

**Government of West Bengal
Directorate of Correctional Services**

No. 2348/IG/10

Dated. 17.09.10

Sub: Monthly report by DIsG of Correctional Services and AIsG of Correctional Services

It is felt that there should be a system of flow of important information about the functioning of correctional homes to the Directorate of Correctional Services which is not there at present. It is therefore, ordered that henceforth the zonal Deputy Inspectors General of Correctional Services and Addl. Inspectors General of Correctional Services will submit monthly reports about all important events pertaining to the functioning of correctional homes in their jurisdiction to the undersigned in order to ensure proper, regular upward dissemination of information through the hierarchy and to enable the superior officers at all levels to take steps in time in order to address the issues in a systematic manner.

The monthly report should be submitted in the form of a Demi-Official letter.

A. D.O. by Deputy Inspectors General of Correctional Services

The Deputy Inspector General of the Zone, will collate all the information received from the Superintendents in their monthly report as provided for in Chapter V of the West Bengal Jail Code and send a report in the form a Demi-Official letter to the Inspector General of Correctional Services under the following heads:

- i. Brief Particulars of important incidents in the correctional homes in his jurisdiction;
- ii. General condition of the functioning of the correctional homes;
- iii. Observations on the security in the correctional homes;
- iv. Important issues/grievances of the prisoners;
- v. Custodial deaths in his jurisdiction and progress of enquiry;
- vi. Release of under trial prisoners / action under Sec. 436A CrPC
- vii. Welfare measures taken in the correctional homes for prisoners;
- viii. Activities pertaining to the recreation, education, vocational training to the prisoners;
- ix. Activities related to West Bengal Prisoners' Welfare Fund;
- x. Status of Released Prisoners (Jan Khalas);
- xi. Condition of women prisoners and children in correctional homes;
- xii. Status of the Departmental Proceedings;
- xiii. Observations on the training, discipline, morale and performance of the staff in correctional homes
- xiv. Details of visits to the correctional homes by the Deputy Inspector General during the month under review;
- xv. Annual Inspections of the correctional homes by the Deputy Inspector General of Correctional Services;
- xvi. Any other important issues pertaining to any correctional home, which require the attention of the Inspector General of Correctional Services

Contd.....P/2

State of training, discipline of the Correctional Staff : The Deputy Inspector General of Correctional Services will inform the Inspector General of Correctional Services of any bad instances of neglect of duty or offences committed by correctional staff and allegations of corruption, misbehavior or harassment of the prisoners or human right violations. He will also intimate actions taken in each case.

B. D.O. by Additional Inspectors General of Correctional Services

A copy of the monthly DO will be endorsed by the Deputy Inspector General of Correctional Services to the concerned Addl. Inspector General of Correctional Services, who will, in turn submit a DO letter to the Inspector General of Correctional Services with his observations the details contained in the DO on each of the issues mentioned above.

C. Dates of submission: The following will be the schedule for submission of the reports:

1	Submission of reports by Controller-in-Charge, subsidiary correctional homes to Superintendent, central correctional homes	3 rd of every month
2	Submission of reports by the Superintendent of district and central correctional homes to DIG of CS	7 th of every month
3	Submission of monthly DO by DIG to IG of CS with a copy to Addl. IG of CS	12 th of every month
4	Submission of DO by Addl. IG of CS	15 th of every month

D. The monthly reports shall be treated as confidential at all stages.

The order should be strictly complied with by all concerned in future.

**ADGP & IG of Correctional Services
West Bengal**

No. 2348/1(64) /IG/10 Dated. 17.09.10

Copy to:

1. All Addl. Inspectors General of Correctional Services, West Bengal.
2. All Deputy Inspectors General of Correctional Services, West Bengal.
3. Superintendents of all Central / District / Special / Open Air / Women's and Subsidiary Correctional Homes.
4. Principal, Training Institute, Medinipur.

.....for information and necessary action.

**ADGP & IG of Correctional Services
West Bengal**

No. 2348/2(3) /IG/10 Dated. 17.09.10

Copy to:

1. PS to Hon'ble MIC, Deptt of Correctional Administration.
.....for information of Hon'ble MIC.
2. Addl. Chief Secretary, Home & Deptt of Correctional Administration.
.....for information.
3. Director, Regional Institute of Correctional Administration, Dum Dum.
.....for information.

**ADGP & IG of Correctional Services
West Bengal**