

Government of India
Ministry of Railways
(Railway Board)

RIBAS / 2009

No. 2005/AC-II/20/24

18-11-09

FA&CAO

Sub:- Empanelment of Typists/Stenographers of Accounts department on passing Appendix-3 IREM examination.

Ref:- Board's letter no. 53/AC-II/20/28 dated 01/01/54, E(NG)17/SR6/33 dated 28/11/75 even no. dated 25/06/2006.

Attention is invited to Board's letter referred to above. As per these instructions, Typists/ Stenos working in Pay Scale Rs. 3050-4590 & Rs. 4000-6000 (pre-revised), corresponding to Grade Pay Rs. 1900/- & Rs. 2400/- under VIth CPC, are eligible to appear in Appendix-2 (IREM) examination and seek absorption as Jr. Accounts Assistant Pay Scale Rs. 4500-7000 (pre-revised), corresponding to Grade Pay Rs. 2800/- under VIth CPC in Accounts department. Further Typists/Stenographers working in Pay Scale Rs. 5000-8000 & Rs. 5500-9000 (pre-revised), corresponding to Grade Pay Rs. 4200/- under VIth CPC, are also eligible to appear in the Appendix-2 IREM examination for being eligible to appear in Appendix-3 IREM examination. In such cases, the individual requests for reversion to lower grade to seek promotion as Jr. Accounts Assistants may be considered and decided by FA&CAO personally. In this regard doubts have been expressed about placement of such Typists/Stenographers in the panel of qualified candidates on passing Appendix-3 IREM examination, who after passing Appendix-2 IREM examination continued in their cadre and did not take absorption as Jr. Accounts Assistant in the Accounts department.

It is clarified that the order of placement of Appendix-3 (IREM) qualified Typists/Stenographers will be determined as per their seniority with reference to the grade in which they are working on regular basis, in the Accounts cadre. Typists/Stenographers who continue to remain/progress in their own cadre after passing Appendix-2 (IREM) examination will be placed in the Appendix-3 (IREM) panel of the relevant year based on their notional seniority in the Accounts cadre as Jr. Accounts Assistants assuming their option therefor as on the date of announcement of results of Appendix-3 (IREM) examination.



(S.N. Mathur)
Director Finance/CCA
Railway Board

Copy of a letter No. 5340 III/20/22 dated 14.1.1954 from Mr. J. Kasturi Mangin, Jt. Director, Finance (Public Accounts) New Delhi to the General Managers, Indian Rlys.

Sub: Typists and Stenographers in the Accounts Departments of Rlys.

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Will you please refer to the letter No. ER 4 /CPC/166 dated 6.12.52 from the Board in which they directed that with the formation of separate cadres of Typists and Stenographers in the Accounts Departments these staff will not be permitted to take the departmental examinations (prescribed in App-II and App-III to the Indian Rlys. Account Code). It, therefore, will not be possible for promotion to the grades of Accounts Clerks Class I, Sr. Head, Accountants, Inspectors etc. The Board have now issued these orders and it has now been decided that the Typists and Stenographers in the Accounts Departments who show special aptitude for accounts work may be permitted to take the examinations under the following conditions.

a. The Typist or Stenographer desirous of appearing at the examination prescribed in App:II-A to the Indian Rlys. Account Code should have put in at least one year of service in the Accounts Dept. and have reasonable practical knowledge of the work done in the Accounts Office as a whole and before a candidate is permitted to this examination it must be certified that such knowledge has been acquired by the candidate. The candidate may take the necessary training while on leave or by some special arrangements made for their learning the work outside regular office hours. Typists and Stenographers will not be permitted to appear at this examination (App:II-A) more than three times and the extra charges given to clerical staff is not open to them.

b. Typists and Stenographers who desire to appear at the S.A.S. (Railways) Examination should have put in at least 5 years of service in the Accounts Departments and should not only have passed the examination prescribed in App:II-A but should have gathered sufficient practical knowledge of the work done in the important branches of the Accounts Office.

2. Before recommending such candidates for the S.A.S. (Railways) Examination, the F.A. & C.A.O should be personally satisfied that the candidates have acquired reasonable practical knowledge of the work and a certificate to this effect should be given on the list of candidates recommended for admission to the S.A.S. (Railways) Examination. Any facilities for training open to the clerical establishment in preparing for the S.A.S. (Railways) examination may be made available to the typists and Stenographers provided that such training does not interfere with their normal duties as Steno or Typists.

3. The number of courses and the other conditions for the S.A.S. (Railways) Examination prescribed in the rules in App:II-A will apply equally to the Stenographers and Typists.

This disposes of D.O. No. 5340 III/20/22 from Mr. J. Kasturi Mangin, Jt. Director, Finance (Public Accounts) New Delhi to the General Managers, Indian Rlys.

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6-15 No. 26

Copy of Railway Board's letter No.E(HC)171306/33 dated 20.11.1975
addressed to CMs All Indian Railways (except Northern Railway).

Sub:—Seniority of Typists/Stenographers transferred to
the Clerical Cadre of the Accounts Department.

The matter has been reviewed in the light of information received from the Railways and it has been decided that (i) Stenographers/Typists in scale Rs.130-300(AS) Permanent/directly recruited, being in the higher grade, should for all purposes be considered senior and should get promotion/posting as Clerk Grade I in scale Rs.130-300(AS) first and

(ii) Stenographers/Typists officiating in scale Rs.130-300(AS) and Rs.110-180(AS) should first be interpolated with Clerk Grade II in scale Rs.110-180(AS) on the basis of length of service in the scale of Rs.110-180(AS) and then promotions/postings as Clerk Grade I in scale Rs.130-300(AS) ordered accordingly.

In both the above cases, the inter-cadre seniority should not be disturbed.

It is also clarified that instructions contained in Board's letter No.E(S)62-SPC/59 dated 4.8.1962 do not apply to the staff in the Accounts Department.

(This also applies to General Manager, Western Railway's letter No.E1025/3 dated 7.5.1971).

Government of India
Ministry of Railways
(Railway Board)

RBA3/2006

No. 2005/AC-II/20/24

5-06-06.

FA&CAO,
Southern Railway-Chennai.

Sub:- Change of Category of Smt. Thresiamma John, Sr. Typist DFM/O/IVC as JAA

Please connect Dy.CAO/G/Southern Railway's letter no. P.282/HQA/ADMN/APPX.II/Option/VI dated 15-12-05 on the subject referred to above. The matter has been examined in consultation with Establishment Dte and the position is clarified as under:-

S.No.	Clarification sought	Board's Clarification.
(a)	Board's letter dated 02-11-04 does not indicate whether change in category of is permissible to Sr. Typists/Stenographers in the scale of Rs. 4000-6000 & above to the category of JAAs in grade Rs. 4500-7000 or to the category of Accounts Clerks in the grade of Rs. 3050-4590. Therefore, whether Stenos/Sr. Typist in scale Rs 4000-6000 and above are to be kept on a App. 2 Exam passed panel of Accounts Clerks in scale Rs 3050-4590 and await their turn of promotion as JAA scale Rs 4500-7000 under promotional qualified quota along-with the Accounts Clerks while remaining/continuing their lien in the stenographer/typist cadre.	Typists/ Stenos working in scale Rs 3050-4590 & Rs 4000- 6000 are eligible to appear in App-2 (IREM) examination and seek absorption as JAA in Accounts department. Only three chances will be available to them to appear in the above examination. If they do not get a chance to be promoted as JAA before being promoted to the grade Rs. 5000-8000 in their own line, while their <i>eligibility for appearing in App-3 IREM may remain intact</i> , they may not be considered eligible for being posted as JAA as the same would amount to reversion to lower grade. However individual requests for reversion to lower grade to seek promotion as JAA may be considered and decided by FA&CAO personally. Typists/Stenographers working in grades Rs. 5000-8000 and above may also be permitted to appear App-2 IREM examination within the number of chances as above and only for being eligible to appear in App-3 IREM exam. Again in such cases also the individual requests for reversion to lower grade to seek promotion as JAA may be considered and decided by FA&CAO personally.
(b)	Since the cadre of Stenos and Typists are controlled at HQrs and is a separate seniority unit, whether the staff should exercise an option choosing a particular div/ seniority unit of A/cs Clerk/ JAA cadre in which they would like to get absorbed on change of category on their turn so as fit their name in the panel of App-2 (IREM) examination passed candidates.	As regards option for division to typists/stenographers controlled by HQ, the matter is essentially for the Railways to decide. However the course of action followed by Southern Rly appears to be in order.

John Thresiamma

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S.No.	Clarification sought	Clarification.
(c)	Whether Jr. Stenos/ Sr. Typists are eligible for change of category as JAA scale Rs 4500-7000 against the DR quota vacancy and their seniority in JAA being determined based on the date of passing Appendix 2 Exam and interpolating their names as Jr. Accounts Assistant seniority list based on their year of passing App-2 examination and date of appointment/promotion as Jr. Steno/Sr. Typists in case the year of passing App-2 exam by the Jr. Accounts Assistant and Jr. Steno/Sr. Typists happens to be the same.	Typists/Stenographers in Grade Rs 3050-4590 & Rs 4000- 6000 will be eligible for promotion as JAA in grade Rs. 4500-7000 against promotion quota along-with Accounts Clerks and as per order in App-2 panel. The order of placement in the panel of App-2 (IREM) examination amongst those passing in the same year shall be determined by their basic seniority with reference to the grade in which they are working on regular basis based on the practice followed while deciding the order of placement in App-3 IREM examination panel
(d)	Whether Smt. Thresiamma John, Sr. Typist is entitled for Qualification Pay of Rs 60/- per month.	As per extant instructions only typists/stenographers in grade Rs. 3050-4590 are eligible for qualification pay till their absorption in Accounts department as JAA.

Sanjeeb Kumar
 (Sanjeeb Kumar)
 Director Finance/CCA
 Railway Board

Copy to FA&CAOs/All Zonal Railways and Production Units for information and necessary action.

Sanjeeb Kumar
 (Sanjeeb Kumar)
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 Railway Board