

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

**No.2347/IG/10**

**Dated. 17.09.10**

**Inspections by Additional Inspectors General and Deputy Inspectors General of  
Correctional Services, West Bengal**

**CONDUCT OF INSPECTIONS :**

All Additional Inspectors General and Deputy Inspectors General of Correctional Services will conduct periodical and annual inspections of the units under their charge. Periodical inspections may be for a short duration, where specific aspects of the functioning of the correctional home should be looked into and suggestions for improvements and changes communicated to all concerned. These inspections also help to identify the systems or practices which require modification or change, in which case, the same should be brought to the notice of the Inspector General of Correctional Services, with suggestions.

In addition to the inspections prescribed above, other inspections may usefully be made on particular points and to see whether specific orders given have been carried out in time by the officers concerned.

Performance evaluation of a subordinate officer in charge of a correctional home should not be done by the inspecting officer without having conducted at least one detailed inspection of his correctional home unless the subordinate is one with whom the inspecting officer is interacting almost daily.

While fixing the targets for achievement by officers, priority should be assigned to inspection of units, amongst other targets.

**ANNUAL INSPECTIONS :**

Annual inspections are an important function of superior officers and must be given due importance. The inspections should not be conducted in a casual manner. The instructions contained in this order should be kept in mind while conducting the annual inspections of the correctional homes.

Annual inspections of the correctional homes are to be conducted once every year except in some cases mentioned below. It must be a thorough inspection of the working of the unit.

While conducting the annual inspection of the correctional home, the following guidelines shall be kept in mind by the inspecting officers:

**(a) INSPECTION PROGRAMME :**

The The zonal AlsG and zonal DIsG of Correctional Services should submit their inspection programmes to the Inspector General of Correctional Services for approval by the 15<sup>th</sup> of January of each year and send it, after approval, to the Superintendents of the concerned correctional homes. The Addl. IsG and DIsG and such other officers who have been delegated inspection of any unit/units, as mentioned in this order, will draw their inspection programme and communicate the same to all concerned.

The zonal DIsG of Correctional Services should conduct inspections of all the correctional homes in their jurisdiction. The zonal AlsG should inspect all central correctional homes and half the number of district / special / women's / sub-correctional homes in their jurisdiction every year. If an incumbent is transferred or retires in the middle of the year, his successor should complete the inspection programme already circulated to the correctional homes.

**(b) REVIEW OF INSPECTION :**

The zonal AlsG of Correctional Services should review the annual inspections by DIsG of Correctional Services. The DIsG of Correctional Services should therefore, send one copy each of their inspection remarks to Inspector General of Correctional Services and the zonal Addl. IG of Correctional Services. They should send their comments on the inspection remarks of the DIsG to Inspector General of Correctional Services with a copy to the concerned inspecting officer.

The reviewing officer should see that the inspection of offices subordinate to the inspecting officer have been regular and to the point. The reviewing officers must go through the inspection report of the officers and where they find that due care has not been taken to conduct the inspection as per the instructions contained in this order and such other orders issued from time to time, the fact should be brought to the notice of Inspector General of Correctional Services and must be incorporated in the ACR of the officer concerned.

**(c) INSPECTIONS NOT TO FOLLOW CLOSELY :**

The inspections by AlsG and the DIsG should be so arranged that they do not follow each other at unduly short intervals.

**(d) DURATION OF INSPECTIONS :**

A thorough inspection of a correctional home can never be made in a few hours and seldom in a day. Normally a stay of two to three days should be made within the limits of each correctional home;

**(e) 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 can be very 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 can be dangerous, and may be unfair. An officer's merits can be gauged effectively only by a careful scrutiny and testing of work actually done by him.

**(f) MATTERS TO BE EXAMINED DURING INSPECTIONS:**

- (a) The chief object of an inspection is to see that the correctional officers are working properly for the control and management of correctional homes and inspecting officers should therefore, pay particular attention to see:
  - i. if the Superintendent of the correctional home, performs all the duties as laid out in Chapter III of the West Bengal Correctional Services Act;
  - ii. if steps are being taken to ensure correctional treatment to the prisoners in custody so as to efface from their mind the evil influence of antisocial ways of life and rehabilitate them in the society as good and useful citizens;

- iii. if measures are being taken to ensure that a prisoner confined in the correctional home may not fall prey to the depriving mental attitude which may make him believe that he is lost to the society and it is his fate to pass the rest of his life as a social outcast;
  - iv. if measures calculated to rouse in the mind of a prisoner a healthy social sense and a sense of abhorrence against the antisocial ways of life and an impulse for returning to normal social life as a good and useful citizen are being taken by the Superintendent;
  - v. if the prisoners are being provided with quality and hygienic food, clothing, accommodation and other necessities of life as also adequate medical treatment and care in case of sickness as prescribed;
  - vi. if measures are being taken :—
    - (a) to put the prisoners sentenced to rigorous imprisonment to labor in the manner prescribed;
    - (b) to put the prisoners to vocation-oriented labor so that after release they may find themselves equipped with bread-earning vocations;
    - (c) to provide for usual maintenance services such as cooking of food, washing of clothing's, and sanitary services on roster basis enabling the maximum number of prisoners to get an opportunity of learning bread-earning avocation;
  - vii. if measures are being taken for mental and moral uplift of the prisoners and to provide them with educational and other facilities for upgrading their qualities, character and mental attitude;
  - viii. if measures for the security of correctional home and the security of the prisoners with due safeguards are being taken to ensure that it does not become a place of horror instead of being an institution for correction;
  - ix. if measures are being taken to ensure effective after-care service of the released prisoners;
  - x. if the steps are being taken to ensure prompt redressal of grievances of subordinate staff.
- (b) The inspecting officer should do a critical review to see whether steps are being taken to enforce discipline among the officers and other employees and the prisoners in accordance with the provisions of the West Bengal Correctional Services Act and the rules made under it.
  - (c) Registers, records, clothing, equipment, furniture and buildings should be inspected in order to see that they are in good order, that rules are observed, that economy is practiced and money well spent, that correspondence and orders receive prompt attention, that registers and papers are duly classified and that old papers are not allowed to accumulate.
  - (d) All inspecting officers must realize that they are responsible not only for issuing necessary orders but for seeing that they are carried out; they shall invariably ascertain and state whether the remarks made during the preceding inspections have received due attention. If they have been neglected, the officers at fault should be brought to account.
  - (e) Inspections should be helpful. The objective 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 is 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 inspected the benefit of the wider view and greater experience of the inspecting officer.

- (f) An officer can dispose of many matters more effectively on the spot during an inspection than at headquarters by written orders. The inspecting officers shall keep a file or such matters for each correctional home and deal with them when he inspects the correctional home;
- (g) The inspecting officer should see that the inspections of offices subordinate to him have been regular and to the point, and should mention this in his inspection note. The Addl. Inspectors General in particular shall record a note regarding the inspections made by the Deputy Inspectors General and shall comment on any irregularity or defect in this respect while forwarding the inspection remarks to the Inspector General of Correctional Services;
- (h) The Addl. Inspectors General and the Deputy Inspectors General, during their visits and inspections should frequently test the knowledge of the staff of the correctional home about the provisions of the West Bengal Correctional Services Act, 1992 and West Bengal Jail Code (I).
- (i) The prisoners in the correctional home should be given the opportunity of making representations regarding their treatment if they wish to do so. While inspecting the correctional homes, officers by an inspection of the records and otherwise should ascertain as far as possible whether the rules mentioned above have been followed and should note their findings in their inspection notes. They should, in particular, make enquiries to ascertain whether prisoners have been properly treated.
- (j) **Financial matters:** The Inspecting officers should examine the following matters pertaining to financial administration:
  - 1. It should be examined if there has been any case where the Supdt. of correctional home has incurred expenditure or entered into any liability involving expenditure from public funds without the expenditure having been sanctioned by general or special orders of the Government or by an authority to which powers have been delegated in this behalf and the expenditure has been provided for in the authorized grants and appropriations for the year;
  - 2. It should be ensured that the following standards of financial propriety have been followed by the Superintendent of the correctional home (Rule 35 of WBFR-1 and SR-234 of TR-Vol-I).
    - i. Every public officer is expected to exercise the same vigilance in respect of expenditure incurred from public money, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
    - ii. The expenditure should not be prima facie more than the occasion demands.
    - iii. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
    - iv. Public money should not be utilized for the benefit of a particular person or section of the community unless –
      - (1) the amount of expenditure involved is insignificant, or
      - (2) a claim for the amount could be enforced in a court of law, or

(3) the expenditure is in pursuance of a recognized policy or custom.

- v. The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

**(g) INSPECTION NOTES TO BE BRIEF AND TO THE POINT :**

- (a) Inspection notes should be brief and to the point, without elaborate reviews of individual incidents, 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.
- (b) Defects should be noted one by one, under serial numbers, and brief remarks made about each.
- (c) The inspecting officer must not merely record in writing the defects, which he has noticed: he must also explain them carefully to the officers whose work is being inspected, and make them understand how an improvement can be secured.
- (d) At the end of his inspection notes, the inspecting officer shall record the fact that he has taken action under clause (c) and shall summarize, for the benefit of the officer who next inspects, the remarks that he has made under clause (b).

**(h) INSPECTION NOTE :**

The inspection note should be prepared as per the guidelines issued in this order. The inspection note should be sent to the correctional home concerned. The unit will return the inspection note with the compliance report of the Action Taken to the inspecting officer within one month. One copy of the inspection note, shall however, be pasted in the Inspection Register of the correctional home, which should be signed by the inspecting officer.

**(i) ANNUAL INSPECTIONS – MANDATORY FOR APPRAISAL OF OFFICERS :**

All Addl. Inspectors General and Deputy Inspectors General of Correctional Services must comply with this order without fail in future. The failure of the officers to conduct inspection of units in their jurisdiction will be reflected in their ACRs.

In making his inspections, the **Inspector General** shall observe the extent of the supervision and control exercised by the Addl. Inspector General and the Deputy Inspector General and the nature of their inspections during their visits to the correctional homes. Serious lacunae in the state of discipline or in the character of the work done imply a failure of duty on their part, unless they can show that they have already done their best to correct what is wrong. This responsibility shall always be brought home to them.

A chart containing details of points to be looked into during the annual inspection is enclosed herewith in Annexure - I

**Enclo. Memorandum of points to be looked into during annual inspection**

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

**No.2347/1(67)/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.
4. All Addl. Inspector General of Correctional Services, West Bengal.  
.....for information and strict compliance of the orders.
5. All Deputy Inspector General of Correctional Services, West Bengal.  
.....for information and strict compliance of the orders.
6. Superintendents of all central / district / special / open air / women's and subsidiary correctional homes.  
.....for information and necessary action.
7. Principal, Training Institute, Medinipur  
.....for information and necessary action.

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