

24.44.33 Proper literature should be prepared for meeting the training needs of various categories of personnel of the Department of Prisons and Correctional Services.

24.44.34 Basic initial training, in-service training, refresher courses and special training courses should be organised by the training institutions for various categories of personnel.

24.44.35 The Inspector General of Prisons and Director of Correctional Services should prepare a panel of officers for attending conferences and special training courses in the country and abroad.

24.44.36 The proposed National Commission on Prisons should organise conferences of Inspectors General of Prisons and other senior officers of the Department of Prisons and Correctional Services at regular intervals at the national level.

24.44.37 Study teams of senior officers should be deputed to visit other States in the country. Such teams may also visit countries where innovative correctional programmes and practices have been successfully introduced. Officers with outstanding performance in the department should be given preference for such visits.

24.44.38 The Central Government, the State Governments and the Union Territory Administrations should encourage setting up of a professional non-official registered body at the national level with its branches in all the States and Union Territories and should provide necessary financial and other assistance to them for their proper functioning.

References:

1. Report of the Indian Jails Committee 1919-20; page 33, paragraph 16.
2. Ibid; pages 33-34, paragraph 17.
3. Report of the All India Jail Manual Committee 1957-59 ; page 28, paragraph 48.
4. Ibid; page 29, paragraph 50.
5. Report of the Working Group on Prisons 1972-73.
6. Report of the Indian Jails Committee 1919-20.
7. Report of the Working Group on Prisons 1972-73.
8. Report of the All India Jail Manual Committee 1957-59; pages 30-31.

LIKELY STRENGTH OF THE CADRE OF THE INDIAN PRISONS
AND CORRECTIONAL SERVICE FOR ANDHRA PRADESH

Designation of post	Number of posts
I Super time scale posts :	
1. Inspector General of Prisons and Director of Correctional Services	1
2. Additional/Joint Secretary to the State Government	1
3. Additional Inspector General of Prisons	1
4. Additional Director of Correctional Services (Young Offenders)	1
5. Director of Women and Children Services	1
6. Deputy Inspector General of Prisons :	
(i) Headquarters (a) Administration	1
(b) Correctional Services	1
(ii) Joint Director, Probation and Aftercare Services	1
(iii) Deputy Inspector General of Prisons (Range)	1
(iv) Joint Director Women and Children Services	1
7. Deputy Secretary to the State Government.	1
	11
II Senior scale/Selection scale posts :	
1. Superintendent of Central Prison, Assistant Inspector General of Prisons and other equivalent posts in the Department of Prisons and Correctional Services:	
(i) Superintendent, Central Prison	6
(ii) Superintendent, Open Prison	3
(iii) Principal, Kishore/Yuva Sadan	2
(iv) Principal, Warder Training School	1
(v) Assistant Inspector General of Prisons	2
(vi) Deputy Director Probation and Aftercare/Regional Probation Officer	4
2. Deputy Director (Women Institutions)	1
3. Deputy Director (Children Institutions)	1
4. Regional Probation Officer (Children)	6
Total	26

Designation of Post	Number of posts
III Junior posts* :	
(i) Superintendent, District Prison/Deputy Superintendent, Central Prison	12
(ii) Superintendents of Children institutions (Certified Schools/Approved Schools/Child Guidance Bureau/Remand Homes)	
(iii) Superintendents of Women institutions	
(iv) Vice Principals of institutions for Young Offenders	
(v) District Probation Officers	
(vi) Superintendent of Aftercare Homes	
IV Leave Reserve	5
V Training Reserve	6
Grand Total	60

*Note : It is estimated that the total number of posts in categories mentioned under this item in the State would be about 150. Out of these, 12 posts may be held by junior scale officers of the proposed all India service.

PROPOSED HIERARCHICAL SET UP OF THE DEPARTMENT OF PRISONS AND CORRECTIONAL SERVICES

Inspector General of Prisons and Director of Correctional Services.

Additional Inspector General of Prisons/Additional Director of Correctional Services (Young Offenders).

Deputy Inspector General of Prisons/Joint Director, Probation and Aftercare Services/ Joint Director, Correctional Services (Young Offenders).

Regional Probation Officer/Deputy Director of Probation and Aftercare Services

Superintendent, Central Prison/A.I.G. Prisons/Principal, Training School, Principal, Kishore (Yuva) Sadan.

Chief Psychologist (Headquarters)

Additional Superintendent, Central Prison/Senior-Vice-Principal, Kishore (Yuva) Sadan.

Senior Psychologist (Central Prison)

District Probation Officer

Superintendent, District Prison/Deputy Superintendent, Central Prison/Vice-Principal, Kishore (Yuva) Sadan.

Psychologist (District Prison)

Probation Officer Gr. I

Assistant Superintendent Gr. I/House Master Grade I*

Psychiatric Social Worker/Case Worker.

Probation Officer Gr. II

Assistant Superintendent Gr. II/House Master Grade II*

Chief Head Warder/Chief Supervisor*

LEGEND :

—Channel of Promotion.

—Equivalent posts

*Posts in Kishore (Yuva) Sadan.

Head Warder/Senior Supervisor*

Warder/Supervisor*

SCHEDULES FOR DIRECT RECRUITMENT AND PROMOTIONS TO VARIOUS CATEGORIES OF POSTS IN THE DEPARTMENT OF PRISONS AND CORRECTIONAL SERVICES.

SCHEDULE I

Post	Warder	Head Warder	Chief Head Warder
Minimum educational qualifications	Matriculation/Secondary/SSLC/10th standard in the 10+2 system.
Physical standard	As prescribed for police constable in the State/UT
Preferential qualification	Graduate/Ex-serviceman
Higher start	4 advance increments for graduates.
Agency for recruitment or promotion	Departmental Board consisting of a DIG Prisons and two Superintendents of Central Prisons	Departmental Committee consisting of a DIG Prisons and two Superintendents of Central Prisons.	Departmental Promotion Committee consisting of DIG Prisons (Admn) and two other DIGs of Prisons.
Percentage of direct recruitment	100%
Percentage of promotion quota	..	100%	100%
Basic initial training	9 months training in the Training School
Refresher course	Once in every three years	Once in every three years	Once in every three years

SCHEDULE-I (Contd.)

Departmental examination	At the end of the training	(i) Pre-promotional qualifying examination	(i) Pre-promotional qualifying examination
Period of probation	2 years	(ii) Examination at the end of the training after promotion.	(ii) Examination at the end of the training after promotion.
Experience	..	Three years (two years, if graduate) experience on the post of warder for appearing at the pre-promotional qualifying examination.	Three years (two years, if graduate) experience on the post of Head Warder for appearing at the pre-promotional qualifying examination.

SCHEDULE I

ON THE DEPARTMENT OF AIRS AND CORRECTIONS

1. Post	Assistant Superintendent Grade II	Assistant Superintendent Gr. I	Deputy Superintendent, Central Prison/Superintendent, District Prison	Additional Superintendent
Minimum educational qualifications	Graduate	..	Post-Graduate in Behavioural Sciences/Social Work/Criminology/Correctional Administration	..
Physical standard	As prescribed for Sub-Inspector of Police in the State/UT	..	As prescribed for the post of Dy. Superintendent of Police in the State/UT	..
Preferential qualifications	Post-Graduate in Behavioural Sciences/Social Work	..	Graduate in Law	..
Higher start	4 advance increments to those possessing preferential qualifications
Agency for recruitment or promotion	(i) Direct Recruitment : State Public Service Commission (ii) Promotion : Departmental Promotion Committee consisting of : (a) I.G. Prisons (b) One Addl. IG Prisons if the post exists otherwise	Departmental Promotion Committee consisting of : (a) IG Prisons (b) One Addl. IG Prisons if the post exists otherwise DIG Prisons (Admn)	(i) Direct Recruitment : State Public Service Commission (ii) Promotion : Departmental Promotion Committee as in case of other equivalent posts in the State/UT.	Departmental Promotion Committee as in case of other equivalent posts in the State/UT.
Percentage of direct recruitment	80%	..	50%	..
Percentage of promotion quota	20%	100%	50%	100%

1	2	3	4	5	6
9.	Basic initial training	One year training at the Regional Training Institute followed by field experience for six months for direct recruits.	..	One year training at the Regional Training Institute followed by field experience for six months for direct recruits.	
10.	Refresher course	Once in every three years.	Once in every three years.	Once in every three years.	Once in every three years.
11.	Departmental examination	(i) Direct Recruitment: At the end of the training at the Institute	(i) Pre-promotional qualifying examination	(i) Direct Recruitment: At the end of the training at the Institute.	
		(ii) Promotion:	(ii) Examination at the end of the training after promotion.	(ii) Promotion:	
		(a) Pre-promotional qualifying examination	..	(a) Pre-promotional qualifying examination	
		(b) Examination at the end of the training after promotion.	..	(b) Examination at the end of the training after promotion.	
12.	Period of probation	(i) Direct Recruitment: 2 years	..	(i) Direct Recruitment: 2 years	
		(ii) Promotion: Nil	..	(ii) Promotion: Nil	
13.	Experience	3 years as Chief Head Warder for appearing at the pre-promotional qualifying examination in case of candidates coming through promotional channel.	3 years on the post of Assistant Superintendent Grade II for appearing at the pre-promotional qualifying examination.	3 years as Assistant Superintendent, Grade I/Psychiatric Social Worker/Case Worker for appearing at the pre-promotional examination in case of candidates coming through promotional channel.	4 years as Deputy Superintendent, Central Prison/Superintendent, District Prison.

1	2	3	4	5	6
Post	Superintendent Central Prison/ Assistant Inspector General Prisons/Principal Training school	Deputy Inspector General Prisons/Joint Director Pro- bation and Aftercare/Joint Director Correctional Servi- ces (Young Offenders)	Additional Inspector General Prisons/Additional Director of Correctional Services (Young Offenders)	Inspector General Prisons and Director Correctional Services.	
2. Minimum educational qualifications
3. Physical standard
4. Preferential qualifica- tions
5. Higher start
6. Agency for recruitment or promotion	Departmental promotion Co- mmittee as in case of other equivalent posts in the State/ UT.	Departmental Promotion Co- mmittee as in case of other equivalent posts in the State/ UT.	Departmental Promotion Co- mmittee as in case of other equivalent posts in the State/ UT.	Departmental Promotion Co- mmittee as in case of other equivalent posts in the State/ UT.	
7. Percentage of direct re- cruitment
8. Percentage of promotion quota.	100%	100%	100%	100%	
9. Basic initial training
10. Refresher course	Once in every three years	Once in every three years	Once in every three years	Once in every three years	
11. Departmental exami- nation

SCHEDULE I-I (Contd.)

1	2	3	4	5	6
12. Period of probation					
13. Experience	One year as Additional Superintendent		2 years experience as Superintendent Central Prison/Assistant Inspector General Prisons/Principal, Training School/Regional Probation Officer/Deputy Director of probation and Aftercare Services.	One year experience as Deputy Inspector General Prisons.	One year experience as Additional Inspector General Prisons/Deputy Inspector General Prisons.
Note:	(i)	After the Indian Prisons and Correctional Service, as recommended by us, is constituted, recruitment, training, promotion, etc., for members of this service should be governed by rules similar to those for other all India services.			
	(ii)	The designation of Posts in Kishore/Yuva Sadan has not been included in this Schedule. However, equivalence of posts in Kishore/Yuva Sadan with posts in the prisons has been given in Annexure B. The corresponding posts would be interchangeable. Posts in Kishore/Yuva Sadan and prisons would constitute a common cadre. Recruitment and promotion to the posts for Kishore/Yuva Sadan would, therefore, be made jointly with those for posts in prisons.			

1 2 3 4 5 6

1. Post	2. Minimum educational qualifications	3. Physical standard	4. Preferential qualifications	5. Higher start	6. Agency for recruitment of promotion	7. Percentage of direct recruitment	8. Percentage of promotion quota
Probation Officer Grade II	Graduate	As prescribed for Assistant Superintendent Grade II.	Post-Graduate in Behavioural Sciences/Social Work.	4 advance increments to those possessing preferential qualifications.	State Public Service Commission.	100%	..
Probation Officer Grade I	Departmental Promotion Committee consisting of (i) Inspector General of Prisons. (ii) Additional Inspector General of Prisons, if the post exists; otherwise Deputy Inspector General Prisons (Admn.) (iii) Joint Director/Deputy Director of Probation and Aftercare Services.
District Production Officer	(i) Direct Recruitment: State Public Service Commission (ii) Promotion: Departmental Promotion Committee as in case of Deputy Superintendent Central Prison/Superintendent District Prison.	50%	100%
Regional Probation Officer/Deputy Director of Probation and Aftercare Services	Departmental Promotion Committee as in case of other equivalent posts in the State /UT.

Post-Graduate in Behavioural Sciences/Social Work/Criminology and Correctional Administration.

As prescribed for the post of Deputy Superintendent, Central Prison/Superintendent District Prison.

Graduate in Law

1	2	3	4	5	6
9. Basic initial training	One year training at the Regional Training Institute followed by field experience for six months.	..	One year training at the Regional Training Institute followed by field experience for six months for direct recruits.	Once in every three years.	Once in every three years.
10. Refresher course	Once in every three years.	Once in every three years.	Once in every three years.	Once in every three years.	Once in every three years.
11. Depart mental examination	At the end of the training at the Institute.	(i) Pre-promotional qualifying examination	(i) Direct recruitment : At the end of the training at the Institute.	Once in every three years.	Once in every three years.
12. Period of probation	Two years	(ii) Examination at the end of the training after promotion.	(ii) Promotion : (a) Pre-promotional qualifying examination (b) Examination at the end of the training after promotion.	Once in every three years.	Once in every three years.
13. Experience	Two years	Three years as Probation Officer Grade II for appearing at the pre-promotional qualifying examination.	Three years as Probation Officer Grade I for appearing at the pre-promotional qualifying examination for those coming through promotional channel.	Direct recruitment : 2 years Promotion : Nil	5 years experience as District Probation Officer.

Note : Equivalence of posts given in this schedule with the corresponding posts in prisons has been given in Annexure B. These posts would, however, constitute a separate cadre. The officers working as Regional Probation Officers/Deputy Directors of Probation and Aftercare Services would be eligible for promotion to the post of Deputy Inspector General of Prisons and at that level the two cadres will merge into one.

SCHEDULE-IV

1	2	3	4	5
1. Post	Psychologist	Senior Psychologist	Chief Psychologist	
2. Minimum educational qualifications	Post-graduate in psychology with diploma in medical psychology.	—	—	—
3. Physical standard	—	—	—	—
4. Preferential qualifications	—	—	—	—
5. Higher start	—	—	—	—
6. Agency for recruitment or promotion	State Public Service Commission.	Departmental Promotion Committee as in case of other equivalent posts in the State/U.T.	Departmental Promotion Committee as in case of other equivalent posts in the State/U.T.	
7. Percentage of direct recruitment	100%	—	—	—
8. Percentage of promotion quota	—	100%	100%	
9. Basic initial training	—	—	—	—
10. Refresher course	Professional refresher course once in every three years	Professional refresher course once in every three years.	Professional refresher course once in every three years.	
11. Departmental examination	—	—	—	—
12. Period of probation	Two years	—	—	—
13. Experience	—	Three years as Psychologist	Three years as Senior Psychologist.	

Note : The equivalence of these posts with other posts in the department is given at Annexure B. These posts would constitute a separate cadre.

1	2	3	4
Post			
1. Psychiatric Social Worker			Case Worker
2. Minimum educational qualifications.	Post-graduate in Social Work with specialisation in medical and psychiatric social work.		Post-graduate in Social Work with specialisation in Correctional work.
3. Physical standard	As prescribed for the post of Assistant Superintendent Grade II.		As prescribed for the post of Assistant Superintendent Grade II.
4. Preferential qualifications.	—	—	—
5. Higher start	—	—	—
6. Agency for recruitment or promotion.	State Public Service Commission.	State Public Service Commission.	
7. Percentage of direct recruitment.	100%	100%	
8. Percentage of promotion quota.	—	—	
9. Basic initial training	One year	One year	
10. Refresher course	Once in every three years	Once in every three years	
11. Departmental examination.	—	—	
12. Period of probation	Two years	Two years	
13. Experience	—	—	

Note : Posts included in this Schedule would be equivalent to the post of Assistant Superintendent Grade I (see Annexure B). The persons working on these posts would be eligible for promotion to the post of Superintendent, District Prison/Deputy Superintendent, Central Prison.

BROAD OUTLINE OF A STATE LEVEL TRAINING SCHOOL

State level training schools should cater to all the training needs of Warders, Head Warders, Chief Head Warders, corresponding staff of Kishore/Yuva Sadans, ministerials staff, etc. of the Department of Prisons and Correctional Services. The requirements of such schools will be as follows :—

Land :

Sufficient land for buildings, play-grounds, field for physical training, etc.

Buildings :

The school buildings should have the following facilities :

- (i) Administrative block consisting of—
 - (a) office rooms for the Principal, Vice-Principal, Administrative Officer and Accounts Officer ;
 - (b) a hall for the office staff ;
 - (c) common staff rooms for teachers and instructors;
 - (d) a library with a reading room ;
 - (e) class-rooms;
 - (f) a dispensary ;
 - (g) a record-room ;
 - (h) a magazine-room ;
 - (i) a store room ;
- (ii) Barrack accommodation for trainees with separate facility of cupboard for each trainee and with common bath-rooms and lavatories.
- (iii) A recreation room for trainees.
- (iv) A kitchen with a suitable dining hall.
- (v) Residential accommodation for staff.

Financial arrangements :

The entire capital cost of buildings, furniture, equipment, etc., should be borne by the Government of India. However, the recurring expenditure on the school should be borne by the State concerned.

Staff :

The training school may have the following staff :

- | | |
|------------------------------|---|
| (i) Principal | 1 |
| (ii) Vice-Principal | 1 |
| (iii) Administrative Officer | 1 |

(iv) Accounts Officer	i
(v) Lecturers	4
(vi) Visiting Lecturers	As required
(vii) Instructors for parade, musketry and unarmed combat	3
(viii) Office Superintendent	1
(ix) Assistants	2
(x) Junior Assistant-cum-Typist	1
(xi) Peons	4
(xii) Pharmacist	1
(xiii) Part-time Medical Officer	1
(xiv) Electrician	1
(xv) Driver	1
(xvi) Office Orderlies	3
(xvii) Chowkidars	3
(xviii) Gardeners	2
(xix) Sweepers	2
(xx) Cooks	2

- Notes :
- (1) The posts in the school should be filled by departmental personnel on transfer.
 - (2) The staff posted to the school should be paid a special compensatory allowance amounting to 10 per cent of the pay.
 - (3) Visiting lecturers may be invited, wherever necessary, for teaching special subjects. They should be paid suitable honorarium/travelling allowance as per rules.
 - (4) The Principal of the school should be an officer of the rank of Superintendent, Central Prison, whereas the Vice-Principal should be of the rank of Superintendent, District Prison.
 - (5) The lecturers should be of the rank of Assistant Superintendent Grade I and the instructors not lower in rank than that of Assistant Superintendent Grade II.

Transport :

The school may be provided with a bus for the use of the trainees.

Training Programmes :

The school should organise the following training courses :

- (i) Basic initial training of a duration of 9 months for newly recruited and untrained Warders/Supervisors ;
- (ii) Suitable training courses for newly promoted Head Warders, Chief Head Warders, Senior Supervisors and Chief Supervisors ;

(iii) Suitable training courses for ministerial staff ;

(iv) Refresher courses for various categories of staff.

Note : A candidate, completing the nine-month training course successfully, should be awarded a Certificate in Correctional Administration.

Syllabus :

A broad outline of the syllabus for the initial training of prison guards is given below, which may be reviewed once every three years.

Physical Training :

Selected exercises from tables 1 to 4 from the book 'Recruits Basic Physical Training Courses'. Free standing exercises; Ground gymnastics; Horse work; Athletics and obstacle course; Games.

Drill :

Drill without arms; Drill with arms; Platoon and company Drill.

Weapon Training :

Maintenance and care of arms;

Aiming, loading and unloading ;

Musketry practices; Standing; sitting and /or kneeling, lying down; bayonet fighting.

Unarmed Combat :

Lathi (cane) exercises, Defence against a knife thrust, Wrist holds and breaking of wrist holds, Karate.

Staff management and discipline :

Staff organisation; Service conduct rules; Service record; Staff discipline; Departmental inquiry; Disciplinary action; Prosecution.

National flag; U.N. flag; National anthem.

Uniform and equipment; Guard and sentry duties; Saluting; Reporting; Ceremonial parade.

Compliments to be paid by prison guards to prison staff members; Government Officers; prison visitors and dignitaries.

Quarter guard; Arms & ammunition; Kit inspection; Staff lines.

Concessions and rewards; Staff welfare.

Law:

Constitution of India (Very brief summary of concerned chapters only);

Indian Penal Code; Classification of crimes; (Important sections);

Code of Criminal Procedure (relevant sections);

Prisons Act;

Prisoners Act;

Transfer of Prisoners Act;

Prisoners Attendance in Courts Act;

Habitual Offenders Act;

Probation of Offenders Act;

Children Act (relevant sections).

Police Administration:

Police organisation; Functions of the police; Investigation methods; working of a police station; working of a police lock-up; Finger Print Bureau; Modus Operandi Bureau.

Administration of Justice:

Courts; working of a court; special points regarding court work with which prison administration is concerned.

Prison Management:

Classification of prisons; categories of prisoners. Prison premises-care; maintenance and precautions; security and custody measures.

Prison gate; quarantine procedures; admission procedure; classification of prisoners; daily routine; rights of prisoners; facilities to prisoners; management of yards/enclosures; discipline in prisons; work and employment of prisoners; management of prison kitchen; prison dietary; management of prison canteen; management of workshop; duties in prison hospital; prison stores; management of various services in prisons.

Undertrial prisoners; convicted prisoners; young adult prisoners/adolescent offenders; women offenders; life convicts; prisoners sentenced to simple imprisonment; civil prisoners; military prisoners; criminals and non-criminal lunatics; habitual offenders; prisoners sentenced to death; persons detained in prisons during agitations; orderly room procedure; punishments that can be awarded to prisoners as per prison manual; management of the yard/cells where prisoners undergoing punishment for prison offences are kept; Convict officers (Convict overseers and night watch-men).

Review of sentence; cases of prisoners sentenced for infanticide; review on medical grounds; 14 years report of prisoners sentenced to life imprisonment; Advisory Board; Prison visitors and moral instructors.

Transfer of prisoners; extramural work; management of prison farms; dairy; poultry; etc.

Procedures regarding the release of prisoners on leave, special leave and final release. Emergencies in prisons and other emergencies; death of a prisoner.

Prison registers and record.

Objectives of punishment; protecting prisoners from the ill-effects of imprisonment; the correctional approach; reformation & rehabilitation of offenders; duties of guarding personnel in the proper implementation of the correctional procedures.

After-care and rehabilitation of prisoners.

First-aid.

BROAD OUTLINE FOR A REGIONAL INSTITUTE OF CORRECTIONAL ADMINISTRATION

Constitution:

The Regional Institute should be an autonomous body duly registered and having a constitution, bye-laws, rules and regulations of its own. For this purpose, the constitution of the Regional Medical College in Manipur and the rules and bye-laws of the Police Training College, Barapani may serve as models.

Board of Management:

The management of the Regional Institute should vest in a Board of Management consisting of the Inspectors General of Prisons of participating States/Union Territories, representative (s) of the Government of India and such other members as may be nominated by the participating State Government/Union Territory Administrations. The Director of the Institute should be the Member-Secretary of the Board of Management.

Location:

One such Institute is already functioning at Vellore. We have recommended that four more institutes should be located one each at Calcutta, Chandigarh, Lucknow and Pune.

Land:

Adequate land for the Institute should be provided by the State/Union Territory where the Institute would be located.

Building:

The building of the Institute should have the following facilities: 7

(i) Administrative block consisting of:

- (a) office rooms for the Director, Deputy Director, Administrative Officer and Accounts Officer;
- (b) common staff rooms for lecturers and instructors;
- (c) a room for the Director's personal staff;
- (d) a hall for the office staff;
- (e) a lounge for visitors;
- (f) a library with a reading room;
- (g) class rooms;
- (h) an assembly-hall with public address system;
- (i) a record room;
- (j) a store room;

- (k) a magazine room;
- (l) a garage.
- (ii) Hostel accommodation with single-bed rooms having attached bathrooms for senior trainee officers and double-bed rooms for others having common bath-rooms and lavatories.
- (iii) A recreation hall for trainees.
- (iv) A kitchen with a suitable dining hall.
- (v) A dispensary.
- (vi) A Guest House for guest faculty and important visitors.
- (vii) Residential accommodation for staff.

Equipment:

The Institute should be provided with the following furniture and other equipment :—

- (i) Office furniture, almirahs, type-writing machines, record room racks, furniture for dispensary, chairs and reading tables for the library, etc.
- (ii) Assembly hall furniture.
- (iii) Class room furniture.
- (iv) Teaching aids and audio-visual equipment, etc.
- (v) Furniture like cots, mattresses, pillows, chairs, tables, etc., for the hostel.
- (vi) Dining tables and chairs for the mess.
- (vii) Cooking and serving utensils.

Finance:

The capital cost (buildings, equipment and furniture) of setting up Regional Institutes should be borne entirely by the Government of India. 50 per cent of the recurring expenditure of the Institutes should be borne by the Government of India and the remaining 50 per cent shared by the participating States/Union Territories.

Staff :

The Institute may have the following staff :

- | | |
|--|-------------|
| 1. Director | |
| 2. Deputy Directors | 1 |
| 3. Administrative Officer | 2 |
| 4. Accounts Officer | 1 |
| 5. Part-time Medical Officer | 1 |
| 6. Lecturers | 1 |
| 7. Visiting lecturers and guest lecturers | 6 |
| 8. Instructor for physical training and unarmed combat | As required |
| 9. Musketry Instructor | 1 |

10. Librarian	1
11. Office Superintendent	1
12. Stenographers	2
13. Assistants	2
14. Junior Accountant	1
15. Junior Assistants	2
16. Junior Assistant-cum-Typists	2
17. Pharmacist	1
18. Electrician	1
19. Drivers	3
20. Office Orderlies	2
21. Peons	4
22. Chowkidars	3
23. Gardeners	3
24. Cooks	2
25. Hostel Servants	2
26. Sweepers	4

Note : (1) One of the lecturers may look after the hostel wardenship and mess supervision and be paid honorarium of Rs. 150/- per month for this additional work.

(2) Visiting lecturers and guest lecturers may be paid TA/DA and honorarium as below:

(i) Non-officials may be paid first class fare by train for the journeys performed by them. However, eminent non-officials may be paid air fare after approval by the Board of Management.

(ii) Officials (serving and retired) may be paid TA according to Central Government rules.

(iii) Daily allowance may be paid at Central Government rates.

(iv) The lecturers may be paid an honorarium of Rs. 50/- per lecture or such sum as might be determined from time to time by the Board of Management keeping in view the honorarium paid by other institutes like the National Police Academy, etc.

(3) Officers of the following categories may be taken on deputation in the Institute:

(i) Director

(ii) Deputy Director

(iii) Administrative Officer

(iv) Accounts Officer

As regards lecturers, qualified and experienced officers of the rank of Superintendent of a District Prison should be taken on deputation for teaching subjects having a direct bearing on the practical working of the various correctional services; lecturers for teaching academic subjects should be recruited

from the open market on permanent basis. The rest of the staff should also be recruited on a permanent basis. The staff taken on deputation should be paid 20 per cent of the pay as special compensatory allowance.

- (4) The Director of the Institute should be an officer of the rank of Inspector General of Prisons, and the Deputy Directors of the rank of Deputy Inspectors General of Prisons. The Administrative Officer may be an officer of the rank of Superintendent or Additional Superintendent of a Central Prison
- (5) Of the two Deputy Directors in an institute, one may look after administration and the other after research and training. The Deputy Director (Admn.) should be a departmental officer taken on deputation and the Deputy Director (Research and Training) should be an academician taken on deputation from University Departments/Institute of Social Sciences/School of Social Work

Transport :

The Institute should be provided with a car, a van and a bus.

Examination System:

Performance of candidates at the Institute should be adjudged in the following manner :

- (i) Objective type examination;
- (ii) Examination with reference to books in subjects having direct application in the field;
- (iii) Examination without reference to books in subjects dealing with theoretical aspects;
- (iv) Assessment of performance in:
 - (a) Field work;
 - (b) Assignments;
 - (c) Physical Training, Drill, Unarmed combat and Musketry;
 - (d) Syndicate studies; project reports; and Case history of prisoners;
 - (e) Seminars, group discussions and Workshops;
- (v) Viva-voce.

Programme of Training:

The Regional Institute should cater to all the training needs of officers from the rank of Assistant Superintendent Grade II to the rank of Superintendent, District Prison/Deputy Superintendent, Central Prison and the corresponding cadres of other branches of the correctional services. The Institute may organise the following training programmes:-

- (i) Basic initial training of one year for all direct recruits. After the successful completion of this training, the candidates should be posted for a duration of six months for field experience in their respective States/Union Territories.

During this period the candidates should be put under the supervision of a senior and trained correctional officer, who at the end of this period will send his assessment report about the performance of the candidate to the appropriate authority in the State/Union Territory. Thereafter, the candidate should be given independent charge of the post for which he has been recruited for a period of six months. On the basis of his performance at the Regional Institute, field experience and performance in an independent position suitable orders may be passed about the completion or otherwise of the period of probation by the candidate.

- (ii) One year training for serving officers who have not undergone basic initial training at the time of recruitment, on the same lines as that for newly recruited officers. For such officers placement for field experience and holding of independent charge of a post will not be necessary.
- (iii) A suitable training course for officers newly promoted to the ranks mentioned above.
- (iv) Specialised and refresher courses. Candidates completing the prescribed one-year training course successfully may be awarded a Diploma in Correctional Administration; others may be given a Certificate for having attended a particular course.

Board of Studies :

The Regional Institute should have a Board of Studies.

Syllabus :

A broad outline of the syllabus for the one year training course at the Institute is given below. For other courses the Board of Studies would evolve suitable syllabi keeping in view the contents of this syllabus.

Law :

Constitution of India

Criminal jurisprudence, Criminal Law and Criminology

The Indian Penal Code

The Code of Criminal Procedure

Indian Evidence Act (Principles)

The Prisons Act

The Prisoners Act

The Transfer of Prisoners Act

The Attendance of Prisoners in Courts Act

Indian Lunacy Act

The Civil Jails Act

Borstal Schools Act and rules

Probation of Offenders Act and rules

Habitual Offenders Act

Children Act and rules

Suppression of Immoral Traffic in Women and Girls Act
 Police Act
 Social legislation in India
 Administration of Justice in India

Sociology :

Nature and scope of sociology and its relation to other social sciences :

- (i) The basic pattern
- (ii) Man
- (iii) Environment
- (iv) Culture
- (v) Sociology and psychology
- (vi) Sociology and anthropology.

Some fundamental sociological concepts and sociology of groups :

Society, community, association, custom folkways and mores ;

Distinction between customs and morals;

Distinction between customs and law;

Structure and the functions of group;

The Primary groups, the secondary groups, the reference groups ;

The gang and its relation to the social system;

The sub-culture of the gang;

Socialization, culture and social stratification;

Indian social organization and its major social institutions such as family, marriage, religion, property, etc.;

Social change and disorganization with special reference to India;

The Monistic theories ;

The Evolution;

The Sociological theory ;

The Society as a moving equilibrium,

Social cycle, social stagnation, process of social disorganization, factors leading to social disorganization, social disorganization and its relation to delinquency and crime process of social organization.

Urbanization and its impact on social institutions;

Migration to urban areas, over population, unemployment, poverty, illiteracy, etc.;

Social conformity, social deviation and social control.

Psychology :

(General psychology, Social psychology, criminal psychology and abnormal psychology) :

Field and scope of psychology ;

Structure of human personality ;
 Heredity and environment ;
 Biological and social motives of human behaviour ;
 Human interaction and its products.

Social Processes :

Beliefs, attitudes and prejudices ;
 Development and change in beliefs and attitudes ;
 The measurement of beliefs and attitudes.

Group structure and norms :

Individual in social context ;
 Experience and behaviour in social situation ;
 The structure and function of social groups ;
 Group moral, leadership and co-operation ;
 Formation of social norms ;
 Intergroup relations ;
 Collective behaviour ;
 Normal and abnormal behaviour ;
 Motivation and adjustment, physiological drives ;
 Psychological motives and adjustment process ;
 Frustration, conflict psycho-dynamics of mental mechanism and symptoms ;
 General causes of abnormal behaviour and forms of abnormality, psycho neurosis, psychosis, mental deficiency, anti-social personalities and crime ;
 Psychological factors in criminal behaviour ;
 Psychology of particular types of criminal behaviour ;
 Offences against human life and physical integrity ;
 Offences against property ;
 Arson, Swindler ;
 Political criminal ;
 Sex-offenders ;
 Offenders and undertrials ;
 Psychological services in institutional treatment ;
 Role of psychology in penology ;
 Readjustment of social attitudes ;
 Readjustment of inter-personal difficulties ;
 Role of psychiatry in criminal law and correctional work.

Criminology :

- Crime a social problem in India ;
- How behaviour becomes criminal ;
- Etiology of criminal behaviour ;
- Factors in the physical, external environment ;
- Biological factors ;
- Heridity and crime ;
- Criminal twin method, geneological tree method ;
- The constitutional school, physical defects and abnormalities, the new-Lombrosian school ;
- Sociological factors ;
- Social transmission of patterns of behaviour ;
- Factors of association and companionship ;
- Agencies of moral risk, contacts in custody, agencies of mass-impression, economic factors, mental and emotional factors ;
- Categoric risks in crime, social class, sex, age, area variations.

Typology of crime :

- Social criminals and individualized criminals ;
- Professional and career crime ;
- Organized crime ;
- White collar crime ;
- Crime as deviant behaviour ;
- Crime and personality disorganization ;
- Crime and social disorganization ;
- Crime and society ;
- Delinquency and crime ;
- Deliaquency and crime in India ;
- Review of theories of criminology and their practical application in the field of prison administration ;
- How understanding of the process of criminal behaviour has to be used in the field of prison management ;
- How knowledge of criminology has to be utilized in a practical way in the present set-up of prison administration.

Penology and correctional administration :

- Definition and scope of penology ;
- Evaluation of concept of punishment and forms of punishment ;
- Origin and growth of prison system ;

- Modern correctional principles and practices ;
- Correctional institutions, prison architecture and buildings :
- Classification of prisons; classification of prisoners; segregation of prisoners; inmate personnel relationship ; care and welfare of prisoners; basic needs of prisoners ; living conditions in prisons compatible with human dignity ;
- Classification of prisoners on scientific basis ;
- Classification of prisons for grouping of inmates on homogeneous basis;
- Procedures from admission to release ;
- Protection of inmates from criminal culture ;
- Treatment programmes in prisons ;
- Prison discipline ;
- Prison diet and medical care ;
- Work programmes for prisoners ;
- Modernization of prison industries, prison agriculture and vocational training ;
- Contacts with family and community—interview leave, special leave etc.;
- Review of sentence ; conditional or unconditional premature release ;
- Aftercare, follow-up and rehabilitation of released prisoners ;
- Problems of women offenders, young offenders, lifers, prisoners sentenced to death, children in prisons, etc. ;
- Co-ordination between law enforcement agencies and correctional administration;
- Pre-requisites for correctional system.
- Note : The model Prison Manual should be referred to for teaching these subjects as text book.

Social case work :

- Definition of social case work, its postulates, principles, organization and structure ;
- Types of interviews ; rapport in interviewing ;
- Interviews ; questionnaire and how to prepare it ;
- Interviewer-client relationship ;
- How to conduct an interview ;
- Recording of interview ;
- Analysis of case record ;
- Discussion of case material ;
- Diagnosis of the inmate's behaviour problems, plan of treatment, client worker relationship in treatment process ;
- Possibilities of social case work approach in the institutional set up.

Social Group work :

- Principles of social group work ;
- Group dynamics ;
- Group processes ;
- Group work methods ;
- How the group situations in institutions can be used for re-educating the offenders ;
- Possibilities of adopting the group work approach in institutions ;
- Group work and organized recreation.

Probation :

- Probation of Offenders Act, 1958 and the rules framed thereunder ;
- Historical review of probation ; philosophy of probation ;
- Organisation of probation service ;
- Role of volunteers in probation ;
- Juvenile probation—adult probation.

Juvenile Delinquency :

- Causes of Juvenile delinquency ;
- Historical survey of legislation relating to the treatment of juvenile delinquents ;
- Children Act ;
- Reformatory Schools Act ;
- Juvenile Court procedure ;
- Existing provisions for and the methods of treatment of juvenile delinquents ;
- Content of treatment programmes of juvenile delinquents ;
- Observation homes/Remand homes ;
- Certified schools/special schools ;
- Release procedures and aftercare ;
- Measures for the prevention of juvenile delinquency ;
- Points to which prison personnel should devote special attention regarding juvenile delinquents.

Public Administration :

- Public administration as an aspect of social science ;
- Principles of public administration ; authority ; duty ; responsibility ; coordination. supervision, direction ; control ; hierarchy ; equity ;
- Policy making and planning ;
- Coordination ; integration ;
- Centralization , delegation—supervision ;

Personnel management ; recruitment, merit system, principles of promotion. probation, training, service-conditions,

Training :

Formal and informal training ; pre-service training, basic initial training, refresher courses, workshops, seminars and conferences ;

Conduct and discipline, code of integrity and ethics ;

Personnel forums and associations.

Departmental Organisation :

Organisation of department of prisons and correctional services ;

Staff discipline rules, administrative and financial procedures and powers, office procedures, Accounts, internal audit and outside audit ;

Preparation of budget, passing of the budget by the legislature, implimentation of budget, treasury procedures, accounts and audit.

Administrative powers :

Delegated legislation : statutory and non-statutory rules ; Inspection of institutions ;
Insvestigation and departmental enquiries.

Responsibilities :

To the legislature ; to the judiciary and to the department.

Public relation :

Nature and scope of public relations ;

Understanding public aspirations ;

Development of public relations, information for the public, use of media and publicity ;

Public administration in democracy.

Police administration :

Police organisation, Police Act, methods of investigation and detection of crime, finger print bureau, *modus operandi* bureau, stages in the process of law enforcement.

Manuals and Regulations :

Prison Manual, Model Prison Manual, Accounts Manual, Sub-jail Manual, Statutory and non-statutory rules, standing executive orders, Civil Service Rules, conduct, discipline and appeal rules.

Manual of departmental enquiries, general provident fund rules, contingent expenditure rules .

Budget manual ;

Rules of office procedure.

Field work :

- Prison gate ;
- Admission and release branch ;
- Prison dietary ;
- Management of prison industries ;
- Management of prison canteens ;
- Management of prison kitchen ;
- Management of prison hospitals ;
- Management of circles, barrackes, yards, etc. ;
- Management of punishment yard ;
- Management of the area where prisoners sentenced to death are kept ;
- Giving orientation talks to prisoners ;
- Preparing case histories of prisoners ;
- Organizing recreational and cultural activities, etc ;
- Demonstrations regarding various operations in institutional management ;
- Field work in other correctional institutions ;
- Remand homes/observations homes ;
- Certified schools/special schools ;
- After-care agencies ;
- Institutions under the Suppression of Immoral Traffic in Women and Girls Act, etc.

Emergencies :

Escape, hunger-strike, accidents, assaults death, fire, suicide, work-strike, epidemic, food-poisoning, control of violent prisoners, failure of electricity, water-supply, etc., alarm procedure, first aid.

P.T. Drill & Weapon training :

- Physical training exercises ;
- Squad drill ;
- Company drill ;
- Weapon training ;
- Ceremonial parade ;
- Unarmed combat/karate ;
- Baton and cane drill ;
- Obstacles course ;

Inspection of guards and sentry duty ;
 Saluting ;
 Reporting ;
 Kit-inspection ;
 Outdoor games.

Visits to Institutions :

Police stations ; Police lock-up ;
 Finger print bureau ;
 Modus operandi bureau ;
 Courts ;
 Remand - homes/Observation homes ;
 Certified schools/special schools ;
 Institutions for Women offenders ;
 Prison ; mental hospitals ; Civil hospital ;
 After-care institutions ;
 Industrial training centres and technical schools ;
 Agricultural farms ;
 Fire brigade ;
 Physical training school ;
 Institutions for the handicapped.

Assignments :

Committee Projects ;
 Seminars ;
 All India Study Tour and camp for outdoor training, etc.

EXTRACT FROM CHAPTER XI OF THE MODEL PRISON MANUAL
ON SERVICE CONDITIONS

Facilities while on duty :

12. The following facilities should be extended to the personnel while they are on duty :

- (i) Rest-rooms for the use of staff members, who are required to wait in the institution in between their duty periods. These rooms can be used as smoke rooms by staff members;
- (ii) Staff canteen;
- (iii) Bath-rooms, lavatories and W.Cs.;
- (iv) Lockers;
- (v) First aid boxes including necessary equipment for snake bites at remote duty points/prison farms/out-posts, etc.;
- (vi) Torches and boots for night duty personnel;
- (vii) Charpoys for those who will be resting in between night duty periods;
- (viii) Raincoats, umbrellas, overcoats, gumboots, etc.

Holidays :

13. (i) Holidays will be observed in accordance with local customs in each State as specified by the Government;

(ii) Those who work on holidays should be allowed additional off days.

Medical facilities :

15. The following medical facilities should be extended to the staff and their families :
- (i) Properly equipped staff hospital ward and maternity ward outside the institution;
 - (ii) Free medical attendance and treatment at the institutional hospital at the civil hospital and at special institutions like Tuberculosis Sanitoria, Infirmarys, etc. ;
 - (iii) Supply of medicines, injections, etc., other than those usually available at the institutional hospital;
 - (iv) Special facilities to Government servants suffering from tuberculosis;
 - (v) Facilities during convalescence period such as leave, housing, medical aid, concession in hours of work, etc. ;
 - (vi) Anti-rabic treatment;
 - (vii) Ambulance facilities.

Educational facilities :

16. The following educational facilities should be extended:

- (i) School facilities near institutional premises;
- (ii) A school for children of the staff at institutions situated at a long distance from the city;
- (iii) Transport at Government cost for educational needs of children of the staff or in the alternative, suitable Transport Allowance for school/college going children of the staff;
- (iv) Hostel accommodation for children of transferred and other staff members on institutional premises.

Note: Hostels for children of the staff should be established in centres where educational facilities are available, where independent hostels cannot be immediately set up, seats in other hostels should be secured for children of the staff.

Miscellaneous facilities :

- (i) In case an institution is located at a distance from the city or town, the administration shall make necessary arrangements for the housing of staff members as well as for the educational facilities for children of the staff. In such cases, arrangements for the transport of staff members to and from the nearest city should be made at Government cost. Special facilities should be provided in cases of medical emergencies, sickness, etc. ;
- (ii) The following miscellaneous facilities may be extended to staff members:
 - (a) Mess for unmarried staff members;
 - (b) Use of institutional transport at the time of transfer on payment on mileage basis;
 - (c) Free travel warrants to non-gazetted personnel to their home town or village once in two years;
 - (d) Sports facilities, annual sports meets, travelling allowance incidental to the above;
 - (e) Accommodation in Government quarters in hill stations and holiday resort in States where such facilities are made available to Government servants;
 - (f) Co-operative housing facilities;
 - (g) Facilities for joining co-operative farms or co-operative industries for retired personnel.

EXTRACT FROM CHAPTER XI OF THE MODEL PRISON MANUAL
ON SERVICE CONDITIONS

Staff meetings :

23 (i) The Superintendent will convene a monthly meeting of the institutional staff members. The objects of this meeting are :

- (a) To bring co-ordination in institutional activities;
- (b) To improve methods of work;
- (c) To interpret Governmental policies to staff members;
- (d) To explain new procedures, rules and regulations, policies regarding inmate discipline, treatment of prisoners, institutional management, etc.;
- (e) To explain policies relating to personnel management, staff discipline and morale in the staff lines, etc.;
- (f) To explain the welfare programme as chalked out by the staff Welfare Committee;
- (g) To give opportunities to staff members to discuss their common problems;
- (h) To communicate appreciation of good work as and when necessary;
- (i) To present rewards to staff members as and when necessary.

NOTE: 1. The staff meetings should be conducted in a proper spirit. Only common problems and suggestions for common welfare should be discussed. The monthly staff meetings should be conducted in such a manner as would help to develop a cooperative feeling and esprit-de-corps among the institutional personnel.

NOTE: 2. Staff meetings should be held in the Headquarters Office also.

(ii) Minutes of the conference should be recorded and a copy thereof should be forwarded to the Inspector General with the remarks of the Superintendent.

Conferences :

24 (i) Conferences of departmental personnel should be held annually. The objective of such conferences should be:

- (a) To take stock of things achieved;
- (b) To evaluate current procedures, practices, methods and organization;
- (c) To plan for future development of the department;
- (d) To understand staff problems and staff aspirations.

(ii) Minutes of the conferences should be recorded and the Inspector General will forward the same to Government along with his proposals. Action taken on these proposals will be communicated to institutional personnel by the Head Quarters office.

NOTE: Papers on topics connected with Correctional Administration may be presented at such conferences. Sectional meetings, work-shop groups, etc., may also be arranged.

PLANNING, RESEARCH AND DEVELOPMENT

25.1 The development of prisons in India, when viewed in relation to the requirements of the reformation and rehabilitation of offenders, is demonstrative of an unplanned and unsystematic approach to the problem of crime and the criminals. In spite of the fact that the goals and objectives of correctional system have been repeatedly stressed by various national committees there has been a conspicuous lack of planning for the development of prisons to achieve them.

25.2 India annually spends a little over 50 crores of rupees on prisons for the up-keep of approximately 1.59 lakh prisoners as shown in Annexure A to this Chapter. This is in addition to the huge cost involved in investigation of crime, prosecution of offenders and administration of justice through law courts. Our prison system is further taxing the society in terms of moral depreciation of inmates and non-utilisation of manpower. It is merely continuing to send the criminals back into society without any constructive modification in their behaviour. This, more or less, is the picture of our prison system. It is groping into a blind alley, not quite knowing how to achieve its desired objectives.

25.3 The system has run totally out of tune with modern needs because "it has lacked an in-built mechanism to keep pace with and absorb scientific and technological advancements in the field of behaviour modification and correctional management. Many of the problems faced by the correctional system of our country are related directly to its failure to adjust itself to the current needs of the society. While the free community is trying to break the barriers of time and space, our prisons are obstinately holding to century-old obsolete traditions both in management of prisons and in work programmes for prisoners. Effectiveness of the correctional system in relation to its pronounced objectives has never been evaluated and the lack of comprehensive research and planning has left the country lagging behind the times and in a desperate situation. The people manning and managing prisons do not know what they should do now to face a situation that might occur ten years hence in view of the rate of change in social environment, nor do they know what impact the work they have been doing for the past ten years has left on the society in terms of tangible results.

25.4 An unfortunate feature of the correctional system in the country is that the goals and objectives of prisons have not yet been incorporated in the prison legislation. The Prisons Act 1894 (applicable to the country even today without any substantial change for the past almost one century) defines prisons merely as places of detention. The real objectives of prisons, the reformation and rehabilitation of the offender, are thus devoid of the force and sanctity of law. These objectives have been completely ignored and it has never been thought necessary to subject even the work of mere 'detention' of offenders to any kind of research and planning. The system has, therefore, tended to function in a rut, and innovations have been discouraged. Prison personnel, in general, have developed an attitude of acquiescence in whatever is happening as a routine, with a sense of resignation towards any effort for improvement. The development of our correctional system has been stunted in the absence of an appropriate legal framework. The prison administration has also not made any sustained effort for the growth of the system in keeping with the changing needs of the time.

25.5 Planning for prison development on the basis of a national policy becomes all the more important and imperative when the basic assumptions and objectives of a system are either absent or are critically questioned. The citizens of a welfare State like ours have a legitimate right to question why so much is being spent from the public exchequer to maintain the criminal and the delinquent, year after year, if nothing good is demonstrably produced for the society.

"They would insist on the correctional institution rendering a proper account of itself in terms of concrete results of rehabilitation and reformation of offenders. They would demand that if society had to pay the cost of maintaining them, the cost should pay dividends in definitive social defence measures truly capable of serving as a defence against the depredations of the antisocial elements, and of allowing the law-abiding to pursue their respective occupations and interests without late or hindrance."¹

25.6 It is in this that lies the main justification for proper planning, evaluation of action plans and continuous research for the development of correctional organisation. Reformation of the deviant in a given society can, and should, be a continuous process sprouting through well-based anticipations of changes in social environment which function as determinants of the correctional process. The effectiveness and development of correctional organisation depends on its functional capability to sense, absorb and adapt itself to the changing social forces under which it must operate. No organisation dealing with human material can afford to maintain a status quo, for as long as our correctional system has done, without running the risk of stagnation and eventual ineffectiveness.

25.7 It is high time, therefore, for us to properly plan for the future of our correctional system and to evolve a mechanism (within the system itself) which could give it necessary feed-back through systematic monitoring, study, analysis and research and help it in keeping abreast of the scientific advancements in the field of both behavioural sciences and organizational management in order to ensure its sustained development.

25.8 Our recommendations in this regard are as follows :

25.8.1 A new legislation, as suggested in Chapter IV on 'Legislation' of this Report, should clearly define the general objectives of correctional system in the country.

25.8.2 The State Government and Union Territory Administrations, keeping in view with the general objectives, should lay down specific objectives and goals not only for their respective departmental organizations but also for individual institutional organizations. Such goals could be in terms of functional renovation/reconstruction of prison buildings, diversification of correctional institutions, classification of prisoners, rehabilitative reorientation of prison industries, correctional contents of prison programmes, recruitment and training of prison personnel, modalities of coordination with other branches of the criminal justice system and quantitative targets for the correctional system such as: crime reduced; number of criminals rehabilitated; ex-offenders employed; prisoners educated; productivity of prisons increased; sale proceeds of prison manufacture augmented; amount of loan extended to inmates/ex-inmates under innovative banking schemes and from other sources; the amount recovered through the sale proceeds of their manufactures; and the like. These goals should be subject to change or modification according to local conditions and other factors impinging upon the department or the individual institution.

25.8.3 There should be an established procedure for reviewing the organizational and institutional goals by the department at least once a year.

25.8.4 The proposed National Commission on Prisons (Chapter XXVI of this Report) should be functionally linked with State correctional organisations to review the achievements of goals and objectives; to conduct basic and utility research correctional field;

to identify key social, economic and functional influences effecting corrections, and to predict the possible future impact of such influences for the benefit of field organisations. The Commission should also plan in consultation with State correctional departments their future organizational, personnel and functional structure.

25.8.5 There should be an appropriately manned unit for planning and research at the headquarters of the Department of Prisons and Correctional Services of each State and Union Territory. This unit should be responsible for reviewing, assessing and evaluating the progress of institutional work in relation to specified institutional goals.

25.8.6 Each State/Union Territory should develop an integrated process of long-term and short-term planning for administrative and operational functioning, and should prepare plans in close liaison with the National Commission on Prisons. Some of the areas for such planning have been indicated in para 25.8.2 above.

25.8.7 The proposed National Commission on Prisons should coordinate the plans prepared by various States and Union Territories and should monitor their progress so as to have an all India perspective of the development of prisons in the context of accepted goals and objectives.

25.8.8 The proposed National Commission on Prisons should work out some pilot projects, e.g., in the fields of diversification of institutions, classification of prisoners, educational and vocational training, prisons programmes, after-care services, and training of prison personnel, etc., to serve as demonstration projects for the development of prison administration. These projects should be monitored, tested and evaluated with the help of expertise in the field, to be later transferred to the States/Union Territories for adoption and continuation. The Commission should also make cost allocations for such specific action plans.

25.8.9 Research in the correctional field should be problem oriented and practical, so that solution to the immediate and long-term problems could be found on the basis of scientific and analytical study. For this purpose the proposed National Commission on Prisons and the Planning and Research Unit of the Department of Prisons and Correctional Services should seek coordination with and cooperation of university departments of sociology, schools of social work, National Institute of Social defence and such other organizations as are pursuing social and management research. They can also seek cooperation of individual social scientists and management experts. To make this academic pursuit valuable for the use of the department, specific subjects on which scientific research is desirable from correctional point of view should be indentified by the field workers, while research projects on them should be taken up by the planning and Research Unit of the department in collaboration with educational institutions. (An illustrative list of such subjects is enclosed as Annexure B attached to this chapter).

25.8.10 A continuous flow of meaningful data is of utmost importance if research has to make any significant contribution to organisational efficiency and achievement of goals. This requires systematic collection of statistical data on a uniform pattern throughout the country. In this connection we agree with the recommendations made by the All India Jail Manual Committee to the following extent :

- (i) Correctional statistics should be linked up with census, health and criminal statistics;
- (ii) There should be close coordination of the statistics collected by the Police Administration, Administration of Justice and Correctional Administration;
- (iii) There should be a statistical section in the Planning and Research Unit at the headquarters of the Department of Prisons and Correctional Services manned by properly trained personnel;

- (iv) Each central and district prison should have a statistical unit which should handle all matters pertaining to statistics; and
- (v) Statistical forms and compilations should be standardized on an all India basis.

We regret to note that despite specific recommendations not much headway has been made in this direction. The offices of Inspector General of Prisons in most of the States still do not have a separate statistical unit. It is worth mentioning in this connection that it took the Committee almost one year to get basic data on prison administration from the States and Union Territories.

25.8.11 The proposed National Commission on Prisons should standardize and prescribe uniform performance for the collection of statistics all over the country. It should also collect correctional statistics on a national basis and publish an annual statistical report on corrections on the lines brought out by the Bureau of Police Research and Development.

25.8.12 A scientific method of keeping and weeding of record in prison department should be evolved in consultation with the Department of Archives and be strictly followed by institutional organizations. This will greatly help the ready availability of statistics for analysis and research.

PRISONS AND NATIONAL PLANS

25.9 Efforts appear to have been made to muster financial resources for the development of prisons. The question of including prisons in the national developmental plans has, we understand, been considered in the past. The planning Commission were of the view that reforms in the administrative measures for better functioning of jails could not be considered as part of developmental programme as they were a normal administrative responsibility of the State Governments. Only the scheme of the appointment of welfare officers in prisons and the establishment of creches for children accompanying women prisoners, initiated under the social welfare sector were included in the Second Five Year Plan. It appears that at some stage the Planning Commission did realise that jails needed improvement, as they were of the view that programmes which have a bearing on rehabilitation of prisoners after their release, could be considered for being included in the plan on merits of each proposal. Accordingly, the Ministry of Home Affairs had suggested for inclusion in the Fourth Plan the following schemes which had a direct bearing on the rehabilitation of the prisoners and their welfare :

- (i) Classification and diagnosis of prisoners.
- (ii) Legal aid for prisoners.
- (iii) Development of after-care and parole.
- (iv) Assistance to discharged prisoners, their families and children.
- (v) Recreational facilities, library, cultural programmes, etc.

The above were, however, not approved by the Planning Commission for reasons best known to them. At the time when the Fifth Five Year Plan was being formulated, yet another effort was made to get the modernisation of prisons included in that Plan but without any success.

25.10 The exercise of getting adequate funds for the development of prisons was repeated year after year. But this did not bring in any additional funds from the plans. Consequently, the Ministry of Home Affairs within their own budget made a token provision of Rs. 2 crores in the year 1977-78 and Rs. 4 crores in the year 1978-79. These

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