

Government of India (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
(Railway Board)

S.No. PC-V/213
No. PC-V/99/1/9/1

RBE No. 225/99
Dated 28.09.1999

The GMs/OSDs/CAO(R),
All Indian Railways & PUs
(As per standard mailing list)

Sub : Restructuring of the cadre of Stenographers in non-Secretariat offices

The recommendations of Fifth Central Pay Commission in paragraphs 46.35 and 83.229 of its report to the effect that the existing posts of stenographers Grade III, II and I in the pre-revised pay scale of Rs.1200-2040, Rs.1400-2600 and Rs.1640-2900 respectively should be pooled together and restructured in the ratio 40:40:20 by individual Departments wherever possible has been under consideration of the Government.

After detailed examination of the matter, it has been decided to accept this recommendation. The basic features of the scheme would be as indicated below :-

- (i) The cadre of stenographers Grade-III, Grade-II and Grade-I will be restructured by suitable upgradation and down gradation of posts. The strength of these grades will be re-fixed in the ratio of 40:40:20. In other words, if the total strength of said grades in a unit is 100, 40 posts will be held in Grade-III(Rs.4000-6000), 40 in Grade-II(Rs.5000-8000) and 20 in Grade-I(Rs.5500-9000).
- (ii) The vacancies that may arise in Grade-II and Grade-I in a Unit as a consequence of re-fixation of the strength of these grades on the specified date, will be filled up by the stenographers working in that Unit. In smaller offices, there could be pooling of posts for this purpose only;
- (iii) If the revised number of posts is in excess of the existing strength of a particular grade, the difference will be deemed as newly sanctioned posts in that grade. Similarly, if the revised number of posts in a grade is less than the existing strength, the number of posts equal to the difference will be treated as having been abolished in that grade. However, in the event of the existing number of posts in the grades Rs.5000-8000 and Rs.5500-9000 being more than that arrived at by application of the above percentage in any unit, the existing number of posts shall continue to be operated till the posts are vacated by present incumbents through normal attrition. Correspondingly, the operated strength in the lower grades shall stand adjusted; and
- (iv) The vacancies arising out of the restructuring will be filled up only from amongst the stenographers who fulfil the eligibility criteria laid down in the recruitment rules for the post. All the new posts (other than Sr.P.A. which would be outside the purview of the aforesaid restructuring) necessary to be created subsequently on functional ground in the cadre of stenographers will be created only in Grade-III initially.

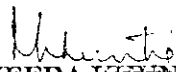
The existing norms laying down the level of stenographic assistance admissible to posts of various ranks as contained in Railway Board's letter Nos.PC-IV/89/Imp/1 dated 1.1.89 and 7.5.91 will stand relaxed accordingly. Suitable adjustments may be made by the GMs/OSDs/CAO(R)/PUs/Units within the re-fixed strength of different grades of stenographers. There may

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be instances where, even after upgradation, there may be no change in the level of officer with whom a stenographer has been attached. In other words, there may be no change in the duties and responsibilities of a stenographer even after upgradation.

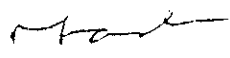
4. The reservation rules shall apply as per the extant instructions.
- 5(i) These orders will be applicable to regular cadres on Open line Establishments including Workshops and Production Units and will include posts of rest givers and leave reserves.
- (ii) These orders will not be applicable to ex-cadre and work charged posts which will continue to be based on worth of charge.
6. The percentage distribution of posts as envisaged in these orders will be in reference to the sanctioned strength existing on the date of issue of the orders. The actual benefit would, however, be admissible to the stenographers from the date of actual upgradation to Grade-II and Grade-I as the case may be.
7. The Railway and Production Units are requested to take expeditious action to implement the aforesaid decision so as to relieve stagnation amongst stenographers in non-secretariat offices within their administrative jurisdiction.
8. Hindi version is enclosed.


(NEERA KUNTLA)
Director Pay Commission
Railway Board

No. PC-V/99/1/9/6

Dated 28.09.1999

Copy (with 40 spares) forwarded to ADAI (Railways), New Delhi.


R. Kashyap
For Financial Commissioner, Railways

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