

No.18/44/88-Estt.(Pay) I  
Department of Personnel & Training  
Estt. (Pay I) Section  
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New Delhi, the 7 Dec., 2009.

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-III(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 A demand was raised by the Staff Side in the National Council (JCM) that the OM dated 14.8.1989 may be withdrawn and the advance increments granted to Stenographers (Ordinary Grade) in Subordinate Offices be treated as pay for all purposes.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 as an incentive for passing the speed test of 100 w.p.m and 120 w.p.m. 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

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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)