

POLICE ORDER No. 288/90

SUB:—Procedure to be adopted for promotion of Sepoys to the rank of Lance Naik, Lance Naik to Naik, Naik to Havildar, Havildar to Havildar-Major and Havildar-Major to Jemadar in O. S. A. P. Bns.

In the absence of any statutory procedure in the matter of promotion of Sepoys to the rank of Lance Naik and other higher ranks including upto the rank of Jemadar in O. S. A. P. Bns. many administrative problems have arisen. In order to overcome the administrative problems and to maintain uniformity of procedure in the matter of promotion of Sepoys to the rank of Lance Naik, Lance Naik to Naik, Naik to Havildar, Havildar to Havildar-Major and Havildar-Major to Jemadar in O. S. A. P. Bns., the following orders are issued in supersession of all previous instructions/orders in the matter:—

(A) PROMOTION OF SEPOYS TO LANCE NAIK

(i) A Sepoy who has put in 3 years of service after passing the Training course (i. e. basic course of training for Sepoys) shall be eligible for promotion to the rank of Lance Naik after passing the prescribed Drill Test.

(ii) An Annual Test of Sepoys for promotion to the rank of Lance Naik shall be conducted centrally at a place selected by the D. I.-G. of Police, S. A. P., in the month of February every year.

(iii) The Commandants of O. S. A. P. Bns. shall nominate eligible Sepoys for the test to be held centrally. The strength of nominees of a Bn. having 6 service Coys. will be 30. The strength of nominees of Battalions having more or less number of companies will be proportionately increased or reduced, respectively.

(iv) To select the required number of suitable Sepoys for nomination to the Central test, a screening test shall be held in each Battalion in the month of January. Sepoys having three years of service and willing to appear at the test shall apply in writing and they shall be allowed to appear at the Screening test.

(v) The Screening test shall be conducted by a Board of examiners consisting of the Commandant of the Battalion as the President and 2 or more officers of and above the rank of Assistant Commandant as Members.

(vi) The test shall be conducted on the following subjects:—

Subject	Full Marks	Pass Marks 50%	Total Pass Marks
(a) PRACTICAL			
1. Squad & pln. drill	10	5	65
2. Arms Drill	10	5	
3. Lathi Drill (Long, Medium & Short)	10	5	
4. Guard & Sentry Drill	10	5	
5. Riot Drill	10	5	
6. Weapon Trg. (Rifle)	10	5	
7. Weapon Trg. Bayonet	10	5	
8. Weapon Trg. (L. M. G.)	10	5	
9. Tear Smoke	10	5	
10. Elementary Field Craft with EOD.	20	10	
11. P. T. Tables (with and without apparatus)	10	5	
12. Turn out.	10	5	
(b) WRITTEN			
1. Literary test in Oriya (for Gurkhaas, non-Oriya Hindi)	40	20	50
2. General Knowledge	30	15	
3. Simple Arithmetic	30	15	

(vii) The Central test will be conducted by a Board of examiners consisting of one Commandant as president and 2 or more officers of and above the rank of Asst. commdt. as members to be selected by the I.-G. of Police, S. A. P.

(viii) Separate lists of successful candidates of Gurkhas and Non-Gurkhas (i.e. Oriya, Rajput etc.) shall be prepared after the test. Non Oriya Sepoys (including Gurkhas) may appear at the written test in Hindi. The same sets of questions will be put to Oriya / Non-Oriya / Gurkhas candidates in the written test and the test will be held simultaneously.

(ix) On the basis of the result of the central test a list of Sepoys selected for promotion to the rank of Lance Naik will be Published in order of seniority, as a Range Order by the D. I.-G of Police S. A. P. Cuttack. Seniority of the successful candidates for promotion to the rank of L. / N.K. will be decided in accordance with the date of passing the test i.e. a person passing the test earlier takes precedence over a person passing the test later. The seniority of Sepoys passing the Central Drill Test in the same batch shall be decided according to their date of appointment in the rank of Sepoy and if the dates of appointment are the same, then the seniority will be decided according to the date of birth i.e. the person older in age will take precedence over the younger. This list will remain valid permanently. The new list prepared on subsequent years shall be attended to the previous years list. A sepoy who has passed the Central Drill Test once will not be required to pass the test again for his promotion to the Rank of L / N.K.

(x) If sufficient number of candidates after passing the Central Test are not available for promotion to the rank of L / N.K. a second test during the year shall be held on the orders of the D.I.-G. Police, S. A. P.

(xi) Before giving promotion to the rank of Lance Naik a Selection Board consisting of the D.I.-G. (S. A. P.) as president and two Commandants as members shall review the service records of the Sepoys who have passed the Central test in order to find out their suitability for promotion. If the records of a particular Sepoy, though qualified in the Central test, are bad the Board may declare him on unfitness and he may not be given promotion. On improvement of service records if he is declared fit for promotion by any subsequent Board and given promotion, he will take his seniority from the date of the Board but not as per the original seniority list maintained. In other words the list of the candidates prepared by a Board shall be appended to the list prepared by the preceding board.

(xii) Clearance for promotion to the rank of L / NK will be issued by the D. I.-G. of Police, S.A.P. centrally from the approved list and respective commandants shall give promotion to the rank of L/NK. in their Battalion.

(B) PROMOTION OF LANCE NAIK TO NAIK :

(i) No test shall be held for promotion of Lance Naik to the rank of Naik.

Lance Naiks having 2 years of qualifying service as such will be eligible for promotion to the rank of Naik

(ii) Promotion from the rank of Lance Naik to Naik shall be decided by a Board consisting of D. I.-G. of Police, S. A. P. as president and 2 Commandants to be selected by the D.I.-G. of police, S. A. P. as Members. This Board will go through the service records of all the eligible Lance Naiks and prepare a select list for promotion to the rank of Naik. If the records of a particular L / NK. are bad the Board may declare him unfit for promotion and he will not be given promotion. On improvement of his service records if he is declared fit for promotion by any subsequent Board he will be given promotion, but he will be given seniority in the rank of Naik in accordance with the date on which he is declared fit by the Board. In other words L / N. Ks. declared fit by the Board earlier shall take precedence over him and he will take precedence over all others who are declared fit in the Board in which he is declared fit.

(iii) Clearance for promotion to the rank of Naik will be issued by the D. I.-G. of Police, S.A.P. from the select list and respective Commandants shall issue promotion orders.

(iv) The seniority in the rank of Naik will be fixed in accordance with the date of being declared fit by the Board. Persons declared fit in one Board will take their seniority as Per their original seniority in the rank of L/NK.

(C) PROMOTION OF NAIK TO HAVILDAR :

(i) Naiks in accordance with their seniority in the rank will be deputed on the orders of the D.I.-G. of Police, S.A.P. to undergo a training in Drill Instructors Course for a period of six months as per the syllabus approved by the D.G. & I.-G. of Police.

(ii) Naiks having 3 years of qualifying service as such, after successful completion and passing in the D.I. course will only be eligible for promotion to the rank of Havildar. A list of Naiks after passing the D.I. C. will be maintained in the D.I.-G. S.A.P.'s office in accordance with their seniority in that rank. Separate list for Gurkhas will be maintained.

(iii) Clearance for promotion to the rank of Havildar from the rank of Naik shall be issued centrally by the D.I.-G. of Police, S.A.P. in order of seniority from amongst the D.I.C. passed Naiks after they are declared fit by a Board to be conducted under the Chairmanship of D.I.G. S.A.P. and two other members from the rank of commandant who will peruse their service records. A Naik not considered fit by the Board for promotion will not be listed and will not be given promotion. However, if the Naik is found fit by any subsequent Board on improvement of his service records he shall be promoted to the rank of Havildar but he shall take seniority from the date of holding the Board i. e. he will be placed below the Naiks who have earlier been declared fit for promotion by the Board. The promotion orders will be issued by the respective Commandants on getting the clearance from the D.I.-G. S.A.P.

(D) PROMOTION OF HAVILDAR TO HAVILDAR-MAJOR

(i) A Havildar having minimum 5 years of qualifying service as such will be eligible for promotion. Eligible Havildar up to the year for which nominations are called for promotion to the rank of Havildar Major shall be considered by the Board who will peruse their service records and prepare a list of candidates fit for promotion. Separate list for Gurkhas will be prepared by the Board.

(ii) Clearance for promotion to the rank of Havildar-Major on the basis of the recommendation of the Central Selection Board will be given by I.-G. of Police, S.A.P.

(E) HAVILDAR-MAJOR TO JEMADAR

(i) A Havildar-Major with at least 3 years of qualifying service as such, will be considered for promotion to the rank of Jemadar. There will be an Advance Drill Test for promotion of Havildar-Majors to the rank of Jemadar. The A.D.T. will be conducted by a Board of Examiners consisting the D.I.-G., S.A.P. as President and two more Commandants, selected by the I.-G., S.A.P. as members. The test will be held on the following subjects:—

	Full Marks	Pass Marks
(a) Squad/Platoon Drill	10	
(b) Lathi Drill	10	
(c) P.T.	10	50%
(d) Weapon Training	20	
(e) Bayonet Fighting	10	
(f) Field Craft	20	
(g) Riot Drill	10	
(h) Map Reading and use of protractor & Compass	10	
Total	100	

To be declared as passed a candidate must secure 50 per cent of marks in all the subjects. Havildar-Major who earlier passed A.D.T. in the event of promotion to the rank of Havildar-Major (as per H.D. Notification No. 46091/dated the 6th August 1986) are not required to pass A.D.T. again for promotion to the rank of Jemadar.

(ii) The service records of A.T. passed Havildar-Major up to the year for which nominations are called for, will be considered by the Central Selection Board for selection on the basis of suitability in all respects with due regards to seniority for promotion to the rank of Jemadar a list of fit candidates will be drawn up.

(ii) Before promotion, the Havildar-Major shall undergo and pass the Basic Course Training for a period of 7 months as per the approved Syllabus. If a Havildar-Major fails in the training he shall not be given promotion. He will be given maximum three chances to pass the course. If he fails thrice, he will never get promotion to the rank of Jemadar.