

**MEMORANDUM OF POINTS TO BE LOOKED INTO DURING ANNUAL INSPECTION**

Given below is a list of items that are to be checked during the inspection of correctional homes by the Addl. Inspectors General and the Deputy Inspectors General of Correctional Services. The list is provided as guidance for the inspecting officers. The inspecting officers should however, also look into other aspects of the functioning of the correctional home, which have not been included in the list.

	SUBJECT	Reference of Jail Code or GO	Aspects to be looked into
1	PREVIOUS INSPECTIONS		When was the last inspection done and if actions on observations have been taken or not.
2	LAND & BUILDINGS		General condition of the buildings, wards, sanitary arrangements, encroachments etc on Jail Land. Suggestions for repairs, new additions etc.
3	DISPOSITION OF STAFF		Review of the sanctioned strength and the vacancies in each rank of correctional staff.
4	SECURITY		Review the security arrangements with suggestions for improvement.
5	REPRESENTATIONS (from staff)		Representations from officers and members of the Guarding Staff.
6	REPRESENTATIONS (from prisoners)		Representations from prisoners which require the attention of the Inspector General or higher authorities.
7	MINUTE BOOK	Rule 73, 78 and 646 of WB Jail Code	Examine the notes of the Supdt on daily visits, orders and weekly visits and other matters. Suggestions for additions or alterations may be given.
8	PUNISHMENT REGISTER (STAFF)	194(1)(2)(3) of WB Jail Code	Review of the punishments awarded – check if entry made in the Service Book
9	PUNISHMENT REGISTER (PRISONERS)	Rule 75 & 76 of WB Jail Code	Review of the punishments awarded to prisoners
10	REWARDS TO CORRECTIONAL STAFF		Will review the cases for rewards to the correctional staff and if entries have been made in the Service Book as per Rule 213 of the Jail Code. Cases of good work, where rewards have not been initiated should also be examined during the Inspection.
11	DEPARTMENTAL PROCEEDINGS	194 (10 to 15) of the West Bengal Jail Code.	a) Review all the pending Departmental Proceedings and reasons for delay – b) Review all the Proceedings disposed of and entries of final orders in Service Book
12	SERVICE RECORD/ SERVICE BOOKS	Reg 215 of WB Jail Code	Review if up-to date entries have been made

13	CHIEF CONTROLLER REPORT BOOK	Rule 247 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Review remarks of the Chief Controller and actions taken;</li> <li>b) Observation etc of the Supdt. On the remarks of the Chief Controller etc</li> </ul>
14	PRISONERS PROPOERTY	Rule 25, 543 & 544 and 544 A of WB Jail Code	<ul style="list-style-type: none"> <li>a) Check entries of properties of prisoners;</li> <li>b) Check about valuable properties – particulars of the property etc;</li> <li>c) Check if periodical checking of the properties is done by the Supdt./Chief Controller etc</li> </ul>
15	CUSTODIAL DEATHS	Rule 259 & Chapter XXIII of WB Jail Code	<ul style="list-style-type: none"> <li>a) Review of un-natural deaths in correctional homes;</li> <li>b) Go through inquiry reports on deaths;</li> <li>c) Check if Inquest by Magistrate and Inquiry by Judicial Officer (Sec 176 Cr.PC) has been done;</li> <li>d) Ascertain negligence, if any, of correctional staff and action taken;</li> </ul>
16	GUARDING STAFF OF CIRCLE (For central correctional homes)	Rule 308 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Sanctioned strength and vacancies;</li> <li>b) Period of stay in different Correctional home;</li> <li>c) If all staff have been trained or not;</li> </ul>
17	RESERVE GUARDS	Rule 348 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Check if scale as prescribed – if short – reasons for the same;</li> <li>b) If drill etc as per Rule 352(f) is done;</li> </ul>
18	UNIFORM		Check if staff have uniform items have been provided to Guarding Staff – shortfall of any item;
19	ARMOURY	Rule 374 of WB Jail Code	<ul style="list-style-type: none"> <li>a) General condition of arms and maintenance of the same;</li> <li>b) Stock of ammunition – entries in Stock Book;</li> <li>c) If firing practice for staff has been held – reasons, if not held.</li> </ul>
20	CONVICT OFFICERS	Sec 15 of WBCS Act	<ul style="list-style-type: none"> <li>a) If appointment as per WBCS Act;</li> <li>b) Nature of duties etc for helpers;</li> </ul>
21	DUTIES OF HEAD WARDERS/ WARDERS	Rule 434 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Random checking of weekly roster of duties – is distribution equal for all.</li> <li>b) Long absence;</li> <li>c) Frequent sick reports;</li> </ul>

22	NIGHT VISITS BY CORRECTIONAL OFFICERS	Rule 462 of Jail Code	Check on night visits by correctional officers;
23	ALARM PARADES	Rule 472 of WB Jail Code	a) Check the plan for Alarm Parade (Rule 472A) b) Check if periodical Alarm Parades are held;
24	ESCAPE OF PRISONERS	Rule 478 of WB Jail Code	a) Examine all cases of escape of prisoners; b) Check inquiry reports as required vide Rule 478 of Jail Code; c) Cases of negligence and actions taken.
25	ADMISSION REGISTER	Rule 511-514 of WB Jail Code	Check the entries in the Admission Register
26	RELEASE REGISTER	Rule 523 to 525 of Jail Code	a) Check the maintenance of the Register, b) Random check on date of release
27	PRISONERS' HISTORY SHEET	Chapter XI of WB Jail Code	Check entries to be made as Rule 556 of Jail Code
28	RELEASE OF PRISONERS	Chapter VIII of WBCS Act	Review cases forwarded for release of prisoners on parole to Advisory Board;
29	APPEAL BY PRISONERS	Chapter XIV of WB Jail Code	a) Check the actions taken on Appeal by Prisoners; b) If facilities for interview as per Rule 610 of the WB Jail Code has been allowed;
30	ARRANGEMENTS FOR EDUCATION OF PRISONERS	Chapter XI of WB Jail Code	Review the arrangements for education of the prisoners
31	FACILITIES FOR PRISONERS	654A and 654B of WB Jail Code	Arrangements for physical exercise, games etc for the prisoners
32	ROLE & INVOLVEMENT OF NGOs		Review involvement of NGO's in the correctional home
33	FACILITIES FOR INTERVIEW FOR PRISONERS	Rule 665 and Chapter XVII of the WB Jail Code	General observations on the facilities for Interview for the Prisoners – system being followed and suggestions for changes etc.
34	REMISSION	Chapter XVII of the WBCS Act	a) Review of the Remission Register – cross check with History Sheets of prisoners; b) Special Remission granted by Superintendent; c) Cases of Special Remission forwarded to IG Correctional Services and their position;
35	PAROLE		Review cases for parole and cases in which parole granted or refused;
36	ROLE OF WELFARE OFFICER		Role of the Welfare Officer in cases of Appeals and other matters relating to prisoners
37	ROLE OF PSYCHOLOGIST		a) Cases for counseling taken up and review of the same; b) Actions taken on Mentally ill prisoners

38	GENERAL KITCHEN & HOSPITAL KITCHEN		<ul style="list-style-type: none"> <li>a) Check if diet is as per GO;(1249/HJ/4M-175/07 dated 28/11/2007)</li> <li>b) Quality of food;</li> <li>c) Cases of Medical diet to prisoners –random check of prisoners with medical diet for long duration</li> </ul>
39	VOCATIONAL INDUSTRIES		Review of the vocational activities in the correctional home
40	REPORTS TO COURTS		<ul style="list-style-type: none"> <li>a) Report of UTP's who have spent half of period of sentence in Correctional home u/s 436A of the Cr.PC;</li> <li>b) Cases of Plea Bargaining for UTPs u/s 265-A to 265-L of Cr.PC</li> </ul>
41	CORRESPONDENCE	Rule 1316 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Disposal of letters from the correctional home;</li> <li>b) Check Receipt Register for pending papers where reports delayed etc.</li> </ul>
42	ACCOUNTS	Rule 43A, 1388 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Check actions taken on report of Traveling Auditor. Review cases where no action has been taken;</li> <li>b) Check observations of Audit by AG West Bengal and pending queries</li> <li>c) Check Cash Book and Cash Balance;</li> <li>d) Expenditure from Permanent Advance and adjustments</li> </ul>
43	STORES	Rule 1378 of WB Jail Code	<ul style="list-style-type: none"> <li>a) Check the Stock Book, Dead Stock, Stock of Clothings.</li> <li>b) Verify if periodical checking of stores has been done or not.</li> </ul>
44	RETURNS	Rule 1386 & 1387 of WB Jail Code	Verify if returns as required under Jail Code have been submitted or not
45	HOSPITAL & MEDICAL TREATMENT OF PRISONERS		<ul style="list-style-type: none"> <li>a) Check the arrangements in the hospital for treatment of prisoners;</li> <li>b) Vacancy of staff;</li> <li>c) Emergency purchase of medicines;</li> <li>d) Any suggestions for improvement</li> </ul>
46	ANNUAL CONFIDENTIAL REPORTS		Check if ACR's of all officers have been submitted as required vide Home (Jails) order No 1296/Jails dated 24/11/2009 and other orders issued from time to time.
47	PANCHAYATS		<ul style="list-style-type: none"> <li>a. Functioning of the Panchayats in the correctional home;</li> <li>b. Manner in which elections are held</li> </ul>