

CENTRAL SECRETARIAT CLERICAL SERVICE (REORGANISATION) SCHEME

SECTION—I

Preliminary

1. The Central Secretariat Clerical Service (referred to hereafter as the "Service") will be organised in the manner described in this memorandum. The posts borne on the cadre of the Service (referred to as "Duty Posts") will be settled as described in Section II. The authorised strength of the Service and the different grades therein will be regulated in relation to the duty posts as described in Section III. Initial constitution of the Service will be made as described in Section IV. The Service will be maintained in future—that is to say, recruitment, training, promotions and transfers, leave and other conditions of service will be regulated as described in Section V.

SECTION—II

Schedule of Duty Posts

Duty Posts will be divided into the following two categories :—

Category D : Upper Division.

Category E : Lower Division.

The existing designations of the Second and Third Division Clerks will cease to exist.

NOTE :—The letters D & E are reserved for this Service since the posts encadred in the Central Secretariat Service are divided into Categories A, B & C.

3. All posts of clerk designated as posts of Second Division, Upper Division, Third Division or Lower Division Clerk either in the Central Secretariat or in included Attached Offices will be classified as "Duty Posts" of either of the two categories referred to in para 2 unless specifically declared to be excluded posts in the manner prescribed in paragraph 4.

NOTE :—(i) An included Attached Office is one in which posts have been included in Grades I, II, III or IV of the Central Secretariat Service.

(ii) The Central Secretariat excluded the Sectt. of the Railway Ministry.

4. (1) Any post which is classifiable as a "Duty Post" of either of the two grades may be declared to be an excluded post if the incumbent thereof is required to possess special or technical qualifications or experience.

(2) The declaration of any post as an excluded post will require the concurrence of the Ministry administratively concerned and the Ministry of Home Affairs. On such declaration and as long as the declaration is in force, excluded posts shall be deemed not to be "Duty Posts".

5. (1) The number of posts of each category in the Ministries and offices in which posts are included will be determined by the Ministry of Home Affairs in consultation with the administrative Ministry and the Ministry of Finance and a Schedule of Duty Posts prepared.

(2) The Schedule will show in respect of each Ministry :

(a) the total number of duty posts in each grade in the Ministry proper and each of the offices under its administrative control ;

(b) how many of such posts are permanent, and how many temporary ;
and

(c) particulars regarding the excluded posts if any, under the administrative control of each Ministry.

(3) The Schedule thus prepared will be revised annually and will provide the basis for a periodical review of the authorised strength of the Service and of the grades thereunder and for its allocation among the Ministries.

SECTION—III

Grades and Authorised Strength

6. There will be two Grades of the Service :—

- (i) Grade I : Upper Division Clerk.
- (ii) Grade II : Lower Division Clerk.

They will carry the scales of pay given below :—

Grade I—Rs. 80—5—120—EB—8—200—10/2—220.

Grade II—Rs. 55—3—85—EB—4—125—5—130.

Officers of both the Grades will be Class III Officers.

7. (1) The Authorised permanent Strength of the Service shall be fixed separately for Grades I & II thereof.

(2) The Authorised permanent Strength of Grades I & II at the initial constitution of the Service shall be as follows :—

(a) Grade I—1450.

(b) Grade II—3100.

NOTE :—(i) The Authorised Permanent Strength of the Service as a whole has been determined so that along with the Authorised Permanent Strength of the Assistants' Grade the total number is Approximately equal to two-thirds of the sum of the following numbers :—

(a) number of posts of Assistant (permanent and temporary) in the Secretariat and Attached Offices ;

(b) number of posts of Upper & Lower Division Clerk (permanent and temporary) in the Secretariat and Attached Offices ;

(ii) The Authorised Permanent Strength of Grade I has been determined as to be approximately equal to two-thirds of the excess of the actual number of posts of Assistant over the permanent authorised strength of that Grade plus the number of posts of Upper Division Clerk (permanent and temporary) in the Secretariat and Attached Offices.

(iii) The Authorised Permanent Strength of Grade II represents the difference between the total Authorised Permanent Strength of the Service as derived under (i) above and the Authorised Permanent Strength of Grade I.

(3) The Authorised Permanent Strength of Grade I pertaining to the "General quota" (see para 11) will be allocated among the Ministries including their Attached Offices; the "Reserve quota" will remain unallocated at the disposal of the Ministry of Home Affairs.

(4) The Authorised Permanent Strength of Grade II will be allocated among the Ministries including their Attached Offices.

(5) The Authorised Permanent Strength of the Service will be reviewed triennially.

8. Confirmations at the initial constitution will be made on an all-Secretariat basis against the total Authorised Permanent Strength of each Grade.

SECTION—IV

Initial Constitution of the Service

9. All existing permanent and provisionally permanent clerks who are not appointed substantively to higher Grades in pursuance of the Central Secretariat Service (Reorganisation and Reinforcement) Scheme or the Central Secretariat Stenographers' Service Scheme will first be confirmed against the permanent strength of the respective grades of the Service. These will also include—

- (i) Displaced permanent Central Government Servants who (a) have already been confirmed in either of the two grades of clerks ; or (b) have been confirmed or are eligible to be confirmed in

- superannuated posts on equivalent seniority. The seniority of clerks participating in the Scheme ;
- (ii) Clerks who have been nominated to vacant posts in order of seniority in the grade. The seniority of clerks purely temporary vacancies on the results of the Ministerial Service Examination, 1947, or earlier examinations ;
- (iii) Persons who have been or may be, nominated by the Ministry of Home Affairs for vacancies other than purely temporary vacancies in the clerks grade on being eligible for concession under sub-paragraphs (b) and (c) of paragraph 2 of the Ministry of Home Affairs Office Memorandum No. 23-20-48-NGS, dated the 25th May 1948.

NOTE :—The term displaced Central Government Servants includes employees of Baluchistan who did not indicate their willingness for service in Pakistan.

10. After deducting from the sanctioned permanent strength of the service in each grade the number which may be filled in accordance with para 9 above the remaining number of permanent vacancies in the grade will be filled from amongst the eligible categories enumerated in paragraph 12 subject to the following reservations *viz* :

- (a) 12½% of available vacancies will be reserved for Scheduled Castes and 5% for Scheduled Tribes, subject to availability of suitable personnel.
- (b) Of the total number of vacancies available for candidates not belonging to the Scheduled Castes or Scheduled Tribes, a quota of vacancies will be reserved for permanent displaced Government Servants.

11. The number of permanent vacancies available in Grade I will be divided into two quotas :—

- (i) Reserved quota : 600
- (ii) General quota (consisting of the balance of the available vacancies).

NOTE :—The provision for the 'Reserved quota' is a temporary one. It will be considered at the triennial review if this quota could be either reduced or abolished altogether or transferred in full or in part to the "General quota".

12. (1) The categories of candidates specified in sub-paragraphs (2) to (4) below will be eligible for confirmation in the respective grades at the time of initial constitution of the Service : *Provided*

- (a) they were employed on 1st January 1953 in the Central Secretariat or an included Attached Office ;
- (b) they are recommended by Ministry or office concerned as suitable for confirmation in the relevant grade; and
- (c) they are available and willing to hold posts for which they are eligible to be appointed in the cadre of this Service or of the Central Secretariat Service.

(2) *Grade I—Reserved quota.*

Persons included in the Regular Temporary Establishment of Assistants excluding those who are entitled to confirmation under para 9 above, or are confirmed in the Central Secretariat Stenographers' Service.

(3) *Grade I—General quota.*

- (a) Persons who have officiated as Assistant, Upper Division Clerk, or Second Division Clerk or in 'A' Grade for not less than three years on or before 1st January 1953 provided they are at least Matriculates and were born on or after the 1st January 1904.
- (b) All permanent and quasi-permanent Third/Lower Division Clerks who have officiated as Upper/Second Division Clerks or in a post in the Central Secretariat Service for not less than one year on or before 1st January 1953.

(c) O. M. No. 5/28/49-R, dated the 1st July 1949) ated as Upper/Second Division Clerks or in a post Secretariat Service for at least a period of one year or before 1st January 1953 provided they are at least Matriculates.

- (d) Displaced permanent Central Government Servants not confirmed under para 9 and displaced permanent Government Servants who held in a permanent capacity posts in Sind and North West Frontier Province and who were nominated or are deemed to have been nominated by the Transfer Bureau to posts of Upper Division Clerk or Assistant and who have completed one year's service in the grade of Upper/Second Division or in a post in the Central Secretariat Service on or before the 1st January 1953.
- (e) Members of Scheduled Castes and Scheduled Tribes not covered by clauses (a) to (d) above who have officiated for at least one year in the grade of Upper/Second Division or in the Central Secretariat Service on or before the 1st January 1953 provided they are at least Matriculates.

(4) Grade II.

- (a) Persons of the categories mentioned in sub-paragraphs (2) and (3) above and not confirmed in the Upper Division.
- (b) Persons not covered by clause (a) who have officiated in the Third/Lower Division or in a higher grade for at least a period of three years on or before the 1st January 1953 provided they are at least Matriculates.
- (c) Deputationists (Cf. O. M. No. 5/28/49-R, dated the 1st July 1949) who have officiated as Third/Lower Division Clerks or in a higher grade for at least a period of one year on or before the 1st January 1953, provided they are at least Matriculates.

- d) Displaced permanent Central Government Servants not confirmed under para 9 and displaced permanent Government Servants who held in a permanent capacity posts in Sind and North West Frontier Province and who were nominated or are deemed to have been nominated by the Transfer Bureau and have completed at least one year's service in the grade of Third/Lower Division or a higher grade on or before the 1st January 1953.
- (e) Members of Scheduled Castes and Scheduled Tribes not covered by clauses (a) to (d) above who have officiated for at least one year in the grade of Third/Lower Division or in a higher grade on or before the 1st January 1953, provided they are at least Matriculates.

NOTE :—(1) For purposes of sub-paragraphs (3) and (4), only service in the Secretariat or other included offices in the appropriate grade will count for eligibility.

- (2) Broken periods of service will be counted provided that if the Government Servant ceased to be in Government service for any period, the service prior to his re-appointment will not be taken into account.
- (3) For purposes of clause (b) of sub-paragraphs (3) and (4), persons who have been recommended by Ministries concerned for the grant of quasi-permanent status but in whose case no final decision has yet been taken will be provisionally considered eligible. If they are within the zone of confirmation, permanent vacancies will be reserved for them pending decision on the grant of quasi-permanent status. If this status is granted, they will be confirmed with retrospective effect; if not their names will be deleted from the list of eligible persons.

13. The names of candidates who are eligible for confirmation in the two Grades of the Service in terms of para 12 above will be communicated to the Ministry of Home Affairs by the Ministries concerned with full particulars regarding their qualifications, age and service.

14. The candidates eligible for confirmation in the 'Reserved quota' of Grade I shall be confirmed in order of their seniority in the Regular/Temporary Establishment of Assistants.

15. The names of candidates eligible for confirmation in the 'General quota' of Grade I and in Grade II shall be arranged in lists in order of seniority or deemed seniority in that grade or in an equivalent grade. The seniority for this purpose shall be determined on the basis of the longest stretch of continuous service in the grade or in an equivalent grade on or before the 1st January 1953. The date or deemed date of seniority shall be calculated by prefixing to the 1st January 1953 the longest stretch of continuous service in the grade or in an equivalent grade. The lists will be arranged in accordance with the dates or deemed dates of seniority.

NOTE :—Service in an equivalent grade for the above purpose will be determined as follows :

- (i) In respect of posts referred to in Ministry of Home Affairs O. M. No. 31/223/50-DGS, dated the 27th April 1951, the provision of that O. M. apply.
- (ii) In respect of posts not so covered service on a pay of over Rs. 80/- and Rs. 55/- will be regarded respectively as service in grade equivalent to the Upper Division and the Lower Division.

16. Candidates will be confirmed in the order of seniority arranged as described in para. 15 (subject to the reservation in favour of Scheduled Castes, Scheduled Tribes and displaced Government Servants). Candidates entitled to confirmation according to their seniority will be required to pass a typing test conducted by the Union Public Service Commission at a speed of 30 words per minute before they are actually confirmed. A candidate who fails to pass the typing test within two years from the date on which he is eligible to be confirmed will be regarded as having finally failed to pass the test and the permanent vacancy reserved for him will thereupon be made available to the next person on the list. Provided that persons above the age of 45 years on the 1st January 1953 may be confirmed without passing the typing test but will not be eligible for promotion (permanent or officiating) to any higher grade until they pass the test.

SECTION—V

Future Maintenance of the Service

17. (1) Permanent vacancies in the 'General quota' of the authorised strength of Grade I of the Service will be filled in the following manner :

- (a) in accordance with the provisions of sub-paragraph (4) ;
- (b) by confirmation of quasi-permanent holders of posts of Upper Division Clerk in a proportion of vacancies to be fixed for the purpose with the concurrence of the Ministry of Home Affairs ;
- (c) half the balance of vacancies in each Ministry by promotion of permanent Lower Division Clerks, selections for promotion being made on the basis of merit with due regard to seniority; and
- (d) the other half to be filled on the results of a combined competitive examination for Ministerial Service to be held by the Union Public Service Commission:

Provided that for a period of three years from the initial constitution of the Service, there will be no direct recruitment. The question whether direct recruitment will be resumed thereafter, either fully or partially, will be considered by the Ministry of Home Affairs in consultation with the Union Public Service Commission. This consideration will relate to the succeeding period of three years. Direct recruitment in accordance with clause (d) will be resumed fully on completion of six years from the date of the initial constitution of the Service. Until such time as direct recruitment is resumed the quota of vacancies which are earmarked for direct recruitment will be filled by confirmation of persons in the list prepared under para 15 above, who are not confirmed at the initial constitution of the Service.

- (2) The minimum educational qualification for admission to the examination will be a University degree or an equivalent qualification. The minimum and maximum age limits shall be 20 and 22 respectively, provided

quasi-permanent Lower Division Clerks may be permitted to appear for the examination if they are not above the age of 30. The usual age relaxation for Scheduled Castes and Scheduled Tribes will apply. For the purposes of promotion and recruitment a Ministry and its Attached Offices will be treated as one unit.

- (3) Permanent vacancies in the 'Reserved quota' of the authorised strength of Grade I shall be filled by confirmation of persons in the Regular Temporary Establishment of Assistants.
- (4) In Ministries or Attached Offices having Subordinate Offices, a proportion of the posts in the grade may, with the concurrence of the Ministry of Home Affairs and the Union Public Service Commission, be set apart for recruitment from such offices. Appointments made to such posts shall not count as either direct recruitment or promotion.
- (5) Temporary vacancies whatever their duration shall, unless required for posting a member of the Regular Temporary Establishment, be filled Ministry-wise by promotion of suitable permanent Lower Division Clerks, quasi-permanent Lower Division Clerks, and temporary Lower Division Clerks, who are graduates in that order of preference.

18. Direct recruits to Grade I will be on probation for one year and will undergo such training as may be prescribed by the Ministry of Home Affairs. During probation they shall be required to pass a test in typewriting at the rate of 30 words per minute to be held by the Union Public Service Commission or such other authority as may be prescribed failing which they will be liable to be discharged from Service.

19. Permanent officers of Grade I who have completed three years of service in the grade or in a higher grade will be eligible for promotion in the quota of vacancies reserved for promotion from the clerical grades to the grade of Assistant of the Central Secretariat Service. Promotion will be made on the basis of seniority subject to the rejection of the unfit.

20. (1) Permanent vacancies in the Authorised Permanent Strength of Grade II as well as temporary vacancies likely to last for more than three months shall, subject to such adjustments as may be necessary for the absorption of quasi-permanent holders of posts of Lower Division and to the provisions of sub-paragraph (3), be filled by direct recruitment on the results of an examination to be conducted annually by the Union Public Service Commission. The minimum educational qualification for admission to the examination will be a pass in the Matriculation or an equivalent examination and the minimum and maximum age limits 17 and 20 years, with the usual relaxation for Scheduled Castes and Scheduled Tribes.

(2) Persons recruited on the results of the Union Public Service Commission's examination will receive two advance increments ; if they pass a typing test to be held by the Union Public Service Commission or such other authority as may be prescribed at a speed of 40 words per minute they will receive two further increments.

(3) In Ministries or Attached Offices having Subordinate Offices, a proportion of posts in the grade may, with the concurrence of the Ministry of Home Affairs and the Union Public Service Commission, be set apart for recruitment from such offices.

21. Candidates appointed to the Lower Division will be on probation for one year during which they will undergo such training as may be prescribed by the Ministry of Home Affairs. During probation they will be required to pass a typing test at 30 words per minute to be conducted by the Union Public Service Commission or such other authority as may be prescribed failing which they will be liable to be discharged from Service.

22. Permanent Lower Division Clerks who have completed three years of service in the grade or in a higher grade will be eligible for promotion to the Upper Division as laid down in paragraph 17 (1) above.

23. (1) Officers of Grade I who are members of the Regular Temporary Establishment of Assistants at its initial constitution shall be considered to be senior to all others and shall have the same seniority *inter se* as in the Regular Temporary Establishment of Assistants.

(2) The seniority of all persons confirmed in Grades I and II at the initial constitution of the Service other than those referred to in sub-para (1) above shall be determined as follows :—

The names of all existing permanent Second and Upper Division Clerks/ Third and Lower Division Clerks who were appointed on a permanent basis in the grade prior to the 1st January 1944, will be arranged in accordance with the rules in force before the 22nd June 1949. Such permanent clerks in each grade will be considered as senior to all clerks in that grade appointed on a permanent or quasi-permanent basis on or after the 1st January 1944. The order of seniority of all clerks appointed permanently on or after the 1st January 1944 will be determined on the basis of longest stretch of continuous service in the grade or in an equivalent grade on or before the 1st January 1953, service in an equivalent grade being defined as in paragraph 15 above.

(3) All persons confirmed in each grade at the initial constitution of the Service shall be senior to those not so confirmed. The seniority of persons confirmed in each grade of the Service after the initial constitution is completed shall be determined according to the date of their confirmation in the grade.

24. (1) Leave, pension and other conditions of service will be as for other Class III officers.

(2) Nothing in the provisions regarding pay contained in this Section shall affect the scales of pay to which pre-1931 entrants are entitled, or the scale of pay of Rs. 55—170 to which certain persons have been appointed substantively.