

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

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*North Block, New Delhi*  
*Dated the 24<sup>th</sup> 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 7<sup>th</sup> 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 Consequent upon the implementation of CCS (RP) Rules, 2016, the system of Pay Band and Grade Pay has been replaced by the Pay Matrix.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 7<sup>th</sup> 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	Grade Pay	2400	2800
2	Date of qualifying proficiency Stenography Test : 25.04.2017	Levels	4	5
3	Basic Pay in pay Matrix, on the date of qualifying proficiency Test : 30100 [Level 5]	1	25500	29200
4	Value in pay Matrix, after grant of two advance increments : 31900 [Level 5]	2	26300	30100
5	Separate Element: 31900-30100= 1800/-	3	27100	31000
6	Basic Pay as on 25.04.2017= 30100 + 1800 (Separate Element); DNI will remain the same i.e. 01.07.2017.	4	27900	31900
7	Basic Pay on 01.07.2017 (DNI)= 31000 + 1800 (Separate Element)	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	Grade Pay	2400	2800
2	Date of qualifying proficiency Stenography Test : 10.09.2017	Levels	4	5
3	Basic Pay in pay Matrix, on the date of qualifying proficiency Test : 34900 [Level 5]	1	25500	29200
4	Value in pay Matrix, after grant of one advance increments : 35900 [Level 5]	2	26300	30100
5	Separate Element: 35900-34900= 1000/-	3	27100	31000
6	Basic Pay as on 10.09.2017= 34900 + 1000 (Separate Element); DNI will remain the same i.e. 01.01.2018.	4	27900	31900
7	Basic Pay on 01.01.2018 (DNI)= 35900 + 1000 (Separate Element)	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.

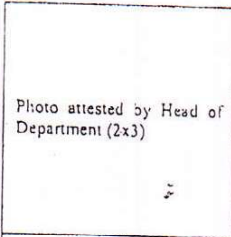
*R Bahree*  
24/07/2020  
(Rajeev Bahree)

Under Secretary to the Government of India

Staff Selection Commission  
Northern Region Office

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Annual/Yearly Departmental Examination for Typing Skill Test/Steno Skill Test  
for Grant of Advance Increment to the Stenographer Grade 'D' Departmental  
(Ordinary Grade) of Sub-ordinate Offices



Signature in running  
handwriting

1. Name of Candidate .....
2. Father/Husband Name .....
3. Date of Birth .....
4. Category .....
5. Date from which the post is held .....
6. Residential Permanent Address .....
7. Ministry/Office (in full Address) .....
8. Typing Skill Test/Steno Skill Test  
in Medium (Hindi/English) .....
9. Steno Skill Test in Speed (80 w.p.m.) .....
10. Shri/Smt..... is Regular Appointment/temporary  
Appointment and your Ministry/Office in under participating in the cadre of Service of  
(Tick Mark- Right) the appropriate box.

- (a) Central Secretariat Stenographer/Clerical Service
- (b) Armed Force Headquarter Stenographer/Clerical Service
- (c) Indian Foreign Stenographer/Clerical Service
- (d) Central Vigilance Commission Stenographer/Clerical Service
- (e) Central Water Commission Stenographer/Clerical Service
- (f) Central Hindi Directorate Stenographer/Clerical Service
- (g) Railway Board Stenographer/Clerical Service
- (h) Parliament
- (i) Others

11. First, Second and date of Joining pages of Service Book (with recent photo) verified by the Under Secretary (Admin./Head of Department) should be enclosed with the Application Form.

12. Details of Typing Skill Test/Steno Skill Test which you appeared in Staff Selection Commission (NR)

S No.	Roll No.	Date of Examination	Place where the Test was taken	Result (Give the qualified)

I hereby declare that the statement made in this application is true to the best of my knowledge and belief.

Signature of Candidate .....

Name of Candidate .....

Designation .....

Tel. No./Mob. No .....

Place .....

Date .....

Departmental Endorsement to be filled by Under Secretary (Admin./Head of Department) in which the Candidate Serving:-

Shri/Smt..... is a Regular/Temporary/Compensatory Ground/LDC (Direct Recruitment)/LDC Group 'D' Employee Examination/UDC/Assistant (Direct Recruitment)/Stenographer Grade 'D' on basis.....in the Basic Pay....., Grade Pay.....on regular in the Ministry/Office of .....which is participating in the cadre of .....and is eligible to take Typing Skill Test/Steno Skill Test (80 w.p.m.) to be held on ..... His/Her admission to the Typing Skill Test/Steno Skill Test recommended.

Diary No.

Date of Issue

Signature .....

Name of Officer.....

Designation.....

Ministry/Office.....

Telephone No.....

Office Stamp Seal.....

Dated.....

This endorsement should be signed by an Office not below the Rank of Under Secretary (Admin.) or Equivalent.