



(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

CIRCULAR

With reference to this office letter of even no. dated 27th December 2022 regarding waiver of excess payment made to LDCs appointed on Compassionate grounds or by promotion from erstwhile Group 'D' to the post of LDC Group 'C' in field office, all Head of Offices are once again requested to ensure that no such case(s) is/are left in their office for waiver.

2. If there is any such case which was not reported earlier, it should be reported to this office within 15 days from the date of issue of this circular, along with relevant information as desired by Ministry of Finance, Deptt. of Expenditure, OM No. 09(20)/2023-E.II(A) dated 1st June, 2023 (copy enclosed).
3. No further request in this regard will be entertained by this office after the due date. Any lapses in reporting such cases will be treated as negligence on the part at Head of Office and suitable administrative action under CCS(Conduct) Rules will be initiated against him.
4. Further, it is also reiterated that DoP&T OM No. 14020/2/91-Estt.(D) dated 29th Sept. 1992 (copy enclosed) should be strictly followed with respect to compassionate appointees and MTS promoted to the post of LDC.

This issues with the approval of Competent Authority.

Encl: As above

G. Jha
14/08/23
(Pankaj Kumar Jha)
Deputy Director(Admin)/HoO

To All Head of Office(MSME-DFO/MSME-TC)

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)

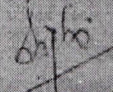
New Delhi, the 14 Sept., 1995.

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).