

## JOB DESCRIPTION

S#	Designation	Job Description	Functions
1	Director	Organization, direction, control and supervision of treatment and social rehabilitation services for offenders and prisoners in the province	Guiding social investigation, psycho-social diagnosis, prognosis, treatment and rehabilitation of offenders and prisoners through probation and parole methods respectively, scrutinizing parole release cases and recommending cases of eligible prisoners to government for parole release and for revocation of parolees licenses in case of breach of conditions of license. Awarding special remissions to parolees for exemplary work and forfeiting remission in cases of misbehavior. Inspecting probationers and parolees and the offices of the Deputy Directors, Assistant Directors, Probation and Parole Officers. Exercising powers of controlling officer under the budget manual and that of the Head of the Department under the civil services delegation of powers rules and the delegation of financial rules and the powers of Re-appropriation rules.
2	Deputy Director	Supervision of Parole and Probation work in the revenue Division. Organization, direction, control and supervision of treatment and social rehabilitation services for offenders and prisoners in the revenue division of the province	Guiding social investigation, psycho-social diagnosis, prognosis, treatment and rehabilitation of offenders and prisoners through probation and parole methods respectively, scrutinizing parole release cases and recommending cases of eligible prisoners to Director for parole release and for revocation of parolees licenses in case of breach of conditions of license. Inspecting probationers and parolees and the offices of the Assistant Directors, Probation and Parole Officers. Exercising powers of controlling officer being Divisional Head.
3	Superintendent Remand Home	Supervision and control of youth full offenders under Sindh Children Act, 1955.	Superintendent Remand Home is the Head of Office i.e. (In-charge Remand Home). He is responsible to provide Food/lodging boarding to all children Housed in the Remand Home by the courts. To supervise over the:- <ol style="list-style-type: none"> <li>1. Security Duty on the youth full offenders i.e. A-B-C shifts.</li> <li>2. Classes of Training.               <ol style="list-style-type: none"> <li>1. Primary Class.</li> <li>2. Tailoring Class.</li> <li>3. Religious Class.</li> <li>4. Carpenter Class.</li> </ol> </li> <li>3. Lodging and Boarding including health and Recreation facility i.e. T.V. Cariam Board and Lodo.</li> <li>4. To produce all youth full offender before the concerned courts on due date f their hearings.</li> <li>5. To release offender on bail, final release by the court order.</li> </ol>

4	Assistant Director	Supervision of Parole and Probation work in the revenue District.	Selection of Prisoners for release on parole, consultation with Superintendents Jails and Police and Deputy Commissioner, issuing licenses of prisoners approved by the government for parole release and employing parolees. Sanctioning final release of parolees and issuing final release orders. Rewarding persons preventing escape of parolees. Punishing and rewarding parolees with forfeiture and award of remission special remission for breach of conditions of license and exemplary work and conduct respectively. Arranging case committee meeting with district magistrate and first class/Section 30 magistrate in each district. Inspecting probationers and parolees and offices of Probation and Parole Officers and reporting value of violation of conditions of probation bond and parole license.
5	Deputy Superintendent Remand Home	To assist the Superintendent Remand Home in connection with work of supervision and control of youth full offenders under Sindh Children Act, 1955.	To manage all the work in absence of Superintendent Remand Home or as directed by the Superintendent Remand Home.
4	Probation and Parole Officer	<p>a) Treatment and rehabilitation of Probationers.</p> <p>b) Supervision and rehabilitation of Parolees.</p>	<p><b><u>PROBATION:</u></b></p> <p>(a) visit or receive visits from the offender at such reasonable intervals as may be specified in the probation order of subject thereto, as the officer-in-charge may think it.</p> <p>(b) see that the offender observes the conditions of the bond executed under section 5;</p> <p>(c) report to the Officer-in-charge as to the behaviour of the offender;</p> <p>(d) advise, assist and be friend the offender and when necessary endeavor to find him suitable employment; and</p> <p>(e) perform any other duty, which may be prescribed by the rules made under this Ordinance.</p> <p><b><u>PAROLE:</u></b></p> <p>(a) Visits Jails prepare list of prisoners eligible for parole release and arranges their interview with the Assistant Director, who make final selection.</p> <p>(b) Consults history tickets, remission sheet, warrant and other correspondence of prisoners and prepares jail rolls of prisoners selected for parole release.</p> <p>(c) Visits jails and to get prisoners released on parole and take charge of their record.</p> <p>(d) Visits parolees at their place of</p>

			<p>employment. solves their problems collect their wages and advises them to remain peaceful and law abiding in the midst of strains and stresses by his personal example.</p> <p>(e) Prepare antecedents report of the convicted prisoners in the light of the parole rules in the discharge of his duties.</p>
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