

PUNJAB JAIL CANTEEN MANAGEMENT RULES, 1965

CANTEEN RULES Short Title.—These rules shall be called the Punjab Jail Canteen Management Rules, 1965. and Objects.—Canteens will be established in Jails with the aims and objects (i) to facilitate the supply of authorised articles like eatables, writing materials, post cards, under garments, shoes etc. at reasonable prices. (ii) to provide a common fund for sports games, cultural activities, celebration of National Festivals, other festivals and for other recreational purposes. Establishment of Canteens.—A canteen shall be opened in the B.I. and Jail. Failure to do so in every Central and District Jail. These may also be opened in Sub-Jail or Special Jail with the prior sanction of the Inspector-General of Prisons.

4. The General management of the canteen shall be entrusted to a committee consisting of following (i) Superintendent (ii) Deputy Superintendent President Vice-President (iii) Welfare Officer/Assistant Superintendent/Sub- Assistant Superintendent Member Officer/Assistant Medical Officer Member (v) of the Prisoners Panchayat, if any Member (11) appointed or more prisoners for assistance canteen work depending upon the volume of work. (iii) The Welfare Officer, if any, the Assistant Superintendent or Sub- Assistant Superintendent shall be mainly running the canteen under the personal supervision and control of the Superintendent

5. Suitable roofed accommodation will be provided in a central and convenient place in the existing buildings of the (ii) Proper, and hygienic arrangements for cooking as well as storage of articles of food and drink will be made to the satisfaction of the Medical Officer/ Assistant Medical Officer. (iii) A sales counter and adequate, sitting arrangements for reasonable number customers depending upon the population of the jail.

6. The authorised capital for each canteen shall be calculated at the rate not exceeding Rs. 200 per prisoner on the basis of authorised population in the Jail. (ii) This capital shall be built up by a voluntary interest free loan by prisoners from their private property (cash account) credited in Jail subject to the following conditions (a) that such a loan does not exceed 25 per cent of the total cash deposited at the credit of the prisoner. (b) actual total loan is reimbursed to the prisoner on Jail or at the time of his release

7. Repayment of Loan.—(i) The repayment of the loan shall be made out of the profit of the canteen. (ii) The profits of the canteen shall be used to the extent of the loan is repaid in its entirety to all the prisoners who have taken such a loan. (iii) A prisoner may in whole or part, repay the loan in lieu of the loan subject to the S. Maintenance of the following registers (i) Stock Book. (ii) Sales Day Book. (iii) Coupon Register. (iv) Cash Book. (v) Ledger. (vi) Food Preparation Register. (vii) Staff Attendance Register. (11) The registers and records mentioned above shall be maintained by the Welfare Officer/ Assistant Superintendent under the supervision of the Superintendent and Deputy Superintendent. (1-11) The cash book and ledger, etc. shall be maintained under the supervision of the Superintendent. (i) Cash book shall be maintained in the expenditure and income branch of the petty cash book. (ii) The Superintendent of the Jail shall be responsible in regard to canteen funds as have been delegated to him as an Officer in respect of the canteen accounts. (iii) The canteen accounts shall be checked at least once in the course of his employment as may be fixed by Government from time to time. Purchase of articles of Stores shall be personally at least constituted under rule 4 of these rules and from time to time. (ii) Purchases shall be made in the manner possible. When Stores are purchased from the open market, the system of competitive tenders shall as far as possible be adopted and the purchases shall be made from the lowest tenderer unless there are any special reasons to the contrary which shall be recorded in writing. Stores shall not be made in small quantities except in case of perishable articles. Periodical orders of non-perishable articles shall be prepared and as far as possible by the Welfare Officer. Stores shall not be purchased much in advance of requirements in cases such purchase would prove unprofitable. (iii) The special purchase shall be prepared by the Welfare Officer/ Assistant Superintendent verified by the Superintendent or Deputy Superintendent. (iv) All supplies after receipt shall be entered in the stock register of the canteen and the issue to the canteen under the initials of the Superintendent or the Deputy Superintendent

11. Sale.—(i) Profit not exceeding 10 per cent may be charged on the wholesale price of articles in retail; the price of the quality of the article (ii) The retail price of an article may be so fixed that its sale again at a profit of 5 per cent or its multiple is possible



12. Coupons. (i) Coupons only of [two 5 nP. and 25 nP. be Abhly ;ßsåéd. "sr.Such- •be •av.ailable 'in •yiif.otm booklets of 20 and '10 c6Gporfs regpectively. (ii) The cöup•oh. •books ' should .renåäin iii thé:s-afe etiéfody offthe• Superin- tendent - and book FhÖu} d No. and number dithe poupons éeål (iii) The coupons thé prisoners or their •relations at 'the in!erView by. an Ufficefho?.bélow, 'the..Fank a Welfare Officer/Assistant SupérihfdndénVör\$ Sub , it iv) No tulppan rpspeqt of lilhiq of coupons to be issåed -i&/thd pngbnerk iii Sußé1hnlUnäenl Jail who should see thå€ thV Sahnt/lodr *less -Specially ållöwéd• the- Superintendent, Jail by an in writing ukitxsöns for furtßeöconcessiön'. åfr,ifjsonef idesires; Sail Canteen he •should) Ncrkfyng• should•yake' buV fromv.the booklet arrange to- issue him the articles rquired. and .to keep...tlle cpupons aftere cancellqion for acc ynt purpos,es and return the booklqt containing the remaining fo nor coupon found witb ,prisoners shall be confiscated and Cancelléd folr.lluwitll. 4 (VII) The officials handling cash/coupons/stores shall furnish ad--uate luat.-:es. The amount' of.security shall not, in. any acase; be less thån-lOpe. cent, the maximum amount of cash, value of• Stores to boin the' Hands of such Government servants provided that officials who have already furnished security shall- not be required to furnish any further security provided further that security will be taken from the convicts. No credit sale will be allowed to any prisoner under, any circum- stances. Ne member of the staff shall be eligible for making purchases from the canteens whether on cash or credit. Account oj- Coupons.—Proper account shall be maintained in , the



form 12. Appendix 'A' for the issue of coupons. Signature or thumb-impression of the prisoner or his relation should invariably be taken in this register as coupons are sold. A proper account shall also be maintained showing the exchanged for the canteen sales and allowed to be encashed—(Appendix 'B') received back in exchange of the Canteen supplies. s. be defaced and tied up in a bundle and handed over to the Deputy Superintendent for being kept in his personal custody at the end of every day. The Deputy Superintendent shall justify the number with the total sales for the day as per sales book of the canteen, initial entries and keep the coupons in his personal custody under lock and key. At the close of the month when the account of coupons issued, received back and those still in circulation is with the sale book and the coupons register, the used coupons kept in Deputy Superintendent's custody should, if the account is correct, be destroyed and a certificate to that effect recorded in sales book and signed by the Superintendent. The coupons should be counted by the Deputy Superintendent himself and this work under no circumstances be entrusted to any subordinate. He can, of course, take the help of a clerk to do this work. A permanent advance of Rs 50 for jail with population of 000 and less and Rs 100 with population of over 500 will be kept by the Deputy Superintendent. This will be recouped every month or oftener if necessary.

14. Articles to be kept in canteen.—A list of articles to be kept in jail canteen for sale is given in Appendix 'C'

15. Canteen hours. The of the canteen shall be as under :— (i) 2 hours in the morning immediately after IQQk out. (ii) 2 hours in the evening immediately before lock-up. (iii) The canteens shall remain closed on the 1st Saturday of every month for stock taking. The Superintendent jail senior official from jail, staff other than the canteen staff for this purpose

16. Utilisation of profits—the profits of the canteen fund, after the approval of the Canteen Committee, be utilised for the following purposes (i) for repayment of interest free advance to prisoners in installments. 5 C/0 (ii) celebration of National and other festivals like Republic Day, Independence Day, Diwali, Baisakhi, Guru Nanak's Birthday, Guru Gobind Singh's Birthday, Dussehra. (iii) providing indoor games, sports and other recreational facilities to the inmates (iv) cultural activities like dramas, symposiums etc (v) for any other similar purpose with the previous approval of I.G. Prisons

17. Wages to prisoners working in Canteens.—Wages to prisoners working in the canteens shall be paid from the canteen profit as under (a) amount equal to 1/4th (b) amount equal to 3/4th of wage should be passed on as credit to register No. 44 and paid to the treasury under chalan. bequeathed to the account under head XVIII—Jails. conducted by the Deputy Superintendent once every month at effect recorded and sent, to I.G., Prisons. The physical quarters officers on the (b) the canteens shall not be run, on commercial basis. These shall be run for the benefit and welfare of the prisoners and the capital investment is by the prisoners themselves. The purchase of furniture, fittings and other equipment for the canteens may, however, be purchased out of the canteen funds. (c) A balance sheet in respect of each canteen at the close of financial year, and laid before the Management Committee for approval. One copy of the Balance Sheet shall be exhibited at the place near the Canteen for information of the prisoners. (d) The canteen fund shall be kept in the State Bank of India or any other bank with the sanction of the Inspector-General of Prisons, The income shall be credited in the Bank at least once in a week and often if necessary so that the cash in hand on a particular day does not exceed (e) All properties other than consumable articles of the canteen shall be entered in the property register and shall be verified annually by the Superintendent. property register will also be open to inspection by the Inspecting Officers of Jail. APPENDIX Date No. and name of the prisoner Value of Serial No. coupons of coupons sold Signature or L.T.J. of acknowledge-ment APPENDIX 'B' Total Value of coupons sold during the month Value of coupons in circulation at the close of the Rs previous month Value of coupons sold during the current month Value of coupons in circulation Value of coupons exchanged for canteen sales Value of coupons allowed to be encashed Total Value of coupons received Balance in circulation Certifies that the coupons exchanged for sales tally with total sales of canteen for the month as per Sales Day Book; 2. Certified that coupons worth Rs. have been received back and corresponding cash Credit given to the prisoners deposited)

3. Certified that the used coupons worth Rs have been destroyed in my presence. Deputy Superintendent Superintendent APPENDIX 'C' Eatables— (i) One sweet, say Barfi, Jalebi, etc. (ii) One

namkeen, say Mathi, Sevian, etc. (iii) Gur, Sugar, Tofis, Lemon Drops, Biscuites, Eggs, Groundnut, Badam, Pickle, Jam. Fruit/s--- (i) Oranges. (ii) Dates. (iii) Lemon. Drinks— (i) Tea, Milk and Curd. (ii) Cigarettes—2 brands only. (iii) Bidiies. Postal articles like Post Cards. Miscellaneous.—Bata shoes and chappals, boot, brush, kachha, undervears, ranciis, (exercise books, bunyan, socks, towels. Toilet articles likesoap, toothpaste, tooth brush, comb, oil. Note.—A list showing prices of various articles fixed by the Superintendent Jail will be conspicuously exhibited at the Canteen Counter. 3706 J G P. & S., Pb.,

