

IMMEDIATE

4/2/2102-2
Posts of Lower Grade Stenographers
in certain Government Offices and
Departments outside the Secretariat-
Upgradation of - as Higher Grade
Stenographers --

GOVERNMENT OF MAHARASHTRA

General Administration Department.
Resolution No. SRV-1074/21566-D2.

Sachivalaya, Bombay-400 032, Dated the 3rd October 1974.

RESOLUTION OF GOVERNMENT

Under the existing staffing pattern, posts of Higher Grade Stenographers (pay-scale Rs.240-10-280-15-370-EB-15-460-20-500) are attached to the Government Officers of and above the rank of Deputy Secretaries to Government working in the Secretariat Departments; while the posts of Lower Grade Stenographers (pay-scale Rs.180-6-210-8-250-EB-10-310-15-340-EB-15-400), for whom a relatively lower speed in shorthand is prescribed as a recruitment qualification, are generally sanctioned for the senior officers of similar rank working outside the Secretariat. On a review of the position in this respect, it was found that the duties and responsibilities of the latter category of officers also are such that it is necessary to provide them with the assistance of Higher Grade Stenographers. In view of this and also in order to create promotional prospects for the non-Secretariat Lower Grade Stenographers, Government has since decided that the posts of Lower Grade Stenographers, attached to the Government Officers of and above the rank of Deputy Secretaries to Government, who are working in Government offices and Departments outside the Secretariat, both in Greater Bombay and the mofussil, should be upgraded and carry the pay-scale of Rs.240-10-280-15-370-EB-15-460-20-500 and that the upgradation should take effect from the 1st April, 1974.

2. Government is now pleased to direct that all Departments of the Secretariat should, in pursuance of the general decision contained in para.1 above, prepare a list of the officers working under them outside the Secretariat who are of and above the rank of Deputy Secretaries to Government and issue immediately the necessary orders upgrading the posts of Lower Grade Stenographers attached to those officers to the posts of Higher Grade Stenographers with retrospective effect from the 1st April, 1974. The expenditure on this account during the current financial year as well as the recurring expenditure thereafter will be debitable to the various major heads of account to which the pay of the stenographers concerned is being debited and it should be met from the grants sanctioned under those heads of account. In this connection it is clarified that, although the Budget-head-wise expenditure is small, as the total expenditure involved in this scheme exceeds the limit of a new item, the General Administration Department has duly obtained the approval of the State Legislature thereto by presenting a token Supplementary Demand of Rs.10/- under the Budget Head "265-Other Administrative Services-(t) Other Expenditure-Demand No.6-Voted" during the August-September 1974 Session of the Legislature.

3. Government is also pleased to direct that to be eligible for promotion to the upgraded post of Higher Grade Stenographer, a Lower Grade Stenographer should possess a speed of not less than 110 words per minute in shorthand and a speed of not less than 40 words per minute in typewriting and that his promotion should be subject to the condition that he produces a certificate of the requisite speed in shorthand and typewriting, issued by -

- (i) the Head of Department/Head of Office concerned in the case of a stenographer who is past 45 years of age and has 10 years' service as stenographer to his credit,

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- (ii) the Bureau of Examinations, Directorate of Education Maharashtra State, in the case of a stenographer who is below 45 years of age and has less than 10 years' service as stenographer to his credit.

4. Government is further pleased to direct that a common pool of non-secretariat Lower Grade Stenographers should be created in each Division for regulating promotions to the upgraded posts of Higher Grade Stenographers in the various Departments and Offices in the respective Division, subject to the following instructions :-

- (i) The common pool of Lower Grade Stenographers in each Division should be maintained and operated by the Office of the respective Divisional Commissioner.
- (ii) The seniority of the stenographers in the common pool should be fixed on the basis of the length of service in the posts of stenographers carrying a pay-scale of Rs.180-400 or more.
- (iii) The inter-se seniority of the stenographers from the same Department or Office should be retained in the common pool.
- (iv) The stenographers who are already in service from a date prior to the 1st April, 1974 should be allowed to retain their seniority in the common pool on the basis of length of service, provided they produce the prescribed certificate of speed in shorthand and typewriting within a period of six months from the date of issue of these orders, and in case of failure to do so, they should get seniority in the common pool from the date on which they produce the prescribed certificate.
- (v) The Lower Grade Stenographers working in the Government Offices and Departments outside the Secretariat in Greater Bombay as direct recruits, who are liable to be replaced by candidates selected through the Maharashtra Public Service Commission should not be included in the common pool of Lower Grade Stenographers for the Bombay Division. Such of them as get themselves selected

through the Maharashtra Public Service Commission hereafter will, however, be eligible to join the common pool on being so selected; but they will not be eligible to count their non-select service for seniority in the common pool.

- (vi) The Heads of Departments and Heads of Offices to whom the upgraded posts of Higher Grade Stenographers are attached should report long-term vacancies (i.e. vacancies of over three months' duration) in those posts to the Commissioner of the Division, concerned, well in advance and the Commissioner of Division should fill up those vacancies in time by promoting the seniormost candidates from the common pool. In case a candidate so appointed by the Commissioner does not join his appointment within a period of seven days or does not join the appointment at all, except for valid reasons, he will be liable to lose his seniority in the common pool. The candidate from the common pool will not have any choice to be promoted in any particular office and the Heads of Departments and Heads of Offices concerned also should not insist on a particular person from the pool being posted in their office. The Heads of Departments and Heads of Offices are allowed to fill up short-term vacancies (i.e. vacancies upto 3 months' duration) in the posts of Higher Grade Stenographers by local promotion; but if any candidate from the common pool who is already promoted elsewhere is about to be reverted therefrom for want of a vacancy, the Commissioner of Division can transfer him to the said short-term vacancy in place of the person locally promoted.

5. Subject to the orders contained in paragraphs 2, 3 and 4 above, a non-Secretariat Lower Grade Stenographer, who is in Government service since a date prior to 1st April 1974, should be deemed to have been promoted as a Higher Grade Stenographer with retrospective effect from the 1st April, 1974 and his pay in the post of Higher Grade Stenographer should be regulated with effect from that date according to the provisions of the Bombay Civil Services Rules. The payment of arrears of pay and allowances to him will be subject to the provisions of the Additional Emoluments (Compulsory Deposit) Ordinance, 1974, read with Government Circular Memorandum, Finance Department No. M13-1074/96/GOI/S-1, dated the 20th August 1974.

6. This resolution issues with the concurrence of the Finance Department vide its un-official reference No. 25273/2015/74-F-12, dated the 23rd September 1974.

By order and in the name of the Governor of Maharashtra,

K.P. NADKARNI,
Deputy Secretary to the Government of Maharashtra.