

Job Responsibilities of Probation Officers as per various Acts/ Rules

A. Probation of Offenders Act, 1958 & Kerala Probation of Offenders Rules, 1960

1. Conduct preliminary enquiries into the home surroundings, collection of criminal record and social history of the offender when directed by a court
2. Submit Preliminary Enquiry (PE) report to the court
3. Assure/Ascertain that the probationer understands the conditions of the order and shall endeavour to ensure its observance by him
4. Conduct regular visits to the house/institution of the probationer under supervision and make enquiry as to his behaviour, mode of life and employment.
5. Recommend to the State Government, an institution or premise when the probationer has no fixed abode or an abode suitable for due supervision or that his surroundings are not suitable for achieving the objects of probation.
6. Recommend to Chief Probation Superintendent about the probationer under supervision to avail permission to change his place of residence to an area under the jurisdiction of another Probation Officer.
7. Correspond arrival of the probationer to the Regional Probation Officer when transfer of probationers takes place.
8. Prepare History Sheet containing the particulars of the offender placed under the supervision of Probation Officer by a Court
9. Submit monthly report to the court, on the conduct and mode of life of the probationer.
10. Submit report on the failure of observance of any conditions of the bond to the concerned Court.

11. Submit to Chief Probation Superintendent:

- a. Half-yearly report on the conduct and progress of all probationers under his jurisdiction.
- b. A final report on the conduct and progress of each probationer on the termination of the period
- c. Such other reports as may be required from time to time prescribed by the State Government.

12. Maintain

- a. A diary showing his day-to-day work including preliminary inquiries, attendance at Courts, visits to probationers and contact made in the advancement of probation work;
- b. A file containing copies of all reports submitted to the courts;
- c. A history-sheet in the prescribed form for each probationer recording in all important events during the period of his probation;
- d. An index card and chronological register;
- e. Such other records as may be directed by the Director of Social Justice department from time to time.

13. Organise District level Advisory Committee meetings as per Sec 40 of Kerala Probation of Offenders Rules, 1960

B. Kerala Borstal School Act and Rules

14. Conduct enquiries in all the cases referred by the Court U/S 5(2) of Kerala Borstal School Act 1961

15. Conduct Pre release and Post release enquiries

16. Supervise ex-residents

17. Facilitate the rehabilitation of ex-residents by placing suitable job placements

18. Assist the ex- residents to avail financial assistance

C. Immoral Traffic prevention Act and Rules

19. Conduct enquiries in all the cases referred by the court
20. Conduct Pre release and Post release enquiries
21. Facilitate the rehabilitation of individuals

D. The Madras Prevention of Begging Act, 1945 and the Travancore Prevention of Begging Act

22. Conduct all the enquiries referred by the Court

E. CrPC

23. Conduct Surety verification as per the direction of the Court
24. Conduct enquiries and report to the Courts regarding persons convicted under the Criminal Act and Rules as per direction from the Court

F. Under Kerala Prison Rules

25. Conduct Ordinary leave / Home leave / Emergency leave enquiry of convicted prisoners
26. Conduct Pre-mature release enquiry of life convicts after 8 years of conviction and others after 2/3 period of sentence
27. Supervise ex-convicts for about 4 years (life convicts)
28. Supervise unexpired portion of sentence by other convicts
29. Conduct enquiry relating to interstate transfer of prisoners
30. Facilitate Rehabilitation of ex-prisoner

G. Jail Review Committee

31. Perform monthly visits to all jails in the district
32. Participate in District level committee to review the cases of under trial prisoners chaired by the District Judge
33. Participate in Jail advisory board meeting convened by concerned authority

34. Summarize the reports of other District Probation Officers , prior to attending the meeting

35. **Implement Grant in Aid Scheme and assist in rehabilitation of Probationers, Ex- convicts, Dependents of convicts, Ex-pupil, Ex-residents**

36. Participate in Joint inspection of Welfare Institutions under Social justice Department along with DSJO, ICDS Programme Officer

H. Duties entrusted as per G.O 7/81 LA/SWD Dated 9 -1-1981 and Circular no: 501/2014 Dated 8-8-2014

37. Conduct enquiry relating to the residents of Social Justice Institutions

38. Conduct enquiries entrusted by the Director, Regional Assistant Director of Social Justice Department.

39. Facilitate the rehabilitation of residents by placing suitable job placements

I. Marriage Enquiry

40. Conduct marriage enquiry relating to all residents of Social Justice Institutions and Sri Chithra Poor Home, Thiruvananthapuram