



EAST COAST RAILWAY

प्रमुख मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No.98/2019

पूतरे/कार्मिक/आर/ECOR/Pers/R/Selection

Date: 25.04.2019

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,
मु:कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मं.नेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,
व.का अधिकारी(नि)/भुवनेश्वर
महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

Sub: Regularization and fixation of seniority on promotion/recruitment to the post of Jr./Sr. Clerk cum Typist.

उपर्युक्त विषय पर इस कार्यालय के पत्र सं. ECoR/Pers/07/Typing Test/Sports Quota/211 दिनांक 19.12.2018 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of this Office's Lr. No- ECoR/Pers/07/Typing Test/Sports Quota/211 dated 19.12.2018 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(G.Sathy)

**Dy.Chief Personnel Officer(IR&W)
For Principal Chief Personnel Officer**

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र. अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्री), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.),सहा.कार्मिक अधि.(कल्याण), सहा.कार्मिक अधि.(विल).



51

Office of the
Pr. Chief Personnel Officer
2nd Floor, South Block,
Rail Sadan, Bhubaneswar-751017
(Odisha)

No.ECoR/Peo/rs/07/Typing Test/Sports Quota/211

Dt. 19.12.2018

To,
All PHOD, CHOD/ECoR/BBS,
Dy. CPO(Con)/ECoR/BBS,
DRM(P)/ECoR/KUR,WAT,SBP, WPO/CRW/MCS,
SPO(Con)/VSKP, SPO(RE)/BBS

Sub: Regularization and fixation of seniority on promotion / recruitment to the post of Jr./Sr.Clerk cum Typist.

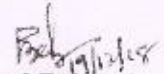
Instructions have been issued by Railway Board from time to time for conducting typing proficiency test and regularization of service of the promotees as well as direct recruits Jr./Sr. Clerk cum typist recruited against compassionate ground, sports, cultural and Scout and Guide quota etc. The permissible period of time and number of chances have also been prescribed for clearing the typing proficiency test for regularization/fixation of seniority in the relevant post. As per the said guidelines the time period vis-a vis number of chances should strictly be adhered to in this regard.

2. It has come to the notice that the prescribed guidelines of Board are not being followed in uniform manner in various Divisions / Units of this Railway resulting in undesirable staff grievance and legal proceedings. In order to fix the issues, following procedure / guidelines should be adopted in addition to the board's guidelines in the matter:

- i. The staff who clear the typing proficiency test within the permissible period /chances, will be regularized and their seniority will be fixed from the date of appointment to the relevant post i.e. Jr./Sr. Clerk-Cum-Typist as the case may be. If, on the other hand, required number of chances could not be provided to any candidate during the period, the staff clearing the test within the permissible chances, though not within the permissible period, will also retain seniority from the date of appointment taking the delay on administrative account.
- ii. In the circumstances where the staff is not able to clear the test within the prescribed permissible period / attempts, his / her seniority and regularization in the relevant grade will be reckoned from the date of passing the typing proficiency test.
- iii. Failure to attend the typewriting proficiency test is to be treated as an attempt if absence in typing test is at the own volition of the staff concerned.

- iv. In case of inability of the Railway Administration to release the staff for attending typewriting test, controlling officers should inform it well in advance to the typing test conducting authority i.e. Personnel Department concerned.
 - v. The typing proficiency test should be conducted by the respective personnel branch at regular intervals and in routine manner so as to provide required minimum number of chances to the candidates to clear the test within permissible period / attempts.
3. The above mentioned guidelines should be followed scrupulously and any violation / deviation thereto may be rectified immediately.
 4. Past cases where staff have already been promoted to next higher grades should not be reopened.

This has the approval of the competent authority.


(Pramod Behera)
Sr. Personnel Officer (Staff)
For Pr. Chief Personnel Officer

Copy forwarded for information and necessary action to:

1. PS-II to PCPO & CPO(Admn) for kind information of PCPO & CPO(Admn)
2. Dy.CPO(IR&W), Chairman/RRC/BBS,
3. SPOs/APOs of PCPO's Office/BBS.
4. All Section-in-charges of PCPO's Office/ECOR/BBS


For Pr. Chief Personnel Officer