



(E-4020254)

F.No. No. A-28/2021-Admin(P&T)
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of Development Commissioner (MSME)
Administration (P&T) Division



Nirman Bhawan, New Delhi
Dated: 14th August, 2023

MEMORANDUM

The Competent Authority has directed undersigned to ask for an explanation from Head of Office for not complying with the orders issued by DoP&T vide OM No. DoP&T OM No. A-14020/2/91-Estt(D) dated 29.09.1992.(copy enclosed) regarding typing test in respect of LDCs either appointed on Compassionate grounds or promoted to the post of LDC.

2. Therefore, you are requested to submit your reply on the following points within 7 days of issuance of this memorandum:

- i. Whether responsibility has been fixed on the person(s) responsible for such lapses ? If not, reason thereof.
- ii. Explanation may be called immediately from the person(s) responsible for such lapse with a copy endorsed to this office.
- iii. Whether there is any functional loss to the office if the said LDCs have not qualified the typing test in terms of DoP&T OM No. A-14020/2/91-Estt(D) dated 29.09.1992.
- iv. What curative measures have been taken by your office so that the procedural lapses will not be repeated in future.

Encl: As above

G.K.J.
14/8/23
(Pankaj Kumar Jha)
Deputy Director(Admin)/HoO

To,

Head of Office,
MSME-DFO, Hyderabad/Chennai/Thrissur/Ahmedabad/Mumbai/
Visakhapatnam

Copy to:

- 1 PPS to Secretary(MSME), Ministry of MSME;
- 2 PPS to AS&DC(MSME), O/o DC(MSME);
- 3 PA to ADC(Admin)/JDC(Admin), O/o DC(MSME);
- 4 SENET for uploading on official website;
- 5 Guard file.

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F.No. 14020/3/95-Estt.(D)
Government of India
Ministry of Personnel, P.S. & Pensions
(Department of Personnel & Training)

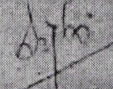
New Delhi, the 14 Sept., 1995.

OFFICE MEMORANDUM

Subject:- Typewriting Test-Exemption from passing the typing test in respect of LDCs who do not belong to Central Secretariat Clerical Service-eligibility for promotion- clarification req.

The undersigned is directed to refer to this Department's OM No.14020/2/91-Estt.(D) dated 29.9.92 (copy enclosed) on the above subject and to say that references are being received from time to time seeking clarification whether persons appointed as LDCs to posts which do not belong to CSCS can be considered for promotion before they pass the typing test or granted exemption from doing so. It is clarified that they can be considered for promotion only after they have passed the typing test or they have been exempted in accordance with the prescribed procedure from passing it and any such promotion will have prospective effect. If the Recruitment Rules for the post of UDC do not contain such a provision necessary action may be taken to amend the Recruitment Rules to incorporate a suitable provision in this regard.

This may be brought to the notice of all concerned.


(K.K. JHA)
Director(E)

To All Ministries and Departments etc. of the Govt. of India.

Copy to:-

1. Comptroller and Auditor General of India
2. Rajya Sabha Sectt./Lok Sabha Sectt.
3. All Union Territory Administrations
4. All attached/Subordinate offices under the DOP&T.
5. Commissioner for SC/ST, New Delhi.
6. Secretary, Staff Side, National Council (JCM),
9, Ashoka Road, New Delhi.
7. All Sections.
8. 300 spare sets for Estt.(D).