

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

No. 2378/IG/10

Dated. 22.09.10

ORDER

Sub: Practical Training of Probationary Correctional Officers

The directly recruited correctional officers at all levels have to learn their work in a systematic manner apart from the basic training received by them at the Training Institute. All such officers i.e. Superintendents, Chief Controllers, Controllers and Assistant Controllers should therefore, henceforth be put through a vigorous practical training during their probation period for three months (90 days) to enable them to have a thorough knowledge of functioning of the system.

A. INSTRUCTIONS:

Following are important instructions to be followed during the period of practical training of the Probationary Correctional Officer :

1. The Probationary Officer will undergo the practical training as per the schedule enclosed in Annexure-I. He will not generally be allowed to avail leave during the period of his practical training.
2. He will attend all the training programmes in uniform unless otherwise specified by the Superintendent of the correctional home.
3. Weekly Diary : During the course of the practical training, the Probationary Officer will maintain a weekly diary in a Register, in the following proforma. He will incorporate the progress of his training, gist of his learning's as well as his doubts / comments / observations in the said diary on any aspect of the training in which he requires assistance

Date	Office/Section to which attached	Topics covered	Observations on learning	Comments of Supdt.
1	2	3	4	5

- (a) The Register will be put up to the Superintendent every week at the time of interview of the Probationary Officer by the Superintendent. The Superintendent will go through the Register and guide the Probationary Officer on any aspect, which he feels should get attention of the Probationary Officer.
- (b) The DIG and the Addl. IG of the Zone should meet the Probationary Officer and discuss the progress of his training with Superintendent and the Probationary Officer. They must go through the weekly diary and where necessary, incorporate any observations on the training of the Probationary Officer.
- (c) The Deputy Inspector General (Training) shall interview the Probationary Officer, once every month and review the progress of his training. He must go through the weekly diary of the Probationary Correctional Officer and ascertain if all aspects of the work in a correctional home are receiving his attention.

B. INSPECTIONS:

(a) **Attending inspections by Superior Officers :** -

The DIG and the Addl. Inspector General of the Zone should ask the Probationary Correctional Officer to accompany them during their inspections of correctional homes. It should be impressed upon the Probationary Officer that annual inspections are an important function of Superior Officers and must be given due importance.

(b) **Inspection by the Probationary Correctional Officer :** -

The Probationary Correctional Officer must conduct inspection of any subsidiary correctional home to be decided by the Addl. Inspector General of the Zone. The Probationary Correctional Officer will submit copies of his inspection remarks to the Superintendent of the central correctional home, the Deputy Inspector General and the Addl. Inspector General of the Zone. The Superintendent of the central correctional home, the DIG and Addl. IG must discuss the inspection remarks with the Probationary Correctional Officer and guide him on matters which have not been covered during the Inspection.

The inspection should not be conducted in a casual manner. Some of the matters that should be stressed upon are:

- i) **Duration of Inspection:** - A through inspection of a sub-correctional home can never be done in a few hours and seldom in a day. Normally a stay of two days should be made within the limits of the sub-correctional home for the inspection;
- ii) **Inspection notes to be brief and to the point:-** Inspection notes should be brief and to the point, without long complimentary or condemnatory remarks or lengthy dissertations of any kind. They should be mainly a record, for the future guidance of subordinates or errors and omissions detected and of orders issued.
The inspecting officer must not merely record in writing the defects, which he has noticed: he must also discuss them with the officer whose work is being inspected and try to find out how improvement can be secured.
- iii) **Use of statistics:-** Statistics are of great value to inspecting officers, but to go further than this and to use them as the chief means of appraising work is deceptive, and teaches subordinate officers to believe that credit can only be gained by manipulating statistics. In the inspections, the award of praise or blame on the basis of percentages and comparisons of figures is dangerous, and may be unfair. An officer's merits can be gauged effectively only by a careful scrutiny and testing of work actually done.
- iv) The inspecting officer must ascertain and state whether the remarks made at the preceding inspection have received due attention. If they have been neglected, it should be pointed out by him in his inspection remarks.
- v) The inspection should be helpful in improving the performance of the officers and staff. The object of an inspection is not merely to look for faults and defects, but to obtain a clear idea of the steps being taken to ensure that the correctional home authorities are making efforts to implement the objectives as laid out in Chapter III of the West Bengal Correctional Services Act, 1992 and to give the officer the benefit of the wider view and greater experience of practical realities of functioning of a correctional home.

C. ATTACHMENT WITH POLICE :

The Probationary Correctional Officer will be attached to a Police Station and the District Police Office with the objective of understanding various aspects of correctional work which is connected to police work. The Inspector General of Correctional Services will send a formal letter to the Director General of Police, West Bengal for attachment of the Probationary Officer in the District in which he is undergoing training at a Central /District Correctional Home. Similarly, the District Magistrate will be approached for issuing suitable orders for attachment of the Probationary Officer with the Public Prosecutor in the District in which he is undergoing attachment with a Central/District Correctional Home.

D. ASSESMENT REPORT:

On completion of the training of the Probationary Correctional Officer, the Superintendent of the central correctional home will submit an assessment report about the progress of training of the Probationary Officer in the enclosed form. The Assessment report will then be forwarded to the DIG and Addl. IG of the Zone for their comments. The comments of the DIG (Training) must also give his assessment and forward it to the Inspector General of Correctional Services.

E. REVIEW BOARD:

On completion of the training of the Probationary Correctional Officer, he will appear before a Review Board comprising the Inspector General of Correctional Services, DIG (Training) and the DIG(HQ) who will interview the Probationary Correctional Officer to make an assessment of the practical training undergone by him and his fitness or otherwise for posting to a correctional home.

A copy of this order along with annexure (I & II) should be invariably made available to the Probationary Correctional Officer by the PA to IG of Correctional Services as soon as the officer joins at the Directorate for his guidance and compliance.

Enclo. Annexure – I (Schedule of the practical training of the Probationary Correctional Officers)
Annexure – II (Assessment Report – proforma)

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

No. 2378(67)/IG/10 Dated. 22.09.10

Copy to:

1. Addl. Chief Secretary, Home & Deptt of Correctional Administration.....for information.
2. Director, Regional Institute of Correctional Administration, Dum Dum.....for information.
3. All AlsG and DIsG of Correctional Services, West Bengal.
.....for information and strict compliance of the orders.
4. Superintendents of all central / district / special / open air / women's and subsidiary
correctional homes.for information and necessary action.
5. Principal, Training Institute, Medinipurfor information and necessary action.
6. PA to IG of Correctional Services.for information and necessary action.

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

