



No. Admn/A/2020-21/302

Dated: 12.01.2020

### OFFICE ORDER

As envisaged in the Department of Personnel and Training (DOPT) OM No. Ab-14017/2/2011-Estt(RR) dated 30.05.2014, the post of Data Entry Operator, Grade Pay Rs. 2400 and Console Operator Grade pay Rs. 2800 have been designated as Data Entry Operator (DEO) Grade 'A' and DEO Grade 'B' respectively.

As per the revised RRs, it has been prescribed that DEO Grade 'A' (Level 4 of Pay Matrix (GP Rs. 2400) with five years' regular service in the grade and who have successfully completed two weeks training in relevant area as prescribed by the Department from time to time will be considered for promotion to the post of DEO Grade 'B' (Level 5 of Pay Matrix) (GP Rs. 2800).

Departmental Exam for Data Entry Operator, Grade 'A' for promotion to the post of Data Entry Operator, Grade 'B' the minimum qualifying marks for declaring candidate successful in this examination shall be 40%.

The eligible officials, who are willing to appear in Departmental Exam for Data Entry Operators, Grade 'A' with five years' regular service in the grade and who have already completed two weeks training in relevant area as prescribed by the Department from time to time may send their duly filled in Applications form along with recommendations of the Branch Officers concerned, by 18.01.2021. Application received after due date will not be entertained.

-sd/-

Sr. Accounts officer (Admn.)

Endst. No. Admn./Exam/DEO/A/2020-21/2876-83

Dated : 12.01.2021

Copy forwarded for information and necessary action to:-

1. Secy. to Accountant General (A&E) H.P. Shimla-03
2. P.A. to Deputy Accountant General (Admn.)
3. P.A. to Deputy Accountant General (A/cs & VLC)
4. All Sections
5. Notice Board/Official website E D P
6. 'A' series file/Admn. Section.
7. Confidential Assistant (DAG Admn)
8. Old D.E.O. through e-mail.

Sr. Accounts Officer (Admn.)