

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 16 OF THE
DISCIPLINED FORCES SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Prisons and Reform Institutions)
- Post:** Chief Prisons Officer *Restyled Assistant Superintendent of Prisons J*
- Salary:** Rs 15,000 x 500 – 17,000 x 600 – 18,800 (17 45 52) *CEO (RRA) 2008*
- Effective Date:** 5 May 2008
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grades of
- (a) Principal Prisons Officer; and
 - (b) Prisons Officer Grade I reckoning at least four years' service in a substantive capacity in the grade
- who -
- (i) have passed the written qualifying examination conducted by the Disciplined Forces Service Commission designed to assess their knowledge of prisons duties;
 - (ii) are able to lead and motivate a team of officers; and
 - (iii) are able to organise and manage subordinates and inmates skillfully.
- Duties:**
1. To take charge of the Prisons Division in Rodrigues and to ensure that established norms relating to security, discipline and cleanliness are strictly observed.
 2. To perform such duties as laid down in the Reform Institutions Act, Prison Regulations, legislations in force and standing orders with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institution.
 3. To inspect the institution in order to ensure that all duties connected with order, discipline, security, safe custody and cleanliness are properly carried out.
 4. To be responsible for the checking and distribution of keys, inspection of duty parade, deployment of staff and inspection of the institution before taking over charge of duties.



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*for Senior Chief Executive
Ministry of Civil Service and
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5. To supervise:
 - (i) unlock of detainees;
 - (ii) service of tea/meals to detainees;
 - (iii) distribution of labour;
 - (iv) cessation of labour;
 - (v) resumption of labour;
 - (vi) movement of detainees; and
 - (vii) lock-up of detainees.
6. To ensure that human, financial and material resources available are used efficiently, effectively and economically.
7. To ensure that rules and regulations of the prisons are observed by staff and detainees.
8. To monitor the conduct of staff and detainees and to ensure that appropriate action is initiated in case of misconduct.
9. To supervise and advise junior officers on rehabilitation work.
10. To perform such cognate duties as may be assigned.



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