

SCHEDULE OF PRACTICAL TRAINING OF PROBATIONARY CORRECTIONAL OFFICERS

The following will be the schedule of the practical training of the Probationary Correctional Officers i.e. Superintendents, Chief Controllers, Controllers and Assistant Controllers on their first appointment in future:

Days	Attachment	Learning	Self-study	Remarks																																												
0-2	Directorate of Correctional Services, Writers' Buildings, Kolkata-1	a. Complete joining formalities; b. Call on the Addl. DGP & IG of Correctional Services, Addl. IG (South), DIsG & PA to IG; c. PA to IG will arrange his visit to meet Spl/Joint Secretary and Deputy Secretary, DCA.	He will collect a copy of the following: a. West Bengal Correctional Services Act, 1992; b. West Bengal Jail Code	He will arrange for fabrication of uniform etc.																																												
0-45	Central Correctional Home	During the first week the Chief Head Warden will brief him about wearing of uniform, elementary drill movements etc. The Superintendent will attach him with the following Sections: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Branch</th> <th style="width: 20%;">Days</th> </tr> </thead> <tbody> <tr><td>Admission Branch</td><td align="center">7</td></tr> <tr><td>Release Branch</td><td align="center">6</td></tr> <tr><td>Correspondence Branch</td><td align="center">3</td></tr> <tr><td>Welfare Branch</td><td align="center">3</td></tr> <tr><td>Psychologist</td><td align="center">2</td></tr> <tr><td>Finance Branch</td><td align="center">7</td></tr> <tr><td>Establishment Branch including pension section</td><td align="center">7</td></tr> <tr><td>Correctional Home Hospital</td><td align="center">2</td></tr> <tr><td>Treatment in outside Hospital</td><td align="center">2</td></tr> <tr><td>Discipline Officer</td><td align="center">2</td></tr> <tr><td>Security Officer</td><td align="center">2</td></tr> <tr><td>Manufactory Department</td><td align="center">2</td></tr> </tbody> </table> a. During the course of the attachment he will visit stores, godowns and learn the manner in which records are maintained; b. He will learn calculating the normal and medical diet of prisoners; c. He will learn to draft letters as well make notings in the Note sheets of files; d. He will learn about the maintenance of the cash-book including the prisoners' cash, rough cash book etc; e. He will learn about maintenance of Valuable Property Register; f. He will learn about the preparation of the salary bills and other bills prepared in the correctional home g. He will pay particular attention to the manner in which stock books are maintained and will make some entries in the Register; h. He will learn about the grant of remission to prisoners; i. He will learn about the duty allotment to the guarding staff;	Branch	Days	Admission Branch	7	Release Branch	6	Correspondence Branch	3	Welfare Branch	3	Psychologist	2	Finance Branch	7	Establishment Branch including pension section	7	Correctional Home Hospital	2	Treatment in outside Hospital	2	Discipline Officer	2	Security Officer	2	Manufactory Department	2	West Bengal Correctional Services Act, 1992: All Chapters of the Act with particular emphasis on Chapter III, VII, X, XII, XIII, XV, XVI, XIX, XXII, XXIII, XXV, XXVI, XXVII, XXIX West Bengal Jail Code Chapters III, V, VI, VII, VIII, IX, X, XI, XV, XVI, XVII, XIX, XXI, XXII, XXIII, XXVI, XXVII, XXIX, XX, XV, XXXVI, XXXVIII, XXXIX, XL, XLII <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Explanation of terms / definitions used in IPC</td> <td>Sec. 1 to 5, 14, 21, 2, 5 To 27, 34, 39, 52, 52A</td> </tr> <tr> <td>Punishment</td> <td>Sec. 53 to 55A, 57, 60, 6, 3 to 75</td> </tr> <tr> <td>General Exceptions</td> <td>Sec. 76 to 106</td> </tr> <tr> <td>Offences against the State</td> <td>Chapter VI</td> </tr> <tr> <td>Offences against public tranquility</td> <td>Chapter VIII</td> </tr> <tr> <td>Offences relating to public servants</td> <td>Sec. 170, 171, 182, 186, 190, 223, 253, 332, 333</td> </tr> <tr> <td>Offences relating to religion</td> <td>Sec 295A, 298</td> </tr> <tr> <td>Offences relating to human body</td> <td>Sec. 299 to 304, 307, 319 to 326, 330, 331</td> </tr> <tr> <td>Offences against women</td> <td>Sec. 304 B, 306, 354, 375 to 377, 498 A, 509</td> </tr> </tbody> </table>	Explanation of terms / definitions used in IPC	Sec. 1 to 5, 14, 21, 2, 5 To 27, 34, 39, 52, 52A	Punishment	Sec. 53 to 55A, 57, 60, 6, 3 to 75	General Exceptions	Sec. 76 to 106	Offences against the State	Chapter VI	Offences against public tranquility	Chapter VIII	Offences relating to public servants	Sec. 170, 171, 182, 186, 190, 223, 253, 332, 333	Offences relating to religion	Sec 295A, 298	Offences relating to human body	Sec. 299 to 304, 307, 319 to 326, 330, 331	Offences against women	Sec. 304 B, 306, 354, 375 to 377, 498 A, 509	The Superintendent and the Chief Controller will ensure that the officer is briefed about the functioning of the correctional home. The Officer will; a) Attend the morning un-lock and the evening lock-up everyday; b) He must accompany the Chief Controller during his rounds; c) He will accompany the Superintendent during his rounds d) He will attend the case table of the Superintendent every day for the new admissions in the correctional home; e) he must conduct the feeding parade as per the duty roster; f) He will perform 2 night rounds every week; g) He will conduct the parade of the guarding staff every week; h) He will attend all alarm parades; i) He should become conversant with the procedure for interview of prisoners; j) He will visit the wards of the prisoners every day; k) He will supervise the work of the MD, if any, in the correctional home; l) He will make necessary entries in all Registers in various sections to which he is attached;
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		<p>j. He will learn about the manner in which inquiries are to be conducted and also about preparation of inquiry report. Superintendent of the central correctional home will endorse a few inquiries to the officer;</p> <p>k. He will be taught about the manner in which to conduct departmental inquiries;</p> <p>l. During his attachment with the Security Officer, he will learn about interview management, external and internal security of the correctional home.</p> <p>m. He will learn about the manner in which search at the gate as well as in the wards is to be made.</p> <p>n. During his attachment with Discipline Officer he will learn about gate management and related security drill.</p>	<table border="1" data-bbox="911 195 1206 310"> <tr> <td>Offences against property</td> <td>Sec. 378 to 384, 390 to 402, 410 to 412</td> </tr> </table> <p>Criminal Procedure Code</p> <table border="1" data-bbox="911 396 1206 1010"> <thead> <tr> <th>Topics</th> <th>Syllabus</th> </tr> </thead> <tbody> <tr> <td>Definitions</td> <td>Sec. 2</td> </tr> <tr> <td>Procedure of arrest</td> <td>Sec. 41 to 43, 52</td> </tr> <tr> <td>Procedure of search</td> <td>Sec. 52 to 100</td> </tr> <tr> <td>Processes to compel appearance</td> <td>Chapter VI</td> </tr> <tr> <td>Information to the police and their powers to investigate</td> <td>Chapter XII</td> </tr> <tr> <td>Conduct of inquest</td> <td>Do</td> </tr> <tr> <td>Plea bargaining</td> <td>Chapter XXI-A</td> </tr> <tr> <td>Provisions as to Bail & Bonds</td> <td>Sec. 436 to 438</td> </tr> </tbody> </table> <p>Government Orders etc</p> <p>During the period of attachment he will go through the Government Orders/Orders of the Finance Department and Directorate of Correctional Services on matters pertaining to the functioning of the correctional homes etc.</p>	Offences against property	Sec. 378 to 384, 390 to 402, 410 to 412	Topics	Syllabus	Definitions	Sec. 2	Procedure of arrest	Sec. 41 to 43, 52	Procedure of search	Sec. 52 to 100	Processes to compel appearance	Chapter VI	Information to the police and their powers to investigate	Chapter XII	Conduct of inquest	Do	Plea bargaining	Chapter XXI-A	Provisions as to Bail & Bonds	Sec. 436 to 438	
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0-30	District Correctional Home	<p>The Superintendent will attach him with the following Sections:</p> <table border="1" data-bbox="511 1444 878 1808"> <thead> <tr> <th>Branch</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>Admission Branch</td> <td>5</td> </tr> <tr> <td>Release Branch</td> <td>5</td> </tr> <tr> <td>Correspondence Branch</td> <td>2</td> </tr> <tr> <td>Welfare Branch</td> <td>3</td> </tr> <tr> <td>Hospital</td> <td>3</td> </tr> <tr> <td>Treatment in outside Hospital</td> <td>2</td> </tr> <tr> <td>Finance Branch</td> <td>5</td> </tr> <tr> <td>Establishment Branch</td> <td>2</td> </tr> <tr> <td>Sub-Correctional Home</td> <td>3</td> </tr> </tbody> </table> <p>He will follow all the important guidelines given for the central correctional home attachment. He must make entries in all the Registers.</p>	Branch	Days	Admission Branch	5	Release Branch	5	Correspondence Branch	2	Welfare Branch	3	Hospital	3	Treatment in outside Hospital	2	Finance Branch	5	Establishment Branch	2	Sub-Correctional Home	3	<p>a)W B Correctional Services Act; b)WB Jail Code; c)W B Service Rules, Part I & II d)West Bengal Financial Rules</p>	<p>a) The Officer will attend the morning un-lock and the evening lock-up everyday; b) He must accompany the Chief Controller during his rounds; c) He will accompany the Superintendent during his rounds d) He will attend the case table of the Superintendent every day for the new admissions in the correctional home; e) He must conduct the feeding parade as per the duty roster;</p>
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				<p>f) He will perform 2 night rounds every week;</p> <p>g) He will conduct the parade of the guarding staff every week;</p> <p>h) He will attend all alarm parades;</p> <p>i) He should be conversant with the procedure for interviews of prisoners ;</p> <p>j) He will visit the wards of the prisoners every day;</p> <p>k) He will supervise the work of the MD, if any, in the correctional home;</p> <p>l) He will make necessary entries in all Registers in various sections to which he is attached;</p>
0-4	District Police Office and Police Station	<p>a. Attachment with office of the Supdt. of Police – 1 day</p> <p>b. Police Station – 3 days</p>	Chapter II, VI and XI (Reg 700 to 726) of the Police Regulations, Volume I	He will understand about the functioning of SP's office with particular reference to investigation of cases and disposal of the same. He will learn about lodging of G.D.Entry,FIR, particularly recording of UD Case and its investigation by Police including inquest and post-mortem during attachment to Police Station. He will also understand the manner in which requisition for escorts etc are dealt with.
0-3	Public Prosecutor/ CJM's Court. / Court Police Office	He will get an understanding about the functioning of criminal courts, Court Poice Office, dealing with cases of offenders placed for TI Parade and those kept in solitary confinement preceding recording of confessions, forwarding of UTP's to Court, intimation about dangerous criminals forwarded to correctional homes.	<p>a. Sections 9, 24, 25 of the Indian Evidence Act.</p> <p>b. Chapter III, XIX, XX,XXI,XXII, XXIII,XXIV, XXV, XXVI, XXVIII & XXIX of the Cr.P.C</p>	
0-3	Directorate of Correctional Services	During his attachment with the Directorate of Correctional Services he will learn the role and functions of the following Sections: a. GD Section b. Correctional Home Establishment Section c. Tender Section d. DIG (S&W), Special Officer e. Budget Section f. MD Section / Correctional Services Depot g. NGO Section	Chapter III and Chapter XLII of the West Bengal Jail Code.	During the period of attachment he will call on the Deputy Inspector General (Headquarters) and understand about the functioning of the Directorate. He will learn about the manner in which cases of prisoners appeals, pre-mature release, parole etc are processed, personnel matters relating to Correctional Staff, Cases relating to Human Right directions, Right to Information Act, Budget estimates etc.

Days	Attachment	Learning	Self-study	Remarks
0-2	Lalgola Open Air Correctional Home	He will understand the objectives, grant of parole leave, marketing of products and the manner of selection of prisoners for open air correctional homes.		
0-1	Alipore Women's Correctional Home	He will learn about the functioning of a women's correctional Home.	Chapter XXIX of the West Bengal Jail Code.	

