

HANDBOOK – PRISON WELFARE OFFICERS



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Handbook for Welfare Officers

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HANDBOOK OBJECTIVE

Social work will always have a role in prisons. Correctional facilities benefit from the assistance of social workers in the process of changing convicts' behaviour. Indian jails, which were formerly only focused on punishment, are in the process of being turned into correctional facilities with the goal of reformation and rehabilitation. In India, prisons actually began to focus on the notion of "corrections," a work for which people are prepared and taught through regional and state-level organisations.

This Handbook is prepared to provide collective information regarding the various key points of correctional administration. This highlights the importance of welfare Officers, their role in the correctional administration and various government guidelines on the same. Emphasis has also been given to showcase the importance and typical job responsibilities of the Welfare officers on various levels to support and guide the offenders and their wellbeing.

I. INTRODUCTION

As per MHA directions, the BPR&D has been playing a significant role, since 1995, for the training and reforms in Prisons & Correctional Administration. Correctional Administration plays an extremely important part in regulating reformation, rehabilitation and reintegration of prison inmates with the mainstream of society. The Correctional Administration Wing of the BPR&D, was created in 1995, to address concerns relating to Correctional Administration in the States & Union Territories. Frequent engagement with counterparts from the States/UTs, with a view to imbibing the best practices, across the domain of Correctional Administration, remains an imperative. The Correctional Administration Wing of the Research & Correctional Administration Division works in tandem with the Prisons & Correctional Administration of the 28 States and 8 Union Territories. Communication is at the core of effective knowledge sharing.

II. HISTORY, VISION AND MISSION OF CORRECTIONAL ADMINISTRATION

Bureau of Police Research and Development is seriously concerned with upgrading the standards of prison administration on the basis of a thorough assessment of the needs, conditions, and resources for the care, treatment, and supervision of inmates. The development of prisons must therefore find a place



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in the national development plans because the process of reformation and rehabilitation of offenders is a crucial component of the social reconstruction.

The history of jail management in India dates back to the Vedic era. Prison conditions in the past caused inmates to feel guilty about their past actions. The model prison project was launched after taking into consideration the recommendations of numerous review committees. In order to give offenders opportunity for rehabilitation and reintegration within a safe, secure, and compassionate environment, prison homes have now been transformed into correctional homes with the support of those standards. This helps the convicts live meaningful lives both during and after their sentence. The correctional administration supports prisoners in a variety of ways, such as vocational, educational and legal assistance programmes.

III. REGULATIONS UNDER THE PRISONS ACT

An examination of the duties of a Welfare Officer as outlined in the Model Prison Manual, 2016 reveals that their responsibilities are identical to those of a professional social worker.

The Prison Welfare Rules for the Working and Management of the Jails, 1985 :

1. These regulations, known as the "Rules for the Working and Management of the Prison Welfare Services in the Jails, 1985," will govern all prison welfare programmes established there.

2. The Prisons Inspector General, -

(A) The Inspector General of Prisons shall be the Department's Head and controlling officer for the Prison Welfare Services, and shall have all the financial and managerial authority of a Head of Department.

(B) He/she is responsible for overseeing and managing the State's Prison Welfare Services, and has administrative control over every employee involved in the programme.

(C) He/she must inspect the institutions annually and must submit copies of his inspection notes to the government.

(D) He/she will be the person in charge of making appointments of all employee categories aside from Class IV employees.

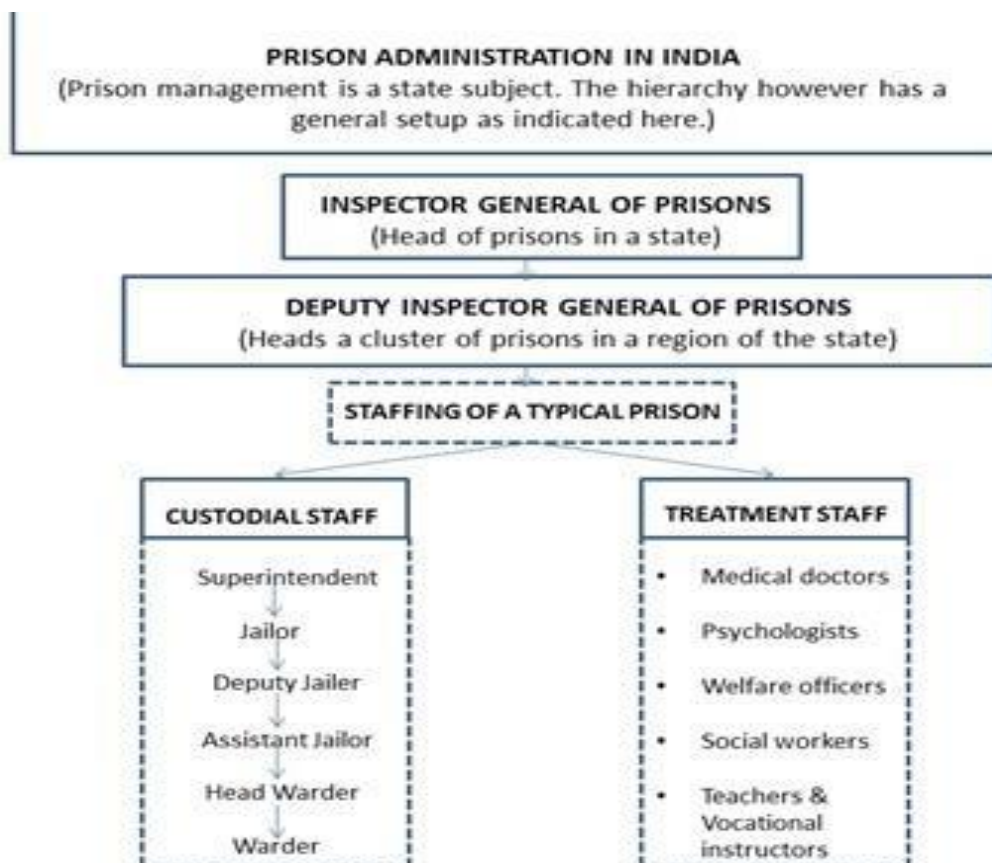
IV. AUTHORITIES OF PRISON CORRECTIONAL ADMINISTRATION



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In accordance with Entry 4 of List II of the Seventh Schedule to the Indian Constitution, "prisons" and "persons therein" are considered State subjects. The respective State Governments are responsible for overseeing and managing prisons. However, the Ministry of Home Affairs regularly issues direction advisories to States and UTs on a range of matters pertaining to prisons and inmates.

OFFICERS HIERARCHY OF PRISON CORRECTIONAL ADMINISTRATION



Welfare officers are appointed to coordinate inmate welfare programmes at the prison, regional, and state levels.

Prison Headquarters

-The Chief Welfare Officer

Regional Welfare Officers (in each area)



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Welfare Officers (at large prisons)

Officers in charge (at other prisons)

V. RIGHTS OF PRISON INMATES (CONVICTS AND UNDER TRIALS)

The Constitution of India guarantees a certain set of basic rights to the citizens of the country. In terms of the convicts, they are denied certain liberties that other citizens of the country enjoy. The judiciary has repeatedly recognised the convictions and upheld their fundamental rights.

Inmates have the following Rights:

- Right to a prompt trial
- Right to consult a lawyer
- Right to reasonable wages as per State/UT Rules.
- Right to adequate health care

A. RIGHTS OF UNDER TRIAL

A person who has been detained in custody while facing an investigation, inquiry, or trial is referred to as being "under-trial." This refers to a person who has not yet been found guilty of the crime of which he is accused.

Numerous people who are awaiting trial have been held in prison for five years or longer, according to the National Crime Records Bureau.

A situation known as a "undertrial" occurs when a defendant is being prosecuted for a crime but is still being held in custody (instead of being released on bail), and the law requires that this defendant be tried as soon as possible.

An undertrial is entitled to certain protections throughout the course of the investigation and trial in order to pursue justice.

The following are the undertrials' rights:

- Right to live with dignity.
- Rights to seek legal counsel and to be informed of the grounds for arrest.
- Right to bail in bailable offences.
- Right to a prompt trial
- Right to be examined by a medical professional



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B. RIGHTS GIVEN BY ARTICLE 20 OF THE CONSTITUTION OF INDIA

- Self-incrimination is prohibited.
- Compensation for unlawful arrest.
- Right to a fair trial
- Right to safety and security inside the jail

VIII. CORRECTIONAL HOMES

Children are the future of the country, but it is worthwhile to understand the process which goes behind the upbringing of these children to make them a good human being. Early years are most impressionable for a child. Childhood is an important phase of a child's life, when the thinking and personality can be moulded by their parents or the environment they grow up in. The Juvenile Justice System came into existence in India during the British Rule. The youth were locked up with the adult criminals and were awarded similar punishments as was awarded to the adults, which included hanging, whipping, imprisonment for life etc. It has been mentioned in some of the earlier records that a death sentence was pronounced for a nine year old child for stealing goods worth Rs. 2 which shows that there was no mercy shown to children at all. In independent India, post 1947, gradually the penologists suggested changes in the law for youth offenders. Being a part of the UNO (United Nations Organization) India had to adhere to the International policies which had to be adopted in the constitution for a special treatment towards the juveniles. This marked the beginning of a sensitised and just Juvenile Justice System in India.



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Children who are in conflict with law are the ones who are the most vulnerable and mentally affected too. Rule of law in India is the same for one and all but the juvenile justice system must have special consideration for children, keeping in mind, their tender age and the prospects of reformation.

Juvenile Justice System deals with the pre-trial, trial and post trial processes for children below the age of 18 years, since they are considered to be a juvenile or a child. The objective of the Juvenile Justice System is to cater to these children, to shape their personalities into a responsible citizens of the country. This system mostly concentrates on rehabilitative solutions rather than punitive measures. After committing a crime the juvenile courts in this system can assign the children a foster care where the children can learn life skills which would help them in living a normal life with the correct attitude.

The [NIRBHAYA](#) case also known as Ram Singh and Ors vs The State of Delhi (2012) was a revolutionary case in this field of JJS. One of the accused was a juvenile aged about of 17. The strong public opinion was in favour of harsh punishment to the juvenile, at par with the other accused but the court sentenced the juvenile to three years of imprisonment along with sessions at correctional centres, in accordance to the Juvenile Justice (Care and Protection of Children) Act, 2000. This caused an uproar among the people since it was perceived that the gravity of the offence was severe, which according to public opinion, deserves severely punishment. According to many, justice was not rendered.

Some of the landmark judicial decisions on the subject matter have been elaborated upon in the following pages.

▪ **Subramanian Swamy v. Raju Thr. Member, Juvenile Justice**



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This case brought forth the contention of those who advocate against reformatory and rehabilitative practices, as to what extent can one claim that such reformatory homes or centres are capable of truly achieving their objective and reforming the individual? In this specific case, Dr. Subramanian Swami, requested the Supreme Court of India to restrain the release from special home of a juvenile who was involved in the brutal Delhi gang-rape case and was responsible for killing, raping, and inflicting acts of severe violence on the victim. Further, it was important to note that this juvenile, while in the special home was placed along with an accused from the Delhi Blast case, and therefore, the influence of such an environment on such an individual would also not have bode well for the juvenile. Despite this, and other existing multiple observations that juveniles released from such homes tend to commit much more heinous crimes later, the Supreme Court refused the restraining order on the grounds that the current law did not permit to do so, and the only step forward would be for Dr. Swami to ask the Parliament to create a proper law. After this case, the Juvenile Justice (Care and Protection of Children) Act, 2000 was repealed and [Juvenile Justice \(Care and Protection of Children\) Act, 2015](#) came into existence with notable amendments that were the need of the hour.

▪ **Gaurav Jain v. Union of India:**

A writ petition filed under Article 32 accentuated the unfortunate plight of sex workers and how often they and their children are ill-treated or scorned by the society. Here, the Supreme Court observed that our Constitution, through the Preamble guarantees these children not just the right to equality, but to lead their life with dignity. Opportunities, protection and rehabilitation must be



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provided by the society with open hands to make sure there exists no threat to their wellbeing or life for no fault by their's.

The Supreme Court in one of the judgements directed the Director-Generals of Police of all the States and Union Territories to make sure that at least one of the police officers in every station should be appointed as a Juvenile/Child Welfare Officer who would take care of the children who are in conflict with law.

In an interim order in a judgement by a Bench of Justices R.V. Raveendran and A.K. Patnaik said: “The Home Departments and the DGPs of States/UTs will further ensure that Special Juvenile Police Unit, comprising all police officers designated as Juvenile or Child Welfare Officer, is created in every district and city to coordinate and upgrade the police treatment to juveniles and the children as provided in Section 63 (2) of the Juvenile Justice [Care and Protection of Children] Act, 2000.”

As soon as a Juvenile is apprehended the Welfare Officer at the closest Police Station is asked to take the matter in hand and is supposed to take the following steps:

IX. PROCEDURE TO BE FOLLOWED BY THE JWO ¹

- 1) See to it that the child is treated with care and given protection.
- 2) It is the duty of the Officer to present the child in front of the Juvenile Justice Board within 24 hours of apprehending.
- 3) Intimate the parent or the guardian as well assess their socio economic background before submitting it to the Juvenile Justice Board.

¹ Duties and Functional Procedures at Special Juvenile Police Unit, latestlaws.com



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- 4) In case of a grievous crime committed by the child along with the adults like murder, rape, etc the Officer shall not register a FIR against him but shall only note his details down in a general diary.
- 5) During the investigation it is the duty of the officer to treat the child with dignity and respect.
- 6) The welfare officers shall make sure that no child is tortured in order to gain information or made to confess forcefully.
- 7) During the first time of contact the Child Welfare Officer should make sure that the juvenile should be provided with medical attention and create a friendly environment around.
- 8) The Special Juvenile Police Unit shall in simple language explain the charges against the child to them so that they understand.

The **Delhi Police Juvenile Unit** ensures special action once a juvenile who is found in conflict with law. There are certain duties of the juvenile welfare officers pertaining to Juveniles being taken in custody as mentioned below:

X. RESPONSIBILITIES OF SPECIAL JUVENILE POLICE UNIT

- 1) The police in no case shall put the juvenile in the lockup or delay handing over the child to the Welfare authorities.
- 2) The officers shall handle the juveniles in civil dress unless they are on duty in uniform.
- 3) The Juvenile Welfare Officer should make sure that the police shall not use handcuff, chains or any other way of restraining the child's movement in any



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way while taking him to the Juvenile Justice Home. A woman officer should be present in case if the child is a girl.

4) The JWO should ensure complete confidentiality of the identity of the child and in no way should the media be aware about the identity of the juvenile.

5) JWO shall ensure that the police officers do not call the juveniles between sunset and sunrise.

6) Whenever the juvenile is brought before the court the JWO shall present them with the following important information regarding the juvenile:

- a) Date and time of apprehending the juvenile
- b) Object/articles recovered from the juvenile while apprehension
- c) Copy of SD entry, if any

XI. JWO ADMINISTRATION

1) It is important to keep a track of the leaves availed by the JWO so that other officers are given additional charge in their absence.

2) There should be training programmes and briefing sessions held for the JWOs so that they are updated with the latest laws and rules regarding ways to help the juveniles and support them. These training sessions are the most important for them since they are the contact point with the juveniles on a daily basis. (POCSO Rules 2020 , Rules 3(6))

3) The State Nodal officer should be informed about the changes in the Sr JWO or JWO.



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XII. ROLES AND RESPONSIBILITIES

Who is a Welfare Officer?

Welfare officers connect with inmates, coach and assist them in adjusting to prison life. The welfare workers aim to empower detainees to assert their rights by offering information on legal help, rights, and processes. Finally, the welfare officers can make a meaningful intervention in the lives of the inmates / convicts.

XIII. GENERAL CODE OF CONDUCT

All the officials must act in accordance with the facts and circumstances of each instance, while keeping in mind the broad legal rules.

Two major points about the ability of a welfare officer :

He must patiently listen to the detainee. "Listening will address 25-30% of their problems because they have a lot on their minds and may not have anybody to share it with,"

Second, the officer must express his identity in a clear and understandable manner so that the detainee does not mistake him for a police officer or a judge. The inmate should understand that a welfare officer is not the same as a police officer. The function of the welfare officer is to provide psychological and reformatory help and guidance to convicts. This trust and knowledge of an inmate's connection with a welfare officer is also required in order to determine the causes that led to the individual committing the crime.

XIV. OFFICIAL WORKING HOURS

The period of the day when Welfare Officers are required to be on duty (unless on leave). Welfare Officers must be on duty in the Correctional Centre between the hours of 9.30am and 3.30pm which includes a meal break of not less than a half hour. Working hours are subject to the Rules and regulations of each State / UT.

The Welfare Officer should have a well-planned work schedule.



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XV. BASIC ELEMENTS OF WELFARE PROGRAMMES

The objectives of welfare programmes in prisons should be to:

- i. Establish a peaceful, joyful, and productive atmosphere within the facility
- ii. Help the inmates stay in touch with their loved ones and the outside world on a regular basis.
- iii. Assure a positive staff-inmate relationship built on mutual confidence and trust and the inmates' welfare.
- iv. Maintain strict and constructive discipline.
- v. Take care of the prisoners' urgent and immediate needs.
- vi. Take care of the prisoners' long-term needs.
- vii. Ensure that a robust system of incentives for self-discipline is in place, including early release, leave, transfers to open and semi-open institutions, and remission.
- viii. Provide individualised counselling and direction,
- ix. Encourage group work, group projects, and group instruction.
- x. Develop a healthy routine, outlook, and approach, and get them ready for a typical social life.
- xi. Offer supportive therapy, such as psychotherapy.

All welfare programmes must begin with the initial classification of the prisoner and an analysis of each individual prisoner. The welfare programme should include regular reviews of prisoners' progress and reclassification, reviews of sentences and early release, release planning, pre-release preparation, and follow-up care. The institutional staff's positive influence will be crucial to the process. Community involvement will be a key component of welfare programmes.



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XVI. RECREATION

Cultural and recreation activities can be conducted to maintain the mental and physical health of prisoners. Outdoor games like badminton, kabaddi, cricket, volleyball can be played. Indoor games like chess, ludo and carrom can be played. Shows on social themes can be projected on common screenings.

XVII. DUTIES AND RESPONSIBILITY OF WELFARE OFFICER

The primary duties and responsibility of a Welfare Officer is to permanently mend lawbreakers. It entails rehabilitating and reforming habits to make them more beneficial. The goal is to provide the anti-social individual an opportunity to freely interact with society. This will also provide him with social security and safety. It is a substitute for incarceration. Imprisonment does not always fulfil the goal of reducing crime. The goal of Welfare Officer is to change the offender rather than to punish him.

Through correctional programmes, the welfare staff is in charge of the health and responsiveness of the inmates as well as their institutional adjustment.

A. JOB DESCRIPTION OF WELFARE OFFICERS

To begin working with the prison population, it is critical to first build a genuine rapport with the prisoner by making regular visits to the jail, taking up issues directly or through referrals from other prisoners and prison employees, and arranging group sessions and programmes in prison.

B. DURING THE ADMISSION-QUARANTINE PHASE

During the actual admission-quarantine period, the Welfare Officer should interact with the detainee. This early involvement will be helpful in organising all forms of assistance for the prisoner and his family. The Welfare Officer should visit the inmate at least once every month while he is a resident of the facility.

The Probation/Welfare Officer must take all reasonable steps to ensure that the offender maintains contact with his or her family, place of employment,



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and community. Priority should be given to the welfare of prisoners' dependents and family members as well as their victims. The Probation/Welfare Officer should be primarily involved with the prisoner's welfare services.

C. GENERAL INTERACTION

The presence of a welfare officer in jail on a regular basis provides the prisoner with an option - someone with whom he/she may share his/her problems. Someone he/she can rely on and who instils faith in him. It is very important from this perspective, it is critical that the Welfare Officer comes across as open-minded, truthful, honest, level-headed, and empathetic. Gaining trust and respect of the clientele is like winning half the battle in the fight against crime. The social importance of the welfare worker's presence in jail cannot be overstated. It is a statement to the lawbreaker that he is not to be shunned and that he is being reclaimed by society.

D. LEGAL SUPPORT

This is one of the most significant aspects of inside-prison work, particularly in the context of working with under trials. Every prisoner the social worker meets in jail has some legal issue that has to be resolved. The majority of a social worker's workload in jail consists of family and legal issues. They range from comprehending the provision under which a person has been arrested to requesting a counsel to represent him or her in court.

- Explaining the sections and the case details.
- Reading the charge-sheet, bail order, or judgement copy and explaining it in simple terms.
- Writing applications to the Magistrate/Judge for bail, bail rejection, release on personal bond, release on probation or parole, pleading guilty, requesting a lawyer from the legal aid panel, return of personal property or cash from police custody, health problems, situation of children left outside, fear of property or house being encroached upon, police torture, and so on.
- Liaison with the person's designated lawyer to inquire about the status of the case.
- Assisting the family with legal problems such as the procedure for obtaining bail, the status of the case, alerting them of the next date of hearing, intimating him to appear in court, and so on



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- Liaison with jail or police officials to arrange for police escort to court or hospitalisation.
- Assistance in obtaining copies of the charge-sheet, case papers, bail order, or judgement copy.
- Choosing a lawyer from the Legal Aid panel or a private lawyer and following up with them.
- Obtaining and alerting the lawyer, court, or jail authorities of the next date of hearing.

E. CONTACT WITH FAMILY

The entire jail population can be divided into two groups: those who have family support and those who do not. An individual who has family support has a greater chance of receiving competent legal representation, the necessary emotional support, assuring the care and safety of his or her children, being released on bond, and receiving post release help for reintegration. It has been noted that people who have strong family support do not require the aid of a social worker except for services such as passing on information regarding bail or the next date of hearing, requesting them to come for 'mulakat' in prison or in court, enquiring about children, and so on.

Those who lack familial support are more likely to rely on Welfare Officers for a variety of services. In such circumstances, the Welfare Officer must act as a liaison between the client and his or her family on issues such as:

- Informing the family about the arrest, the circumstances of the case, and the bail procedure.
- Interacting with the family and the lawyer.
- Assisting the family in appointing a lawyer.
- Assisting the family with the bail process.
- Children's education and nutritional support, as well as institutionalisation of children (if necessary).
- Providing emergency help to the family, such as food (if the prisoner is the breadwinner of the family), medical treatment aid, paying housing rent, electricity bill, assistance for house repairs, transportation allowance to see the prisoner in jail or in court, and so on.

The higher the possibilities of rehabilitation, stronger the integration between the family and the client, as well as between the family and the



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society. A strained or conflicted family connection, along with a strained or insecure family status in the neighbourhood, would adversely affect the prospects of reformation. The responsibilities placed on the social worker and the agency would rise in direct proportion to the family situation under consideration here.

XVIII. COMMUNICATION WITH THE CRIMINAL JUSTICE ADMINISTRATION

One of the most important roles that the social worker has in relation to the under trial prisoner is that of a liaison between the prisoner and the various branches of the criminal justice system, namely the prison staff, the police, the judge, the probation officer, the medical authorities, and the lawyer involved in the case. The purpose of this liaison job is to highlight the challenges that the prisoner may be experiencing while incarcerated

A. LIAISON WITH JAIL PERSONNEL

- a. Health issues and medical treatment/follow-up
- b. Application to court
- c. Arrange for a police escort for a hearing at the court or to a hospital for treatment.
- d. Special mulakat for little children on jail ground.
- e. Age verification test in the event of minors (those under the age of 18) being held in prison as a result of police reporting the false age.
- f. Bringing children under the age of five inside jail if the mother (women inmates) wishes, owing to a lack of outside help.
- g. Arrangements for admission of minor children (above the age of five) left outdoors into children's institutions owing to a lack of outside services.
- h. Arrangements for admittance to a shelter home following release for female convicts who do not have family support.
- i. Arranging for the prisoner's psychiatric examination for therapeutic reasons in cases of suspected mental disorder, depression, and frequent angry outbursts, etc.



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B. LIAISON WITH POLICE

- a. Getting a police escort for a court date or being brought to the hospital.
- b. Personal items recovered from the under-trial prisoner at the moment of arrest must be returned (cash, jewellery, etc.).
- c. At the request of the mother, escorting minor children of female convicts (under the age of five) for admittance to jail.
- d. Admitting minor children (above the age of five) to an institution upon the mother's request under the Juvenile Justice (Care and Protection of Children) Act of 2000.
- e. Sealing of a house or property at the prisoner's request owing to apprehension of incursion.

C. LIAISON WITH THE COURT

- a. Health issues and medical treatment. Forwarding petitions and following up with clerical staff in court or the judge involved.
- b. Age verification test in the instance of a juvenile (under the age of 18) on trial who is being held in prison owing to the police reporting the false age.
- c. Bringing children under the age of five inside jail if the mother (women inmates) wishes, owing to a lack of outside help.
- d. Arrangement for admission of minor children (above the age of five) left outdoors into children's institutions owing to a lack of outside services.
- e. Arranging for the prisoner's psychiatric assessment in cases of suspected mental disorder, depression, frequent angry outbursts, and so on for therapeutic purposes
- f. Obtaining a duplicate of the charge-sheet.
- g. Personal items recovered from the under trial prisoner at the moment of arrest must be returned (cash, jewellery, etc.).
- h. Sealing of a house or property at the prisoner's request owing to apprehension of incursion.



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- i. Bringing the psycho-social realities of a case to the attention of the Magistrate/Judge for the purpose of rehabilitation.
- j. Personal bond or probation (under the Probation of Offenders Act of 1958).

D. LIAISON WITH HEALTH AUTHORITIES

- a. Obtaining a birth certificate if the child is born in prison (without mentioning the prison as the mother's location).
- b. Follow-up care provided by the hospital.
- c. Obtaining a psychiatric evaluation in cases of suspected mental disturbance, depression, repeated anger outbursts, and so on, and following up with the medical officer in charge.
- d. Recommending a special diet in cases of pregnant or lactating mothers, or a prisoner exhibiting signs of physical weakness/illness.

E. LIAISON WITH THE LAWYER

- a. Information about the status of the case.
- b. Bringing significant psycho-social facts in the case to the notice of the court.
- c. Based on the socioeconomic position and psychosocial aspects of the case, release on personal bond or probation.
- d. Medical therapy and/or arranging for the prisoner's psychological examination.
- e. Bringing children under the age of five inside jail if the mother (women inmates) wishes, owing to a lack of outside help.
- f. Due to a lack of outside assistance, arrangements for admission of minor children (over the age of five years) who were left outside to children's institutions.
- g. Obtaining a copy of the charge-sheet, case papers, bail order, or judgement copy.
- h. Personal items recovered from the under trial prisoner at the moment of arrest must be returned (cash, jewellery, etc.).
- i. Sealing of a house or property at the prisoner's request owing to apprehension of incursion.



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The Welfare Officer must operate as a link between the prisoner and the aforementioned authorities, and his ability to do so effectively is critical.

F. SUPPORT FOR TRANSGENDERS IN PRISON

- In 2020, there were 70 transgender inmates housed in jails across the nation, according to the Prison Statistics India, National Crime Records Bureau.
- The Transgender Persons (Protection of Rights) Act, 2019, which came into effect in January 2020, states: A transgender person is one whose sexual identity does not correspond to the gender assigned at birth. According to the Act, people with intersex variations, genderqueers, and those with socio-cultural identities like kinnar and hijra are also included, along with transmen and transwomen.
- On the other hand, the Prisons Act permits the prison administration to adhere to strictly gender-binary practices.
- **Infrastructure in Prisons:** To protect the inmates' right to privacy and dignity, separate facilities as admissible may be provided for transmen and transwomen.
- **Respect for Self-Identity:** Transgender people's self-identity must always be respected during admission processes, medical exams, frisking, clothing, requests for police escorts, and treatment and care inside prisons.
- Welfare Officers can support and assist in the process of obtaining the transgender identity certificate under the Act, if request is so made.
- Training and sensitization of prison staff is necessary to help them understand transgender legal framework, sexual orientation, gender identity, and human rights.
- In accordance with the Transgender Persons (Protection of Rights) Rules, 2020, the National Portal for Transgender Persons was created.
- Plan for "Shelter Homes for Transgender Persons": The Ministry of Social Justice and Empowerment is constructing "Garima Grih" shelter homes for transgender people who are in need of them.
- Two key strategies for addressing the reforms pertaining to sexual minorities, particularly transprisoners, are awareness and documentation.

XIX. ROLE OF NGOS

NGOs and other organisations that offer pertinent services, such as opportunities for independent work, ongoing education, career training, family



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counselling, de-addiction treatment etc., should be listed in a resource directory for each district.

XX. BEST PRACTICES AND PROCEDURES

The best practices followed under welfare activities in different States of India Prison Correctional Administration have been mentioned to understand the importance of Welfare Officers.

The **Tihar jail**² in Delhi is known for reforming the inmates and providing them with proper rehabilitation. Dr. Kiran Bedi, who was appointed as the Prison Head, insisted the jail be named as "Tihar Ashram" to signify it as a place of reformation and not punishment. Reformation, according to her, takes place when the three Cs come together- "Collective, Corrective, Community."

The Welfare Officers in Tihar Prisons brought about reforms like:

A. PANCHAYAT SYSTEM- In this system, a body of inmates form a group of people who supervise the administration of the activities being held in the prison-like vocational activities, jobs, recreational activities, kitchen etc.

The Welfare Officer also helps organize the Mahapanchayat every year, where all the inmates raise issues in prison. It is done in the presence of the authorities as well as print media and digital media. In this, inmates are treated as ordinary citizens whose issues would have been heard and spread throughout the media platforms. This is a way of rehabilitation where they are aware of their rights outside the prison.

B MUSIC AND CREATIVE ART THERAPY- Welfare Officers in the jail have developed therapeutic ways to help the inmates fight depression and drug abuse. Music therapy helps to relax the mind and cures the mental problems they face.

Every evening they have a small gathering where the inmates showcase their talents. Tihar Jail has its own radio station too.

Regarding creative art therapy, the art made is sold at different places, including the International Trade Fair organized at the Pragati Maidan, New Delhi and the money goes to the Victim Welfare Fund, which supports the victims of crimes like rape, acid attacks, human trafficking, etc.

² Official website of Govt of Delhi, <http://tte.delhigovt.nic.in/>



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For the reintegrate with the normal crowd outside the prison they seek permission from the courts to allow convicts, who have completed two years' of sentence to reside in semi open jail to work as a daily wage worker outside the gates of Tihar complex where they have to return at the specified hours. All the wages earned can be used by them once they return to their normal lifestyle outside prison.

Under the **Kerala Prisons and Correctional Services**³, the Welfare Officers have to coordinate various activities among the inmates at the prison.

Some of these practices which they undertake are:

- a) Integrated counselling and testing centers also called as "Jyothis" service is in all the Jails under Kerala State AIDS Control Society. These centers provide tests for diseases and provide counselling to the prisoners with regards to the diseases and how to cope with them.
- b) Various organizations carry out activities in prisons like yoga, meditation, etc, which play an essential role in keeping the mind healthy and fit. Various sports have been made compulsory for the inmates.
- c) Major national and religious days are celebrated with various cultural activities and special meals.
- d) Newspaper, radio, television can be used and are provided to the inmates.

Similarly, the functions of the Welfare Officers in the prisons as mentioned in the **Tamil Nadu Prison Manual Vol II** are as follows:⁴

- a) To ensure a meet with the relatives or the family outside the jail. This allows the prisoner to stay in touch with the family, which keeps them mentally stable. It also helps them to remain grounded to reality, which means that there will always be an urge inside them to come out of prison and lead a better life after imprisonment.
- b) There can be cases of the prisoner being the sole breadwinner of the household. In such cases, the welfare officer can make sure that the family has a small income. The officers should also conduct weekly or monthly checks on

³<https://keralaprison.gov.in/>

⁴ TN Prison Manual vol II, 2012 <http://117.202.8.226/GS/TN%20Prison%20Manual%20Voll%20-%20II,%20Corrected%20up%20to%202012.pdf>



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the prisoner's family to give them a sense of security and stay updated with their situations.

c) The Welfare Officer can also help employ illiterate prisoners by providing them with a job after they are out of prison.

d) Living in the world is all about socializing and talking to others, which are not easily available in prison. The officer should also arrange for activities involving interaction with other inmates with a view to reintegration in society after getting released from the prison.

e) In Tamil Nadu prisons, the officers can prepare a mercy petition for the prisoners who are well behaved and have not committed heinous crime either. At that time, the officer can contact the Legal Aid Cell, the District Advisory Board, or the State and arrange for the arguments to defend the prisoner in the appellate court.

f) The officer should keep track of all these records and submit the same to the Superintendent of the Prisons who can review it and give remarks. They are also supposed to work on the direction of the Superintendent as a welfare officer.

The official website of the **Haryana Prisons** mentions the duties that the Welfare Officers perform in reforming the prisoners. The same has been elaborated below with the aim behind those reforms: ⁵

a) The video conferencing facility between the courts and the prisons has been incorporated. This reduces the risk of the inmates escaping during the transit as well and helps in redistribution of the officers in other duties.

b) Computerization of all the jails. In the 21st century where things have become dynamic, it is an essential requirement for getting things online, which helps in better organization and smooth access of data and data protection for.

There must be jails that have used the digital mode of storing data, but here the number of jails which have opted for the method in the state is requires a mention. There are jails in smaller towns and muffassil areas that are still following the conventional data system and paperwork. This can give rise to malpractices in the due course of time. Hence, transferring the data on a

⁵ Official Website of Haryana Prisons, Government of Haryana, <http://haryanaprison.gov.in/prison-reforms>



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computer by every jail in the State / UTs is essential to ensure transparency and accountability.

XXI. SOME OF REHABILITATION AND WELFARE SCHEMES BEING EXECUTED IN THE STATES ARE:

A. Various educational programs facilitated are:

Assam: Educational programme provided to convicts by giving Degree/Diploma courses via remote learning in specific study centres established in a number of prisons.

Bihar: Educational activities are a vital component of the daily routine of prisons, with convicts receiving education through the National Institute of Open Schooling (NIOS), the Bihar Board of Open Schooling and Examination (BBOSE), Nalanda Open University (NOU), and IGNOU. Apart from this, non-governmental organisations (NGOs) are active in educational activities in prison.

Gujarat:

Before 2010, only Ahmedabad/Vadodara Central Prison and Junagadh District Jail had Dr. Baba Saheb Ambedkar Open University study centres. Since 2011, study centres of Dr. Baba Saheb Ambedkar Open University have been operating in every prison, free of cost for the convicts.

Himachal Pradesh: An IGNOU study centre has been established to provide educational opportunities to convicts.

Professional courses are being developed to educate jail employees so that they can tackle the demands flawlessly.

Haryana: IGNOU (Indira Gandhi National Open University) Centres have been established in Central Jail, Ambala, Hisar-I, Hisar-II, District Jail Bhiwani, Faridabad, Sirsa, Karnal, Gurgaon, Rohtak, Kurukshetra, Kaithal, Jind, Sonapat, and Yamuna Nagar to enable prison inmates to study and acquire higher qualifications after 10+2, providing them with better scope.

Furthermore, National Institute of Open Schooling (NIOS) Centres have been established in all jails (excluding Panipat, Palwal, and Rewari, which are relatively smaller and have only 30 to 50 offenders) to allow prison inmates to get education up to the 10+2 level.



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Jammu and Kashmir: IGNOU Special Study Centres have been created in several jails, where the majority of convicts are pursuing education courses.

Karnataka: Literacy activities are undertaken by teachers on deputation from the education department. The following are the courses available to prisoners:

Basic / primary education

Higher education at free of cost through Karnataka State Open University (KSOU) and IGNOU.

Tamil Nadu: A programme has been initiated in collaboration with the Ministry of Education, Government of India, and the Education Department of Tamil Nadu to attain 100 percent literacy among prisoners. Indira Gandhi National Open University also offers a variety of courses for the benefit of convicts.

Uttarakhand: Willing illiterate convicts are receiving free elementary education. Indira Gandhi National Open University (IGNOU) and National Institute of Open Schooling (NIOS) have developed specific study centres in Uttarakhand jails to provide free education ranging from secondary to postgraduate levels.

C. Meditation and yoga

Assam: Yoga and meditation classes are being offered in prisons.

Bihar: Meditation, Yoga, and Vipassana, among other practises, are practised in all Bihar prisons.

Gujarat: Throughout the year, numerous programmes on Art of Living, Yoga, entertainment, and religious lectures were held to help convicts alter their thoughts.

Haryana: Yoga, prayer, and meditation programmes are held on a regular basis in all Haryana prisons.

Jammu and Kashmir: Meditation, Yoga and Vipassana are being practised and carried out in all J&K jails.

Karnataka: Yoga and Meditation classes are held in the prisons.



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Kerala: Prayer House Construction, Yoga/Meditation room in a hall Thiruvananthapuram Central Prison and Kannur Central Prison for imparting training for sound physical and mental health are being undertaken in prisons.

Maharashtra: A "YOGA" awareness campaign was conducted and regular training is provided, for the benefit of prisoners' physical/mental fitness. In prisons in Maharashtra, the degree of engagement by convicts was exceptionally high and successful.

Punjab: Yoga and meditation classes are being conducted for convicts in Punjab prisons.

Tamil Nadu: Yoga and meditation workshops are being held in Tamil Nadu jails to help convicts attain proper mental and emotional balance.

Uttar Pradesh: The Aghor Peeth Sarveshwari Group Institute occasionally teaches yoga meditation to convicts. Nirmal Prem Ashram, Unnao conducted yoga classes for 800 convicts at District Prison, Unnao, on the occasion of International Yoga Day 2017.

Uttarakhand: Yoga Acharyas from Patanjali Yogpeeth Haridwar, visit prisons to teach yoga to inmates incarcerated prisoners International Yoga Day is also observed as a part of a continuing campaign to adopt a yoga lifestyle.

Delhi: Yoga, meditation, and other relaxation techniques are available in Delhi Prisons. This is a significant aspect of reformation in Delhi's rehabilitation policy. A variety of Non-governmental organisations (NGOs) are assisting the administration of the jail in performing numerous tasks and to supplement religious preaching to the inmates Among these are Yoga, Vipassana, Art of Living Satsang and Sahaj Yoga

C. GAMES AND RECREATION ACTIVITY

Assam: Various activities such as playing games (Volley Ball, etc.) within Assam prisons are undertaken for the prisoners.

Bihar: The following games and recreational activities are undertaken in jails:

- Outdoor and indoor sports facilities
- Indoor activities for convicts are provided within the confines of the prison.
- Regular meditation courses.



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- There are also religious programmes organised in all jails.
- Televisions are installed for entertainment purposes of incarcerated for viewing national television as well as religious programmes

Haryana: Sports facilities indoor and outdoor activities for children of convicts are available for children of convicts.

Himachal Pradesh: Television in Himachal Pradesh. DTH-enabled televisions are available in every inmate barracks. In addition, a facility for music system is available, where devotional songs, chants, and bhajans are being performed, played in jail in the morning and additional unique occasions. Indoor sports such as volley ball and carom board, chess, and badminton are available.

Jammu and Kashmir: The following athletic activities are taking place in J&K jails. Indoor games such as badminton, carom board, chess etc. Outdoor sports such as volleyball, cricket, and football are popular. Sports competitions in prisons are organised with the assistance of the District Youth Services and Sports Authority.

Books, newspapers, and magazines are all accessible. In addition, television sets have been installed in every barrack. Musical and cultural programmes are organised by the J&K Academy of Art, Culture and Languages, the Information Department, the Armed Police Cultural Wing, and others.

Karnataka: Television is available for amusement in the various Karnataka prisons.

Maharashtra :

Sports activities such as volley ball, badminton, carom, and chess are available for both male and female convicts, resulting in a beneficial channelling of their energies. Games are conducted on a regular basis in jail, and friendly matches are played on special occasions.

During the year 2017, all barracks received television sets, library facilities, and a radio jockey.

Nagaland: In Nagaland jails, recreational activities such as games and musical courses are organised by teachers. Music is important because it allows people to express their emotions.

Punjab: Sports activities are arranged for convicts in Punjab prisons.



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Tamil Nadu: Activities including physical training and indoor and outdoor, are conducted in Tamil Nadu prisons.

Uttar Pradesh: Various sports tournaments including as volleyball, chess, carom, tug of war, and badminton were held at the District Prison in Deoria in 2017. On Independence Day, the winners and runners-up in the aforementioned athletic competitions were recognised.

Uttarakhand: Indoor activities such as chess, Ludo, and carom board, as well as outdoor games such as volleyball, are offered to all imprisoned convicts in order to de-stress them.

Prisoners in Uttarakhand jails are also given access to a cable TV network, newspapers, monthly publications, and journals.

Delhi: The prison administration has developed a music room where offenders may learn to play and utilise musical instruments including the tabla, harmonium, guitar, keyboard, and flute.

This trial yielded favourable results, and the programme is being expanded. Music teachers visit all jails and teach convicts how to play instruments.

It should be noted that every year, inter-jail competitions in music and cultural activities are held under the banner of "Ethnic Tihar," which is quite popular among prisoners.

ANDHRA PRADESH

1. Providing safe drinking water using RO Plants.
2. Semi-automatic chapatti making machines for preparing hygienic food.
3. Telephone service is available to convicts in order to prevent prisoner discontent and to maintain familial relationships with their family and relatives. Smuggling of cell phones into jails has been drastically reduced since the introduction of the telephone facility.
4. Literacy programmes are also being implemented to teach illiterate convicts to read and write. Apart from book distribution Centres are also created with the assistance of NGOs, among others, which help broaden inmates' knowledge by making available latest newspapers, books, and so on.



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5. Prisoners are encouraged to continue their education through the Open School System and the Open University up to the degree and postgraduate levels.
6. Petrol pumps are being maintained with the help of IOCL, and semi-open prison inmates are working in the bunks.
7. Various Memorandum of Understanding (MOUs) were signed with various unit proposers under Private Public Partnership (PPP), such as the cultivation of alfalfa, moringa, and kalmegh herbs at PAC Anantapur by M/s Himalaya Drug Company; cashew nut shelling/peeling unit at Central Prison Vishakhapatnam etc.
8. Computers have been installed in all central prisons and the women's special jail to impart computer literacy to educated convicts.
9. The '**Residents' Charter**,' with the goal of providing quick quality service to citizens, has been framed and made public.
10. In order to expedite the disposition of cases, the Magistrates hold **Jail Adalats** and allow inmates to engage in mediation and plea bargaining. Jails Adalats are held on a regular basis in all major jails.
11. Recently, all life offenders and prison employees have been registered in the "**PRADHAN MANTRI SURAKSHA BIMA YOJANA**," with the Prisons Department paying the premium.

Goa

Various welfare and rehabilitation schemes being executed in the State are:

1. Regular spiritual programmes, Yoga practices, workshops, and skill training are provided by non-governmental organisations (NGOs). Prisoners are permitted to engage in and lead spiritual activities.
2. Solid garbage is efficiently controlled with the assistance of local municipalities.
3. Computer/Bakery/Gardening/Tailoring/Carpentry/Art & Craft training is provided.
4. Prisoners are permitted to engage in distant education programmes offered by IGNOU and NIOS.
5. A collaboration with Himalaya Drug Company for the cultivation of medicinal plants is under consideration in order to provide employment for the convicts.
6. The Prison Panchayat is also organised on a regular basis in Goa



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XXII. BEST PRACTICES IN KENYA, US AND UK

Kenya:

Participatory Educational Theatre (PET) involves the method of engaging the actors and audiences to deliberate and ponder upon societal problems.

Three Sections Model: This involves the implementation of a threefold rehabilitation process to facilitate care for the child in need of protection and children in conflict with law. It involves counselling, education and re-integration process for every child in CCIs.

Effective Case Management Process: This involves proper documentation and monitoring of the child in care and protection.

US:

In US the Juvenile Accountability Incentive Block Grants (JAIBG) Program allocates costs to foster justice through victim-offender mediation, family group conferencing and neighbourhood reparative boards. There are specific courts catering to differential crimes, like the Juvenile Gun Courts and Juvenile Drug Courts. In addition to this emphasis is also given to school safety through accountability programs.

UK:

The Juvenile Justice Policies uphold the data protection principles as given under General Data Protection Regulation, 2018 (GDPR). Police along with the Youth Offending Team Management Boards are actively involved in providing out-of-court settlements to ascertain an appropriate course of action. Police in consultation with local authorities formulate yearly youth justice plans for effectual implementation of the Crime and Disorder Act, 1998.



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XXIII. RECORDS MANAGEMENT BY THE WELFARE OFFICER

Welfare Officers are expected to maintain the following registers.

1. Current Register
 2. Case files of prisoners
 3. History sheets of welfare works done
 4. Register of Prisoners interviewed
 5. Statistical returns
 6. Daily report book
 7. Register of follow-up cases of prisoners
 8. Register of prisoners granted parole and emergency leave
 9. Supervision Register
 10. Cash Book and other accounts Registers.
- Submit quarterly progress report of the welfare activities to the Inspector-General of Prisons through the concerned Superintendent of Jail;
 - Attend to such other work pertaining to the welfare and rehabilitation of prisoners as may be assigned to him from time to time by the Superintendent or the Inspector-General of Prisons.



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A. FORMS FOR CHILDREN IN CONFLICT WITH LAW UNDER CCI

FORM 1

[Rules 8 (1), 8 (5) and 8(7)]

SOCIAL BACKGROUND REPORT

FIR/DD No

U/Sections

Police Station

Date & Time

Name of I.O.

Name of CWPO

1. Name

.....
.....

2. Father/Mother/Guardian's
name.....

3. Age/ Date of birth

.....

4. Address.....

.....

5. Religion

(i) Hindu (OC/ BC/ SC/ ST)



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(ii) Muslim/ Christian/ Other (pl. specify)

6. Whether the child is differently abled:

(i) Hearing Impairment

(ii) Speech Impairment

(iii) Physically disabled

(iv) Mentally disabled

(v) Others (please specify)

7. Family Details:

S.N o. (1)	Name and Relations hip (2)	Age (3)	Sex (4)	Education (5)	Occupation (6)	Income (7)	Health status (8)	History of Mental Illness (if any) (9)	Addictions (if any) (10)

8. Reasons for leaving home

.....

9. Whether there is a history of involvement of family members in offences, if any



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☐☐

110. Habits of the child

A**B**

- i) Smoking i) Watching TV/movies
ii) Alcohol consumption ii) Playing indoor/ outdoor games
iii) Drug use (specify) iii) Reading books
iv) Gambling iv) Drawing/painting/acting/singing
v) Begging v) Any other
vi) Any other

11. Employment Details, if
any.....

12. Details of income
utilization

☐☐

(i) Sent to family to meet family need :

(ii) Used by self for:

☐☐

- a) For dress materials Yes/No
b) For gambling Yes/No
c) For alcohol Yes/No
d) For drug Yes/No
e) For smoking Yes/No
f) Savings Yes/No

13. The details of education of the child:

(i) Illiterate



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- (ii) Studied up to V Standard
- (iii) Studied above V Standard up to VIII Standard
- (iv) Studied above VIII Standard up to X Standard
- (v) Studied above X Standard

14. The reason for leaving school

- (i) Failure in the class last studied
- (ii) Lack of interest in the school activities
- (iii) Indifferent attitude of the teachers
- (iv) Peer group influence
- (v) To earn and support the family
- (vi) Sudden demise of parents
- (vii) Bullying in school
- (viii) Rigid school atmosphere
- (ix) Absenteeism followed by running away from school
- (x) No age appropriate school nearby
- (xi) Abuse in school
- (xii) Humiliation in school
- (xiii) Corporal punishment
- (xiv) Medium of instruction
- (xv) Others (pl. specify)

15. The details of the school in which studied last:

- (i) Corporation/Municipal/Panchayat
- (ii) Government/SC Welfare School/BC Welfare School
- (iii) Private management

16. Vocational training, if any

.....



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17. Majority of the friends are

- (i) Educated
- (ii) Illiterate
- (iii) The same age group
- (iv) Older in age
- (v) Younger in age
- (vi) Same gender
- (vii) Opposite gender
- (viii) Addicts
- (ix) With criminal background

18. Whether the child has been subjected to any form of abuse:
Yes/No

S.No	Type of Abuse	Remarks
1.	Verbal abuse – parents/siblings/ employers/others , (pl. specify)	
2.	Physical abuse(pl. specify)	
3.	Sexual abuse parents/siblings/ Employers/others (pl. specify)	
4.	Others (pl. specify)	

19. Whether the child is a victim of any offence: Yes/No

20. Whether the child is used by any gangs or adults or group of
adults or has been used

for drug peddling:

Yes/No



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21. Reason for alleged offence such as parental neglect or over protection, peer group etc.

.....

.....

.....

.....

.....

22. Circumstances in which the child was apprehended

.....

.....

.....

.....

.....

23. Details of articles recovered from the child:

.....

.....

.....

.....

.....

24. Alleged role of the child in the offence.....

.....

.....

25. Suggestions of Child Welfare Police Officer.....

.....

.....

Signed by
Child Welfare Police Officer



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B. FORM 11

[Rule 12(1)]

CASE MONITORING SHEET

(Separate Sheet may be used in case there is more than one child)

Juvenile Justice Board, District.....

Case No.of.....

Case Name:Police Station U/S.....	Date..... FIR/ GD/ DD No.
NATURE OF OFFENCE PETTY (maximum punishment upto three years) SERIOUS (maximum punishment between three to seven years) HEINOUS (minimum punishment for seven years or more)	
Name of Probation Officer..... Name of Lawyer (If not represented provide Legal Aid Lawyer)	Name of IO Name of Child Welfare Police Officer.....

PARTICULARS OF CHILD			
NAME	Parents/ Guardian with Contact No.	Present address	Permanent address
DATE AND TIME CHILD APPREHENDED DATE AND TIME OF FIRST PRODUCTION			



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DATE OF MEDICAL EXAMINATION UNDER SECTION 54 Cr.P.C.

AGE DETERMINATION

1. Age on the Date of offence
2. Date of age Determination
3. Time taken for age determination
4. Determination by BOARD
5. Evidence Relied:

CUSTODY OF THE CHILD

In Observation Home/ Place of Safety	Date of grant of bail	Sent under supervision (Name of Institution)
From.....To.....		

PROGRESS OF INQUIRY

(Time schedule for disposal of the case to be fixed on the first day of hearing)

Steps to be taken	Scheduled Date	Actual Date
Day 1: Social Background Report by Police (in Form No. 1)	Dated...	
Day 1: Consideration of Bail	Dated...	
Day 2: Age determination	Dated...	
Day 2: SIR (Form No.6) by Probation Officer	Dated...	
Day 2: Section 173 CrPC Final Report by Police on completion of Investigation	Dated...	
Day 3: Submission of Report on Provisions of	Dated...	



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further investigation, if any		
Day 3: Section 251 CrPC Notice	Dated...	
Day 4-6: Prosecution Evidence (From..... to.....) Depending on the number of witnesses continuous dates may be fixed)	Dated...	
Day 7: Statement of child under Section 281 CrPC	Dated...	
Day 8: Defence Evidence	Dated...	
Day 8: Individual Care Plan (In case of child in institutional care Individual Care Plan should be prepared within one month of admittance)	Dated...	
Day 9: Final Arguments	Dated...	
Day 10: Dispositional (Final) Order	Dated...	
Day 11: Post Dispositional Review	Dated...	

Signed by
Juvenile Justice Board



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C. FORM 42

[Rules 69 (D) (4)]

OVERNIGHT PROTECTIVE STAY

Whereas (name of the child)has this day been apprehended/ found to be in need of overnight protective stay at the (Name of the Institution).

The said child has been produced by (Name of the child welfare police officer, fromPolice station ,). The child has been brought along with the required application seeking protective stay, medical report stating the general health condition of the child which has been duly perused by the person in-charge of the Institution.

The said child has been brought to the Institution at (time) and shall be handed over on the following day to the concerned jurisdiction of the child welfare police officer on or before(mention time). The personal belongings of the child have been thoroughly searched and the following articles (if any) have been handed over to the concerned child welfare police officer. In case the concerned child welfare police officer fails to report in due time to take custody of the child, such child shall be produced before the Juvenile Justice Board/ Child Welfare Committee by the Officer in charge of the Institution at the earliest.

Copy to:

1. Child Welfare Police Officer
2. Board / Committee
3. The Person in charge of the Institution

Dated this _____ day of _____ 20____

(Signature)

(Signature)



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The Person in charge of the Institution

Child Welfare Police Officer

XXIV. LEAVE AND TRAVEL RULES

Leave Rules for Welfare Officers

Casual Leave

Duty Leave

Maternity Leave

Accumulated Leave

Extraordinary Leave

On Official Duty Rules

Travel Rules and Regulations

Prison personnel shall be granted holidays as specified by the State Government, as well as rent free residential accommodation in the Prison Campus or house rent equal to the amount required to hire accommodation of a fixed entitled area at the rate prescribed by the District Collector in that district. Suitable communication services, adequate medical facilities for staff and their families, and other required amenities for proper and secure family maintenance, as stated by the government for its employees in other departments, should be provided to prison personnel.

XXV. SALARY AND ALLOWANCES

Salary and Allowances Welfare Officers

All the privileges associated with salary, annual increments, promotion and fixation to Next Higher Scale, Employee Welfare Schemes are as per the prison Correctional Administration rules and based on the recruitment type (independent social worker or officers doing as additional responsibility)

XXVI. RECRUITMENT PROCEDURE AND SERVICE RULES

Prison evaluations, reports, and pertinent penological literature have all emphasised the importance of converting prisons into correctional facilities by hiring adequate, competent, and qualified correctional personnel over the years.



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Physical fitness, endurance and hard work capacity, courage, leadership and trustworthiness, balanced personality, capacity for man management will be the essential conditions for recruitment of correctional professionals.

Ability to establish and build positive and solid relationships, discipline and an interest in human welfare, as well as dedication to assist and lead convicts is at the foundation of the prison correctional services philosophy.

A. RECRUITMENT PROCESS

Recruitment process is followed in two phases as direct appointment Through State Public Service Commission or the promotional/additional responsibility based on the prison administration service experience.

B. APPOINTMENT OF WELFARE OFFICERS

Welfare Officer shall be appointed by the Inspector-General of Prisons and Director of Correctional Services for every Central, District and Special Jail of the State, as per procedure followed in the States / UTs.

C. THE QUALIFICATION FOR RECRUITMENT OF A PRISON WELFARE OFFICER SHALL BE-

- (i) a graduate of a recognised University preferably with Psychology, Criminology and Social Work as subjects in Degree Course;
- (ii) not more than 28 years of age (or as specified by the State Government), if not already in service under the Government or a University.

Under these rules it has been stated that the Welfare Officers shall be appointed by the Inspector General of Prison and Director of Correctional Services for every Central, District and Special Jail of the State.

Certain qualities and characteristics that a Welfare Officer of Prison should possess, are:

- 1) Approachable and sensitive to the conversation they have with the inmates.
- 2) Should be able to answer questions in a simple way or a lay-man's language.
- 3) He should treat the prisoners with respect and without any discrimination.
- 4) He should be flexible with new ideas to reform and rehab the inmates.
- 5) He should communicate and make the inmates aware of their rights once they enter the prison.



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D. RETIREMENT REGULATIONS

Jail officers who entrusted with welfare service as additional responsibility are subjected to retirement norms as per the prison administration rules.

For Individuals / Social workers performing the welfare officer role, retirement regulations are as per the state government decision.

E. APPRAISAL/AWARDS

All the leave related privileges are as per the Prisons & Correctional Administration rules and based on the recruitment type (independent social worker or officers doing as additional responsibility)

XXVII. PROFESSIONAL DEVELOPMENT

A. TRAINING PROGRAMMES

Welfare Officer work is of a specialised nature which requires unique skills as well as a fundamental understanding of the law. Training facilitates officers to perform their duty efficiently, understand the responsibilities and enhances competencies necessary for the role of correctional administration.

B. REFRESHER AND ORIENTATION PROGRAMMES

Induction training is provided to new welfare officers to familiarise them with their job responsibilities. Orientation training would update the officers with the latest laws, procedures, practices in rehabilitation, reintegration of prisoners, post release and how effectively they can support the prison correctional administration. Given that the majority of newly appointed welfare officers have no prior work experience and no adequate educational background to equip them for this type of position, orientation training is essential.

Refresher Training The purpose of refresher trainings is to give current knowledge on new advances in the area, legislative amendments, and to create a place for interaction with peers to exchange learnings and experiences, thereby fostering professional progress.

Training in the IPC, Cr.P.C., and the Evidence Act for Welfare Officers is necessary for them to have legal knowledge and an indepth understanding of the law, which can help in building the right attitude towards their profession. They



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may also be taught casework skills, offender classification, and rehabilitation techniques.

Group Discussion

Sharing the viewpoints will create a new learning environment. Group discussions in course of training will provide the trainee Welfare Officers, a space to share the experience about their interaction with the inmates in different case situations and the outcomes of it. At the same time, Group discussion based training supports and improves the Welfare Officer's interaction with the offenders and other stakeholders involved in the case.

XXVIII. CONCLUSION

The ultimate goal of prison management is the reformation and rehabilitation of prisoners. In order to achieve this goal, various States/UTs have undertaken a variety of initiatives in the field of Prisoner Rehabilitation and Welfare, under the guidance and supervision of the Central Government.

The Central Government, through the Ministry of Home Affairs, is undertaking numerous programmes not only to enhance jail infrastructure with an emphasis on hygienic conditions, but also to organise national and international conferences on correctional administration to sensitise prison employees. The Ministry of Home Affairs has developed a "Model Prison Manual (2016)."

The function and value of professional social workers in prisons must be understood by the Indian Prisons & Correctional system. India cannot convert its prisons into successful correctional institutions unless social workers are inducted and strengthened into the system.

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