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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**Department of Correctional Administration**

**RESOLUTION**

No. 760–DCA/O/4M-88/2016(Pt-I)

Dated : 13.07.2018

To ensure welfare of Correctional Services Personnel, the setting up of West Bengal Correctional Services Welfare Boards has been under active consideration of the Government. It has been decided to constitute Welfare Boards for the Correctional Homes and Correctional Services at different levels in the State of West Bengal. No union activities would henceforth be allowed in uniformed services of West Bengal Correctional Homes and Correctional Services.

The Boards shall be set up as regular machinery for examining the grievances of Correctional Services personnel and for taking action for redressal. The State level Welfare Board will act as the apex body and take actions on the issues referred by the Welfare Boards at the Correctional Home level and take such other measures as will be considered necessary by the Board.

The composition and functioning of Correctional Services Welfare Boards at different levels shall be such as mentioned in the following schemes:

Schemes

**(1) West Bengal Correctional Services Welfare Board:**

Inspector General of Correctional Services	-	Chairman
Addl. Inspector General of Correctional Services (South)	-	Member Secretary
Superintendent of Central /Open Correctional Home / Principal, Training Institute (one)	-	Member
Superintendent of District / Special / Women's Correctional Home (one)	-	Member
Chief Controller (one)	-	Member
Chief Discipline Officer (one)	-	Member
Controller of Correctional Services (one)	-	Member

Assistant Controller of Correctional Services (one)	-	Member
Chief Head Warder (one)	-	Member
Head Warder (two)	-	Members
Warder (four)	-	Members
Female Warder (two)	-	Members

Apart from the above members, the Addl. IG / DIG (Headquarters) shall remain the Permanent Invitee Member of the Board.

**(2) Functioning:** The Board meeting shall be held once in every quarter. The Member Secretary shall prepare the agenda before the meeting, with due consent of the Chairman, and conduct the meeting and raise the issues in the meeting, for deliberation, as per agenda. Issues beyond the agenda may only be taken up with permission of the Chairman. 12 members, including the Chairman, shall form quorum. The Board can formulate any other regulation or procedure that may be followed during conduct of the meetings. Minutes of the meetings should be recorded and copies thereof be forwarded to all members and the Department of Correctional Administration, Government of West Bengal.

**(3) The West Bengal Central Correctional Home Welfare Board:**

Each Central Correctional Home shall have a Central Correctional Home Welfare Board. The composition of such Boards is as follows:

Superintendent of Central Correctional Home	-	Chairman
Chief Controller (senior most)	-	Member Secretary
Controller/Assistant Controller (one)	-	Member
Discipline Officer (one)	-	Member
Chief Head Warder (one)	-	Member
Head Warder (two)	-	Members
Warder (three)	-	Members
Female Warder (one)	-	Member

**(4) Functioning:** The West Bengal Central Correctional Home Welfare Board meeting shall be held at least once in a month. The Member Secretary shall prepare the agenda before the meeting, with due consent of the Chairman, and conduct the meeting and raise the issues in the meeting, for deliberation, as per agenda. Seven members, including the Chairman, shall form quorum. Minutes of the meeting shall be recorded and the same will be sent to the West Bengal Correctional Services Welfare Board for observations.

**(5) District/Open/Special/Women's Correctional Home Welfare Board:**

Each District, Open, Special and Women's Correctional Homes in West Bengal shall have individual Correctional Home Welfare Board. The composition of such Boards is as follows:

Superintendent of Correctional Home	-	Chairman
Chief Controller (senior most)	-	Member Secretary
Controller/Assistant Controller (one)	-	Member
Head Warder (one)	-	Member
Warder (two)	-	Members
Female Warder (one)	-	Member

(6) **Functioning:** The West Bengal District/Open/Special/Women's Correctional Home Welfare Board meeting shall be held at least once in a month. The Member Secretary shall prepare the agenda before the meeting, with due consent of the Chairman, and conduct the meeting and raise the issues in the meeting, for deliberation, as per agenda. Four members, including the Chairman, shall form quorum. Minutes of the meeting shall be recorded and the same will be sent to the West Bengal Correctional Services Welfare Board for observations.

(7) **The West Bengal Subsidiary Correctional Home Welfare Board:**

Each Subsidiary Correctional Home shall have a Subsidiary Correctional Home Welfare Board. The composition of such Boards is as follows:

Superintendent of Correctional Home	-	Chairman
Controller/Assistant Controller (one)	-	Member Secretary
Head Warder (one)	-	Member
Warder (one)	-	Member
Female Warder (one)	-	Member

(8) **Functioning:** The West Bengal Subsidiary Correctional Home Welfare Board meeting shall be held at least once in a month. The Member Secretary shall prepare the agenda before the meeting, with due consent of the Chairman, and conduct the meeting and raise the issues in the meeting, for deliberation, as per agenda. Three members, including the Chairman, shall form quorum. Minutes of the meeting shall be recorded and the same will be sent to the West Bengal Correctional Services Welfare Board for observations.

(9) **General Regulations and Procedures:**

- 1) The West Bengal Correctional Services Welfare Board shall submit quarterly report to the Department for further necessary action.
- 2) Matters relating to health care, retirement benefits, group housing, general principles of services, viz. recruitment, promotion and discipline and other welfare schemes such as education and career counseling for dependent of Correctional Services personnel shall be guided by as per norms of existing service rules.
- 3) Detailed operational guidelines regarding functioning of the Welfare Boards shall be issued by the West Bengal Correctional Services Welfare Board.
- 4) Selection of Members of the committees at different levels of the Welfare Board shall be finalized by the higher authorities of the Department.

The order should be complied forthwith by all Correctional Homes concerned.

This order is passed for formulating a proper forum at the institutional and the State level for Correctional Services personnel to ventilate their grievances common to the entire service / cadre and to hold meaningful discussions for their redressal by maintaining good order and discipline of the uniformed services.

This resolution is passed with concurrence of Finance Department, Government of West Bengal vide its U.O. No. Group P2/2018-2019/0015 dated 10.04.2018 and approval of the Cabinet dated 05.07.2018.

By order of the Governor,

SANJOY MUKHERJEE, IPS  
*Principal Secretary to the Government of West Bengal*