

CHAPTER VIII
STAFF TRAINING

SECTION I : NIL

SECTION II : NON-STATUTORY RULES

[Framed under Government Resolution, Home Department
No. RJM-1058 (IV) PRS-2, dated 14th February 1979].

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| Short title. | 1. These rules may be called the Maharashtra Prisons, Executive Officers and Staff Training, Parade and Musketry Practice Rules, 1979. |
| Training School. | 2. Training for Prison Officers and Prison Guards should be imparted at the Jail Officers' Training School, Yeravda, Pune. |
| Aims of the training. | <p>3. The aim of the training programme at the Jail Officers' Training School should be :—.</p> <p>(i) Acquainting Prison Officers and the guards with essential matters of prison administration and with scientific and progressive methods of correctional administration.</p> <p>(ii) Making them conscious of their responsibilities and the role they have to undertake in the correctional field.</p> <p>(iii) Broadening of their cultural and professional interests, expending their experience, refining their abilities and skill, improving their performance of administrative duties, providing them with experience to meet the present and future needs of the Prison Department in positions of higher responsibilities.</p> <p>(iv) Inculcating <i>esprit-de-crops</i> amongst the correctional personnel.</p> |
| Functions. | <p>4. The functions of the Jail Officers' Training School should be :—</p> <p>(i) Training of prison personnel,</p> <p>(ii) Research in correctional field,</p> <p>(iii) Methods and organisation work,</p> <p>(iv) Publication of pamphlets, papers, books and correctional journals etc.</p> |

5. The personnel at the Jail Officers' Training School may consist of the following:—

Officers and the Staff.

| Designation | ... | Rank |
|-------------------|-----|-----------|
| Principal | ... | Class I |
| Jailors Group-II | ... | Class III |
| Prison Guards | ... | Class III |
| Ministerial Staff | ... | Class III |
| Librarian | ... | Class III |
| Mess Servant | ... | Class IV |
| Cook | ... | Class IV. |

6. (a) *Principal*.—Subject to the orders of the Inspector General of Prisons, the Principal shall be responsible to plan, co-ordinate and direct all the activities of the Training School. He shall exercise the same powers as that of a Superintendent of Central Prison in relation to the administration of the School. He shall fix the duties, responsibilities and functions of the personnel working under his control. He shall forward to the Inspector General of Prisons the programme of training to be imparted at the school for his approval. He shall also fix the necessary details about terms, vacations, visiting lecturers etc.

Duties and Powers of officers and staff.

(b) *His duties inter alia are the following* :—(i) to ensure that discipline is maintained, attendance at lectures is regular, building and furniture are kept in good order and that thorough cleanliness is observed in the school;

(ii) to fix the hours of work and rest for trainees and to draw up a detailed statement of the course of instruction at the beginning of each term, in order to cover the full course of instruction within the time allotted;

(iii) to ensure that strict punctuality is observed in the activities of the School;

(iv) to ensure that the allowances of the trainees, pay of the staff and money for contingent expenditure is regularly drawn and disbursed;

(v) to give at least two lectures every day in important subjects like Criminology and the basic tenets of correctional administration;

(vi) to remain present, periodically during lectures and satisfy himself both as to the competence of the lecturer to impart instruction and as to the industry of the trainees;

(vii) to be responsible for the correspondence and accounts connected with the School and for the maintenance of such registers as may be prescribed;

(viii) to make himself personally acquainted with every trainee and to allow interview to a trainee for sufficient reasons;

(ix) to inspect class rooms and sanitary arrangements at frequent intervals;

(x) to hold weekly meetings of the instructors for assessing progress during the previous week and for planning the programme for the following week and for discussing other matters in connection with the work of the school.

(2) *Staff.*—The duties and responsibilities of the staff at the school shall be as may be assigned to them by the Principal.

Training for
Prison Officers
and Staff.

7. The training for the following officers and staff should be imparted at the Jail Officers' Training School:—

- (i) Superintendents of District Prison Class-II,
- (ii) Jailors Group-II,
- (iii) Prison Guards.

Provided that training of other categories of Officers, staff, including technical, executive and ministerial staff shall be arranged at the school with the previous approval of Government in Home Department.

Training
Courses.

8. The following courses should be organised at the Jail Officers' Training School:—

(1) On recruitment, the Superintendents of District Prisons, Class-II and Jailors Group-II shall receive suitable theoretical and practical training in correctional administration and other departmental subjects for a period of 2 years consisting of one year at the school and, one year practical work and training at the institutional level in such order as the Inspector General of Prisons may determine. The training at the Jail Officers' Training School should be as far as practicable as per the Syllabi prescribed in the Maharashtra Prison Department (Executive Officers Post Recruitment Examination), Rules, 1977.

(2) On recruitment, Sepoys and such of the Jamadars, Havaldars, and Naiks as are directly recruited shall receive training at the Jail Officers' Training School for a period of 5 months according to the programme approved by the Inspector General of Prisons.

9. (1) The trainees shall, during the period of the training be entitled to:— Facilities to trainees.

- (a) such rent free accommodation as can be made available ;
- (b) Messing at the School;
- (c) Library facilities provided at the Jail Officers' Training School.

(2) (a) The trainees directly recruited to the post of Superintendents of District Prison, Class-II Jailors Group-II may be entitled to probationary pay during the period of training.

(b) Prison guards and other trainees in the service of Government of Maharashtra will be entitled to full pay and all allowances as are admissible to them as per rules and under orders issued by Government from time to time.

10. (1) The following should be the duties of every prison employee deputed for training at the Jail Officers' Training School :— Duties of trainees

- (i) be diligent in prosecution of his training;
- (ii) faithfully observe rules and orders of the Principal;
- (iii) be of good conduct and character;
- (iv) while undertraining, attend the course of training prescribed for him regularly and make progress to the entire satisfaction of the Principal and appear and pass the periodical tests during the training;
- (v) shall not absent himself or on his own accord leave training before its completion without prior permission in writing of the Principal.

(2) On or after recruitment, every Superintendent of District Prison Class-II and every Jailor Group-II shall execute Joint Surety Bond in the prescribed form to the effect that on successful completion of training/ probationary period he will serve Government in the prison Department according to the post held by him respectively for a period of five years and three years failing which he will be liable to reimburse to Government the pay and allowances he receives and the cost of training as may be fixed by a competent authority.

11. (1) During the period of training the candidate will be subjected to written and oral tests at the fixed intervals to be decided by the Principal, to assess the performance of the candidate. The result of these facts will be taken into account at the time of the final assessment of the candidate for the purpose of Awards' instituted at the school. Tests for and reports on trainees.

(2) Full report on every candidate under training shall be submitted to the Inspector General of Prisons every three months by the Principal of the Jail Officers' Training School or the Superintendent of the Prison to which the candidate ; is. attached for training. Similar report shall be submitted in respect of junior matrons by the Superintendent. In addition, a special report should also be submitted to the Inspector General of Prisons two months prior to the completion of the probation period, and should particularly mention whether the candidate is or is not, fit to the post to which he has been recruited.

Refresher courses

12. The executive staff of the Prison Department should under go, in suitable batches, refresher courses at the Jail Officers Training School as follows:—

- (a) for Superintendents and Jailors'—two months every .three years.
- (b) for guarding personnel—One month's course every four years.

Specialised courses.

13. In addition to the training as mentioned above, the Inspector General may organise any specialised course to meet any specified needs, e. g. course for P. T., Drill Instructors, for staff engaged in organising recreations and sports, for staff working in Prison canteens and Prison factories etc.

Training of Matrons.

14. The Superintendents of Prisons shall organise Suitable training programme as approved by the Inspector General of Prisons' for newly recruited Matrons for a period of five months.

Parade and Musketry.

15. (1) In order to keep the men in trim the Superintendent of Prison should ensure that parade (which may include games and quickening exercises) for prison guards is held on every working day. The prison guards shall, as far as possible, attend the parade regularly. The prison guards working as Orderlies (including Nursing Orderlies) shall, however, attend the parade at least twice a week.

(2) The Superintendent shall send a monthly report about the P. T. and Drill in Form I to the Regional Deputy Inspector General of Prisons in the first week of every month.

(3) Subject to the general or special orders which may be issued in this behalf by the Inspector General the parade may consist of items such and squad drill, saluting, company drill, ceremonial, rifle exercises, musketry, physical training, Unarmed combat, batan and cane drill, bayonet fighting, guard and sentry duties and games.

(4) For the training in drill, bayonet fighting, physical training (with or without arms), the Military Infantry Training Manual, Volume I may usefully be adopted.

16. (1) The Superintendent shall hold a ceremonial parade of all available guards on a fixed morning every week. Ceremonial parade should also be held as a part of all formal inspections of the prison by the Inspector General of Prisons or Deputy Inspector General, On special occasions such as Independence Day and Republic Day, the salute shall be taken by the senior most Prison Officer present.

Ceremonial
Parades

(2) The Senior Jailor shall record in the Report Book the hour during which the parade was held during each of the weeks. He should also record the particulars of the items which constituted the parade. Where a parade is not held on the prescribed day, the reasons which prevented the holding thereof should be recorded in detail in the Report Book.

17. (1) The annual musketry training of all guards and all other executive officers should be organised by the Superintendent in consultation with the concerned Deputy Inspector General of Prisons, who should make the necessary arrangements for deputing a suitable person to supervise the said training, if considered necessary, such assistance as is required may be obtained from the local police.

Annual Musketry
Training.

Prizes for musketry should be awarded by the Superintendent and prizes on musketry results of the whole State by the Inspector General. The number of prizes and the amount of each of them shall be determined by the Inspector General.

(2) Annual musketry return and prizes for musketry:

The Superintendent should submit a report, showing the result of firing for the year to the Inspector General after conducting the annual musketry at the Prison. Information as to previous year's marksmen and other important points touching the shooting efficiency, and the remarks which he may wish to make should invariably appear in the forwarding letter.

(3) Instructions for the cleaning of fire-arms before and after firing, given in 'Small Arm Training, 1931, Volume I', should be followed.

18. (1) Every person whether appointed by nomination or promotion to any of the posts in the Prison Department shall be required to pass examination in Hindi and Marathi language according to the prescribed rules or orders issued from time to time unless he is exempt to pass or he has already passed them.

Language
Examinations.

FORM I

[See Rule 15]

**Monthly Report of P. T. and Drill of the Guarding Staff of
for the month**

| Parades time | No. of Parades held during the month | Average No. of staff attending P. T. and Drill regularity | Date on which the ceremonial parades were held | Name of the Jailor I/c of P. T. and Drill and Name of the Instructor | Date of the inspection of the Superintendent |
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