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No:F.7(1)/IC/86(44)
Government of India
Ministry of Finance
Department of Expenditure
Implementation Cell

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New Delhi, dated 11th Sept., 89

OFFICE MEMORANDUM

Sub: - Rationalisation of pay scales of Electronic Data Processing posts.

The undersigned is directed to refer to the recommendations of Fourth Central Pay Commission contained in paragraph 11.45 of the Report wherein it was suggested that the Department of Electronics should examine and suggest reorganisation of existing Electronic Data Processing posts and prescribe uniform pay scales and designations in consultation with the Department of Personnel. In pursuance of above suggestion, a Committee had been set up by Department of Electronics in November, 1986. After careful consideration of the recommendations made by this Committee, Government of India has decided to introduce following pay structure for Electronic Data Processing posts :-

<u>S.No.</u>	<u>Designation of post</u>	<u>Pay Scale</u>	
<u>Data Entry Operators</u>			
1.	Data Entry Operator Grade 'A'	Rs.1150-1500	This will be entry Grade for Higher Secondary with knowledge of Data Entry work.
2.	Data Entry Operator Grade 'B'	Rs.1350-2200	This will be entry grade for graduates with knowledge of Data Entry work or promotional Grade for Data Entry Operator Grade 'A'.
3.	Data Entry Operator Grade 'C'	Rs.1400-2300	Promotional Grade.
4.	Data Entry Operator Grade 'D'	Rs.1600-2660	Promotional Grade.
5.	Data Entry Operator Grade 'E'	Rs.2000-3500	Promotional Grade.
<u>Data Processing / Programming Staff</u>			
1.	Data Processing Assistant Grade 'A'	Rs.1600-2660	Entry grade for graduates with Diploma/Certificate in Computer application.

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2. Data Processing Assistant Rs.2000-3200 Promotional Grade.
Grade 'B'
3. Programmer Rs.2375-3500 Direct Entry for holder
of Degree in Engineering
or post-graduation in
Science/Maths etc. or
post-graduation in
Computer Application
- Or
- By promotion from Data
Processing Assistant
Grade 'B'.
4. Senior Programmer Rs.3000-4500 Promotional Grade.

2. All Ministries/Departments having Electronic Data Processing posts under their administrative control will review the designation, pay scales and recruitment qualification of their posts and revise the same in consultation with their Financial Advisers to the extent necessary as per pay structure indicated in para 1 above. Where it is found necessary to revise the pay scale of existing posts, notification will be issued by concerned Ministry/Department and copy of notification endorsed to Implementation Cell, Department of Expenditure. The revised pay scales will be operative from the date of issue of notification by concerned Ministry/Department.

3. If as a result of above review, pay scale of any post undergoes a change, the pay of existing incumbents will be fixed as per Fundamental Rule 23 read with FR 22 (a) (ii).

4. The review suggested in para 2 above will be made only with reference to existing Electronic Data Processing posts and it will not be necessary to create all the grades in all Ministries/Departments, as it will depend on requirements of user Department. If Ministry/Department proposes to create any grade which is not existing at present it will be done with approval of Financial Advisers and subject to procedures laid down for the purpose.

5. The qualifications etc. indicated against each grade in para 1 above are only illustrative and Departments/Ministries will carry out the review of existing EDP posts in accordance with recruitment rules as already prescribed by them. To ensure uniformity in regard to Recruitment Rules for the EDP posts, Department of Personnel & Training is being requested to devise model Recruitment Rules which can be adopted by Ministry/Department.

6. The pay structure given in para 1 above is applicable to EDP posts as such and not to the cadres of Clerks, Telephone Operator,

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Telegraphist, Office Assistant, Stenographers etc. who may be utilised partly or wholly for EDP work. Where there is a doubt if any post falls in the category of EDP posts, reference may be made direct to National Informatic Centre (NIC), Ministry of Planning, New Delhi for clarification.

7. As regards the recommendations of Committee for pay scales of the posts of Systems Analyst and above, it has been decided to leave it to user Ministries/Departments/Organisations to determine pay scale in consultation with Financial Advisor, keeping in view level of post, duties and responsibilities, recruitment qualifications etc. relevant to the post.

8. National Informatic Centre (NIC), Ministry of Planning will be asked to evolve the job assignment charts for different levels of Data Entry Operators and Programming Staff, which can be adopted by different Ministries/Departments with suitable modifications, if necessary, to meet any particular requirements.

9. All Ministries/Departments are requested to initiate action on priority basis and results of review reported to Implementation Cell, Department of Expenditure.

R.D. Bharadwaj

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1. All Ministries/Departments of the Government of India etc. etc. (As per standard list).
2. Copy to Ministry of Personnel, Public Grievances & Pensions, (Department of Personnel & Training) with the request that they may devise model Recruitment Rules which can be adopted by Ministries/Departments as mentioned in paragraph 5 above.
3. Copy to Ministry of Planning, National Informatic Centre, (NIC) with the request that they may evolve the job assignment charts for different levels of Data Entry Operators and Programming Staff which can be adopted by different Ministries/Departments as mentioned in paragraph 8 above.

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