

APPENDIX XIV
THE KERALA PROBATION OF OFFENDERS RULES, 1960
MADE UNDER THE PROBATION OF OFFENDERS ACT, 1958
(Central Act 20 of 1958)

G. O. Ms. 791-Home, dated 22nd December, 1960.—In exercise of the powers conferred by Sec. 17 of the Probation of Offenders Act, 1958 (Act 20 of 1958,) the Government of Kerala hereby makes the following rules, namely :

1. (a) These rules may be called the Kerala Probation of Offenders Rules, 1960.
- (b) They shall come into force at once.
- (c) In these rules, the "Act" means the Probation of Offenders Act, 1958 (Central Act 20 of 1958).

"Form" means a form appended to these rules.

"Inspector-General" means the Inspector-General of Prisons.

"District Probation Officer" means the salaried Probation Officer in charge of the work of probation in the whole district or in a part of a district, as per jurisdiction prescribed from time to time.

"Honorary Probation Officer" means Probation Officer who is remunerated by allowance and not by salary or who works without remuneration.

¹["Regional Probation Officer" means an officer appointed by the State Government to control, guide and supervise the work of Probation Officers (Salaried and Honorary) within his jurisdiction.]

"Probationer" means any offender in respect of whom supervision is required (or conjoined) by a supervision order.

2. The Inspector-General shall exercise general supervision over the administration of probation under the Act throughout the State.

²[Chief Probation Superintendent—Appointment, duties and functions]

3. Chief Probation Superintendent—Duties and functions.—A Chief Probation Superintendent shall be appointed by the State Government and subject to the control and supervision of the Inspector-General, the Chief Probation Superintendent shall administer the work of probation throughout the State and shall direct, supervise and shall be responsible for the proper performance of the work of probation. ³[He shall also perform such other functions as may be assigned to him by the Inspector General or the State Government].

4. He shall submit to the Inspector-General twice yearly, on such dates as may be prescribed by the Inspector-General, report on the work and conduct of all Probation Officers.

5. He shall be responsible for the preparation and submission of an annual report on the working of the probation system and of such statistics as may from time to time be prescribed by the Government or the Inspector-General.

1. Ins. by Notifn. No. 28795/B-2/70/Home, dated 9th May, 1973.

2. Subs. by *ibid.*

3. Added by *ibid.*

¹5-A. (a) Method of appointment.—The appointment to the post of Chief Probation Superintendent shall be :

(i) by promotion from among the Regional Probation Officers, and

(ii) in the absence of suitable candidates for promotion, by direct recruitment.

(b) Promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) Qualifications.—No person shall be appointed by direct recruitment as Chief Probation Superintendent unless he possesses the following qualifications *ut. z.* :

(i) M. L. Degree with Criminology as special subject;

OR

B. L. Degree with a Degree or Diploma in Social Science obtained after a 2 year course:

OR

Degree or Diploma in Social Science obtained after a 2 year course with at least five years' experience in Social Work, after taking the Degree or Diploma in Social Science, in a Social Service Institute run or aided by the Government of India or a State Government.

(ii) *Age limit.*—Must have completed 25 years and must not have completed 40 years with usual relaxation in the case of Scheduled Castes, Scheduled Tribes, and Backward Classes.

(d) *Period of Probation.*—(i) Every person appointed as Chief Probation Superintendent by promotion from Regional Probation Officers shall from the date of joining duty in the post be on probation for a period of one year on duty within a continuous period of two years.

(ii) Every person appointed as Chief Probation Superintendent by direct recruitment shall from the date of joining duty in the post be on probation for a period of two years on duty within a continuous period of three years and shall have to pass the Kerala State Probation Test and the Account Test for Executive Officers of the Kerala State, unless already passed, within the period of probation.

Regional Probation Officers

5-B. (i) The State Government shall appoint such number of Regional Probation Officers as may be required from time to time for the effective implementation of the Probation System throughout the State.

The jurisdiction and the headquarters of a Regional Probation Officer shall be fixed by the Inspector General subject to the approval of the State Government.

(ii) Appointment to the post of Regional Probation Officer shall be made by promotion from among the District Probation Officers Grade I. Such promotion shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

(iii) Every person appointed as Regional Probation Officer shall from the date of joining duty in the post be on probation for a period of one year on duty within a continuous period of two years.

1. Ins. by Notifn. No. 28795/B-2/70/Home, dated 9th May, 1973.

5-C. Powers and duties of Regional Probation Officers.—The Regional Probation Officers, subject to the control and supervision of the Chief Probation Superintendent, shall :

- (a) be responsible for the working of probation in the area within his jurisdiction;
- (b) control, guide and supervise the work of Probation Officer's in the area within his jurisdiction;
- (c) review the diaries submitted by the Probation Officer's with reference to Rule 30 (i) and forward it to the Chief Probation Superintendent with his remarks;
- (d) assist and foster aftercare work and other activities for the purpose of rehabilitation of offenders and maintain contact with other allied associations and the public;
- (e) ensure proper and speedy discharge of probation work and quick despatch of business;
- (f) perform such other functions as may be assigned to him by the Chief Probation Superintendent, the Inspector General or the State Government; and
- (g) submit to the Inspector General, Chief Probation Superintendent, the District Magistrates and the Court such other reports as may be specified by the State Government, the Inspector General or Chief Probation Superintendent.]

6. Probation Officers.—(1) The State Government shall appoint as many Probation Officers (salaried and honorary) in each District as may be deemed necessary.

(2) The headquarters of a District Probation Officer shall ordinarily be the headquarters of the district, but the Inspector-General may in consultation with the District Magistrate concerned fix any other place as the headquarters of the District Probation Officer.

(3) The headquarters of other Probation Officers shall also be fixed by the Inspector-General in consultation with the District Magistrate concerned.

7. No person shall be appointed as an Honorary Probation Officer unless he—

- (a) is not less than 30 and not more than 50 years of age at the time of first appointment;
- (b) is a person of good character and competent by his personality, training and education to influence for good an offender placed under his supervision;
- (c) is in a position to devote adequate time to the supervision of offenders;
- (d) resides in the district;
- (e) possesses adequate education and be able to comprehend the provisions of the Act and the Rules (additional qualification for showing preference being a degree or diploma in Social Science).

8. Appointment of paid Probation Officers.—¹[(a) There shall be two grades of Probation Officers viz., DPO Grade I and DPO Grade II. Appointment to the two grades shall be made as follows :

1. Subs. by Notfn. No. 28795/B-2/70/Home, dated 9th May, 1973.

Grade (i)	Method of appointment (ii)
D.P.O. Grade I	By transfer from D.P.O. Grade II.
D.P.O. Grade II	<ol style="list-style-type: none"> 1. By direct Recruitment. 2. By transfer from— <ol style="list-style-type: none"> (i) Assistant Jailors Grade I, Sub Jail Superintendents and similar posts on identical time-scale of pay in the Kerala Jails Subordinate Service. (ii) Assistant Superintendents of Homes, Superintendents of District Shelters, Superintendents of other Social Welfare Institutions on identical time scale of pay in the Jails Department. (iii) U. D. Clerks and above of the Ministerial branch of the Jails Department, having an aggregate total service of not less than 10 years.

Note.—1. Out of every three appointments, the first and second shall be made by direct recruitment and the third by transfer.

2. Appointment by transfer from feeder categories shall be made in the ratio 1 : 1 : 1 in the order specified i.e., the first vacancy to the first category, second vacancy to the second category and the third vacancy to the third category and again the fourth vacancy to the first category and so on.

When there are more than one candidate in a feeder category eligible for appointment by transfer, selection shall be made on the basis of merit and ability of the candidates, seniority being given preference only where merit and ability are approximately equal.

(b) No person shall be eligible for appointment as D.P.O. Grade II by the method specified in column (i) below unless he possesses the qualifications specified against that method in column (ii).

(i)	(ii)
By direct recruitment	<ol style="list-style-type: none"> 1. Essential Graduation. 2. Desirable A Degree or Diploma in Social Service shown in the annexure to this sub rule. OR Training in Correctional, Educational or Social Welfare Work OR Practical experience of at least one year in Correctional, Educational or Social Welfare Work. 3. Ability to read and write Malayalam. 4. Age : Must have completed 25 years of age and must not have completed 40 years of age on the first day of July of the year in which applications for the post are invited.

Note.—Usual relaxation of age limit will be allowed to Scheduled Castes, Scheduled Tribes and other backward classes.

(i)	(ii)
By Transfer.	1. Essential : 1. For all Categories : 2. For Categories I & II only
	Graduation. (a) Training in Social Welfare OR Correctional Administration. OR (b) Atleast 2 year's practical experience in Social Welfare or Correctional Institutions.
	2. Ability to read and write Malayalam. 3. Age : Must have completed 25 years of age and must not have completed 40 years of age on the first day of July of the year in which the vacancy arises.

(c) Every person appointed as Probation Officer Grade I and II shall from the date of joining duty be on probation for a period of two years on duty within a continuous period of three years.]

(d) *Training.*—Probation Officer on probation shall within the period of probation undergo training for three months under the Chief Probation Superintendent before taking up his duties.

(e) Before undergoing training prescribed in Rule 8 (d), every candidate selected shall execute an agreement in proper form with two sureties binding himself or herself.—

- (1) to undergo the training prescribed in Rule 8 (d).
- (2) to serve the Probation Department for a period of not less than three years, and
- (3) to refund to the State Government the entire amount drawn by him or her as pay and allowances during the period of training, if he or she fails to fulfil either of the conditions in Cls. (1) and (2).

¹[(f) The members of this branch of service shall pass the probation test and Account Test Lower or Account Test for Executive Officers within the period of Probation, if not already passed].

(g) Probation Officers are liable for transfer from one district to another and all transfers shall be made by the Inspector-General.

(h) Every Probation Officer shall on appointment be furnished with an identity pass in Form V which shall be returned to the Inspector-General when the Probation Officer is placed under suspension or ceases to hold office

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1. Subs. by Notifn. No. 28795/B-2/70/Home, dated 9th May, 1973.
 2. Sub-rule (i) omitted by *ibid.*

9. An honorary Probation Officer shall give at least three months notice in writing if he wishes to resign his appointment. If he is unable, owing to ill-health or other cause, to perform his duties, he shall at once report the fact to the Inspector-General and to all the Courts concerned.

10. The Inspector-General shall immediately notify all Courts concerned if any person ceases or is about to cease to be a Probation Officer.

11. ¹[Absence of Regional Probation Officers and Probation Officers on leave].—²[The Chief Probation Superintendent may grant casual leave to the Regional Probation Officers in the State]. The District Magistrate may grant casual leave to all Probation Officers. All other leave shall be granted only by the Inspector-General on application being made to him through the Chief Probation Superintendent. Whenever a Probation Officer proceeds on casual leave due intimation should be given to the Chief Probation Superintendent at once.

Comment

The District Magistrate has been authorized under this rule to grant casual leave to Probation Officers. Except casual leave all other leave shall be granted only by the Inspector-General. Such leave will be granted if the application is made and forwarded by the Chief Probation Superintendent. If a Probation Officer goes on casual leave, proper intimation should be given at once to the Chief Probation Superintendent.

12. Duties of Probation Officers.—*Preliminary enquiries.*—When directed by a Court, a Probation Officer shall make preliminary enquiries including enquiries into the home surroundings, criminal record and social history of the offender in respect of whom the question of making an order under the Act may arise, and the circumstances under which the offence was committed. The Court shall consult the report furnished by the Probation Officer only after finding the accused guilty. If the accused is not found guilty the Court shall return the same to the Probation Officer concerned.

13. A report on the preliminary investigation shall be made in writing to the Court concerned and shall contain such information as may, from time to time, be prescribed by the Chief Probation Superintendent or as the Inspector-General or as may be required by the Court concerned.

14. Probation Officer shall not divulge any information concerning their enquiries or probation work to any person other than the authorities to whom they are required to report, except in so far it is necessary to do so in the interest of any probationer.

15. Female probationer shall be placed under the supervision of a female Probation Officer.

16. A Probation Officer shall ascertain whether the probationer understands the condition of the order, and shall by warning and persuasion endeavour to ensure its observance by him. If the offender disregards any of the conditions, the Probation Officer shall report as hereinafter directed.

17. All Probation Officers shall, subject to any directions given by the Court (whether in the supervision order or otherwise) or by the Chief Probation Superintendent, ³[or the Regional Probation Officer] visit the house of the probationer and make enquiry as to his behaviour, mode of life and employment. The Probation Officer shall keep in close touch with the probationer and shall for the first month of probation meet him unless the Court or the Chief Probation Superintendent ³[or the Regional Probation Officer] otherwise directs, at least once a week. Afterwards the

1. Subs. by Notifn. No. 28795/B-2/70/Home. dated 9th May, 1973.

2. Ins. by *ibid.*

3. Added by *ibid.*

number of visits or meetings shall depend on the conduct and mode of life of the probationer, provided that in the case of probationers below 16 years of age such meetings or visits shall take place at least once a fortnight and in the case of others once a month.

18. In the case of school-going boys or children, the Probation Officer shall make enquiry about the boy or child from his teacher as to his attendance and progress, but the boy or child himself shall not be visited in the school premises.

19. In the case of young probationers under 16 years of age, the Probation Officer shall endeavour to secure his connection with some organization for the care and protection of the young, such as Sunday Schools, Clubs, Association of the Boy Scouts and Girl Guides and other similar organizations or institutions which are recognized by Government for the purpose and a subsidy as prescribed by Government from time to time shall be paid to such organizations or institutions.

20. (a) (1) The State Government may maintain, or approve subject to such conditions (including conditions relating to management and inspection) as it may deem fit to impose any institution or other premises for the reception of probationers who may be required to reside therein by a supervision order.

(2) Any such institution or other premises shall be maintained, managed and inspected in accordance with such instructions as may be issued by the State Government from time to time.

(3) When a Probation Officer is of opinion that it is necessary or desirable for a probationer to reside in any institution or other premises referred to in sub-rules (1) and (2) on the ground that the probationer has no fixed abode or an abode suitable for his supervision, or that his home surroundings are not suitable for achieving the objects of probation, or that the objects of probation would be better served by his staying in such institution or premises, the probationer may be asked to reside therein.

(4) A probationer may also be required to reside in any such institution or premises in pursuance of any order of the Court which passed the supervision order, or in terms of the bond entered into by the probationer.

(b) Such societies which provide Probation Officers, probation homes, etc., shall be paid a subsidy as prescribed by Government from time to time.

(c) The names of Probation Officers provided by such societies shall be intimated to the Chief Probation Superintendent, the Regional Probation Officer and the District Probation Officer concerned.

21. (a) Except for special reasons, the Probation Officer shall require the probationer to report to him at least once in two weeks, if the probationer resides in a city or in a large town with a population of not less than 50,000 at the last census and once in a month if he resides in any other area. The time and place of reporting shall be so arranged as not to cause unnecessary hardship to the probationer and to secure proper privacy and avoid the mingling of probationers.

(b) (1) A society primarily devoted to any of the following kinds of work will be eligible for seeking recognition under Cl. (b) of sub-section (1) of Sec. 13 of the Act :

(a) Social defence, including care, after-care, or aid to offenders or discharged prisoners and protection and training of rescued or destitute women or children;

(b) education or other social welfare work; and

(c) religious or charitable work, with interest in aiding and rehabilitating such persons as are mentioned in Cl. (a).

(2) Any society eligible under sub-rule (1) and desiring recognition shall make an application to the State Government, together with a copy of each of its rules, bye-laws, articles of association, list of its members and office-bearers and a statement showing its status and past record of social or public service.

(3) The State Government may, after making such inquiry as it considers necessary into the status, past record of social or public service and present condition of the society, and satisfying itself that the society possesses sufficient financial means to carry out its obligations, grant recognition to the society, on condition that it shall undertake to—

- (a) provide such Probation Officers as may be required by the State Government or the Court;
- (b) abide by these rules and any instructions issued by the State Government and the Chief Controlling Authority and see that the same are followed by the Probation Officers and the personnel of any institution or other premises referred to in sub-rules (1) and (2) of Rule 20 (a); and
- (c) furnish to the State Government, whenever required, a statement of its financial position including the balance-sheet and audited report, if any.

(4) The State Government may withdraw the recognition granted to a society under sub-rule (1) after giving a notice of three months to the society. The recognized society may also get its recognition withdrawn by the State Government after giving to it a notice of three months.

22. (1) Where a probationer under supervision, consistent with the conditions of the supervision order, changes or proposes to change his place of residence and the place of such residence is outside the jurisdiction of the Probation Officer, he shall obtain the permission of—

- (a) the Probation Officer, if the period of such stay does not exceed a fortnight;
- (b) ¹[the Regional Probation Officer concerned] on the recommendation of the Probation Officer, if such period exceeds a fortnight but does not exceed three months; or
- (c) the Court on application made through the Probation Officer, if such period exceeds three months.

(2) Where the period of stay referred to in sub-rule (1) exceeds a fortnight, the probationer shall be required to report to a Probation Officer having jurisdiction in the changed place of residence on or before a specified date.

(3) The Probation Officer in the changed place of residence shall send to the original Probation Officer a report of the arrival of the probationer and send copies of the report and such other reports as may be required by the Chief Probation Superintendent to the ¹[the Regional Probation Officer concerned] and to the Chief Probation Superintendent.

(4) Where the period of stay referred to in sub-rule (1) exceeds one month, a new Probation Officer may be appointed under Sec. 13 (2) of the Act by the District Magistrate having jurisdiction over the changed place of residence or by the Court.

23. A Probation Officer shall not unnecessarily disclose his identity or functions to those with whom he may come in contact in the course of his duties.

24. A Probation Officer shall not wear any uniform or badge distinctive of his office.

1. Subs. by Notifn. No. 28795/B-2/70/Home, dated 9th May, 1973.

25. Report by Probation Officers.—When an offender is placed under the supervision of an honorary Probation Officer, by a Court, he shall, without delay, send to ¹[the Regional Probation Officer concerned and] the District Probation Officer of his district a statement in Form I containing the particulars of the offender entrusted to him. The Regional Probation Officer and the District Probation Officer shall, on receipt of the statement from the honorary Probation Officer, make necessary entry in his probation register.

Comment

An offender under this rule can be placed by the Court under the supervision of an honorary Probation Officer. If such an offender is placed, the honorary Probation Officer shall at once send the statement in Form I containing the particulars of the offender kept under him to the District Probation Officer. Necessary entry in the probation register shall be made by the District Probation Officer according to the statement received from the honorary Probation Officer.

26. A Probation Officer shall report on the conduct and mode of life of a probationer, and generally on his progress to the Court before which the probationer is bound by his bond in accordance with any direction given by the Court, and to the District Magistrate. Honorary Probation Officers shall in addition send a copy of this report to the District Probation Officer. Their reports to the Court and the District Magistrate shall be sent through the District Probation Officer.

27. Reports shall be made, unless otherwise directed by the Court, once in a month, they shall not be made in open Court nor published.

28. If a probationer fails to observe any of the conditions of the bond or otherwise misbehaves, the Probation Officer shall at once report the matter to the Court before which the probationer is bound by his bond and to the District Magistrate. An honorary Probation Officer shall send a copy of such report to the District Probation Officer.

29. The District Probation Officer shall send the following report to the Chief Probation Superintendent;

- (1) A half-yearly report on the conduct and progress of all probationers in his district;
- (2) a final report on the conduct and progress of each past action on the termination of the period for which a probationer is placed under supervision;
- (3) such other reports as may be from time to time prescribed by the State Government.

30. Records.—A Probation Officer shall maintain the following records :

- (1) A diary showing his day-to-day work including preliminary inquiries, attendance at Courts, visit to probationers and contact made in the advancement of probation work.
- (2) A file containing copies of all reports of preliminary enquiries submitted to the Courts.
- (3) A history-sheet in the prescribed form for each probationer recording in all important events during the period of his probation.
- (4) An index card and chronological register.
- (5) Such other records as may be directed by the Inspector-General from time to time.

¹ Ins. by Notifn. No. 28795/B-2/70/Home. dated 9th May. 1973.

An honorary Probation Officer shall maintain a diary in which he should give a daily record of his work connected with probation. The diary shall be submitted at the end of each calendar year to the District Magistrate of his district through the District Probation Officer. The diary shall be open to inspection by the District Probation Officer, the Chief Probation Superintendent, ¹[the Regional Probation Officer] the Inspector-General and the District Magistrate at any time in the course of the year.

31. The diary shall be closed on the 31st December of each year and thereafter be deposited as a confidential record with the Chief Probation Superintendent.

32. The history-sheet shall be maintained in the office of the District Probation Officer and Probation Officers shall make entries in them without delay. They shall be open to inspection by ¹[the Regional Probation Officer] the District Magistrate, the Chief Probation Superintendent and the Inspector-General. After the expiry of the period of probation, they shall be kept as confidential records in the office of the District Probation Officer.

33. Each history-sheet shall be preserved for not less than ten years from the date of the expiry of the supervision order to which it relates.

34. The index card and the chronological register should be preserved for at least ten years more, after the destruction of the history-sheets to which they relate.

35. The Probation Officer shall, in so far as it may be necessary for the due discharge of his duties, have access to the magisterial records of his cases at reasonable times only with the previous permission of the presiding officer. He may make notes of the recorded particulars and reports relating to his cases for use in the performance of his duties, but shall in no circumstances communicate the contents of the records to any person without specific sanction of the Court.

36. Where any person is named by the Court under Sec. 13 (1) (c) of the Act as a Probation Officer, he shall observe the foregoing rules in regard to the duties, reports and records of Probation Officer so far as they are applicable.

²[36-A. Records to be maintained by the Regional Probation Officers.—The Regional Probation Officer shall maintain in his office in such manner as may be prescribed by the Inspector General or the Chief Probation Superintendent :

1. list of probation officers in the area under his jurisdiction;
2. list of institutions or premises referred to in Rule 20 (a) in that area;
3. a dossier for each probationer under supervision in his jurisdiction containing a summary of the case and duplicates of important documents in the case record with the Probation Officer;
4. register of probationers in the area;
5. an inspection file containing notes of inspection of Probation Officers and copies of reports of inspection submitted to the Chief Probation Superintendent;
6. register of probationers staying in institutions or premises referred to in Rule 20 (a) in the area under his jurisdiction;
7. register of payments to probationers in the area under his jurisdiction;
8. such other records as may be directed to be maintained by the Inspector General or the Chief Probation Superintendent.]

1. Ins. by Notifn. No. 28795/B-2/70/Home, dated 9th May, 1973.

2. Ins. by *ibid.*

37. The Inspector-General shall submit to the Government by the 1st July of each year a report on the working of the Act for the year ending with the 31st March, immediately preceding, together with the following particulars :

- (a) Number of Probation Officers, paid and honorarily employed in each district, and the salary or remuneration and other expenses paid to each officer in each district;
- (b) the number of probationers placed under the supervision of Probation Officers in each district;
- (c) the number of persons who have been named as Probation Officers under Sec. 13 (1) of the Act in each district and the number of probationers placed under the supervision of such officers; and
- (d) such other particulars as may from time to time be prescribed by the State Government.

Note.—For the purpose of this rule the Inspector-General may call for the necessary particulars from Courts and may also ask the presiding officers of Courts to communicate to him their observations on the manner in which each Probation Officer is performing his/her duties.

38. (1) The bonds to be executed under Sec. 4 (1) of the Act shall be in Form II or in such other form as the Court may determine.

(2) The bond to be executed under Sec. 4 (4) of the Act shall be in Form III or in such other form as the Court may determine.

39. The supervision order shall be in Form IV and a copy of such order shall in each case be forwarded to the Probation Officer.

40. (a) There shall be a standing advisory committee in each District and one committee at the State level for eliciting public co-operation and for advising on the efficient administration of the Act.

¹[(b) The State Advisory Committee shall consist of—

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|--|---|--------------------|
| (1) The Minister in-charge of Social Welfare | : | Chairman |
| (2) The Secretary to Government Social Welfare Department | : | Member |
| (3) The Registrar, High Court of Kerala | : | Member |
| (4) The Director General of Police | : | Member |
| (5) The Director of Public Instruction | : | Member |
| (6) The Additional Director General of Police (Prisons) | : | Member |
| (7) The Director of Social Welfare | : | Member |
| (8) Three non-official members to be nominated by the Government | : | Member |
| (9) The Chief Probation Superintendent | : | Member-Secretary.] |

(c) The District Advisory Committee shall consist of—

- (1) District Magistrate (Chairman).
- (2) District Superintendent of Police.
- (3) Municipal Chairman.

1. Subs. by Kerala Probation of Offenders (Amendment) Rules, 2001 i.e., S.R.O. No. 1050/2001, dated 15th November, 2001.

- (4) District Educational Officer.
- (5) District Probation Officer (Secretary) and other three non-official members appointed by Government.

(d) The term of office of the non-official members of the State Advisory Committee and the District Advisory Committee will ordinarily be three years. The committees shall meet at least once in six months and more often, if necessary.

¹[Annexure
[See Rule 8 (b)]

Degrees :

1. M. A. Degree in Social Work of the Delhi University.
2. M.S.W. Degree in Social Work of the M.S. University of Baroda.
3. M.S. Degree in Social Work of the J.K. Institute of Sociology and Human Relations, Lucknow University.
4. M. A. Degree in Social and Labour Welfare awarded by the Patna University.
5. M. A. Degree in Sociology of the University of Bombay.
6. M. A. Degree in Labour & Social Welfare of the Bihar University.
7. M. A. Sociology of the Agra University with :
 - (1) Urban and Rural uplift;
 - (2) Social Security and Labour Welfare; and
 - (3) Applied Sociology (Field work and written work), as subjects.
8. M. S. W. Degree from the University of Lucknow.
9. M. S. W. Degree of the Kerala University.

Diplomas :

1. Diploma in Social Service Administration of the Tata Institute of Social Science, Bombay with Industrial Relations and Personnel Management as subjects passed.
2. Diploma in Social work of the Calcutta University.
3. Diploma in Social Service Awarded by the Madras University.
4. Diploma in Social Service of the University of Kerala.
5. Post Graduate Diploma in Social Service of the Indian Institute of Social Order, Poona.]

1. Ins. by Notifn. No. 28795/B-2/70/Home, dated 9th May, 1973.