GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board(रेलवे बोर्ड)

PC-VII No. 190

RBE No : 104/2022

File No. PC-VII/2020/RSRP/2

New Delhi, dated: 31/ 08 /2022

The General Manager/CAOs(R),
All India Railways & Production Units,
(As per mailing list)

Sub: - Advance Increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m in the 7th CPC scenario - regarding.

Please refer to this Ministry's letter No. PC-VI/2010/I/7/5/2 dated 11.04.2011 (RBE No. 47/2011) regarding grant of advance increment(s)/special allowance to Stenographers in subordinate offices for acquiring higher speed in Shorthand. Subsequent clarification(s) on the subject matter issued from time to time are also referred.

2. Consequent upon the implementation of Central Civil Services (Revised Pay) Rules, 2016, the system of Pay Band and Grade Pay has been replaced by the Pay Matrix. The manner in which the advance increment(s) are to be computed and the guidelines for granting these advance increments to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.e.f., in 7th CPC Scenario, have been considered in Department of Personnel & Training (Ministry of Personnel, Public Grievances & Pensions) in consultation with Department of Expenditure. Department of Personnel & Training have issued fresh guidelines on the subject matter vide OM F. No. 1/7/2017-Estt(Pay-I) dated 24.07.2020.

3. Revised pay structure has been implemented in Ministry of Railways vide Railway Services (Revised Pay) Rules, 2016. In the context of Railway Services (Revised Pay) Rules, 2016, guidelines issued by Department of Personnel & Training vide OM No. OM F. No. 1/7/2017-Estt(Pay-I) dated 24.07.2020 (copy enclosed) are adopted in Ministry of Railways in respect of Stenographers of Subordinate Office in *mutatis-mutandis* manner.

4. This issues are with the concurrence of Establishment(NG) Dte.

5. Hindi version will follow.

Encl. As above

(Jaya Kumar G)
Deputy Director, Pay Commission-VII & HRMS
Railway Board
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Ph. No: 011-47845125

File No. PC-VII/2020/RSRP/2

New Delhi, dated: 31 / 08 /2022

Copy (with 40 spares) forwarded to the A.D.A.I., Railways, New Delhi.

For Member (Finance), Railway Board

File No. PC-VII/2020/RSRP/2 **New Delhi, dated:** 31 / 08 /2022

Copy forwarded to :-

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai
8. The CAO(MTP(R) Chennai
9. The Director, CAMTECH/Gwalior
10. The Director (a) IRIEEN, Nasik, (b) IRICEN, Pune (c) IRIMEE, Jamalpur (d) IRISET, Secunderabad
11. The Managing Directors RITES, IRCON, CRIS, IRFC, CONCOR, RVNL, DFCCIL, KRCL.
12. The Chairman-cum-Managing Director, Konkan Railway Corporation, New Delhi.
13. The Pay & Accounts Officer, Railway Board, Rail Bhawan, New Delhi.
14. The General Secretary, IRCA/New Delhi.
15. The Commissioner, Railway Safety, Lucknow.
16. Executive Director (Finance), RDSO, Lucknow.
17. The Chairman, RCC Lok Sabha Secretariat, New Delhi.
18. The Chairman, RRT, Chennai.
19. The Chairman, RCT.
20. The Chairman RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Calcutta, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
21. The Editor, 'Bhartiya Rail'.
22. The Editor, 'Indian Railways'.
23. The Chairman, Passenger Services Committee.
24. The Chairman, Passenger Amenities Committee.
25. The C.A.O. (A) MTP (G)/ Mumbai (B) MTP (G)/Chennai.
26. Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom Consultancy, Shivaji Bridge, New Delhi.
27. The Chief Mining Advisor, Ministry of Railway, Dhanbad.
28. The C.A.O. (Const.), Central Railway, Mumbai.
29. The Liaison Officer, VII CPC, All Indian Railways and PUs/RDSO/Trg. Institutes Metro Railway/COFMOW/CORE/RSC etc.
30. The Director (Movement) Railways/Calcutta.

(Jaya Kumar G)
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File No. PC-VII/2020/RSRP/2 **New Delhi, dated:** 31 / 08 /2022

Copy forwarded to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan (with 35 spares)

2. The General Secretary, NFIR, Room No. 256 E, Rail Bhawan (with 35 spares)
3. Copy to all members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Ferozshah Road, New Delhi (with 40 spares)
4. The Secretary General, Federation of Railway Officers' Association.
5. All India SC/ST Railway Employee's Association, Room No. 7, Rail Bhawan.
6. All India O.B.C. Railway Employee's Federation, Room No. 48, Rail Bhawan
7. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhawan.
8. The Secretary General, Indian Railway Promotee Officers Federation
9. The Secretary, Railway Board Secretariat Service, Group 'A' Officers Association. Room No. 402, Rail Bhawan.
10. The Secretary, RBSS Group 'B' Officers Association.
11. The Secretary, Railway Board Ministerial Staff Association.
12. The Secretary, Non-Ministerial Staff Association (Railway Board).

For Secretary, Railway Board

Copy to:-

Advisor/MR, OSD/MR, OSD/Co-ord/MR, Addnl. PS/MR

PSOs/Sr.PPSs/PPSs/PSs/PAs to:-
MR, MoSR(J), MoSR(D), Addnl. PS/MoSR(J), DPG/MoSR(J), CRB & CEO, MF, MI, M(T&RS), M(O&BD), DG/RHS, DG/RPF, DG (Safety), All Additional Members/PEDs/Advisors/Executive Directors/Joint Secretaries.

Cash - I, II, & III, Budget, E(P&A) I & II, E(G), E(NG) I & II, PC – III, PC-IV, PC-V, PC-VI, E(LR) I & II, F(E) - I, II & III, F(E) Special, Security (E), Accounts III, ERB - I, II, III, IV, V & VI, G(Pass), G(Acc), RB(Welfare), E(SCT) I & II, E(O) I, II III & III(CC), E(GR) I & II, E(GP), E(GC), PR, branches of Railway Board.

F. No. 1/7/2017-Estt (Pay-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 24th July, 2020

OFFICE MEMORANDUM

Subject: Advance increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m., in the 7th CPC Scenario-reg.

In accordance with the provisions contained in Department of Expenditure's OM No. 7(31)E-III(A)/75 dated 04.10.1975 and this Department's OM No. 18/44/88-Estt.(Pay-I) dated 14.08.1989 and OM No. 1/9/98-Estt.(Pay-I) dated 30.01.2001, Stenographers of Subordinate Offices were granted one or two advance increments for qualifying speed test in shorthand at 100/120 wpm. This Department vide OM No. 18/44/88-Estt.(Pay-I) dated 07.12.2009 provided that these advance increments should be treated as pay for all purposes. Further, due to the introduction of Grade Pay and Pay Band system, consequent to the implementation of CCS (RP) Rules, 2008, this Department vide OM No. 1/1/2010-Estt.(Pay-I) dated 06.12.2012 had clarified the manner in which these advance increment(s) are to be computed.

2. Consequent upon the implementation of CCS (RP) Rules, 2016, the system of Pay Band and Grade Pay has been replaced by the Pay Matrix.The manner in which the advance increment(s) are to be computed and the guidelines for granting these advance increments to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m., in the 7th CPC Scenario, have been considered in this Department, in consultation with Department of Expenditure.

3. The President is pleased to decide that in supersession of all the existing orders/OMs/instructions/guidelines on the subject of granting the advance increment(s) to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m., w.e.f. 01.01.2016 the advance increments shall be regulated as under:

(i) The stenographer who is recruited on the basis of speed test in the shorthand at 80 w.p.m. may be granted one advance increment on qualifying speed test in shorthand at 100 w.p.m. and one more advance increment on qualifying speed test in shorthand at 120 w.p.m. while in service. However, if a stenographer who is recruited on the basis of speed test in the short hand at 80 w.p.m. directly qualifies the speed test in shorthand at 120 w.p.m. while in service, he/she may be granted two advance increments.

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(ii) The stenographer, who is recruited on the basis of speed test in the shorthand at 100 w.p.m., may be granted one advance increment on qualifying speed test in shorthand at 120 w.p.m. while in service.

(iii) These speed tests shall be conducted by properly constituted Authorities including Departmental Authorities.

(iv) These advance increments shall be granted from the date of passing the test.

(v) These advance increments shall not be absorbed in future increments and the date of next increment after the grant of these advance increments shall remain the same. No option for fixation of pay from the Date of Next Increment shall be available/allowed for fixation of pay on account of these advance increments.

(vi) The amount of these advance increments shall be treated as a separate element in addition to the basic pay and it should be counted as pay for all purposes. Further, once these advance increments are taken into account for the purpose of fixation of pay on promotion or being placed in a higher scale on grant of MACP or due to revision of Pay Scale or Pay Structure etc., these advance increments no longer continue as a separate element.

(vii) In respect of the stenographers, who become eligible for grant of these advance increments consequent upon the implementation of CCS (RP) Rules, 2016, they may be granted one/two advance increments (as the case may be) in the vertical Level, in which the Government Servant is placed on the date of passing the test, as illustrated below:

(a) For granting two advance increments:

1	Due date of grant of next annual increment : 01.07.2017
2	Date of qualifying proficiency Stenography Test : 25.04.2017
3	Basic Pay in pay Matrix, on the date of qualifying proficiency Test : 30100 [Level 5]
4	Value in pay Matrix, after grant of two advance increments : 31900 [Level 5]
5	Separate Element: 31900-30100= 1800/-
6	Basic Pay as on 25.04.2017= 30100 + 1800 (Separate Element); DNI will remain the same i.e. 01.07.2017.
7	Basic Pay on 01.07.2017 (DNI)= 31000 + 1800 (Separate Element)

Grade Pay	2400	2800
Levels	4	5
1	25500	29200
2	26300	**30100**
3	27100	**31000**
4	27900	**31900**
5	28700	32900
6	29600	33900
7	30500	34900
8	31400	35900
9	32300	37000
10	33300	38100

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(b) For granting one advance increment:

1	Due date of grant of next annual increment : 01.01.2018
2	Date of qualifying proficiency Stenography Test : 10.09.2017
3	Basic Pay in pay Matrix, on the date of qualifying proficiency Test : 34900 [Level 5]
4	Value in pay Matrix, after grant of one advance increments : 35900 [Level 5]
5	Separate Element: 35900-34900= 1000/-
6	Basic Pay as on 10.09.2017= 34900 + 1000 (Separate Element); DNI will remain the same i.e. 01.01.2018.
7	Basic Pay on 01.01.2018 (DNI)= 35900 + 1000 (Separate Element)

Grade Pay	2400	2800
Levels	4	5
1	25500	29200
2	26300	30100
3	27100	31000
4	27900	31900
5	28700	32900
6	29600	33900
7	30500	**34900**
8	31400	**35900**
9	32300	37000
10	33300	38100

(viii) Benefit of these advance increments will not be treated as an anomaly for the purpose of stepping of pay of seniors.

4. In their application to the employees of Indian Audit and Accounts Department, these orders are issued after consultation with the Comptroller & Auditor General of India, as mandated under Article 148(5) of the Constitution.

5. Hindi Version will follow.

R Bahree 24/07/2020

(Rajeev Bahree)
Under Secretary to the Government of India

To

All Ministries / Departments of Government of India.

Copy also forwarded to:

1. The Comptroller & Auditor General of India.
2. Secretary General, Supreme Court of India.
3. Controller General of Accounts / Controller of Accounts, Ministry of Finance.
4. Union Public Service Commission / Lok Sabha Sectt. / Rajya Sabha Sectt. / Cabinet Sectt. /Central Vigilance Commission / President's Sectt./ Vice-President's Sectt. / Prime Minister's Office / Niti Aayog.
5. Governments of all States and Union Territories.
6. Department of Personnel and Training (AIS Division) / JCA /Admn. Section.
7. Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
8. All Members of Staff Side of the National Council of JCM / Departmental Council.
9. All Officers / Sections of Department of Personnel and Training / Department of Administrative Reforms & Public Grievances / Department of Pensions & Pensioners' Welfare / PESB.
10. Joint Secretary (Pers), Department of Expenditure, Ministry of Finance.
11. Additional Secretary (Union Territories), Ministry of Home Affairs.
12. JD (OL), DoPT, North Block, New Delhi- for Hindi version of this OM.

R Bahree 24/07/2020

(Rajeev Bahree)
Under Secretary to the Government of India