

## **(22.2) Grant of Higher Initial Pay to Jr.Stenographer.**

### **(22.2.1) Grant of Higher initial pay to the Junior Stenographers in the C.S.LR.**

The Governing Body of the CSIR at its meeting held on 16.4.1966 has approved of the following recommendations of the Finance Sub-Committee

- 1) Stenographers who qualify at a speed of 80 w.p.m. in shorthand may be given the minimum of the scale of Rs.130-300.
- 2) Those who qualify at a speed of 100 w.p.m., in shorthand may be given a higher start of 4 advance increments.
- 3) Those who qualify at speed of 120 w.p.m. in shorthand be given a higher start of 8 advance increments in the prescribed scale of Rs.130-300.

The decision of the Finance Sub-Committee is primarily with reference to future recruits. However, since this will put future recruits at advantage, compared to the serving Stenographers, it has been decided, in consultation with F.A. to C.S.I.R. that the pay of serving Stenographers who have qualified at a speed of 100w.p.m. prior to 16.4.1966 and whose pay falls below 150/-p.m. may be raised to Rs. 1501-p.m. with effect from 16.4.1966. Similarly the pay of those serving Stenographers who qualified at a speed of 120 w.p.m. prior to 16.4.1966 and whose pay falls short of Rs. 176/- should be raised to Rs. 176/-p.m. with effect from 16.4.1966. Annual increment in both cases would accrue after a full year from the date of such fixation.

The existing Junior Stenographers, who have not qualified at a speed of 100 w.p.m. or 120 w.p.m. in shorthand, may be allowed to take the test along with outside candidates to show the proficiency for earning the benefit of a minimum of Rs. 150/- and Rs. 176/- with effect from the date of the test.

(CSIR letter No. 1(32)/64-E.III, dated, the 18th Feb., 1967)

### **(22.2.2) Grant of Higher initial pay to Jr. Stenographers in the C.S.LR.**

Reference this Office letter No.1(32)64-E.III dated 18.2.1967 on the above subject. It has been decided, in consultation with Financial Advisor to Council of Scientific & Industrial Research, to extend the benefit of advance increments to serving Jr. Stenographers who qualify or have qualified at a speed of 100 w.p.m. and 120 w.p.m. in shorthand. Serving Junior Stenographers who have qualified or who may qualify at a speed of 100 w.p.m. shall be allowed two advance increments or Rs.1501-p.m. whichever is favourable to them. Similarly, those who qualify at a speed of 120 w.p.m. in shorthand shall be allowed four increments (including two already drawn) for having qualified at a speed of 120 w.p.m. or Rs. 176/-p.m. whichever is favourable to them.

This benefit will be admissible to them from 16.1.1966, the date of approval of the scheme by the Governing Body at its meeting held on 16.4.66.

Those Jr. Stenographers who have not yet qualified at a speed of 100 and 120 w.p.m. will be allowed to take the test to show the proficiency in shorthand once in a year 1st week of January for earning the benefit of advance increments. 71e advance increments so earned will be admissible from the first of the month following that in which the prescribed examination or test is completed.

This may be brought to the notice of all Jr. Stenographers and their pay fixed accordingly.

(CSIR letter No. 1(32)/61 -E.III, dated, the 2<sup>nd</sup> Feb., 1968)

**(22.2.3) Grant of advance increments/higher initial pay to Junior Stenographers in the CSIR and its National Laboratories/Institutes.**

The matter regarding the grant of higher initial pay/advance increments to Junior Stenographers for qualifying at a speed of 100/120 w.p.m. in Shorthand was reconsidered by the Governing Body at its meeting held on 3rd August, 1979. The following decision has, *inter alia* been taken :-

"After some discussion, the Governing Body approved of the grant of one and two advance increments only in place of four and eight advance increments to the future appointees to the posts of Junior Stenographers and to the existing Junior Stenographers (Ordinary Grade) who hereafter qualify at a speed of 100 and 120 w.p.m. respectively in shorthand. This decision would take effect from 3.8.1979."

The above decision is brought to your notice for guidance and necessary action. The grant of one and two advance increments as above will be regulated in accordance with the instructions contained in the Government of India, Ministry of Finance, New Delhi O.M. No.7(31)-E.III(A)/75 dated 4.10.1975 (incorporated as G.I. decision No. 73 below F.R. 22 in Chaudri's compilation of F.R. and S.R. (Vol.1) - 7th edition).

(CSIR letter No. 1(55)/68-E.III. dated. the 17th Seb., 1979)

**(22.2.4) Grant of advance increments/higher initial pay to Junior Stenographers in the CSIR and its National Laboratories/Institutes.**

Reference this office circular of even number dated 17.9.1979 on the subject cited above. The following amendments may be carried out in the said circular.

The word 'and' used between the words one - two appearing in line two of the relevant Governing Body decision reproduced in the CSIR circular No. 1(55)/68-E.III dated 17th September, 1979 may be substituted by the word 'or' between the words one - two as mentioned above.

(CSIR letter No. 1(55)/68-E.III, dated. the 12th Feb., 1980)

**(22.2.5) Grant of higher initial pay to Junior Stenographers in the CSIR.**

Reference: 1. No. 1(32)/64-E.III dt. 18.2.1967

2. No. 1 (32)/64-E.III dt. 2.2.1968

3. No. 17 (65)/74-E.II dt. 3.6.1974

4. No. 1(55)/68-E.III dt. 17.9.1979

The issue regarding grant of four and eight advance increments to the serving Junior Stenographers as on 16.4.1966 who had qualified at the speed of 100 and 120 w.p.m respectively in shorthand prior to 16.4.66 or thereafter but before 3rd August, 1979, had been considered by. the Governing Body, CSIR at its meeting held on 3rd August, 1979. The Governing Body after considering the matter, had authorised the DGSIR to take decision in consultation with Member (Finance).

This question has been considered at the CSIR Headquarters and in consultation with the Member (Finance), The DGSIR has been pleased to decide as under:-

Junior Stenographers who were in service in CSIR as on 16.4.1966 and who had qualified in the required Stenographic test at the speed of 100/120 w.p.m., prior to 16.4.1966 or thereafter but before 3-8-1979, may be granted 4/8 advance increments respectively w.e.f. 16.4.1966 or from the date on which they had qualified the test whichever was later. The pay of these Junior Stenographers may be fixed notionally w.e.f. such date. In some cases, two (2) and four (4) advance increments had already been allowed. These shall be taken into account while arriving at the refixed pay. The actual monetary benefit on account of this 'notional' refixation of pay will be admissible from the date of issue of these orders. This should be specifically noted.

3. The pay of the concerned Junior Stenographers may be fixed in consultation with Finance & Accounts Officer/Sr. Finance & Accounts officer of your Laboratory/Institute.

(CSIR letter No. 1(55)/68-E.III, dated, the 30th Jan., 1981)

#### **(22.2.6) Grant of higher initial pay to Junior Stenographer in CSIR and its National Labs./Instts.**

Representations have been received from the Junior Stenographer working in the CSIR Headquarters as well as in the Laboratories/Instts. for extending the benefit of advance increment from the date of the meeting of the Governing Body i.e. 3rd August, 1979. The matter has been considered in consultation with Member (Finance). It is, however, regretted that it is not possible to extend the benefit from the date of the meeting of the Governing Body i.e. 3rd August, 1979. It is requested that all the concerned Junior Stenographer may kindly be informed of this decision.

(CSIR letter No. 1(55)/68-E.III, dated, the 24th June, 1982)

#### **(22.2.7) Regarding clarification for fixation of pay of Junior Stenographer.**

Reference DO letter number EST.P.21/31023 dated 29.10.1982 from Administrative Officer (S.G.), RRL, Hyderabad to Deputy Secretary (L.A.). The

presumption made in letter No. EST-P-21 dated 8.2.1982 with regard to fixation of pay at Rs.428/- instead of RS.416/- w.e.f. 1.7.1974 is confirmed. The increments already granted are to be taken into account while arriving at the refixed pay and the actual monetary benefit on account of this 'notional' refixation of pay will be admissible from 30.1.1981 only.

Further action in the matter may kindly be taken at your end.

(CSIR letter No.5(17)/82-E.II, dated, the February, 1983)

**(22.2.8) Grant of Higher initial pay to the Junior Stenographers in the C.S.LR.**

The question of extending the financial benefit of notional fixation of pay with effect from the decision of the Governing Body of the CSIR was considered by the Governing Body at its meeting held on 21st November, 1983. The Governing Body after considering the matter has approved to extend the actual monetary benefit on account of notional fixation of pay as a result of grant of 4/8 advance increments to the in-service Junior Stenographers with effect from 3rd August, 1979 itself, i.e. the date on which the 'Governing Body had earlier accepted this proposal in principal instead of 30th January, 1981.

The arrears admissible to the Junior Stenographers on account of this decision may be paid as early as possible.

(CSIR letter No. 1(55)/68-E.III, dated, the 14th Feb., 1984)

**(22.2.9) Grant of advance increments to junior stenographers on qualifying the proficiency test in Shorthand at the speed of 100/200 w.p.m.**

In accordance with the standing instructions Junior Stenographers working in CSIR and its National Laboratories/Institutes are entitled to the grant of 1/2 advance increments on their qualifying in the proficiency test in shorthand at the speed of 100/120 w.p.m.

Some of the Junior Stenographers in the Labs./Instts. have already been placed in the special grade of Rs.425-700 after completion of 11 years service in the grade. They could qualify in the above speed only while working in the special grade. Some of the Labs./Instts. where they have been working recommended their cases for the grant of 1/2 increments to them in the special grade. The matter has accordingly been considered carefully in consultation with Finance Wing of CSIR vis-a-vis Government of India instructions on the subject. It has now been decided that the Junior Stenographers (Special Grade) who qualified/qualifies in the above speed may also be granted 1/2 advance increments in the present grade subject to other conditions as laid down in the scheme itself.

(CSIR letter No. 14(6)/12/82/83-E.II, dated, the 22nd September, 1986)