. / S.T. / XSM / P.H. :

7. i) Date of Birth :
   ii) Date of initial appointment with designation :
   iii) Date of appointment in the present post :

8. i) Whether appeared previously for the test (tests conducted after 15-04-1976 alone need be taken into account) (Answer YES or NO) :
   ii) If YES, indicate the Number of attempts already made with particulars of date of conduct of the test :

9. Fee paid, if any, vide Indian Postal Order Number, Date and Amount :

10. Name of the Centre in which the candidate is to be examined (PUDUCHERRY / KARAikal / MAHE / YANAM) :

11. Specify the speed in which the candidate is willing to participate (100 w.p.m./120 w.p.m./Both 100 & 120 w.p.m.) :

Place: 
Date: 

SIGNATURE OF THE CANDIDATE

(TO BE FILLED IN BY THE HEAD OF DEPARTMENT / OFFICE)

Certified that the particulars furnished against item Nos. 1 to 8 by Thiru/Tmt./Seivi (Name of the candidate) (Designation) have been verified with reference to the relevant records and found correct.

SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE :

Place: 
Date: 

NAME & DESIGNATION WITH SEAL :

Note: (i) Application from deputation staff should be routed through their parent department only. (ii) For uniformity, LEGAL size printout of Application Form is preferred.
Public Services - Recommendation of the Third Pay Commission relating to grant of advance increments to Stenographers (ordinary grade) in Subordinate Offices for acquiring higher speed in short-hand - Copy of orders - Communicated.

G.O.Ms.No. 108
General Administration Department
Dated: 5-12-1975.

Read: Govt.of India, Ministry of Finance O.M.No.7(31)-E.III(A)/75 dated 4-10-1975.

O R I E R:
1. Recorded.
2. A copy of the O.M. read above is forwarded herewith for information and necessary action.

(B. DOURESSAMY)
Deputy Secretary to Government

To

All Heads of Departments/Offices.

The Administrators of Karaikal, Lhe and Yanam.

Copy to:
Stock File.
G.O.File.
General Administration Department (Exam.Cell) for necessary action in respect of para 2(iii) and (iv).

COPY of the Govt.of India, Ministry of Finance, Deptt.of Expenditure, O.M.No.7(31)-E.III(A)/75 dated 4-10-75 addressed to All Ministries/Depts.of Govt.of India, etc.

Sub: Recommendation of the Third Pay Commission relating to grant of advance increments to Stenographers (ordinary grade) in subordinate offices for acquiring higher speed in short-hand.

The undersigned is directed to say that the Third Pay Commission has recommended in para 50 in Chapter 10 of its Report (Vol.I) that Stenographers (ordinary grade) in subordinate offices in the pay scales of Rs.333-562 may be granted one and two advance increments respectively on their qualifying at 100 or 120 w.p.m. in short-hand both at recruitment stage end while in service. This
recommendation of the Pay Commission has been accepted by the Government.

The President is pleased to decide that Administrative Ministries/Departments may grant such advance increments to stenographers (Ordinary grade) in accordance with the following guidelines:

(i) The recommendation of the Pay Commission would be applicable to Subordinate offices having stenographers (O.G) in the revised scale of Rs.330-560 irrespective of whether the minimum recruitment speed is 80 words per minute or 100 words per minute. In offices where the minimum recruitment speed is itself 100 words per minute, one advance increment will be admissible on qualifying in the test at the time of recruitment.

(ii) The benefit of advance increments will be admissible to existing stenographers (O.G) in the scale of Rs.330-560 as well as future recruits to the grade.

(iii) In respect of existing stenographers, the Administrative Department will hold special tests and grant one or two advance increments according to whether they qualify at 100/120 words per minute. They will be given three chances to qualify at a higher speed. Stenographers who were recruited on the basis of minimum speed of 100 words per minute, will have to pass the test at this speed again for the purpose of getting the benefit of advance increment. But only one chance will be given to them for passing the test at this speed again:

(iv) In respect of future recruits, tests at the time of recruitment should be held at the speed of 80/100/120 words per minute and advance increments granted at the recruitment stage according to the maximum speed at which they qualify. After they enter service, they will have three chances to qualify at a higher speed for the purpose of earning advance increment(s) at 100 or 120 words per minute, as the case may be.

(vi) The date of next increment after the grant of advance increments should remain the same.

These orders would take effect from 1-1-73 but cases which have already been decided otherwise will not be reopened.

These orders will also apply to the stenographers in the Indian Audit and Accounts Department. In so far as they are concerned, these orders issue after consultation with the Cr. & J.G. of India.

T.RAJAN#4.12

PART-B

SCHEME OF SHORTHAND TESTS

The Shorthand Tests in English will comprise two dictation tests. One at 120 words per minute for seven minutes and another at 100 words per minute for ten minutes, which the candidates will be required to transcribe in 45 and 50 minutes respectively.
Government of Puducherry

Abstract

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.

General Administration Department
(Confirmation Cell)
Pondicherry, the 14-3-1983

G.O.Ms.No. 15.

Read: Office Memorandum No. P.13/29/83/P.I dt. 4th February 1983 of the
Government of India, Ministry of Home Affairs, Department of Personnel and
Administrative Reforms, New Delhi.

O.R.D.B.R.

1. Recorded.

2. A copy of the Office Memorandum read
above is forwarded herewith for information and
necessary action.

( K. SHARMUGHAM )
UNDER SECRETARY TO GOVERNMENT

16 MAR 1983

To:
All Secretariat Departments
All Heads of Departments
C.A.D. (Exam.-cell)
C.A.D. (Service section)

Copy to:
Stock File / 10 File / Central Record Branch.
Sub: 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 provisos contained in Ministry of Finance O.M. No. F.7(21)I.III(A)/74, dated 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 1.8.1976, in the light of the Ministry's O.M. No. F.7(21)I.III(A)/74, dated the 10th January, 1977, introducing selection grade in Groups 'C' and 'D' cadres on the basis of the recommendations of the Third Pay commission, and who had taken the speed tests at 100/20 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 under 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 of one or two advance increments to Stenographers who qualified at 100/130 w.p.m. may also be extended to the cases of Stenographers (Selection Grade) in the subordinate offices 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 A.D. are concerned, these orders issue in consultation with Controller and Auditor General of India. A.H.R. Under Secretary to Government of India, D.A.

All Ministries/Departments of the Govt. of India, etc., etc., copy.

PART II

Scheme of Shorthand Tests.

The Shorthand Tests in English will comprise two dictation tests. One at 120 words per minute for fifteen minutes and another at 100 words per minute for ten minutes, which the candidates will be required to transcribe in 45 and 50 minutes respectively.
GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Grant of advance increments to Stenographers in Subordinate Offices for acquiring higher speed in Shorthand - Copy of orders - Communicated.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)


Read: (i) G.O.Ms'.No.108, dated 5-12-1975 of the General Administration Department, Pondicherry.


ORDER:

1. Recorded.


3. The Government of India, Ministry of Finance (Department of Expenditure) Office Memorandum dated 4-10-1975 referred to in the Office Memorandum second read above has been communicated to all Heads of Departments/Offices in this Department's G.O. first read above. The Government of India have clarified that the concerned staff acquiring higher speed in Shorthand on or after introduction of the revised scales of pay (i.e) on or after 1-1-1986 would continue to be governed by the orders of 4-10-1975 as amended from time to time.

(A. MOHAMMED HASAN)

JOINT SECRETARY TO GOVERNMENT.

To

All Heads of Departments/Offices.

The Administrators of Karaikal, Mahe and Yanam.

Copy to: 1) Stock File. 2) G.O. File. 3) Central Record Branch.

Copy of the Office Memorandum No.F.18/44/88-Estt(Pay-I), dated 14-8-1989 received from Thiru.S. Hariharan, Under Secretary to the Government of India, Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training, New Delhi addressed to All Ministries/Departments of Government of India, etc.

Sub: Grant of advance increments to Stenographers in Subordinate Offices for acquiring higher speed in Shorthand.

In accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) O.M.No.7(31)-E.III(A)/75, dated ...2/
the 4th October 1975, Stenographers (Ordinary Grade) in Subordinate Offices in the pay scale of Rs.330-560 (Pre-revised) were granted one or two advance increments respectively on their qualifying at 100 or 120 w.p.m. in Shorthand both at the recruitment stage and while in service, which were not to be absorbed in future increments and the date of next increment after the grant of advance increments, remained the same.

2. Consequent on the revision of pay scales from 1-1-1986 on the recommendations of the IV Pay Commission the matter relating to the revision of the rate of the advance increment(s) in respect of those Central Government employees who had already qualified and were in receipt of advance increment(s) prior to 1-1-1986 has been under consideration of the Government. The President is now pleased to decide that the rate of increment(s) in respect of those Central Government employees who were already in receipt of advance increment(s) prior to 1-1-1986 in terms of the provisions contained in the Office Memorandum referred to above will be an amount equivalent to the lowest rate of increment in the revised scale corresponding to the pre-revised pay scale of Rs.330-560.

It is clarified that where increments have been allowed as part of the pre-revised scale instead of as an addition to the scale of the pay, the advantage of the increments given would have been duly taken into account at the time of revising the pay-scales of the officials concerned, and hence in these cases, there should be no question of granting any advance increments in the revised scale as well.

While past cases decided otherwise will not be re-opened, the increments granted on or after 1-1-1986 in the revised scales will be treated as a separate element and will be only additional increments over and above the pay in the prescribed scale and not part of the scale. If the additional increments granted prior to 1-1-1986 were taken into account as part of "existing emoluments" for fixation in the revised scales, any further increments granted in the revised scales should be discontinued and payments, if any, already made recovered.

5. It is also clarified that these additional increments will not count as pay for allowances and as emoluments for pension/gratuity.

6. These orders take effect from the date an employee draws pay in the revised scale of pay under the Central Civil Services (Revised Pay) Rules, 1986.

7. In so far as the persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

// TRUE COPY //

(G. VAIDYANATHAN)
SUPERINTENDENT GRADE-I.

O.A.
Pondicherry, the 9th March 1993.

U.O. NOTE / MEMORANDUM

Sub: Public Services - Grant of Advance Increments to Stenographers for acquiring higher speed in Shorthand.


A doubt has arisen as to whether the Stenographers Grade-III (previously Junior Grade Stenographers) who pass the Speed Test in Shorthand at 120 w.p.m. straightaway without passing the Speed Test in Shorthand at 100 w.p.m. may be granted two Advance Increments in the light of the Government of India's Orders cited under reference.

2. The Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi have now clarified in their letter No.2321/92-Estt.(Pay-I), dated 23-2-1993 in consultation with the Ministry of Finance, Department of Expenditure, New Delhi that if Junior Grade Stenographers qualify first at the speed of 100 w.p.m. and subsequently qualify at the speed of 120 w.p.m., each time one advance increment will be granted. But in cases where they qualify at the speed of 120 w.p.m. without qualifying at the speed of 100 w.p.m., they are entitled to two Advance Increments.

3. The Government of India clarification above may please be noted for guidance.

(S. NARAYAN)
UNDER SECRETARY TO GOVERNMENT

To
All Secretariat Departments.
All Heads of Departments/Offices (including Judicial Department).

cc:-
D.A.
I.D.NOTE/MEMORANDUM

Sub: Public Services - Grant of Advance increments to the Stenographers for acquiring higher speed in short hand


A copy of Office Memorandum read above is forwarded here-with for information and record.

(I. D. NAGULRAMANE)
UNDER SECRETARY TO GOVERNMENT

To All Heads of Departments/ Secretariat Departments.

Copy to:
1. The Director of Accounts & Treasuries, Pondicherry.
2. The Staff side Members, Committee on Redressal of Grievances of Government servants.
3. CRB / Stock file.


OFFICE MEMORANDUM

Sub: Grant of advance increments to Stenographers in Subordinate offices for acquiring higher speed in short-hand.

1. In accordance with the provisions contained in Ministry of Finance(Dept. of Expenditure) O.M.No.7(31)E-III(A)75, dt. the 4th October, 1975 and this Department's O.M.No.18/44/89-Estt.(Pay-I) dated 14th August, 1989 Stenographers (Ordinary Grade) in Subordinate Offices in the pay scale of Rs. 1200-2040 (pre-revised Rs. 330-560) were granted one or two advance increments respectively on their qualifying at 100 or 120 w.p.m. in short hand both...
at the recruitment stage and while in service, which were not to be absorbed in future increments and the date of next increment after the grant of advance increment, remained the same.

2. Consequent on the revision of pay scale with effect from 1.1.1996 on the recommendations of the V. CPC, the matter relating to the revision of the rates of the advance increments in respect of those employees who had already qualified and were in receipt of advance increments prior to 1.1.1996, has been under consideration of the Government. The President is now pleased to decide that the rate of increment(s) in respect of those Central Government Employees who were already in receipt of advance increment(s) prior to 1.1.1996 in terms of provisions contained in Office Memorandum referred to above will be an amount equivalent to the rate of increment in the revised scale corresponding to the pre-revised scale of Rs. 1200-2040.

3. It is clarified that these advance increments would henceforth be termed as special allowances and will not count as pay for allowances and as emoluments for pension / gratuity.

4. These orders take effect from the date on which an employee draws pay in the revised scale of pay under the CCS (RP) Rules, 1997.

5. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

Sd/-

(J. WILSON)
Deputy Secretary to the Govt. of India

To All Ministries - Departments of the Govt. of India (As per standard list).

Copies also forwarded to:

XXXX XXXX XXXX
XXXX XXXX XXXX
Joint Secretary (UTs), Ministry of Home Affairs.

Sd/-

(J. WILSON)
Deputy Secretary to the Govt. of India

G. SRINIVASAN
Superintendent Gr.I
Sub: Grant of advance increments to Stenographers in Subordinate Offices for acquiring higher speed in short-hand – Acceptance of Award of BoA – regarding.

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A copy of the O.M.No.18/44/88-Estt.(Pay)I dated 7.12.2009 received from Department of Personnel & Training Estt. (Pay I) Section, New Delhi on the subject mentioned above is forwarded herewith for information and necessary action.

(A. SELVARAJ)
DEPUTY SECRETARY TO GOVT. (FINANCE)

To
All Secretaries to Government /All Secretariat Departments/
All Heads of Departments/Offices.
All Heads of Public Sector undertaking /Autonomous Bodies funded by Government.

Copy to:
1. The Director of Accounts and Treasuries,
   Puducherry (10 copies)
2. The Dy. Director of Accounts and Treasuries,
   Karaikal/yamam/Maha.
OFFICE MEMORANDUM

SUBJECT: Grant of advance increments to Stenographers in Subordinate Offices for acquiring higher speed in short-hand – Acceptance of Award of BoA – regarding.

In accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) O.M.No.7(31)E-II(A)/75, dated 4.10.1975 and this Department’s O.M of even number dated 14.8.1989, Stenographers (Ordinary Grade) in Subordinate Offices in the pay scale of Rs.1200-2040 (pre-revised) were granted one or two advance increments respectively on qualifying shorthand speed test at 100 or 120 wpm, both at recruitment stage and while in service. It was clarified vide OM dated 14.8.1989 that these advance increments will not count as pay for allowances and as emoluments for pension/gratuity.

2. A demand was raised by the Staff Side in the National Council (JCM) that the OM dated 14.8.1989 may be withdrawn and the advance increments granted to Stenographers (Ordinary Grade) in Subordinate Offices be treated as pay for all purposes. The demand of the Staff Side was referred to the Board of Arbitration in CA Ref. No.5 of 2004 which gave the following Award on 16.9.2005:

"The advance increment sanctioned to the Stenographers in the Subordinate Offices was an incentive for passing the speed test of 100 wpm and 120 wpm and should be treated as pay for all purposes."

3. The question of implementation of the above Award has been considered in consultation with the Ministry of Finance and the President is pleased to accept the Award in CA Reference No.5 of 2004. Accordingly, it has been decided that the advance increments granted to the Stenographers (Ordinary Grade) in Subordinate Offices in terms of the provisions contained in Ministry of Finance’s
OM dated 4.10.1975 shall be treated as pay for all purposes. Past cases decided otherwise may be regulated accordingly. This Department's OMs dated 14.8.1989 and 30.1.2001 shall be treated as amended to this extent.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

5. Ministry of Finance etc. are advised to bring the above decision to the notice of all concerned under them for their proper action/guidance.

6. Hindi Version will follow.

(B.K. MUKHOPADHYAY)
DIRECTOR (PAY)

No.18/44/88-Estt. (Pay I) dated the

To

1. All Ministries/Departments as per standard list.
2. The Cabinet Secretariat.
3. The Secretary, National Council (JCM), 13-C, Ferozshah Road, New Delhi 110001.
4. The Director (JCA), Department of Personnel & Training.

(B.K. MUKHOPADHYAY)
DIRECTOR (PAY)
I.D. NOTE / OFFICE MEMORANDUM

Sub: Finance Department — Advance Increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m. regarding.

A copy of the Office Memorandum No. 1/1/2010-Estt.(pay-1) dated 6th December, 2012 received from Government of India, Department of Personnel & Training Estt. (Pay1) Section, New Delhi on the subject mentioned above is forwarded herewith for information and necessary action.

Encl: As above.

To

All Secretariat Departments
All Heads of Departments/Offices

Copy to:

1. The Director of Accounts and Treasuries, Puducherry.
2. The Dy. Director of Accounts and Treasuries,
   Karaikal/Mahe/Yanam
OFFICE MEMORANDUM

Subject: Advance Increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m. regarding.

The undersigned is directed to refer to this Department’s OM No.18/44/89-Pay-I dated 07.12.2009 on the above subject which provides that the Advance Increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m. are treated as pay for all purposes.

Consequent upon implementation of CCS (RP) Rules 2008, the concept of Pay Band & Grade Pay has been introduced. Since there are no fixed rates of increments now, the manner in which advance increment(s) are to be computed has been considered in consultation with the Department of Expenditure. The grant of advance increments to Stenographers of Subordinate Offices on qualifying the speed test in shorthand at 100/120 w.p.m. after 1.1.2006 may be regulated as under:

a) In terms of the instructions contained in this Department’s OM No.18/44/89-Estt (Pay I) dated 07.12.2009, the advance increments granted to Stenographers of Subordinate Offices on qualifying Speed Test in Shorthand at 100/120 w.p.m. in terms of Department of Expenditure OM dated 04.10.1975 are to be treated as pay for all purposes and the past cases are also to be regulated accordingly. These advance increments were therefore to be taken into account for fixation in the Revised Pay for those officials who were in receipt of such increments in the pre-revised pay. In such cases, the advance increments will no longer continue as a separate element.

b) In respect of persons who become eligible for grant of advance increments consequent upon implementation of CCS (RP) Rules, 2008, the advance increment may be calculated by granting increment @ 3% of the Basic Pay on the date of passing of the test. Two advance increments may be calculated by granting two increments @ 3% of the Basic Pay on the date of passing the test. The amount of this increment may be treated as a separate element in addition to the Basic Pay (Pay in the Pay Band + Grade Pay), till such advance increments are taken into account as per (c).

c) Once the advance increments are taken into account for the purpose of pay fixation on promotion or being placed in a higher scale on grant of ACP/MACP or fixation of pay due to revision of pay scale etc., the advance increments will no longer be continued as a separate element as it will be merged with the basic pay.
3. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders will be issued after consultation with the Comptroller and Auditor General of India.

4. Hindi Version will follow.

(Mukesh Chaturvedi)
Deputy Secretary to the Government of India.

No.1/1/2010-Estt.(Pay-I) dated the 06.12.12.

To

1. All Ministries/Departments.
2. NIC, DOP&T with a request to upload this OM on the Department’s website in “What’s new” and also in “Establishment” sub-head “Pay”.
3. 25 Spare copies.

(Mukesh Chaturvedi)
Deputy Secretary to the Government of India.
Government of Puducherry

Abstract

Public Services - Conduct of Departmental Tests - Admission to

Regard.

G.O.M.No.37

Dated 15th April, 1976

Government have proscribed departmental tests in respect of
various categories of officers/staff working in different departments and
the tests are conducted periodically as per the programme framed and
Although these tests are meant for the categories of officers/staff for
whom they are specifically prescribed, other categories of officers/staff
have also been allowed to write the tests in response to the requests
received from the various service associations. Such unrestricted
admission of candidates to the departmental test(s) has been causing a
lot of administrative inconvenience. Besides, a huge amount has also to
be spent by way of payment of honoraria to the examiner for setting up of
question papers and valuation of answer papers, payment of honoraria to
invigilators, etc. With a view to meeting part of the above expenditure,
it has been decided that fees may be collected from the candidates who have
not succeeded in their attempts taken in the departmental test(s). Accordingly,
the following orders are issued with regard to the payment of fees.

1. A fee of Rs.5/- be collected for each departmental test/examination.
2. The fee payable will be Rs.5/- even if a part/paper of a particular
test is to be written.
3. The number of attempts for purpose of collection of fees, will be
calculated based on the various departmental test/examination
which will be conducted after the issue of this order.
4. The fee is payable by Indian Postal Order payable to the Deputy
Secretary to Government, General Administration Department,
Pondicherry (by designation only).
5. Fees once paid will not be refunded on any account.
6. Applications without the Indian Postal order will be summarily
rejected.
7. Scheduled Caste/Scheduled Tribe and Ex-service/comen candidates are
exempted from payment of fee for departmental tests.
8. L.D.Cs/Clerks are exempted from payment of fee for
departmental test in typing only.

In supersession of the earlier orders, the following instructions are
issued for strict compliance in so far as admission of candidates to the
departmental tests are concerned:

1. For departmental tests, all categories of staff except Class IV
will be admitted.
2. Only candidates who are on regular employment in Government service,
in any capacity, will be admitted to the departmental test.
3. The Departmental tests, such as departmental test for Medical
Officers, Engineers, etc., the syllabus for which contain technical
subjects will be thrown open to only such of those for whom they

Syllabus for which contain technical
are specifically prescribed and for those who are in line for promotion to such of the categories for whom it is prescribed.

(By Order of the Lieutenant-Governor)

V. S. PARTHASARATHY
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government,
All Heads of Departments/Offices,
Administrators of Karaikal, Mahb, Yanam.
The Central Record Branch, Pondicherry.
Copy to:

Stock file,
G.O. File.

[Signature]

D. YOUNG
DEPUTY SECRETARY TO GOVERNMENT.
Public Services - Conduct of Departmental Tests - Revision of Admission Fees - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING)

G.O. Ms.No. 16  Dt. 17-2-99

ORDER:

1. READ: GO.Ms.No.37, dated 15.4.1976 of General Administration Department, Pondicherry.

In the Government order read above, the fee for admission to the Departmental Tests Examination has been prescribed. The question of enhancing the fee has been engaging the attention of the Government, as a huge amount is being spent by way of payment of honoraria to the Examiners for setting up of Question Papers/Valuation of Answer Papers, payment of honoraria to the Invigilators, stationery charges etc., and with a view to meet a part of the above expenditure it has been decided to increase the fee to be collected from the candidates appearing for the Deparmental Tests/Competitive Examination.

2. Accordingly in partial modification of the G.O. read above the fee prescribed for the Departmental Test and Competitive Examination stands increased from Rs.6/- to Rs.10/- as indicated below with immediate effect.

   i. For competitive Examination  - Rs.10/-
   ii. For Departmental Test after two attempts - Rs.10/-

3. No fee is collected in the following cases:
   i) Departmental Test for the first two attempts
   ii) In the case of SC/ST/PH/Ex-servicemen for Competitive Examination as well as Departmental Test.

4. This issue with the concurrence of the Finance Department vide their U.O. No.14310/98/F4, dated 16.02.1999.

   /BY Order of the Lieutenant Governor/

   (T. DJANAGUIRAMANE)
   UNDER SECRETARY TO GOVERNMENT

To

1. The All Secretaries to Government/All Sectt. Departments
2. All Heads of Departments/offices
3. The Regional Executive Officer, Kanyakumari
4. The Central Records Branch, Pondicherry.
5. The Stock file.
GOVERNMENT OF PUDUCHERRY
SPECIAL SPEED TEST IN SHORTHAND (ENGLISH)

Instructions

The following passage is to be dictated once only at the rate of 100 words per minute in a loud and distinct voice, no word or phrase being repeated and no punctuation stops mentioned. They are marked into portions of one minute's duration, which again are subdivided into quarters.

2. As soon as the dictation is over, the candidates should be told to transcribe into longhand what they have written.

Time for	50 minutes,
Dictation: 10 minutes
Typing:

Ladies and Gentlemen:

I am very glad to be with all of you today to give away the National Awards for child welfare for this year. Ensuring a better future for our children is one of our basic and fundamental duties. It includes improving their standard of living, and health and providing necessities for their growth. It also includes providing a climate for their development as good citizens of the country.

All of you are aware that today we are going to honour those who have made all these things possible. I extend my good wishes to all those who are to receive the awards and on behalf of all of you and the country at large. I convey my appreciation for their valuable efforts.

In this connection, I am happy to inform you, whether in the international or national sphere, the progress made in recent years is a source of encouragement for all of us. We have made rapid improvement in the field of Vaccination. We have almost eradicated Polio in our country and especially in Tamil Nadu. The Government of India and the State Government are taking all efforts to immunize all children below the age of five (2) years against Polio and this has been appreciated by the International Child Welfare Organisation. At the same time, we have taken all efforts to create awareness among the rural people about the need to give Salt and Sugar Solution immediately to children suffering from dehydration. By doing things like this, we have been able to reduce the deaths of number of children on account of
this. But, at the same time, we should not rest on our past efforts. On the other hand, we must improve our standard of hygiene and sanitation. As a matter of fact, everywhere in the towns and cities we find that the people throw all the waste in the streets. I think you will agree that lack of proper sanitation not only leads to diseases but, in many cases, results in unnecessary deaths, particularly of children. In this connection, I would very much like to emphasize that we should educate our people to maintain proper sanitation in order to avoid diseases.

Another point I would like to mention on this occasion is regarding Malnutrition. As you are aware, ours is not a rich country and many families find it very difficult to have a square meal a day. I may tell you that malnutrition at a young age affects both the mental and physical development of the children. Though the Government have introduced some schemes to provide foodgrains to those below poverty line, a lot more has to be done. I would like to point out that the health of women should be taken care of by giving them proper nourishment if they should give birth to healthy babies. Before concluding, I would like to point out that poverty and population are the two factors which greatly affect the general standard of living of the children in our country. Our Planning Commission is being reorganized to make it an effective body to speed up the country's growth and the Fifth Five Year plan is being revised with a view to making it less rigid than it was before. Our Minister for planning is very particular to give a new direction to planning in order to fulfill the promises given to the people to remove poverty. An attempt is also being made to improve the working of the machinery of planning. In this connection, I would like to emphasize that if we want the participation of the people in the planning and give planning a real meaning, it is necessary that our planning effort must be to improve the living conditions in rural areas. Then Green Revolution is only a beginning and the new methods in agriculture have to be extended to other areas. Already a number of industries suffer from shortages of agricultural raw materials which in turn leads to rise in prices of all other goods. It is, therefore, necessary to give high priority to increase the production of agricultural raw materials. With increase in farm income, the spending power of farmers will increase and the demand for a variety of industrial products like cycle, radios will increase. Improvement in agriculture will also arrest the shift of population from villages to urban areas which in turn creates problems of housing, health, transport, industrial unrest in cities, etc.
Letter from Vijayakumar, 15, Gandhi Salai, Avadi, to the Chief Public Relations Officer, Southern Railway, Chennai.

Dear Sir,

I wish to bring the following few lines for your kind consideration and suitable action.

There are three counters at the Reservation Centre at Avadi Railway Station. But, only two counters are working in two shifts and the third counter is opened only in the afternoon. This causes great inconvenience to the Rail Commuters.

As the summer holidays are fast approaching, I feel that the Southern Railway should take steps to operate all the three Counters. The absence of a third Counter (9) leads to great delay in the issue of tickets. So, the wait gets longer. Moreover, the existing staff have to do the extra work and bear additional responsibility. In the circumstances, I request you to arrange for adequate personnel to operate all the three Counters. The residents of Avadi will be thankful to you for early action in this regard.

I have already told our Association Secretary to make a close enquiry into the matter. At all costs and by all means, I feel the Southern Railway should take necessary steps to provide all convenience to the traveling public.

Yours faithfully, (10)
GOVERNMENT OF PUDUCHERRY
SPECIAL SPEED TEST IN SHORTHAND (ENGLISH)

Instructions

The following passage is to be dictated once only at the rate of 120 words per minute in a loud and distinct voice, no word or phrase being repeated and no punctuation stops mentioned. They are marked into portions of one minute's duration, which again are subdivided into quarters.

2. As soon as the dictation is over, the candidates should be told to transcribe into longhand what they have written.

Time for | 7 minutes
Dictation: | 1

Time for | 45 minutes
Typing: | 1

Mr. Deputy Speaker, Sir, it is really an honour done to the state that the President and the Prime Minister have paid visits to many parts of the State. I am sure that their personal inspection of the various areas affected by famine and the sufferings of the people will make them do their best for our State as early as possible.

Regarding agriculture, the Government must bestow their best attention on agriculture. I am sorry to state that the aid given to the ryots at present is very poor and I should say that it is nothing at all. As a matter of fact, the seasonal conditions are very bad throughout the State and especially in my district. As we know, we have been having continuous drought for the last six or seven years, with the result that the economic condition of the people is going from bad to worse. Even in some places where there was rainfall, the production is very poor and in addition to that, there has been pest attack. As a result, the ryots have been disappointed with the poor yield and this has not been denied by even the officials with whom I came into contact recently. It is surprising that the Government, at this juncture, have all of a sudden announced a change in the policy of remission of land revenue. In fact, their new order states that the farmers who pay a (2) kist of Rs. 10 and more as well as income-tax assesses are not entitled to any remission of land revenue. By this order the very principle of land revenue remission has been lost. On account of this, the majority of the rural middle class agriculturist will be
affected. In this connection, I would like to point out that the assumption of the Government that the big landlords are rich people and that they will be able to pay the kist is not correct. It will be cruel if the remission is not given at least in cases where there has been total destruction by flood, drought or cyclone. I am sure the Government will examine the question in detail. (3) At least a Committee may be appointed to go into this question fully so that the Government may revise their policy as early as possible.

As regards power development, the progress so far made is inadequate and much more so with regard to my district. In fact, many irrigation projects which were already investigated have not been taken up or have been slowed down, probably due to want of funds. I request that at least the works that have been investigated may be solved. There is no doubt that the Central Government must also be approached for financial aid.

More Community Projects should be started wherever people want them. As it is, the rural welfare scheme is very ineffective and I would suggest that it may be combined with the Community Project Centres.

So far as public health is concerned, I feel that larger amount should be spent. It will be of great benefit if more and more dispensaries are opened in rural areas. I would request the Government to consider the question of granting more pay to rural medical practitioners so that it may be an incentive for them to go to the villages and settle down there.

Finally, I would plead that top priority should be given to the supply of drinking water in the rural areas. I think that every village should be given at least one well.
Dear Sir,

We are in receipt of your letter of the 10th October and we are sorry / to learn that the rosewood desk ordered by you as birthday present for your daughter was so badly damaged that you refused to take delivery of it.

As the desk // was perfectly prepared and booked at railway risk with the Central Railway, we presume that it must have been damaged in transit. Though we do not have any responsibility after /// the railway accepted it, we realise how much interest you have in this beautiful gift to your daughter. We are, therefore, sending you today by Express Delivery through Patel Roadways (6) Limited another desk exactly like the one ordered by you. You may kindly contact the office of Patel Roadways Limited in your town and they will immediately deliver the desk / to you so that you may have it not later than your daughter’s birthday.

In this connection, we wish to inform you that you need not bother about the damaged // desk. We shall prefer a claim with the Railways. We take this opportunity to thank you for writing to us promptly in this regard and we would like to assure /// you that it is our earnest desire that you receive the desk in perfect condition and in good time for the occasion so that you may be happy.

Yours faithfully(7)