

CR1978070101

(24)
Maharashtra Civil Services (Revised Pay) Rules, 1978:
Revision of pay scales of certain categories, under -

GOVERNMENT OF MAHARASHTRA
Finance Department.
Resolution No. PCR 1278/CR-165/SER-10.
Mantralaya, Bombay-400 032, Dated the 1st July 1978.

R E S O L U T I O N

Revised scales of pay for the categories of (1) Typists, (2) Head Typists, (3) Steno-typists and (4) Drivers of Motor Vehicles have already been prescribed under Maharashtra Civil Services (Revised Pay) Rules, 1978 vide Government Resolution No. PCR.1278/CR-12/SER-10, dated the 17th April 1978. Government is pleased to pass following further orders regarding the pay scales of these categories.

(1) Typists.

2. Under Maharashtra Civil Services (Revised Pay) Rules, 1978 a revised scale of Rs.260-10-390-15-420-Extn.-15-495 has been prescribed for the posts of typists in all Departments of Government. The Special Pay (or Typing allowance) of Rs.15/-P.M. drawn by the typists in the Departments of Mantralaya has also been continued. The pay Commission has recommended that the typists who work exclusively as typists but are borne on the clerical cadre of respective departments for the purpose of promotion etc. should be placed on a higher scale of Rs.290-10-390-15-465-Extn-15-540 if they opt to delink themselves from the clerical cadre. Government has accepted this recommendation and is accordingly pleased to direct that if any typist working exclusively as a typist borne on the clerical cadre of a Department gives an undertaking in writing to the effect that he renounces his claim for promotion to the higher posts in the clerical cadre, he should be placed on the aforesaid scale of Rs.290-540 with effect from 1st April 1976 or any future date, as per his option.

The initial pay of typist who opts to sever connection with the clerical cadre with effect from 1st April 1976 and is therefore brought on the revised scale of Rs.290-540 should be fixed in that scale under the provisions of Maharashtra Civil Services (Revised Pay) Rules, 1978 as if the scale of Rs.290-540 has been prescribed for the post held by him. The special pay (or typing allowance) of Rs.15, if drawn, should be treated as merged in the revised pay scale and should be taken into account for the purpose of pay fixation.

3. Government is further pleased to direct that the special pay (or Typing allowance) of Rs.15/- now admissible to typists in the departments of Mantralaya should be extended to typists in the offices outside Mantralaya subject to the following conditions being satisfied viz.

- (1) that the typist has minimum typing speed of 40 w.p.m.; and
- (2) that the typist is being used exclusively for typing work and has a workload of a full-time typist as prescribed in Government Circular, Finance Department, No.7983/33, dated the 21st February 1952 (vide Annexure to this Resolution).

In the cases where the conditions mentioned above were satisfied on 1st April 1976, the special pay may be allowed with effect from that date. In other cases, special pay should be sanctioned with effect from the date on which the conditions are satisfied. For the purpose of condition (2) above, a certificate issued by the appointing authority to the effect that the typist has a full-time work-load as prescribed in the Government Circular of 21st February 1952 should be accepted.

GCP.ROTA/F.D.-H-442(15,000-7-78)-1.

(2) Head Typists.

4. Posts of Head Typists which exist in the Departments of Mantralaya and a few offices Outside Mantralaya which have Central Typing Sections are borne on the cadre of Clerk-typists and carry a special pay. Government is pleased to direct that as in the case of typists an option should be given to the Head Typists either to continue to remain in the cadre of Clerk-typists or to get themselves delinked from that cadre. Those who opt to get themselves delinked from the cadre of Clerk-typists should be placed on a higher scale of Rs.335-15-500-20-580-Extn-20-680 with effect from 1st April 1976 or any future date, as per their option.

The initial pay of a Head Typist who opts to sever connection with the clerical cadre and is therefore brought on the scale of Rs.335-680 with effect from 1st April 1976 should be fixed in that scale under the provisions of Maharashtra Civil Services(Revised Pay)Rules, 1978 as if the scale of Rs.335-680 has been prescribed for the post held by him. Special pay including typing allowance of Rs.15, if drawn, should be treated as merged in the revised pay scale and should be taken into account for the purpose of pay fixation.

(3) Steno-typists.

5. Under Maharashtra Civil Services(Revised Pay)Rules 1978, the following common scales have been prescribed for the posts of Steno-typists in various departments of Government:-

(i) Rs.260-10-390-15-420-Extn-15-495 plus shorthand allowance according to shorthand speed.

(ii) Rs.335-15-500-20-580-Extn-20-680.

The scale at (i) is intended for Steno-typists who are borne on the cadre of Clerk-typists and continue to remain on that cadre for the purpose of promotion to higher clerical posts and the scale referred to at (ii) is intended for those who are directly recruited to the posts of steno-typists and have no claim for promotion in higher clerical posts. It is possible that some of the steno-typists belonging to the first category may prefer to come on the scale of Rs.335-680 meant for direct recruits and forego their right of promotion to higher clerical posts. Government is, accordingly, pleased to direct that if any steno-typist borne on the clerical cadre gives an undertaking in writing to the effect that he renounces his claim for promotion to higher posts in the clerical cadre, he may be allowed to come to the revised scale of Rs.335-680 with effect from 1st April 1976 or any future date, as per his option.

The initial pay of a Steno-typist who opts to sever connection with the clerical cadre and is brought on the scale of Rs.335-680 with effect from 1st April 1976 should be fixed in that scale under the provisions of Maharashtra Civil Services(Revised Pay) Rules, 1978 as if the scale of Rs.335-680 has been prescribed for the post held by him. Shorthand Allowance and special pay, if any, drawn should be treated as merged in the revised scale and should be taken into account for the purpose of pay fixation.

(4) Drivers of Motor Vehicles

6. Under Maharashtra Civil Services(Revised Pay)Rules 1978, a scale of Rs.250-7-285-10-385-Extn-10-435 has been prescribed for the posts of Drivers of Motor Vehicles. However, since the Drivers of

H-442(15,000+5-7-78)-1a.

*for Director
p.m.*

heavy motor vehicles(viz. trucks and buses) are required to possess a heavy duty licence and since handling of heavy vehicles entails considerable strain on the drivers, it has been decided that the drivers of heavy vehicles should be placed on a higher scale of Rs.260-10-390-15-420-Extn-15-495. Heads of Departments should, therefore, take steps to get upgraded posts of drivers equal to the number of heavy vehicles(viz. trucks and buses) in their departments including in the offices under their control after submitting necessary proposals to the Departments of Mantralaya concerned. The posts may be upgraded with effect from 1st April 1976 provided that the heavy vehicles have been in existence from that date and that the posts have continuously held by Drivers possessing heavy duty licence from that date. Where these conditions are not satisfied, the posts should be upgraded from a later date on which the conditions are satisfied.

The initial pay of a Driver who qualifies for the scale of Rs.260-495 with effect from 1st April 1976 should be fixed in that scale under the provisions of Maharashtra Civil Services(Revised Pay) Rules 1978 as if the scale of Rs.260-495 has been prescribed for the post held by him.

By order and in the name of the Governor of Maharashtra,

S.G. PAI,
Deputy Secretary to Government.

To

The Secretary to the Government of India, Ministry of Finance,
Department of Expenditure, New Delhi(with 5 spare copies),
The Accountant General, Maharashtra I, Bombay(with 160 copies),
The Accountant General, Maharashtra II, Nagpur(with 40 copies),
The Pay and Accounts Officer, Bombay(with 40 spare copies),
The Chief Auditor, Local Fund Accounts, Bombay,
The Deputy Chief Auditor, Local Fund Accounts, Bombay/Pune/Nagpur/
Aurangabad,
The Resident Audit Officer, Bombay,
The Secretary to Governor,
The Secretary to Chief Minister,
The Secretary to Deputy Chief Minister,
The Personal Assistants to the Ministers and Ministers for State,
*The Prothonotary and Senior Master, High Court, Bombay,
*The Registrar, High Court, Appellate Side, Bombay,
*The Secretary, Maharashtra Public Service Commission, Bombay,
*The Secretary, Maharashtra Legislature Secretariat, Bombay,
*The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
All Departments of the Mantralaya,
All Heads of Departments and Offices under the various Departments
of the Mantralaya,
The Liaison Officer, Mantralaya, Bombay,
The Chief Executive Officers of all Zilla Parishads,
All Desks in Finance Department,
Select File, Finance Department, Desk SER-10.

*By letter

No.

of 1978.

Copy forwarded for information and guidance to-

H-442(15,000+5-7-78)-2.

for order
pinner

ACCOMPANIMENT TO GOVERNMENT RESOLUTION, FINANCE
DEPARTMENT, NO.PCR 1278/CR-165/SER-10, DATED THE
1ST JULY 1978.

ANNEXURE

Government Circular, Finance Department, No.7983/33, dated the
21st February 1952.

Standard of typing work.

The Officer on Special Duty (Re-retrenchment) has suggested that a standard of 7,000 words per working day may be expected of a typist and that as a long term criterion 10,000 words per day should be expected. Government is pleased to accept the above recommendation and direct that for the time being the standard should be 7,000 words per day. In fixing the standard of 7,000 words, allowance has been made for bad handwriting of the manuscript notes to be typed; for the normal work of typing tabular statements and for absenteeism.

2. The Heads of Departments should review the strength of typists in the various offices under their control in the light of the above standard and retrench the excess number of posts, if any. The action taken should be reported to this Department, with the amount of annual saving involved, if any, within one month.

—