

POLICE ORDER No. 123

Annual Examination of Steno. Sub-Inspectors in shorthand and typewriting is hereby cancelled. The following order is issued instead:—

Annual Examination of Steno. Sub-Inspectors in shorthand and typewriting.

2. The result of the annual examination in stenography and typewriting of Steno. Sub-Inspectors for the last few years has not been satisfactory in view of the percentage of errors and the number of failures. It is likely that they are not getting good practice in stenography. It has also been noticed that their knowledge in English is generally very poor.

3. It is, however necessary that the Steno. Sub-Inspectors should maintain their efficiency in stenography and typewriting at the minimum speed of 80 words per minute in stenography and 35 words in typewriting. In order that the Steno. Sub-Inspectors maintain this standard and improve their skill they should be given adequate and constant practice, and Superintendents of Police etc. should observe the provisions of Para. VIII of P. M. Appendix 42, as far as practicable. It is also considered very important that Steno. Sub-Inspectors should make their own time and take personal interest in improving and increasing their speed and accuracy in Stenography and typewriting for better performance of their duties.

4. Further, in order that the Steno. Sub-Inspectors may maintain their efficiency in stenography and typewriting at the speed as prescribed above, it is hereby ordered that before allowing annual increments under rule 77 of the Orissa Service Code the Deputy Inspector-General/ Superintendent of Police under whom a particular Steno. Sub-Inspector works will test him at that speed. The result should be noted in the Service Book. Failure to pass the test will be regarded as unsatisfactory work for the purposes of P. M. Rule 832(c).

Police Manual Reference

-- Appendix 42

(Previous Police Order Reference No. 2 of 1956)