CHAPTER-1
INTRODUCTORY

ENACTMENTS RELATING TO JAILS AND PRISONERS.

1. The enactments regulating the establishment and management of jails, the confinement, treatment and transfer of prisoners, the maintenance of discipline amongst them and other matters relating to prisoners are as follow:-

The prisons Act, 1894 (Act 9 of 1894)
The prisons Act, 1900 (Act 3 of 1900)
The Indian Lunacy Act, 1912 (Act 4 of 1912);
The Civil Procedure Code,1908 (Act 5 of 1908)
The Criminal Procedure Code, 1973 (Act 2 of 1973)
The Indian Panel Code, 1860 (Act 45 of 1860)
The transfer of Prisoners Act, 1950 (Act 29 of 1950)
The Prisoner's (Attendance in Courts) Act, 1955(Act 32 of 1955)
The probation of Offenders Act, 1958 (Act 20 of 1958)
Defence of India Act, 1971 (Act 42 of 1971)
The Maintenance of Internal Security of India Act, 1971(Act 26 of 1971)
The Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (Act 52 of 1971)
The Punjab Borstal Act, 1926 (Punjab Act II of 1926);
The Good Conduct Prisoner's Probational Release Act, 1926 (Punjab Act 10 of 1926);
The East Punjab Children Act, 1949, (East Punjab Act 39 of 1949) The Punjab Habitual Offenders (Control and Reform) Act, 1952 (Punjab Act 12 of 1952);
The Punjab Good Conduct Prisoners (Temporary Release) Act, 1962 (Act 11 of 1962);
The Punjab Prevention of Anti Social and Hazardous Activities Act, 1976 (Act 39 of 1976).

Sense of the Acts specified are printed entirely in the Manual. In the case of the remaining Act, such portions as are likely to be of use to the jail officers are also incorporated is it.

DEFINITIONS PRESCRIBED IN THE PRISONS ACT, 1894;

2. In the prison Act:

(1) "prison" means any jail or place used permanently or temporarily under the general of special orders of a State Government for the detention of prisoners, and includes all lands and buildings appurtenant thereto, but does not include:-

(a) any place for the confinement of prisoners who are exclusively in

the custody of the police.

(b) any place specially appointed by the State Government under section 417 of the Code of Criminal procedure, 1973; and;

(c) any place which has been declared by the State Government, by general or special order, to be a subsidiary said;.

(2) "criminal prisoner" means any prisoners duly committed to custody under the writ, warrant or order of any court or authority exercising criminal jurisdiction, or by order of court-material.

(3) "convicted criminal prisoner" means any criminal prisoner under sentence of a court or court-martial, and includes a person detained in prison under the provisions of Chapter VIII of the Code of Criminal Procedure , 1973, or under the prisoners Act 1900;

(4) "civil prisoner" means any prisoner who is not a criminal prisoner;

(5) "remission system" means the rule being in force regulating the remission to , and he consequent jail;
shortening or sentences of prisoners in

(6) "history ticket" means the ticket exhibiting such information as is required in respect of each prisoner by the prisons Act of the rule thereunder:

(7) "medical officers" means medical officer which shall include the Additional Medical Officer or any other as such;
official especially authorized to act

(8) "prohibited article" means as article the introduction or removal of which into or out of a prison is Act.
prohibited by any rule under the prisons

(10) "prescribed" means prescribed by rule made under this Act.

DEFINITIONS PRESCRIBED IN RULES MADE UNDER THE PRISONS ACT.

3. In these rule unless, a different intention appears from the subject or context, the expression:-

(a) " Act" means the Prisons Act 18940

(b) "Casual" in relation to prisoner means any convicted

criminal prisoner who is not a habitual criminal:

(c) "Central Jail" means any prison in which criminal convicted prisoners are received , for the purpose of undergoing their sentence, by transfer from any other jail and in which such prisoners are not when committed to prison, in

the first instance are ordinarily received. Provided that no jail shall be deemed to be a central Jail unless the State Government have declared it to be such;

(d) "compartment" means any room, work-shop, godown or other covered, enclosed and protected place in a jail other than a cell or word;

(e) "convict" means a convicted criminal prisoner;

(g) "District Probation Officer" means an officer appointed as such by the State Government to look after the probation work in a District under Probation of Offenders Act, 1958.

NOTE:- A temporary prison provided under section 7 of the Prisons, Act, would unless constituted a central or special jail, be a District Jail.

(h) " Habitual Criminal" means.

(i) A person convicted of an offence whose previous conviction or convictions under Chapter XII,XVI,XVII or XVIII of the Indian Penal Code taken by itself or themselves or with the facts of the present case show that with the facts of the present case show that he habitually commits an offence or offences punishable under any or all of those chapters;

(ii) any person committed to or detained in prison under section 122 (read with section 109 or section 110) of the code of criminal procedure;

(iii) any person convicted of any of the offences specified in sub-clause (i) above when it appears from the facts of the case even although no previous convict has been proved, that he is by habit a member of gang of decoits, smugglers or of thieves or involved in trafficking in women or narcotics or dealer in stolen property; and

(iv) any person convicted by a court or tribunal acting outside India under the general or special authority or Government of an offence which would have rendered him liable to be classified as a habitual criminal if he had been convicted by a court established in India.

Explanation:- For the purpose of this clause the word "conviction shall include an order made under section 117, read with section 110, of the Code of

Criminal Procedure Code, 1973

NOTE:-1 The classification of a convicted person as a habitual criminal should ordinarily be made by the convicting court, but if the convicting court omits to do so, such classification may be made by the District Magistrate, in the absence of an order by the convicting court or District Magistrate, and pending the result or a reference to the District Magistrate, by the officer incharge of the jail where such convicted person is confined. Any person classed as a habitual criminal may apply for a revision of the order.

NOTE:-2 The convicting court or the District Magistrate may, for reasons to be recorded in writing, direct that any convicted person or any person, committed to or detained in prison under section 122, read with section 109 or section 110 of the Code of Criminal Procedure , 1973 shall not be classed as a habitual criminal and may review such direction; **NOTE**:-3 Convicting courts or District Magistrate , as the case may be may revise their own classifications and the District Magistrate may alter
any classification of a prisoner made by convicting court or any other authority provided that the alteration is made on the basis of facts which were not before such court or authority.

NOTE:-4 The expressions " District Magistrate" wherever it occurs in notes 1,2 and 3 above means the District Magistrate of the district in which the criminal was convicted , committed or detained.

NOTE:-5 Every habitual criminal shall as far as possible be confined in a special jail in which no prisoner other than habitual criminals shall be kept;

Provided that the Inspector-General of Prisons may, transfer to this special jail any prisoner, not being a habitual criminal, whom, for reasons to be recorded in writing, be believes to be of so vicious , so depraved a character and to exercise, or to be likely to exercise, so evil an influence on his follow prisoners, that he ought not to be confined with other non-habitual prisoners, but a prisoner so transferred shall not otherwise be subject to the special rules affecting habitual criminals.

NOTE:-6(a) A habitual offender is defined in section 2(3) of the Punjab Habitual Offenders (Control & Reforms) Act 1952 as a person; who during any continuous period of five years, whether before or after the commencement of this Act, has been convicted and sentenced to imprisonment more than twice on account of any one or more of the offences committed on different occasions and not constituting parts of the same transaction; and
(b)
who has, as a result of such convictions suffered imprisonment at-least for a total period of twelve months.

Explanation:-1 A conviction which has been set aside in appeal or revision and any imprisonment suffered in connection therewith shall not be taken into account for the above purpose, and.

Explanation:2- In computing the period of five years, any periods spent in jail either under a sentence of imprisonment or under detention shall not be taken into account.

(i) "Inspector General" means the Inspector-General of Prisons Punjab.

(ii) " Juvenile" means a boy who has not attained the age of sixteen years; or a girl who has not attained the age of eighteen year;

(iii) "Maximum Security Prison" means any prison meant for confinement of dangerous, habituals, professionals, terrorists, organized and sophisticated types of criminals.

(iv) "Section" means a section of the Act;

(v) "Special Jail" means any prison provided for the confinement or a particular class or classes or prisoners and classed as a special Jail by the State Government.

(vi) "State" means the State of Punjab;

(vii)"Subordinate officer" means and includes every officer of a prison other than the Superintendent and the Medical Officer.

(viii)"Under Sentence" means under sentence of imprisonment of either description; and

(ix) "dangerous prisoner" means, any prisoner declared to be such by the Superintendent with reference to the Character of such prisoner in pursuance of the provisions of section 56 of the prisons Act 1894.

Words importing- the masculine gender shall be taken to include females, and words in the singular shall include the plural and vice versa.

(a)" Open Air Jail" or "Minimum Security Jail" means prison meant for keeping well-behaved prisoners, where there is no material and physical precaution against escape (such as walls, locks, bars, armed or other special security guard) which is governed by a system based on self-discipline and sense of responsibility of the inmates towards the group in which he lives;

"Sub Jail" or Subsidiary Jail means any place so declared by the State-Government, by general or special order, and used permanently or temporarily under that authority for the detention of prisoners. It includes all lands and buildings appurtenent thereto.

CHAPTER II

PUNJAB STATE POLICY ON PRISONS.

AIMS AND OBJECTIVES.

(i) Punjab Jail Department shall protect society and shall endeavour to reform and reassimilate offenders in the social milieu by giving them appropriate correctional treatment.

(ii) There shall be Department of Prisons and Correctional Services, dealing with adult and young offenders- their institutional care, treatment, aftercare, probation and other non-institutional services.

(iii) The State shall endeavour to evolve proper mechanism to ensure that no undertrial prisoner is unnecessarily detained. This object shall be achieved by speeding up trials, simplifying of bail procedure and by periodic review of cases of undertrial prisoners. Undertrial prisoners shall as far as possible confined in separate institutions.

(iv) Since it is recognized that imprisonment is not always the best way to meet the objective of punishment, the State shall endeavour to provide in law new alternatives to imprisonment such as community service, forfeiture of property, payment of compensation to victims, public censure, in addition to the ones already existing and shall specially ensure that the Probation of Offenders Act, 1958, is effectively implemented throughout the state.

(v) Living conditions in every prison and allied institutions meant for the custody, care treatment and rehabilitation of offender shall be compatible with human dignity in all aspect such as accommodation, hygiene, sanitation, food, clothing, medical facilities. All factors responsible for vitiating the atmosphere of these institutions shall be identified and dealt with effectively.

(vi) In consonance with the aims and objectives of prisons, the State shall provide appropriate facilities and professional personnel for the classification of prisoners on scientific basis. Diversified institutions shall be provided for the segregation of different categories of inmates for proper treatment.

(vii) The State shall endeavour to develop the fields or criminology and penology and promote research on the typology of crime in the context of emerging patterns of crime in the country. This will help in proper classification of offenders and in devising appropriate treatment for them.

(viii) A system of graded custody ranging from special security institutions shall be provided to offer proper opportunities for the reformation of offenders according to the progress made by them.

(ix) Programmes for the treatment of offenders shall be individualized and shall aim at providing them with opportunities for diversified education, development of work habits and skills, change in attitude modification of behavior and implementation of social and moral values.

(x) The State shall endeavour to develop vocational training and work programmes in prisoners for all inmates eligible to work. The aim of

such training and work programmes shall be to equip inmates with better skills and work habits for their rehabilitation.

(xi) Payment of fair wages and other incentives shall be associated with work programmes to encourage inmate participation in such programmes. The incentives of leave, remission and premature release to convict shall also be utilized for improvement of their behavior, strengthening of family ties and their early return to society.

(xii)Custody being the basic function of prisons, appropriate security arrangements shall be made in accordance with the need for graded custody in different types of institutions. The management of prisons shall be characterized by firm and positive discipline, with due regard, however, to the maintenance of human rights of prisoners. The State recognize that a prisoner loses his right to liberty but maintains his residuary rights. It shall be the endeavour of State to protect these residuary rights of the prisoners.

(xiii)The State shall provide free legal aid to all needy prisoners.

(xiv)Prisons are not the place for confinement of children. Children (boys under 16 years of age and girls under 18 years of age) shall in no case be sent to prisons. All children confined in prisons at present shall be transferred forthwith to a separate institution, meant exclusively for children with facilities for their care, education, training and rehabilitation. Benefit of non-institutional facilities shall, whenever possible, be extended to such children.

(xv)Young offenders (between 16 to 21 years in the case of boys and 18 to 21 in the case of girls) shall not be confined in prisons meant for adult offenders. There shall be separate institutions for them where, in view of their young and impressionable age, they shall be given treatment and training suited to their special needs of rehabilitation.

(xvi)Women offenders shall, as far as possible, be confined in a separate institution specially meant for them. Whenever such arrangements are not possible they shall be kept in separate annexes of prisons with proper arrangements. The staff for these institutions and annexes shall comprise women employees only. Women prisoners shall be protected against all exploitation. Work and treatment programmes shall be devised for them in consonance with their special needs.

(xvii)Non criminal lunatic shall not be confined in prisons. The law shall be suitably amended for the purpose. Proper arrangement shall be made for the care and treatment of criminal lunatics.

(xviii)Persons courting arrest during non-violent socio-political economic agitation for declared public cause shall not be confined in prisons alongwith other prisoners. Separate prison camps with proper and adequate facilities shall be provided for such non-violent agitators.

(xix)Prison service shall be developed as a professional career service. The State shall endeavour to develop a well-organised prison cadre based on

appropriate job requirements, sound training and proper promotional avenues. The efficient functioning of prisons depends undoubtedly upon the personal qualities, educational qualifications, professional competence and character of prison personnel. The status, emoluments and other service conditions of prison personnel should be commensurate with their job requirements and responsibilities.

Proper training facilities for prison personnel shall be developed at the State Level.

(xx)The State shall endeavour to secure and encourage voluntary participation of the community in prison programmes and in non-institutional treatment of offenders on an extensive and systematic basic. Such participation is necessary in view of the objective of ultimate rehabilitation of the offenders in community. The Government shall open avenues for such participation and shall extend financial and other assistance to voluntary organizations and individuals willing to extend help to prisoners and ex-prisoners.

(xxi)Prisons are hitherto a closed world. It is necessary to open them to some kind of positive and constructive public discernment. Selected eminent publicmen shall be aurhtorised to visit prisons and give independent report on them to appropriate authorities.

(xxii)In order to provide a forum in the community for continuous thinking on problem of prisons, for promoting professional knowledge and for generating public interest in the reformation of offenders, it is necessary that a professional non-official registered body is established at the State leve.

(xxiii)Probation, aftercare, rehabilitation and follow-up of offenders shall form an integral part of the functions of the Department of Prisons and Correctional Services.

(xxiv)The development of prisons shall be planned in a systematic manner keeping in view the objectives and goals to be achieved. The progress of the implementation of such plans shall be continuously monitored and periodically evaluated.

(xxv)The Government at the state shall endeavour to provide adequate resources for the development of prisons and other allied services.

(xxvi)Government recognise that the process of reformation and rehabilitation of offenders is an integral part of total process of social reconstruction, and therefore, the development of prisons shall find a place in the State development plans.

(xxvii) As prisons form part of the criminal justice system and the functioning of other branches of the system viz. police, the prosecution and judiciary have a bearing of the working of prisons, if it necessary to effect proper coordination among these branches. The Government shall ensure such coordination at various levels.

(xxviii) The State shall promote research in the correctional field to make prison programmes more effective.

CHAPTER III

CLASSIFICATION OF JAILS.

KINDS OF JAILS.

5. There shall be the following kinds of jails namely:-

i) Central Jail

ii) Maximum Security Jail

iii) Medium Security Jails (District Jails)

iv) Minimum Security Jails (Open Jails)

v) Special Jails, and

vi) Sub Jails

POWER TO DECLARE OR ESTABLISH SPECIAL JAIL

6. (1) The State Government may from time to time, in the discretion, declare any jail to be a Special Jail for the purpose of these rules, or establish a Special Jail at any place.

(2) The State Government as far as practicable shall establish a separate jail for undertrial prisoner and agitational prisoners at Distt. Headquarters as deemed proper.

(3) No jail shall be deemed to be a Special Jail, within the meaning of these rules, unless it has been declared to be so or established as such under clause (2)

(4) The Ludhiana Female jail and Borstal Institution & Juvenile Jail shall be deemed to be a special Jail established under this rule.

DISTRICT JAILS.

7. All jails, other than Central Jails, Special Jails, Open Air Jails and Sub Jails shall be deemed to be District Jails.

WHEN A CENTRAL JAIL MAY ALSO BE DISTRICT JAIL.

8. (1) The State Government may declare any Central Jail to be District Jail for all or any purpose.

(2) The State Government may declare any Central or District Jail as a Special Jail for the confinement or habituals, professional,

dangerous and organized criminals.

(3) The State Government may declare any Central Jail or any part thereof as Maximum Security jail for the confinement of prisoners defined in Clause K of para 03 of the Manual.

CHAPETER IV
ORGANISATIONAL STRUCTURE

9. The Jail Department is responsible for institutional training and treatment of both adult and young offenders. It has to encompass the work of security, correction, reformation, probation and after-care of offenders. To make correctional treatment a continuous and complete process this intergrated department is called “Department of Prison and Correctional Services”.

10. (i) The department of “ Prisons and Correctional Services” shall be headed by the Inspector General of Prisons who is appointed under the provisions of section 5 of prisons Act, 1894. The Inspector General of Prisons shall invariably be appointed from amongst the eligible officers of the Department. If at any time a suitable officer to head the department is not available, such officer may be taken on deputation temporarily from other services i.e.I.A.S. / I.P.S.

11. The services of the officers/officials shown in the preceding para shall be governed by the respective framed service rules framed by the State Government in this behalf.

12. Delete

13. (i) Delete

(ii) Delete

(iii)

Deputy Superintendent shall be incharge of a Sub Jail, who shall be vested with the powers of Superintendent Jail and will be assisted by a Sub Assistant Superintendent Jail, Head Warder, Warders, a clerk and Class IV staff as sanctioned by the State Government from time to time;

14. Delete

15.

Delete 16. All Senior Superintendents, Superintendent, Deputy Superintendent Grade-1, Deputy Superintendents, Senior Assistant Superintendent, Welfare Officers, Sub-Assistant Superintendents mentioned at Sr. No.05 in Appendix 7 of

Civil Services rules Vol.1 part II who live in buildings attached to jails or in quarters specially provded close to jails are exempted from the liability to pay rent. The grant of house rent, when quarters are not provided, is contingent on the officials providing themselves with a residence, within a distance convenient for the purpose of his duties at the jail and approved by the Inspector General of

Prisons.

17. (i) Under the provisions the Section of the Prisons Act, 1894, the State Government has in addition to the officers prescribed in that Section, sanction a scale of permanent establishment with specified ranks and pay equivalent to its counterpart in police department for each jail. No permanent establishment in excess of scale allowed in each case can be entertained without the sanction of the State Government.

(ii) When it is proposed to apply for an increase to the permanent establishment of any jail proposition establishment of any jail proposition statement (P.F.85) in triplicate should be submitted to the Government.

CHAPETER V

GENERAL SUPERVISION

SECTION 1. THE INSPECTOR GENERAL.

APPOINTMENT AND POWER OF THE INSPECTOR GENERAL

18. An Inspector-General of Prisons shall be appointed for the State and shall exercise subject to the order of the State Government, the general control and superintendent of all prisons in the State.

19 (i) The Inspector-General may, from time to time, in respect of any jail and correctional staff entertain or sanction the entertainment of temporary establishment in accordance with the provisions of the Punjab Financial Rules.

(ii) Every temporary subordinate officer shall be subject to the same liabilities as regards transfer, promotion, removal and punishment as are, under these rules, applicable to subordinate officers permanently employed.

SUPPLY OF ARTICLES TO JAILS SALE OF MANUFACTURED ARTICLES.

20 Subject to the general control of the State Government and to the provisions of these rules, the Inspector General may enter into all such arrangements as be necessary for the construction of all works relating to, and the supply of all articles for use in, or in any way relating or incidental to or

connected with, jails and for the sale of all articles manufactured in jails.

NOTE 1 : Superintendent jail is empowered to execute contracts for the supply of articles and grinding of wheat etc. (if no arrangements for grinding wheat exists in the jails) where the requirement do not exceed six weeks..

NOTE 2 : The Inspector General in empowered to execute contracts for the supply of articles for use in jails, grinding of wheat etc. and sale of articles manufactured in jails, sale of produce from fruit trees; surplus vegetables and fodder from the jail gardens; sale of surplus or unserviceable articles; viz. clothing, trees and implements and miscellaneous articles; leave of jail lands, jail shops and grazing sites and contracts for sawing of timber etc. for use in jail manufactury.

NOTE 3 : Rules for the supply of jail-made articles the officials of the Punjab Jail Department and to Department of Government are contained in appendices XVIII and XIX.

PROVISION OF FUNDS, EXPENDITURE AND ACCOUNTS.

21. Subject to the arrangements for securing the budget provision and the allotment of funds to meet the expenditure of the jail Department, made under the orders of the State Government in that behalf, the entire control over all expenditure on the maintenance of Jails and on all matters in any way relating or incidental to, or connected with the administration of Jails and correctional services shall vest in the Inspector General.

Provided further, that the expenditure incurred on-

(a) public works,

(b) the supply of stationery and the like:

(c) the supply of medical stores;

shall be regulated according to the provisions of Punjab Financial Rules of the department concerned.

MONTHLY AUDIT OF EXPENDITURE BY INSPECTOR GENERAL

22 Subject to the provisions of the preceding rule, the Inspector General shall cause monthly bill of all expenditure of whatever description, on or relating to jails and correctional services to be sent regularly to him and shall himself audit such bills or cause them to be duly audited under his direction and orders.

PETTY CONTRACTS

23. (I) Any contract for life supply of any article to the extent of the

estimatedrequirements of any jail for a period not exceeding six weeks, shall be deemed to be a petty contract.

(2) Subject to the control of the Inspector General, petty contracts may bemade by the Superintendent.

ALL OTHER CONTRACTS REQUIRE PREVIOUS SANCTION

24. No contract, other than a petty contract, shall be made by any officer, other than the Inspector General, without the sanction, in writing, to be previously obtained of the Inspector General.

INSPECTOR OF JAILS BY INSPECTOR GENERAL

25. It shall be the duty of the Inspector General, as far as may be, personally to visit and inspect every jail at least once in each year, and to satisfy himself that the provisions of the prisons Act 1894, and all rules, regulations, directions and orders made or issued thereunder, applicable to such jail, are duly obeyed and enforced, and that the management of each jail is in all respects efficient and satisfactory. A note recording the result of each visit and inspection shall be made in a register (Visitor's Book) to be maintained by the Superintendent for the purpose or otherwise communicated.

DUTIES OF THE INSPECTOR GENERAL AT INSPECTIONS.

26. In accordance with the provisions of the preceding rule, the Inspector General shall at this inspection of each jail, ordinarily

(a) see all yards, wards, cells, work sheds, store rooms, kitchens and latrines, noting their state of repair, sanitary condition and efficiency, the extent to which the structural arrangments permit of the separation of the different classes of prisoners as required by the prisons Act of 1894 and the rules made there under, and whether these arrangements are availed of to the fullest extent; (b) examine the jail garden and note its condition as to its capabilities to supply vegetables and antiscorbutics in sufficient quantities to all the prisoners and whether it has been successfully cultivated or otherwise;

(c) note any defects in the water-supply and conservancy arrangements; see that the sick are carefully attended to, and that the food is of proper quality and quantity; (d) see every prisoner then in confinement in the jail, noting any circumstances of importance requiring attention, such as the adaptation of tasks to physique and capabilities, the condition and sufficiency of the clothing the employment of fetters, the working of the remission system, the award of punishments, and afford every

prisoner a reasonable opportunity of making any application or complaint and investigate such as relate to jail discipline;

(e) inspect the warder establishment as to its proficiency, inspect the arms and accoutrements, and test the ability of the upper subordinates to drill the guard.

(f) satisfy himself that the arrangements for guarding both by day and night are satisfactory.

(g) satisfy himself that economy is practiced in the matter of all purchases.

(h) satisfy himself that all accounts and registers are maintained according to the rules in force, that proper arrangements are made for the safe custody of all records, and that due regard is paid to all requirements of the law and rules made thereunder.

(i) record his opinion of the manner in which the jail is administered, the extent to which officers appear familiar with their duties, together with any suggestions he may wish to make and any orders he may desire to issue to the Superintendent; and

(j) Satisfy himself regarding the working of jail canteen, library and other welfare & reformative activities and recreational facilities for the prisoners and for the staff.

A COPY OF MINUTE WHEN TO BE SUBMITTED TO GOVERNMENT

27 A copy of any part of the minute required by the preceding paragraph which deals with matters which should, in the opinion of the Inspector General, be brought to all notice of Government, shall be forwarded by the Inspector General to the State Government.

ANNUAL REPORT AND RETURNS.

28 The Inspector General shall as soon after the close of each calender year as possible and not later than the first day of may in each such year submit to the State Government a report on the administration of jails together with such statistical and other statements, returns and information, and in such form as the State Government may from time to time, by executive direction, require.

CHANNEL OF COMMUNICATION.

29 In the absence of any direction to the contrary, the Inspector General shall be the channel of communication between the Government and all Superintendent and other officers of the Prisons Department.

REMOVAL OF PRISONERS WITHIN THE STATES.

30. (1) The State Government may be general of special order, provide for the reoval of any prisoner confined in a prison

(a) Under sentence of death; or

(b) under, or in lieu of, a sentence of imprisonment ; or

(c) in default of payment of a fine; or

(d) in default of giving security for keeping th peace or for maintaining good behaviour to any other prison in the State.

(2) Subject to the orders, and under the control, of the State Government, the Inspector General of prisons may in like manner, provide for the removal of any prisoner confined as aforesaid in a prison in the State to any other prison in the State.

31. (1) Where any person is confined in a prison in a State;

a) under the sentence of death; or

b) under, or in lieu of , a sentence of imprisonment, or

c) in default of payment of a fine, or

d) in default of giving security for keeping the peace or for maintaining good behaviour.

The Government may with the consent of the Government of any other State, by order provide for the removal of the prisoner from any prison in the State to any prison in the other state.

(2) The officer-in-charges of the prison to which any person is removed under sub section (1) shall receive and detain him, so far as may be according to the exigency of any wirt, warrant or order of the court by which such person has been committed, or untill, such person is discharged or removed in the course of law.

INSPECTION OF CIRMINAL LUNATICS BY THE INSPECTOR GENERAL OF VISITORS

32 (1) when any person is detained under the provisions of section 330 or `section 335 of the Code of Criminal Procedure, 1973 or kept under custody under the previsions of section 145 of the Army Act 1950, the Inspector General of Prisons, if such person is detained in a jail or the visitors of the asylum or any two of them, if he is detained in any asylum or any two of them, if he is detained in an asylum, may visit him in order to ascertain his state of mind; and he shall be visited once at- least in very six months by such Inspector General or by two of such visitors as aforesaid; and such Inspector General or visitors shall make a special report as to the state of mind of such person to the authority under whose order he is detained.

(2) The State Government may empower the officer in charge of the jail in which such person may be detained to discharge all or any of the functions of the Inspector General under sub section (1)

INSPECTOR GENERAL A VISITOR OF ALL MENTAL HOSPITAL

33. Under the provisions of section 28 (2) of the Indian Lunancy Act 1912 (Act IV of 1912), the Inspector General is ex-officio visitor of all Mental Hospitals within the States.

DISTRICT MAGISTRATE TO VISIT AND INSPECT JAILS
SECTION -11 THE DISTRICT MAGISTRATE.

34. 1 It shall be the duty of the Magistrate of the district from time to time to visit and inspect every jail situated within the limits of his district and to satisfy himself that the provisions of the Prisons Act, 1894 and of all rules regulations, directions and orders made or issued thereunder, applicable to such jail, are duly observed and enforced.

2. In all matters relating to the discipline maintained in and the management of jails, the District Magistrate or other Magistrate visiting and inspecting any jail under the provisions of these rules shall discharge his duties subject to the general control of the Inspector General

3 A record of the result of each visit and inspection made, shall be entered in al register (Visitor's book) to be maintained by the Superintendent for the purpose or otherwise communicated in the form of a note.

35. **WHEN DISTRICT MAGISTRATE IS UNABLE TO VISIT JAIL.**

In the absence of the District Magistrate from head-quarters, or in the event of that officer being at any time unable from any cause to visit the jail in the manner prescribed in these rules in that behalf, he shall depute a Magistrate subordinate to him who is available for the duty to visit the inspect the jail in his behalf. Any officer so deputed may subject to the control of the Magistrate of the district, exercise all or any of the powers conferred upon the Magistrate under the Act or these rules.

POWERS CONFERRED ON THE DISTRICT MAGISTRATE BY PRISONS ACT 1894.

36 Under section 11 (2) of the prisons Act 1894 the Superintendent of a jail shall obey all orders not inconsistent with the Prisons Act, or any rule there under which may be given respecting the prison by the District Magistrate, subject to such general or special directions as may be given by the State Government.

EXERCISE BY DISTRICT MAGISTRATE OF POWER UNDER THE PRISONS ACT 37.

(1) The orders passed under sub-section (2) of section 11 of the Act should, except in emergent case in which immediate action is, in the opinion of such magistrate necessary, be so expressed that the Superintendent may have time to refer (if he thinks necessary) to the Inspector General before taking action thereon.

(2) All orders issued by the District Magistrate shall, if expressed in terms requiring immediate compliance, be forthwith obeyed and a report made, as prescribed in the said sub-section, to the Inspector General

DISTRICT MAGISTRATE TO COMMUNICATE WITH SUPERINTENDENT GENERAL DIRECTIONS.

38 The District Magistrate shall not address any communication or order to any officer of any jail other than the Superintendent. All orders issued by the District Magistrate shall be in writing.

GENERAL DIRECTIONS.

39 General directions under sub-section (2) of section II, of the Prisons Act 1894, issued by the State Government.

(a) The District Magistrate's order should ordinarily be issued in the form of an entry in the visitor's book or through an official communication. The District Magistrate is not required to interfere in matters of detail affecting the management of a jail. He should beware of action having a tendency to weaken the authority of the Superintendent over subordinate jail officers and prisoners.

(b) In matters of an emergent and important character, affecting the safety of the public, the jail or the prisoners, it is open to the District Magistrate to take all such measures as may be necessary in the special circumstances of the case, and all action taken should be promptly reported to higher authority.

(c) If the District Magistrate gives an order to which the Superintendent takes exception, the latter officer any represent the matter to the Inspector General, but he shall forthwith obey any order which is not clearly inconsistent with the Prisons Act or any rule made thereunder and does not involve any immediate risk or danger. In the event of his hesitating to obey any order on any of these

grounds, he shall, in case of urgency, obtain the Inspector General's orders by telegraph.

(d) In cases which are not urgent, the Superintendent will refer, in the ordinary course to the Inspector General and will communicate that Officer's reply without delay to the Magistrate.

PROCEDURE WHEN THE OFFICE OF SUPERINTENDENT IS TEMPORARILY VACANT, OR THE SUPERINTENDENT IS PREVENTED FROM DISCHARGING HIS DUTEIS.

40. (1) In the event of any temporary vacancy occurring in the office of Superintendent of any jail or of the Superintendent being, from any cause, unable to discharge or prevented from discharging the duties of his office, the fact shall forth-with be brought to the notice of theDistrict Magistrate within the limits of which such jail is situated, by either the Superintendent or the next senior officer of such jail.

(2) Upon receiving information under clause (1) or otherwise, of any temporary vacancy in the office of Superintendent of any jail, or of the fact that the Superintendent of any jail is from any cause unable to discharge or prevented from discharging the duties of his office, the District Magistrate, within the limits of which such jail is situated shall.

(a) if such jail is a Central or a Special Jail either himself assume charge of such jail or place one of the Magistrates subordinate to him in charge thereof pending the filling up of the vacancy or the return to duty of the Superintendent, and shall report that he has done so, and the circumstances rendering such course necessary, without delay, to the Inspector General;

(b) if such jail is a District Jail make such arrangements as he may think fit for carrying on the duties , of the Superintendent, until the vacancy is filled up or the Superintendent returns to duty: Provided that in making such arrangements he shall do so either by himself taking charge of such jail, or placing a Magistrate subordinate to him incharge thereof.

CHAPTER VI

VISITIORS

VISITORS-POWER OF STATE GOVERNMENT TO APPOINT

41 (1) Visitors of Jails shall be

(i) Officials

(ii) non-officials, appointed by name

(2) The following officers and such others as Government may from time to time appoint in this behalf shall be official visitors of every jail within the respective areas under their charge or within their jurisdiction:-

(a) Commissioners of Divisions.

(b) District and Sessions Judges

(c) Sub-Divisional Magistrates

(e) Deputy Inspector General of Police

(f) Superintendent of Police

(g) Reclamation Officer, Punjab

(h) Director of Industries, Punjab

(i) Civil Sergeon of the District.

(j) Director Social Welfare, punjab

VISITS BY OFFICIAL VISITORS

42. (1) Commissioners and Sessions Judges are required to visit the jails at their head quarters once in three months, and once a month respectively, and those in other districts of their divisions when on tour.

(2) District and Sub-Divisional Magistrate or Magistrates subordinate to them and appointed by them in this behalf are to visit the jails in their several jurisdictions once a month.

43. (1) Any official visitor may examine all or any of the books, papers and records of any department, and may interview any prisoner confined in the jail.

(2) It shall be the duty of every official visitor to satisfy himself that the provisions of the Prisons Act, 1894, and of all rules, regulations, orders and directions made or issued thereunder, are duly observed, and to hear and bring to notice any complaint or

representation made to hime by any prisoner.

NON-OFFICIAL VISITORS AND THEIR TERM OF OFFICE.

44 (1) The State Government may appoint such number of persons to be non-offical visitors in respect of any jail as it may thing fir.

(2) Every non-official visitor so appointed shall hold office, as such , for two years, but may be reappointed on the expiration of that term.

NOTE (i): The non-official visitors will be such persons who are interested in social work and have a background of the same.

(ii) As far as possible non-official Visitors should be appointed from amongst the M.L.As,Ex.M.L.As or other social workers of repute in the District in which the jail is situated.

(iii) The Government may appoint State level Non- Official Visitor in respect of all the jails in the State.

NON-OFFICIALS VISITORS TO BE GAZETTED.

45. The names of such gentlemen as are willing to undertake the important duties, and are appointed non-official visitors of specified jails, shall be notified in

NOTE: When the period of appointed of a non-official visitor is drawing to a close, the Deputy Commissioner of the district in which the jail is situated shall represent the fact to the Commissioner of the Division and at the same time submit the recommendation for filling the appointment for a further period of two years. The Commissioner will then send on his proposals direct to Government, submitting at the same time

VISIT BY NON-OFFICIAL VISITORS.

46. Every non-official visitor is expected to interest himself in, and visit the jail of which he is a visitor, once a month, and oftener if possible . Intimation of the intended visit need not be given.

BOARD OF VISITORS.

47 Once in very quarter not less that two officials and one non-official visitors, of which one unless prevented by unavoidable cause, shall be the District Magistrate, shall constitute a Board and visit the jail of which they are visitors. The District Magistrate shall be the ex-officio Chariman of the Board. The Board shall meet at the jail on such days as the District Magistrate may determine, and will inspect all buildings and prisoners, hear any complaints and petitions that may be preferred, inspect the prisoners food and see that it is of good quality and properly cooked, inspect the punishment book and satisfy themselves that it is

kept upto date.

DUTIES OF VISITORS.

48 All visitors, official and non-official, at every visit shall.

(a) examine the cooked food;

(b) inspect the barracks, cells, wards, workshed and other buildings of the jail generally;

(c) ascertain whether consideration of health, cleanliness and security are attended to whether proper management and discipline are maintained in every respect, and whether any prisoner is illegally detained, or is detained for an undue length of time, while awaiting trail;

(d) examine jail registers and records except secret records;

(e) direct, if deemed advisable, that any such representation or petitions be forwarded to Government

NOTE1: The visitors should record their remarks in visitor's book (Register No.6) after every visit. A copy of the remarks in both cases be forwarded to the Inspector-General who should pass such orders as he thinks necessary, and a copy of the I.G.s order should be sent to the visitor concerned.

NOTE2: All visitors shall be afforded every facility for observing the state of the jail and the management thereof, and shall be allowed access under proper regulations to all parts of the jail and every prisoner confined therein.

TIME OF VISIT.

49. No visit shall be made after the prisoners have been locked for the night and ordinarily on jail holidays

DISPOSAL OF COMPLAINTS TO VISITORS BY PRISONERS

50. The remarks recorded by a visitor in the visitor's book should include any complaint made to him by a prisoner which in his opinion deserves notice. When the Superintendent is of opinion that a prisoner has made a groundless complaint to a visitor and should be punished, he shall record a brief statement of the facts and note what punishment he proposes to award and send it to the visitor, who, if he dissents from the conclusion of the Superintendent, may

request that the case be sub mitted to the Inspector General for orders. A copy of the Inspector General's order will be communicated to the visitor who may then, if he thinks fit, address Government regarding the case.

RESPECT FOR VISITORS.

51. (1) Due respect should be paid to the official and non-official visitors and their request for information should be complied with readily.

(2) No visitor can be allowed to go round a jail without an escort which is necessary for his personal safety. But on the demand of the visitor, the guard should withdraw from earshot of the prisoner, so as to permit private communication between the visitor and the prisoner out of the hearing of the guard.

(3) provided that the visitor shall in no case interview prisoner (under trials/convicted or unconvicted) charged for sedition or an offence into which the element of sedition has entered except in the presence of the superintendent or the Deputy superintendent

(4) Except on the occasion of the visit of the Board of Visitors no visitor can claim to be accompanied on his rounds by the Superintendent.

Visitors are not permitted without the express consent of the Superintendent to interview more than one prisoner at a time. Anything in the nature of a meeting or conference whether for the discussion of political topics or the ventilation of jail grievances, is strictly prohibited.

All private interviews with the prisoners will normally be subject to a time limit of ten minutes. If a visitor wishes to exceed this limit, he should give his reasons for doing so in writing to the superintendent.

(5) Visitors shall not visit prisoner on hunger strike. They shall also not have access to such prisoners as Government may from time to time specify.

DUTIES OF LADY VISITORS.

52. For all purposes lady visitors should be treated at par with the male

visitors.

DATE OF VISIT TO BE RECORDED. COPY OF REMARKS TO BE SENT TO CERTAIN OFFICERS.

53 (1) Every visitor shall, after he has completed his visit to the jail, record, in the visitors book, the date and hour of his visit, and may enter therein any remarks or suggestions he may wish to make:

(2) A copy of the record made by every visitor, together with the Superintendent's reply thereto or the action taken by the Superintendent thereon, shall be forwarded to the Inspector General, and, in the case of any remark made relative to the long detention of any unconvicted prisoner a copy of such remark shall also be forwarded to the Magistrate and the Session Judge.

DISPOSAL OF THE RECORD MADE BY A VISITOR.

54 (1) Any remarks made by a visitor under the preceding rule should be limited to a statement and fair criticism of actual facts which may come to his knowledge and to such suggestions as he may desire the Superintendent or the Inspector General to consider. Criticism should be confined to such aspects of the ordinary administration of the jail as the visitor may consider susceptible of alteration or improvement, and should on no account directly reflect either favourably or adversely on the character or conduct of the jail staff. Should the visitor with to bring to notice what he considers to be the good or bad work of any official he should do so by letter addressed to the Inspector General of Prisons, Punjab.

(2) The Inspector General may pass orders on any record made by a visitor, and shall if any question of importance is raised, which in his opinion requires the orders of the State Government, forwarded such record to the State Government.

In the case of remarks entered in the visitor's book by commissioners of Divisions, a copy of the record, with the comments (if any) of the Superintendent and the Inspector General, shall invariably be forwarded to the State Government.

(3) A copy of any order passed by the Inspector General or by Government, on any record made by a visitor, shall be communicated to the visitor concerned through the Superintendent.

NOTE: A spare copy of the list of duties of the visitors will be kept at the main gate and handed over to a visitor on the occasion of his visit to the jail. Each non-official visitor will be supplied with a copy on his appointment.

RANK OF OFFICER DEPUTED TO INTERROGATE A PRISONER

56. A police officer deputed to interrogate a prisoner under the provisions of clauses (4) and (5) of the preceding rule, should ordinarily not be below the rank of an Inspector.

POLICE OFFICER TO BE IN UNIFORM

57. No subordinate Police Officer shall be admitted to a jail unless he is in proper uniform.

OFFICER OF THE P.W.D. MAY ENTER THE JAIL DURING BUSINESS HOURS 58.

The Superintendent Engineer of the Circle, the Executive and Assistant Engineers of the District and their employees, shall, during business hours, have free access to the jail to such extent as may be necessary for purposes connected with the discharge of the official duties of their Department, but not otherwise. **SPECIAL PERMISSION TO BE ACCORDED TO OTHER PERSONS.**

59. Save as herein-before in these rules provided, no person shall be admitted into any jail, unless he is accompanied by or has obtained the permission, in writing of the Superintendent, the District Magistrate, or the Inspector General.

CHAPTER VII
JAIL OFFICERS
SECTION -1 THE SUPERINTENDENT

APPOINTMENTS TO THE OFFICE OF SUPERINTENDENT TO BE GRANTED 60

(1) All appointments to and changes in the office of Superintendent of a jail, other than those arising in consequence of temporary absences, shall be notified in the Official Gazette.

TEMPORARY VACANCIES.

(2) Every temporary vacancy in the office or absence or abstention from duty on the part of the Superintendent of any jail shall be forthwith reported by such Superintendent or, in his absence, by the Deputy Superintendent or, Senior Officer of the jail then present, to the District Magistrate and Inspector General of Prisons.

EXERCISE OF POWERS OF SUPERINTENDENT

61. All or any of the powers and duties conferred and imposed by this Act on a Superintendent may in his absence be exercised and performed by such other officer as the State Government may appoint in this behalf either by name or by this official designation.

DUTIES OF SUPERINTENDENT GENERALLY STATED.

62 (1) Subject to the orders of the Inspector General, the Superintendent shall manage the prison in all matters relating to discipline labour, expenditure, punishment and control.

(2) Subject to such general or special directions as may be given by the State Government, the Superintendent of a prison shall obey all orders not in consistent with the **prisons Act 1894** or any rule there-under which may be given respecting the prison by the District Magistrate, and shall report to the Inspector General all such orders and the action taken thereon.

DUTIES OF SUPERINTENDENT WITH REGARD TO RECORDS.

63. Under Section 12 of the **Prisons Act 1894**, the Superintendent is required to keep or cause to be kept certain specified records and such other records as may be prescribed under section 59 of the said Act.

64. It shall be the duty of every superintendent of a jail to:-

(a) provide for the support, care and custody of and control over, all prisoners at any time confined in the jail

(b) maintain order and discipline amongst the prisoners confined, and the Subordinate officers employed, in the jail;

(c) control all expenditure relating to the jail;

(e) inquire into and adjudicate upor all alleged prison- offences and breaches of discipline, and to punish all those who are found guilty of having committed any such prison-offence of having committed any such prison-offence or breach of discipline in the course of law;

(e) generally to take all such measures as may be necessary or expedient for the proper protection and management of the jail and of all prisoners at any time confined therein and for the purpose of giving effect to and enforcing the provisions of the prison Act, 1894, and all rules, regulations, order and directions made or issued thereunder, as may be applicable thereto or to any prisoner confined therein or any officer thereof.

(f) provide suitable facilities for the recreation of inmates and members of staff, and

(g) draw up a plan for the classification of prisoners, training, treatment programmes and correctional activities in his jail and implement state policy pertaining to correctional administration.

DUTIES DISCHARGED SUBJECT TO CONTROAL

65. The Superintendent shall discharge his duties subject to the control of, and all orders passed by him shall be subject to revision by the Inspector General.

SUPERINTENDENT TO VISIT JAIL DAILY. FIRST DUTY AT EACH VISIT

66. (1) The Superintendent shall visit the jail atleast once in the forenoon and once in the afternoon of every working day, and on Sundays and holidays also whenever special circumstances render it desirable that he should do so if, from any cause, the Superintendent is prevented from or is unable to visit the jail on any day on which he is by this rule, required so to do, he shall record the fact and cause of his absence in his journal.

(2) The first duty of the Superintendent, on the occasion of his daily visit to the jail, shall be to release time-expired convicts, in accordance with the provisions of the law and these rules in that behalf, and shall in discharging this duty, in particular, observe the rules relating to the return of their private property and the grant of proper subsistence allowance to such convicts.

PRISONER TO BE SEEN DAILY IN CERTAIN CASE ONCE EVERY TWO DAYS

67. The Superintendent of a District Jail shall, as far as practicable, see every prisoner in his charge daily and the Senior Superintendent of a Central Jail shall likewise see every prisoner in his charge once in every two days.

INSPECTION OF FOOD BY SUPERINTENDENT

68 (1) The Superintendent shall check the food prepared for prisoners in the main kitchen twice daily and in the hospital kitchen atleast three times in each week.

(2) The Superintendent shall inspect the prisoner's canteen atleast once a week and check the working of the time.

69. The Superintendent shall visit the jail during night (after 10 P.M and before 4.A.M) atleast once a week and shall satisfy himself that the jail is properly secured and guarded and that all rules and orders in any way relating to or

connected with the nightly disposition of prisoners, warders and officer of the jail and the duties to be performed by warders and officer at night are duly observed, and carried out. During his night round, the Superintendent shall get the incoming and outgoing warder guard searched and checked in the main gate in his presence.

NOTE: The number of night visits paid should be shows on the reverse of quarterly Statement No. 1 (

Form No.17)

JAILS TO BE INSPECTED AND MAINTAINED IN AN EFFICIENT STATE.

70. The Superintendent shall frequently visit and inspect every barrack, yard, cell , workshop , and latrine, as well as the armoury, warders,lines and every other part of the jail and its precincts and all premises belonging or attached thereto, or connected therewith, and shall satisfy himself that all buildings, structures enclosing walls and the like, are secure and are maintained in the best possible state of repairs, and that every part of the said jail precincts and premises is kept clean and in an efficient sanitary condition.

SUPERINTENDENT TO VISIT HOSPITAL. MEASURES TO PREVENT THE SPREAD OF DISEASE.

71. The Superintendent shall visit the jail hospital frequently and shall vary into effect, or cause to be carried into effect, all written directions given by the Medical Officer in regard to the proper segregation of prisoners suffering, or believed or suspected to be likely to suffer from any communicable disease. He shall, whenever necessary and without delay, take all reasonable measures for cleansing and disinfecting every place at any time occupied by any such prisoner and for washing, disinfecting , by fumigation or otherwise, or destroying, as may be most expedient, all we aring apparel, bedding or other articles which are infected or foul or may be believed or suspected to be infected or foul.

SUPERINTENDENT TO VISIT JAIL GARDEN ATLEAST TWICE A WEEK.

72. (a) The Superintendent shall visit the jail farm atleast twice a week and satisfy himself that all necessary measures are being taken therein for the purpose of cultivating and producing ample and continuous supply of vegetables, condiments and other crops, for consumption by the prisoners, that the land included in the farm is kept in proper order and free from weeds, that the disposal of filth and refuse from the jail is effectively and fully conducted, that stable letter and other manure is suitable disposed of and that the premises generally are maintained in good sanitary condition and that the jail farm is being run on scientific and production-oriented basis.

(b) The Superintendent shall personally ensure that the prescribed targets for the jail farm are fulfilled and agricultural training on modern and scientific lines is imparted to the inmates.

SUPERINTENDENT TO VISIT JAIL GARDEN ATLEAST TWICE A WEEK

73. The Superintendent shall see that at the proper season when grain is cheapest, a sufficient quantity of each kind of grain required for consumption by the prisoners and for which there is storage room, is duly stored for use; that

proper arrangements are made for the preservation of the grain, and that the grain so stored is of good quality. He shall also render Superintendent of other jails all the assistance in his power in the purchase of good-stuffs or other articles that may be procurable at his station at favorable rates.

SUPERINTENDENT TO CHECK THE STOCK MACHINERY AND TOOLS HALF YEARLY

74. The Superintendent should personally check every article of store at-least once in six months and record in the remarks column of the store register whether the balance checked on a certain date was correct or incorrect and what discrepancies, if any , were noted. A note of this check should also be made in his journal and the discrepancies, if any should be reported to the Inspector General at-once.

Note:1 The checking of articles should be so arranged that the Superintendent checks one-half in one quarter which the Dy. Superintendent should check in the second quarter and vice versa. In this way every article will be checked once in three months either by the superintendent or the Deputy Superintendent. The Certificate of the

check shall be submitted to the Inspector General in

form No. 52.

Soon after the 1st January and the 1st July, each year. The Superintendent on taking over charge, need not check the stores, but he should examine the books to see what articles have not been checked by his predecessor in the half year and should check these during the remaining period of the half year.

Note:2 When shortages are found as a result of a check made in any of the stores, or as a result of an audit report by the Accountant-General, Punjab, the Superintendent shall take immediate action to fix responsibility for the shortage and submit his report with recommendations to Inspector General for orders.

WEEKLY INSPECTION PARADE OF PRISONERS

75. (1) The Superintendent shall hold a weekly parade of all prisoners for the timebeing confined in the jail for purposes of muster and inspection. The parade shall ordinarily be held on the every Monday. The medical parade.
officer shall also be present at the time of such

(2) At each parade held under the sub-clause (1), the Superintendent shall satisfy himself:-

(a) that every prisoner is properly classified as provided in the rules in that behalf;

(b) that every prisoner is provided with proper clothing, bedding and utensils as provided in the rules in that behalf;

(c) that every prisoner is clean both in person and clothing;

(d) that the provisions of the remission rules are understood by the prisoners, and that each prisoner knows the extent of remission (if any) thereunder which he has earned; and

(e) generally that the rules and orders applicable to prisoners are being duly carried out.

(3) The superintendent shall, at every such parade, hear every request or complaint (if any) which any prisoner may desire to make and shall, in the course, inquire into and pass order there-upon

NOTE:1 On each parades, every prisoner shall neatly arrange his bedding, spare clothing, history ticket and utensils on the front end of his

sleeping mat and sit or stand at attention at the other end, exposing the palms of his hands to the Superintendent's view.

NOTE:2 The Deputy Superintendent and the concerned executive staff shall be present on such weekly inspection parade.

CHEKING AND COUNTING PRISONERS TWICE DAILY.

76. The superintendent shall cause the prisoners to be checked and counted at-least twice on each day, namely at the hour of opening the wards in the morning and of locking up the prisoners in the evening.

JAIL BUSINESS TO BE TRANSCATED ON JAIL PREMISES.

77. The Superintendent shall ordinarily transact all business relating to the jail on the premises thereof, and shall not, otherwise than in cases of necessity or emergency, require the attendance of the Deputy Superintendent or Assistant Superintendent at any place without and beyond such premises.

DISTRIBUTION OF DUTIES AMONGST SUBORDINATE OFFICERS.

78 The Superintendent shall record, or cause to be recorded, in writing an order showing the distribution of duties amongst subordinate officers and the nature and extent of the duties allotted to each such officer:

Provided that nothing contained in any order recorded under this rule shall be deemed in any way to relieve the Deputy Superintendent of his general responsibility, under the Superintendent, for the entire management of the jail, or to relieve the Deputy Superintendent or any other subordinate officer of his liability to discharge any duty imposed on him by any law or rules for the time being in force.

Note:1 Distribution of duties amongst officers employed in the jail office should be so allotted as to enable to Superintendent to fix responsibility for errors in the jail records, with precision and without leaving any possibility or dispute. A copy of the distribution of executive and clerical work will be put up and maintained in conspicuous place in the jail office.

Note:2 It shall also be the endeavour of the Superintendent Jail to apply the principle of rotation in the distribution of duties amongst officers employed in the office after such interval as he may think proper.

SUPERINTENDENT TO ENQUIRE INTO ALL PRISON OFFENCES AND RECORD PUNISHMENTS.

79. The Superintendent shall hold an enquiry touching every offence committed or alleged to have been committed by a prisoner in the jail in a quasi-judicial manner recording the statements of all concerned witnesses, giving full opportunity to the offender for his defence. Confessional statements of the offender should also be recorded in the presence of two witness. Finding and punishment in the manner provided in law should be recorded after applying judicious mind by the Superintendent jail in his own hand in the prisoner's history ticket. Complete enquiry file, findings and the punishment awarded shall be forwarded to the District and Sessions judge for obtaining judicial appraisal. Where such intimation on account of emergency is difficult such information should be given within two days of action. The superintendent shall satisfy himself than every punishment so ordered, is duly carried into effect in accordance with law.

Provided that if from any cause the Superintendent is , at any time, physically incapacitated from making such record, he shall cause the same to the made in his prsence and under his directions.

Note:- The orders of punishment shall be copied into the prescribed register of punishment by a subordinate officer (Register No.5)

SUPERINTENDENT TO ENQUIRE INTO ALL PRISON OFFENCES AND RECORD PUNISHMENTS

80. When the Deputy Superintendent reports any unusual occurrence requiring immediate action, the Superintendent shall forthwith proceed to the jail to investigate the case and take such measures as may under the circumstances be necessary. He shall make a report of the matter in his journal.

APPOINTMENT AND PUNISHMENT OF SUBORDINATE OFFICER 81.

(1) The Superintendent shall exercise such powers, in regard to the appointment and punishment of subordinate officers, as are specified in the rules relating to such officers.

(2) The Superintendent may , at any time, inquire into, and record his opinion on, the conduct of any subordinate officer.

In conducting all such inquiries he shall be guided by the relevant punishment and Appeal rules

82. The Superintendent shall report at once by telegram to be followed by a detailed report to the Inspector General as they occur:-

(a) all serious breaches of jail discipline;

(b) every case in which any prisoner escape or attempts to escape or is recaptured or commits suicide or dies from or receives a serious injury;

(c) all outbreaks of epidemic disease, or disease which may be likely to assume an epidemic form, amongst the prisoners

or officers of the jail, and the measures taken to prevent the spread thereof,

(d) all serious cases of overcrowding, and all such other matters as the Inspector General may, from time to time in his discretion, by general or special order in that behalf require to be so reported to him by the Superintendent.

(e) all deaths in jail custody together with immediate cause.

SUPERINTENDENT TO ACCOMPANY INSPECTOR GENERAL OR OFFICIAL VISITOR

83. (1) The Superintendent shall accompany the Inspector General whenever that officer visits the jail for the purpose of inspecting the same or any part thereof and shall take all necessary measures to facilitate the inspection and secure the safety of the inspecting officer.

(2) The Superintendent shall, if so desired, similarly accompany any official visitor during his visit to the jail.

84. (1) The Superintendent shall at all times exercise a vigilant supervision and control over all moneys and property of whatever kind received by him or by any subordinate officer, or at any time in his charge or in the charge of any subordinate officer, for or on account of the Government, the jail or any prisoner at any time confined therein, and over all expenditure of every kind incurred by him or under his authority or orders or under the authority of any rules in that behalf for the time being in force, on the upkeep and management of the jail and the maintenance of the jail and the maintenance of the prisoners for the time being confined therein or in any way relating thereto or connected therewith, and shall cause proper accounts and vouchers of all such receipts and expenditure and property to be regularly kept and audited in accordance with the provisions of these rules and of the rules and orders regulating the management of the public accounts for the time being in force in that behalf.

(2) The Superintendent shall be personally liable for all defalcations, loss or damage in any way due or attributable to any negligence, disobedience or misconduct on his part.

NOTE: The Superintendent is required to keep a constant watch over jail receipts and expenditure to promote all possible economy in every department and to carefully examine all demands and indents before sanctioning them or submitting then for sanction. He should frequently satisfy himself, by personal inspection, that the registers and books or account are regularly and duly written up; that daily entries are made in day books; that cash balances correspond with those entered in the books and that the latter are correct, and that outstandings are not allowed to remain unrealised longer than necessary. The Superintendent is liable for defalcations on the part of any member of the jail establishment which have been in any way facilitated or rendered possible by any neglect of duty or omission on his part to execise effective supervision. The Punjab Financial Rules are to be observed in all matters of accounts in addition to the rules made the Prisons Act and the orders of the Inspector General.

85. The Superintendent shall satisfy himself that all supplies are padi for at the time they are purchased or as soon afterwards as possible.

86. (1) The Superintendent shall carry into effect all requisitions, in writing of the Medical Officer, as to the provision of extra bedding or clothing or the alteration of the diet of any prisoner or with respect to any alteration of discipline or treatment in the case of any prisoner whose mind or body may, in the opinion of the Medical Officer, require it.

(2) The Superintendent shall look into the journal of Medical Officer atleast twice a week and often it deemed necessary.

SUPERINTENDENT TO ENTER HIS ORDER IN ORDER BOOK

87. The Superintendent shall enter in the journal to be maintained for the purpose, every order given by him relating to management and discipline to the jail, and shall satisfy himself that every such order is duly carried into effect.

PROCEDURE UPON CHANGE OF OFFICERS APPOINTED SUPERINTENDENT

88 When any officer is about to take over charge of the office of Superintendent of any jail is shall, before doing so, satisfy himself that all records and registers are up to date and in good order, and that the cash balances,

permanent advance and accounts are complete and duly kept. He shall make a note, in writing, of the defects, deficiencies or irregularities (if any) detected either at the time of taking over charge or within one month thereafter, and shall inform the Inspector –General thereof.

REPORTS AND SATISTICS TO BE SUPPLIED BY SUPERINTENDENT

89. (1) The Superintendent shall, from time to time, regularly and punctually submit to the Inspector-General all such statements or periodical:-

(a) returns of statistical information;

(b) statements of account in respect of receipt,

expenditure and property,

(c) bills, vouchers and other original documents;

(d) reports and other information;

As that officer may, at any time, by general or special order in that behalf, prescribe, or as may be required by any of the provisions of these rules or of the orders of the State Government.

(e) provided that the Superintendent of each Central and District Jail shall send personally a monthly report to the Inspector General of Prisons giving his personal overall assessment of the working of the jail. The report should be based on weekly and monthly meetings.

(f) The Superintendent shall keep one hour from 11.30 A.M to 12.30 P.M. for interview to the subordinate officials. During this time each individual official shall have free access to the Superintendent for redressal or personal grievances.

(i) A meeting of clerical and executive staff shall be held once a month in which difficulties of each individual is heard and remedial measures taken. Any suggestion/request for the improvement in office, as well as general working of the jail he encouraged.

(ii) A weekly meeting of Gazetted staff and Medical Officers shall be convened and suggestions regarding working of administration shall be discussed and policies formulated for efficient running of administration of the jail.

NOTE: Record for all such meetings shall be kept and submitted to the Inspector General of Prisons at the time of his visit to jail concerned.

(2) As soon as convenient, may be after the close of but not later than the thirtieth day of April, in each year, the Superintendent shall furnish the Inspector General with a report on the administration of the jail during the

preceding year. Every such report shall be in such form and shall contain such statistical, and other statements and returns as the Inspector General may, from time to time prescribe in that behalf;

Provided that every such report shall notice and explain all events of importance which have occurred in the jail during the year under report, and all material differences in the vital, financial and other statistics, between the year preceding the same. reported on and the year immediately

(3) The annual report shall be forwarded to the Inspector General

(a) in the case of a Central jail through the Commissioner of the Division; and

(b) in the case of any other jail-through the District Magistrate

NOTE: The annual report should be written on half margin foolscap.

SUPERINTENDENT OF TAKE PRECAUTION AGAINST FIRE

90. The Superintendent shall satisfy himself that proper precautions are taken to guard against fire. With this object he should draw up a set of rules for the guidance of officers in such cases, and cause a copy of them to be pasted between the jail gates or other equally conspicuous place. The rules should provide for:-

(a) a signal to notify the outbreak of fire;

(b) setting up of fire points with fire points with fire fighting equipment a different strategic places.

(c) a fire-brigade organised from the members of the staff, who should be put through a fire alarm parade once a month and so accustomed to the use of scaling ladders and the various duties they may be called on to perform in case of fire;

(d) a plentiful supply of water at all times and in convenient places;

(e) a supply of dry earth within each ward at night to extinguish any lamp that may burst or become a source of danger and the instruction to the convict officers as to what they should do in such cases;

(f) the key of any ward or compartment where prisoners are confined at night being readily distinguishable from other keys, so that

prisoners in a burning building can be promptly removed.

(g) " Fire fighting exercise will be carried out under the supervision of he nearest Fire Officer"

SECTION 11 THE DEPUTY SUPERINTENDENT

91. The appointment and service conditions of a Deputy Superintendent shall be as per the relevant Punjab Prisons Services Rules (Appendix…….)

PERSONS INCLUDED IN THE WORD " DEPUTY SUPERINTENDENT 92.

For the purpose of duty, the expression 'Deputy Superintendent' shall be deemed to include Deputy Superintendent Grade1, Senior Assistant Superintendent, Assistant Superintendent, Welfare officer, Sub-Assistant Superintendent and every person for the time being performing all or any of the functions or duties of a Deputy Superintendent, in regard to the functions or duties so performed.

DUTIES OF DEPUTY SUPERINTENDENT STATE GENERALLY.

93. (1) The Deputy Superintendent shall discharge the duties under the immediate direction and orders of the Superintendent.

(2) It shall be the duty of the Deputy Superintendent strictly to enforce, or cause to be so enforced, all laws, rules regulations, directions and orders respectively, relating to the management of jails and prisoner, and applicable to the jail or to any prisoner confined therein, for the time being in force.

RESIDENCE OF DEPUTY SUPERINTENDENT

94. The Deputy Superintendent shall reside in the prison unless the Superintendent permits him in writing to reside elsewhere.

DEPUTY SUPERINTENDENT TO BE PRESENT AT NIGHT

95. The Deputy Superintendent shall not be absent from the prison for a night without permission in writing from the Superintendent; but , if absent without leave for a night from unavoidable necessity, he shall immediately report the fact and the cause of it to the Superintendent.

DEPUTY SUPERINTENDENT TO MAKE OVER CHARGE WHEN HE LEAVES THE JAIL

96 The Deputy Superintendent shall, before leaving the jail for any purpose whatsover, and on every occasion on which he proposes to leave the jail, make over charge of the jail to the next senior officer in rank present, and shall record the fact that he has done so in his journal. The officer receiving charge shall, thereupon, counersign the entry made in acknowledge of having done so.

DUTIES OF DEPUTY SUPERINTENDENT AS TO SAFETY OF PRISONERS, DISCIPLINE, VISITS AND ATTENDENCE.

97 (1) The Deputy Superintendent shall do all acts and things which may be necessary or expedient for ensuring the safe custody of all prisoner at any time received into or confined in the jail, as well as for enforcing

and maintaining discipline and order amongst such prisoners and all subordinate officers of the jail at any time serving under his orders or control.

(2) The Deputy Superintendent shall, at least once in every twenty-four hours

(a) himself see very prisoner for the time being confined in the jail;

(b) visit every barrack, ward, cell compartment, and every other part of the jail and the premises thereof, including the hospital; and shall, save as provided in the rules regulations, directions and orders for the time being in force in that behalf, always remain present within the jail or the premises thereof.

NOTE: The Deputy Superintendent is permitted to be absent for meals at such times and for such periods as the Superintendent may specify, or when required to appear in a Court of Justice, or when leave of absence is granted by the Superintendent.

DEPUTY SUPERINTENDENT'S JOURNAL

98. The Deputy Superintendent shall regularly maintain a journal in which he shall from time to time record, as they occur, all events of importance effecting the jail and shall daily record the general state of the jail. He shall enter in his journal all reports and representations which it may be his duty to make to the Superintendent, and all other matters which by any of the provisions of the rules, regulations, directions and orders for the time being in force, he is required to enter therein.

DEPUTY SUPERINTENDENT NOT TO DELEGATE HIS DUTIES WITHOUT PERMISSION

99. If the Deputy Superintendent is at any time prvented, by unavoidable cause, from performing and duty imposed upon him as such Deputy Superintendent, he shall take immediate measures to have such duty performed by the next senior officer in rank present and to report the fact to the Superintendent, save as hereinbefore provided the Deputy Superintendent shall not, without the previous permission of the Superintendent, at any time delegate any duty to any other officer.

DUTIES AS TO LOCK-UP COUNTING, LABOUR FOOD AND REPORTING UNUSUAL OCCURENCES.

100 (1) It shall be the duty of the Deputy Superintendent to:-

(a) be present every evening when the prisoners are locked up for the

night and every morning when the prisoners are taken out of the sleeping wards, cells or other compartments;

(b) satisfy himself, both by night and morning that all the prisoners are present and in safe custody

(c) allot to each prisoner sentenced to undergo rigorous imprisonment a proper task and satisfy himself that every such prisoner, who is fit for labour, is daily put to proper labour and performs his alloted task and , for this purpose, to check the tasks alloted and visit the workshops frequently while the prisoner are engaged at work.

(e) supervise the distribution of food and satisfy himself that each prisoner receives his proper and to. quantity at the prescribed times,

(f) forthwith report every unusual occurrence of a section nature, to the Superintendent.

(2) The Superintendent may by a written order take over such of the duties of the Deputy Superintendent as he may deem necessary for the efficient running of the jail.

(3) Every action taken under sub Rule (2) shall forthwith be reported by the Superintendent to the Inspector General giving full justification therefor and the Inspector General may confirm,modify or cancel such order.

DUTY OF DEPUTY SUPERINTENDENT ON ADMISSION OF PRISONER 101. Upon the admission of every prisoner the Deputy Superintendent shall:-

(a) examine or cause to be examined the warrant or order under which such prisoner is committed to the jail and satisfy himself that it is in all respects complete in order and valid.

(b) remove, or cause to be removed, from such prisoner all money or other articles found on him, including (if such prisoner is not, by law, entitled to retain it) his wearing apparel and (in such case) shall provide him with a complete jail out-fit;

(c) take measure to preserve and protect all property taken from, or belonging to, the hands, and prisoner which may come into his

(d) shall satisfy himself that the provisions of Chapter IV of the Act, and these rules, as to the admission of prisoners, are duly complied with.

EFFECT OF PRISONERS

102 All money or other articles in respect whereof no order of a competent Court has been made; and which may with proper authority be brought into the prison by any criminal prisoner or sent to the prison for his use shall be placed in the custody of the Deputy Superintendent.

DUTIES OF DEPUTY SUPERINTENDENT IN REGARD TO, EXECUTION OF SENTENCES.

103. It shall be the duty of the Deputy Superintendent:-

(a) to cause all lawful warrants and orders of commitment to be duly obeyed and carried into effect.

(b) on the admission of every prisoner, to cause his name to be duly entered in the register of release under the date on which such prisoner is , in due course of law, entitled to be released.

(c) to give effect to all remissions of sentences lawfully earned or granted, and from time to time, to review and cause to enter the correct date of release in the register of releases.

(d) to take all measures that may be necessary or expedient in order that no prisoner shall be released before he is legally entitled to be released;

CERTAIN PRISONER TO BE TAKEN BEFORE SUPERINTENDENT 104. In the event of any prisoner being at any time guilty of a breach of discipline or of any rule of regulation or of any other misconduct, the Deputy Superintendent shall cause the offender to be brought before the Superintendent for orders, and shall enter or cause to enter the charges in the prisoner's history-ticket.

DEPUTY SUPERINTENDENT TO SEARCH WEEKLY FOR PROHIBITED ARTICLES.

105. The Deputy Superintendent shall, ar uncertain times, at least once a week, cause each prisoner, and all clothing and bedding, and all wards, cells and other compartments, workshops, latrines and other places frequented by prisoner, to be thoroughly searched in prohibited articles.

DEPUTY SUPERINTENDENT TO REGULATE INTERVIEWS AND COMMUNICATIONS.

106 It shall be the duty of the Deputy Superintendent to regulate all interviews and communications between prisoners and persons who are not prisoners and to prevent all persons who are not duly authorised in that behalf by competent authority from entering the jail premises or having andy access of any kind to, or communication with, any prisoner, and to arrange that the proper officer of the jail is present during all interviews held.

DEPUTY SUPERINTENDENT WHEN REQUIRED TO ACCOMPANY OFFICERS AND VISITORS.

107. The Deputy Superintendent shall, whenever required so to do, accompany the Superintendent, Civil Surgeon, and Magistrate and every inspecting officer and visitor on their visits to the jail.

DUTIES OF DEPUTY SUPERINTENDENT ENFORCING DISCIPLINE AMONGST SUBORDINATE OFFICER.

108. (1) It shall be the duty of the Deputy Superintendent to exercise proper control over all officer of the jail subordinate to hime and to satisfy himself that every such officer is at all times alert, and that he discharges his duties regularly and in a satisfactory manner.

(2) The Deputy Superintendent shall at all times maintain strict discipline amgonst subordinate officer and shall be responsible that:-

(a) such officer as are subject to discipline in the nature of military discipline, are acquainted with drill and the use of their arms; (b) all officers in respect of the officer held by them and for whom uniforms are prescribed, wear such uniforms in the prescribed manner at all times when such uniform is required to be worn; (c) the prescribed roster of attendance and duties is carried into effect.

(d) when on duty, all officers are neat and clean in that, appearance, propertly dressed and accoutered, and

(e) every instance in which any subordinate officer is guilty of any dereliction of duty, breach of discipline or other misconduct, which comes to his knowledge, is entered in his journal and brought to the notice of the Superintendent.

POWER OF DEPUTY SUPERINTENDENT TO GRANT FOUR HOURS LEAVE.

109. Subject to the rules relating to the granting of leave and the record to be maintained of all leaves granted, the Deputy Superintendent may grant leave of absence for a period not exceeding four hours at any one time to any subordinate officer.

Provided that in every case in which any such leae is granted, the Deputy Superintendent shall make all necessary arrangements for the due performance of the duties of the officer to whom such leave is granted, during his absence on such leave.

DEPUTY SUPERINTENDENT TO HOLD PARADE EVERY SUNDAY 110. The Deputy Superintendent shall hold a parade of all the prisoners for the time being confined in the jail on every Sunday Evening and shall,

(a) carefully inspect every prisoner,

(b) examine the clothing, bedding and utensils etc. of every prisoner.

(c) check prisoner is present or accounted for;

And satisfy himself generally that everything is in proper order, He shall enter a report of his inspection in his journal, noting therein the state of the clothing, clearnliness, numerical strength and other matters of importance relating to the prisoners.

RESPONSIBILITY OF DEPUTY SUPERINTENDENT FOR RECORDS, WARRANTS MONEY ETC.

111. The Deputy Superintendent shall be responsible for the safe custody of the records to be kept under section 12 of the prisons Act 1894 for the commitment warrants and all other documents confided to his care, and for the mony and other articles taken from prisoners.

CUSTODY OF GOVERNMENT PROPERTY. PERIODICAL STOCK TAKINGS. 112 (1) The Deputy Superintendent shall be resposible for the receipt, issue, safe custody and the application or disposal of all stores, machinery, tools, plant, raw materials, manfucatured goods and all other articles of whatever kind for the time being in the jail and the property of the Government, and he shall maintain, or cause to be maintained, proper accounts and registers thereof. He shall take stock frequently, and from time to time examine and verify the accounts and registers maintained,

NOTE:- Stock should be taken of the articles in the "Issue" godowns once a month.

(2) The Deputy Superintendent should check every article of store at least once in six months and record in the remarks column of the stores register whether the balance checked on a certain date was correct or incorrect and that discrepancies, if any, were noted. A note of this check, should also be made in his journal and the discrepancies, if any, should be reported to the Superintendent, if there is a change in office, he should check all articles on assuming charge and this may be taken as a six monthly check.

note:1. The checking of articles should be so arranged that the Superintendent checks one-half in the quarter which the Deputy Superintendent should check in the second quarter and vice versa. In this way every article will be checked once in three months either by the Superintendent or the Deputy Superintendent. The certificate of the check

shall be submitted to the Inspector General in

form No. 52 soon after the Ist January and the list July each year.

note:-2 In the Jails in which there is a Deputy Superintendent (F) the duties of the Deputy Superintendent, in so far as they relate to the Manufactory Department, devolve on that officer.

NOTE:3. When shortage are found as a result of a check made in any of the stores, or as a result of an audit report by the Accountant-General, Punjab or by any officer from head office, the Superintendent shall take immediate action to fix responsibility for the shortages among the officials concerned. He shall conduct the necessary enquiry and submit his report within six weeks of the receipt of the audit or inspection report or the shortage coming to his notice with a recommendation to Inspector General for orders.

DUTY OF DEPUTY SUPERINTENDENT TO SICK PRISONERS.

113. (1) The names of prisoners desiring to see the Medical Officer or appearing out of health in mind or body shall, without delay, be reported by the officer in immediate charge of such prisoner to theDeputy Superintendent

(2) The Deputy Superintendent, shall, without delay, call the attention of the Medical Subordinate to any prisoner desiring to see him, or who is ill, or whose state of mind or body appears to require attention, and shall carry into effect all written directions given by the Medical Officer respecting alterations of the discipline or treatment of any such prisoner.

RECORD OF DIRECTIONS OF MEDICAL OFFICER

114. All directions given by the Medical Officer in relation to any prisoner, with the exception of orders for the supply of medicines or directions relating to such matters as are carried into effect by the Medical Officer himself or under his superintendence, shall be entered day by day in the prisoner's history-ticket or in such other record as the State Government may be rule direct, and the Deputy Superintendent shall make an entry in its proper place stating in respect of each direction the fact of its having been or not having been complied with, accompanied by such observations, if any, as the Deputy Superintendent thinks fir to make and the date of the entry.

DEPUTY SUPERINTENDENT TO GIVE NOTICE OF DEATH OF PRISONER 115

Upon the death of a prisoner, the Deputy Superintendent shall give immediate notice thereof to the Superintendent and the Medical Officer

PRISONERS NOT TO BE IRONED EXCEPT UNDER NECESSITY.

116. No prisoner shall be put in irons or under mechanical restraint by the Deputy Superintendent of his own authority, except in case of urgent necessity, in which case notice thereof shall forthwith be given through Superintendent to the District Magistrate in the case of convicted prisoners and to the Court concerned in the case of under trial prisoner.

117. The Deputy Superintendent shall enter daily in his journal;

(a) the time the wards were opened;

(b) the members of the staff (if any) who were absent;

(c) the time prisoner began work;

(d) the time work was stopped in the forenoon and when it was recommenced;

(e) the time work was stopped for the day; and

(f) the time the lock-up was completed

(g) that the gratings and locks of the jail were got tested and found intact.

OTHER MATTERS OF IMPORTANCE TO BE NOTED IN DEPUTY SUPERINTENDENT'S JOURNAL

118 The Deputy Superintendent shall enter in his journal all instances in which he may have found it necessary to use restraint to any prisoner; any violent outbreak or serious offence, accident, death or other occurrence out of the ordinary routine, application for the Superintendent's sanction for the employment of prisoners in any special manner or for any unusual expenditure, and whenever it is proposed to draw money from the Treasury for manufactory or jail purposes- a note showing the necessity for the same.

DISPOSAL OF ENTERIES IN THE DEPUTY SUPERINTENDENT'S JOURNAL

119. The Deputy Superintendent's journal shall be placed daily (or oftener if necessary), before the Superintendent, who shall endorse his orders against each entry or if no orders or comments are necessary, append his initials.

DEPUTY SUPERINTENDENT RESPONSIBLE FOR THE EFFICIENCY OF THE GUARD

120 (1) The Deputy Superintendent shall satisfy himself that a sufficient strength of the guard to meet all emergencies is at all times present at the jail and ready to be armed, and that the warders sleep in the quarters allotted to them and do not leave the jail premises without permission.

(2) The Deputy and the Assistant Superintendents shall at –least once a week in addition to their routine night round search the relieved and relieving night guards between the gates (after 10 P.M. and

before 4.00 A.M)

DEPUTY SUPERINTENDENT RESPONSIBLE FOR PROPERTY AND MONEY ENTRUSTED TO HIM.

121 The Deputy Superintendent shall render an account, on his removal or transfer, of all Government and other property and money entrusted to his care. He shall see that all store-rooms are clean, neatly arranged and protected as far as possible from vermin, birds, insects and the weather.

DEPUTY SUPERINTENDENT RESPONSIBLE FOR SCALE, WEIGHT STORES AND THE STATE OF THE GODWON.

122 The Deputy Superintendent shall be responsible:-

(a) that the scales, weights and measures in use in the jail, for the issue and distribution of provisions, stores and raw material, are accurate and in good order and shall, before taking delivery, weigh, measure or count all stores supplied to the jail, or cause such to supervision; and be done under his personal

(b) for the state of the jail store-rooms and their inaccessibility to convicts and others not authorized to enter them.

DEPUTY SUPERINTENDENT TO SUPERVISE OFFICE AND KEEP CERTAIN REGISTERS, DUTIES REGARDING CASH AND CASH BOOKS.

123 The Deputy Superintendent shall exercise general supervison over the work of the office. The delegation of the preparation of returns entries in registers, or of any of the Deputy Superintendent's duties to any authorised subordinate, in no way relieves the Deputy Superintendent of the responsibility for ensuring that these are correctly and punctually made, but his most important duties are in the direct control of the prisoners and management of the jail. He shall keep the or cause to be kept the cash-books, release diaries and such other registers as the Superintendent may direct. He shall daily compare the balances of cash in hand with the balances shown in the cash-books, initial the latter if correct present them to the Superintendent daily for examination. NOTE:-1 Cash/Cash book shall ordinarily be handled by the office Superintendent/Head Clerk for the maintenance section and Accountant for the Factory section. Official handling the cash will be given cash allowance as per the Government instructions in that behalf.

NOTE;-2 The Deputy Superintendent should report monthly in his journal on the registers in charge of each of his subordinates.

RESPONSIBILITY FOR ECONOMY IN EVERY DEPARTMENT.

124 The Deputy Superintendent shall promote such economy as it consistent with efficiency, in every department of the jail, he shall prepare or cause to be prepared, and submit to the Superintendent all indents for food clothing and articles of every description required, he shall prevent andy needless destruction of Government property, utilize convict labour to the fullest extent in supplying the requirements of the jail and other department and bring to the notice of the Superintendent any improper waste or extravagance.

125. When a Deputy Superintendent in discharged or suspended, resigns, taken leave (other than casual leave) or is transferred, he shall be required, in making over charge to his successor, to give an inventory of all property. Stores, etc, in his hands, together with vouchers for all credit sales. This list shall be kept with the jail records, a copy being given to his successor and another sent to the Inspector General. The Superintendent shall satisfy himself as to the correctness of the list within two months fromj the date the Deputy Superintendent leaves the jail and shall if circumstances warrant his doing so furnish the Deputy Superintendent should the latter require it , with a certificate (

form No. 166), that no demands or liabilities are outsta.ding against him in that jail. In case of the death of the Deputy Superintendent, the inventory shall be made by or under the directions of the Superintendent, and the certificate shall be granted on the application of the heirs or executors of the diceased.

NOTE;-1 The order may he suspended in the case of a Deputy Superintendent who takes earned leave for not more than six weeks, but in that case the Deputy Superintendent who take leave shall be primarily responsible for the stores, etc, during his absence, and the burden of proving the responsibility of his locum teness for any loss shall lie with him.

NOTE:-2 All the subordinate official in whose custody the inventory articles are kept shall be responsible for making over the charge by them of the respective articles in their stores and wards. They will render complete account of all the inventory articles and other stores under their charge, and shall be responsible for anhy loss or damage attirbutable to their negligence.

DUTY OF DEPUTY SUERINTENDENT WITH REGARD TO WELFARE OF PRISONER

126 (1) The Deputy Superintendent shall be responsible for implementing statepolicy pertaining to correctional administration, reformation and welfare activities of prisoners. He shall be responsible for organising and conducting educational, cultural, recreational and all other welfare activities for the prisoner

(2) The Deputy Superintendent shall supervise the work of correctional staff and Welfare Officer in the jail. He shall check every article of canteen atleast once in every three months and record a certificate to that effect and shall cause to maintain proper accounts and registers thereof.

DUTY OF DEPUTY SUPERINTENDENT ON CHANGE OF SUPERINTENDENT

127. When a new Superintendent assumes charges of a jail, it shall be the duty of the Deputy Superintendent to bring to his notice, in writing, all orders specially relating to that jail. In the event of any grave irregularity taking place in consequence of the non-observances on the part of the Superintendent of any such order, the Deputy Superintendent will be held responsible unless he can show that he brought the order in question to the notice of the Superintendent

SECTION III: DEPUTY SUPERINTENDENT FACTORY

APPOINTMENT OF DEPUTY SUPERINTENDENT FACTORY.

128 One of the Deputy Superintendent may be put in charge of the manufacturing department and other productive enterprises being carried on in the jail other than Agriculture in any jail in which any industry is carried on.

NOTE: Assistant Superintendent Factory shall perform all the duties of Deputy Superintendent Factory in a jail where Deputy Superintendent is not posted and Assistant Superintendent is put incharge of the factory

DEPUTY SUPERINTENDENT FACTORY TO COMPLY WITH ORDERS AND OBEY SUPERINTENDENT

129 (1) The Deputy Superintendent Factory shall obey the orders of Superintendent Maintenance in all matters relating to discipline and daily routine.

(2) It shall be the duty of the Deputy Superintendent Factory at all times to Assistant the Superintendent and other jail officers in the maintenane of order and discipline and in the general management of the jail.

DUTIES AND RESPONSIBILITIES OF DEPUTY SUPERINTENDENT FACTORY

130 (1) The Deputy Superintendent Factory shall be responsible for the efficient management of the manufactory department and shall conduct all operations relating to the manufacture of articles in the jail to the greatest possible advantage of the Government.

(2) At stores maintained in the manufactory department of the jail, whether consisting of raw material, material in process of manufacture or manufactured goods, machinery, plant, tools or other articles shall be under the care and supervision of the Deputy Superintendent Factory, who shall at all times be liable to duly account therefor to the Superintendent

(3) The Deputy Superintendent Factory shall cause proper accounts to be kept of all stores purchased, received, in stock and expended, respectively, and of all moneys of whatever kind at any time received or expended by him or under his authority or orders. He shall be responsible that all registers and accounts prescribed and

relating to the manufactory department, are at all times correctly prepared and kept up to date; that proper vouchers for all issues of stores and payments are obtained kept in safe custody, and produced when called for by the Superintendent, and that his accounts are duly audited under proper authority.

(4) The Deputy Superintendent Factory shall periodically examine all, cash, stores, machinery, plant, tools, raw materials, materials is process of manfucature and and manufactured articles, and satisfy himself that the cash, stock, materials, manufactured articles, machinery, plant and tools are as per the balance shown in the accounts.

(5) The Deputy Superintendent Factory shall be personally liable for any defalcations, loss or damage in any way due or attributable to any negligence, disobedience or misconduct on his part.

(6) The Deputy Superintendent Factory shall use all means in his power to make the labour of the prisoners profitable to Government. He shall prevent waste and peculation in the manufactory, he responsible for the (i) checking of the applications for raw material, and see that the quantity of material charged for have been received , (ii) that the reates paid for all supplies afre fair, and (iii) that the prices at which manufactured goods are sold are properly remunerative and promptly paid for. He shall also be responsible for moneys sent to the local treasury

NOTE:- The Deputy Superintendent Factory is required to keep a constant watch on the receipts and expenditure of the manufactory department and all property of whatever kind relating thereto. He is liable for defalcations on the part of every officer serving under his orders which have been in any way facilitated or rendered possible by and neglect of duty or omission on his part to exercise effective supervision.

DEPUTY SUPERINTENDENT FACTORY TO MAINTAIN A REPORT BOOK.

131. The Deputy Superintendent Factory shall maintain a report book in which he shall make entries of all matters requiring the orders of the Superintendent such as requisitions for prisoners, materials, machinery, tools, plant, and the like,

the manufacture, sale, or despatch of goods, and recommendations of every kind relating to the manufactory department. Orders relating to manufactory, passed by the Superintendent, shall be entered in the report book.

CONSOLIDATED DEMAND OF RAW MATERIAL TOOLS AND IMPLEMENTS.

132 (1) The Deputy Superintendent Factory shall give the consolidated demand of raw material, machinery tools and implements to the Superintendent well in time, to enable the competent authority to arrangeits purchase.

(2) The Deputy Superintendent Factory shall use every endeavour to improve the quality of the work turned out in the manufactory, and he shall be responsible that articles not according to specification are specially brought to the notice of the Superintendent. He shall satisfy himself, from time to time, " that the work turned out in each branch of industry is commensurate with the labour employed and the raw material consumed.

(3) The Deputy Superintendent Factory shall make himself acquainted, as far as possible, with the character and industry of every prisoner working under him, and assist the Superintendent in allotting remissions and granting rewards for good work. He shall report to the Superintendent for punishment, all prisoners failing to complete their allotted tasks or doing bad work, as well as all breaches of jail discipline which come within his cognizance.

(4) The Deputy Superintendent Factory shall enter the jail manufactory sufficiently early each morning to superintend the distribution of the labour gangs, check the task sheet and verify the task done by each worker and he shall ordinarily remain inside the jail throughout the day.

NOTE:- Quarter shall be provided for the Deputy Superintendent Factory at the jail, in which he shall reside. He shall not absent himself from his duties without the permission of the Superintendent unless he is sick, in which case he shall furnish a certificate of sickness from the Medical Officer. He may absent himself for meals and other purpose at such hours and for such periods at the Superintendent may fix.

SECTION IV: THE SENIOR ASSISTANT SUPERINTENDENT

APPOINTMENT OF SENIOR ASSISTANT SUPERINTENDENT DUTIES PRESCRIBED.

133. (1) At every maximum security/Central Jail a Senior Assistant Superintendent shall be appointed from amongst the cader of Assistant Superintendent /Welfare Officer/Case Workers by selection on the basis of merit and seniority.

(2) The Senior Assistant Superintendent shall be immediately subordinate to the Deputy Superintendent and shall assist him in the discharge of his duties.

(3) The Senior Assistant Superintendent shall take the place of the Deputy Superintendent whenever that officer is temporarily absent from, or incapacitated for, duty, and when the Deputy Superintendent is present , shall discharge such duties and assist in such ways, as may , from time to time, he prescribed , in writing, by the Superintendent.

(4) Every Senior Assistant Superintendent shall perform the duties of Deputy Superintendent regarding counting searches etc. at the time of lock up in the evening and lock out in the morning on alternative days so as to gain experience and give relief to the Deputy Superintendent for such duties.

(5) The Deputy, the Senior Assistant and the Assistant Superintendent shall at-least once a week personally search the relieved and relieving night guards between the gates.

Note:- For further particulars as to the duties of Senior Assistant Superintendent, the rules applicable to Deputy Superintendent and particularly paragraph 92. Should be referred to.

POWERS OF SENIOR ASSISTANT SUPERINTENDENT AND ASSISTANT SUPERINTENDENT

134. Where a Senior Assistant Superintendent or Assistant Superintendent is appointed to a prison, he shall subject to the orders of the Superintendent, be competent to perform any of the duties, and be subject to all the responsibilities, of a Deputy Superintendent under the Prisons Act, 1894 or

any rule thereunder.

DUTIES OF SENIOR ASSISTANT SUPERINTENDENT TO BE DEFINED AND CHANGED.

135. A definite share of the duties of the Deputy Superintendent shall be assigned to the Senior Assistant Superintendent under the written orders of the Superintendent. These duties shall be changed from time to time, so as to afford him every opportunity of becoming acquainted with all the details of jail management.

SENIOR ASSISTANT SUPERINTENDENT APPOINTED BY SELECTION AND ON PROMOTION.

136. (1) Promotion to the appointment of Senior Assistant Superintendent shall be made by selection as laid down in Punjab Prisons Service Class-III(Executive) Rules.

SECTION V

ASSISTANT SUPERINTENDENT AND WELFARE OFFICER

137. (1) The service of Assistant Superintendents and Welfare officer in thePunjab Jails Department (hereinafter called " the Service") is a subordinate service and officers holding these appointments will be non-gazetted officers.

(2) The recruitment and service condition of Assistant Superintendent and Welfare Officers shall be governed by the Punjab Prisons Service Class III Rules.

(3) Assistant Superintendent and Welfare Officer shall be subordinate to the Deputy Superintendent and shall obey his orders.

(4) The Assistant Superintendent and Welfare Officer shall, subject to the orders of the Superintendent, be competent to perform any of duties and be subject to all the responsibilities of a Deputy Superintendent under the prisons Act or any rule there under for the duties assigned.

(5) The Deputy Superintendent Factory, senior most Assistant

Superintendent or Welfare Officer shall take the place of the Deputy Superintendent when he is temporarily absent from or incapacitated for duty and Senior Most Assistant Superintendent present shall discharge such duties and assist in such ways, as may from time to time be prescribed, in writing, by the Superintendent.

138. The Assistant Superintendent/Welfare Officer shall atleast once a week personally search the releived and releiving guard between the Main Gate.

NOTE: The duties of Assistant Superintendent and Welfare Officer, shall be changed from time to time so as to afford them every opportunity of becoming acquainted with all the details.

SECTION VI: SUB-ASSISTANT SUPERINTENDENT

139 (i) A Sub-Assistant Superintendent be appointed from amongst the Head Warders by selection on the basis of merit and passing of required departmental examination.

(ii) A thorough knowledge of laws, rules, directions and orders regulating the management of jails and prisoners, efficiency in drill and ability to drill the guard, the possession of qualities which enable the officer to command respect and maintain authority and of good conduct, shall be the qualifications for a Sub Assistant Superintendent

140. (i) The Sub-Assistant Superintendent shall be subordinate to the Deputy superintendent, Senior Assistant Superintendent and Assistant Superintendent/Welfare Officers and shall assist the Deputy Superintendent in the performance of his duties.

(ii) He shall perform all the duties and will be subject to all the responsibility as in case of an Assistant Superintendent for the duties, assigned by the Superintendent /Deputy Superintendent Jail.

SECTION VII- THE MEDICAL OFFICER
GENERAL DUTIES MEDICAL OFFICER.

141 Subject to the control of the Superintendent, the Medical Officer shall have charge of the sanitary and medical administration of the prison, and shall perform such duties as may be prescribed by rules made by the State Government under section 59 of Prisons Act, 1894.

(2) (a) The Medical Officer shall accompany the Inspector-General whenever that officer visits the jail for the purpose of inspecting the same or any part thereof.

(b) The Medical Officer shall accompany the Superintendent on weekly parade of the prisoners and shall carry out or cause to be carried out all instructions given by the Superintendent in respects of his functions.

APPOINTMENT OF MEDICAL OFFICER

142. There shall be alteast one whole time Medical Officer for every jail which has a population upto 500. He shall be on deputation from Health Department and shall except for the medical treatment of the sick, be subordinate to the Superintendent. If there are two or more P.C.M.S. Officers posted in a jail, the senior most amongst them, shall he incharge of the Hospital and Medical administration. The other officer shall be called the Additional Medical Officer.

NOTE: When the population exceeds 500, Additional Medical Staff may be provided.

TEMPORARY ABSENCE OF THE MEDICAL OFFICER.

143. Whenver the Medical Officer of a jail is temporarily absent from the station, his duties shall be performed by the Additional Medical Officer if there is no Additional Medical Officer, by a Medical Officer, deputed by the Civil Surgeon of the district for which the Superintendent shall make a written request.

CHANNEL OF COMMUNICATION.

144. The Medical Officer shall ordinarily correspond with the Inspector General through the Superintendent

MEDICAL OFFICER TO VISIT JAIL DAILY AND TAKE MEASURES TO SECURE THE HEALTH OF PRISONERS.

145. (1) It shall be the duty of the Medical Officer to visit the jail atleast once a day, except on Sundays, and on that day also whenever necessary; should circumstances render that course desirable, the Medical Officer shall visit the jail oftener than once a day. He shall visit every part of the jail and its precincts and premises frequently and after every visit he shall record a note in his journal mentioning the sanitary condition of jail.

(2) The Medical Officer shall take all such measures as may be necessary or expedient for the maintenance of the jail and its surroundings in a thoroughly sanitary state and the prisoners in sound health. If necessary, he may obtain the services of a specialist from a Government Hospital.

(3) he shall visit all prisoners confined in cells daily.

MODE OF RECORDING DIRECTIONS AND RECOMMENDATIONS OF MEDICAL OFFICER.

146 (1) Any directions (other than directions which are to be carried out by theMedical Officer himself or under his personal Superintendent) which the Medical Officer may think fit to give in respect of the treatment of any

prisoner shall be entered on the history-ticket of the prisoner concerned.

(2) Every recommendation relating to the prisoner generally, or to any gang, body or class of prisoners or affecting the medical or sanitary administration of the jail in general, which the Medical Officer may think fit to make, shall be entered by him in his journal.

RECORD BY MEDICAL OFFICER ON ADMISSION AND DISCHARGE OF PRISONERS

147. In addition to complying with the provisions of Chapter IV of Act, in regard to the admission, removal and discharge of prisoners, the Medical Officer shall record or cause to be recorded, under his Superintendent.

(1) (i) at the time of the admission of every prisoner to the jail in the admission register and history-ticket of such prisoner.

(a) the state of the prisoner's health;

(b) the prisoner's age and weight;

(c) if sentenced to labour, the class of labour (if any) for which the prisoner is, in the opinion of the Medical Officer, fit; and

(d) any other observations which the inspection of the prisoner may disclose and which should, in the opinion of the Medical Officer, be made;

(ii) at the time of the discharge of every prisoner from the jail, enter in the admission register, the state of health and the weight of the convict so discharged.

(2) The Medical Officer shall satisfy himself that the private clothing of a newly admitted prisoners is cleaned, and if necessary disinfected before removal to the godown.

(3) If the Medical Officer has reason to believe that any female prisoner is pregnant, he shall report the circumstances to the Superintendent.

(4) When a prisoner with injury on his body is admitted into a prison from police custody, his medical examination shall be conducted in the manner prescribed in sub para (1) of Para

396.

VACCINATION OF PRISONERS

148 (1) The Medical Officer shall, as soon as convenient after admission to jail vaccinate or casue to be vaccinated every healthy prisoner who is not protected against small-pox.

(2) It is unnecessary to require the vaccination of prisoners who on admission to jail:-

(a) are protected against small-pox, in the sense either of showing unmistakeable signs of having suffered from the disease, or of bearing clear and well defined marks of previous vaccination, or

(b) Whether " protected" or not are to undergo sentences which will detain them in jail for a month.

period not exceeding one

(3) The officer in medical charge of a jail has full discretion to dispense with vaccination or revaccination in any case, including those of the nature specified in clause (1) and (2) in which he considers it undesirable or unnecessary.

DUTY WITH REGARD TO SICK PRISONERS AND MALINGERERS.

149. (1) The Medical Officer shall daily visit the sick in the hospital, and shall examine every prisoner who may complaint of any illness, and may, if necessary, direct the admission of any such prisoner to hospital .

(2) If at any time the Medical Officer is of opinion that any prisoner is malingering he shall forthwith report the fact to the Superintendent.

MEDICAL OFFICER TO REPORT IN CERTAIN CASES.

150. Whenever the Medical Officer has reason to believe that the mind of a prisoner is, or in likely to be injuriously affected by the discipline or treatment to which he is subjected, the medical officer shall report, the case in writing to the Superintendent, together with such observations as he may think proper.

This report, with the orders of the Superintendent thereon, shall forthwith be sent to the Inspector-General for information.

MEDICAL OFFICER TO INSPECT THE JAIL AND JAIL GARDEN.

151. (1) The Medical Officer while visiting the jail shall satisfy himself than nothing exists there-in which is likely to be injurious to the health of the prisoners, that the system of drainage is satisfactory and in good working order, that the water-supply is pure and unpolluted, and is not liable to pollution from any source; that adequate precautions are being taken against overcrowding in wards, cells and other compartments, and that the ventilation and cleanliness of barracks, wards, cells and other compartments, workshops,

Latrines and the like, are duly provided for and attended to. He shall also frequently inspect the cook houses and test the weight and quality of the rations both before and after cooking. He shall report to the Superintendent any matter which, in his opinion, demands attention, provided that in any case in which the Superintendent considers it inexpedient to accept the recommendation and the Superintendent's objections should be forwarded to the Inspector-General for final orders.

(2) The Medical Officer shall see that the food for the sick is properly prepared and distributed.

(3) The Medical Officer shall frequently visit and supervise the management of the jail garden and shall satisfy himself that the provisions of paragraph 72. In regard thereto are duly attended to and shall bring any defect or deficiency to the notice of the Superintendent.

MEDICAL OFFICER MAY ADD TO OR VERY DIET IN CERTAIN CASES.

152. The Medical Officer may, in his discretion, make any addition to or alteration in the diet for the sick, convalescents, the aged, and the young and in respect of gangs specially employed, which he may deem necessary on medical grounds and record brief reasons therefor, in the history ticket of the prisoner. **MEDICAL OFFICER TO INSPECT CEMETERY.**

153. The Medical Officer shall occasionally inspect the cemetery of the jail, and shall satisfy himself that it is maintained in a satisfactory sanitary condition. **MEDICAL OFFICER'S DUTY ON THE APPEARANCE OF EPIDEMIC.**

154. (1) The Medical Officer shall, in the event of the appearance of epidemic disease of any kind among the prisoners or officers of the jail, be responsible that all measures and precautions which may be necessary or expedient to meet the emergency and prevent the spread of the disease are promptly taken and that the rules and orders regulating such matters are fully enforced.

(2) Immediately upon the appearance of any case of infectious disease or any disease which is likely to assume an epidemic form the Medical Officer shall report the fact to the Superintendent (with a copy to the civil surgeon) for the information of the Inspector-Generaltogether with any recommendations which he may think fit to make in view to prevent the spread of the disease and otherwise deal with it.

SPECIAL ACTION IN CASE OF CHOLERA.

155. The Medical Officer shall maintain a special record, in the prescribed form, of all cases of cholera, whether sporadic, or epidemic, and shall furnish the necessary report required by the directions for the time being in force in that behalf.

ATTENDENCE OF OFFICER

156. The Medical Officer shall render proper medical attendance, not only to the prisoners but also to all officers/official of the jail and members of their family.

DUTY OF MEDICAL OFFICER UPON THE DEATH OF ANY PRISONER.

157. (1) In the event of the death of any prisoner the Medical Officers shall see, and, if necessary examine the body of the deceased prisoner, so that

he may in every case, be in a position to certify to the fact and cause of death. When the Medical Officer is in any doubt as to the death appears or is likely to have been the result of an offence punishable under the Indian Penal code, he shall make a complete and regular post mortem examination on the body of the deceased. In the event of several deaths resulting from any prevailing epidemic a post-mortem examination shall be made in one or more cases to be selected by the Medical Officer in consultation with the civil surgeon.

(2) The provisions of clause (1) shall, mutatis mutandis, apply to the case of a death occurring amongst the officers of the jail while employed on duty at or within such jail.

REPORT ON DEATH OF PRISONER.

158 On the death of any prisoner, the Medical Officer shall forthwith record in a register the following particulars, so far as they can be ascertained namely:-

(1) the day on which the deceased first complained of illness or was observed to be ill;

(2) the labour, if any, on which he was enganged on that day;

(3) the scale of his diet on that day;

(4) the day on which he was admitted to hospital;

(5) the day on which the Medical Officer was first informed of the illness;

(6) the nature of the disease,

(7) when the deceased was last seen before his death by the Medical Officer or Additional Medical Officer.

(8) when the prisoner died, and

(9) (in cases where a post-morten examination is made) an account of the appearances after death, together with any special remarks that appear o the Medical Officer to be required.

NOTE:- The necessary record shall be made in Medical Officer's journal.

DUTIES OF THE MEDICAL OFFCIER TO COMPLY WITH DUTIES IMPOSED BY

THE INSPECTOR-GENERAL.

159 The Medical Officer shall duly observe and comply with all directions issued by the Inspector-General as to the duties which he is to perform and the manner in which he is to perform them. He shall furnish such periodical statistical and other information and reports, in respect of sickness and mortality amogst prisoner, the sanitation of the jail and other matters pertaining to his duties, as may from time to time be prescribed by the Inspector –General in that behalf.

DUTIES OF THE MEDICAL OFFICER WITH REGARD TO MEDICINES, MEDICAL STORES AND INDENTS.

106. The Medical Officer shall:-

(a) submit for the sanction of the Inspector-General, a yearly indent (M.S.D. 134, 135) for medicines and medical stores;

(b) keep or cause to be kept a proper account of medicines, instruments and appliances,

(c) satisfy himself that poisons are kept separate from other medicines, properly labelled and under lock and key;

(d) from time to time examine the medicines in store to assure himself that they are in a fit condition for use;

(e) regularly check the account of locally purchased medicines;

(f) be responsible to ensure that all allopatic medicines, instruments, all locally purchased medicines and medical stores charged in the jail accounts are faithfully and solely used in the service of the jail; and

(g) submit a report to the Inspector General every year in January on the medical and sanitary administration of the jail;

DUTIES AS REGARDS THE DAIRY.

161. The Medical Officer shall examine the cow-houses, dairy and milk –vessels daily see that they are kept clean.

SECTION VIII; THE ADDITIONAL MEDICAL OFFICER

ADDITIONAL MEDICAL OFFICER TO OBEY ORDERS OF CERTAIN OFFICERS. 162. (1) In all matters relating to or connected with the feeding, clothing and medical treatment of hospital patients and other professional duties,the Additional Medical Officer shall obey the orders of and discharge such duties as may from time to time the lawfully assigned to him, by the Medical Officer. In matters relating to or connected with the maintenance of order and discipline in and the general management of the jail, he shall obey the orders of the Superintendent.

(2) The Additional Medical Officer shall record in his report book and report to the Medical Officer, all orders given to him by the Superintendent

ADDITIONAL MEDICAL OFFICER TO INFORM MEDICAL OFFICER OF DEATHS. 163. The Additional Medical officer shall, without delay, inform the Medical Officer of every report made to him under section 17 to the Prisons Act 1894, or any death which comes to his notice otherwise.

HOURS OF DUTY OF ADDITIONAL MEDICAL OFFICER

164. In jails, where there are two or more Medical Officers, their duties shall be so arranged by the Medical Officer that the work in fairly distributed, and that one or other of thme shall be always present.

NOTE: The Medical officer or the Additional Medical Officer on duty should visit the hospital freqently at night when any prisoner is seriously ill and be must be prepared at all times to attend when his services are called for.

GENERAL DUTIES OF ADDITIONAL MEDICAL OFFICER

165. The general duties of a Additional Medical Officers are:-

(1) to be present at the opening of the wards, attend to prisoners who complain of sickness and, if necessary, send them to hospital for treatment having distributed the necessary medicine's to out- doorpatients, to visit the hospital, do whatever is needful there, and note the condition, progress and temperature, when necessary, of each case on the bed-head tickets,

(2) to visit the "convalescent" gang and any prisoners kept under observation, every morning; distribute such medicines as may be necessary; satisfy himself that the prisoners get the food , clothing, bedding and rest ordered for them, and that no prisoner is removed from the " convalescent" gang without the authority of the Medical Officer.

(3) to keep all poisons under lock and key and retain the kay in his possession, be responsible that such poisons are properly labelled and kept separate from other drugs and not allow any convict attendant to handle any poison or vessel containing poison.

(4) to make the necessary indents for all hospital supplies, to be taken from jail stores.

(5) to keep all the hospital registers written up to date, be responsible for their safety, and prepare, and submit to the Medical Officer at theproper times, all monthly and other returns;

(6) to keep or cause to be kept the surgical instruments and appliances in good order and manner;

clothing and bedding marked in the prescribed

(7) to keep a vigilant watch on any prisoner suspected of malingering, or whose soundness of mind is a matter of doubt, and report the result of his observations to the Medical Officers, and

(8) to arrange that all cases of bowel complaint are, as far as circumstances permit, treated in a separate ward; the evacuations of such patients are; when necessary kept for the inspection of the Medical Officer and are subsequently properly disinfected and disposed of, to accompany the Medical Officer when the latter visits the jail, and give effect at-once to any order given by him relating to the health of the prisoners or the sanitation of the jail.

DUTIES AS REGARDS FOOD AND ITS DISTRIBUTION.

166. The Additional Medical Officer shall:-

(a) daily inspect the godowns, kitchens and all vessels for cooking or distributing food and see that they are all clean;

(b) daily inspect the food by actually tasting and see that it is of good quantity both in the raw and cooked condition; keep samples of anything he considers to be unwholesome for the inspection of the Medical Officer, see that the milk is properly boiled before issue, and inspect the food supplied to civil and unconvicted criminal prisoners by their friends; and;

(c) be responsible that the proper quantities of oil, salt and antisorbutics have been added and thoroughly mixed, and bring to the notice of the Medical Officer any prisoner who constantly leaves a portion of his food uneaten.

DUTIES AS REGARDS WATER SUPPLY SANITATION AND VENTILATION. 167

(a) examine periodically the wells or other sources of water-supply and bring to notice any defect in quantity or quality, to examine daily all vessels in which drinking water is stored or conveyed, and see that they are kept clean, and

(b) inspect daily all latrines and urinals, see that they are kept clean.

MEDICAL EXAMINATION OF PRISONERS

168. The Medical Officer or Additional Medical Officer shall subject each prisoner to medical examination once a quarter and record the state of his health in his history ticket.

MEDICAL AID TO OFFICER TO ASSIST MEDICAL OFFICER GENERALLY. 169

The Additional Medical Officer shall, under the directions of the Medical Officer, afford medical aid to all officers of the jail and others living on the jail premises, render that officer every assistance, and report all matters which may, in any way affect injuriously the health of the prisoners or establishment, such as :-

a) overcrowding b) unseasonable or worn-out clothing

c) neglect of personal cleanliness;

d) undue exposure to the weather,

e) unpunctuality of meals.

f) neglect to air, dry or clean clothing and bedding, and

g) unsuitable tasks.

170. In jails where there is no post of Additional medical officer or the post is vacant, the duties of the Additional Medical Officer shall be performed by the Medical Officer.

SECTION IX THE PHARMACIST

APPOINTMENT OF PHARMACIST

171 The Director Health Services shall appoint such number of pharmacists in each jail as may be sanctioned by the State-Government from time to time and their conditions of service shall be governed by the rules of Health Department.

PHARMACIST TO OBEY CERTAIN OFFICERS.

172. (1) In matters relating to or connected with the feeding, clothing and medical treatment of hospital patients and other professional duties, the pharmacist shall obey the order of and discharge such duties as may from time to time he lawfully assigned to him by the Medical Officer and Additional Medical Officer. In matters relating to or connected with the maintenance of order and discipline and the general management of the jail, he shall obey the orders of the Superintendent.

Superintendent and the Deputy

(2) The pharmacist shall report to the Medical Officer, all orders given

tohim by the Superintendent or Deputy Superintendent.

DUTIES OF PHARMACIST

173. (i) for the safe custody of medicines and equipment, bedding and clothing of the hospital and for the proper supply of these articles to the patients in hospital according to the instructions of the Medical Officer and the Additional Medical Officer;

(ii) for the correct and proper dispensing of medicines and ensuring that almirahs are securely locked;

(iii) for keeping the dispensary clean and tidy;

(iv) for helping the Medical Officer and Additional Medical Officer in maintaining the records; and the weight of prisoners.

(v) for maintaining the temperature charts of prisoners admitted into the hospital.

SECTION X-RULES, ETC, APPLICABLE TO OFFICERS GENERALLY.

(a)All officers.

174. The establishment of the jail department is divided into four categories;

i. The Punjab Prisons Service (Class-1)

ii. The Punjab Prison Service (Class-II)

iii. The Punjab Jail Department State Service (Class III-Executive)

iv. The Punjab Jail Department Clerical and Technical Service (State Service Class III)

RULES CONCERNING THESE SERVICES ARE CONTAINED IN APPENDIX OF THIS MANUAL

CONTROL AND DUTIES OF OFFICERS OF PRISON.

175. All Officers of a prison shall obey the directions of the Superintendent; all officers subordinate to the Deputy Superintendent shall perform such duties as may be imposed on them by the Deputy Superintendent with the sanction of the Superintendent or be prescribed by the rules under section 59 of they Prison Act, 1894.

OFFICERS NOT TO HAVE BUSINESS DEALINGS WITH PRISONERS.

176. No officer of a prison shall sell or let, nor shall any person in trust for or employed by him sell or let, or derive any benefit from selling or letting, any articles to any prisoner or have any, money or other business dealings directly or indirectly with any prisoner.

OFFICERS NOT TO BE INTERESTED IN PRISON CONTRACTS.

177 No officer of a prison shall, nor shall any person in trust for or employed by him, have any interest, directo or in direct, in any contract for the supply of the prison; nor shall he derive any benefit, directly or indirectly, from the sale or purchase of any article on behalf of the prison or belonging to a prisoner.

SUPERINTENDENT ONLY TO PUNISH PRISONERS, IMPROPER LANGUAGE TO BE AVOIDED

178 (1) No office of any jail, other than the Superintendent shall at any time award any punishment to any prisoner or otherwise than in accordance with law and the orders of the Superintendent, inflict any punishment on any prisoner.

(2) No officer of any jail shall use violent, abusive, insulting, or unnecessarily irriate language to any prisoner.

PRISONERS TO BE TREATED WITH TACT, HUMANITY AND STRICT IMPARTIALITY.

179. Every officer of a jail shall at all times avoid all conduct calculated to unduly irriate, or annoy any prisoner and shall treat every prisoner with tact, good temper, humanity and strict impartiality, and shall listen, complaint or report which any prisoner may at any time make to him, and shall show all such kindness and a consideration to every prisoner as compatible with a firm and effective discharge of his duties. Subject to the foregoing provisions of this rule every such officer shall firmly and fully maintain strict discipline and enforce ill laws, rules, regulations, directions and orders for the time being in force and applicable to the discharge of all or any of the duties a[pertaining to his office. NOTE:- it is important that every complaint made by a prisoner should be heard with attention, in order that, if well founded, the grievance complained of may be redressed or remedied, and that in no case should any just cause for discontent be allowed to remain.

PRISONER NOT TO BE STRICK. USE OF FORCE REGULATED.

180. (1) No officer of any jail shall, at any time under any circumstances or on any pretext, strike any prisoner otherwise than in the pursuance of his duty in giving effect to punishment lawfully inflicted or to any other provision of the law.

(2) No officer of any jail shall, in the discharge of his duties, at any time use more force than is absolutely necessary for the purpose of enforcing the law and carrying out his duties.

NOTE:- It is lawful to use all means necessary to effect an arrest (Section 45, Criminal Procedure Code) and a prisoner has no right of private defence against prison officers acting in the discharge of their duty (section 98, Indian Penal Code) and every officer may use all force necessary to resist any force used by prisoners against lawful authority.

PRISONERS NOT TO BE EMPLOYED ON PRIVATE WORK.

181. No officer of any jail shall, save as authorised by an provision of any rule hereinafter contained in that behalf at any time employ any prisoner on his own private work or for his own gain or profit; nor shall any such officer at any time employ any prisoner otherwise than for the profit and advantage of the Government and in strict accordance with the provisions of the prisons Act 1894, and the rules made thereunder, relating to the employment of prisoner.

IMMEDIATE REPORT OF MISCONDUCT AND THE LIKE TO BE MADE 182. It shall be the duty of the every officer of a jail, subordinate to or under the orders of the Superintendent to make an immediate report to that officer of any misconduct, at of willful disobedience or breach of the provisions of any law; rules or regulations for the time being in force on the part of any other officer or any prisoner which shall at any time come to his knowledge or the committed in his presence, sight or hearing.

NO FFICER TO ENTER ANY WARD OR CELL ALONE, FROM LOCK-UP TO SUNRISE.

183. No Officer of a jail shall at any time enter any ward, cell or other compartment, occupied by any prisoner, from the hour such ward, cell or compartment has been locked up for the night, till sunrise the following morning unless he is accompanied by atleast on eother officer and then only in case of emergency.

DUTY OF ALL OFFICERS TO PREVENT AND REPORT ESCAPES AND BREACHES OF DISCIPLINE.

184. (1) It shall be duty of every officer of a jail at all times to do all lawful acts which may be necessary, and to exercise the utmost vigilance, for the purpose of preventing any prisoner from breaking out of jail or escaping or attempting to break out of jail or escape, or from creating or attempting to create any disturbance or riot or from doing or attempting to do any other violent or disorderly act.

(2) Every officer of a jail is required to:-

(a) take all lawful measures which may be possible to prevent the `commission any prison-offence;

(b) enforce the provisions of the Prisons Act 1894, and all rules, regulations, directions and orders for the time being in force in, or in any way applicable to the jail in regard to the conduct and discipline of the prisoners and the administration of the jail; and (c) at the earliest opportunity to report to superior authority every breach or attempted breach or design to commit breach of any provision of any law, rule, regulation, direction or order for the time being in force, or in any way applicable to the jail or any prisoner confined therein.

MATTERS CONCERNING THE WEARING OF UNIFORM AND THE CLEANINESS. 185. (1) Every Officer in respect of the office held by him, for whom any uniform is at any time prescribed, shall war such uniform at all times when on duty, and when off duty, within jail premises or in any public place , may wear either uniform or private clothes;

Provided that no combination to uniform and private clothes shall at any time be worn by any officer.

(2) Every officer shall at all times and on all occasions be clean and neat as to his diress, and clean as to his persons.

APPLICATION OF RULES TO DEPUTY SUPERINTENDENT MEDICAL PERSONNEL AND OTHERS.

186. Unless there is something inconsistent with anyting contained in any rule relating to any officer or class of officers, or repugnant to the subject or context, the rules relating to subordinate officers generally hereinafter following, shall be deemed to apply also to the Deputy Superintendent and the Medical Personnel.

CONDITIONS OF SERVICES OF SUBORDINATE OFFICERS.

187. (1) The provisions of section 54 shall be read out and explained to every person appointed, whether temporarily or permanently, to be subordinate officer in any jail at the time of his appointment as such, and such person shall be required to affix his signature or mark to a written acknowledgement (

Form No. 164) that the provisions of this rule have been duly complied with.

(2) Every person appointed to be a warder in a jail shall enter into an agreementwith the appointing authority not to resign his appointment within two years of the due of his appointment

(3) No subordinate officer shall without the sanction of the Inspector General he permitted to serve in any jail or place situate within the limits of the district in which his permanent home is so situated Provided that nothing in this sub rule shall apply to a person appointed on purely temporary basis.

(4) No person shall, without the previous sanction of the Inspector General, at any time be employed as a subordinate officer in any jail in which any relation or connection of his is confined as prisoner or employed as a subordinate officer.

DUTY OF CANDIDATES AND OFFICERS TO DISCLOSE RELATIONSHIP, ETC, WITH OTHER OFFICER OR PRISONER.

188 (1) It shall be the duty of every candidate for employment as a subordinate officer, and of every subordinate officer, of every jail to forthwith inform the Superintendent or the Deputy Superintendent, if , at any time, there is confined in the jail, in which he is a candidate for employment or in which he is for the time being employed as the case may be any prisoner:-

(a) with whom he is in any way related or connected; or

(b) with whom he has or has had any pecuniary dealing or close acquaintanceship of any kind.

(c) if at any time any subordinate officer in a jail has any relationship of any kind with any other subordinate officer employed in the same jail, it shall be his duty forthwith to inform the Superintendent or the Deputy Superintendent of the fact of the existence of such relationship.

PERSON DISMISSED OR PUNISHED CRIMINALLY NOT TO BE EMPLOYED WITHOUT AUTHORITY

.

189. (1) No person who has at any time been dismissed from any office in the public service shall without the special sanction of the Stat Government, given upon a full statement of the facts relating to such dismissal, be deemed to be qualified for appointment as or be at any time appointed to be, an officer of any jail.

(2) No person who has at any time been convicted of any offence against the criminal law, and punished with imprisonment shall without the sanction of the State Government, be deemed to be qualified for appointment as or be at any time appointed to be an officer of any jail;

Provided that this qualification will not apply to a person who was convicted before the Partition of the Punjab, in connection with Political movements.

NOTE; Only persons of good conduct and respectable character are to be employed as jail officers.

DUTY OF CANDIDATES TO DISCLOSE PREVIOUS PUNISHMENT

190. Before any person is, whether temporarily or permanently, appointed to be an officer in any jail, he shall be requried to make a declaration that he has not at any time been dismissed from the public service or convicted of any offence and punished with imprisonment.

Provided that if any such person has been so dismissed or convicted and punished, he may instead of making a declaration as aforesaid, make a full disclosure of the circumstances attending such dismissal or conviction and punishment, for the information and orders of the proper authority.

PROHIBITION AGAINST BUSINESS AND PECUNIARY TRANSACTIONS.

191. No subordinate officer shall, whether directly or indirectly:-

(a) engage in any trade, business or employment other than his duties as such subordinate officer; or

(b) lend money to borrow money from enter into any pecuniary transaction with, or incur any obligation in favour of any other subordinate officer or any prisoner.

RESIDENCE OF OFFICER IN QUARTERS PROVIDED AT THE JAIL.

192. (1) Residential quarters shall ordinarily be provided at each jail for the Deputy Superintendent, Assistant Superintendent, Welfare Officer, Medical Personnel, and the staff of warders.

(2) Every Officer of a jail for whom any residential quarters shall at any time be provided at such jail, shall reside therein.

(3) Every Officer for whom no residential quarters are available at any jail shall (except in the case of Medical personnel holding dual appointment) reside within such distance of the jail as the Superintendent may from time to time in his discretion,fix in that behalf.

SUBORDINATE OFFICERS AND TO BE ABSENT WITHOU LEAVE.

193. Officers subordinate to the Deputy Superintendent shall not be absent from the prison without leave from the Superintendent or from the Deputy Superintendent

OFFICERS NOT TO ABSENT THEMSELVES PROCEDURE IN GRANTING SHORT LEAVE.

194. (1) No subordinate officer shall, at any time wihtout the permission if such officer is subordinate to the Deputy Superintendent, of the Deputy Superintendent, and , in any other case of the Superintendent, be absent from the jail premises, whether by day or night.

(2) The Deputy Superintendent shall not without the sanction of the Superintendent grant leave of absence to any subordinate officer, or permit

any such officer to remain absent, for any period exceeding four hours at any one time.

(3) Whenever any leave is granted by the Deputy Superintendent to any subordinate officer, he shall at the time the leave is granted, enter the fact, and the period from which such leave is to commence, in his journal.

(4) Every subordinate officer to whom any leave has at any time been granted shall immediately on his return there-from, personally report the fact of his return to the Deputy Superintendent and the Deputy Superintendent shall forthwith record such report in his journal.

(5) The Deputy Superintendent shall similarly record in the proper register all leave granted by the Superintendent and all reports made of return from leave so granted.

ABSENCE CAUSED BY ILLNESS OR OTHER UNAVOIDABLE CAUSE.

195. Whenever any subordinate officer is at any time prevented by sudden illness or other unavoidable cause, from attending at the jail or performing his duties, he shall forthwith give notice, or cause notice of the fact to be given, to the Deputy Superintendent and shall also communicate to that officer the reasons for his absence or failure to peroform his duties. The Deputy Superintendent shall thereupon make such arrangements as may be suitable and necessary for the due performance of the duties of such officer.

OFFICERS TO CERTAIN AND PERFORM THEIR DUTIES EFFICIENTLY.

196. It shall be the duty of every subordinate office to make himself thoroughly acquainted with the duties of his office and the law, rules and regulations for the time being in force relating thereto, and to discharge his duties with zeal, honesty, alacrity and regularity.

NOTE-BOOK TO BE MAINTAINED BY CERTAIN OFFICERS.

197. Every Deputy Superintendent, Assistant Superintendent and Head Warder, respectively, shall at all times have with him a note-book in which he shall enter every verbal order given to him by anhy superior officer, at the time when such order is so given.

SUBORDINATE OFFICER TO RENDER PROMPT OBEDIENCE.

198. It shall be the duty of every subordinate officer at all times to render prompt and implicit obedience to every lawful order given to him by any officer to whom he his in any way subordinate, or under whom he is for the time being employed, and to treat every superior officer with proper courtesy and respect.

PROHIBITION AGAINST COMMUNICATING WITH PRISONERS RELATIVES AND FRIENDS.

199. No subordinate office shall otherwise than with the special

permission of the Superintendent, at any time:-

(a) correspond or hold any intercourse or communication of any kind whatever with any relative or friend of any prisoner.

(b) hold any unauthorized communication of any kind whatsoever with any prisoner.

(c) correspond or hold any intercourse whatever with any discharged prisoner or

(d) permit any discharged prisoner or any relative or friend of any such prisoner to visit or remain at his quarters.

(2) No subordinate officer shall at any time:-

(a) hold any unnecessary conversation with any prisoner.

(b) treat any prisoner with familiarity or

(c) discuss any matter relating to the discipline or regulations of the jail with or within the hearing of any prisoner.

OFFICER TO REMAIN AT THEIR BEATS IDLE LOUNGING, ETC. PROHIBTED.

200. (1) Every subordinate officer shall when on duty except when ordered by a superior officer to go elsewhere or when going to or returning from duty confine himself to the limits of his beat or place of duty and remain thereat, Idleness and lounging about the jail promises are at all times prohibited.

(2) No subordinate officer shall at any time while on duty smoke or drink or sing or talk loudly, or cook or eat his food, or in any way conduct himself in any unseemly or disordely manner.

NOTE: All wrangling or disputes between jail officers and servants is prohibted,Any disagreements between subordinate officers, as to any matter connected with their duties, must be at once referred to the Deputy Superintendent.

VISITORS TO SUBORDINATE OFFICER.

201. No subordinate officer shall at any time to permitted to receive any visitor within the jail walls, or while on duty outside the jail.

PROCEDURE AS TO THE MAKING OF COMPLAINTS.

202. (1) Any subordinate officer, desiring to make any complaint of any kind

shall do so, in writing, to the Superintendent, within twenty-four hours of the occurrence of the cause of complaint.

(2) The making of frivolous, vexatious or false complaints is prohibited.COMBINED ACTION AMONGST OFFICER PROHIBITED.

203. Subordinate officers are prohibited from taking any part in any joint or combined action with a view to agitating for the redress of any grievance or supposed grievance, or for any other purpose whatsoever.

CARE AND MANAGEMENT OF KEYS.

204. (1) No subordinate officer, who is at any time entrusted with any key shall, under any circumstances or on any pretext whatsoever:-

(a) take any key belonging to a lock in use, for securing he custody of any prisoner, out of the jail.

(b) leave any such key lying about,

(c) deliver any such key to any person other than to an officer of the jail duly authorized to custody thereof; or receive such key or to have the care or

(d) leave his post or duty or the jail without delivering such key to the officer duly authorized to receive the same from him.

(2) The key of any ward, cell, compartment, godown, main gate, or main gate wicket shall not, under any circumstances or on any pretext, be at any time made over to any prisoner.

NOTE:1 If any key is lost or mislaid, the lock or locks to which it belongs shall at once be put out of use, and the officer responsible for the loss shall be liable to replace both lock and key at his own expense. Keys should ordinarily be slung on a chain which should be secured to the waist-belt.

NOTE:2 When any key has become worn or unserviceable the duplicate key shall be issued by the Deputy Superintendent in whose custody all duplicate keys of locks shall be retained. The original key shall be destroyed in the presence of Superintendent who shall give a note to that effect in his journal.

205. No subordinate officer shall, without the permission, in writing, of the Superintendent, be at liberty to withdraw himself from the duties of his office, or to Superintendent notice, in writing for a period of not less than two

months of his intention to so resign and the period of such notice shall have expired.

NOTE:- This rule merely adds to section 54 of the Act particulars showing whose permission is necessary and to whom notice must be given in regard to the matters dealt with therein.

PROHIBITION AGAINST SLEEPING ON DUTY AND COMMITTING OTHER IRREGULARITIES.

206. No subordinate officer shall at any time.

(a) be in a state of intoxication;

(b) sleep while on duty;

(c) enter or permit any person to enter, any enclosure, yard, ward, cell compartment or other part of a jail reserved for or allotted to the use of or for occupation by any female, otherwise than at the times and in the manner prescribed in that behalf by proper authority.

(d) commit, or permit or abet the commission of, any irregularity in the supply or distribution of food, clothes or other articles to, or amongst, any prisoners;

(e) display cowardice while in the discharge of any duty of his office.

(f) be guilty of any act of in subordination disobedience or breach of duty, or

(g) Malinger or render himself unable or unfit to discharge his duties or any of them.

(B) PUNISHMENTS

OFFENECES BY PRISON SUBORDINATES.

207. (1) Every Deputy Superintendent, or officer of a prison subordinate to him who shall be guilty of any violation of dutyor withful breach or neglect of any rule or regulation or lawful order made by competent authority, or who shall withdraw from the duties of his office without permission, or without having given previous notice in writing of his intention for the period of two months, or who shall willfully overstay any leave granted to him, or who shall engage without authority in any employment other thanhis prison duty, or who shall be guilty of cowardice, shall be liable on conviction before a Magistrate to a fine not exceeding two hundred rupees, or to imprisonment for a period not exceeding three months, or to both.

(2) No person shall under section 54 of the Prisons Act, 1894 be punished twice for the same offence.

(C)MISCELLANEOUS MATTERS

208. Every non-gazetted officer shall on appointment be furnished (at his own

expense) with a service book, in which all changes or appointment, offences punishment, leave, transfer and changes of pay shall be recorded under the initials of the Superintendent. This book shall be kept in the office of the jail to which the officer is attached, in the custody of the Deputy Superintendent. On the transfer of an officer his service book, after all necessary entries have been made in it shall be sent under registered cover without delay, to the Superintendent of the jail to which he is transferred. On the resignation or discharge without fault of an officer (except retirement on pension), his service book shall be given to him an entry to this effect being first made in the service book.

NOTE:- The entries on the opening page of service books should be attested at-least once in five years, the signatures of the officers and of the head of the office of other attesting officer taken on that page, should be dated.

(2) Every step in a Government servant's official life must be recorded in his service book and each entry must be attested by the head of his office or, if he himself is the head of an office, by his immediate superior. The head of the office must see that all entries are duly made and attested and that the book contains no erasure or over-writing all corrections being neatly made and properly attested.

(3) Every period of suspension from employment and every other interruption of service must be noted, with full details of duration, in and made across the page of the service book and must be attested by the attesting officer. It is the duty of the attesting officer to see that such entries are promptly made.

(4) Personal certificates of character must not unless the head of the department so directs, be entered in a service book, but if a Government servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown.

(5) It is the duty of every Government servant to see that his service book is properly maintained as prescribed in clause (2) in order that there may be so difficult should therefore permit a Government servant to examine his service book should he at any time desire to do so.

SERVICE REGISTER.

208.(A) A service register for Superintendents and other officer shall be kept in the office of the Inspector-General, and in this register shall be recorded all particulars regarding rewards, punishments, transfers, leave and the results of annual inspections.

YEARLY LIST OF SUPERINTENDENTS DEPUTY SUPERINTENDENTS, ASSISTANT SUPERINTENDENTS AND WELFARE OFFICERS.

209. A classified list of Superintendents, Deputy Superintendents, Assistant Superintendents and welfare Officers shall be published yearly for general information.

LEAVE TO WARDERS SUBJECT TO LIMITATION TIMELY NOTICE TO BE GIVEN. 210. The leave granted to warders should be so arranged that not more than ten per cent of their sanctioned strength shall be absent from all causes at any one time. For this purpose warders may be called upon to declare the date on which they wish to avail themselves of leave, at least one and a half month before such date.

211. The Superintendent may stop all leave or recall any officer who has availed himself of it (except when the leave has been granted on medical certificate) during the prevalence of unusual sickness in the jail or on the occurrence of any circumstance requiring his presence.

SECTION XI THE FEMALE HEAD WARDERS AND FEMALE WARDERS.

DUTIES OF FEMALES HEAD WARDERS AND FEMALE WARDERS.

212(1) In every jail in which accommodation is provided for female prisoners, or in which such prisoners are ordinarily detained or are liable to be detained, there shall be a female Deputy Superintendent or female Head Warders, who shall subject to the control of the Superintendent and Deputy Superintendent, respectively, have complete charge of all female prisoners at any time committed to or detained in the jail.

(2) The duties of the female head warder and female warders, respectively shall as regards prisoners be similar to those performed, as regards male prisoners by head warders and male warders, respectively and all rules regulations, orders and directions for the time being applicable to such head warders and warders, shall, as far as may be to be applicable to female head warders and female warders, respectively.

NOTE:-1 In the Ludhiana Female Jail permanent female Superintendent and female staff from female warders shall be maintained.

NOTE:-2 In this section the term female warder includes the female head warder where on is appointed.

PROHIBITION AGAINST MALES ENTERING THE JAIL ACCOMMODATING FEMALE PRISONERS AND DUTIES OF FEMALE OFFICERS.

213(1) No male person employed in any capacity in or connected with the jail accommodating female prisoners shall otherwise than in case of emergency and when called upon so to do by the Deputy Superintendent or a female warder, and then only when accompanied by the Deputy Superintendent, or a female warder, at any time enter any ward, cell, compartment, or other portion of or place in the said jail occupied by any female prisoner.

(2) The female Assistant Superintendent shall discharge such duties as may from time to time be prescribed by the Superintendent in the behalf. (3) The duties of the male warders shall be to patrol between the inner and outer enclosure walls at night.

NOTE:- The medical officer when a male may, in pursuance of his duty enter any ward cell, compartment of place in the jail occupied by any female prisoner and remain therein while accompanied by the female head warder or female warder.

DUTIES OF FEMALE WARDERS.

214. In respect of all female prisoners at any time confined in the jail and of all such wards cell and other compartments and portions of the jail as may at any time he allotted to or set apart for use and occupation by such prisoner the provisions of paragraphs 96,97,99,100,104,105,106,107,108, as to the duties of Deputy Superintendents, shall as far as may be be deemed to apply also to female warders and every such female warder shall discharge the duties therein prescribed accordingly.

DUTIES ON ADMISSION OF FEMALE PRISONERS.

215. The female warder shall;

(1) receive all female prisoners committed to the jail upon their admission thereto and take every such prisoners before the Superintendent at the earliest opportunity

(2) remove from such prisoner all money or other articles found on her including (if such prisoner is not, by law entitled to retain it) her wearing apparel and (in such cases) shall provide her with a complete jail out-fit, and

(3) entrust all money and other articles so removed from such females prisoner, to the custody of concerned official.

DUTIES AS TO THE LABOUR OF FEMALE PRISONERS.

216. The female warder shall.

(a) daily escort all female prisoner to their work, make over to such female prisoners as are liable to undergo labour, their allotted tasks and escort all female prisoner back to their wards, cells or other compartments when the period prescribed for labour is over; (b) bring to the notice of the Superintendent every default on the part of any female prisoner to complete allotted task;

(c) enter, or cause to be entered daily, in the labour register, the task assigned to, and the work actually performed by, each female prisoner, and

(d) visit the female prisoners at their work at intervals of not more than one hour during the hours of labour on each day, and satisfy herself that every such prisoner is performing the task allotted to her diligently and according to the orders in force.

DUTIES IN REGARD TO LOCKING UP FEMALE PRISONER AT NIGHT.

217. The female warder shall:

(a) each evening, before the time fixed for locking up the prisoners for the night, search every female prisoner and her clothing and

bedding and every ward, cell and other compartment allotted to female prisoners;

(b) count the female prisoners and lock them up in their respective wards, cells and other compartments and report to the Deputy Superintendent that she has done so and record the fact, with the number of prisoners confined in each ward, cell or other compartment, in a register to be kept for the purpose under the orders of the Superintendent, and

(c) after having complied with the requirements of clauses (a) and (b), deliver the keys of the several wards, cells and other compartments to the Deputy Superintendent and record in a register to be kept for this purpose that she has done so.

ENTERANCE DOOR OF FEMALE WARD, HOW TO BE REGULATED.

218. When the female head warder is present on duty the enterance door to the female ward shall be locked by the head warder, on the outside, and the head warder shall retain possession of the key of the lock. The entrance door to the female ward shall also be locked, by the female head warder, on the inside.

FEMALE WARDER NOT TO PERMIT MALES TO ENTER FEMALE WARD.

219. No female warder shall permit any male prisoner to have access to or enter any female cell or ward, compartment or any portion or place in jail occupied by female prisoner unless accompanied by any authorized jail office and in accordance with the rules, regulations, directions and orders for the time being in force in that behalf and shall forthwith report, to the Superintendent, if any jail officer or male prisoner who without proper authority or otherwise than in the discharge of some lawful duty, at any time enters or attempts to enter any such cell, ward, compartment or other portion of place as aforesaid.

COMMUNICATION WITH MALE PRISONERS FORBIDDEN.

220. No female warder shall at any time, on any pretext hold any interview, intercourse or communication of any kind whatsoever with any male prisoner, or visit any part of any jail allotted to reserved for or occupied by any male prisoner.

DUTIES OF FEMALE WARDER IN REGARD TO SICK AND CHILDREN.

221. (1) It shall be the duty of every female warder:-

(1) to call the attention of the Medical Officer to any female prisoner who complains of being, or appears to be ill;

(2) to satisfy herself that every female prisoner who is sick receives the special diet (if any) at any time prescribed for her by the Medical Officer; and

(3) that all female prisoners at any time in any special or convalescent gang, are duly supplied with any special or extra diet ordered for them, or any of them, by the Medical Officer.

SECTION XII WARDERS/HEAD WARDERS

(a) Circle of employment

222(1) for the purposes of the appointment transfer and promotion of

warders and the better organization of the warder establishment of the State, there shall be three circles, namely, the Patiala, ferozepur, Amritsar comprising jails as mentioned below namely:-*

Patiala Circle	Ferozepur Circle	Amritsar Circle
1. Central Jail Patiala	Central Jail Ferozepur	Central Jail Amritsar
2. Central Jail Ludhiana	Central Jail Bathinda	Central Jail Gurdaspur
3. District jail Sangrur	District Jail Faridkot	District Jail Jalandhar.
4. Sub Jail Ropar	Sub Jail Mansa	Sub Jail Hoshiarpur
5. Sub Jail Barnala	Sub Jail Muktsar	Sub Jail Kapurthalaq
6. Sub Jail Bassi Pathana	Sub Jail Moga	Sub Jail Pathankot
7. Sub Jail Malerkotla	Sub Jail Fazilka	Sub Jail patti
8. District Jail Nabha	Sub Jail Dasuya	
9. Open Jail Nabha	Sub Jail Phagwara	
10. Borstal Jail & Jail Ludhiana		
11. Women Jail Ludhiana.		

(2) The Inspector general may, in his discretion, at any time transfer any jail from any one circle to any other circle or create one or more additional circles.

(3) The management of the warder establishment of each jail shall, for the purposes of and to the extent provided in these rules, rest with the Superintendent of the Head-Quarters of the circle to which such jail for the time being is comprised.

APPOINTMENT AND PROMOTION OF WARDERS WITHIN CIRCLE.

223 (1) The recruitment posting, transfer seniority, promotion and punishment of warders shall be regulated by the provisions of the Punjab Jails Department State Serve (Class III-Executive) Rules.

(2) Transfer of Head Warders/Warders within the circle shall be made by the Superintendent of the Head Quarters jails.

CONDITIONS AS TO THE JAIL TO WHICH POSTED.

224. No warder shall be posted to a jail in his home district nor to a jail in a district in which he has been long resident. No warder shall ordinarily be allowed to remain at

a Central Jail for more than five years, nor at a District Jail for more than three years, nor at a subsidiary jail for more than two years.

PROMOTION BOARD.

225. (1) At the Head-Quarters jail of each circle, a roster of all the warders in the circle known as the " Promotion Board," shall be kept. Each warder shall be represented by a movable wooden or metal slip with particulars of the name, grade, date of joining the jail service, permanent number given on enlistment, etc, recorded thereon. These slips shall be arranged on aboard. The position, each warder holds on the Board, Shall at first be ordinarily determined by the date of enlistment, the latest joined recruit being placed lowest down, the senior man occupying the first place in the service series and the intermediate warders holding positions according to seniority conduct etc. Above each slip and immovably fixed on the Board shall be recorded serial numbers showing the positions of each warder.

The promotion Board shall be kept locked so that no one shall have access to it but the officer responsible for keeping it.

(2) A record shall be kept showing the position of each warder on the Board on the first of each quarter, so that if the slips by accident or otherwise get dislodged, it may be possible to replace them.

SERVICE REGISTER AND SERVICE SHEETS.

226.(1) A Service Register (No. 29) shall be maintained at the Head-quarters jail of each circle. In it shall be recorded the particulars of appointment, promotion, home district, place in which service has been passed reward, offences punishments and leave, with the dates in each case of every warder in the circle.

(2) The Superintendent of each jail in the circle shall send to the Superintendent of the Head-quarters jail so as to reach that officer not later than the 10th of each month, a complete and correct copy of the entries, in Warders' Service Books (

Form No. 87) for the preceding month, for record in the Service Register of the circle.

MONTHLY STATEMENT OF OFFENCES AND PUNISHMENT

227. In the same statement (

Form No. 87) shall be shown the offences committed by and the punishments (excluding formal reprimands) awarded to the warders.

NOTE:- Temporary warders should not be entered on the list and warders officiating as Head Warders should be shown the grade to which they permanently belong.

THE WORKING OF THE PROMOTION BOARD.

228. The Superintendent of the Head –quarters jails who conduct the Board shall, on receipt from all the jails in his circle of lists showing the punishments resignations deaths or particulars of any kind necessitating a change in the position of warders on the Board, proceed as follows:-

(a) The slips of men who have resigned, died or absconded shall be removed and the men below them moved up subject to clause (d)

(b) Men who have been dismissed and whose appeals have been rejected by the Inspector-General, or who have allowed the period of appeal to pass by without appealing, shall be removed and the men below them moved up subject to clause (d)

(c) A Head Warder reduced from a higher to a lower grade shall be given the sixth place in the grade to which he has been reduced.

(d) No warder who is illiterate or who does not possess educational qualifications prescribed from time to time shall be permanently or even temporarily promoted to Head Warder.

Subject to these conditions and to any special order that may from time to time be given by the Inspector-General promotions in each circle to and in the grade of Head Warder shall be made by selection.

NOTE:- A literate warder shall mean any warder who has passed middle standard examination with Gurmukhi as Medium of instructions.

SUPERINTENDENT HEADQUARTERS JAIL, TO FURNISH HALF YEARLY RETURN.

229. The Superintendent of a Head-quarters Jail shall furnish the Superintendent of each jail in his circle, as soon after the 1st January, and 1st July each year as possible, with a list (Form No. 108) showing the positions of the warders of that particular jail in the grades to which they belong. This list should be read out to the warders on parade and each informed of the number of men who stand before him for promotion to the next higher grade.

NOTE:- A copy of the list in Punjabi should be exhibited in the Jail main gate.

ON THE OCCURRENCE OF PERMANENT VACANCY.

230. When a permanent vacancy occurs in any jail, the Superintendent shall report the fact to the Superintendent of the Head-quarters jail at-once with a view to the vacancy being filled up.

WHEN A WARDER GETS LEAVE OR IS SUSPENDED.

231. When a warder is granted leave or suspended the Superintendent of the jail to which the warder is at the time attacked shall make his own arrangements for carrying on the work of the absentee.

WARDERS ON TRANSFER TO BE DESPATCHED ON A DATE FIXED.

232. Whenever a transfer of warders is ordered by the Superintendent of a Head-quarters Jail he shall fix a date on which the officers concerned shall starts for their destinations, allowing sufficient time for his instructions to be received and acted upon, and the warders shall be despatched on the date fixed unless this is impracticable on account of sickness or for some other equally important reason in which case timely intimation shall be given to the Superintendent of the Head-quarters Jail to enable him to make other arrangements and fix some other date, if necessary. No casual or other leave shall be granted to a warder whose transfer is ordered, so as to have effect after the date fixed for his dispatch.

SEPARATE ACCOMMODATION FOR WARDERS.

233. All head warders shall be provided with separate quarters for themselves and their families and all warders with sleeping and cooking accommodation on the jail premises and when possible also for their families.

NOTE:- Simple Warders barracks shall be provided with electric light and fans at the expense of the State.

TRANSFER OF WARDERS OF ONE CIRCLE FROM ANOTHER.

234. Transfer of warders from one circle to another shall be made only for special reasons, under the orders of the Inspector-General Mutual inter-change may, however, be allowed by the Inspector-General with the consent of the parties concerned and the Superintendents of both Head-quarters Jails at their own expense. Such warders will be placed on the promotion Board according to the date of appointment and conduct.

CERTAIN MEN NOT TO BE ENTERTAINED.

235. No warder who has left the jail service shall be again entertained without the sanction of the Inspector-General.

MILITARY TRAINING OF WARDERS.

236. Every warder shall be required from time to time to undergo such instruction and practice in the nature of military training as may be necessary to acquaint him and keep him acquainted with squad and company drill and to render him thoroughly efficient in the use of the arms at any time prescribed for the use of warders. The hours of duty to be exacted from warders shall not ordinarily exceed

from warders shall not ordinarily exceed an average of 81/2 hours of a maximum of 9 ½ hours on any one day. Each of these periods includes half an hour's drill.

MILITARY DISCIPLINE OF WARDERS.

237. Warders shall be subject to such discipline in the nature of military discipline, as may, in the opinion of the Inspector-General be deemed necessary for the efficient discharge of all duties and functions connected with the protection and management of the jail.

REWARDS.

238. (1) Good conduct stripes not exceeding three in all and two on ay one occasion may be given to a warder by the Superintendent of a Head-quarters jail for good service within the course of his duties such as :-

(a) Special excellence in drill.

(b) Specially good work in garden, factory or elsewhere.

(c) Rendering prompt first aid in case of accidents.

(d) Exemplary service over a long period.

(e) Furnishing valuable information.

(2) The award of a good conduct stripe shall be recorded in the service booked of the recipient and shall be shown in the monthly service sheet.

(3) The Superintendent of any jail may deprive a warder or a head warder of one or more good conduct stripes for any act of mis-conduct, subject to confirmation by the Superintendent of the Head-quarters jail of the circle to which his jail belongs.

(4) Such forfeiture of good conduct stripes shall be recorded in the service book of the officer concerned and shall be shown in the monthly service sheet.

(5) Good Conduct stripes shall be worn on the sleeve of the right arm half way between the elbow and the wrist.

(6) A warder promoted to head warder may continue to wear all good conduct stripes of which he may be in possession.

(7) The Superintendent of a jail other than a Head-quarters jail shall refer every case for the grant of good conduct stripes to the Superintendent of the Head-quarters jail of the circle to which his jail belongs, who will make such award as the considers suitable.

(8) The Superintendent of any jail may grant, in addition to any other reward for which he may be eligible, a commendation certificate to a

warder or head warder who gives valuable information.

(9) The Inspector-General may award good conduct stripes, and cash rewards not exceeding Rs. 500 in any one case, to a warder or head warder or gate-keeper for special services of the kind specified in rule (1) and also for the following:-

(a) Bravery in preventing an escape or disturbance, etc.

(b) Special skill or energy in recapturing a run- away where the escape was not due to the negligence of the warder or head warder whom it is proposed to reward.

(c) Securing the highest number of marks in the annual firing competition.

(d) Rendering valuable assistance to the officers of the jail in itsmanagement.

(e) Furnishing a clue which leads to the discovery of stolen Government property, or giving information regarding plots for escape or for mutiny etc.

(f) Exceptional fidelity or courage.

(g) Special care of uniform, arms and equipment.

(h) Gardening.

(i) Other miscellaneous service,

(10) The Inspector-General may grant a reward not exceeding Rs. 1000 to any person other than an officer of jails Department who furnishes valuable information e.g. as regards stolen Government property, misconduct of warders, etc.

(B) ADDITIONAL ESTABLISHMENT OF WARDERS. TEMPORARY WARDERS IN EMERGENCIES.

239. When, for any sufficient reason, it is , in the opinion of the Superintendent, necessary to entertain any number of warders, I n excess of the scale for the time being fixed under section 6 of the Act, and the matter is so urgent that the previous sanction of the Inspector-General, and in anticipation of sanction, entertain such number of additional warders as may be necessary.

PAY OF TEMPORARY WARDERS SANCTION TO THEIR ENTERTAINMENT. 240. (1) Extra warders entertained under the provisions of the preceding rule shall receive the pay of newly enlisted warders.

(2) When applying for the sanction of the Inspector-General (Form No.

174) details of the number of men entertained, the reasons for entertaining them and the time for which they shall be required, should be stated.

(3) The reservists of A and B classes of the Indian Army may be employed, as a temporary measure as Jail warders, subject to the provision that the men so employed will, as understood, be released at once by the civil power in the event of mobilization. In the event of Class A reservists being employed, it will be unnecessary to transfer them to Class B.

(4) If the civil power are unable to spare the services of these men, if and when they are required to undergo their periodical reservists training, they may be excused that training but in that event, the jail authorities under whom they are serving should arrange for them to fire a musketry course.

(5) The reservists so employed will draw their normal rates of reserve pay throughout the period of employment. There will be not reduction or cessation of such pay and the emoluments they receive from the Jail authorities will be in addition to the reserve pay. This temporary service as Jail warders will count as service towards completion of their army engagement.

(6) The sanction conveyed in the above rules refers to the temporary employment of reservists as Jail warders and does not affect the rules regarding the permanent employment of reservists in civil department as contained in Regulations for the army.

NOTE:- If such temporary warders are desirous of continuing in the jail service have given satisfaction and possess the necessary qualification, they should be brought on the permanent establishment of warders as and when the occasion arises.

(C) HEAD WARDERS

SUMMARY OF DUTIES OF HEAD WARDERS.

241. It shall be the duty of every head warder to:-

(a) Superintend the warders subordinate to him in the discharge of their duties.

(b) assist in every possible way in the management of the jail, the prevention of escapes and the maintenance of order and discipline generally amongst subordinate officers and prisoners.

(c) comply with the requirements of all laws, rules regulations, directions and orders for the time being in force as to the duties which he is to perform and the manner in which he is to perform them;

(d) obey the orders of all officers superior to him in rank.

(e) assist the Deputy Superintendent in all routine duties;

(f) open in the presence of the Deputy/Assistant Superintendent,

the sleeping wards, cells and count the prisoners;

other compartments each morning and

(g) distribute the prisoners, who are liable to labour each morning to their respective work-gangs;

(h) cause the name and prison-number of every prisoner placed in charge of any warder to be entered in the proper gang-book;

(i) issue all necessary tools, implements, raw materials and other articles required for the day's work and to make a record of all articles so issued;

(j) collect all such articles, together with the produce, if any, of the prisoner's labour after the period prescribed for work is over each evening;

(k) satisfy himself that all articles issued have been duly returned to him or accounted for;

(I) measure of check the task (if any) performed by each prisoner and note the same in the labour register;

(n) superintend the use of the latrines and all bathing and feeding parades.

(o) cause all gratings doors and the like to be secured and satisfy himself from time to time that they are secure.

(p) cause all bamboos, scantlings, poles, ladders, ropes well gear and other articles likely to be used for or to facilitate the escape of any prisoner to be removed and placed beyond the reach of the prisoners in the places prescribed for storing or keeping the same.

(q) keep constantly moving about while on day duty, amongst the prisoners supervising the work and discipline of the jail and keeping the warders and convict officers on the alert.

(r) in the presence of the Deputy Superintendent to count, search and lock the prisoners up in their respective wards, cells and other compartments, at the prescribed time each evening, and.

(s) give the warders half –an-hour's drill daily.

RESPONSIBILITY OF HEADWARDER IN REGARD TO GOVERNMENT PROPERTY.

242. The Head warder shall be responsible for the safe custody of Government property and all bedding clothing, utensils etc. with the prisoners under his charge.

DUTIES OF HEAD WARDERS ON RELIEVING GUARD.

243 (1) Every head warder shall atleast ten minutes before the hour fixed for relieving the guard on duty, collect the warders of the relieving guard at the main gate of the jail. At the proper time he shall march the relieving guard of warders to their respective posts and remove the guard to be relieved.

(2) When relieving the warders of gangs working inside and outside the walls, the head warder of the relieving guard shall before removing the warders then in charge and about to be relieved muster the prisoners and satisfy himself that the gang is complete and is made up in the manner recorded in the gang-book.

HOW THE RELIEF OF WARDERS IS TO BE CARRIED OUT.

244. Warders whether going on or off duty, shall be marched in double file. Each warder shall be posted in the presence of both the relieving and relieved head warders, the relieving warder being taken from the front, and the relieved warder falling in at the rear of the squad. When the relief is complete, the relieved head warder shall march the relieved warders to the main gae and then dismiss them.

RELIEF OF GATE KEEPTERS.

245. The head warder for the time being on day duty shall be responsible that the gate-keepers are relieved and changed as often as may be prescribed by the Superintendent in that behalf.

PERIODS OF DUTY. DRILL ARRANGEMENTS OF DUTIES.

246. (1) Every head warder shall ordinarily he on duty for six hours daily, exclusive of the period spend on night duty and drill, and at the opening of wards, cells and other compartments in the morning and the locking up of prisoners at night.

(2) Every head warder shall attend such drills and parades for instruction in drilling, maneuvering, practice in the use of arms and other matters in the nature of military training , as the Superintendents may from time to time prescribe in that behalf.

(3) The periods of duty shall be so arranged that a head warder shall be present at every relief of warders from duty of any kind throughout the day and night.

REMISSION OF DRILL TO HEAD WARDERS.

247. Every head warder shall attend drill parades daily until he becomes himself qualified to drill the warders when he shall not, except as a punishment be required to attend more than twice a week.

PROCEDURE IN RELIEVING GUARDS OVER FEMALE PRISONERS.

248. In the case of jails, wards and other compartments set apart for female prisoners at each change of warders the relieved and relieving head warders shall, without entering the wards, cells compartments or enclosures occupied by female prisoners, ascertain from the female warders that all the female prisoners who should be confined therein, are present.

CUSTODY OF KEYS.

249. (1) The keys of the jail shall, when not in use or in the personal custody of any officer of the jail, be kept in a locked receptacle to be kept for the purpose at the main gate, and the key of such receptacle shall, by day, be retained by the head warder, and by night, by the patrolling officer for the time being on duty.

(2) Any keys which any officer may have to carry about has person, while on duty shall be attached to his person by means of a stout chain.

DUTIES OF HEAD WARDERS RESPONSIBLE FOR DRILL.

250. The duties of the head warders responsible for drill are to:-

(a) give each warder (except those who are exempt) half an hour's drill daily, and report every such warder who absents himself.

(b) give effect to any punishment drill ordered by the Superintendent

(c) inspect daily all arms and accoutrements and see that they are kept clean and fit for immediate use.

(d) take charge of the armoury, ammunition and spare accoutrements keep they key of the armoury in his possession, see that the ammunition is kept dry and in good order, that ten rounds of buckshot ammunition for each rifle are always kept ready for use.

(e) satisfy himself that each sentry knows and understands the orders for his post, and

(f) keep an account of ammunition in stock received and expended.

REPORT TO BE MADE BY HEAD WARDER ON ARRIVAL OF SUPERINTENDENT.

251. The head warders shall, on the arrival of the Superintendent daily report to that officers:-

(a) if the arms and ammunition are ready for use in case of emergency.

(b) any other matter of importance that has come to his

knowledge.

(D) GATE KEEPERS.

DUTIES OF GATE KEEPERS.

252. (1) A head warder shall be constantly on duty, as gate-keeper at the main gate of every jail between the hours of opening the jail in the morning and closing it at night.

(2) At every relief of any gate-keeper, a note of the hour of such relief shall be recorded and signed by both the relieved and relieving officer.

DUTIES OF GATE KEEPER.

253. The officer acting as gate-keeper, or any other officer of the prison, may examine anything carried in or out of the prison, and may stop and search of cause to be searched any person suspected of bringing any prohibited article into or out of the prison, or of carrying out any property belonging to the prison, and if any such article or property be found shall give immediate notice thereof to the Deputy Superintendent.

GATE KEEPER'S REGISTERS. DUTIES STATED GENERALLY.

254. (1) In addition to the duty prescribed for gate-keepers in section 21 of the Act, the gate-keeper shall maintain such registers and enter therein such particulars as the Inspector-General may from time to time prescribe in that behalf.

(2) The gate-keeper shall comply with all rules, regulations, directions and orders, respectively, for the time being in force regulating the persons who may be permitted ingress to and egress from, and the articles which may be taken into and brought out of the jail, and generally the duties which he is to perform and the manner in which he is to perform.

RECORD OF PERSONS AND THINGS PASSED INTO OR OUT OF THE JAIL. 255. The gate-keeper shall keep a record, in the prescribed register, of the names of all persons whomsoever who at any time pass into or out of the jail, with the hour and minute , of the entrance and exit of every such person, and, as for as may be the name and a sufficient description of every article of whatever kind passed into or out of the jail.

DESCRIPTION OF GATE REGISTERS.

256. (1) The record of all persons who pass in or out of the jail prescribed by the preceding rule shall be kept in two separate books namely:-

(a) a register of all prisoners with the name of the officers in charge of them , and

(b) a register of all other persons.

(2) The sufficient description of every article means the name, number or weight as the case may be and such other particulars as may be necessary of all goods, tools, stores or other articles passed into or out of the jail.

NOTE:- The name of the officer in whose charge authorized articles are passed in or out with the hour and minute of their passage should be recorded. All entries of persons or articles should be made at the time of their passage and a consecutive order.

HOURS OF DUTY OF GATE-KEEPER

257. At the opening of the jail the gate-keeper of the first watch shall come on duty and remain between the gates until duly relieved. For these officers, the day may be divided into two or four watches as may be deemed expedient.

WORKING OF THE DOUBLE GATE SYSTEM.

258. In jails provided with the double gates and wickets, the gate-keepers shall open only one gate or wicket at a time and before doing so, shall assure himself that the other means of entry and exits are securely bolted and locked. Ingress and egress for ordinary purposes shall take place through the wicket door-ways. The inner gate shall be provided with an eye-hole to enable the gate-keeper to see into the jail without the necessity of opening either the inner gate or wickets. PROCEDURE WHEN PASSING INTO OR OUT OF THE JAIL.

259. When prisoners have to be passed into or out of jail with double gates, the following procedure shall be followed:-

(1) On passing prisoners out, the gate-keeper shall first let them through the inner wicket and having locked it, shall write in full in the register provided for the purpose, the names of all the prisoners, the head warder/warder in charge and the warder assisting them. He shall then open the wicket in the outer gate and count the prisoners as they pass out, to verify the total.

(2) The list of the gang having once been made in the gate register need not been written on each occasion of its passage through the main gate, but every change in the gang must be noted and attested by the signature or seal of the warder in charge as well as by that of the gate-keeper, who shall atonce report to the Deputy Superintendent the circumstances.

(3) On a gang returning to the entrance from outside, the gate-keeper shall open the outer wicket (the inner one being locked first) and admit the gang to the passage between the gates. He shall then lock the outer wicket and call out the names of each prisoner and warder as recorded in the register. The gang having been found correct, he shall open the inner wicket and count the prisoners as they pass into the jail, to verify the total number.

(4) The gate-keeper shall not allow any prisoner to be taken out of the jail who is not in charge of a guard of the proper strength duly authorized to take him outside.

GATE KEEPER RESPONSIBLE FOR THE CLEANLINESS, ETC, OF THE MAIN GATE.

260. The gate keeper shall be responsible for the cleanliness of the jail front, the main gates and the passage between them and all articles placed there under his

charge. He shall also be responsible that the torches etc, required in case of a night alarm are present and in serviceable condition.

PERSONS ALLOWED TO ENTER THE JAIL.

261. The gate –keeper shall be furnished with a list of all officials and visitors who are entitled to enter the jail, and shall admit such person on their presenting themselves for admission. He shall not admit any one else except the officers of the jail who are authorized to enter unless under a written order from or when accompanied by the Superintendent the Inspector-General or the Magistrate of the District.

OFFICERS ORDINARILY EXEPT FROM BEING SERACHED.

262. (1) All officials and non-official visitors, casual visitors admitted by order of the Superintendent, Inspector General or District Magistrate as well as the higher officials of the jail shall ordinarily be exempt from being searched.

(2) Should the gate-keeper have reason to suspect that any officer ordinarily exempted from search, is introducing or removing prohibited articles he may detain the person between the gates and send notice to the Deputy Superintendent who shall himself search the person. A copy of this order shall be hung up in the passage between the main gates for general information.

POWER OF GATE-KEEPER TO DETAIN PERSONS.

263. Pending the making of a report to the Deputy Superintendent **and** Superintendent, the gate-keeper may detain, or cause to be detained in custody, any person who may in his presence , sight or hearing commit any criminal or prison offence at or in the vicinity of the jail gate.

GATE KEEPER'S DUTY WITH REGARD TO KEYS.

264. The gate and the wicket of the gate of every jail shall, except when it is necessary to open the same for the purpose of lawfully passing any person or thing into or out of the jail, be kept shut and locked, and the gate-keeper for the time being on duty shall retain the keys of the locks of such gate and wicket in his personal possession until the prisoners are locked up for the night.

MAKING OVER THE KEYS OF THE GATE AT LOCK UP.

265. When the prisoners are locked up for the night, a second padlock shall be locked on the wicket of the inner gate, and the gate-keeper shall then deliver the keys of the inner and outer gates to the Deputy Superintendent for custody in the receptacle provided for the purpose in whose presence he shall make over the keys of the locks of the wicket to the head warder incharge of the gate picket. **GATE KEEPER'S KEYS TO BE KEPT IN A BUNCH WITH OTHERS.**

266. The gate-keeper shall keep the keys of the main gates and wickets attached to his waist belt by a chain, and in a bunch with a few others, so that it may be difficult for any prisoner obtaining possession of the bunch, to ascertain what key belonged to any particular lock.

BRIGHT LIGHT AT NIGHT.

267. A bright light suspended from the ceiling shall be kept continuously burning between the gates at night.

ARTICLES TO BE KEPT BETWEEN THE GATES.

268. In the passage between the main gate shall ordinarily be kept :- A clock,

A weighing machine,

A measuring staff.

Spare fetters and handcuffs, secured on a bar with lock and key.

A standing desk with lock and key , for the gate- keeper's books and writing materials.

A wall –almirah or box for keys

The Deputy Superintendent's cash chest, A box for torches and oil.

Apparatus for extinguishing fire, and notice boards.

(E) WARDERS.

WARDERS TO HAVE A PARTICULAR CHARGE ASSIGNED TO THEM.

269. Each warder shall have a particular duty assigned to him by the Superintendent or Deputy Superintendent, such as charge of a ward, or set of wards, a work-shop or set of workshops, or gang of prisoners either inside or outside the jail. The posts and duties of warders shall be frequently changed so as to prevent them

forming relations with any of the prisoners.

GENERAL DUTIES OF WARDERS.

270. It shall be the duty of every warder at all times to:-

(a) render all assistance in his power in the management of the jail the maintenance of order and discipline amongst both officers and prisoners and the guarding and defending of the jail and all persons and property kept therein or belonging thereto property kept therein a belonging thereto against the use of criminal force by any person;

(b) obey the orders of all officers superior to him in rank;

(c) comply with the requirements of all laws, rules regulations, directions, and orders for the time being in force regulating the duties which he is to perform and the manner in which he is to perform them;

(d) take proper care of all property of whatever kind at any time entrusted to him and duly to account for the same whenever called upon so to do; and

(e) be in a state of readiness to turn out fully accoutered and armed immediately, whenever called on to do so or an alarm is given, and to do all lawful acts and things necessary or expedient for the purpose of maintaining order quelling any disturbance, preventing any combined attempt to escape or to breakout of jail defending the jail and all property therein or thereto pertaining from attacks from within or without the jail.

271. It shall be the duty of every warder:-

(a) not to take off any portion of his uniform or lie or sit down whilst on duty;

(b) to know the number of prisoners in his charge to count them frequently during his turn of duty and to satisfy himself that he has in his custody, not alone the correct number, but the particular prisoners for whom he is responsible

(c) to search all prisoners he received in his charge or makes over to the charge of any other officer, at the time of receiving and making over charge respectively.

(d) to report every prisoner in his charge who has been idle or who has not completed his task or who has committed any other jail offence. (e) to see that any prisoner who has to go to the latrine at unauthorized times is made over to the charge of a responsible officer whilst away from the gang.

(f) to bring to the notice of the Deputy Superintendent any prisoner appearing to be ill or complaining of sickness.

(g) to report any plots for the purpose of escaping or of assault or outbreak or of obtaining forbidden articles.

(h) to prepare prisoners for muster and parades and to see that each prisoner comes to his proper place in proper order and behaves well.

(i) to follow the procedure laid down for his guidance when any prisoner is missing and.

(j) to keep his arms and accoutrements clean, in good order and fit for immediate use.

NO WARDER TO LEAVE HIS POST. MODE OF RELIEF.

272. (1) No warder shall, while on duty at any time, under any circumstances , on any pretext leave his post or absent himself from duty until relieved in due course and relieved from duty;

Provided that he may leave his beat to prevent an escape or to assist in subduing a disturbance taking place within his sight when he is on main wall patrol duty or when he is in charge of prisoners, if he can do so without serious risk to the safe custody of those prisoners. It rests upon the warder concerned to show that the circumstances were so exceptional as to justify his doing so.

(2) No relief shall, whether by day or sight, be effected otherwise than in the presence of both the relieved and relieving officer and also of a third officer, who shall ordinarily be the head warder whose duty it is to carry out such relief.

DUTIES OF WARDER ON BEING RELIEVED.

273. A warder on being relieved shall explain to his successor what the duties of the charge are and shall bring to notice any long-termed or dangerous prisoners. The relieving officer shall, before taking charge satisfy himself that the property and the number of prisoners made over to him are correct.

DISTRIBUTION OF DUTIES.

274. The more important duties in every jail should been entrusted to the senior and experienced warders, apprentice and junior warders being placed in less responsible charges.

ARMS OF WARDERS.

275. (1) Every warder shall be provided with a military breach-loading fire-arm and buck shot ammunition.

(2) All arms and ammunition shall, when not in actual use , be securely kept in the armoury.

DUTIES POSTING ETC, BY WHOM REGULATED.

276. The general duties of watch and ward, the posting and duties of guards and sentries , the fixing of the periods of duty for guards and sentries and of the strength of such guards and all matters relating to the protection of the jail and of prisoners and the duties of warders and the like, shall be regulated by the Superintendent in accordance with any general or special orders from time to time issued by the

Inspector-General and in emergent cases or matters as to which no provision has been made in any such order, by the orders of the Superintendent.

WARDER GUARD TO FURNISH SENTRY ASSIST IN NIGHT-WATCH POSITION AND ARMING OF SENTRY.

277. (1) The warder guard shall furnish one sentry at the main gate day and night and shall assist in watching at night to the extent prescribed by the Superintendent.

(2) The day sentry at the main gate shall be posted immediately outside the outer gate and shall carry his rifle with bayonet fixed. The rifle shall not be loaded, but 12 rounds. (one packed of 10 and 02 loose cartridges) of buckshot shall be kept in the pouch which shall be brought round to the front of the belt the flap being left unbuttoned.

(3) The night sentry at the main gate shall be posted between the gates and shall also be in possession 12 rounds of ammunition.

TO PROVIDE A SECOND SENTRY IN CENTRAL JAILS.

278. In Central jails and District Jails the warder guard shall provide another sentry for the central tower or other commanding position. This sentry shall be on duty from before the wards are opened in the morning till after the lockup at night. It his beat is secure from a rush he shall be armed with a rifle , bayonet and ammunition, otherwise he shall be provided with a baton.

SENTRY'S PICKET

279. Three junior warders and one Senior warder shall form the main gate picket of every jail from 6 a.m. to 6 p.m. They should be specially selected and as far as possible be ex-soldiers.

HOURS THAT THE WARDERS ARE TO BE IN UNIFORM.

280. Every warder shall be in uniform when on duty and attending drill parade.

(a) to mount guard with fixed bayonet more briskly on his post with his rifle at " the slope" and not to order arms nor stand at ease" for more than two minutes at one times;

(b) not to enter into conversation with any one except when questioned by a superior officer ,

(c) not to interfere unnecessarily with any prisoner or jail officer.

(d) not to leave his post without regular relief upon any pretence whatever.

(e) not to allow any person to approach near his post after dark, without challenging.

(f) challenging after dark, to warn the person challenged, if the reply is un-satisfactory to stand unit the officer in charge of the picket arrives bringing his rifle at the same time to " the charge."

(g) challenging on a dark night on hearing voices or the approach of footsteps, if he receives no answer, or an unsatisfactory answer to call the officer in charge of the picket or if necessary give the alarm; (h)

when on duty at night satisfy himself that the main gates and wickets are securely locked;

(i) not to allow persons to crowd around him;

(j) if he sees a prisoner attempting to escape to call on him to stand, and if he refuses to do so and there is no superior officer present, to fire on the prisoner, provided he cannot otherwise prevent the escape.

(k) if he is beyond call and has to alarm the guard to fire a shot in the air as the signal of alarm.

(I) if he sees any article in or near the jail likely to facilitate escape, or if any un-usual incident comes under his observation to at once report the matter to the officer in charge of the picket.

(m) when on duty at the main gate at night not to allow any person to enter or leave the jail who is not an official duly authorized to enter on leave, and not to permit any warder to enter or leave except when accompanied by the patrolling officer on duty or one of the superior officials.

(n) When an duty at night not to challenge so loudly as to be heard by the patrolling officer or warders on duty inside the jail and not to give notice to these officers of the approach of any visitor, when no head warder is in charge of the gate at night.

(o) to retain in his possession at night the key of the lock of the outer wicket and they key of one of the locks of the inner wicket, and (p) to enforce his orders firmly and without distinction of persons.

DAILY INSPECTION BY SUPERINTENDENT RECEPTION OF VISITORS.

282. The members of the warder guard mustered for morning drill, shall be inspected on parade daily by the Superintendent and on his arrival at the jail shall present arms. If an official or non-official visitor arrives while the parade is in progress the guard shall also present arms to the visitor. At other times the gate picket shall turn out and stand to “attention.”

ESCORT FOR VISITORS.

283. The escort for an official non-official or private visitor to jail shall consist of a warder armed with a baton, from the Warder Guard. This warder may be taken from the main-gate picket if it is a double one otherwise he shall be taken from the men detailed for the next relief of the main gate picket.

CHAPTER VIII
SECURITY DEPOSITS.

SECURITY DEPOSITIES

284. (1) Under the provisions of public Accountants default Act 1850:- (a) every public accountant shall give security for the due discharge of the trusts of the office.

(b) the security shall be such as shall be required by the authority by which such public accountant is appointed to his office;

(c) a public accountant means any person who is entrusted with the receipt , custody or control of any moneys, or securities for money; and

(d) any public accountant and his sureties may be proceeded against for any loss or defalcation in his accounts.

(2) Under the provisions of Rule 3.5 of the Punjab Subsidiary Treasury Rules regarding security deposits cashiers, storekeepers, sub store, keepers, clerks, temporary subordinates and other classes of establishment entrusted with the receipt and custody of cash or stores or who are required to handle money, shall be required to furnish security, the amount being regulated with reference to the amount of cash (or stores) which is in the hands of the individuals from time to time or according to the circumstances and local conditions. The amount of security shall not in any case, be less then 10% of the maximum amount of cash that is, likely to be in the hands of such Government servants.

OFFICERS TO FURNISH SECURITY AND EXECUTE BOND.

285. Every Deputy Superintendent/Assistant Superintendent, and such other person employed in a jail, as may be required to do so, shall be required to furnish security and execute a bond in form No. 98 for the due performance of all duties that they may be called upon to perform. For the purposes of this order, the security shall be taken either in cash or in one of the recognized forms of interest bearing securities mentioned in rule 3.6(b) of the Punjab Subsidiary

Treasury Rules. If may at the option of the Inspector –General of prisons be furnished either in full on appointment or subsequently be special payments or by monthly deductions from pay until the total sum required is deposited. The security deposit shall be hypothecated to Government in the name of the Inspector –General of Prisons, Punjab or the Superintendent of the jail. The amount of security to be furnished by each officer and the monthly deductions to be made, if authorized shall be as follows:-

Description of posts	Amount of Security	Monthly deductions if authorized shall not be less than	Amount of personal security.
	Rs	Rs	Rs
(i) Dy Supdt. Grade I,	2,000.00	25.00	10,000.00
(ii) Dy Supdt Grade-II	1,500.00	25.00	10,000.00
(iii) Sr. Asstt. Supdt W.C/S.A.S	1,000.00	20.00	5,000.00
(iv) Cashier/Store Keeper	1,000.00	20.00	5,000.00
(v) Head Warder/Warder	500.00	10.00	3,000.00
Technical Staff			

Weaving master, Carpenter Mater, Dyeing Master, Black Smithy Master, Leather Master, Chalk Master, tent Master & Asstt. Factory	500.00	10.00	3,00.00

The personal security shall be furnished in the shape of a surety bond to be executed by a surety whose solvency shall be certified by a Magistrate.

NOTE:-1 Government promissory notes will be accepted at their market value at the time of deposit.

NOTE:-2 The solvency of the surety should be verified after every third year and in case the surety is not found solvent or alive the concerned employee shall be required to furnish a fresh security bond.

DEPOSIT OF SECURITY DEDUCTIONS

286. All deductions made and the total amount deposited to date, including interest, and the Pass Book Account No. shall be recorded in the column provided for the purpose in the acquittance roll (Register No. 41). All deposits shall be definitely pledged to the Superintendent of the Jail to which the subordinate is attached, and the latter shall open an account for the security in his own name and be treated as the actual depositor, the Pass Book being issued to him and interest accruing on the deposit being paid to him. The usual letter pledging the security will not be required but the name and occupation of the person pledging the security shall be recorded on the opening page of the Pass Book, in addition to the designation of the person to whom the security is pledged, e.g., "Superintendent, Central Jail. Lahore on account of Karam Bakhsh Warder." Each subordinate's monthly deposit shall be paid into the Post Office Savings Bank immediately after his pay has been drawn, the amounts so realised and paid into deposit with the dates of realization and payment being entered in the general Cash Book. Interest accruing on deposits shall be credited to the undeposited portion of the security. If the security is fully paid up, interest shall be disbursed to the owner.

CUSTODY OF SAVINGS BANK BOOKS.

287. The savings bank books shall be kept by the Deputy Superintendent in his cash chest and placed before the Superintendent when required for examination and verification of the entries in the Cash Book.

DISPOSAL OF SECURITY DEPOSIT ON TRANSFER OF AN OFFICER 288. On the transfer of an officer, the Superintendent of the Jail to which such officer is attached shall arrange for the transfer of the security deposit and pass- book to the Superintendent of the Jail to which the officer is being transferred.

PROCEDURE WHEN FULL SECURITY IS DEPOSITED

289 When the full amount of security has been deposited, the depositor shall be informed and further deductions from his salary stopped. In the case of a warder, the Superintendent shall furnish him with a certificate that the security has been fully deposited (stating the amount), and should advise him to send it to his heirs or representatives, so that in case of his death, they may put in a claim for the return of the deposit.

DISPOSAL OF SECURITY ON DEATH OR RETIREMENT.

290 On the death of an officer, the Superintendent, shall after the lapse of a period sufficient to satisfy himself that no claim or demand is outstanding (such a period in no case to exceed six months from the date of death), if the officer's security is deposited in the Savings Bank, draw the security money or if the security is in promissory notes, apply to the Inspector-General for the notes which shall be endorsed by the Inspector-General to the Superintendent, to whom they shall be sent. Any money claim that Government may have against the deceased officer, not covered by pay or other money due to him, shall then be recovered by the Superintendent, from the security deposit money, or money realised by the sale of the notes, as the case may be, and the balance shall be paid to the heirs of the deceased officer. If no recoveries are to be made the full security deposit or the promissory notes duly endorsed shall be made over by the Superintendent to the person authorised to receive the money or the notes. On the retirement, resignation or discharge of an officer the same action shall be taken, except that the balance of money after the settlement of Government claims, shall be paid to the officer concerned or, if the security is in promissory notes from which no claim has to be realized, they shall be delivered to him duly endorsed. A receipt should be obtained for all money or notes made over.

THE EXECUTION OF SECURITY BOND

291. Security bonds (

Form No. 98) shall be executed as soon after appointment as possible. The bond shall be registered and forwarded to the Inspector-General for safe custody.

Note :- No stamp is necessary

WHEN SECURITY DEPOSIT MAY BE RETURNED.

292 (1) When an officer, who has security deposited in the Savings Bank, is granted leave without allowances on medical certificate, the Superintendent may, without reference to the Inspector General, provided the leave is not for less than six months, withdraw and pay to the officer in question half the amount of such officer's deposit. If at the end of the term of leave a Civil Surgeon certified that the officer is still unfit for duty and that further leave is necessary, the officer may receive back the remainder of his surety deposit.

(2) In other cases when necessity is , provided the Inspector-General may sanction the withdrawal and payment to the officer a sum not exceeding half the amount of the deposit.

FORFEITURE OF SECURITY.

293. (1) Any officer who violates the terms of his security bond is, as therein laid down, liable to the forfeiture of the whole or part of his security. No officer shall, however, forfeit any part of his security without the sanction of Inspector-General.

(2) Whenever the Superintendent is of opinion that an officer deserves to have his security forfeited in part or whole, he shall refer the case to the Inspector-General and set forth fully his grounds for such opinion.

CHAPTER IX

UNIFORMS ACCOUTREMENTS ORDNANCE SUPPLIES AND MILITARY TRAINING.

294. The officers of the Punjab Prison Services on first appointment or first promotion to that service shall be provided with uniform free of charge at the following scale and each article of uniform shall be replaced on the expiry of the period indicated below:-

Sr. No.	Aricles to be supplied	Number of Item	Life
WINTER			
1	Tuni-Khaki Woollen gabardine (Police pattern)	01	03 years
2	Trousers-Khaki Woollen gabardine, to match tunie without turn-ups, with buttons-silver metal with letter "P.P.S." embossed on them (Police	01	03 years
3	Shirt-Khaki cotton terene turn-town collers and two breast pockets with khaki bottons)	02	One every year
4	Dark blue tie	01	03 year
5	Belt-Sam Brown belt with silver mountings	01	03 year.
6	Socks woolen	02 pair	01 every year
7	Plain brown leather Derby shoes.	01 pair	01 year
8	Whistle of the police pattern to be worn attached to a dark blue round plaited lanyard and carried in the left breast pocket	01	When unservivcable

9	Gloves-Brown buckskin to be worn on parade if necessary. When not on ceremonial parade khaki woolen hosiery gloves	01	-do-
10	Great coat-khaki drab mixture cloth milled and water proof double breasted to reach to the point of the knee	01	05 years
11	Rain cost.	01	05 years
12	Peak cap of khaki gabardine Punjab Prisons Service pattern badges of silver metal to be worn in the centre of the band in front	01	05 years
Pagri Khaki muslin, 5 meters in length and fiftee of Blue salu cloth 1.37 meters (for Sikhs)		02	One every year
Officers of the rank of Superintendent central Jail and above will wear dark blue band with the badges appropriate to their rank		01	-do-
Member of the Punjab Prisons Service shall wear a silver departmental badge ' P.P.S in ¼ block letter at base of the shoulder strap		01	When unserviceable .
Summer			
1	Bush-Shirt/Shirt of Police pattern of Khaki cotton	02	One every year
2	Tunic of Khaki terrycot	02	One every year
3	Trousers(without turn-ups) Khaki Terrycot)	01	3 year
4	Socks-Nylon	02	-do-
5	Badges of Rank, shall be of silver metal of police pattern, Officers shall wear the badges of their rank on the shoulder strap as under:-		
a)	a)I.G. Prisons	Crossed sword and baton and one star	
b)	b)D.I.G Prisons	The State emblem and 3 stars	
c)	c)A.I.G/Superintendent Central Jail	The state emblem and 2 stars	
d)	d)Superintendent District Jail	The State emblem and 1 star	
e)	Addl. Superintendent/Deputy Superintendent Gd.I	State emblem	
f)	f)Deputy Superintendent Gd. II	Three stars.	

295. On the appointment of Senior Assistant Superintendent, Assistant Superintendent/Welfare officer/Probation officer the official shall be provided with uniform free of charge at the following scale and each article of uniform as shown each item; on the expiry on which the same will be replaced with the new one:

Sr. No.	Aricles to be supplied	Number of Item	Life
WINTER			

1	Peak cap (for non-sikhs) Safa of Khaki muslin 5 meters in length. Fiftee of Blue salu 1.37 metres (for Sikhs)	1 2 2	2 years One every year One every
2	Tunic-Khaki woolen serge.	1	3 years
3	Slacks-khaki woolen serge	1	3 years
4	Shirt-Khaki popline with	2	One every year
	Khaki Silk tie	1	3 year
5	Boota (brown) with laces.	1 pair	One year
6	Socks-Khaki woolen	2 pair	One year 6 months
7	Belt-sam brown belt cane of approved pattern	1	When unserviceable
8	Khaki woolen jersey	1	3 years
9	Great coat	01	5 years
10	Whistle with whistle-cord (lanyard)	01	When unserviceable
11	Rain coat	01	5 years
12	Stars of brass as of rank shoulders with brass block letter "P.J." at the base of the should strap		When unserviceable
13	Buttons of uniform will be of brass with letter P.J. embossed on them.		When unserviceable
SUMMER WEAR.			
	Tunic Khaki Terrycot	1	3 year
	Trousers (without turn-ups) of the same material	2	One every year
	All other articles as for winter Bush-shirt/Shirt of Khaki terrycot	2	One every years
296 (1) The uniform of a warder shall be			
WINTER WEAR			
1	Angola shirt; Serge Woollen Khaki	1	3 year
2	Slacks; Surge Woollen Khaki	1	-d0-
3	Jersey: Jarsey Woollen Khaki	1	3 year
4	Great Coat-Great Coat woolen (Police pattern)	1	5 year
5	Rain Coat Khaki Water proof	1	3 year
6	Boot Polish, one tin 48 gms	1	3 months
7	Metal Polish	1 tin small	One year
SUMMER WEAR (INITIAL ISSUE)			
	Shirt Terrycot half sleeves	2	One every year
	Trouser Khaki Terrycot	2	One every year
	Short Khaki Terrycot	2	One every year
Both seasons.			
	Head dress-khaki muslim pugree 5 metres long	02	One Every year
	Muslim cloth 03 metres long and 11 inches vide to be worn under the pagree	01	One year
	Barret for non Sikhs	1	One year
	Ammunition shoes	1 pair	Seven years
	Shoes-black leather	1 pair	One year
	Whistle with leather strap	1	When found

	Shoulder badges "P.J."	2	Unserviceable
	Waist –belt-black leather brass clasp with the letter P.J. and the word Head	1	Ten years
	Warder/Warder and permanent No. of Head warder/Warder embossed thereon to be worn over trousers		

NOTE:-1 Service Revolver is the part of the Uniform of Executive staff upto the rank of I.G. Prisons. It should not be take by them beyond the deory of the prison.

NOTE:-2 Barret shall be worn by Non-Sikh warders and Khaki muslin cloth by sikh warders.

2 The uniform of a head warder shall be the same as prescribed for warders with the following additions:

(a) Three chevrons on night sleeve above elbow.

(b) Waist belt to have the words embossed on the clasp.

NOTE:-1 Cheverons shall consist of black braid on red ground.

NOTE:2 The period passed by an officer on earned leave or any kind of leave in excess of one month should not be calculated in estimating the period due for a new issue of uniform.

Sr. No.	Aricles to be supplied	Number of Item	Life
WINTER			
3	The uniform of a matron or female warder shall be:-		
(a)	Surge woolen khaki shirt or blouse (long sleeves)	01	3 years
(b)	Surge woolen khaki salwar or trousers	01	3 years
(c)	Chaddar Khaki (2,1/2 meters) or khaki scarf terrycot (1X1 metre)	02	One every year
(d)	Jersey woolen khaki	01	3 years
(e)	Great coat	01	3 years
(f)	Socks woolen Khaki	2 pair	1 every year
(g)	Rain coat khaki water proof	01	5 years
(h)	Shoes of plain black leather	1 pair	1 year
(i)	Leather belt black with fitting for whistle.	1	10 year
(j)	Whistle with whistle strap	1	When found unserviceable
	SUMMER WEAR		
	Two khaki shirts (half sleeves) or blouse, terrycot	2	One every year
	Terrycot khaki salwar or trousers.	02	-do-
	Dupata malmal Khaki (2-1/2 meters) 2 of khaki sear of malmal (1x1 metre)	02	One every year
	A kit bix and charpoy of standard size and pattern shall be supplied to every warder (Both male and		
	female)		
	Kit box	01	When found

	Charpoy	01	Unservice
NOTE:- Warder deputed for 3 months training shall be issued the following additional items of uniform.			
1	P.T. Shoes	1 Pair	
2	P.T Socks	2 pair	
3	White Banian	2 pair	
4	Niwar waist belt	1 pair	
5	White Romal	2 (31x31 CM)	

Woollen jersey and great coats shall not be issued to warders enlisted between the 15th April and 1st September until the 15th April and Ist September until the 15th of the later month.

NOTE:-2 Every jail shall when necessary be supplied yearly with complete units of uniform (except shoes) for the use of temporary warder according to season and requirements. Shoes shall however, be provided for the use of those temporary warders whose appointment is likely to last for a year or more. Articles not in use shall be kept in the custody of the Deputy Superintendent/Line officer. Time expired or unserviceable articles of such uniforms shall not become the property of such warders No temporary warder shall be allowed to enter a jail unless he is properly dressed in such uniform.

PREPARATION OF ANNUAL IN DENT AND OTHER MATTERS CONCERNING THE SUPPLY OF UNIFORM.

297.(1) The Superintendent of every jail shall send indent of cloth required for the warder establishment six months in advance to Inspector General of prisons (i.e. for summer uniform October and winter uniform April Every year.

(2) The Superintendent may indent for uniform for the full permanent establishment of the jail, together with the number of extra articles likely to be required for temporary warders.

(3) In the case of articles issued at longer intervals than a year jerseys shall be requisitioned for one-third and great coats for one-fifth of the strength of the warder establishment.

Example:- Great coats are supposed to last five years, so that one-fifth of the sanctioned establishment can receive new greatcoats every year, similarly jerseys for one-third of the strength can be indented for yearly, and so on.

(1) Uniforms shall be got stitched according to the size of each official at the rate fixed by the Government for time to time. Any extra expense shall be borne by the concerned official.

(2) Stitched uniforms when received, shall be distributedby the Deputy Superintendent/Line officer who shall maintain a clothing register showing the date of issue of all articles. A record of all the articles and date of its issue under the signatures of Assistant Superintendent shall be kept in kit sheet attached to the service book of every official.

(3) Each jail shall be debited with the cost of uniform supplied.

THE MARKING OF FORM.

298. Every article of clothing shall, before it is issued be marked with the permanent number of the warder and the date of issue, in 25.4 mm figures in the case of woolen articles and in 12.7 mm figures on cotton articles as follows:- Blouse On the inside of back of neck band.

Jersey on the inside of back between
Greatcoat the shoulders.

Trousers on the waist band.

Pugree On the reverse side of one end.

NOTE:- For making cotton articles dhobi's hut with steel dye, should be used and for woolen articles white paint should be used with wooden dye.

CONDITIONS UNDER WHICH THE FREE ISSUE OF UNIFORM ETC. IS MADE. 299.

(1) Every articles of uniform including shoes, supplied free by Government to any officer, is Government property during the period for which is was issued and shall be duly accounted for during such period but shall be taken by the officer wherever he may be transferred. Each such article becomes, on the expiry of the period for which it was issued, the absolute property of the officer in whose possession if it is at the time.

(2) Arms and accoutrements such as belts, badges, sword-slings bayonet-frogs, ammunition pouches, batons, etc, shall remain at the jail to which they were supplied, any officer losing or damaging any of these articles otherwise than by fair wear, shall be required to pay the cost of renewal or repair as the case may be.

KIT INSPECTIONS LOST OR UNSERVICEABLE ITEMS TO BE REPLACED. 300

(1) A kit inspection shall be held by the Superintendent once in each month ordinarily on the first Wednesday, when every warder shall be required to exhibit all the articles the property of Government, issued to him. Any articles which has got lost or become unserviceable during the period for which it was issued shall be replaced at the expense of the person to whom it was issued, the value being recovered from the pay next due to him provided that no more than Rs. 50 shall be recovered in any one month.

(2) Spare articles of clothing buttons, and letters for sale shall be maintained at all jails. Any article purchased to replace one lost or unserviceable shall be marked with the purchaser's number and the date on which the last free issue of a similar article was made to him, it shall become his private when the period of issue of the article of which the substitute it is expires.

NOTE:- All articles of uniform issued, are to be submitted for inspection.

ADJUSTMENT OF THE COST OF UNIFORM WHEN AN OFFICER LEAVES THE SERVICE.

301. If an officer is discharged dismissed or resigns, or leave the service except retirement on superannuation, before the period for which any articles of uniform or shoes issued to him expires, the unused value" of such articles shall be deducted from any money due to him, and the articles then becomes his property or the property of his heirs. Other articles, the property of Government

issued to him shall be returned to store, a deduction being made for any loss or

damage beyond what can be attributed to fair wear.

NOTE:- The unused value of any article is that part of its total cost which corresponds with the time it is still to last as compared with the period for which it was issued. In the calculation, less than 15 days shall not be counted and mote than 15 days shall count as a full month.

Example:- A pagree should give 12 months wear. If after three months and eight days the warder to whom it was issued, resigns, 9/12 or ¾ of the cost of the article shall be deducted from any money due to him and the pagree then becomes his private property. Similarly after 5 months and 17 days 6/12 or ½ the cost would be debuted.

NOTE:-2 In the case of a woolen uniform, the calculation shall be made on the number of cold weather month's wear the article is supposed to give, and the number of cold weather months remaining till a new issue of the article becomes due, the cold weather counting from the 15th October to the 15 th April.

Example:- A woolen serge blouse is issued on the 15th October and is supposed to last three years or 18 cold weather months whether the owner leaves the service on the 1st may or the 1st August following he shall have to refund two-third of the cost as the woolen serge blouse should still have two cold season's wear in it. Similarly, if he resigned on the 15th Janunary after wearing it one cold season and half another cold season or nine months in all, he would be required to refund one-half of the cost.

NOTE:-.3 When an article of uniform issued to an officer has been unused at the time of his discharge or death it may be taken back.

NOTE:-4 When the pay due to and the security deposit, to the credit of an officer, do not cover the estimated unused value of his uniform all used articles of uniform in his possession shall be auctioned publicly and the proceeds added to the balance of pay and security deposit. Should the total sum so obtained be in excess of the sum recoverable, the balance shall be made over to the officer or his heirs as the case may be but should the sum be less, the jail bear the loss.

DISPOSAL OF MONEY RECOVERY FOR UNIFORM

302. All moneys recovered under the provisions of the precedings paragraph

shall be credited to Government under the appropriate head of receipt of the jails department and the treasury receipt therefor be attached to the combined annual indent submitted to the Inspector-General.

ISSUE OF UNIFORM ON ENLISTMENT OF WHEN OTHERWISE DUE. CLOTHING SHEETS.

303. An issue of uniform shall be made to the officer at the time of their entertainment . All other issues shall be made as they become due. The date of issue of every article of uniform shall be recorded in a clothing sheet (

Form No. 107) which shall accompany the service-book of the officer wherever he may be transferred.

NOTE:- The period passed by an officer on casual leave, and earned leave or may kind of leave in excess of one month should not be calculated in estimating the period due for a new issue of uniform.

CUSTODY OF UNIFORM WHEN AN OFFICER GOES ON LEAVE.

304. When an officer goes on leave he shall make his own arrangements for the custody of his uniform during his absence.

THE WASHING AND MENDING OF UNIFORM.

305. Each individual official shall be responsible for cleanliness and upkeep of all items of his uniform at his expense.

JAIL ARMOURY.

306. A special room near the main gate shall be set apart for storing the arms and ammunition, it shall be furnished with suitable racks for all types of arms and pegs to hang accoutrements on.

RULES FOR JAIL ARMOURIES.

307. (a) The armoury should be damp proof and at all time kept scrupulously clean.

(b) A brush or broom should be kept in armoury for cleaning it out on each occasion it is opened for the receipt delievery or inspection of the stores.

(c) No unauthorized person should at any time be admitted in to the armoury.

(d) The official directly in charge of the armoury should take care that it is clean and securely locked.

(e) The armoury should not be opened during, or on the approach of , a storm except in the case of extreme emergency mentioned in paragraphs 363 to 367.

(f) Smoking should not be allowed inside the armoury.

(g) Boxes containing ammunition or arms should not be thrown down or dragged along the floor.

(h) Empty boxes or loose packing materials should not be kept in the armoury.

N.B: the jail armoury is not to be used for the storage of dynamite or any explosive except ammunition.

SUPPLY OF AMMUNICATION DISPOSAL OF CARTRIDGE CASES, ETC. THE REPAIR OF ARMS.

308. (1) Indents to quadruplicate (I.A.F.Z 2091) for ammunition shall be submitted to the Inspector –General for submission to the State Government, not later than the 15th march of each year. The following scale of ammunition per man is sanctioned annually.

40 rounds ball, 50 rounds blank and 30 rounds buckshot and 30 rounds of arm allotted to individual official.

Only ammunition expended and such as may have deteriorated and needs renewal shall be indented for.

(2) Unserviceable ammunition, empty cartridge cases and lead shall be returned to the arsenal at the time the annual indent is submitted I.A.F.Z. No. 2096 being used for the purpose.

(3) Whenever any arms supplied by the ordinance Department need repair, the Superintendent having inspected the stores and found them repairable enters them in I.A.F.Z 2098 in bulk, i.e. Rifles, patter 53 No. 07, entering the number in the column headed " as borne on ledger." And also in column headed as found. Column 6 should then be filed in with such

explanation as the Superintendent may have to offer such as " fair wear and tear". "repair to be charged to State". Etc. The form should then be submitted to the arsenal on which the jail is depended through the Inspector-General of Prisons, in original only unless the stores are required to be replaced, when it should be in duplicate and accompanied, by a requisition

form I.A.F.Z 2091 for the stores required.

(4) All the necessary ordinance forms can be obtained on application to the Inspector-General.

NOTE:-1 Ball and blank cartridge should be used for practice and buckshot for service only.

NOTE:2 Ball and blank ammunition (in metal cases) will only be issued by the Ordnance Department in exchange for an equivalent number of empty fired cases of the same description.

NOTE:-3. Empty paper, blank cartridge cases should not be returned into Ordnance Store, but should be destroyed by burning.

NOTE:-4. For rules regarding the issue and custody of small arms ammunition and return of empty fired cases etc, see appendix No. XVII.

FIRE ARMS TO BE NUMBERED AND PLACED IN CHARGE OF AN OFFICERS. 309. Every firearm shall be numbered and placed in the special charge of the officer for whose use it is intended, who will be held responsible that such firearm with the bayonet and accoutrements entrusted to his care, are always kept clean and in good serviceable condition.

NOTE:- A list showing the number and name of each officer, the number of his firearm and the various arms and accoutrements for which he is responsible, shall be pasted up in the interior of every armoury.

FIREARMS TO BE KEPT IN A SPECIAL PLACE. AMMUNITION TO BE IN READINESS.

310. Each firearm shall have a special place assigned to it in the Arms rack, and bearing the same number, so that every officer can find his own readily. The firearm when not in use shall be kept in its own place and near it shall be kept always in readiness, a packet of buckshot ammunition. Ball ammunition shall be securely locked up, and the key kept by the head warder in charge of the armoury.

INSPECTION OF ARMS, ACCOUTREMENTS AND AMMUNITION.

311. All arms accoutrements and such ammunition as is left out for emergent use, shall be inspected daily by the head warder in charge of the armoury and weekly by the Superintendent and Deputy Superintendent.

A LIST OF ARMS ETC. TO BE SENT TO INSPECTOR-GENERAL ON 1ST DECEMBER.

312. On the 1st December of each year a list of the arms and accoutrements in stock (

Form No. 169) with remarks as to their condition and the quantity of each kind of ammunition in store, shall be submitted for the information of the Inspector-General.

DRILL AND THE USE OF ARMS. WEEKLY DRILL PARADE EXEMPTIONS FROM DAILY DRILL.

313. (1) Every Deputy Superintendent, Senior Assistant Superintendent, Assistant Superintendent, Welfare officer, Sub Assistant Superintendent, Head Warder and Warder shall undergo a through training in squad drill and in the use of the arms provided for them. They shall also be put through a course of musketry once a year for the arms provided for them.

(2) Any Deputy Superintendent, or Assistant Superintendent who has acquired a sound knowledge of drill and is qualified to drill the guard, shall only be required to attend the Superintendent's drill parade which shall take place ordinarily on the Wednesday of every week. On these occasions the whole establishment required to undergo training in drill, and available for the purpose, shall be inspected by and drilled in the presence of the Superintendent. Practice with blank cartridge shall take place at these inspections artleast once a month (ordinarily at the first monthly parade) Warders who are proficient in drill shall not, except as a punishment, be required to be present at drill parade more than three times a week.

(3) Subject to the provisions of the preceding clause, and to the exemption in the case of head warders, all officers the whom arms are provided, shall unless prevented by sickness or absence on leave, be required to attend drill for half an hour either in the morning or evening of every week day except Thursday.

(4) At the weekly inspection parade, the Superintendent should make a close examination of the arms, accoutrements, etc and satisfy himself that they are clean and in good order, that the men are properly turned out, clean in their persons and clothing, and that no buttons, letters or other articles are missing.

INSTRUCTIONS AS TO SALUTING SUPERIOR OFFICERS.

314. The following instructions in regard to saluting superior officers shall be observed:-

For Deputy Superintendents, Senior Assistant and Assistant Superintendents and head warders.

Officers to be saluted	When on parade armed with sword at ward of command	When not on parade	It drilling with warders in the ranks
Superintendent, official and non-official visitors, and Superior officers of	Shall salute with sword at command.	Shall stand at attention and salute with hand.	Shall present arms at word of command.
For Warders			
Officers to be saluted	When on parade armed	When passing armed with musket	When passing unarmed

Superintendent, Official and Non-official visitors, and superior officers of Government	Shall be halted and present arms at word of command.	Shall slope arms. If marching in squad shall do so at word of	Shall salute with hand in military fashion.
Deputy Superintendent	Shall slope arms at word of command	Shall slope arms. If marching in squad shall do so at word of	Shall salute with hand in military fashion.
Assistant Superintendent	-do-	-do-	-do-

The gate sentry shall salute the Deputy Superintendent by coming to attention on his approach to any officer superior to the Deputy Superintendent and to every official and non official visitor be shall present arms. A Warder sitting shall, when any of those officers approach rise and stand at attention, before addressing an officer he shall stand two paces from him and salute with the hand, he shall also salute when withdrawing.

SWORDS AND FIREARMS NOT TO BE TAKEN INTO THE JAIL.

315. Swords and firearms, with the exception of those allowed for the sentry on duty on the central tower, shall only be taken inside the a Jail at alarm parades or under the order of the Superintendent or Deputy Superintendent in times of emergency.

CHAPTER X

THE SAFE CUSTODY OF PRISONERS.

SECTION L THE GUARDING OF PRISONERS.

MAIN PRINCIPLES TO BE OBSERVED IN GUARDING.

316. Every prisoner in a jail shall at all times, both by day and night, be in charge of some officer, in such a manner that responsibility for an escape resulting from negligence , can be definitely fixed. A record of the names of prisoners made over to each officer during the day shall be kept in a gang-book and every subsequent change of a prisoner from one gang to another, shall be recorded therein under the authority and signatures of an officer not below the rank of a head warder, who likewise at every change of guard shall be present to witness and verify the number of prisoners made over to the relieving officer. **DETAILS OF THE PROCVEDURE TO BE OBSERVED IN GUARDING.**

317. The following procedure shall be observed in guarding the jail and the prisoners confined therein:-

(a) The warder guard shall, after due allowance has been made for leave, sickness, transfer etc, be divided into two squads as equally as possible which may be called A &B. Squad A will come on duty at 6.A.M and will be relieved by the night guard which may be composed partly from Squad A and partly From Squad. B.

(b) The Deputy Superintendent and the Assistant Superintendents together with the warders who are to go on duty in the morning shall enter the jail together.

(c) The wards shall be opened and the prisoners counted out by head warders in pairs in the presence of the relieving warders who are to take charge of the prisoners during the first period of day duty. The Deputy Superintendent and Assistant Superintendents or head warder shall verify the number counted out of each ward by comparison with the entry in the lockup register. A head warder incharge main will petrolling shall take take charge during the first turn of duty and post them round the main walls.

(d) On the completion of the parades, the prisoners shall be distributed into their respective gangs, and a responsible officer shall be placed in charge of each gang. The responsibility for the charge of a gang shall never be divided between two or more officers. The strength of a gang working outside the jail walls, but within the jail precincts shall not , without the sanction of the Inspector-General, exceed 12 prisoners, there shall be atleast one head warder incharge assisted by another warder for every such gang. In the case of prisoners working inside jail walls, each gang may contain as many as can be conveniently and effectively supervised . Prisoners shall not be employed beyond the jail precincts without the special sanction of the Inspector –General in writing.

(e) The warders coming on duty at the opening of the wards in the morning shall be relieved at noon by the Squad B which shall be brought into the jail by the Head Warders taking the second turn of day duty. They shall remain incharge until the prisoners are locked up and the night guard posted.

(f) When the head warder/warders and convict-officers are posted to the several gangs in the morning , the names of the prisoners composing each gang shall be called from the gang-book in the presence of the officer about to take charge, who shall verify the total by counting them. The officer's name shall then be recorded in the gang-book and his receipt taken. Every long termed and dangerous prisoner should be specially pointed out to the warder about to take charge of him, so that a particular watch may be kept on him. At every change of guard the number of prisoners in each gang shall be counted, and in the case of gang outside the jail, the names of the prisoners composing each gang shall be called over. In large jails there should be several gang-books, so that the rolls may be called simultaneously to save time. Convict writers may, when necessary, be employed to assist in writing up the gang books.

(g) On the cessation of work in the evening the gangs shall be collected and the prisoners in each gang counted and verified.

(h) Every head warder/warder incharge of a gang working outside the jail walls shall keep a vigilant eye on the prisoners in his gang and shall not allow them to wander or go out of sight on any pretext

whatever. He shall be personally responsible for their safe custody throughout the whole period of his duty. Warders assisting head warder/senior warder in –charge of an outside gang shall similarly be responsible for the safe custody of the gang, but their responsibility shall in no way diminish, or detract from the responsibility of the incharge headwarder/Senior warder. Prisoners working all day at a distance from the jail should be provided with a temporary latrine in close proximity to the work and under the eye of the warder in charge. A warder incharge of a gang inside the jail shall accompany any of the prisoners of his gang when they go outside the jail leaving the prisoners remaining inside, in the charge of other warder. Only warders of experience should be placed in-charge of outside gangs.

EVENING COUNT LOCK-UP AND DISPOSAL OF KEYS.

318.(1) After completion of the evening parades, the first section of night guard shall be brought inside the jail by the patrolling officer, the Deputy Superintendent, Assistant Superintendents and head warders shall then count the prisoners into their wards cells or other compartments. When all the prisoners have been locked up the total number of prisoners shall be verified. If found correct, the patrolling officer shall then post the first section of night guard on the main wall on their respective beats and a head warder shall then collect the **convict-officers** patrolling the walls,

take them to the latrine and ablution platform and thereafter count and lock them up. The number of prisoners locked up in each ward or other building, as well as the total number of prisoners in the jail, shall be shown in the lock-up register (No. 14) to which the Deputy Superintendent shall append his signature in token of its correctness.

(2) On the completion of the lock-up the keys of the wards cells and other compartments where prisoners are confined, shall be collected and counted in the presence of the Deputy Superintendent who shall note the number in the lock-up register. He shall then lock the keys into the receptacle provided for the purpose at the main gate and make over the key of such receptacle to the patrolling officer of the first watch. Each patrolling officer shall in turn make over the key to his successor , and the officer of the last watch shall deliever it to the Deputy Superintendent on his entering the jail in the morning . The keys of the cook-house and of the wards in which the cooks for night duty are confined shall also be placed in the charge of the patrolling officer.

PERIOD OF NIGHT DUTY.

319(a) The last section of the night guard shall not be employed in Squad A on the following day.

(a)No warder or head warder shall be on whole day duty except the gardener and head warder incharge ‘Chakker’. All warders other than the gardener

and headwarder incharge 'Chakker' shall be required to serve on night duty.

WARDERS TO ACCOMPANY LARGE GANGS TAKEN BEYOND THE JAIL PRECINCTS.

320. When more than 40 prisoners are taken outside the jail to such a distance that the alarm if sounded cannot be heard at the jail and such prisoners are allowed to work together as one party, two or more warders according to circumstances (in addition to the Head warders and convict officials in charge of the gangs) armed with rifles and buckshot cartridges shall be detailed to follow
the gangs and to station themselves in a suitable position to render assistance, should it be so required.

CHARGE OF THE UNDERTRIAL WARD.

321. Unconvicted prisoners shall be guarded by warders.

DUTIES OF THE NIGHT WATCH.

322. (a) During the night every official on duty in jail shall carry batons and shall not quit his beat or sit down. Head warder/senior warder on patrolling duty shall visit the places within his beat frequently and ensure that all warders on duty are alert. Patrolling officer on main wall shall go around the main will and ensure that disc circulation is in order and warder on duty are alert.

(b) The barracks shall be visited once in every half an hour throughout the night by a patrolling officer who should examine the locks, gratings and doors and satisfy himself that they are secure and that the night watchman on duty inside is alert. He should frequently challenge him with this object and enquire the number of prisoners and if all are present.

(c) The main wall and other important place should be provided with electric light which should remain lit during the entire night. In additions to this alternate arrangement such as generater/electronic Invertor light be made to provide sufficient instant light in case of failure of electricity.

(d) Watch towers should be equipped with search/flood lights. These watch towers shall be manned by trained and experienced warders equipped with suitable weapons prescribed by Superintendent Jail in consultation with Inspector-General of Prisons. The duties of these warders should be frequently changed, they should be told about the place of their duty at the time of reporting for duty.

ROSTER OF OFFICERS BY DUTY BEAT AT NIGHT BE CHANGED. RECORD TO BE KEPT.

323 (1) A roster showing the turns of day duty of each warder shall be prepared every week in advance, by or under the orders of the Deputy Superintendent, and pasted up in some prominent and accessible place. All

subsequent changes of duty of officers on the roster should be noted there in.

(2) No officer should be placed on the same beat two nights in succession, nor informed of his beat till he is about to be posted. A record shall be kept showing the officer put on each beat during each watch.

SYSTEM OF WATCH INSIDE THE WARDS AT NIGHT.

324. Every ward or compartment in which prisoners are confined shall be patrolled inside by **night watchman** who should be changed daily and relieved at the time the patrolling officer is changed. A roster showing the names of the prisoners told off to patrol each ward, with the hours of duty shall be kept. The patrolling officer shall satisfy himself that the night watchman inside the wards to changed at the time the patrolling officer is relieved. When exceptional precautions are necessary or a ward is of unusual length, two or more night watchman may be placed on duty at one time, each being allotted a definite beat Night watchman whilst on duty shall patrol their wards, prevent, as far as lies in their power, the commission of any breach of jail discipline, satisfy themselves by frequent counting that the prisoners are all present and intimate the fact to the outside patrol at least once every fifteen minutes. At each change of watch, the relieving night watchman shall report to the patrolling officer the number of prisoners present in case of any unusual occurrence, be shall give immediate notice to the patrolling officer to take any action that may be necessary.

THE LIGHTING OF WARDS AT NIGHT.

325. If there is no electric light a lighted lamp or lamps suspended eight or nine feet from the ground by an iron rod, shall be kept in every ward and compartment occupied by prisoners throughout the night. The quantity of oil allowed for each lamp shall be from 75 ml to 125 ml according to the season. For placing lamps in position, a light bamboo with a hook on one end shall be used. It
shall be kept in the charge of the officer on duty outside and be passed to the night watchman on duty within, only when it is required to take down and re-light a lamp. The use of naked lights is prohibited. It is the duty of the patrolling head warders and the night watchman inside the wards, to see that the lamps are kept burning brightly.

USE OF NIGHT LATRINES. PRISONERS TAKEN ILL AT NIGHT.

326. No prisoner shall use the night latrine without obtaining the permission of the night watchman on duty who shall acquaint the patrol at the same time who shall report to the Deputy Superintendent in the morning the name of any prisoner who uses the latrine for defacation. When it appears to the night watchman that a prisoner is seriously sick, he shall at once bring the fact to the notice of the head warder on duty. When a latrine is furnished with the means of being locked it shall be kept locked and the key shall remain in the possession of the night watchman on duty within.

DUTIES OF HEAD WARDER ON PETROL DUTY AT NIGHT.

327. The head warder on senior warder on patrol at night shall keep in the move, visiting the warders and night watchman on duty. He shall on taking over charge , satisfy that the correct number of prisoners is reported to be in custody and that everything is secure. When changing guard at night, both the relieved and relieving head warder or senior warder shall change the guard in company. In cases of serious warder shall change the guard in company. In cases of serious sickness the patrolling head warder shall forthwith send notice to the Medical Officer and officer on duty/Deputy Superintendent who shall, if necessary, take steps for the removal of the sick prisoner to hospital. Should any irregularity on the part of warders or prisoners come to his notice he should report the matter to the Deputy Superintendent next morning. Immediate notice shall be given to the Deputy Superintendent of any occurrence requiring prompt action such as an escape, attempt to escape, riot, fire or serious sickness. He shall see that the main-gate sentry is at his post between the gates and on the alert. Each patrolling head warder on senior warder shall carry a control-watch to record the time at
which he visits each part of the jail. Punctually at the hour for the relief of the guard, the head warder or senior warder who is to take the next watch shall bring in the relieving warders. He shall search them between the gates both on entering and leaving the jail. This search should be personally conducted at least once a week by the Deputy or Assistant Superintendent. In large jails the Superintendent may, to save time, arrange for the relief of the guard in two place simultaneously.

NOTE: A Special warder will be employed for awakening the various night guards for their turns of duty.

CUSTODY OF PRISONERS.

328. (1) Every convict should be allotted a definite sleeping berth, the number of which should be noted in his history ticket. Wandering about the sleeping barracks at anytime is to be strictly prohibited , and the fact of any convict leaving his sleeping berth for any purpose whatever should atonce be reported by the convict official on duty to the patrolling officer who will note the case and inform the Deputy Superintendent on the latter official entering the jail on the following morning.

(2) Prisoners should not be allowed to approach the gratings un-necessarily, and sleeping on the floor between the sleeping berths in the barracks is to be strictly prohibited.

SPECIAL PRECAUTION FOR DANGEROUS PRISONERS.

329.(1) Special precautions should be taken for the safe custody of dangerous prisoners whether they are awaiting trial or have been convicted. On being admitted to jail they should be (a) placed in charge of trust worthy warders (b) confined in the most secure buildings available (c) as far as practicable confined in different barracks or cells each night (d) thoroughly searched at least twice daily and occasionally at uncertain hours (The Deputy Superintendent must search them atleast once daily

and he must satisfy himself that they are properly searched by a trust wothy subordinate at other times). They should not be employed on any

industry affording facilities for escape and should not be entrusted with implements that can be used as weapons. Warders on taking over charge of such prisoners must search them and the iron bars or the gratings of the barracks/cells in which they are confined are secure and all locks bolts etc. are in proper order. They should during their turns of duty frequently satisfy themselves that all such prisoners are in their places, and should acquaint themselves with their appearances.

LIGHT TO BE KEPT BURNING AT NIGHT.

(2) From sunset to sunrise a good light shall at the discretion of the Superintendent be kept burning in front of the grated door of every cell in which a dangerous prisoner is confined, so that he may at all times remain under observation.

LETTING OUT COOKS TO PREPARE EARLY MORNING MEAL.

330. When it is necessary to let out cooks before day-break to prepare the early morning meal the patrolling officer shall, at the hour fixed, let out the necessary number and put them in charge of a warder or convict-warder as may be directed.

WARDERS MAY BE POSTED ON THE CENTRAL TOWER.

331. In jails where there is a central tower three selected warders may be posted therein at night, each to take a watch in turn , to act as a mean of communication between the watch and the patrolling officer and to sound the alarm in case of need. A code of signals can be arranged by striking gang in the tower by which the attention of the Head-Warder can be directed to any particular part of the jail.

VISIT BY OFFICIALS AT NIGHT; REPORT TO BE MADE.

332. Every Deputy Superintendent, and Assistant Superintendent shall, in the case of a Central Jail ordinarily visit all parts of the jail at night at least once a week and of a District Jail twice a week each on different nights, and see that the officer on duty are on the alert and moving on their beats, that the **lamps are showing sufficient light**. The time of the visit should not be made known before hand. The date of the visit, the hour of entering and leaving the jail and a report of any unusual occurrence that comes under observation, shall be recorded in a book which shall be provided for the purpose at the main gate. This book shall remain in the custody of the gate during the night. The gate-keeper should produce it before the Superintendent on his arrival at the jail in the morning.

NOTE;- In the District jails the chief Head Warder Chakker, may also be required to visit the jail at night.

OPENING WARDS AT NIGHT, PRECAUTION TO BE TAKEN.

333. To the door-posts of all sleeping wards shall be affixed a chain with a hook at the free end which can be attached at will to the door, so as to admit or allow the exit of one person at a time and no more . Should it be necessary to open a sleeping ward at night for purposes other than the emergency of fire, prior to unlocking the door

the chain should be hooked in. No ward shall be opened at night unless the Deputy Superintendent or Assistant Superintendent and one other officer are present except in the case of fire.

LOCKS TO BE OUT OF REACH.

334. The locks of the doors of all sleeping wards and cells shall be arranged that no prisoner can reach them from the inside.

CUSTODY AND CONTROL OF PRISONER OUTSIDE THE JAIL.

335. A prisoner, when being taken to or from any prison in which he may be lawfully confined, or whenever he is working outside or is otherwise beyond the limits of any such prison officer belonging to such prison, shall be deemed to be in prison and shall be subject to all the same incidents as if he were actually in prison.

POLICE GUARDS.

POLICE GURDS TO BE PROVIDED UNDER CERTAIN UNDER CERTAIN CONDITIONS.

336. Whenever it is necessary to place prisoners in confinement in any place without the walls of the jail the Superintendent shall apply to the Superintendent of Police for such police guard as may in the opinion of the latter officer, be necessary and the Superintendent of Police shall supply such guard accordingly.

RESPONSIBILITY OF POLICE GURD WHEN GUARDING PRISONERS.

337. In every case in which prisoners are guarded by the Police under the provisions of the preceding rule the responsibility for the safe custody of the prisoners shall rest with the police.

ACTION WHEN ANY JAIL BECOMES TEMPORARILY INSECURE.

338. If from any cause any jail at any time becomes temporarily insecure, the Superintendent shall inform the Superintendent of Police of the fact, and it shall be the duty of that officer to supply such police guard as he may think necessary to provide for the safety of the prisoners until the jail is made secure.

SECTION II ALARM PARADE, ESCAPES AND OUTBREAKS.

PREPARATIONS AND PROCEDURE FOR DEALING WITH CASES OF ESCAPE AND DISTURBANCE.

339. The precautions to be taken and the procedure to be adopted to guard against and deal with cases of escape and disturbance in jails are as follows:- (a) The main gate sentry of every jail shall be provided with a bell gong or drum with which to raise the alarm, he shall also be provided with means for raising an alarm. When prisoners are working in large number other inside or outside the jail, at a point son distant that a warder's whistle sounded at such place cannot be heard by either the main gate sentry or second sentry, a gong or other preconcerted means of conveying information rapidly of any untoward occurrence, shall be provided Immediately a prisoner is found to be missing or in the event of any attempt to break jail or on any other disturbance taking place or even appearing imminent, an alarm parade shall be called and the Deputy Superintendent Jail

shall dispatch a messenger to convey brief information of what has happened to the Superintendent.

(b) The officer who first notices the incident whatever it may be shall blow his whistle continuously, and all warders on hearing it shall repeat the whistle till the continuous sounding of the alarm gong or bell at the jail gate shows that the information has reached there. A sentry on hearing a whistle, or a bell or gang sounding the alarm in any part of the jail or its neighbourhood, shall repeat the alarm till the whole establishment is thoroughly aroused. The whistle or gong used for sounding an alarm should be of a different tone to that used for ordinary parades, it there be a bugler on the establishment is thoroughly aroused. The whistle or gong used for sounding an alarm should be of a different tone to that used for ordinary parades, if there be a bugler on the establishment , his services should be availed of to sound the alarm on his bugle. The Head Warder or warder on duty at the place where the alarm originated, shall dispatch a junior warder or a trustworthy convict-officer with all haste to the jail gate to convey such information as is known regarding the character of the occurrence that has or is about to take place, so that the Deputy Superintendent or other officer incharge may be in a position to direct operations accordingly; for instance in the case of an escape, the prisoner's name, where he was last seen the direction he has probably taken and the part of the jail or jail precincts he has disappeared from will all be valuable pieces of information in leading to his recapture . In a case of a disturbance, the locality in which it occurred and the approximate number of prisoner engaged in it, will enable the officer in command to dispose of his forces in the most effective manner for its suppression.

(c) Promptitude in starting an alarm is a most urgent and important duty, when a prisoner is discovered to be missing or a disturbance has broken out or is on the point of breaking out, no attempt at a search or at suppression as the case may be shall be made till measures are first taken to give the alarm; the fact that the missing man was found or the disturbance put down without the necessity of doing so shall not be accepted as palliating in any way neglect of this order.

(d) On hearing the sound of the alarm, the warders in charge of gangs outside the jail shall collect their prisoners and march them to a pre-arranged place where a sufficiency of belchains shall be disposed during working hours. The prisoners, shall sit in single file and the chain having been passed through their ankle rings shall be secured by locking. The lock may remain at all times on one end of the chain, but the key, whether a parade is in progress or not, shall remain with the senior warder in charge of the gang.

NOTE;- As an alarm parade may be ordered at any time and it is of importance that prisoners should not know whether any given parade is merely for practice or not the same attention to details should be given on all occasions. In the case of an attempt on the part of a body of prisoners to break out of the main gate, it would be unwise to open the gates or wickets for the purpose of returning extramural gangs in to the jail until the enclosure in the vicinity of the inner gate is first cleared of prisoners for this reason gangs at work outside should, on the occurrence of an alarm be chained up where the work is in progress.

(e) At times of alarm all prisoners inside the jail shall, be locked into the nearest or most convenient ward, workshop or other building and warders on duty will keep a watch on the places of confinement of prisoners.

(f) On the sound of the alarm jail official (except warders in charge of gangs), shall proceed immediately, no matter where or how engaged or whether in proper uniform or not, to the jail armoury and arm himself with his rifle and 10 rounds of buckshot ammunition. He shall then fall into line and place himself under the orders of the Deputy Superintendent or other senior officer present. The procedure to be followed by the officer in charge must necessarily depend on the character of the occurrence with which he has to deal. In all cases, however, a sentry should be posted on the roof of the main gate or other position where he can command a view of the interior of the jail and two small packets , each incharge of a Head-Warder or Senior-Warder, should be despatched to take up positions near the rear angles of the jail, and instructed to prevent any attempt on the part of prisoners to scale the walls in that direction. A few men should be set aside as a reserve to render assistance at any point where their services may be specially required and with instructions to proceed to the spot from which the sound of a rifle shot comes; (warders in need of assistance shall fire a shot in the air to intimate the fact). When prisoners are chained up outside the jail, it will be also necessary to post a small picket over them. The disposal of the remaining men will depend on circumstances.

(g) If it be a case of escape or disturbance outside the jail, it shall be the duty of the officer incharge to dispatch his spare men in search of the missing prisoner or to take measures to quell the disturbance as the case may be using his powers with discretion and effecting his object with as little display of force as is under the circumstances necessary.

(h) Should it be a case of riot of disturbance inside the jail, the officer in charge will have to lead his men in to put it down. Before taking such a step, however, he shall first satisfy himself by enquiry from the sentry on the roof of the gateway that there are no prisoners in

the enclosure in the vicinity of the gate. Should there be the gate should not be opened till the crowd is dispersed, and this can be effectually done from the gateway roof. He shall then lead his men in double file or in "threes" between the gates. When the outer gate has been boiled and locked, the inner one may be opened and the men marched in double time to the scene of the disturbance, to act as the officer in command may dictate.

(i) Whether an alarm is real of false all the details, from the preliminary whistle of the warder to the conclusion of the search for the missing prisoners or the suppression of the disturbance as the case may be should be carried out. To accustom warders to the different circumstances with which they may be called upon to deal and test their preparedness to turn out at short notice ,an alarm parade shall be held twice a month at any hour of the day or night without previous warning and started from one of the place where prisoners are usually assembled.

(j) In the case of an escape or disturbance at night or after all the gangs are inside the jail, the same method of starting an alarm shall be followed, namely the blowing of a whistle and the conveyance of the necessary information to the jail gate, by the patrolling officer if after lock up or by some junior official if before that time. A sentry shall to posted over the main gate and the necessary pickets sent to the rear of the jail to frustrate any attempt at an escape as is done in alarm parades by day. If it be reported that a prisoner has escaped and it appears probable that he is still lurking within the jail warders with lighted torches shall be posted at intervals inside the enclosure walls and the remaining warders divided into two parties each with lighted torches, one to search inside and the other outside the jail.

NOTE:- Torches ready for use and a sufficiency of oil should be kept in a box at the main gate and chakkar.

(k) It is duty of the gate sentry at times of alarm to defend the gate and to protect any officer of the prison or other person to whom a prisoner may be actually using violence.

(I) Absolute silence should be preserved at alarm parades and all the details carried out in an orderly and systematic manner. Senior Assistant Superintendent, Assistant Superintendents, Head Warders and Senior Warders who have to take charge of detached parties of men should be informed before hard of the duties required of them so that they may know exactly what to do and where to go when the alarm sounds, without waiting for instructions from the officer in charge.

(m) In case of a disturbance the officer incharge should keep his men together in line and not allow them to approach the body of prisoners nearer than thirty yards, from which distance he is in the best position to deal with the rioters. A few warders should in all

cases be armed with batons and supplied with handcuffs to arrest and secure any ring-leaders or escaping prisoners.

NOTE:- Police tear gas squads may be requisitioned by the jail in the case of emergency whenever considered necessary.

(n) The alarm shall be concluded by blowing the retire" on a bugle or sounding the alarm gang as a signal for all officers who took part in the parade to return to the jail gate, full into line and be dismissed by the Deputy Superintendent.

(o) The Deputy Superintendent shall note in his journal the date and hour at which the parade was held, the time taken by the warders to fall in and arm themselves the names of any subordinates who were late or absent, and any defects that were noticed.

NOTE:- A copy of such report should be submitted to the Inspector-General by the Superintendent Jail giving details of the action proposed to be taken against defaulters, if any, immediately after holding the alarm parade.

340. In the event of a disturbance occurring in the jail which is likely to develop into a serious riot, the Superintendent of jail shall send a message to the District Magistrate or in his absence the next Senior Magistrate present in the station on the telephone or by a fast messenger, informing him about the situation and if the (Superintendent, Jail) considers that the presence of the District Magistrate or in his absence the next senior Magistrate is necessary he
will at the same time request him to come to the jail. On receipt of such a message, the above-mentioned officer will immediately proceed to the Jail and it will be open to him to take all such measures as may be necessary in the special circumstances of the case, to restore order-vide clause (b) of the general directions under sub section (2) of section 11, of the prison Act, 1894 and directions issued by the State Government, as embodied in paragraph 38 & 39.
All action taken will be promptly reported by him to the higher authorities.

ASSISTANT FROM POLICE.

341.(1) The Superintendent shall, in consultation with the Superintendent of Police, make such arrangement s for a conerted plan of action in the case of an outbreak or escape, as may seem advisable.

(2) The Deputy Superintendent shall, on the occurrence of an escape or outbreak send word to the officer in charge of the nearest police station.

NOTICE OF AN ESCAPE SENT TO CERTAIN OFFICER.

342.(1) When an escape has taken place and attempts at recapture have been in-effectual, immediate notice shall be sent to the Superintendent Police and to the District Magistrate, accompanied in each case by a descriptive roll of the prisoner with all the information available, including his usual place of residence, for purposes of identifications. If the prisoner belongs to a district other that that in which he was confined reports and descriptive rolls shall

be sent to the Magistrate of that district and the Magistrates of all the districts he is likely to traverse on his way to his home a report and descriptive roll shall also be seat to the Inspector- General of the Railway Police, Should the prisoner is likely to avail himself of the railway and if it appears expedient, information shall be sent by telegraph to the Police of other districts.

(2) The Superintendent shall, on the occurrence of an escape or any other serious unusual event, immediately report the same by telegram to the Inspector-General.

REPORT TO THE INSPECTOR-GENERAL OF ESCAPE AND RECAPTURE. 343(1)
A brief report (

Form No. 148) on every escape that has taken place, shall be submitted to the Inspector General at once, to be followed by a full report detailing the results of the enquiry which the Superintendent shall make as soon after the occurrence as possible.

A copy of the judgment in the case of a prisoner tried for escaping shall also be submitted to the Inspector General. In case of escapes that have not been due to negligence alone but in part to some defect in the buildings or in the method of guarding such defect should be clearly pointed out.

(2) A report of the recapture of a prisoner shall be made to the Inspector General (

Form No. 149) giving particulars of the date and circumstances of recapture and such additional details of the escape as may be elicited from the prisoners.

NOTE:- The report in

Form No. 148 and the detailed report should be submitted in duplicate for transmission of one copy to Government.

ATTEMPT TO ESCAPE TO THE REPORTED

344.(1) Every attempt to escape with the particulars in each case, shall be reported to the Inspector General in

Form No. 148, accompanied by a descriptive roll of the prisoner.

(2) A brief report of every attempt to escape should also be made to the District Magistrate.

REWARDS FOR RECAPTURE.

345.(1) Superintendent of jails may give a reward fixed on a consideration of all the circumstances but in no case exceeding Rs. 500 for the recapture of any escaped prisoner irrespective of the prisoner's sentence.

(2) Whenver peculiar circumstances render it expedient to officer a large reward special application shall be made to the Inspector- General who is empowered to sanction upto **Rs. 5000** for the recapture of any prisoner. Should the Inspector-General considers a still higher reward necessary, he shall refer the case for the orders of Government.

(3) No rewards for the recapture of a prisoner who escape from the custody of the police shall be paid by the Jail Department..

NOTE; Any Government servant may receive without special permission, any reward offered for the arrest of a criminal, etc.

NOTE:- When two or more persions have been instrumental in the recapture of any prisoner who has escaped from a jail, the reward shall be divided amongst them in such manner as the Inspector-General may direct.

REWARD FOR PRISONER PREVENTING AN ESCAPE.

346. Every prisoner who assist in any way whatsoever in preventing an escape shall, if he cannot be adequately rewarded by the Superintendent under the remission rules, be brought to the notice of the Inspector-General of prisons for consideration and giving an adequate award.

PROCEDURE ON RECAPTURE OF PRISONER.

347 (1) On the recapture of a prisoner, the fact shall be notified to all officers who have been addressed under paragraph 342.

(2) A recaptured prisoner may be admitted into and detained in jail in the authority of his original warrant, the time he was at large does not count as sentence served.

DEPRIVATION OF PRIVILEGES BY ESCAPE OR ATTEMPT TO ESCAPE.

(3) Every prisoner who at any time escape or attempts to escape from any custody in which he is lawfully detained after admission to jail, shall if he is of the casual class, forthwith be removed from that class and placed in the habitual class.

PRISONER NOT RECAPTURED TO BE ENTERED IN RELEASE REGISTER.

348. The name, register number, and date of escape of every prisoner who has escaped and has not been recaptured, shall be entered in a blank page of the release register and copied into every subsequent register brought into use, for ten years unless he has been recaptured in the meantime, when his name shallbe

marked off and the date of recapture noted.

PROCEDURE WHEN SENTENCE IN CONNECTIONS WITH AN ESCAPE IS INADEQUATE.

349. Should a sentence passed on a prisoner for escaping or attempting to escape or on a jail officer for negligently suffering or conniving at the same, be in the opinion of the Superintendent inadeuate, he shall refer the case to the Inspector-General who may, if he thinks fit report the case is Government with a view to the enhancement of the sentence.

CONSTRUCTION OF OUTER WALLS OF THE JAIL

350.(1) The outer walls of every jail should be rounded on top: cornors, projections of any sort or broken glass only afford a hold for a blanket or cloth. At every junction of a partition wall with the outer wall and at every angle in the outer wall, a sufficient addition should be made in the height to prevent the possibility of any prisoner scaling the wall at these places. The main enclosure wall of a jail shall ordinarily not be less than 4.60 meters high and a clear space of 5 meter should be left between it and any building on either side of it.

(2) The Superintendent should ensure that no device such as (a) branches of tree (b) logs of timber (c) articles of furniture under process and (d) any other article which is likely to be used by the prisoner for escape is allowed to remain scattered in any open compund.

(3) The Superintendent should ensure that there is no structural defect in the exclosure wall grantings or in any other part of the building which can be source of support to any convict who intends to escape.

REPORT OF ASSUALT OR DISTURBANCE CERTAIN CONVICTS NOT TO BE ENTRUSTED WITH KNIVES ETC. JAIL LOCKS.

351 (1) A full report of every serious assault committed by a prionser on an officer of the jail and of every serious disturbance of combined outbreak amongst prisoners shall be submitted to the Inspector-General.

(2) A committee of Superintendent Medical Officer, Deputy

Superintendent and Executive officer Incharge of Prisoner shall ascertain the nature temperament of prisoner and convicts who are considered sulky morose or of violent temper by this committee should not be entrusted with a knife or other such implement which might be used as a weapon of offence.

(3) All locks in use in a jail should be examined daily and any lock found out of order brought to the Deputy Superintendent who shall replace it with a serviceable one.

NOTE:- Lever looks should not be lubricated with vegetable oil, as it causes the levers to stick and renders the look easy to pick.

(4) Even where there has been a cognizable crime which is to form the subject of police and magisterial enquiry and subsequently ends in a criminal trial, the Superintendent must at once conduct enquiry and submit the result to the Inspector-General on the aspect of jail discipline and the observance of rules invovled in the case, and if he finds that any officials are to blame, he should state how he proposes to deal with them.

SECTION III (A) CONFINEMENT IN IRONS.

PRISONERS MAY BE REQUIRED TO WEAR FETTERS AND BELCHAINS.

352. (1) Prisoners are not to be oridnarily confined in irons as per the Hon'ble Supreme court orders dated 1-5-95 in Writ petition No. 22 to 1995.

(2) If in any case Superintendent Jail feels that handcuffing or fetters are absolutely necessary in the case of a prisoner confined in jail and when sent outside , he should make a case giving full jusitification for hand-cuffing or use or fetters to a prisoner, and obtain orders from the District Magistrate or the court concerned.

SUPPLY OF FETTERS AND BELCHAINS TO BE MAINTAINED.

353. With the exceptions to be noted herein after handcuffing, fetters and belchains in sufficient number shall be kept in every jail.

In Central Jail patiala, Hand cuffs, fetters and belchains for 200 prisoners shall be kept in such to meet emergencies and the reserve stock will include atleast fifty percent of chain fetters.

CONFINEMENT IN IRONS FOR SAFE CUSTODY.

354. Whenever the Superintendent considers it necessary (with reference either to the state of the prison or the character of the prisoners) for the safe custody of any

prisoners that they should be confined in irons he may obtain prior approval of District Magistrate or Magistrate concerned and proceed further in accordance with the rules and instructions as may be laid down by the Inspector-General with the sanction of the State Government to confine them, subject to the provision of para 352.

DESCRIPTION OF IRONS WHICH MAY BE USED.

355. In placing prisoners in irons in exercise of the power conferred by section 56 of the prison act 1894 no irons of any kind other than one of the kinds prescribed in paragraphs 552 infra and in the case of fetters, other than bar-fetters or link fetters, shall be imposed on any prisoner.

PRISONERS EXEMPTED ABSOLUTELY.

356. The impsotion of fetters is prohibted in the following cases namely:-

(a) female prisoners.

(b) civil prisoners;

(c) convicts who by reason of age, physical infirmity or serious illness are, in the opinion of the Medical Officer unfit to be placed in fetters.

PRISONERS ORDINARILY EXEMPTED.

357. Fetters shall not ordinarily and without special reasons, to be recorded by the Superintendent in his journal, be imposed on any;

(a) convict, the unexpired period of whose term of imprisonment is less than six months;

(b) convict who has undergone three fourths of his substantive sentence of imprisonment.

(c) unconvicted criminal prisoner;

(d) prisoner under sentence of death or (e) convict who is being produced in court.

IMPOSITON OF HAND-CUFFS WHEN PERMISSIBLE.

358. Hand-Cuffs may as a measure of restraint be imposed on any prisoner if the Superintendent is of the opnion that their imposition is necessary for the protection of the prisoner himself or of any other person with prior approval of the District Magistrate or Magistrate concerned in each individual case.

RECORD OF CASES IN WHICH IRONS ARE IMPOSED.

359. In every case in which any prisoner is placed in irons of any description the fact that they have been imposed and the time of their imposition and removal respectively, shall be noted, in the case of a civil prisoner in the Superintendent's journal and , in any other case, in the prisoner's history-ticket. FETTERS TO BE EXAMINED PERIODICALLY.

360. (1) All fetters imposed on prisoner for safe custody shall be examined daily by a Head-Warder and once a week by the Deputy Superintendent who shall notify the fact in his journal. The fetters of dangerous prisoners should be examined daily by the Deputy Superintendent or Assistant Superintendent.

(2) Case should be taken that the fetter rings cannot be drawn over the feet and that the rivets fit the holes and have sufficient head on each side.

NOTE:-1 All prisoner required to wear fetters or ankle rings should be provided with pliable gaiters to prevent abrasion of the skin.

NOTE:-2. A loin-cloth of the standard size viz.194x92 cms (6'x3') shall be issued to all prisoner in bar fetters in lieu of kachhas or trousers.

ANNUAL STATEMENT OF PRISONERS IN FETTERS.

361. An annual statement (form No. 142) showing particulars of the cases in which fetters have been imposed during the year, shall be submitted on or before the 20th January, of the succeeding year, to the Inspector General.

REMOVAL OF FETTERS.

362. Fetters imposed for security shall be subject to the provisions of para 352 removed by the Superintendent as soon as he is of opinion that this can be done with safety.

(B) USE OF ARMS AGAINST PRISONERS.

USE OF ARMS WHEN PERMITTED.

363. Any officer of the prison may use a sword, bayonet, fire arm or any other weapon against any prisoner escaping or attempting to escape. Provided that resort shall not be had to the use of any such weapon unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape. OUT-BREAK AND ATTEMPTED OUT BREAKS.

364. Any officer of the prison may use a sword, bayonet, fire arm or any other weapon on ay prisoner engaged in any combined outbreak or in any attempt to force or break open the outer or enclosure wall of the prison and may continue to use such weapon so long as such combined outbreak or attempt is being actually furstrated.

USING VIOLENCE TO AN OFFICER.

365. Any officer of the prison may use a sword bayonet, fire arm or any other weapon against any prisoner using violence to any officer of the prison or other person. Provided that such officer has reasonable ground to believe that the officer of the prison or other person is in danger to life or limb, or that other grievous hurt is likely to be caused to him.

WARNING TO BE GIVEN.

366. Before using fire-arms against a prisoner under the authority conveyed in paragraph 363 to 365 of this Part, the officer of the person shall give a warning to the prison that he is about to fife on him.

ORDERS OF SUPERIOR OFFICERS.

367. No officer of the prison shall in the presence of his superior officer use arms of any sort against a prisoner in the case of an outbreak or attempt to escape except under the orders of such superior officer.

CHAPTER XI

THE ADMISSION OF PRISONERS

368. The authority of an officer in charge of a jail to give effect to any sentence, order or warrant for detention, is contained in section 3, 15 and 16 of the Prisons Act, 1900.

RECEPTION CENTRE

369. (i) A reception centre shall be earmarked in each jail, where will all newly admitted prisoner shall be received and kept for a fortnight to study each one of them individually. The reception centre should have, two barracks, one each for undertrail and convicted prisoner, five cells, open working shed, and an office. The reception centre shall be under the charge of welfare officer.

STUDY OF OFFENDERS.

(ii) Prisoners, suspected of suffering from contagious diseases like T.B. leprosy or mental disorder shall be immediately segregated to specially earmarked wards.

(iii) During the stay of a prisoner in the reception centre, case history of each prisoner sentenced to one year and above shall be prepared by trained officers through sustained interviews, collection of criminal records and other social data, educational and family back ground apptitude for work and plans for rehabilitation after release.

ORIENTATIONS TALKS

(iv) At the reception centre, prisoners shall be given orientation talks by welfare officer, Deputy Superintendent and Superintendent Jail. Orientation talks should include rules and regulations of jails, conduct and treatment, health, sanitation, standard of behavour, discipline, prisoners rights and duties, education, industrial trades and facilities/opportunities for self improvements.

(v) Each Central and district prison and such other institutions as amy be specified by Inspector General will have a classification committee of

(a) Superintendent Jail (Chairman)

(b) Deputy Superintendent (Vice Chairman)

the following officers.

(c) Medical Officer, Deputy Superintendent (Factory) Correctional/Social workers and educational officers and Officer incharge of reception centre.

Wherever possible, psychiatrists and psychologists may be associated

The committee shall meet at such intervals so as to classify the newly admitted prisoners within a week. It shall interview each individual offender sentenced to imprisonment of one year and more and go through the case history and other documents received from police and the courts. Every offender should be classified for individual treatment on the basis of age sex physical and mental health education vocational apitude and susceptibility to reformation. Besides this, factors like criminal beaviour, nature of crime, contamination risk, educational and vacational training needs, urbab/rural background and prospects of release and rehabilitation should be taken into consideration.

DECISION OF CLASSIFICTION COMMITTEE

(vi) Classification Committee should recommend the institutation/ward for detention gradation of custody, medical matters, work, employment, training education, individual problems, and social adjustment of the offender.

PROGRESS REPORT

(vii) The officer incharge of various section and programmes will maintain progress report of each inmate. The report should be written once a quarter and oftener if necessary. On the basis of this progress report, the Classification committee may reclassify the offenders.

NO PRISONER TO BE ADMITTED AT NIGHT

370. No prisoner shall, except on transfer from another jail, be admitted into any jail before sunrise and after sunset.

Provided this restriction will not apply in the case of :-

(i) women undertrial prisoners, who shall be admitted in jails at whatever time presented for admission by the Police and on all days including Sunday and Jail Holidays.

(ii) and male undertrial prisoners, in respect of whom it is reported by the Police on their warrants by a red ink entry that they have got to be identified in an identification parade, who shall be admitted in jails at all hours on all days including Sunday and Jail Holidays.

NOTE: All Prisoners including undertrails returning from courts will be admitted in the jails after lock- out till half an hour after the working hours of the courts as prescribed by Government from time to time.

NO PERSON TO BE ADMITTED WITHOUT A PROPER WARRANT

371. No person shall be admitted into any jail as a Prisoner, otherwise than under a lawful warrant or order of commitment addressed to the Superintendent or officer-in-charge of the jail by a competent Judicial tribunal or other proper authority.

IDENTIFICATION OF PRISONER

372. Before admitting a prisoner the Deputy Superintendent shall ascertain from prisoner that his name and other particulars correspond with those entered in his warrant.

PROCEDURE WHEN A PRISONER HAS NOT BEEN IDENTIFIED

373. On receipt of information from the police that a prisoner has not been identified the Superintendent of Jail will cause the word "Unidentified" to be entered prominently in red ink on the prisoner's history ticket, warrant and in the admission register. When such a prisoner receives or

despatches a letter the Deputy Superintendent who is required to open and inspect all such correspondence, shall make a note of the name and address of the sender or addressee as the case may be and if any facts mentioned in the communication which may afford a due to the identity of the prisoner he shall forward the same through the Superintendent of the jail to be Superintendent of Police of the district from which the prisoner was received.

The Deputy Superintendent shall similarly communicate to the Superintendent of police the names and address of relatives or friends who visit the prisoner in jail.

PROCEDURE IF A WARRANT IS ILLEGAL OR IRREGULAR.

374 (1) If in any case, the Superintendent is in doubt as to the legality of any warrant or order of commitment received by him with any priosner admitted to the jail, or as to the competency of the person whoseofficial seal and signature are affixed thereto, to pass the sentence and issue such warrant, he shall proceed in the manner provided in section 17 of the Prisoner Act 1900.

(2) If any error or omission, which is, in the opinion of the Superintendent due to mare oversight or mistake, is found in any warrant or order of commitment, or, if the sentence or order passed though within the competency of the tribunal or authority which passed it, is in any way defective in form or otherwise, irregular, he may receive the prisoner subject to reference to such tribunal or authority as the case may be for orders.

EXAMINATION OF WARRANT NOTICE OF EXAMINATION.

375. All warrants shall be examined to ascertain whether they conform to the Code of Criminal Procedure and the Orders or the High court.

NOTE:-1 A warrant ordering imprisonment without specifying whether it is to be simple or rigorous imprisonment, an undated, an unsigned or unsealed warrant shall be returned for correction.

NOTE:-2 Every warrant should show the class (habitual or casual) to which the prisoner belongs and in case of those previously convicted, a statement showing the previous conviction should be attached.

NOTE:-3 The Superintendent of a jail is justified in refusing to receive or detain a prisoner in jail on a warrant to which is affixed a signature by means of a stamp. But he should ordinarily adopt the procedure detailed note 7 below.

NOTE:-4 All warrants should be signed in jail (not initialled by the Judge or Magistrate who issues it and should be sealed with the seal of the court.

NOTE:-5 In the case of prisoner on whom separate sentences are passed, care should be taken about the date mentioned in warrant of commitment from which each sentence will have effect and whether the different sentences will run concurrently or consecutively.

NOTE:-6 In the case of undertrial prisoner the warrant of commitment for intermediate custody should be prepared with the greatest case possible with reference to the above instruction.

NOTE:-7 The Superintendent jail should not refuse to admit the prisoner where the above instructions have not been complied with, but should draw the immediate attention of the Magistrate concerned to the defects in the warrant of commitment and ask for its rectification of once, sending at the same time a copy of his letter to the District Magistrate in case warrant issued by an executive Magistrate and to the District and Sessions Judge in case warrant issued by a Judicial Magistrate for information.

NOTE:-8 Warrants for the release or remission of sentences of prisoners confined in jail, warrants for the release of prisoners on bail and intimations of payment of fines sent to jail authorities should always be drawn up in Punjabi and should be signed in full by such officer and sealed with the seal the jail authorities through on official messenger of the of his court. They should be sent to court or through the agency of the post and not through the friends or relatives of prisoner.

NOTE:-9 There should be a separate warrant or notice for every prisoner even if two or more prisoner have been jointly charged or convicted.

NOTE:-10 Where an accused person has no conviction been sentenced to imprisonment for a term, the period of detention, if any undergone by him during the investigation, inquiry or trail of the same case and before the date of such conviction, shall be set off against the term of imprisonment imposed on him on such conviction, and the liability of such person to undergo imprisonment on such conviction shall be restricted to the remainder, if any, of the term of imprisonment imposed on him.

PROCEDURE WHEN REPRESENTATION ARE NOT ATTENDED TO.

376. The Superintendent shall in any case in which his representations have not been attended to by the court addressed taken action according to procedure given in para 378 below (section 17 of Act III of 1900).

COPY OF WARRANT RETURED FOR CORRECTION TO BE KEPT

377. When a warrant is returned for correction, its photostat copy shall be retained in the appropriate compartment of the warrant almirah until the original is returned. Blank forms of warrants (C.C. Forms Nos. 133 and 134) shall be kept for this purpose.

PROCEDURE WHEN THE LEGALITY OF A WARRANT IS DOUBTED.

378. (1) Where an officer in charge of a prison doubts the legality of a warrnat or order sent to him for execution, or the competency of the person whos official seal and signature are affixed thereto to pass the sentence and issue such warrant or order, he shall refer the matter to the District and Sessions, Judge and State Government, by whose order on the case he and all other public officers shall be guided as to the future disposal of the prisoner.

(2) Pending a reference made under sub section (1), the prisoner shall be detained in such manner and with such restrictions or mitigations as amy be specified in the warrant or order.

TWO OR MORE SENTENCES, HOW TO TAKE EFFECT. PROCEDURE IN CASE OF DOUBT.

379 (1) Regarding the manner in which two or more sentences inflicted at the same time or at different times on the same person are to take effect, see sections 31, 426 and 427 of the Code of Criminal Procedure, 1973.

(2) In case of doubt as to the order in which sentences shall take effect, the instructions of the court imposing the latest sentence shall be taken.

380 (1) The date on which a prisoner is entitled to be released shall be calculated by the Deputy Superintendent and an entry made in the release register (No.04) under that date, giving the name and serial number, etc, of the prisoner. It is not the duty of the committing officer to note the date of release on the warrant, if such date is noted incorrectly or omitted, the warrant shall not be returned for correction on that account.

(2) In case the date of release be changed either by the imposition of additional imprisonment, or by remission of any part of the sentence, or by absence on bail or after escape, a new date of release shall be fixed and an entry made under that date in release register. The old entry should be scored through with red ink and a reference made against it to the new date fixed.

(3) The Deputy Superintendent shall himself check each entry in the release register and admission register and shall be personally responsible for their correctness.

CERTAIN DAYS TO COUNT AS DAYS OF SENTENCE.

381. (1) In calculating the day on which any prisoner is entitled to be released, the day on which the sentence is passed and the day on which the prisoner is released, respectively, shall be deemed to be days of imprisonment.

Provided that if, in the case of any prisoner, two or more sentences are to be undergone otherwise than concurrently, no day shall be counted as a day of imprisonment in respect of more than one such sentence, and that a sentence of imprisonment for one day or for twenty-four hours shall be deemed to expire on the morning of the day following that on which the sentence was passed.

(2) In calculating periods of imprisonment expressed in months, a month shall be deemed to be a calendar month.

Example1 : A prisoner sentenced to one year's imprisonment on the 15th January, 1980 shall be released on the January 1981, a prisoner sentenced on the 1st January to one month's imprisonment shall be released on the 31st of the same month.

Example 2: A, B and C are sentenced, respectively to one month's imprisonment on the 29th , 30th and 31st January, 1980, all three sentences expire on the morning of the 28th February.

PERIOD TO BE EXCLUDED FROM SENTENCE

382. When, by order of any competent authority, any prisoner is released on bail or the operation of any sentence of imprisonment passed upon any prisoner is subsequently again lawfully committed to prison, the period during which such prisoner was so released on bail was no suspended, shall unless the warrant or order of recommitment otherwise directs be excluded in calculating the period of the sentence.

Provided that :-

(a) a prisoner who is released on bail on the day on which the sentence of imprisonment is passed shall not be deemed to have undergone any part of his sentence until be is again placed in confinement; and that.

(b) this rule shall not be deemed to apply to persons undergoing imprisonment under the provisions of section 122 of the Code o f Criminal Procedure, 1973.

NOTE:- A prisoner released on bail on a day subsequent to that on which he was committed to jail but who is again recommitted to undergo sentence in the same case, shall be entitled to count every day of admission and every day of release as days of imprisonment in respect of such sentence.

DATE OF RELEASE WHEN A PERIOD HAS BEEN EXCLUDED FROM SENTENCE.

383. When a period has been excluded from a sentence under the preceding rule, the mode to be adipted in calculating the date of release is to take the full term of the sentence as commencing from the date of re-admission and deduct from it the number of days already passed in jail; the date so arrived at will be the date to which the sentence expires.

OPERATION OF A SECOND SENTENCE WHEN A FIRST SENTENCE IS SET ASIDE

384. (a) When a prisoner has been committed to jail at one trial under two separate warrants, the sentence in the one to take effect from the expiry of the sentence in the other, the date of such second sentence shall, in the event of the first sentence being set aside on appeal be presumed to take effect from the date on which he was committed to jail under the first or original sentence.

(b) when separate sentences have been passed in separate trails and the sentences are to run consecutively under section 427 of the code of the operation of the second sentence will in set aside on appeal , commence
case.

Criminal Procedure, 1973, the event of the first sentence being from the date of conviction in the second

DATE FROM WHICH A SENTENCE FINALLY PASSED SHALL COUNT.

385. When an appellate court modifies a sentence passed by a lower court without change of section, or when an appellate court passes a new sentence by changing the convicting section or the punishment section or otherwise specially directed from the date of imprisonment under the original sentence.

DATE OF RELEASE WHEN TWO OR MORE SENTENCE RUN CONSECUTIVELY.

386. When a prisoner is sentenced to two or more terms of imprisonment to be served consecutively, the date of release shall be calculated as if the sum of the terms was awarded in one sentence.

Example: A prisoner, sentenced on the 21st June 1980, to one year's imprisonment is for another offence, subsequently sentenced to a further term of use year, the period to commence from the expiration of the first sentence be will be released on the 20th June 1982, not on the 19th June 1982.

CALCULATION OF DATE OF RELEASE WHEN FINE IS PARTIALLY PAID.

387. If a prisoner be sentenced to imprisonment of which the whole or any portion is in default of the payment of any fine and if the fine or a portion of it be not immediately paid, the date of release shall be fixed and entered in the release diaries on such dates as shall correspond to payment as well as non-payment of the fine. When any portion of the fine is subsequently paid.

Example : If a prisoner be sentenced on the 1st January to six month's imprisonment and to pay a fine of Rs. 300 or in default of payment to be imprisoned for a further period immediately on conviction, pays Rs. 100 the date of release shall be first fixed at the 31st October, that is six months

plus four months (being the term proportionate to the amount of the fine unpaid) and entries shall be made in the release register on the 30th June and 31st October, if be afterwards pays another Rs. 100 the latter date shall be changed to 31st August on his paying the whole the fact shall be noted opposite the entry on the 30th June.

CALCULATION OF REMISSION ON PAYMENT OF FINE.

388. If a prisoner who is sentenced to a fine and in default to imprisonment for a certain number of months, pays any part of his fine, the remission for the payment shall be calculated in calendar months, and not in days. Any fraction of a month obtained by such calculation shall be reduced to days. A fraction of a day less than one-half shall not be counted, any greater fraction shall count as one day.

Example: If a prisoner be sentenced on the 15th July to six month's imprisonment and to pay a fine of Rs. 300, or in default of payment to six month's further imprisonment and he pays Rs. 63, the Calculation shall be made as following:- Rs. 63/300x6 months =63/50=1-13/50 months. The date of release , deducting one month, would fall on the 14th June. As the month preceding June has 31 days the 13/50x31-403/50=8-3/50 days. Here the remission for payment of Rs. 63 is One month and Eight days.

If the prisoner has been sentenced on 15th June instead of 15 July, the calculation of the 13/50 of a month would have to be made on a 30day's month because from any date in April to the same date in May is 30 days as follows:- 13/50x30-39/5-7 4/5 days so that in that case the remission would be also 1 month and 08 days (4/5 of a day being more than half a day)

DISPOSAL OF NOTICE OF PAYMENT OF FINE.

389. If a fine is paid in part or whole after a prisoner is admitted to jail, the court receiving it will. Unless it has already received back the prisoner's warrant with an endorsement showing that he has been released, notify the fact to the Superintendent of the Jail in which the prisoner was first confined after conviction. This notification shall be filed with the warrant and returned with it after the sentence has been carried out.

PROCEDURE WHEN A PRISONER WITH IMPRISONMENT IN LIEU OF FINE IS TRANSFERRED.

390. When a prisoner whose sentence includes an order of imprisonment in default of payment of fine, is he was first confined, intimation shall forthwith be given by the receiving, jail to the Superintendent of the jail the receipt of such intimation to be made in the admission register of his jail. The Superintendent of the jail where he was first committed, is responsible for seeing that notification of payment of the fine received by him, are promptly transmitted to the jail in which the prisoner is confined, such notice shall be sent under a registered cover.

THE PAYMENT OF FINE AT THE JAIL.

391 The Superintendent is authorized to receive fines tendered at the jail. In the absence of the Superintendent, the Deputy Superintendent shall receive the fine or portion thereof tendered to him and shall on the first opportunity produce the warrant with any entry of the fact that such payment has been made for the signature of the Superintendent.

NOTE: Fines received at the jail shall without delay be remitted into the local Treasury through the District Magistrate. All fines tendered to a jail shall be received irrespective of the fact whether the prisoner is due for release or not provided he is in the jail at which the fine is paid.

IMPRISONMENT IN LIEU OF FINE TO SUCCEED SUBSTANTIVE SENTENCE.

392. If a prisoner sentenced to a term of imprisonment in default of payment of fine, is either at the same time or subsequently sentenced to a term of imprisonment without the option of fine the imprisonment in default of payment of fine shall be kept in abeyance till the expiration of all the substantive sentences of imprisonment Example:- A prisoner is sentenced on the 9th June, 1897 to two year rigorous imprisonment and a fine of Rs. 50 or in default six months further rigorous imprisonment, on the 17th July of the same year he is sentenced on another charge to imprisonment for 18 months, and on the 6th October, 1898, he is again sentenced on a third charge

to imprisonment for two years, the sentence of six months imprisonment in default of payment of fine should begin from the 9th December, 1902 (the date on which all the substantive sentences expire, i.e. the 8th December).

Note: The covers the case of a prisoner whose first sentence of imprisonment is in default of payment of fine. Any substantive sentence of imprisonment subsequently passed shall count from the date of the first sentence and the imprisonment in lieu of fine shall take effect last, although a portion of it may have been already served when the substantive sentence was awarded; if ,however, the imprisonment in default of payment of fine is of a different character to that of the substantive sentence, such imprisonment in default shall be completed before the substantive sentence of imprisonment shall take effect.

IMPRISONMENT UNDER SECTION 106 OR 117 Cr.P.C. IN ADDITION TO A SUBSTANTIVE SENTENCE.

393 (1) If any person in respect of whom an order requiring security is made under section 106 or section 117, is at the time such order is made sentenced to or undergoing a sentence of, imprisonment, he period for which such security is required shall commence on the expiration of such sentence.

(2) In other cases such period shall commence on the date of such order unless the Magistrate, for sufficient reason, fixes a later date.

NOTE: As order under section 122, Criminal Procedure Code directing that a person who has filed to give security shall be detained in prison is not a sentence of imprisonment" for the purpose of section 427 of the Code. It is merely an order for detention is prison, and if it is passed under clause1 (2) of section 122, the Magistrate's proceedings must be laid before the Sessions Judge, who may thereafter pass such order on the case as he thinks fit, but if the Sessions Judge confirms or varies the order, and does not set it aside, the period for which detention is ordered must date from the time when the first court passed its order.

IMPRISONMENT AWARDED TO AN ESCAPED CONVICT HOW TO TAKE EFFECT.

394. When an additional sentence of imprisonment is passed on an escaped convict who has been recaptured such sentence shall take effect according to the following rules:-

If the new sentence is severer in its kind than the sentence which such convict was undergoing when he escaped, the new sentence shall take effect immediately, and the unexpired portion of the sentence he was undergoing when he escaped shall be served subsequently. When the new sentence is not more severe, it shall take effect after he has served the portion of his original sentence which at the time of his escape remained unexpired.

A Sentence of rigorous imprisonment is severer than one of simple imprisonment.

MANAGEMENT AND CUSTODY OF WARRANT.

395. The date of a prisoner's admission into jail and the register number given to him, shall be endorsed on his warrant and signed by the Deputy Superintendent; the warrants shall be arranged according to the date of release and put together in open fold in monthly bundles and docketed out side with the month and year. Each bundle shall occupy a separate receptacle in the warrant almirah of which the Deputy Superintendent/Assistant Superintendent incharge shall keep the key.

PRISONERS TO BE EXAMINED ON ADMISSON.

396. (1) Whenever a prisoner is admitted into prison, he shall be searched, and all weapons and prohibited articles shall be taken from him.

(a) When a prisoner with injuries on his body is admitted into a prison from Police custody, he shall be examined immediately by the Medical Officer. If the examination reveals unexplained injuries not already recorded in the medico- legal report accompanying the prisoner a report shall at once be made to the District Superintendent of Police.

Magistrate and

(2) Every criminal prisoner shall also as soon as possible after admission be examined under the general or special orders of the Medical Officer, who shall enter or cause to be entered in a book (admission register) to be kept by the Assistant Superintendent Deputy Superintendent, a record of the state of the prisoner's health, and of any wounds or marks on his person, the class of labour he is fit for if sentenced to rigorous imprisonment, and any observations which the Medical Officer thinks fir to add.

(3) In the case of female prisoner the search and examination shall be carried out by the female warder under the general of special orders of RECORD FOR THE PURPOSE OF IDENTIFICATION.

Medical Officer.

397. A full personal description of every prisoner with a note of any special marks on his person and his left thumb-impression, shall, for purposes of identification, be recorded in the admission register.

POLICE REGISTERED PRISONERS. HOW DIVIDED AND DISTINGUISHED

398. (1) Police-registered prisoners are divided into two classes. The first class consists of prisoners who shall, two months before release "or a fortnight, as the case requires" be transferred to the jail of the district in which their respective homes are situated . This class will be distinguished in the admission and release diaries as P.R./T. prisoners. The letter 'P.R' indicating that the prisoner is " Police-registered", and the letter 'T' that he is to be transferred two months prior to his release to the district noted on the slip as his native, district noted on the slip as his native district; Provided there is a Central or District Jail located there otherwise a fortnight prior to his release if there is only a sub-jail. The second class is comprised of prisoners who shall not be so transferred, but shall be released from the jails in which they are confined at the time of the expiry of their sentence. This class shall be shown in the admission register and release diary as P.R. (Police-registered) prisoners. When intimation respecting a prisoner's police registration is received after the name has been entered in the registers above-named, the letters P.R./T as the case may be shall be added in red ink, the P.R. form being attached to the warrant of the prisoner to whom it appertains. On the death or escape of a prisoner of P.R. class, the P.R form attached to his warrant shall be atonce returned to the Superintendent of Police of the district in which he was sentenced, with an endorsement showing the date of his death or escape. All other slips of P.R. class prisoners shall be sent to the Superintendent of police of the district in which prisoner's home is situated.

(2) All P.R. slips of the prisoners of P.R.T. class hall be sent to the Superintendent of police, Crimes Branch Punjab, two months before the release of the prisoner is due or immediately on the death or escape of such prisoners.

NOTE:1 The numbers and names of P.T./T prisoners should be noted in red ink in the release dairy (Register No. 4) two months before the probable date of release counting remission they are likely to earn.

NOTE:-2 If a P.R. convict has not been identified the word " Unidentified" shall be written in red ink in register No. II admission register and across the copy of his slip which shall be market P.R.T.

FINGER IMPRESSION SLIPS OF P.R. PRISONERS.

399. The finger impression slips of P.R convict shall be prepared in the presence of and signed

by (a) a Gazetted Police Officer, or (b) the Superintendent of the Jail.

But in all cases that portion of the P.R. slip which classifies the convicts as P.R or P.R./T shall be signed by the Superintendent of Police, or in his absence, by his representative at headquarters.

NOTE:-1 The District Magistrate and the Superintendent of Police should arrange that the duty shall be as far as possible evenly divided between the District staff, the Police and the Superintendent of the jail.

NOTE:-2 The order to a convict to give his thumb impression is a lawful order and should be upheld by the Superintendent of the jail who should take steps to see that it is enforced. An officer of the jail may or impression to be taken.

indeed must order a prisoner to allow his thumb-

THE SEARCH OF PRISONERS ON ADMISSION.

400(1) Prisoner sentenced to rigorous imprisonment and prisoner sentenced to simple imprisonment if classed as habituals, shall have every article of private property other than those permitted in paragraph 411 removed from them. The clothing of military prisoners shall be returned to the escort.

NOTE:-1 When a convict is required to appear before a court either as a witness or as an accused person be shall he shall be dressed in his private clothes provided they have not been disposed if in accordance with clauses a, b, c and d of paragraph 411 of the jail manual.

(2) prisoners sentenced to simple imprisonment shall have all articles other than a necessary supply of clothing removed from them.

(3) Under-trial prisoners shall have all articles removed from them, other than necessary and suitable articles of clothing and bedding, and if allowed to cook, the requisite cooking utensils.

(4) Civil prisoners shall have only dangerous weapons, articles likely to facilitate escape , drugs spirits and immoral books taken from them.

(5) Civil prisoners shall not be searched in the presence of any other prisoner.

(6) Female prisoners shall be searched by a female warder.

NOTE:- The search must be thorough as prisoners not infrequently conceal articles in their hair and other parts of their persons. For the disposal of property removed from prisoners, see chapter XII.

PRISONERS TO WASH THEMSELVES AND THEIR CLOTHING.

401. As soon as possible after admission to jail all prisoners shall be required to wash themselves and their clothing thoroughly. Such of the private clothing of convicts as can be boiled without damage shall be boiled before it is stored.

CLASSES AND SERIAL NUMBERING OF PRISONER TO BE QUOTED IN COMMUNICATION.

402.(1) Every convict shall receive a serial number corresponding with the entry relating to him in the admission register, the serial number in each jail shall run from 1 to 10,000.

(2) Casual prisoner shall for brevity be known as ‘Cas” class and habitual prisoner as ‘Hab’ class.

(3) The convict’s number and the letter signifying his class shall precede his name whenever he is referred to in any official communication thus- “Convict No. 359 cas : Ishar Singh.

(4) When any reference is made to the Inspector-General concerning any prisoner, a descriptive roll of the prisoner (

form No. 61) duly filled in shall be sent with it.

STATE OF EDUCATION ON ADMISSION.

403. The State of every prisoner's education shall be as-certained on admission and the entries in the admission register shall be made as follows:-

(a) As the case may be i.e. B.A. Matric etc;

(b) Able to read and write;

(c)

able to read only; (d) illiterate.

HOW HABITUALS ARE TO BE DISTINGUISHED.

404. Every prisoner of the habitual class shall ordinarily be required to wear a yellow cap or a red puggri of a sikh.

ABSTRACT OF RULES TO BE READ AND HUNG UP IN A CONSPIRCUOUS PLACE.

405.(1) An abstract of the rules relating to the conduct and treatment of prisoners shall be read over to every prisoner as soon as possible after his admission into jail and proper means shall from time to time thereafter be taken by the Superintendent to make every prisoner acquainted within the purport of all such rules for the time being in force.

(2) A translation of the abstract of the rules, in the Punjabi language in Gurmukhi script, Hindi and English, shall be hung up in every convict ward and in some other conspicuous place in every jail. PROCEDURE ON COMPLETION OF ENTRIES IN REGISTERS.

406. On completion of the necessary entries in the admission and release register and of the procedure prescribed in this chapter in so far as it may be applicable in each case, the Assistant Superintendent shall bring these registers and all newly admitted prisoner with their warrants before the Deputy Superintendent and Superintendent, who shall satisfy themselves that the entries are correct and attest them in token thereof.

CHAPTER XII

PRISONERS PROPERTY

LIST OF PROPERTY TO BE ATTACHED TO WARRANTS.

407. (1) A list of all money, clothing or other property removed from each convict on admission to jail (Form No 170.) shall be attached in each case with the prisoner's warrant.

(2) The property of civil prisoner shall be entered in the civil prisoner's admission register.

(3) All additions, erasures or alterations to the list of any prisoner's property shall be initialed by

the Superintendent

(4) Reasonable amount, may be deposited by friends/relatives of an under trial prisoner with the Superintendent for meeting expenditure, in connection with engaging counsels for defence of an under trial or to enable him to travel on his release from the place of his detention to his home place.

LIST OF PROPERTY TO BE READ OVER AND EVERY ENTRY TO BE ATTESTED.

408. (1) Every prisoner shall, as soon as possible after his first admission to jail, have read over to him, in the presence of the Superintendent, a list of all property of whatever description which was removed from his time of his admission.

person or received with such prisoner at the

(2) If the prisoner acknowledges the correctness of the list the fact that the does so, and if the prisoner makes any objection of any entry in or to the omission of any article from the list the nature of the objection shall be noted on the list.

(3) If the prisoner can write, he shall be required to sign the list in token of the correctness thereof and of the objections (if any) noted thereon.

(4) The Superintendent shall attest every entry in the list by initialing the same.

NOTE:- when such property is made over by an official receiving it to another official, the receipt of the latter official will be taken in Register No1, 2 to 3 as the case may be, and all such property shall, with the exception of clothing, be kept in charge of the Deputy Superintendent.

PROPERTY TO BE RECEIVED, WHEN EXCEPTION MAY BE MADE.

409. (1) All property received with or found on the person of a prisoner on his admission to prison, or subsequently sent by the Magistrate on his account, shall be received by the prison authorities.

(2) Property tendered by the relatives of any prisoner, on his behalf,either at the time of such prisoner's admission to the prison or subsequently, may, in the discretion of the Superintendent, be either received or refused.

PROPERTY RECEIVED AFTER ADMISSION TO BE ENTERED IN LIST.

410. When any property is after the admission of any prisoner to the prison received by the Superintendent on his behalf, such property shall be entered in the list of property belonging to such prisoner in the manner prescribed in the case of property taken from or received with the prisoner at the time of his admission to the jail.

TREATMENT OF PROPERTY OF PRISONER

411. Prisoner's property shall be dealt with in accordance with the following provisions, namely:-

(a) Such articles as are, in the opinion of the Superintendent, of a perishable nature or are likely to deteriorate by keeping, or to involve expenditure in the keeping, shall unless with the consent of the prisoner to whom they belong, they are made over to any relative or friend of such prisoner, be sold and the sale-proceeds thereof credited to the prisoner's account and a note to that effect made in the list of the property of such prisoner, and attested by the Superintendent.

(b) If , by reason that any prisoner is, at the time of his admission to the jail or at any subsequent time, suffering or likely to suffer from any contagious or infectious disease, or on other sanitary grounds the Medical Officer shall certify that any article of clothing or bedding or the like belonging to any prisoner, should be destroyed, the Superintendent shall cause the same to be forthwith destroyed accordingly and a note to that effect to be made in the list of the property of such prisoner and shall attest the note so made.

(c) If any article of clothing or bedding or the like belonging to any prisoner is, in the opinion of the Superintendent, in such a damaged or filthy state as not to be worth keeping, or fit to be sold, he shall cause such article to be forthwith destroyed and a note to that effect be made in the list of the property of such prisoner and shall attest the note so made.

(d) The clothing of every prisoner sentenced to a substantive term of rigorous imprisonment of three years or more shall, if not liable to be destroyed under the preceding provisions of this rule, on the confirmation of the prisoners sentence or if no appeal is made, on the expiration of the time allowed for appealing, be sold and the proceeds credited to the prisoner's account and a note to that effect made in the list of the property of such prisoner, and attested by the Superintendent.

(e) Subject to the preceding provisions of this rule, the property (other than property) in regard to which any special provision, is hereinafter made) of every prisoner the term of whose substantive sentence of imprisonment is less than three years shall be carefully packed, stored and kept.

(f) The jewellery, trinkets, securities and other valuables (if any) of every prisoner shall be placed in a separate packet and the prisoner's register number, name and the date of sentence shall be endorsed thereon. Every such packet shall be kept in the prison cash chest.

(g) Money which is the property of prisoner (including the sale-proceeds of any article sold),

shall subject to any directions which Inspector-General may from time to time give in that behalf, be kept in the prison cash chest or deposited in the local public treasury.

(h) Every prisoner shall be allowed to retain one pair of shoes for use in prison. Prisoners shall be allowed to retain a wood or plastic comb.

(i) Sikhs shall be allowed to retain kara (iron bangle). Hindus who wear sacred thread may retain it when confined in a prison.

CLOTHING TO BE STITCHED IN BUNDLES AND LABELLED.

412. (1) The clothing belonging to any prisoner retained in the jail under the provisions of clause (e) of the preceding paragraph shall be first stitched into bundle before being stored.

thoroughly washed and

(2) Every bundle shall be labelled with the number, name and date of sentence of the prisoner and arranged in the prisoners property godown according to the month of sentence.

DISPOSED OF MONEY, THE PROPERTY OF PRISONERS.

413. (1) The cash property of the prisoners to be made over to them on release, or which for other reasons is disposed of, shall, during any month, be paid by the Deputy Superintendent from the cash property of prisoners received during the same month.

(2) Should the cash received be in excess of that disbursed the balance shall be remitted into the treasury at the close of the month, but if the disbursements are in excess of the receipts at any time, the difference shall be paid from permanent advance, which shall be recouped by the withdrawal of a similar sum, when the month closes from the prisoner's cash amount in the treasury.

(3) The receipt and disposal of all money belonging to prisoners shall be entered by the Deputy Superintendent in the cash-book and when articles belonging to Prisoners have been sold, the amount realized by the sale shall also be entered on the memorandum of property attached to each prisoner's warrant with the date of entry.

(4) The Superintendent shall occasionally satisfy himself that the amount of cash lodged in the treasury to the credit of prisoners, corresponds with the amount shown in the Deputy Superintendent's cash book, under the same head.

DISPOSAL OF PROPERTY ON TRANSFER OF A PRISONER.

414. On the transfer of a prisoner from one jail to another, all his money and other property shall be sent to the jail to which he is transferred.

DISPOSAL OF CLOTHING OF CERTAIN PRISONERS NOT ON TRANSFER.

415. The clothing of every prisoner sentenced to three years or more shall, whenever possible be disposal of as laid down in clause (d), paragraph 411, before the prisoner is transferred to any other jail.

PROPERTY TENDERED FOR CERTAIN PRISONERS NOT TO BE RECEIVED.

416. Property tendered at a jail on behalf of a prisoner already transferred to another jail, shall not be accepted, but the person who tenders the property shall, if he so desires, be informed of the jail to which the prisoner has been transferred, so that he may send the property to him.

PROPERTY MAY BE MADE OVER TO A RELATIVE.

417. The Superintendent may at the request or with the consent of any prisoner, at any time make over the whole or any part of the money or other property belonging to such prisoner, which may be in the keeping of the Superintendent, to any person (not being a prisoner) whom such prisoner may specify;

Provided that the Superintendent may withhold and retain so much of the money or other property of such prisoner as he may think necessary for the purpose of providing such prisoner with sufficient clothes and money upon his release.

DISPOSAL OF FORBIDDEN ARTICLE FOUND ON PRISONERS.

418. Any prohibited article found on any prisoner after his admission into any jail shall be confiscated, and all money so confiscated and all money released from the sale of any article so confiscated, shall be credited to the Government in the public treasury:

Provided that the Superintendent may award any sum, not exceeding one-half of any money or of the sale-proceeds of any property so confiscated to any person concerned in the finding or discovery thereof.

NOTE: Sums of money confiscated, as well as sale- proceeds of confiscated property, should be paid into the treasury under the head of receipts of the Jail Department.

DISPOSAL OF PROPERTY OF AN ESCAPED PRISONER.

419. The money and other property of every prisoner who escapes, shall be retained at jail from which he effected his escape for one year after the date of his escape. If the prisoner is not recaptured within this period his money and other property (if any) shall be made over to the police as being unclaimed property.

PROPERTY OF DECEASED PRISONERS.

420. The money and other property of deceased prisoner shall, unless claimed by a person holding a succession certificate, probate or letters of administration entitling him to receive it, be made over to the public as being unclaimed property.

NOTE:- When a prisoner dies, notice of his death should be sent to the District Magistrate of the district to which be belongs and if within three months no person, duly authorized to receive the property under the conditions laid over to the police.

down, lodges claim to it such property shall then be made

PROCEDURE WHEN FORWARDING UNCLAIMED PROPERTY

421. (1) With the property made over to the police under the preceding paragraph, descriptive roll of the deceased prisoner and a certified copy of the record of such property, shall be forwarded.

(2) Any wish expressed by a dying prisoner as to the disposal of his property, shall be made known to the police to whom the property is made over.

(3) A receipt should be obtained for all unclaimed property made over to the police.

CHAPTER XIII

HISTORY TICKETS

HOSTORY TICKETS THEIR PREPARATIONS AND MAINTENANCE.

422. (1) Every prisoner shall immediately on his reception into jail be provided with a history-ticket which shall be maintained in the manner here-in-after provided throughout the period during which such prisoner remains in confinement.

(2) Every history ticket shall contain the following particulars namely:-

(a) the name, prison number and other particular necessary for the identification of the prisoner.

(b) a brief entry of every order passed and direction given relating to and punishment and inflicted on, the prisoner;

(c) a brief record of every other occurrence of any importance, affecting the prisoner, which takes place while he remains in confinement.

(3) The history-ticket of every convict shall contain the following further particulars, namely:-

(a) the nature of the offence of which he has been convicted and the provision of the law applicable thereto; and

(b) the date, nature and extent of the sentence passed;

(4) Every entry made on the history-ticket shall be so made at the time of, or as soon as possible after, the occurrence of the event to which it relates, and shall be dated and initialled by the officer who makes it.

(5) Subject to the requirements of this rule the Inspector General may, from time to time prescribe the form of history –tickets.

ENTRIES BY THE MEDICAL OFFICER IN HISTORY TICKETS.

423. (1) In the heading of the history-ticket of every prisoner, the Medical Officer shall enter to cause to be entered under his supervision:-

(a) the prisoner's weight on admission,

(b) his state of health

(c) the class of labour for which he is fit, if sentenced to labour, and

(d) whether he has been protected by vaccination, inoculation or small-pox, etc.

(2) He shall also subsequently enter or cause to be entered:-

(a) if a convict, the fact of vaccination having been performed and the result,

(b) admission to and discharge from hospital on every occasion, with the disease for which admitted, and.

(c) admission to and discharged from the convalescent gang

(3) The Medical Officer shall himself enter such other directions or recommendations as he may from time to time consider necessary for the maintenance of the health of the prisoner.

PARTICULARS TO BE ENTERED AND THE OFFICERS TO ENTER THEM.

424. On the history-ticket of every prisoner shall be entered as for as such entries may be applicable:-

(a) the date of admission into jail,

(b) the number and name of every article of clothing and equipment, issued on admission and subsequently,

(c) the particular work and task in weight, number or measurement, to which the prisoner is put,

(d) every change of work or task on other than medical grounds

(e) any complaint made by the prisoner of sickness or report of his sickness,

(f) the action taken on any direction or recommendation of the Medical Officer,

(g) application for a copy of judgment, if the prisoner desires to appeal.

(h) receipt of the copy of judgment,

(i) dispatch of appeal,

(j) substance of the order of the appellate Court,

(k) the fact of an appeal not having been made before the expiration of the term allowed for appealing.

(I) the amount of remission awarded quarterly,

(m) the total remission in days earned upto, the end of each quarter.

(n) every prison-offence alleged to have been committed,

(o) every interview allowed and the receipt or despatch of private letters.

(p) dispatch to a Court, or transfer, discharge, escape or death,

(q) any recommendation of the Deputy Superintendent, or Deputy Superintendent (Factory) or the Assistant Superintendent (Factory)

(r) action taken on any order entered by the Superintendent

(s) location in a cell by day or night,

(t) the quarterly weighments,

The entries (a),(b), (e),(g),(h),(i),(j),(k),(m),(n),(o), (p),and(q) may be

made by the Assistant Superintendent, entry (I) may be made by the Assistant Superintendent entry (I) May be made by the Assistant Superintendent or any other officer authorized to award remission, and entry (t) by the Medical Officer or by an Assistant Superintendent or pharmacist if deputed to assist him Entry (c) shall be made by the Deputy Superintendent when there is not an officer of this grade, it shall be made by the Assistant Superintendent. The duty of making the entries (d), (f) and (r) shall not be delegated to any officer subordinate to the Deputy Superintendent.

NOTE:-1 As regards (s), it will be the duty of the Deputy Superintendent to make the entries, unless the Superintendent appoints some other members of executive staff not below in the rank of Assistant Superintendent to carry it out.

NOTE:2 No adverse entries are to be made on history-ticket without the orders of the Superintendent

ENTRIES TO HE MADE BY THE SUPERINTENDENT

425. On the history-ticket of every convict, the Superintendent shall record:-

(a) any special order he may have to give relative to any prisoner, e.g. the imposition or removal of fetters, permission to hold an interview or to write a letter, separation by night etc.

(b) the award of every punishment

(c) sanction for employment on extra-mural work,

(d) the award of special remission.

CUSTODY AND MANAGEMENT OF HISTORY-TICKETS.

426. The history-ticket of all the prisoner shall be kept in a proper receptacle by the head warder incharge 'Chukker' and shall be produced by him whenever required by any officer of the jail. It shall go with the prisoner whenever he is sent to hospital, or is transferred from one jail to another jail. At the weekly parades each prisoner shall hold his ticket in his hand for inspection. The history-ticket shall be produced, with the prisoner, whenever he is reported for an offence, or is brought before the Superintendent or Medical Officer for any reason.

NOTE:1. Every under-trial and civil prisoner may be allowed to retain possession of his history-ticket.

NOTE:-2 At weekly inspection the tickets will be issued just before, and removed immediately after, the inspection by Superintendent

RETENTION OF HISTORY TICKET AFTER RELEASE OR DEATH.

427. The history-ticket of every prisoner shall be retained in safe custody:-

(a) in the event of his escape or release for one year.

(b) in the event of his death-for two years, after such event occurs.

(c) in every other case, for a period of one year, till the final disposal of appeal and the period for further appeal.

CHAPTER XIV

RELEASE OF PRISONER

NOTE:for the method of calculating the date of release, see chapter XI on the admission of prisoner.

EXAMINATION OF WARRANTS.

428. The warrants of all convicts, whose release becomes due in any month, shall be examined on the 20th day of the month preceding to ascertain their correctness.

429. (a) Not less than fourteen days before any convict, in respect of whom an order under section 356 of the Code of Criminal Procedure, 1973, has been made is to be released, the officer in charge of the jail or other place in which the prisoner is then confined shall explain to the prisoner nature of the order and the requirements of the rules made by the State Government under such section , and shall call upon him to state the place at which he intends after his release, to reside.

(b) Every convict in respect of whom an order has been made under section 356 of the Code of Criminal Procedure, 1973 shall not less than fourteen days before the date on which he is entitled to be released, notify the officer in charge of the jail or place in which he may be for the time being confined, of the place in which he intends to reside; after his release.

(c) The officer incharge of the jail or other place of confinement shall thereupon report (Form No. 175) to the Superintendent of Police of the District in which such jail or other place of confinement is situated, the name and other particulars necessary for the

identification of the prisoner, and the place at which such prisoner intends, after his release to reside.

NOTE:- In every case in which a Criminal Court makes an order under section 356 of the Code of Criminal Procedure (directing a release), a copy of such order will be transmitted by the Court passing the sentence and order, with the warrant of commitment, to the officer incharge of the jail in which the prisoner is, or is about to be, confined.

RELEASE OF POLICE REGISTERED PRISONERS.

430. (1) The release notice i.e. slips of prisoners closed P.R.T shall be forwarded by the Superintendent direct to the Deputy to the Inspector-General (C.I.D) Punjab, at least two months before the date of release.

(2) The release notice i.e. slips of prisoners classed P.R. shall be made over by the Superintendent of the jail from which such prisoners are to be released to an officer to be specially deputed for the purpose by the Local Superintendent of Police. In the case of persons to be released from the jail of the district in which they were convicted the release notices shall be made over to the Police on the Saturday preceding the dates of release. In the case of persons to be released in a district other than that in which they were convicted, the release notices shall be made over to be Police at least one month prior to the dates of release.

NOTE:- As the original copy of the slips is sent to the jail it is necessary that a full receipt for the slips he obtained from the police officer, when forwarded to other places they should be sent under registered cover to ensure their return.

PROCEDURE UNDER ARTICLE 161 OF THE CONSTITUTION & 432,433 AND 433-A Cr.P.C. 1973.

431 (1) (i) Minimum periods of imprisonment to be undergone for a convict before consideration of application for exercise of powers of the Government under Article 161 of the Consititution or section432,433 and 433-A of Cr.P.C. 1973 are as under:-

PERISONS IN YEARS

A	B	C	D	E

For convicts whose death sentence has been commited to life imprisonment		Convicts with have been imprisonme nt for life for offiences for which death is a and have committed heinous crime		Convicts who have been imprisonment for life for offences for which death is a penalty but crimes are not heinous		Other life convicts imprisonment for life for offences for which the death penatly is not a punishment and have committed		Other life convicts.	
A		B		C		D		E	
Actual impriso nment	Impriso nment with remissio n	Actual impris onmen t	Imprison ment with remission	Actua l impri sonm ent	Impri sonm ent with remis sion	Actua l impri sonm ent	Impri sonm ent with remis sion	Act ual im pri so nm ent	Im pri son me nt wit h re mis sio n
	1		2		3		4		5
ADULTS									
14	20	12	18	10	14	10	14	8-12/2	14
FEMALES/MINORS									
10	14	08	12	08	12	08	12	06	10

A. Heinous crimes with reference to column 'B of 1 (i) above are defined as follows:-

(i) Offence under section 302 alongwith 347 of the I.P.C i.e. murder with wrongful confinement the extortion.

(ii) Section 302 with 375, i.e. murder with rape.

(iii) Offence of dacoit with murder.

(iv) Officer Under Section 302 alongwith offences under the Terrorist and Disruptive Activities (Prevention) Act 1987.

(v) Offence under section 302 alongwith offence under the Untouchability (Offences) Act 1995.

(vi) Offence under section 302 where murder has been committed in connection with any dispute over dowry and this is indicated to the Judgment of the Trial Court.

(vii) Offence under section 302 where the victim is a child under the age of 14 year.

(viii) Double murder and murder committed after conviction while inside the jail or on parole or an expiry or sentence shall be treated as heinous crime.

(ix) Any conviction under section 120-B of the IPC Heinous crime with reference to column 'D' of the revised policy are defined as follows:-

(1) Offence under section 304 (b) of the IPC, i.e. a dowry death.

(2) Offence under section 304 alongwith Section 347 of the IPC, i.e. culpable homicide with wrongful confinement for extortion.

(3) Offence under section 304 with Section 375, i.e. culpable homicide with rape.

(4) Offence under section 304 alongwith offence under the Terrorist and Disruptive Activities (Prevention Act), 1987.

(5) Offence under section 304 where culpable homicide has been committed in connection with any dispute on dowry and this is indicated in the Judgment of the trial court.

(6) Offence under section 304 where the victim is a child under the age of 14 years.

(7) Any conviction under section 120-B of the IPC i.e. for criminal conspiracy in connection with the above crimes.

B. I. Adults are defined as person above the above of 18 year.

II. The cases of premature release will only be considered provided the convict has maintained good conduct in jail. For this purpose good conduct means that he has not committed any jail offence for a period of 5 years prior to the date of his eligibility for consideration for release as per para 1.1 above.

III. Cases for premature release will only be considered if the Government is satisfied that in the event of release of the convict there is no likelihood of the convict committing a crime on breach of peace in any way connected with the circumstances of the crime for which he was originally convicted.

IV. The Government reserves the right to exercise its powers under Article 161 of the Constitution in any way it deems fit.

2. PROCEDURE TO BE FOLLOWED;

i) On becoming eligible for consideration for premature release under Article 161 of the Constitution as per para -1 of the Policy the convict must submit a petition to the Governor indicating the grounds on which he desires his case to be considered for premature release.

ii) The State Government shall refer the petition to the Inspector General of Prisons for preparing the case in the prescribed format for verification of details of imprisonment as well as for a report of good behaviour

iii) A copy of the petition shall simultaneously be forwarded to the District Magistrate for verification of the contentions made in the

petition and a report regarding the likelihood of commission of breach of peace, or crime by the convict which is connected with the circumstances of the crime originally committed by him. For this purpose, inter-alia, the following will be taken into account:

(a) The behaviour of the convict during periods of parole.

(b) The views of the local panchayat.

The actual verification and report regarding likelihood commission of breach of peace or crime shall be made personality by the concerned station house officer and report shall be sent under his signatures to the District S.P. (SSP) further the District S.P. (SSP) shall forward it under his own signatures to the District Magistrate who shall further send it to the Government under his own signatures. These duties shall not be delegated by the District Magistrate and the District S.P. (SSP) and the S.H.C

iv) On receipt of the report from the I.G. Prisons as well as the District Magistrate, the State Government will decide the petition in accordance with the policy laid down.

3 As regards the policy for dealing with premature release under section 432 and 433, this will be identical to the Policy proposed for deciding cases under Article 161 of the Constitution, with the following difference;

The minimum period of actual imprisonment to be undergone before a case for premature release is considered will be as follows:

A		B		C		D		E	
For convicts whose death sentence has been commited to life imprisonmen t		Convicts with have been imprisonment for life for offiences for which death is a punishment and have committed		Convicts who have been imprisonment for life for offences for which death is a penalty but crimes are not considered		Other life convicts imprisonment for life for offences for which the death penatly is not a punishment and have committed heinous crime		Other life convicts.	
A		B		C		D		E	
Actual impriso nment	Impris onmen t with remissi on	Actua l impri sonm ent	Impri sonm ent with remis sion	Actu al impr ison ment	Impris onme nt with remiss ion	Actual impriso nment	Impri sonm ent with remis sion	Actu al imp riso nme nt	Impri sonm ent with remis
	1		2		3		4		5
ADULTS									
14	20	12	18	10	14	10	14	8-12/2	14
FEMALES/MINORS									
10	14	08	12	08	12	08	12	06	10

As regards procedure it would not be necessary for the convict to submit has petition on completion of the required number of year of actual imprisonment. The I.G. Prisons would send the case of the concerned convict to Government on or after the eligibility date which would then obtain the report of the District Magistrate and take appropriate decision.

As regards the prisoners convicted before 18-12-1978,

(a) Their cases will be considered in the light of the policy framed by the Government in 1971 (10.11.71) and 1976 (30.1.76) in respect premature release cases.

(b) The cases of lifer prisoner convicted after 18.12.78 will be governed by the policy adopted by the Government 12.12.85 (see appendix No.)

PROCEDURE WHEN SENTENCE EXPIRES.

432. (1) When the sentence of a prison expires, the Deputy Superintendent shall bring him before the Superintendent, together with his warrant, and the prisoner shall be released at the jail gate, in the presence of the Superintendent

(2) Every order for the final discharge of a prisoner shall be signed by the Superintendent.

DEPUTY SUPERINTENDENT MAY RELEASE CERTAIN PRISONERS REPORT WHEN PRISONER IS NOT RELEASED.

433. (1) In case of a release on appeal, payment of fine, furnishing security giving bail etc, in which the power of legal detention ceases as soon as the order of the Court is delivered at the jail the Deputy Superintendent shall release the prisoner, on his own responsibility, provided always that an immediate reference to the Superintendent is from the distance of the jail or other cause, impracticable. The warrant of such prisoner shall be signed by the Superintendent as if the prisoner was released before himself.

NOTE;- Primarily it is the duty of the Superintendent to remain present in the jail premises and release the prisoner in his presence. Only is exceptional cases, when it may not be practicable to contact the Superintendent the Deputy Superintendent as should effect release on his own responsibility.

(2) The case of every prisoner not released at the time he is entitled to be released shall be reported to the Inspector General.

WARRANT OF RELEASE OF A PRISONER TRANSFERRED.

434. On receipt of a warrant for the release of a prisoner who has been transferred to another jail, such warrant shall be forwarded without delay by post registered to the jail in which the prisoner is confined.

IDENTIFICATION OF PRISONER ON RELESAE.

435 Every prisoner shall, before being released be carefully identified by reference to the personal description of such prisoner recorded in the admission register, and the Superintendent and Deputy Superintendent shall satisfy themselves respectively that the prisoner brought forward in entitled to be released and that his sentence has been duly executed except in respect of any remission earned and granted in pursuance of the remission rules.

TIMES OF RELEASE OF PRISONER

436. (1) No prisoner shall be released after the hour of lock-up for the night and before sunrise on any day.

(2) Every prisoner, whose release has been ordered by a competent court on any day, shall be released on the same day, as soon as possible after the receipt of the under directing his release.

(3) Subject to the provisions of clause (2), prisoner shall ordinarily be released as soon as possible after sunrise.

PRISONER TO PRODUCE HIS JAIL OUTFIT ON RELEASE.

437. (1) Every prisoner shall, before he is released, be required to produce, for inspection and deliver his complete jail out fit in a clean condition. Any prisoner whose clothing is dirty shall be made to wash and clean it before he is released.

(2) A convict about to be released shall present himself before the Superintendent in his private clothes, or if he has no clothing of his own, in the clothing provided for him by the Superintendent.

WHEN DATE OF RELEASE FALLS ON JAIL HOLIDAYS

438. If the date on which any prisoner would be entitled to be released, falls on a jail holiday such prisoner should be released on a day earlier.

Provided that if for any reason a civil prisoner is entitled to be released on a jail holiday he shall be released on that day.

RELEASE ON THE AUTHORITY OF TELEGRAM.

439. No prisoner shall be released on the authority of a telegram save in the case of a telegram dispatched by a Secretary to Government. All Such telegrams should be authenticated by telegraphic enquiry.

PRISONER ON RELEASE TO BE FURNISHED WITH CERTIFICATE.

440. A prisoner sentenced to imprisonment, shall be furnished at the time of his release with a certificate in

form No. 168 signed by the Superintendent, to the effect that he has completed his term of imprisonment, the amount of remission , if any being stated therein. A report on his character, conduct in jail and proficiency in any jail industry attained by him shall also be included in the certificate.

RETURN OF A PRISONER'S PROPERTY ON RELEASE.

441. At the time of releasing every prisoner, the Superintendent shall deliver, or cause to be delivered to him all money and other property (if any) belonging to him. An acknowledgement of he receipt of the money and other property (if any) shall if the prisoner can write, be taken from him in the admission register. If the prisoner cannot write, he shall be called upon to state, whether has or has not received all money and the property belonging to him, and if not what articles or their value, have not been delivered to him. If any part of a prisoner's money or other property is not delivered to him a note of the fact shall be made opposite the item not delivered, in the list attached to his warrant, and the Superintendent shall decide whether any and , if so what compensation is to be granted to the prisoner in respect thereof, and shall pay such compensation, or cause it to be paid, to him accordingly.

Provided that no prisoner shall be entitled to receive any compensation, other than the sale-proceeds (if any) in respect of any property at any time destroyed or sold in accordance with the provisions of paragraph 411.

NOTE:- Compensation for money or other property lost while in the custody of any officer of the jail, shall be paid at the expense of the officer responsible for such loss.

CONDITIONS UNDER WHICH CLOTHING MAY BE SUPPLIED TO A RELEASED PRISONER.

442. Every prisoner whose clothing has been sold or destroyed or is insufficient for purpose of health or decency, shall upon release, be supplied, at the expense of the Government, with such clothing as the Superintendent may consider necessary and suitable.

Provided that, if any prisoner posses sufficient means, over and above the sum of Rs. 100 (exclusive of any amount he may have been awarded while confined in jail), he shall if no desires be supplied with clothing at cost price, on payment.

SUBSISTENCE ALLOWANCE RAILWAY PASS AND CONVEYANCE ALLOWANCE.

443. (1) Every prisoner whose home is situated more than 05 K.Ms from the jail from which he is released, and who is not in possession of more than ten rupees (exclusive of what he may have been awarded while confined in jail), shall, at the time of his release, be provided with subsistence allowance at the rate of Rs. 10 in respect of every

day's or part of a day's journey by rail or by bus to his home.

(2) Every released prisoner whose home is on or near may railway station and is situated more than five kms from the jail of his release or from the nearest railway station shall be entitled to:-

(i) a free railway pass of the lowest class available in the train to the station nearest to his home;

(ii) conveyance allowance equivalent to the actual bus fare to reach his home; and

(iii) all allowances granted under this rule to any prisoner upon his release shall be paid to him in the presence of the Superintendent

MEAL TO PRISONER ON RELEASE

444. Prisoner about to be released in the morning shall, prior to release, be supplied with the early morning meal.

RELEASE OF FEMALE PRISONER.

445. (1) Notice of the date of release of every female prisoner shall, one month before such date, be sent to the Magistrate of the District in which her home is situated, asking him to intimate to the woman's relatives the date of her release, and receiving her at the jail gate. with a view to their coming

(2) In case no relative appears to receive her and she is likely to be led astray, she should, if willing to accept the escort, be sent to her home in charge of the female warder or a respectable women entertained for the purpose. If this escort is not considered necessary, the prisoner shall be released in the ordinary way.

446. (1) Notice of the date of release of every juvenile prisoner shall, one month before such date, be sent to the Magistrate of the District to which he belongs asking him to intimate to the relative of the prisoner the date or release, with a view to their receiving him at the jail gate and escorting him to his home.

(2) If no relative appears to receive him he should, if young and unable to make his way home, be escorted by a warder. If this is unnecessary, the prisoner shall be released in the ordinary way.

447. Notice of the date of release of every prisoner convicted under the Opium and Excise Laws shall one month before such date, be sent to the Superintendent,

Excise Intelligence Bureau, care of the Financial Commissioner, Punjab.

448. **WHEN A PRISONER MAY BE RELEASED ON RECOGNIZANCE**.

(1) If the warrant of an Appellate Court directs that a prisoner shall be released on bail or on his own or another person's recognizance, the Superintendent shall not release such prisoner until he shall receive, from the Magistrate or other proper authority, intimation, in writing, that such bail or recognizance has been duly given, and that such prisoner may be set at liberty in accordance with the terms thereof.

(2) The personal bond or recognizance of a prisoner whose release has been ordered should be drawn up in the jail office and attested by the Superintendent or by the Deputy Superintendent in the absence of the Superintendent.

449. RETURN OF WARRANT, ACTION WHEN THERE ARE TWO OR MORE WARRANTS

(1) On the release of a prisoner, upon the expiry of his sentence or on bail, his warrant shall be returned to the Court which (and not, by name to the officer who) issued it, with an endorsement showing the date and cause of release and the date on which the warrant is returned.

(2) The warrant of every prisoner who dies in jail shall be returned to the Chief Judicial Magistrate of the District in which he was convicted.

(3) If any prisoner is required to undergo two or more sentences under separate warrants, each such warrant shall be returned as soon as the sentence to which it relates has been executed.

(4) Warrants of commitment of prisoners sentenced by General, Summary- General or District Courts Martial should be sent to the Judge Advocate- General in India and those of prisoners sentenced by Summary Courts Martial the Officer Commanding the Unit in which the Court was held after the sentences have been executed.

(5) Warrants of commitment of escaped prisoners, who have not been recaptured, shall be returned to the convicting courts after a period of ten years from the date of escape.

450 RETURN OF WARRANT. ACTION WHERE AN ACCUSED HAS BEEN ADMITTED TO BAIL

Where an accused has been admitted to bail pending the hearing of his appeal, the original warrant of commitment shall, after being returned by the Jail Authorities to the Court which issued it, be forwarded to the Appellate Court. (1) In every case in which a sentence is reversed on appeal, the Appellate Court shall return the original warrant with a copy of its order to the Court by which the accused was admitted to bail, with directions to discharge him.

(2) In every case in which a sentence is modified on appeal the Appellate Court shall prepare a fresh warrant (in the form prescribed in the following rule) and shall forward the same, with the original warrant and with a copy of its order to the Court by which the accused was admitted to bail with directions to take measures to secure his surrender and commitment to jail on the modified warrant.

(3) In every case in which a sentence is confirmed on appeal the Appellate Court shall return the original warrant with a copy of its order to the Court by which the accused was admitted to bail, with direction to take measures to secure his surrender and commitment to jail on the original warrant.

In each of the last above mentioned cases it shall be the duty of the Court to which the accused surrenders to his bail to endorse on the warrant the dates of his release on bail and of his subsequent surrender.

ACTION WHERE AN ACCUSED SURRENDERS TO HIS BAIL.

451. Where an accused surrenders to his bail on the Appellate Court, such Court in every case in which the sentence is reversed on appeal, shall discharge him. And in every case in which the sentence is modified or confirmed on appeal, such court shall forward the accused incharge of a police officer with the modified or original warrant to the Chief Judicial Magistrate with directions to commit him to custody as in case (2) and (3) of paragraph 450.

NOTE:-1 Wherever a Sessions Division consists of more districts than one, the Chief Judicial Magistrate in this paragraph shall be held to be the Chief Judicial Magistrate of the District in which the Sessions Court is sitting for the hearing of appeals.

NOTE:2 The following form of warrant is prescribed for use by Appellate Courts when a sentence is modified or altered on appeal;

In the Court of the at

To the Officer in charge of the jail at

Whereas

Son of of Village Police Station in the district of was convicted by Magistrate of the offence of and was sentenced on the day of 19 to which conviction and sentence have been modified on has been convicted of twhe offence of and sentenced on the day of 19 to .

This is to authorize and require you the said Superintendent to receive the said into your custody in the said jail, together with this warrant and carry the aforesaid sentence into execution according to law, and this is

further to authorize and require you to return to this Court the original warrant of commitment in lieu whereof this warrant is issued.

Given under my hand and the seal of the court this day of

Sessions Judge or Magistrate

CASE OF PRISONER ILL AT THE TIME OF RELEASE

452. If, on the expiration of his sentence a prisoner is found to be suffering from serious illness be shall, if he elects to remain under treatment in jail, under section 26 (3), of the Prison' Act 1894, be allowed to do so until certified fit for discharge.

RELEAE OF PRISONER SUFFERING FROM DISEASE.

453.(1) With the consent of the District Magistrate within the limits of which the prisoner's offence was committed, the Superintendent may release a prisoner suffering from disease, provided.

(a) the disease is likely to prove fatal if the prisoner in pison.

(b) there is a reasonable chance of recovery if the prisoner be released.

(c) the prisoner has not done any withful act, since he has been in prison, to produce or aggravate his disease;

(d) the medical officer recommends the release and certifies that conditions (a), (b) and (c) are fulfilled; and

(e) the prisoner has not more than six months to remain to prison.

(2) The prisoner shall be informed before release that his released subject to the sanction of the State Government, and that, if such sanction be withheld he will have to return to prison to serve out the remainder of his sentence and the prisoner shall be required to give security bond of two persons to the effect that they will be responsible to produce the prisoner before the Superintendent if required to do so.

(3) The case shall be immediately reported to the Inspector-General in the prescribed form for submission to the State Government.

ACTION IN CASE OF DIFFERENCE OF OPINION.

454. If the District Magistrate dissents from the superintendent's recommendations the case shall be submitted to the Commissioner of the Division within the limits of which the prisoner's offence was committed, and he may either order his release, subject to the provisions of clauses(2) and (3) of paragraph 453, or submit the case for the orders of the State Government

NOTE: Cases which are not provided for in there rules will be dealt with by the State Government under the provisions of Section 432 of the code of Criminal Procedure 1973 on receipt of recommendation from the local authorities.

TRANSFER OF PRISONER TO CIVIL HOSPITAL IN CASE OF SERIOUS ILLNESS.

455. Where it is necessary to remove a convict or undertrial prisoner to a hospital outside the jail for operative or other special treatment which cannot properly be given in the jail itself:-

(a) the orders of Inspector-General, shall be obtained in cases in which convict or undertrial is to be admitted to the hospital for inpatient treatment provided that in emergent cases the Superintendent is authorised to anticipate the sanction of Inspector-General though where he does so, he should make an immediate report to the Inspector General.

(b) In cases in which the convict or undertrial is taken to hospital for treatment as an outpatient only or for X-ray examination the Superintendent of the jail is empowered to authorise the visit himself. He is , however, required to report the matter for the information of the Inspector-General.

" The discretion given to the Superintendent to anticipate the sanction of Inspector-General does not apply to cases in which it is proposed to remove a prisoner to a hospital in another station. It such cases the orders of Inspector-General must be obtained in advance."

In all cases in which a prisoner is removed to a hospital for the purpose of an operation the removal should take place as close as possible to the time fixed for the operation and the prisoner should be brought back to the jail hospital as soon as this can conveniently be done.

The Superintendent of the jail concerned is responsible for making adequate arrangements for the guarding of such prisoner in a civil hospital. He should invariably request the Superintendent of Police concerned to provide sufficient police guard for guarding the prisoner sent to the hospital. He shall replace the warder guard by a police guard as soon as possible in view of the danger of escape or rescue. In any case an officer of the prison shall remain incharge of prisoner in hospital to serve as a prison officer in control of the prisoner for the purpose of section 55 of the prison act.

All expenses incurred by the hospital authorities in connection with the treatment of prisoners from jails will be borne by the jail Department.

PRISONER IN SPECIAL CASES TO GET OUTSIDE TREATMENT AT THEIR OWN EXPENSES.

Prisoner may be allowed, in special cases, to not treatment by an outisde specialist at their own expense provided the medcial officer of the jail considers such outside treatment necessary. In case a prisoner insists on having outside treatment

at his own expense, only such specialist will be permitted to do the treatment as is approved by the jail Medical Officer.

(Punjab Government letter No. 1244-JJ-50/804, dated 21st February 1950 and Delhi Government letter No. F.4(19)50/R and J, dated 5th june 1950).

CHAPTER XV

APPEALS, PETITIONS, INTERVIEWS AND COMMUNICATIONS.

(A) Appeals and Petitions

PRISONERS TO BE GIVEN FACILITIES FOR APPEALING.

456 (1) Every convict shall, on first admission to jail, be informed of the period within which an appeal from the order under which he has been committed to jail may be filed, and , if he desires to appeal and is entitled to do so, every facility shall be granted to him for the purpose. A request to be allowed to appeal made at any time within the period allowed by law for the purpose, shall, if the period is about to expire, be forthwith attended to, but, if there is no urgency, the preparation of the appeal may be postponed to such day of the weeks as the Superintendent may from time to time fix in that behalf.

(2) If a convict, on being asked, seeks to file an appeal shall be directed to give his statement in writing in admission register and the facts shall be recorded in his history-ticket.

PERIODS ALLOWED TO APPEAL

457 The periods allowed for appealing are as follows:-

(a) from a sentence of death passed by a court of Session or by a High Court in the exercise of its original criminal jurisdiction.

(b) from any other sentence or any order not being an order of acquittal;

i) to the High Court ……. Sixty days

ii) to any other court ……. thirty days

INTERVIEW FOR PURPOSE OF APPEAL

458 Every convict shall be allowed reasonable opportunities of personally interviewing his relatives, friends and legal counsel, for the purpose of preparing his appeal;

Provided that every such interview shall be held within sight, but out of the hearing, of he jail official in whose charge the prisoner is placed for the

purpose of such interview.

PROHIBITION AGAINST WRITING APPEALS WITHOUT PERMISSION.

459. No prisoner or officer of the jail shall prepare, write out or submit any appeal or petition on behalf of any prisoner, without the previous permission, in writing, of the Superintendent.

APPEAL FOR A PRISONER WHO HAS NO FRIEND OR AGENT

460. (1) If a prisoner desires to appeal or to file revision declares that he has no relative friend or agent who is willing to make an appeal or file revision for him, the Superintendent shall apply (

Form No. 154.) for a copy to a such prisoner against which he desires to appeal or to file revision.

(2) On receipt of the copy of the judgment or order, the prisoner shall, if he is able to write, be allowed to write, his own appeal. If the prisoner unable to write, the Superintendent shall cause his appeal to be written for him by any another prisoner or by a jail official.

(3) A prisoner or official deputed to write an appeal, shall do so at the applicant's dictation, and shall neither make any suggestions to the prisoner as to what should be stated, nor add anything to what the prisoner himself desires to have stated in the appeal.

(4) The Superintendent shall forward the appeal, with a copy of the judgment or order appealed against to the Chief Judicial Magistrate to be forwarded to the Appellate Court with the files of the case.

(5) If, after the receipt of the copy of the judgment or order, a relative, friend or agent of the prisoner undertakes to make the appeal on his behalf and the prisoner consents in writing to that course, the copy of the judgment shall be delivered to such relative, friend or agent as the case may be under proper receipt.

(6) The provisions of this rule shall as far as may be, to apply to petitions for revision or clemency and the like.

NOTE 1:- The Superintendent is not justified in refusing to forward the appeal of any prisoner whether it is barred by limitation or not.

NOTE 2:- As appeal made by the Superintendent on behalf of a prisoner should, before dispatch, he read over to the appellant, in the presence of the Superintendent, who shall if the prisoner approves of the appeal, countersign the document and case the official seal of the jail to be stamped thereon.

NOTE 3:- Convicted prisoner are entitled under section 363 (1) & (2) of the Code of Criminal Procedure to a copy of the judgment free of all fees. In summons cases no court-fees are payable on the copy of the judgment Government have further approved the principal that if the person convicted in summons case is in Jail he or his agent shall be allowed a copy of the judgment free of copying fees. In the event of any such copies of the judgment free of copying fees. In the event of any such copies being sent to the jail authorities for delivery to the Prisoners by the appellate, revision or other court, the Superintendent shall get it delivered immediately to the prisoners under his written acknowledgment.

If a prisoner appeal fails and he desires to prefer to an application for revision, he is not entitled to get back, for the purpose of his revision application, the free copy supplied under these instructions.

NOTE4:- " Copies of judgment of the High Court in Criminal, cases, shall, on application made in this behalf by the convicted prisoner, he supplied free of

cost:-

(a) in every case in which a sentence or death or imprisonment for life has been passed or confirmed by the High Court, and.

(b) in any other case if the High Court so directs.

Registrar High Court of Punjab letter no. 2409-Genl.. dated 24th March, 1950 and Punjab Government letter No. 8952-11-51/4971 dated 27th September. 1951.

WHEN AN APPEAL IS NOT DESIRED.

461. If any prisoner states that he does not desire to appeal he shall be asked to give in writing and the fact shall , be recorded on his history ticket.

PRISONER NOT TO BE TRANSFERRED PENDING APPEAL.

462. (1) With the exception of such classes of prisoner for whom transfer orders are from time to time issued, convicts who have not completed their term of appeal without appealing or until their appeal have been disposed of should not ordinarily be transferred to another jail without the special sanction of the Inspector-General.

(2) In case of prisoner is transferred under Sub Clause (1) the jail to which he is so transferred shall be communicated to the appellate court.

APPEAL OF PRISONER TRANSFERRED.

463. When any communication relating to the appeal of a prisoner, who has been transferred is received, it shall be forwarded without delay by registered post to the Superintendent of the jail in which the prisoner is confined after noting the same is Register No. 2 of the jail from which the prisoner has been transferred.

REMINDER REQUIRING THE RESULT OF APPEAL.

464. If the result of an appeal to the Chief Judicial Magistrate or Sessions Judge is not communicated within one month, or in the case of an appeal to the High Court, within three months of the date on which such appeal was submitted, the Superintendent shall send a reminder to the Court concerned and repeat the enquiry at reasonable intervals. The result of an appeal shall, when received, be communicated to the prisoner concerned and entered in his history-ticket and Admission Register.

PROCEDURE WHEN A COURT DIRECTS THE RETRIAL OF A PRISONER. 465. If an Appellate Court directs that a prisoner be retried and a warrant for his release on bail or for his custody pending trial is not at the same time received the prisoner shall, unless he has a sentence on another warrant to undergo, be remanded to the ward for unconvicted prisoner and the Superintendent shall apply to the Court for a warrant for his custody pending trial.

PETITION FOR CLEMENCY

466. (a) Every prisoner shall be at liberty to petition the Government for clemency, and shall, should he so desire, be accorded reasonable facilities for preparing and submitting such a petition.

"Except in the case of petitions against the execution of sentences of death, all such petitions must be accompanied by copies of the judgments of the Court of conviction and of any superior court which may have dealt with the case on appeal or revision, to be supplied by the petitioners themselves".

PROCEDURE FOR DISPOSAL OF REPRESENTATION MEMORANDUM ADDRESSED TO HIGH DIGNITARIES BY THE PRISONERS.

(b) Prisoner have the right to address any representation /memorandum to any high dignitary of the Government of India and State Government. All these representations if found not objectionable and in order be forwarded to the concerned dignitary or authority through the I.G. Prisons, who may forward it to the State Government and if required the State Government may forward it to the Central Govt.

DUTIES OF SUPERINTENDENTS OF JAILS.

467. The following are the rules relating to the duties of Superintendent of jails in connection with petitions for mercy from convicts under sentence of death:-

(a) Rules framed by the Government of India.

I. Immediately on receipt of a warrant for execution consequent on the confirmation by the High Court of a sentence of death, Jail Superintendent shall inform the convict concerned that if he desires to submit a petition for mercy, it should be submitted in writing within seven days of the date of such intimation.

II. If the convict submits a petition within the period of seven days prescribed by rule I it should be addressed both to the Governor of the State and to the President of India and the Superintendent shall forthwith despatch it, in duplicate, to the Secretary to the Government , Home Department together with a covering letter reporting the date fixed for the execution and shall certify that the execution has been stayed pending receipt of the orders of the Governor and the President of India on the petition. If no reply is received within 15 days from the date of despatch of the petition,

the Superintendent shall telegraph to the Home Secretary drawing attention to the fact, but he shall in no case carry out the execution before the receipt of the State Government's reply.

III. If the convict submits a petition after the period prescribed by Rule I, the Superintendent of the jail shall atonce forward it to the State Government and at the same time telegraph the substance of it, requesting orders whether the execution should be postponed and stating, that pending a reply the sentence and stating, that pending a reply, the sentence will not be carried out. If such petition is, however, received by the Superintendent later than noon on the day preceding that fixed for the execution he shall atonce forward it to the State Government and at the same time telegraph the substance of it, giving the date of execution and stating that the sentence will be carried out unless orders to contrary are received.

IV. In the event of its coming to the knowledge of the Superintendent at any time before the execution of the sentence that altogether exceptional circumstances have arisen which plainly demand a reconsideration of the sentence, he is at liberty notwithstanding anything in the foregoing rules, to report the circumstances by telegraph to the State Government and ask its orders and to defer execution till they received.

V. The Superintendent shall at once report back to the Home Secretary to the Punjab Government all telegrams communicating orders to him regarding petitions for mercy, by way of acknowdgment of their receipt.

VI. When acknowledging the orders of the State Government and the intimation that the petition has been forwarded for the orders of President of India, the Superintendent shall certify that the execution remains stayed pending the orders of the President of India.

VII. In the event of final orders from the State Government to carry out execution being received after the date fixed for execution by the Sessions Judge, the Superintendent shall appoint a day for execution not more than a week later than the date on which such orders actually reach him so as to permit of the usual formalities, e.g., summoning of relatives and friends to bid farewell, the making of a will etc., being observed in due order and without precipitation. The date so fixed should be intimated to Government when acknowledging the orders of execution.

VIII. When final orders are received by a Superintendent of a Jail from Government by telegram to carry out execution on the date fixed by the Sessions Judge, the Superintendent of the Jail should comply

without waiting for postal confirmation, provided such date has not elapsed at the time the receives final orders. If this has expired the Superintendent should be governed by rule VII above.

IX. On the morning of any execution, the Superintendent of the Jail shall before proceeding to the cell of the condemned prisoner enter his office and ensure himself that there is no communication awaiting him connected with the execution.- (vide note 03) (Punjab Government letter No. 129 Judl) D.C. dated 22nd January 1934).

X Every petition in Punjabi should be accompanied by a careful prepared translation which, to ensure its accuracy, should be examined by the Superintendent while the Punjabi papers are being read out to him. The document should then be attested by the Superintendent and forwarded without delay by " Registered" Post in a Pink coloured evelope inscribed " Death Case-Immediate," standardized for use in all jails.

NOTE:-1 The procedure laid down for opening dak I jail offices is indicated in Punjab Government letter no. 34419 dated 26th December, 1933 (vide Note 1 at the end of paragraph).

NOTE:-2 In forwarding a mercy petition, the Superintendent should certify that the execution has been stayed pending he orders of the Governor and the President of India and nothing the pending orders of State Government, Further when acknowledging the orders of the Governor and the intimation that the petition has been forwarded for the orders of the Government of India, the Superintendent should certify that the execution remains stayed pending the orders of the President of India.

NOTE:-3. All the letters received daily should be opened by the Superintendent immediately, in his absence the Deputy Superintendent should open the whole dak. Further all telegrams and all letters marked immediate or urgent of addressed to the Superintendent by name or received by registered post must be placed at once before the Superintendent. There must also be another official designated by name who in the absence of the Superintendent due to any cause will be responsible for receiving and opening such communication at any time of the day or night.

NOTE:-4. All letters acknowledging the receipt or orders of Government in death cases must be signed by the Superintendent or the Deputy Superintendent.

NOTE:-5 The orders of the Government rejecting the petitions for mercy from condemned prisoner will be communicated to the Superintendent who would also promptly acknowledge the same by post. The orders of the Government declining to interfere and ordering the carrying out of the execution will be conveyed by telegram and such orders should be repeated back by the Superintendent telegraphically.

NOTE:-6 The orders of communication of death sentence and postponement of execution will also be communicated to the Superintendent by telegram/physically and should be acknowledged by the Superintendent of jail by telegram.

NOTE:-7 On the morning of any execution, the Superintendent of the jail shall before proceeding to the cell of the condemned prisoner enter his office and ensure himself that there is no communication awaiting him connected with the execution.

NOTE:-8 While acknoweledging any orders of Government postponing an execution the Superintendent shall state in his acknowledging letter that the execution has been postponed pending the further of Government.

(B)INTERVIEWS AND COMMUNICATION

A-GENERAL RULES.

GENERAL RULES FOR THE GRANT OF INTERVIEWS AND COMMUNICATIONS.

468. (1) Every newly convicted prisoner shall be allowed reasonable facilities for seeing or communicating with his relatives or friends with a view to the preparation of an appeal or to the procuring of bail, and shall also be allowed to have interviews or write letters to his friends once or twice, or oftener if the Superintendent considers it necessary, to enable him to arrange for the management of his property or other family affairs.

(2) Every prisoner committed to prison in default of payment of a fine or of finding security under Chapter VIII of the Code of Criminal Procedure shall be allowed to communicate by letter and to have interviews at any reasonable time with his relations or friends for the purpose of arranging for the payment of the fine or the furnishing of security.

(3) Every prisoner under sentence of death shall be allowed such interviews and other communications with his relatives, friends and legal advisers as the Superintendent thinks reasonable.

RULES FOR GRANT OF INTERVIEWS AND COMMUNICATIONS TO AND BY CONVICT.

469. In addition to the privileges granted in paragraph, every convicted prisoner shall be allowed to have an interview with his relatives or friends and to write a letter once a week during the term of his imprisonment.

Provided that the exercise of this privilege shall be contingent on good conduct and may be withdrawn or postponed by the Superintendent for bad conduct.

There will be no restriction on the number of letters a prisoner may receive.

NOTE:-1 A letter merely arranging an interview shall not be counted for the purpose of this rule.

NOTE:-2 A prisoner may, with the permission of the Superintendent substitute a letter for an interview or vice versa.

NOTE:-3 Prisoners shall be allowed to send a special letter notifying their relations of their transfer from one jail to another.

NOTE:-4 A prisoner may with the permission of the Superintendent write any number of letters at his own cost.

EXCEPTION TO GENERAL RULE.

470. The Superintendent may at his discretion grant interviews of allow the despatch or receipt of letters at shorter intervals than provided under rules or in spite of the prisoner's misconduct if he considers that special or urgent grounds exist for such concession, as, for example, in the event of the prisoner being seriously ill or on the occurrence of the death of a near relative or if the friends
or relatives have come from a distance to see the prisoner and it would be an undue hardship on them to refuse an interview, or if the prisoner is nearing release and wishes to secure employment, or for other sufficient cause. Matters of importance , such as the death of a relative, may also be communicated at any time by the friends of a prisoner to the Superintendent who will if he think it expedient, inform the prisoner of the substance of the communication.

NO INTERVIEW OR COMMUNICATION TO TAKE PLACE WITHOUT SANCTION OF SUPERINTENDENT.

471. No convicted prisoner shall be allowed to have an interview or to receive or write a ltter except with the permission of the Superintendent, which shall be recorded in writing.

APPLICATION FOR INTERVIEW TO BE ORAL OR IN WRITING.

472. Applications for interviews with prisoners may be oral or in writing at the discretion of the Superintendent. If the prisoner is not entitled to an interview, the applicant shall be informed at once.

PERSONS GRANTED AN INTERVIEW MAY BE SEARCHED.

473. Every person desiring to hold an interview with any prisoner shall, before such interview is allowed to take place or he is allowed to enter the jail, is called upon by the Deputy Superintendent so to do, give his name and address and submit to be searched.

Provided that no such search shall be made in the presence of any prisoner or person other than the proper officer of the jail, and, in the case of a female visitor, that such search shall be conducted by the female head warder or a female warder. If the visitor refuses to submit to be searched or to give his name or address, he shall not be permitted to enter the jail or to interview any prisoner.

SEARCH OF VISITORS.

474. (1) The Deputy Superintendent may demand the name and address of any visitor to a prisoner, and when the Deputy

Superintendent has any ground for suspicion, may search any visitor, or cause him to be searched, but the search shall not be made in the presence of any prisoner or of another visitor.

(2) In case of any such visitor refusing to permit himself to be searched, the Deputy Superintendent may deny him admission; and the grounds of such proceeding, with the particulars thereof, shall be entered in such record as the State Government may direct.

NOTE:- The record required by clause (2) shall be made in the Deputy Superintendent's journal/interviews register.

TIME AND DAYS OF INTERVIEWS.

475. The Superintendent shall fix the days and hours at which all interviews shall be allowed and on interviews shall be allowed at any other time except with the special permission of the Superintendent. A notice of the hours of interviews shall be pasted outside the jail.

PLACES OF INTERVIEW

476. Every Interview shall take place in a special part of the jail appointed for the purpose, if possible at or near the main gate. Provided that if a prisoner is seriously ill, the Superintendent may permit the interview to take place in the hospital, and a condemned prisoner shall ordinarily be interviewed in his cell. Provided further that the Superintendent may, for special reasons to be recorded in writing, permit an interview to take place in any part of the jail.

INTERVIEW IN TAKE PLACE TO THE PRESENCE OF A JAIL OFFICER.

477. Every interview with a convicted prisoner shall take place in the presence of a jail officer, who shall be responsible that no irregularity occurs, and wh shall be so placed as to be able to see and hear what passes in and to prevent any article being passed between the parties.

TERMINATION OF INTERVIEW.

478 Any interview may be terminated at any moment if the officer present consder that sufficient cause exists. In every such case the reason for terminating the interview shall be reported at once for the orders of the senior officer present in the jail.

DURATION OF INTERVIEW

479. The time allowed for an interview shall not ordinarily exceed 30 minutes, but may be extended by the Superintendent at his discretion.

SEARCH OF PRISONER BEFORE AND AFTER INTERVIEW

480. Every convicted prisoner and every unconvicted criminal prisoner shall be carefully searched before and after an interview.

PROCEDURE AS TO THE DELIVERY OF LETTERS.

481. No letter shall be delivered to or sent by a convicted prisoner until it has been examined by the Superintendent or by the Deputy Superintendent or other officer under the Superintendent's orders, but no unnecessary delay should be allowed to occur in delivery or despatch. If a letter is written in a language unknown

to the Superintendent, he shall take steps to procure a translation before forwarding the letter. No letter written in cipher shall be allowed. The Superintendent may withhold any letter which seems to him to be in any way improper or objectionable, or may erase any improper or objectionable pasages.

DETENTION OR RETURN OF LETTERS RECEIVED FOR PRISONER.

482. If a letter a addressed to a prisoner who is not entitled under the rules to receive it, it may unless the Superintendent determines to communicate it, be withheld and kept in the Superintendent's custody untill the prisoner is entitled to receive it or is released, when it shall be delivered to him, unless it is improper or objectionable; or it may be returned to the sender with an intimation that the prisoner is not entitled to receive it.

CUSTODY OF LETTERS RECEIVED BY PRISONER.

483. A convict may retain any letter which has been delivered to him with due authority unless the Superintendent otherwise directs, or may ask that it be kept for him.

PROVISION OF WRITTEN MATERIAL.

484. (1) Writing material including service, postcards and service stamps shall be supplied to convicts under-trials and civil prisoner as under:-

(i) Convicted prisoners Once a week

(ii) Unconvicted and civil prisoners twice a week

(2) Expenses of postage for additional letters, permissible under the rules shall be borne by the prisoner themselves.

SUPERINTENDENT MAY REFUSE ANY INTERVIEW.

485 A Superintendent may refuse to allow any interview to which a prisoner would ordinarily be entitled under these rules, but in every such case, if in his opinion it is inexpedient in the public interest to allow any particular person to interview a prisoner or if other sufficient cause exists he shall record his reasons for such refusal in his journal.

ABUSE OF PRIVILEGE OF HOLDING INTERVIEW.

486 Any prisoner who abuses any privilege relating to the holding of an interview or the writing of letters or other communication with any person outside the jail shall be liable to be excluded from such privileges for such time and may be subjected to such further restrictions as the Superintendent may direct.

B. SPECIAL RULES RELATING TO UNDERTRIALS AND CIVIL PRISONERS.

VISITORS TO CIVIL AND UNCONVICTED CRIMINAL PRISONERS.

487. Due provision shall be made for the admission, at proper times and under proper restrictions into every prison of persons with whom civil or un convicted criminal prisoner may desire to communicate, care being taken that, so far as may be consistent with the interests of justice, prisoners under trial may see their duly qualified legal advisers without the presence of any other person.

INTERVIEW AND COMMUNCIATION OF CIVIL AND UNCONVICTED PRISONERS.

488. Unconvicted criminal and civil prisoners shall be granted facilities for writing two letters and two interviews each week with their relatives or friends.

Provided that the State Government may in any particular case for reasons to be recorded in writing impose such restrictions on the interviews as it may deem necessary.

Provided further that all reasonable facilities shall be granted at proper time and under proper restrictions for interviewing or otherwise communicating either orally or in writing with their legal advisors.

INTERVIEW OF UNCONVICTED PRISONERS WITH LEGAL ADVISORS.

489. Every interview between an un convicted prisoner and his legal adviser shall take place within sight, but out of hearing of a jail official. A similar concession may be allowed by the Superintendent in the case of an interview with any near relative of the un convicted prisoner.

NOTE:- The term " friend or relative" as applied to a prospective interviewer of prisoners and as occurring in paragraphs 468 to 488 supra is to be literally and strictly interpreted, that is to say, no one should be allowed an interview with a prisoner who is not entitled under the rules to interview, unless he can submit proof of a personal and intimate acquaintance or of near relationship. In the case of a

relative the nature of relationship should be ascertained.

APPLICATION FROM LEGAL ADVISORS FOR INTERVIEW OF UNCONVICTED PRISONERS.

490. When any person desires an interview with an unconvicted criminal prisoner in the capacity of the prisoner's legal adviser he shall apply in writing, giving his name and address and stating to what branch of the legal profession he belongs and he must satisfy the Superintendent that he is the bonafide legal adviser of the prisoner with whom he seeks an interview and that he was legitimate business with him..

CONFIDENTIAL LETTERS OF UNCONVICTED PRISONERS

491. Any bonafide confidential written communication prepared by an unconvicted criminal prisoner as instructions to his legal adviser may be delivered

personally to such legal adviser without being previously examined by the Superintendent. For the purpose of this rule the term legal adviser means a legal practitioner within the meaning of Central Act XVIII of 1879.

TIME OF INTERVIEW OF CIVIL PRISONERS.

492. Civil prisoners may see their friends and relations at such times and under such restriction as the Superintendent may appoint and the presence of the jail office shall not be necessary.

CONDITIONS UNDRE WHICH A RELIGIOUS PREACHER MAY BE ADMITTED. 493. On the application of a group of prisoner a well known religious preacher as requested by them may be admitted to jail for religious ministration only, on any of the religeous festivals provided that.

(a) the Superintendent may, in his discretion refuse to admit any minister whose admission to the jail he considers, for any sufficient reason, to the inconsistent with the maintenance of discipline therein.

(b) no such religious preacher shall be permitted to have access to any prisoner of a different religious persuasion to himself, unless at the voluntarily expressed desire of such prisoner, and.

(c) the religious ministration shall be subject to such conditions as to time, place duration and the like, as the Superintendent may at any time deem fit to prescribe.

VISIT OF A RELIGIOUS PREACHER TO A SICK OR CONDEMNED PRISONER. 494.

(1) A religious preacher may be allowed to visit a prisoner on any day, if such prisoner is dangerously ill or is under sentence of death and desires to see such preacher, but not otherwise.

(2) On such desire being expressed, the Superintendent shall, if possible, arrange for a religious preacher to visit the prisoner.

CHAPTER XVI

CLASSIFICATION AND SEPARATION OF PRISONERS.

(A) Classification of prisoners.

THE CLASSIFICATION OF PRISONERS FOR PURPOSES OF SEPARATION.

495. The different categories of prisoners for the time being confined in every jail should be kept in separate institutions, part of institutions; annexes; units taking into account of their sex, age condition of health, criminal record, the legal reason for their detention and necessities of their treatment.

SEPARATION OF PRISONERS.

496. Prisoners for purposes of separation as for as possible may be classified and kept separate as follows:-

(1) Men and women shall be kept in separate institutions or separate part of an institution/annexes.

(2) Better class prisoners should be kept separate from ordinary prisoners.

(3) Condemned prisoners, prisoners convicted to

rigorous or simple imprisonment civil prisoners undertrial prisoners. Committed to Sessions,

Undertrial not confined to Sessions may be kept separate from each other.

(4) Adult prisoners from adolescents.

(5) Habitual prisoners from non-habitual prisoners.

(6) Prisoners under TADA and COFEPOSA be kept separate from other prisoners.

(7) Inmates suspected to the suffering from mental disorders.

(8) Homosexuals.

(9) Sex perverts.

(10) Drug addicts and traffickers in narcotics.

(11) Inmates having suicidal tendencies.

(12) Inmates exhibiting violent and aggressive tendencies.

(13) Inmates having escape or discipline risks.

(14) Known bad characters.

NOTE:-1 Female prisoners will be classified to the same manner as is provided in the case of male prisoners.

NOTE:-2 Unconvinced criminal prisoners and civil prisoners respectively will be sub divided according to sex and age.

NOTE:-3 A committee of Superintendent Deputy Superintendent, Medical Officer and Welfare Officers of the jail will determine classification of each prisoners.

(B) SEPERATIONS OF PRISONERS.

ACCOMMODATION FOR PRISONERS.

497. The State Government shall provide for the prisoners in the territories under such Government, accommodation in prisons constructed and regulated in such manner as to comply with the requisitions of the prison's Act 1894 in respect of the separation of prisoners.

SEPARATION OF PRISONERS.

498. The requisition of the prison Act, 1894 with respect to the separation of prisoners are as follows:-

1) In a prison containing female as well as male prisoners the females shall imprisoned in separate buildings or separate parts of the same building, in such manner as to prevent their seeing or conversing or holding any intercourse with the male prisoners.

2) in a prison where male prisoner under the age of twenty one are confined, means shall be provided for separating then altogether from the order prisoners and for separating those of them who have arrived at the age of puberty from those who have not,

3) unconvinced criminal prisoners shall be kept apart from convicted criminal prisoner and

4) civil prisoners shall be kept apart from criminal prisoners.

SEPARATION REQUIRED BY RULE MADE UNDER PRISONS ACT OF 1894.

499.. In addition to the provisions, as to the separation of prisoners, under section 27 of the prisons Act, 1894, and subject to the provisions, of the rule next following the further provisions, as to the separation of prisoners, hereinafter specified shall to the extent to which they can, in each jail be carried into effect namely:-

(a) Unconvicted criminal prisoners who have been committed for trial by the Court of Sessions shall be kept separate from unconvicted criminal prisoners who have not been to committed and those who have been previously convicted shall be kept separate from those who have not been previously convicted.

(b) convicts of the casual class shall be kept separate from convicts of the habitual class.

(c) convicts who have been sentenced to simple imprisonment only shall be kept separate from convicts who have been sentenced to rigorous imprisonment.

(e) Civil prisoners who are confined under the orders of any authority other than a judicial tribunal shall be kept separate from prisoners who are confined under process of a civil or Revenue court or authority,.

NOTE:- Every habitual criminal shall as far as possible be confined in a special jail in which no prisoner other than habitual criminals shall be kept.

Provided that the Inspector-General of Prisons may transfer to this special jail any prisoner, not being a habitual criminal, whom for reasons to be recorded in writing, he believes to be of so vicious or depraved a character and to exercise, or likely to exercise so evil an influence on his fellow prisoners that he ought not to be recorded in writing, he believes to be of so vicious or depraved a character and to exercise, or likely to exercise so evil an influence on his follow prisoners that he ought not to be confined with other non-habitual prisoners, but a prisoner so transferred shall not otherwise be subject to the special rules affecting habitual criminal.

EXCEPTION TO THE RULE REGARDING SEPARATION.

500. When in any jail, there is only one prisoner exists in any class and separation would amount to solitary confinement, such prisoner may if he so desires be permitted to associate with prisoners of another class.

Provided that the class with which such prisoner is permitted to associate shall be determined by the Superintendent and that the provisions of section 27 of the prisons Act 1894 are not in any case infringed by the permission so accorded.

501. Unconvicted criminal prisoners may be confined separately in cells when in the opinion of the Superintendent of the jail in which they are confined it is necessary in the interests of jail discipline to do so or under the orders of the Inspector-General of the State Government.

ASSOCIATION AND SEGREGATION OF PRISONERS.

501. Subject to the requirements of paragraph 488, convicted criminal prisoners may be confined either in association or individually in cells or partly in one way and partly in the other.

CONVICTS TO BE SEPARATED.

503. All convicts shall , so far as the requirements of labour and the cell accommodation of the jail will allow, be kept separate both by day and by night.

OCCUPATION OF VACANT CELLS.

504. If, in any jail at any time all the cells are not in use for purposes of punishment or otherwise, the vacant cells, many subject to the following conditions, he occupied by convicts, for purposes connected with the separation of prisoners under these rules:-

(a) If there are juveniles in the jail, and there are not sufficient means for separating them by night on the juvenile ward, the cells shall, in preference to any other class of prisoners, he occupied by juveniles for this purpose.

(b) Such convicts sentenced under section 366, as have been found guilty of kidnapping or adducting for purposes of prostitution and all convicts sentenced under section 376 and 377 of the Indian Penal Code shall, in preference to prisoners other than juveniles, be placed in cells both by day and night.

(c) Convicts of the habitual class shall be placed in cells both by day and night to preference to convicts of the casual class.

SEPARATION OF HABITUAL.

505. Convicts of the habitual class be subjected to the system of separation prescribed in the preceding rules, in rotation.

SEPARATION OF CASUAL.

506. If at any time, there are more cells in any jail than suffice for the separation of all convicts of the habitual class prisoners of the casual class shall be confined in cells both by day and night in rotation.

PROCEDURE WHEN SEPARATION BY DAY IS NOT FEASIBLE.

507. A convict who would ordinarily come under the operation of ary of the preceding rules relating to the separation of prisoners, but cannot be confined in a cell by day by reason that he is required for some jail service, shall be confined in a cell by night.

NOTE:- Separation under paragraphs 503 to 507 is distinct from "cellular" confinement and " Separate confinement inflicted as a punishment under section 46 of the prisons act, and is restricted merely to the separation of individual prisoners either by day or night for purposes of jail management such separation is not to have any irksome conditions attached to it.

NOTE:--2 Paragraph 503 to 507 are of general application. If in the opinion of the Superintendent, the presence of any convict in association with others, is detrimental to good order and discipline or is likely to encourage or lead to the commission of any offence , such convict should be kept separate in preference to others of his class.

SEPARATION TO BE AS COMPLETE AS POSSIBLE.

508. Subject to the provisions of paragraph 502,503, the separation of the various classes of prisoners shall be carried out both by day and by night to the fullest extent the means available admit. If there are not a sufficient number of latrines, feeding and bathing plateforms, to keep the classes completely apart at parades, such arrangements for separation as are under the circumstances practicable should be made.

NOTE:- The fact of a prisoner being P.R. or P.R.T shall make no difference in the classification or treatment while in jail.

(c) RULES FRAMED BY THE STATE GOVERNMENT UNDER SECTION 59 OF THE PRISON ACT, 1894

TO REGULAR THE CLASSIFICATION AND TREATMENT OF CONVICTED AND UNDER TRAIL PRISONERS.

SECTION -1 RULES FOR THE CLASSIFICATION OF CONVICTED AND UNDER TRIAL PRISONERS.

509.(1) Convicted persons shall be divided into two classes, namely, "Butter class" and Ordinary Class. Butter class will contain all prisoners so classified by the State Government or any other authority empowered by the State Government in this behalf who:

(a) are non-habitual prisoners of good character.

(b) are by social status, education and habits of life been accustomed to a superior mode of living and.

(c) have not been convicted of:-

i) offences involving elements of sedition, cruelty, moral degradation or personal geed;

ii) serious of premeditated violence;

iii) serious offences against property;

iv) offences relating to TADA and the possession of explosives, firearms and other dangerous weapons with the object of committing an offence or of enabling an offence to be committed.

v) Persons convicted under COFEPOSA and NDPS Act.

vi) abetment or incitement of offences falling within these sub-clauses

NOTE:- The State Government may from time to time issue instructions for fixing criteria for determining the qualifications for classifying as Better Class.

(2) Ordinary class will consist of prisoners who are not classified as Better class.

(3) All courts recommending the classification for Better Class will make a recommendation to that effect. Attaching to the record their recommendation , with their reasons for it, on a separate paper. All courts subordinate to the District Magistrate and the Sessions Judge, as the case may be will forward their recommendation with the record of the District Magistrate to the Sessions Judge . The District Magistrate or the Sessions Judge will forward a recommendation with a copy of Judgement (and classifying orders) to the Inspector-General who will then communicate the final orders of the State Government directs to the District Magistrate or Sessions Judge, as the case may be and also send a copy of these orders to the concerned Superintendent for information and compliance. In case, the convicting court moves the recommendation for placing a convicted prisoner in Better Class, the Superintendent may, subject to the approval of the State Government, classify him as Better Class provided such prisoner appears to fulfil the conditions prescribed for Better Class prisoners.

(4) In case of prisoner convicted by general summary and district courts martial the confirming authority, and in cases of persons convicted by the summary courts martial the court will recommend to the classifying authority, classification that should be given to such prisoner while undergoing their sentence in Civil Prisons. Such recommendation shall also be embodied in the warrants of commitment of the prisoners and till the order of classifying authority, confirming or reviewing such recommendation are received by the Superintendent of the prison, the prisoner shall tentatively be treated as belonging to the class recommended by the confirming authority or the court, as the case may be.

(5) In making a recommendation for placing into Better class , the recommending authority should whenever possible give the following details.

i) Whether the prisoner has been classified as casual or habitual.

ii) The previous convictions of the prisoner if any;

iii) The offence committed with the sentence inflicted.

iv) The profession and states of the prisoner.

v) The educational qualifications of the prisoners, including examination, if any which he has passed.

If the recommending authority is of opinion that the statements of the prisoner on these points require verification it should make further inquiries from the District Magistrate or any other source, and it may either defer making the recommendation until it had received the information asked for or may make the recommendation on the materials available and state that the result of further inquiries will be submitted when received.

(6) In cases in which there is disagreement between the convicting court and the District magistrate or the Sessions Judge as the case may be as to the classification of any prisoner, the District Magistrate or the Sessions Judge shall decide the class in which a convicted prisoner shall be kept pending the receipt of the orders of the classifying authority.

NOTE: These rules do not supply to prisoner under sentence of death.

SECTION II: UNDER TRIAL PRISONER

510. Under-trial prisoner will also be of two classes only. One class will correspond to “Butter class” of convicted prisoner and the other to Ordinary Class Till an undertrial prisoner is brought before a competent court, it will be within the discretion of the officer incharge of the Police Station to place him in “ Better Class” After he is brought before the Court, he will be classified by the court,

subject to the revisional orders of the District Magistrate or the Sessions Judge as the case may be. While classifying an undertrial prisoner as better class, the officer incharge of Police Station and courts concerned will be guided by the instructions laid down by the State Government for classification of convicted prisoner from time to time.

SECTION III: RULES FOR PRISONERS ADMITTED TO BETTER CLASS.

511.(1) Accommodation: Better Class prisoners shall where such accommodation is available, be kept apart from other prisoner and he accommodated in cells or in association barracks specially set aside for them. They need no kept separate from ordinary prisoners in factories or at time when they are not required to be in their cells or barracks.

(2) Furniture(a) Better class prisoner in cells shall be supplied with : one takht posh or bed-stead, charpoy or cot of size 1.98x0.92 metres

(6-1/2'x3')

One wooden chair,

One Wooden teapoy

One shelf , cupboard or box, necessary washing and sanitary appliance.

(b) Association barracks shall be supplied with one berth or cot per prisoner, one large table with benches, necessary night sanitary appliances, latrines and bathing sheds in the enclosure.

Prisoners may also be supplied with mosquito nets if they ask for them and the Medica Officer certifies that it is necessary.

(3) Better class prisoner shall be allowed 400 mil of milk or two eggs in diet in addition to the facilities allowed, and shall be subject to all restrictions regarding disciplinary, punishment, labour diet etc as in the case of ordinary class prisoners.

(4) Bedding: They may be permitted to use their own bedding provided it is allowed by he Superintendent and sterilized before it is brought into the jail.

(5) Exercise:-They shall have such daily exercise in the open as the Medical Officer thinks proper for maintaining their health.

(6) Sanitary and bathing arrangements: They shall be allowed reasonable facilities for bathing, latrines, etc. with due regarding to the provision of privacy. The use of soap for cleansing their bodies and washing their clothes. Tooth brushes, tooth paste and such toilet articles as may be necessary e.g., hair oil, hand mirrors, combs etc. may be supplied on such scale as may be prescribed by the State Government from time to time.

(7) Hair Cutting and shaving: They shall be allowed to retain their hair and beards or get themselves shaved by the Jail Barber. The Superintendent may allow them to shave once a day and to use their own safety razors provided they are kept in the store and are not retained in possession of the prisoners.

(8) Cooking arrangements When there are several Better Class prisoners confined together, endeavour should be made to provide a separate cook house for them; where such prisoners are confined individuals they may be permitted to cook food subject to the safeguards and due performance of full task.

(9) Diet:- Better class prisoners allowed to cook their own food may be supplied with raw rations in accordance with the scales laid down by the Inspector-General. The diet may be supplemented with extra articles of food of a simple character, deposited with the jail Superintendent.

Alcohol, intoxicating drugs and articles of luxury are not allowed. They may be allowed to smoke, at their own expense, with the due regard to the feeling of non-smokers and inside their wards when not on parole or work.

(10) Prison tasks: The tasks shall be allotted with due regard to the capacity, character, previous mode of life and antecedents of the prisoner.

(11) Facilities for reading:-In addition to books from the jail library, a prisoner may have upto six books or magazines at a time from private source, provided that such books or magazine are not considered unsuitable by the Superintendent, who it in doubt, shall consult the C.I.D Newspapers shall be supplied from a list approved by the Government. These papers shall be examined by the Superintendent before issue to prisoners.

(12) Menial duties: They shall not be required to perform menial duties nor to pay for having such duties done for them. These duties will be discharged by prison servants who must not be used by prisoners of the Better class their personal servants.

SECTION IV RULES FOR PRISONERS ADMITTED TO CLASS B.

511(A)1. Accommodation The prison shall where such accommodation is available be accommodation to cells or in association barracks specially set aside for them.

The need not be kept separate from ordinary prisoner in factories or at times when they are not required to be in their cells or barracks.

2 (1) Furniture, etc (a) Cells shall be supplied with: 1/2x3 feet,
One wooden stool,
One wooden teapot.
One Hurricane lantern where there is no electric light,
One shelf, cupboard or box,
necessary washing and sanitary appliance

NOTE:- The prisoner will if they so desire be permitted to use their own electric table fans where facilities for these exist.

(b) Association barracks shall be supplied with:-
One berth or cot per prisoner
One large table with benches,

Sufficient lamps to enable reading at the table, necessary night sanitary appliances, latrines, bathing sheds, in the enclosure and an electric ceiling fan wherever possible.

(2) Prisoners may also be supplied with mosquito nets if they ask for them and the Medical Officer certifies that it is necessary. Commodes shall also be supplied to those prisoner who are accustomed to their use and ask for them.

(3) Regarding exercise, bathing washing, use of latrines, etc, they shall be treated in the same way as 'A' class prisoners, except that they may be provided at Government expenses with one tooth brush every three months and one small tin of tooth powder every two months. They shall be allowed to retain their hair and beards and to get themselves shaved by the jail barber.

3 The following eating utensils shall be supplied to each prisoner:-
One thali (metal),
Two kauls (metal cups)
One thumbler (metal),
One lota
One spoon.

4 Diet: Superior diet shall be provided, the cost of which shall not exceed one rupee & seventy five paise in accordance with the scales laid down by the Inspector-General so as to ensure an equally balanced ration.

A copy of the scales adopted shall be made available to jail visitors.

They may be allowed to smoke, at their own expenses, two cigarettes or four birries after

every morning and evening meal parade. The cigarettes or biries must of course be smoked then and there and not kept to be smoked afterwards.

5. Clothing:-(a) The following clothing shall be supplied to male convicts:-

During all seasons.

2. dhoties (for night use)
2. puggrees (light Garha cloth) or two sealed pattern caps,
1 pair country shoes,
1 bed sheets (dasuti)
1 Khaki cotton duree 6'x3'
2 pillow case (dasuti) to be filled with cotton or grass)
2 towels.
1 parna (dasuti), 5 feet long.
2 Kachhs (in the case of Sikhs only in place of two pairs of trousers, but if they wish to have trousers in addition to the Kachhs they may be supplied, provided that they meet the cost from their own pocket).

During summer.

2 Kurtas (dasuti) long (Full sleeves)
2 Pyjamas (dasuti) or dhoties (light cloth)
1 blanks.

During winter

2. woolen coats with stand-up collars and full sleeves.
2 pairs woolen pyjamas,
2 flannel shirts.
2 cotton jangias (drawers)
2 pairs woolen socks.
3 Blankets.
1 mattress (dasuti) Tulai.

(b) The following clothings should be supplied to female convicts:-

During all seasons.

2 Cotton dhoties (night dress) 5-1/2 yards long.
2 sahries, 5-1/2 on 6 yards for bigger individuals (made of light cotton cloth, i.e. jail-made garth) dhoties and Sahries must be at least 44" wide)
1 pair of chapli (make at Borstal Institute, Lahore)
2 bed sheets
2 pillow cases.
2 petticoats, cotton

During summar.

4 Cotton blouses or shirts.
6 napkins
1 blanket
4 cotton drawers.

During winter

2 woolen blouses or shirts, 2-1/2 yards each (cloth to be same, viz, flannel, as issued for shirts of B class male prisoners)

2 woolen banians.

2 pairs woolen socks.

6 napkins.

4 blankets or one quilt.

2 pairs cotton drawers.

The length of the cotton chaddar and Dasuti coat for C class female convicts shall be 3 yards and one yard, respectively.

NOTE:1. All cotton materials and woolen cloth will be made by the jails.

NOTE:2. Soap No.1. following scale per week will be allowed to A and B class prisoner:-

For the body and Hair:- 1 oz (1/2chk) but if the prisoner Is but to labour on particular dirty Task 1-1/2 oz, (3/4 chk)

6 Prison tasks:- Tasks shall be allotted with regard to the physique character, previous mode of life and antecedents of the prisoner.

7. Facilities for reading:- In addition to books from the jail library a prisoner may have up to three books or magazines at a time from private sources, provided that such books or magazines are not considered unsuitable by the Superintendent, who if in doubt, shall consult the District Magistrate. Weekly newspapers in English or Vernacular shall be supplied from a list approved by the Government. These papers shall be examined by the Superintendent before issue to prisoners.

8. Light: They shall be allowed a lamp for reading up to 10.P.M.

9. Letters and Interviews:- They shall be allowed to write and receive one letter and have one interview weekly. On urgent occasions such as death or serious illness in a prisoner's family, this rule may be relaxed at the discretion of the Superintendent. The number of persons who may visit a prisoner at any given time shall be limited to two. The discussion of political questions shall not be allowed and conversation shall be limited to private and domestic matters. Similarly the subject matter of all letters shall be limited to private affairs and must not contain any reference to jail administration and discipline or to other prisoners or politics. Publication of matters discussed at interviews or of the substance of letters received from prisoners shall entail the withdrawal or curtailment of this privilege.

10. Menial duties:- They shall not be required to perform menial duties nor to pay for having such duties done for them. These duties will be discharged by Jail servants who must not be used by prisoner of the B Class as their personal servants.

11. Use of handcuffs and fetters:- They shall not be handcuffed or fettered, except by way of punishment, or to prevent possible escapes or attacks on any member of the jail staff.

12. Punishment:- They shall be subject to the general rules regarding punishment, except that whipping shall only be inflicted with the previous sanction of the Governor in Council. All penalties inflicted by the Jail Superintendent shall immediately be reported to the Inspector-General . In case of misbehavior the Superintendent may withdraw individual privileges, subject to the sanction of the Inspector –General when the period exceeds one month, but the power to remove a prisoner from this class vests in the Governor in council.

13. Discipline:- They shall at all times behave in an orderly way, but shall not be required to move in files or sit in files at meals. They shall stand at attention in the presence of the Superintendent, Deputy Superintendent, Assistant Superintendent, and Medical officer and of all official and non-official Jail visitors.

All loud talking singing or quarrelling is prohibited but out working hours prisoner shall be permitted to converse quietly. In all other respects the prisoner shall be subject to the rules which apply to ordinary prisoners.

14. Transfer:- (a) Accommodation:- Normally third class railway, accommodation shall be provided, but where suitable 3rd class carriages with proper sanitary arrangements are not available inter-class accommodation shall be allowed. Prisoners may be allowed to travel by a higher class than 3rd class at their own expense if they wish to do so in which case they will be required to pay the difference in fares both for themselves and for their escorts.

They shall be conveyed by wheeled vehicle, either motor or horse-drawn from the jail to the Railway Station and vice-versa during such transfers. No prisoner shall be transferred from a jail in one district to a jail in another district by motor-car unless the previous consent of the State Government has been obtained.

(b) Diet:- They shall be allowed approximately the same type of diet the cost of which should not exceed that laid down in rule 4.

(c) Use of handcuffs:- handcuffs shall only be used when necessary for requirements of safe custody.

SECTION IV : RULES FOR THE TREATMENT OF BETTER CLASS UNDER-TRIAL PRISONERS.

512. 1. Accommodation : As far as possible they will be provided with accommodation superior to that provided for ordinary class convicted prisoners.

2 Diet:- They shall be allowed the same diet prescribed for Better Class prisoners, with a right to supplement it at their own expense provided the food so obtained is of a simple character and does not include alcohol intoxicating drugs or articles of luxury.

3 Clothing:- Prisoners inadequately clad and who are unable to obtain clothing from outside will be provided with clothing distinguishable from “Prison” clothing at Government expense.

4. other concessions:- Subject to the discretion of the Superintendent better class undertrial prisoners may be provided with ordinary furniture such as is allowed to Better Class prisoners. They will ordinarily be permitted to import books, magazines and newspapers subject to censorship by the Superintendent. Their letters will be subjected to censorship in exactly the same way as those of ordinary under-trial prisoners.

CHAPTER XVII

DISCIPLINE AND DAILY ROUTINE.

REMOVAL FROM WARDS, LOCK-UPS; STRICT DISCIPLINE BY DAY AND NIGHT

513. (1) Prisoners, other than those who may at any time be lawfully confined in cells by day and night, shall be removed from their sleeping wards cells and other compartments, as soon after day-break at possible, and shall be placed in their proper sleeping wards and locked up for the night, before sunset.

(2) Prisoners shall be kept and shall remain under strict order, discipline and control both by day and night.

MOVEMENTS HOW TO BE CONDUCT

514. All movements of prisoners shall be conducted in an orderly and regular manner, under strict control.

POWER OF INSPECTOR GENERAL TO ISSUE DIRECTIONS.

515. The Inspector General may, in his discretion, from time to time, issue detailed directions as to the manner in which the order, discipline and control, prescribed in the preceding rules, are to be maintained.

EVERY PRISONER TO OBEY LAWFUL ORDRES.

516. Every prisoner shall obey every lawful order issued to him by any officer of the jail or convict watchman.

UNLOCKING WARDS AND COUNTING PRISONERS AT DAY BREAK.

517 When the bell or gong is sounded at day break, the convict watchman on duty inside the wards shall wake the prisoners and superintendent the folding of the bedding on his sleeping berth shall then sit in double file down the centre of the ward. On the arrival of the Deputy Superintendent, Assistant Superintendent and Head-warders, the wards shall be opened, the prisoner marched out in pairs, searched, counted and their numbers checked with the entries in the lock-up register.

DAILY ROUTINE AFTER WARDS ARE OPENED.

518. When the prisoner have been counted and searched, they shall be given reasonable time for their morning routine, ablutions and other connected purpose. Prayer in groups, P.T., individual and group exercises may be allowed to prisoners for the upkeep of mental and physical health. The prisoners who express a wish to receive or need medical treatment, shall be inspected and treated, if necessary by the Medical Officer. Any prisoner who appears to be ill shall be sent to hospital at once.

> **NOTE**: C Class prisoner shall be allowed 40 gms of bathing soap, 60 gms of washing soap for washing their clothes and 30 gms of sarson oil to apply on hair per week.

PROCEDURE AFTER THE MORNING LATERINE PARADE.

519. On the completion of the early morning routine as mentioned in para 518 above the prisoner will take morning meals as per procedure described in paragraph 527.

PRISONERS MOVEMENTS TO BE DIRECTED; ARRANGEMENT IN PAIRS.

520. Whenever prisoners are marched from on part of the jail to another or are sitting or standing in group, except when at meals or at work or when paraded for inspection, they shall be arranged in files of pairs and shall rise, move forward, stop or sit down at the word of command or signal. At parades the signal shall usually be the stroke of a bell or gong and the movements shall be carried on simultaneously in all parts of the jail.

PRISONER TO SOLUTE AT WARD OF COMMAND.

521. Prisoners shall be required to salute the Deputy Superintendent or other officer superior to the Deputy Superintendent, at the word or command if the officer in whose charge they are, as follows:-

"Halt' to stand still if marching

" Rise'- to rise from the sitting position

"Attention"- to stop work if working

When it is desired to conclude the salute the following wards shall be used:-
" March"- to move forward.
"Sit"- to assume the sitting position
"Work"- to resume work.

ARRANGEMENT IN GANGS AND MARCH TO WORK

522. On the completion of the early morning meal, the prisoners shall be allowed to wash their hands and feeding vessels, and thereafter shall be arranged in gangs according to the book. Each gang shall be made over to a responsible officer and marched to its working place.

ARRANGEMENT OF SPARE CLOTHING AT WORK.

523. Every prisoner going for work shall carry his working dress and utensils for tea and water. The remaining kit and utensils shall be kept in locked receptacle provided for the purpose in the barracks.

NOTE:-(1) Head warders concerned shall be responsible for ensuring that the bedding and clothing not in use are kept well arranged and folded in the wards after the prisoners leave the barracks for works.

PRISONER TO BE LOCKED IN WORK SHEDS.

524. The gate of every work-shed provided with a gate shall be kept locked after the prisoner have entered, and the key shall be kept by the officer in charge of the gang, or , if there is more than one gang, by the senior officer, who shall be held responsible that no prisoner passes into or out of the work-shed without proper permission.

ACCESS TO A URINAL AND LATRINE AT ALL HOURS.

525. Every prisoner shall have access to a urinal and latrine at all hours, but frequent use of latrine by any prisoner should be reported to the Medical Officer who shall place the prisoner under observation in a cell, and if there is reason to believe that he has visited the latrine unnecessarily report the irregularity. In the case of newly convicted prisoners some latitude should be allowed in the enforcement of this measure.

DETIALS OF THE BATHING AND FOOD PARADES.

526. When the bell for the distribution of meals rings, the following events shall take place in sequence:-

(1) After the morning routine as mentioned in para 518 is over each prisoner shall receive his early morning meal.

(2) The prisoner shall with the exception of any one who has a complaint to make shall sit down to eat.

(3) Any prisoner who remains standing shall be separated and those who have no complaint to make given the signal to eat.

(4) Deleted

(5) The Head Warder shall enquire as to the cause of complaint of any prisoner concerning his food. If the complaint is of short distribution, he shall have the ration weighed there and then, and if the quantity is short, have the deficiency supplied and report the defaulting cook to the Deputy Superintendent.

(6) If the complaint is of bad quality or bad cooking, the Head-Warder shall retain a sample of the food for examination by the Deputy Superintendent, who shall make such further enquiry regarding the complaint as may be necessary and report the circumstances to the Superintendent on the first opportunity.

(7) When the meal is finished, the prisoner shall throw the unconsumed food in the tub meant for this purpose, and they shall wash their utensils, hands etc.

(8) On the completion of the food parade in the morning the prisoners shall be marched to the place, where their distribution into working gangs is to take place. At this time the Deputy Superintendent shall make any alterations in the gangs that may be necessary and record the same or cause him to be recorded in the gang books.

(9) The same procedure shall be followed in distribution and eating at the other meals. The cooks who were employed for distributing the food when bathing Parade was in progress shall at some convenient time be taken to wash themselves.

(10) This routine shall be carried on simultaneously in all parts of the jail and completed within an hour, i.e. before the time for distribution of prisoners into gangs. In jails where the arrangement, of latrines, feeding and bathing platforms, is inadequate, the Superintendent must follow the instructions as closely as the means at his disposal permit.

WORK RESUMED IN THE AFTERNOON, CESSATION OF WORK FOR THE DAY. 527. When the work-bell sounds in the morning the gangs shall be marched to their work places, deposit their spare clothing, and utensils and resume work until the mid-day meal is brought for distribution. The prisoner will get their mid-day meals at the places where they are working. In the evening when the bells rings or cessation of work, each prisoner shall take up his clothing, utensils etc, and the gangs shall march to their respective wards or appointed place, to be counted and compared with the concerned books. They shall then perform the feeding and latrine parades as in the

morning. Reasonable time may be allowed for sports and games or to walk up and down in the enclosure of the ward to give sufficient exercise for keeping the digestion in order. When the bell for lock up sounds the prisoners will stand in a file. The shall be searched and marched to their sleeping wards where they shall sit in double file till counted and locked up.

As far as practicable prisoners who work together shall occupy the same ward.

PRISONER TO LEAVE THEIR BERTHS.

528. No prisoner shall be allowed to go to the bed of any other prisoner without sufficient cause and without informing the convict watch on duty . After 9.00 P.M no prisoner shall leave his sleeping place except to go to latrine.

DISPOSITION OF PRISONERS ON PARADE.

529. As the Superintendent's weekly inspection, the prisoners shall stand in single file, their spare clothing, bedding utencils and history ticket, shall be arranged in order, in front of each prisoner. All prisoner losing weight shall stand separately. On the arrival of the Superintendent the prisoners shall at the word of command stand up, with their history tickets. The history tickets should be held open in the left hand in front of the chest. The right arm and hand should be extended down the right side, plan inwards.

PRISONERS NOT TO LEAVE THEIR PLACE TO MAKE COMPLAINTS.

530. No prisoner shall leave his place at any time to make any representation to the Superintendent or Deputy Superintendent, but he may if the representation is an urgent one, such as a complaint of assault or ill-treatment or the like, represent the matter to the Deputy Superintendent or Superintendent when these officers are going their rounds. Any prisoner wishing to appeal shall, if the matter be urgent, be brought by the Deputy Superintendent before the Superintendent, but minor complaints and petitions should, as a rule, await the Superintendent's weekly parade.

COMPLAINT –BOX IN MEDIUM AND MINIMUM SECURITY PRISONS.

531. In the minimum and medium security prisons, there shall be complaint and suggestion box in every enclosure in which the prisoners can put their complaints/ suggestions. The box should be opened by the Superintendent once a day and the complaints/suggestions should be put up before the , who shall take action as deem proper. Stationery and writing material shall be provided on demand by the Head Warder incharge of the enclosure.

A record of these complaints and suggestions shall be maintained in a file, which shall be put up to each inspecting officer including the District and Sessions Judge as and when they came on inspections.

PRISONER TO BE INSTRUCTED WHAT TO DO AND WHAT TO AVOID.

532. Every prisoner shall be

(a) instructed as to the course he is to pursue on the occasion of a riot, disturbance or whenever the alarm is sounded;

(b) informed of his liability to be fired on if he joins in any riot or disturbance, or attempts to escape or neglects to pursue the course

laid down for his guidance, and

(c) warned to avoid the acts that the prison offences.

PRISONERS TO WASH THEIR CLOTHING WEEKSLY.

533. In those jails where no Central Laundry system exists all prisoners shall wash their cotton clothing on the day preceding the Superintendent's weekly inspection. In some convenient position a vessel filled with a solution or washing soda shall be placed. Into this solution each prisoner, shall dip his clothes, then scrub and wash them with **country** soap. When necessary, the Superintendent may detail prisoners to boil and wash blankets, woolen coats and bedding, a special boiler being provided for the purpose. Where there is a central Laundry, the soiled clothing will be collected weekly and handed over to the dhobi staff for washing.

NOTE:- The Strength of the solution should be one part of washing soap to one hundredth parts of water 20 gms of washing soda and 40 gms of country soap per prisoner and 30 Kgs of firewood per hundered prisoner are allowed.

DISPOSAL OF PRISONERS OF NON-WORKING DAYS.

534. Prisoners may on the days they are exempt from labour, be either locked up in their wards or , if the weather is favourable, be allowed to sit in file in the yards and take walking exercise in groups for an hour in the morning and an hour in the afternoon or in lieu of this they may be allowed to take parts in the sports and games.

MATTERS AFFECTING CASTS OR RELIGION.

535. (1) No undue interference with the religion or caste prejudices of prisoners shall be permitted.

(2) Every prisoner shall be allowed to perform his devotions, in a quiet and orderly manner, during the mid day rest and when locked up for the light.

(3) The Superintendent may in his discretion, permit gathering together or prisoners for the purpose of holding any religious or national functions which has been declared as a jail holiday.

(4) Mohammedan Prisoners, other than those admitted in hospital or in any convalescent or special groups who may express a desire to be allowed to keep the fast of Ramzan, shall be permitted to do so.

Provided that the Medical Officer may in the case of any prisoner, if he is opinion that the continuance of the fast by such prisoner is likely to be injurious or dangerous to health direct its discontinuance.

NOTE:- Prisoners shall, who wish to keep fast, be provided with morning meal at appropriate time in the morning to start the fast. They shall be permitted to take evening meal and to retain the whole or any portion thereof in wards, cells or other compartments for consumption

after they break the fast.

(5) When a Superintendent feels any doubt as to the validity of any plea advanced by a prisoner on grounds of caste or religion he should refer the matter for the orders of the Inspector General whose decision shall be final.

RULES REGARDING THE CUTTING OF HAIR EXCEPTIONS.

536. All prisoners may be allowed to maintain their personal appearance, shaving maintaining long hair etc. in consistence with their religious/personal beliefs.

NOTE:- (a) All prisoners who are permitted to grow their hair long should be allowed 30 grams of mustard oil and 20 grams of soap per person per week.

(b) All prisoners shall be allowed 40 grams of bathing soap per week.

(C) Should they so desire, all prisoners shall be allowed soap and oil for sanitary purpose at their own expense out of their private cash property or through their friends or relatives.

NOTE:-2 A barber shall be deputed to remove hair, every Sunday from the arm-pits of prisoners who so desire.

PENALTY FOR INTRODUCING OR REMOVING PROHIBTED ARTICLES AND COMMUNICATING WITH PRISONER.

537. Whoever, contrary to any rule under section 59 of the prison Act, 1894 introduces or removes, or attempts by any means whatever to introduce or remove, into or from any prison, or supplies or attempts to supply to any prisoner outside the limits of a prison any prohibited articles and every officer of a prison who, contrary to any such rule knowingly suffers any such article to be introduced into or removed from any prison to be possessed by any prisoner or to be supplied to any prisoner outside the limits of a prison, and whoever, contrary to any such rule, communicates or attempts to communicate with any prisoner, and who-ever abets any offence made punishable by section 42 of the Prisons Act, 1894, shall, on conviction before a Magistrate, be liable to imprisonment for a term not exceeding six months, or to fine not exceeding two hundred rupees, or to both.

POWER TO ARTEST FOR OFFENCE UNDER SECTION 42 OF THE PRISON ACT, 1894.

538. When any person, in the presence of any officer of a prison, commits any offence specified in the preceding para and refuses on demand of such officer to state his name and residence, or gives a name or residence which such officer knows or has reason to believe to be false, such officer may arrest him and shall without unnecessary delay make him over to a Police-Officer, and thereupon such Police-Officer shall proceed as if the offence had been committed in his presence.

PUBLICATION OF PENALITIES.

539 The Superintendent shall cause to be affixed, in a conspicuous place outside the prison, a notice in English, Punjab, Hindi and regional language setting forth the acts prohibited under section 42 of the Prison Act 1894 and the penalties incurred by their commission.

LIST OF PROHIBTED ARTICLES.

540. The articles specified or included in any of the descriptions contained in the list annexed to this rule shall be deemed to be prohibited articles, within the meaning of section 42 and clause (12) of section 45 of the Prisons Act, 1984, unless any such article shall be:-

(a) introduced into any jail
(b) removed from any jail
(c) supplied to any prisoner outside the limits of any jail, or
(d) received, possessed or transferred by any prisoner, with the permission of the Superintendent or other officer empowered by him in this behalf.

LIST OF PROHIBITED ARTICLES.

1)Spirituous liquors of every description

2)Tabacco and all other substances except cigarettes and biddies whatsoever which are or may be intended to be used for the purpose of smoking, chewing or snuffing and all instruments and appliances whatsoever, which may be used for or in connection with smoking, chewing or snuffing.

3)All explosive, poisonous intoxicating or sedative substance whether in the form of herbs or chemicals and whether fluid or solid, of whatever description

NOTE:- Any medicines or chemicals which cannot be used without a competent physician's prescription and permission of Medical Officer of Prison.

4)All arms and weapons and articles which are capable of being used as weapons of what ever description

5)All bullion, metal, coin, jewellary ornaments, currency notes securities and articles of value of every description

6)All books, paper and printed or written matter and materials and appliances for printing or writing of whatever description; unless permitted by the Superintendent.

7) Strips, rope, chains and all materials which are capable or being converted into string or rope or chains, or whatever description

8)Wood, bricks, stones and earth or every description.

9)Hand tools which may be used for digging breaking and outing etc.

FURTHER RULE DEFINING AND REGULATING PROHIBITED ARTICLES.

541. Every article , of whatever description, shall be deemed to be a prohibited article within the meaning of section 42 and clause (12) of section 45 of the prisons

act, in the case of:-

(1) a prisoner-if introduced into or removed from any jail, or received possessed or transferred by such prisoner, and such article has:- (a) not been issued for his personal use from jail stores or supplies, under proper authority.

(b) been so issued, if possessed or used at a time or place other than such as is authorized; or

(c) not been placed in his possession for introduction removal or use, as the case may be proper authority.

(2) A jail official- if introduced into or removed from nay jail or supplied to any prisoner and such article:-

(a) has not been issued or sanctioned , for his personal use by proper authority.

(b) is not an article of clothing necessary for his personal wear; or

(c) has not been placed in his possession by proper authority for introduction into or removal from the jail or for the purpose of being supplied to any prisoner.

(3) a visitor-if introduced into or removed from any jail, or supplied to any prisoner and such article.

(a) is not required for his personal use while within the jail and has not been declared by him before entering the jail, and the introduction into or removal from the jail, or possession, of which while in the jail, has not been permitted by proper authorithy.

(b) is introduced, with or without authority and is not retained in his possession until he has left the jail premises; or

(c) comes into his possession while within the jail and is subsequently removed by him from the jail,

(4) Any other person-if introduced into or removed from any jail, or supplied to any prisoner, whether within or without the jail

OUTSIDERS NOT TO COMMUNICATE WITH PRISONER

542. No person other than a visitor official or in mate of a prison acting in pursuance of his privilege or duty as such visitor official, or inmate shall communicate or attempt to communicate with any prisoner.

CHAPTER XVIII

OFFENCES AND PUNISHMENTS

(a) OFFENCES

ACTS DECLARED TO BE PRISON OFFENCE BY ACT IX, OF 1894.

543. The following acts are declared to be prison offence when committed by a prisoner:-

(1) Such willful disobedience to any regulation of the prison, as shall have been declared by rules made under section 59 of the Prisons Act, 1894 to be a prison-offence;

(2) any assault or use of criminal language,

(3) the use of insulting or threatening language,

(4) immoral or indecent or disorderly behavior,

(5) willfully disabling himself from labour,

(6) continuously refusing to work;

(7) filing, cutting, altering or removing handcrafts, fetters or bars without due authority,

(8) willful idleness or negligence at work by any prisoner sentenced to rigorous imprisonment

(9) willful mismanagement of work by any prisoner sentenced to rigorous imprisonment,

(10) willful damage to prison-property;

(11) tampering with or defacing history-tickets, records or documents;

(12) receiving, possessing or transferring any prohibited article;

(13) feigning illness;

(14) willfully bringing a false accusation against any officer or prisoner;

(15) omitting or refusing to report, as soon as it comes to his knowledge, the occurrence of any fire, any plot or conspiracy, any escape attempt or preparation to escape, and any attack or preparation for attack upon any prisoner or prison official; and

(16) conspiring to escape, or to assist in escaping or to commit any other of the offence aforesaid.

ACTS DECLARED TO THE PRISON OFFENCES BY RULE MADE UNDER ACT IX, 1894.

544. The following acts are forbidden and, every prisoner who willfully commits any of the following acts shall be deemed to have willfully disobeyed the regulations of the prison, and to have committed a prison-offence within the meaning of section 45(1) of the Prison Act:-

(1) quarrelling with any other prisoner;

(2) secreting any article whatever;

(3) showing disrespect to any jail officer or visitor;

(4) making groundless complaints;

(5) holding any communication (in writing by word of mouth or otherwise) with an outsider, with a prisoner of the opposite sex, different class in disobedience of the civil or under trial prisoner or a prisoner of a regulations of the prison;

7 (6) abetting the commission of any prison-offence;

(7) omitting to assist in the maintenance of discipline by reporting any prison-offence, or to give assistance to an officer of the prison when called upon to do so;

(8) doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow prisoner;

(9) doing any act calculated to create any unnecessary alarm in the minds of the prisoners of officer of the prison,

(10) leaving without permission of an officer of the prison the gang to which he is attached, or the part of the prison in which he is confined;

(11) leaving without permission of an officer of the prison, the ward, the yard, the place, in file, the seat or berth assigned to him;

(12) loitering about the yards, or lingering in the wards when these are open;

(13) loitering or refusing to march in fine when moving about the prison;

(14) visiting he latrines or bathing platforms except at stated hours or without permission of an officer of the prison.

(15) refusing to eat the food prescribed by the prison diet scale;

(16) eating or appropriating any food not assigned to him or taking from, or adding to the portions assigned to the prisoners;

(17) removing without permission of an officer of the prison food from the cook-room or godowns or from the place where meals are served, or disobeying any order as to the issue and distribution of food and drink;

(18) willfully destroying food, or throwing it away without orders;

(19) introducing into food or drink anything likely to render it unpalatable or unwholesome;

(20) omitting or refusing to wear the clothing given to him or exchanging any portion of it for the clothing of other prisoners or losing, discarding, damaging or altering any part of it.

(21) removing, defacing, or altering any distinctive number, mark or badge attached to , or worn on, the clothing or person;

(22) omitting or refusing to keep the person clean or disobeying any order regulating the cutting of hair of nails;

(23) omitting or refusing to keep clean his clothing , blankets, bedding, fetters iron cups or platters, or neck tickets or other identification token, or disobeying any order as to the arrangement or disposition of such article.

(24) tampering in any way with prison locks, lamps or lights or other property with which he has no concern;

(25) stealing the prison clothing or any part of the prison kit of any other prisoner;

(26) committing a nuisance in any part of the prison;

(27) spitting on or otherwise soiling any, floor, door, wall or other part of the prison building or any article in the prison;

(28) willfully befouling the wells, latrines, washing or bathing places;

(29) damaging the trees and vegetables in the garden of the jail, or maltreating the prison cattle;

(30) omitting or refusing to take due care of all prison property entrusted to him;

(31) omitting or refusing to take due care of or injuring, destroying or misappropriating, the work;

material and implements entrusted to him for

(32) omitting to report at once any loss, breakage or injury which he may accidentally have caused to prison property or implements;

(33) manufacturing any article without the knowledge or permission of an officer of the prison;

(34) performing any portion of the task allotted to another prisoner, or obtaining the assistance of another prisoner in the performance of his own task;

(35) appropriating any portion of the task performed by another prisoner;

(36) mixing or adding any foreign substance to the materials issued for work;

(37) willfully causing to himself any illness, injury or disability;

(38) causing, or omitting to assist in suppressing violence or insubordination of any kind;

(39) taking part in any attack upon any prisoner or officer of the prison;

(40) omitting or refusing to help any officer of the prison in case of an attempted escape or of an prisoner;

attack upon such officer or upon another

(41) disobeying any lawful order of an officer of the prison in case if an escape, attempt to escape, attack upon any officer a prisoner or omitting or refusing to perform duties in the manner prescribed.

REFERENCE TO MAGISTRATE.

545. When in the opinion of the Superintendent any of the following offence are established against any prisoner, he shall refer the case to the Magistrate exercising jurisdiction for enquiry in accordance with the Code of Criminal Procedure,1973;-

(1) offences punishable under section 147, 148 and 152 of the Indian Penal code;

(2) offences punishable under sections 222,223 and 224 of the Indian Penal code;

(3) offences punishable under section 304-A, 309, 325, and 326 of the Indian Penal Code: and

(4) any offence triable exclusively by the Court of Session.

NOTE:- The offences specified in the above

Section 147- rioting

paragraph are:-

Section 148 rioting armed with a deadly weapon;

Section 152 assaulting or obstructing or using criminal force to a public servant; when suppressing riot or threatening or attempting to do so;

Section 222 intentional omission to apprehend on the part of a public servant, or intentionally aiding or suffering to escape any person lawfully committed to custody;

Section 223 escape negligently suffered by a public servant;

Section 224 resistance or obstruction to lawful apprehension or escape or attempt to escape from lawful custody;

Section 304-A causing death by a rash or negligent act;

Section 309 attempt to commit suicide;

Section325 voluntarily causing grievous hurt and

Section 326 voluntarily causing grievous hurt by dangerous weapons or means;

POWER OF SUPERINTENDENT

546. It shall be in the discretion of the Superintendent to determine with respect to any other act which constitutes both a prison-offence and an offence under the Indian Penal Code, whether he will use his own powers of punishment or move the Magistrate exercising jurisdiction to enquire into

it in accordance with the Code of Criminal Procedure.

(B) PUNISHMENTS

PUNISHMENT OF SUCH OFFENCE

547. A prisoner who has committed any of the offences enumerated in the preceding paragraphs shall be put up before the Deputy Superintendent by the executive officer incharge of the prisoner

alongwith his History Ticket in which the offence committed is recorded. The Deputy Superintendent after holding a preliminary enquiry will record his own observation in the case and present the prisoner alongwith his history ticket, witnesses and other relevant records before the Superintendent who shall hold an enquiry and punish such offences as given below:-

(1) a formal warning;

Explanation:- A formal warning shall mean a warning personally addressed to a prisoner by the Superintendent and recorded in the punishment book on the prisoner's history-ticket;

(2) Change of labour to some more irksome or severe from for such period as may be prescribed by rules made by the Governor-General in Council;

(3) Hard labour for a period not exceeding seven days in the case of convicted criminal prisoners not sentenced to rigorous imprisonment;

(4) Such loss of privileges admissible under the remission system for the time being in force as may be prescribed by rules made by the Governor-General in Council;

(5) Stopping for recreational facilities

(6) Stopping from canteen facilities.

(7) Recovery from wages from material loss; caused willfully

(8) Transfer to special prison.

(9) Postponement of leave.

(10) Imposition of hand-cuffs of such pattern and weight, in such manner and for such period as may be prescribed by rules made by the State Government subject to the provision of para 352 and 354.

(11) Imposition of letters of such pattern and weight, in such manner and for such period, as may be prescribed by rules made by the State government subject to the provision of para 352 and 354.

(12) Separate confinement for any period not exceeding three months;

Explanation; Separate confinement means such confinement with or without labour as secludes a prisoner from communication with but not from sight or, other prisoner, and allows him not less than one hour's exercise per diem and to have his meals in association with one or more other prisoners;

(13) Cellular confinement for any period not exceeding fourteen days, provided that after each period of cellular confinement, an interval or not less duration than such period must elapse before the prisoner is again sentenced to cellular or solitary confinement.

Explanation: Cellular confinement means such confinement with or without labour as entirely secludes a prisoner from communication with, but not from sight of, other prisoner; provided that nothing in this section shall render any female or civil prisoner liable to the imposition of any form of handcuffs or fetters.

NOTE:-1 No solitary or punitive cell, no hard labour or painful additive or other punishment or deniel of privileges and amenities, no transfer to other prisons with penal consequences shall be imposed without judicial appraisal of the Sessions Judge, and when such intimation, on account of emergency is difficult such information shall be given within two days of the action.

NOTE:-2 Hand cuffs and fetters shall be imposed on prisoner after specific permission, of the Court concerned of Sessions Judge, has been obtained.

L0SS OF PRIVILEGES UNDER THE REMISSION SYSTEM.

548. For a prison offence any one of the following punishments involving loss of privileges

admissible under the remission system may be awarded:

(a) Forfeiture of remission earned.

(b) Temporary forfeiture of class, grade or prison privileges.

(c) Temporary or permanent reduction from a higher to a lower class or grade.

(d) Temporary or permanent exclusion from the remission system;

PROVIDED THAT;

No order directing the forfeiture of remission in excess of twelve days, or the exclusion of a prisoner from the remission system for a period exceeding three months shall take effect without the previous sanction of the Inspector-General

DESCRIPTION OF HANDCUFFS.

549. Handcuffs imposed by way of punishment for prison-offences shall be iron bar-handcuffs weighing, with lock, not more than 2 Ib. each, or swivel with spring-catch handcuffs weighing not more than 1 Ib. each, or chain handcuffs weighing not more than 1 Ib each.

IMPOSITION OF HAND CUFFS.

550. Handcuffs may be imposed;

(a) on the wrists in front, by day or night for a period of not more than twelve hours at a time, with intervals of not less than twelve hours between each period, and for not more than four consecutive days or nights;

(b) on the wrists behind, by day only for a period of not more than six hours in any day of twenty four hours, and for not more than four consecutive days;

(c) by attaching the handcuffs affixed on the prisoner's by day for not more than four consecutive days and for not more than six hours on each day with an interval of at least one hour after the handcuffs have been so attached for three hours;

provided that such staples shall not be higher than the prisoner's shoulders, nor lower than his waist , and that no prisoner shall be attached by handcuffs to a staple except in the presence of other prisoners.

Provided further that the punishment referred to in clause (c) shall not be executed until the prisoner to whom the punishment has been awarded has been examined by the Medical Officer and pronounced to the fit to undergo the punishment.

Provided also that this punishment shall be restricted to cases where the prisoner has been guilty of repeated and willful violations of any prison rule, and where, in fact, his conduct is evidently due to contumacy.

SHELTER FROM THE SUN.

551. A prisoner while undergoing punishment in handcuffs shall be under complete shelter from the sun.

DESCRIPTION OF FETTERS.

552. The following classes of fetters may be used in prisons;

(a) Link-fetters composed of a chain and ankle-rings. The total weight of such fetters including the ankle-rings shall not exceed 365 gms and the chain shall be not less than 60 cm in length.

(b) Bar-fetters composed of two bars joined together by a link and attached to ankle-rings. The total weight of such fetters including the ankle-rings, shall not exceed 1575 gms and each bar shall be not less than 51 cm in length.

(c) Cross-bar fetters composed of a single bar for the purpose of keeping the legs apart and of ankle-rings. The total weight of such fetters, including ankle rings, shall not exceed 1175 gms. The length of the bar shall not exceed sixteen inches in the case of men who are not less than five feet six inches in height, or fourteen inches in the case of men below this height.

PERIOD FOR WHICH FETTERS MAY BE IMPOSED.

553. The maximum period of which fetters may be continuously imposed shall be:-

(a) in the case of linked fetters, three months;

(b) in the case of bar-fetters, three months; and

(c) in the case of cross-bar fetters, two hundred and forty hours.

A period of at least ten days must elapse after fetters of any kind have been imposed as a punishment for a prison offence , before they can be again imposed as a punishment for another prison-offence, whether of the same kind or not.

NOTE:- Punishment fetters should be removed when a convict wearing the same is to be produced in court.

PLURALITY OF PUNISHMENT UNDER SECTION 46 OF THE PRISONS ACT 1894.

556. (a) Any two of the punishment enumerated in paragraph 547 may be awarded for any such offence in combination, subject to the following exceptions namely:-

(1) formal warning shall not be combined with any other punishment except loss of privileges under sub-paragraph (4) of paragraph 547;

(2)

cellular confinement shall not be combined with separate confinement so as to prolong the total period of seclusion to which the prisoner shall be liable;

(3) no punishment shall be combined with any other punishment in contravention of rules made by the State-Government.

NOTE;- Two forms of punishment only can be combined under this paragraph

(b) No punishment shall be awarded for any such offence so as to combine, with the punishment awarded for any other such offence , two of the punishment which may not be awarded in combination for such offence.

AWARD OF PUNISHMENTS UNDER SECTION 46 AND 47 OF THE PRISONS ACT 1894.

557. (1) The Superintendent shall have power to award any of the punishments enumerated in paragraphs 547 and 566 subject, in the case of separate confinement for a period exceeding one month, to the previous confirmation of the Inspector-General and subject to judicial appraisal of the District and Session Judge.

(2) No officer subordinate to the Superintendent shall have power to award any punishment whatever.

PUNISHMENTS TO BE IN ACCORDANCE WITH FOREGOING PARAGRAPHS

558. Except by order of a Court of Justice, no punishment other than the punishments specified in paragraphs 547,566 and 557 shall be inflicted on any prisoner and no punishment shall be inflicted on any prisoner otherwise than in accordance with the provisions of those paragraphs.

MEDICAL OFFICER TO CERTIFY FITNESS OF PRISONER FOR PUNISHMENT

559. (1) No punishment shall be executed until the prisoner to whom such punishment has been awarded, has been examined by the Medical Officer, who, if the considers the prisoner fit to undergo the punishment, shall certify accordingly, in the appropriate column of the punishment-book prescribed.

(2) If the considers the prisoner unfit to undergo the punishment, he shall in like manner record his opinion in writing and shall state whether the prisoner is absolutely unfit for punishment of the kind awarded, or whether he considers any medications necessary.

(3) In the latter case he shall state what extent of punishment he thinks prisoner can undergo without injury to his health.

ENRIES IN PUNISHMENT BOOK

560. (1) In the punishment-book prescribed in section 12 of the Prison Act, 1894, there

shall be re-corded, in respect of every punishment inflicted , the prisoner's name, register number and the class (whether habitual or not) to which he belongs , the prison offence of which he was guilty, the date on which such prison-offence was committed, the number of previous prison-offences recorded against the prisoner, and the date of his last prison-offence, the punishment awarded, and the date of infliction.

(2) In the case of every serious prison-offence, the names of the witnesses proving the offence and, the findings with reasons therefore should be recarded by the Superintendent.

(3) Against the entries relating to each punishment, the Deputy Superintendent and Superintendent shall affix their initials as evidence of the correctness of the entries.

PROCEDURE ON COMMITTAL OF HEINOUS OFFENCE.

561. If any prisoner is guilt of any offence against prison-discipline which, by reason of his having frequently committed such offences or otherwise, in the opinion of the Superintendent, is not adequately punishable by the infliction of any punishment which he has power under the Prison Act, 1894 to award, the Superintendent may forward such prisoner to the Court of the Chief Judicial Magistrate or of any Magistrate of the first class having jurisdiction, together with a statement of the circumstances, and such Magistrate shall thereupon inquire into and try the charge so brought against the prisoner, and upon conviction, may sentence him to imprisonment which may extend to one year, such term to be in addition to any term for which such prisoner was undergoing imprisonment when he committed such offence, or may sentence him to any of the punishments enumerated in section 46 of the Prisons Act 1894.

Provided that any such case may be transferred for inquiry and trial by the Chief Judicial Magistrate to any other Judicial Magistrate of the 1st Class.

Provided also that no person shall be punished twice for the same offence;

CLASSIFICATION OF PUNISHMENTS

562. The punishment enumerated in section 46 of the Prisons Act, including those prescribed by the State Government under section 46 clauses (4),(6) and (7) shall be classified into minor and major punishments.

The following punishments shall be considered minor punishments:-

(1) Formal warning,

(2) Changes of labour for a stated period to some more irksome or severe form;

(3) Forfeiture of remission earned, not exceeding four days;

(4) Forfeiture of class, grade, or prison privilege for a period not exceeding three months;

(5) Temporary reduction from a higher to a lower class or grade;

(6) Cellular confinement for not more than 14 days;

(7) Separate confinement for not more than 14 days;

(8) Imposition of handcuffs otherwise than by handcuffing a prisoner behind or to a staple;

(9) Imposition of link-fetters for not more than 30 days and

The following punishments shall be considered major punishment:-

(1) Hard labour in the case of prisoners not sentenced to rigorous imprisonment;

(2) (a) Forfeiture of remission earned, exceeding 4 but not exceeding 12 days;

(b) Forfeiture of remission earned in excess of 12 days;

(c) Forfeiture of class, grade or prison privileges for a period exceeding 03 months;

(d) Exclusion from the remission system for a period not exceeding 03 months;

(e) Exclusion from the remission system for a period exceeding 03 months;

(f) Permanent reduction from a higher to a lower class or grade;

(3) Cellular confinement for a period exceeding 07 days;

(4) Separate confinement for a period exceeding 14 days;

(5) Link-fetters, if imposed for more than 30 days;

(6) Bar fetters;

(7) Cross bar fetters;

(8) Handcuffing behind or to a staple;

(9) Any combination of minor punishments admissible under section 47 of the Act.

NOTE:-1 The major punishments 2(b) and 2 (a) and any combination of the major punishments 2(b)2(c) and 2(e) shall not be awarded by the Superintendent of a prison without the previous sanction of the Inspector-General of Prisons.

NOTE:-2 An offence will be considered a minor offence when it is dealt with by a minor punishment, and a serious offence when dealt with by a major punishment. The classification in the annual returns should distinguish between (1) offences dealt with by major punishments and (2) offences dealt with by major punishments. A combination of minor punishments will be shown under the head of major punishments in the punishment statement.

NOTE:3 The following punishments shall not be carried out in combination even when awarded at different times for different offences;-

(a) Standing handcuffs with cross-bar fetters, and

(b) Cross bar fetters with bar fetters.

NOTE:-4 The minor punishment (2) is not to be executed until the Medical Officer declares the prisoner to be fit to undergo the same and makes an entry to this effect in the appropriate column of the punishment register.

CHAPTER XIX

REMISSION AND REWARD

(A)Remission System

563. Remission is a concession which can be granted to prisoners by the State Government/Inspector General/Superintendent Jails. This concession is subject to withdrawal/forfeiture/revocation. It is not a right. The State Government reserves the right to debar/withdraw any prisoner or category of prisoners from the concession of remission.

PURPOSE

564. Remission is intended to be an incentive for good behavior and work. It should be granted on the basis of inmates behavior, work and general response to various institutional activities.

IN THESE RULES;

(i) “prisoner” includes a person committed to prison in default of furnishing security to keep the peace or be good behavior and also

a person-convicted by a Military Court;

(ii) " sentence" means a sentence as finally fixed on appeal, revision or otherwise, and includes an aggregate of more sentences than one and an order of committal to prison in default of furnishing security to keep the peace or be of good behavior.

(iii) " life convict" means a person sentenced to imprisonment, for life;

KINDS OF REMISSION

565. Remission will be of the following types;

i) Ordinary remission;

ii) Special remission;

iii) State Government remission;

ORDINARY REMISSION

566. The Superintendent or an officer nominated by him on his behalf is authorized to grant ordinary remission

ELIGIBILITY

567. The following prisoners will be eligible for earning ordinary remission;

a) prisoner having a substantive sentences of three months or more;

b) prisoner fulfilling the conditions as mentioned in (a) above, but who are unable to participate in institutional activities because of factors beyond their control such as court attendance or frequent transit from one prison to another to admission as indoor patients in a hospital, including mental hospital , may be granted ordinary remission at the scale earned by the prisoners during the pervious moth, provided their conduct during the period in question has been good. If the inability referred to above arises soon after admission, ordinary remission

c) In case of prisoners who fulfil conditions mentioned at (a) above and who are admitted in hospital as indoor patients or during the periods of their convalescence, ordinary remission may be granted subject to certification by the Medical officer regarding their b d) Prisoners fulfilling conditions mentioned in (a) above and who

have been certified by the Medical Officer as invalid or inform;

e) prisoners working on conservancy jobs

irrespective of the length of their sentence;

f) prisoners sentenced to simple imprisonment of three months and more and who volunteer atleast one month;

to work and continuously work for

g) Ordinary remission can be earned throughout a period of imprisonment in lieu of fine which immediately follow and is continued with a substantive sentence of not less than three months;

h) If a prisoner has not worked for no fault of his own, he should not be debarred from remission for the period. Such remission should, however be subject to good behavior and participation in other institutional activities as may be organized by the institution.

SCALE OF AWARD OF REMISSION

568. Ordinary remission shall be awarded on the following scale;

a) two days per month for thoroughly good conduct and scrupulous attention to all prison regulations;

b) two days per month for industry and the due performance of the daily task imposed.

SCALE OF AWARD OF REMISSION WHEN PRISONER IS UNABLE TO LABOUR THROUGH CAUSES BEYOND HIS CONTROL.

569. prisoner who volunteer for sweeper's work in the Punjab jails shall, in addition to be existing scale of remissions, be granted a special remission of three days per month.

REMISSION AWARDED TO CONVICT OFFICERS;

570. In lieu of the remission allowed under paragraph 568 convict warder shall eight days ordinary remission per month, convict overseers six days per month and convict night watchmen five days per month.

NON-ELIGIBILITY

571. Ordinary remission shall not be granted in the following cases:

a) In respect of substantive sentence of imprisonment of less than three months;

b) In respect of any sentence passed in default of payment of fine which is note annexed to a term of substantive sentence for which the prisoner is otherwise eligible for remission.

c) If prisoner's sentence or total of sentences is reduced on appeal to less than three months, he shall cease to be eligible for ordinary

remission and any remission that may have been earned prior to the reduction shall be forfeited;

d) Prisoners whose cases the State Government or the Inspector-General has ordered that remission should not be granted;

e) Prisoner who have been removed from the remission system;

f) Prisoners undergoing jail punishment for the period of punishment;

g) Prisoners who have been in hospital as indoor patients owing to self- inflicted injuries for such periods as would be decided by the Superintendent.

h) Prisoners who have been taken resort to hunger strike or work strike.

ORDINARY REMISSION NOT EARNABLE FOR CERTAIN OFFFENCES COMMITTED AFTER ADMISSION TO JAIL.

572. If a prisoner is convicted of an offence committed after admission to jail under section 147,148, 152,224,302,304,304-A,306,307,308,323,324,325,326, 332,333,352,353 or 370 of the Indian Penal code, or of an assault committed after admission to jail on a warder or other officer, or under section 07 of the Good Conduct Prisoners Probational Release Act, 1926 (x of 1926) the remission of whatever kind earned by him under these rules upto the date of the said conviction, may with the sanction of the Inspector General be cancelled.

READMISSION TO THE REMISSION SYSTEM OF A PRISONER REMOVED THEREFROM.

573. The Superintendent may with the previous sanction of the Inspector-General, readmit to the remission system any prisoner who has been removed therefrom under rules framed under clause (3) of section 59 of the Act. Such a prisoner shall earn remission under these rules from the commencement of the month following such readmission.

APPLICATION OF READMISSION SYSTEM

574. Subject to the provisions of paragraph 573 remission under paragraph 568 shall be calculated from the first day of the calendar month next following the date of the prisoner's sentence, any prisoner who after having been released on bail or because his sentence has been temporarily syspended in after wards readmitted to jail shall be brought under the remission system on the first day of the calendar month next following his readmission, but shall be credited on his retrun to jail with any remission which he may from earned previous to his release on bail or the suspension of his sentence. Remission under paragraph 570 shall be calculated from the first day of the next calendar month following the appointment of the prisoner as convict warder, convict overseer of convict night watchman.

SUNDAYS AND HOLIDAYS

575. Prisoners employed on prison services such as cooks and sweepers, who work on Sunday and holidays, may be awarded three day's ordinary remission per quarter in addition to any other remission earned under these rules;

Explanation: One day's remission may be credited to the prisoner at the end of every month during which he has been employed on any prison service.

REMISSION FOR GOOD CONDUCT

576. (1) Any prisoner eligible for remission under these rules who, for a period of one year reckoned from the first day of the month following the date of his sentence or the date of which he was last punished for an prison offence, has committed no prison-offence whatever shall be awarded fifteen day's ordinary remission in addition to any other remission earned under these rules.

(2) If however the prisoner complete three years of his sentence and is not punished for any prison offence he shall be granted 60 days remission for good conduct at the end of third year.

Explanation: For the purpose of this rule prison offences punished only with a warning shall not be taken into account.

POWER OF OFFICERS TO AWARD REMISSION.

577. Ordinary remission shall be awarded by the Superintendent, or, subject to his control and supervision and to the provisions of paragraph 578 by the Deputy Superintendent or any other officer specially empowered in that behalf by him.

PROCEDURE IN MAKING AWARD.

578 (1) An officer awarding ordinary remission shall, before making the award, consult the prisoner's history ticket in which every offence proved against the prisoner must be carefully recorded.

(2) If a prisoner has not been punished during the quarter otherwise than by a formal warning, he shall be awarded full ordinary remission for the quarter under paragraph 568 or, if he is a convict officer, under paragraph 570.

(3) If a prisoner has been punished during the quarter otherwise than by a formal warning, the case shall be placed before the Superintendent, who after considering the punishment or punishment's awarded, shall decide what amount of remission shall be granted under paragraph 568 if the convict is a convict officer under paragraph 570. All

remissions recorded on the prisoner's history ticket shall be entered quarterly on the remission sheet (on card).

REMISSION TO BE AWARDED QUARTERLY

579. The award of ordinary remission shall be made, as nearly as possible, on 1st January, 1st April, 1st July and 1st December, and the amount shall be intimated to be prisoner and recorded on his history-ticket. Remission granted to a prisoner shall be recorded on his history-ticket as soon as possible after it is awarded.

NO REMISSION FOR THE MUCH IN WHICH RELEASED.

580. No prisoner shall receive ordinary remission for the calendar month in which he is released.

SPECIAL REMISSION

581. (1) Special remission may be given to any prisoner except such prisoner who are deprived of remission by way of punishments whether entitled to ordinary remission or not for special reasons for example:

(a) assisting in detecting or preventing breaches of prison discipline or regulations;

(b) success in teaching handicrafts.

(c) special excellence in or greatly increased out- turn of work of good quality;

(d) protecting an officer of the prison from attack;

(e) assisting an officer of the prison in the case of outbreak of fire or similar emergency;

(f) voluntarily undergoing sterlisation for vasectomy operation as the case may be provided that the scale of special remission for this service shall be 30 days and this shall be considered special remission of the State Government.

(g) donating blood to the Blood Bank provided that the scale of special remission for this service shall be fifteen days for each occasion on which blood is donated, and this shall be considered special remission of the State Government.

NOTE:- No prisoner will be permitted to donate blood unless the Medical Officer Certifies that he can donate blood without any danger to his health or life.

(2) Special remission may also be given to any prisoner released under the Good Conduct Prisoners, Probational Release Act, 1926, for special services as:

(i) Special excellence in, or greatly increased out-turn of good quality;

(ii) Assisting employer in case of out-break of fire or protecting his life

or property from theft and other meritorious services.

(3) Special Remission may be awarded;

(i) by the Superintendent to an amount not exceeding thirty days, in one year;

(ii) by the District Probation officer in the case of prisoner released under the provisions of the Good Conduct Prisoners Probational Release Act, 1926, to an amount not exceeding thirty days in one year;

(iii) by the Inspector-General of Prison for a period not exceeding sixty days in one year.

Explanation: For the purpose of this rule, years shall be reckoned from the date of sentence and any fraction of a year shall be reckoned as a complete year.

(4) An award of special remission shall be entered on the history-ticket of the prisoner as soon as possible after it is made, and the reasons for every award of special remission by a Superintendent shall briefly recorded, and in case of prisoner's released under the Good Conduct Prisoners Probation Release Act, 1926, such entries and reasons thereof, shall be recorded by the District Probation Officer.

TOTAL REMISSION NOT TO EXCEED ONE FOURTH PART OF SENTENCE

582. The total remission to a prisoner under all these rules shall not, without the special sanction of the State Government, exceed one fourth of his sentence.

STATE GOVERNMENT REMISSION.

583. a) Remission granted by State Government shall be called State Government Remission.

b) The State Government remission can be awarded to such prisoners or categories of prisoners as the State Government may decide.

c) In the case of prisoners who at the time of general grant of state remission are on temporary or emergency release, specific order of the State Government for the award of this remission to such prisoners are necessary.

d) State Government remission will be granted at such scale or such quantum as may be fixed by the State Government from time to time.

e) No ordinary/special remission except Government remission can be

granted to any prisoner in excess of 2/5 of his sentence.

REMISSION IN CALCULATING DATE OF RELEASE.

584. In calculating the date of release of a prisoner the number of days of remission earned shall be converted into months and day's at the rate of thirty days to each month.

EFFECT OF REMISSION EARNED ON A LIFE CONVICT.

585. (1) When a life convict or a prisoner in whose case the State Government has passed an order forbidding his release with-out reference has earned such remission as would entitle him to release but for the provisions of this paragraph, the Superintendent shall report accordingly to the State Government in order that his case may be considered with reference to section 432 of the Code of Criminal Procedure, 1973.

(2) Save as provided by clause (1) when a prisoner has earned such remission as entitles him to release, the Superintendent shall release him.

PROCEDURE TO BE FOLLOWED AT THE TIME OF RELEASE.

586. When a prisoner is released under paragraph 585, the total amount of remission earned by him shall be endorsed on his warrant and the endorsement shall be signed by the Superintendent.

RECORD OF PRISONER TRANSFERRED.

587. (1) When a prisoner is transferred to another jail the total amount of remission earned by him upto the end of the previous month shall be endorsed on his warrant and entered on his history-ticket, these entries being signed by the Superintendent.

(2) The receiving jail shall be responsible that the above information is duly obtained. Each jail at which a prisoner serves a portion of his sentence shall be held responsible for the correct calculation of the remission earned in that jail.

REMISSION SHEET.

588. (1) Remission sheets (form No. 145) shall be retained in the office of the jail for a period of one year after the release of the prisoner to whom they relate.

(2) When a prisoner is transferred to another jail, his remission sheet (or card) where such are maintained, or where they are not maintained, a statement certified by the Superintendent, of the total remission, earned upto the date of transfer shall be sent with the prisoner.

(B) REWARDS

589. (1) All prisoner sentenced to labour shall be eligible for the grant of special remission at the rate of one day for every additional day's task

performed the amount of work being calculated at the end of each calendar month. The 'Prisoners' sentenced to labour shall include prisoner sentenced to simple imprisonment who voluntarily elect to labour.

NOTE:- Suppose a convict performs his full task of weaving, the in 12 metres of cloth daily. His Monthly output should be 288 metres a month (including5/2 task on weekly parole days). If he weaves 300 metres he will receive one day, and if 312 metres 02 days and so on.

(2) In the case of two or more men employed on the same work with a joint out-turn, the amount earned may be divided equally amongst them or in such proportion as the Superintendent considers equitable.

(3) Convicts employed on untasked as well as task of labour in jails shall be eligible for the grant of remission at the specified rates. The Superintendent of a jail should only grant remission to a prisoner on untasked labour if he is satisfied, that the industry and exertion of the prisoner have been such as would have entitled him to the concession if he had been employed on the form of labour which is susceptible of being tasked.

(4) To ensure that the system of grant of special remission operates with as little unevenness as possible the Superintendent, should fix a high minimum out turn of work for professional or habitual prisoners employed on tasked labour.

(5) The time employed on work must not exceed 09 hours daily as required by section 35 (1) of the Prisons Act.

(6) The extra work done must be quite voluntary, and the grant of remission for conditional on its being up to the requisite standard in quality required by the Superintendent.

(7) The Superintendent must arrange for an adequate supply of materials for extra task work.

(8)(a) No limit is to be placed on the amount of extra work which a convict passed as fit for hard labour may do subject to the time limit of hours of employment.

(b) A convict, if passed for medium or light labour, is to be rewarded for the extra work done over and above the task laid down for these classes of labour, respectively, at the rate of one days' special remission for every additional days work reckoned on the labour task of his class of labour.

(c) No convict passed for medium or light labour shall be permitted to do extra work without the sanction of the Medical Officer recorded in his history-ticket or to exceed in the total days work- a hard labour task in the case of medium labour man, or a medium labour task in the case of a light labour man.

(9) Any convict suspected of being unfit at any time to do extra work, shall be brought to the notice of the Medical Officer with a view to his being stopped from doing extra work.

(10) The remission to be allowed to a convict whether on tasked or untasked labour should not exceed the limits prescribed in the Jail Manual.

CONDITIONS OF THE AWARD OF GRATUITY FOR INDUSTRY.

590. Grant of gratuity to convicts shall be governed by Recorganisation of Punjab Jail Industries " Earning Scheme.

(C) USE OF BOOKS BY PRISONERS

THE PRIVILAGE OF PERMITTING THE USE OF BOOKS BY PRISONERS.

591. (1) Libraries will be maintained in all jails for the use of prisoners, and the rules pertaining to such libraries will be posted in the room where the library is kept.

(2) Every educated prisoner, who is well behaved may be allowed a book to read on Sundays or during the hours of rest on other days, such book may be supplied from the jails library or by any person outside the jails. Provided that the Superintendent sanctions the indulgence and, in each case, approves of the book.

(3) Every prisoner may with the sanction of the Superintendent have in his possession booked periodicals of his choice at his own cost.

(4) A book allowed for the use of any one prisoner shall not be given to any other prisoner without the sanction of the officer incharge not below the rank of Assistant Superintendent.

(5) The Superintendent may, at any time, for any sufficient reason, withdraw from any prisoner any privilege conferred under this rule.

CHAPTER XX

CELLS AND THE TREATMENT OF PRISONERS THEREIN

CONSTRUCTION OF CELLS.

592. (1) A sufficient number of cells for all purpose should be provided in every jail. Each cell for solitary confinement should have a yard attached to it where the occupant can have his benefit of fresh air without the means of communicating with any other prisoner, suitable means for ablution and sanitation should also be provided.

(2) Cells intended for separate and cellular confinement should have a general yard in which the occupants can wash themselves, be fed in association, allowed to take exercise or relieve nature.

(3) The outer door of every cell yard should have an eye-hole at a convenient height so that the occupant can be seen without knowing that he is being observed, the cell door should be iron grated.

THE PURPOSE OF WHICH CELLS MAY BE USED.

593. Cells may be used for:-

(a) carrying out sentences of solitary confinement ordered on a warrant,

(b) the separate and cellular confinement of prisoners as a jail punishment;

(c) the separation of prisoner;

(d) the medical observation and separation of prisoner suspected of malingering, causing sickness or injury to themselves by the use of deleterious substance, or who are suffering or suspected to be suffering from any communicable disease;

(e) the confinement of prisoners condemned to death; and

(f) quarantine.

AN OFFICER TO BE WITHIN HEARING OF PRISONER IN CELLS.

594. During the day time an officer of the jail shall always remain within hearing of every prisoner confined in a cell to ascertain and attend to his lawful requirements. A Strict watch shall be kept over all such prisoners to prevent them committing any act which is forbidden.

NO PRISONER TO BE PLACED IN A CELL WITHOUT A WRITTEN ORDER.

595. (1) No prisoner shall be placed in separate cellular or solitary confinement without an order from the Superintendent recorded in his history-ticket.

(2) No prisoner shall be kept separate in a cell either by night or day without an order similarly recorded by the Superintendent or Deputy Superintendent.

TICKET TO BE POSTED ON DOOR OF OCCUPIED CELL.

596. Whenever a cell is occupied by any prisoner a ticket (Form No. 88) showing particulars of the prisoner confined therein shall be posted on the exterior of the cell-yard door.

THE SEARCH OF PRISONER IN CELLS.

597. Every prisoner shall before being placed in a cell, be carefully searched and, all articles likely to aid escape or suicide shall be taken from him, the cell shall also be searched. All cells and prisoners confined therein shall be carefully searched at lock-up time each day, and oftener if necessary.

598. When a condemned prisoner is received in a jail on transfer or otherwise and before he is placed in his cell, the Deputy Superintendent shall himself personally be responsible that the prisoner's shoes are taken from him and replaced by a pair provided from the stock maintained in the jail.

PRECUATIONS TO BE TAKEN WITH PRISONERS IN CELLS AT NIGHT.

599. The presence of every prisoner in his cell shall be ascertained at each change of guard. In the case of sickness notice shall be given by the prisoner to the patrolling officer who shall report the matter to the Medical Officer and Deputy Superintendent. If necessary, the prisoner may be removed to hospital and the Superintendent and Medical Officer informed of circumstance at their next visit. A warder by day shall have custody of the keys of the cell and they shall be kept in the key almirah at night (the meant of opening which are in charge of the patrolling officer), so that they may be always available at time of sudden illness or other emergency.

In the case of an attempt at suicide by any prisoner the cell should be opened at once and attempt frustrated.

DULY ONE OCCUPPANT IN EACH CELL. EXCEPTION.

600. When a prisoner is seriously ill in a cell and it is unsafe owing to the nature of the disease from which he suffers to have him removed to hospital, the Superintendent may, on the recommendation of the Medical Officer, permit one attendant to remain with him. In no other instance shall two prisoner he permitted to occupy the same cell.

VISITS TO PRISONERS IN CELLS .

601 Every prisoner occupying a cell shall be visited by the Head-Warder on duty or the patrolling officer, at least once every two hours during the day and night. Officers when relieving guard shall visit each cell and satisfy themselves that all the prisoners are present.

BEDDING OF PRISONERS IN CELLS. CELL TO THE KEPT CLEAN.

602. (1) The bedding of every prisoner in a cell shall, subject to any order given in special cases by the Medical Officer, be exposed to the sub and air daily when the weather permits.

(2) Every occupant of a cell shall be responsible for its cleanliness.

A CONVICT SERVANT MAY ENTER A CELL.

603. A **convict-servant** may, when accompanied by a warder and his services are required therein be permitted to enter a cell.

KINDS OF LABOUR PROHIBITED IN CELLS.

604. (1) The forms of labour selected for cells should, as far as possible, be such as will not facilitate escapes or suicides. If it is necessary to employ prisoners on other tasks, special precautions should be taken.

CHAPTER XXI

LABOUR AND JAIL INDUSTRIES.

LENGTH OF WORKING FORTNIGHTLY WEIGHMENTS.

605. (1) No criminal prisoner sentenced to labour or employed on labour at his own desire shall, except on an emergency with the sanction in writing of the Superintendent, be kept to labour for more than nine hours in any one day

(2) The Medical Officer shall from time to time examine the laboring prisoners while they are employed, and shall at least once in every fortnight cause to be recorded upon the history-ticket of each prisoner employed on labour the weight of such prisoner at the time.

(3) When the Medical Officer is of opinion that the health of any prisoner suffers from employment on any kind or class of labour, such prisoner shall not be employed on that labour, but shall be placed on such other kind or class of labour as the Medical Officer may consider suited for him.

DAY ON WHICH CONVICTS ARE EXEMPT FROM LABOUR.

606. (1) No prisoner shall be required to perform any labour, other that such as may be necessary for the conduct of the internal management and domestic economy of the jail or to meet any cell of emergency on any of the jail holidays.

(2) The Inspector –General may with the previous sanction of the State Government, by general or special order in that behalf, exempt any prisoner or class of prisoners or all prisoners generally, from labour on any particular day or days other than those specified on clause (1)

607. ENTRIES WITH REGARD TO LABOUR IN THE HISTORY-TICKET

(1) Upon the admission of every convict sentenced to rigorous imprisonment, the Medical Officer shall, at the time of complying with the provisions of sub-section (2) of section 24 of the prisons Act, 1894, by entering the class of labour (if any) for which such convict is fit in the prescribed book, cause a similar entry to be made in the history-ticket of the prisoner.

(2) The Medical Officer shall, from time to time, in complying with the provisions of sub-section (2) of sub-section (3) of section 35 of the prisons Act, 1894, cause to be entered in the history-ticket of every prisoner, any direction as to the employment of such prisoner or the class or form of labour on which he is to be employed, which he may deem fit to give.

(3) No prisoner shall be employed on any kind or class of labour which the Medical officer considers unsuitable or for which that officer considers him un-fit, or shall be subjected to any labour unless the Medical officer certifies his fitness for the same.

HOURS OF REST FROM LABOUR TO VARY WITH THE SEASON.

608. No convict who is under sentence of imprisonment, or who is employed on labour at his own desire, shall be required to work:-

(a) If a member of a convalescent or special gang between the hours of 12 noon and 2 P.M. throughout the year.

(b) If not a member of a convalescent or special gang between the hours of 12 Noon and 2 P.M. from the 15th of April to the 15th of September (both days inclusive)

ONE HOUR DAILY ALLOWED FOR MIDDAY PARADES.

609. The period of rest prescribed under the preceding rules are to be in addition to one hour allowed daily at 11.00 a.m. to all prisoners throughout the year for the mid-day prayed and rest.

HOURS FOR COMMENCING AND STOPPING WORK.

610. Except in the case of prisoners working in the factory prisoners shall commence work as soon as the morning prades and the distribution into gangs are completed that is usually about an hour after the opening of the ward; and in

the afternoon work shall be stopped about an hour before sunset according to the season. The period of rest prescribed is to be in addition to be one hour allowed daily to all prisoners throughout the year for mid-day parades and rest.

PRISONERS LOCKED UP DURING HOURS OF REST.

611. During the hours of rest, prisoners shall be locked up in their sleeping wards, or in their workshops, if the latter are suitable and secure.

CLASSES OF LABOUR.

612. The labour to which convicts may be put shall be of three classes; hard labour, medium labour and light labour, respectively. Forms of labour its classification and labour task shall be fixed by the Inspector General of Prisons with the sanction of the Government from time to time as per the Reorganisation of Punjab Jail Industries, Earning scheme keeping in view vocational training and rehabilitation after release of prisoners.

DESCRIPTION OF WORKS; LABOUR TASK TO BE FIXED.

613. (a) Subject to the provisions of Chapter VII of the prisons Act, 1894, the Inspector General may, when necessary in consultation with the Department of Industries, from time to time specify, generally in respect of all jails or specially in respect of any particular jail or class of jails, the descriptions of works to be carried on, and the labour-tasks to be fixed, in respect of each class of labour specified in the preceding rule.

(b) Keeping in view the modern trends in penology reformation and rehabilitation of offenders care should be taken to install agro based and other small scale industries so that these can be easily perused, to rehabilitation them, after release.

TASKS TO BE IMPOSED ON FEMALE AND JUVENILE CONVICTS.

614. The task to be imposed on any adult female or juvenile convict, and time for labour shall not in any case exceed two third of the maximum labour respectively prescribed in respect of adult male convict.

Provided that in time occupied in educational/vocational training activities should not found as week period.

615. Under the authority of paragraph 613, the various forms of labour to be carried on and the tasks in each case (in so far as they admit of being fixed) to be exacted from convicts sentenced to labour in the jails of the Punjab, are as follows:

Sr. No.	Manufacture or main head of service	Detailed description of work	CLASSIFICATION OF LABOUR			Remar ks
			HARD	MEDIUM	LIGHT	
1	Basket making	Baskets to carry 20 to 25 kgs of earth each		10 basket	--	Per man.
2	Black-smiths work	Various	Accordi ng to task	Accordin g to task	--	Per man.
3	Blanket Making	Felting Blankets including sewing or hemming	3-1/2 Blankets .			
		Weaving blankets 10-1/2 feet X 51/2 yar No. 25 read No. 9, weight 2-1/2 Kgs per blanket on fly shuttle	20 meters	15 meters	---	Per man.
		Weaving blankets full breath, on country loom	20 meters	15 meters	---	Per man.
Sr. No.	Manufacture or main head of service	Detailed description of work	CLASSIFICATION OF LABOUR			Remarks
			HARD	MEDIUM	LIGHT	
		Weaving blankets 3 feet wide on country loom Sizing and dressing of Warps, prepared by primitive	--	3 Warps	--	Per man
		Tarimar (weft supplier)	--	--	--	One man to 2 looms.
		Warping of blankets by primitive methods 50 meters	-	01 Warp	-	Ditto
		Warping of blankets by mill warping machine with	-	04 Warps	-	Per three men.
		Opening worsted machine made		5Kgs	3 Kgs.	
		Opening worsted hand spun		3 Kgs.	2Kgs	Per man.

		Spinning woolen thread.		300 Gms	180 Gms	
		Sizing and dressing of warp prepared by primitive methods		3 Warps		
		Sewing blankets (Hemming)		12 blankets	08 Blankets	
		Heald Knitting		1 Set	---	Per man
		Reed Making		2 pieces	---	
		Teasing Kho		750 Gms	450 Gms	
		Weaving of leg patti cloth for warders, 07 inches wide, woolen yarn No. 10 need No. 26 on primitive		25 meters	20 meters .	
4	Book binding.	Various special tasks	According to task.	25 meters According to task.	20 meters According to task	
* The task of pounding surkhi to be given to convicted prisoners during quarantine shall be 2 cubies feet per man.						
5	Carpentry	Various	According to task	According to task	4 mats	Per man.
6	Carpet Factory.	Preparing warp, opening cotton yarn			4 Kgs	Perman
		Making warp of Carpet	--	According to task	--	
		Fixing dressing warp opening and reeling thread.	--	--	Task depends on quality of	
		Twisting cotton yarn. 4 fold No. 10	--	--	750 Gms	Per man.
		Weaving Turkish carpet 16x14 stitches in an inc	--	16 ROWS.	1Kg.	
		Weaving Turkish carpet 14x12 or 12x12 stiches in an inc		18 Rows		
		Weaving Turkish carpets	-	20 Rows.		
		8x9 or 9x10 stitches in an inch				
7	Chick Factory	Making Sarkanda Chicks Making Bamboo chicks Making Khajji chicks Making fine chicks Sewing of chicks Tiles of Chicks fine		30 Sq.ft. 20 Sq.ft. 6 Sq.ft. 6 Sq.ft. 100 feet. 1-1/2 Kg. 8Kgs.		Per man
8	Chopping wood.	Chopping fire wood. Pends on Quality)	8 Qty. (task de	-	-	Per man
9	Cleaning Lamps	Cleaning and trimming Lamps	-	-	100 Lamps	Per man

10	Clerical work convict officers.	-	-	-	Can not be tasked	
11	Cook House.	Cooking for prisoners.	1 Cook to 30 prisoners and cook to 40 prisoners for more than 300	1 cook to 25 prisoners .		
12	Cotton Factory	Weaving garah 2 feet wide. Reed No. 36, yard No. 12-1/2 S. weight 4 Kgs (43.500 Meter on	10 meters	8 meters		Per Man
		Weaving garah 2 Feet wide Reed No. 36, Yarn No. 12-1/2.1 S. Weight 4 Kgs 43.500 meters) on fly	20 meters	15 meters	--	
		Weaving garah 2 Feet wide Reed No. 36, Yarn No. 12-1/2.1 S. Weight 4 Kgs 43.500 meters) on fly Hattersley	25 meters	20 meters	-	
		Weaving Dosuti 2 Feet wide Reed No. 36, Weight 6 Kgs on primitive	12 meters	9 meters		Per man
		Weaving Dosuti 2 Feet wide yar No. 14-S Reed No. 36 Weight 6	25 meters	20 meters		
		shuttle Loom.				
		Weaving Dosuti 2 Feet wide No. 14-S Reed No. 36, Weight 6 Kgs on Hattersley	30 meters	25 meters		
		Weaving Romals 26”x36” Yarn No. 44, Weight of 50 Romals 3-1/4 Kgs. On fly	20 meters	15 meters		
		Weaving Romals 26”x36” Yarn No. 20-S Reed No. 44 wight of 50 Romals 3-1/4 Kgs on Hattersley	25 meters	20 meters	---	Per man

		Bandage cloth 16 inches wide Yar No. 10, reed No. 44 (1 in a dent) Weight of 45 meters 2 Kgs 300 Gms on	25 meters	20 meters	---	Per man
		Bandage cloth 16 Inches wide Yarn No. 10 Reed No. 44 (1 in a dent) Weight of 52 meters 20 Kgs. On fly shuttle	35 meters	30 meters	--	Per man
		Bandage cloth 16 inches wide yarn No. 02 reed No. 44 (1 in a dent), weight of 45 meters 20 Kgs on Hattersley	45 meters	40 meters	--	
		Warping (Dosuti and Garah) by primitive methods 50	--	1 Warp	--	Per man
		Warping (Dosuti and Garah) by Cage creed) yards	--	5 Warp	---	
		Warping (Dosuti and Garah) by primitive method; 50 meters long, by mill warping machine including	--	6 Warp	--	One man with one Assistant
		Warping of bandage cloth	--	2 Warp of 100	--	Per man
		by primitive methods		meters each.		
		Warping of Bandage cloth by cage creed.	--	8 Warp of 100 meters	--	Per man
		Warping of bandage cloth by mill warping	--	6 Warp of 100 meters	--	One man with one Assistant.
		Weaving Turkish towels 3”x2” Particulars the same as item “ Weaving Dosuti” Weight 5 chittacks per	--	3 feet	Per man	
		Weaving Turkish Towels 4”x2”-1/2” Particulars the same as item “ Weaving Dosuti” Weight 600 Gms Per	---	2 Feet	--	
		Prin winding by Charkha for primitive looms	--	--	5 Looms	Per man

		Prin Winding by Charka for Hattersley looms	--	--	2 Looms	
		Bobbin winding by Charkha	--	--	10 Looms	
		Drafting and denting.	--	--	1-1/2 warps	Per 2 men.
		Reed making	--	--	1 Reed	Per man
		Weaving tape inch Yarn" No. 10-8 Six fold	--	50 Meters	30 Meters	
		Garah Dusters (2"x2") Particulars as item " Weaving Garah" on	10 meters	08 meters	--	--
		garah Dusters (2"x2") Particulars as item " Weaving Garah" on fly	20 meters	15 meters	--	--
		garah Dusters (2"x2") Particulars as item " Weaving Garah" on	25 meters	20 meters	1 set	--
		Heald Knitting	--	--	--	Per man.
		Kanemar (Assistant to kana) for stretched warp)	--	--	1 man to 3 looms	
		Making punis	3 Kgs	2-1/2 Kg.	--	--
13	Durrie Factory	Weaving Durrie flowered	---	30 Cms.	--	--
		Weaving Durrie Plain	--	80 Cms.	--	--
		Weaving Durrie with borders	--	75 Cms.	--	--
		Weaving Durrie striped	--	70 Cms	--	--
		Weaving fine Monogolian Durrie	--	10 Cms.	--	--
		Assistant to Duries weaver.	--	1 Man to 5 weavers	--	--
14	Dyeing	--	--	According to task.	According to task	--
15	Gardening	Digging with Kussi 1 food deep, dry har soil	250 cubic feet	150 cubic feet	--	--
		Digging with kussi 1 food deep, moist soil	400 Cubic feet	200 cubic feet	--	Per Man.
		Ploughing	680 Square meters	--	--	
		Weeding	--	--	36"x9"	
		Drawing water by Persian wheel and bullocks	--	1 Man of bullocks	--	
		Loosening soil, sowing or cutting vegetables	--	According to task	According to task.	
16	Grain preparing	Storing and weighing grain.	According task			
		Cleaning grain	--	8 maunds	4 Maunds	

		Grinding wheat for atta to be sifted through a zinc sifter, 12	18 Kg.	12 Kg	--	Per man.
		Grinding makki for atta to be sifted through a zinc sifter, 12 holes to the	15 Kg.	--	--	--
		Grinding barley for atta to be sifted through a zinc sifter, 12	15 Kgs.			
		Grinding bajra for atta to be sifted through a zinc sifter, 12	25 Kgs	15 Kgs.	--	Perman
		Grinding dal for husking	--	40 Kgs.	--	--
		Winnowing and cleaning dal.	--	--	2 Qtl.	--
		Sifting wheat flour, fine	--	120 Kgs.	80 Kgs.	--
		Sifting wheat flour, coarse.	--	2 Qtl. 40 Kgs.	1 Qtl. 60 Kgs.	
17	Hair cutting	Cutting the hair of convicts.	--	--	To cut the hair of 50 prison	--
18	Hospital	Attendant on sick	--	--	1 attend	--
					ant to 10 patient s	
19	Leather Work.	Making shoes (Indian)	--	1 pair	--	--
20	Masonry and repairs	Building pacca wall up to 3 feet.	25 cubic feet	15 Cubic feet.	--	--
		Building pacca wall above 3 feet	20 cubic feet	12 Cubic feet.	--	--
		Building kacha wall up to 3 feet	50 cubic feet	30 Cubic feet.	--	--
		Building Kacha wall above 3 feet	35 cubic feet	20 Cubic feet.	--	Per man.
		Attendant to mason, Masons.		3 Men to 2		
		Mud Plastering with bhusa	150 Square feet	100 Square feet		
		Leeping with Gobri	300 Square feet	100 Square feet		
		Building mud wall (Phuska)	75 cubic feet	50 cubic feet.	--	--
* The task of pounding munj, fine to be given to convicted prisoners during quarantine shall be 2 Kgs per man.						
+ The task of 'spinning ban munj, fine, to be given to convicted prisoner during quarantine shall be 375 gms per man.						
21	Oil Factory	Cleaning mustard seed.	--	4Qtl.	2 Qtl.	
		Caster oil Special tasks	Accord ing to task	Accordin g to task	Accord ing to task	
22	Paper Making	Washing pulp	80 Kgs	40 Kgs 10Kgs	--	Per 2 man
		Pounding material (Ihandar)	20 Kgs	15 Kgs	--	Per 3 man

		Cutting tat cleaning paper (Ibawan)	20 Kgs.	10 Kgs.	-- 2 reams	
		Sizing	--	--	1 Ream	
		Drying	--	--	1 Ream	Per man.
		Jugai (English Cuttings)	10 Kgs	7 Kgs	--	
		Jugai (country cuttings)	20 Kgs	15 Kgs.	--	
		Polishing paper . A Quality.	3 to 3-1/2 Quires	2 quires.		
		Cutting polished paper by hand.	2 reams	1-1/4 reems	--	Per 2 Men.
		Sorting and binding	--	--	--	Per man
		Vatman A quality	11 Quires	7 quires	1 ream	Per 2 Men.
		Envelope	500	--	--	Per Man during quarantin e
23	Seavenging	Removing night soil, etc.	1 Man for 50 prison ers	1 Man for 30 Prisoners	--	
24	Sweeping	Sweeping the surface and keeping the premises tidy	--	--	Cannot be tasked.	
25	Tailoring	Making dosuti or Garah coats by hand	--	4 Coats	3 Coats	Per man
		Making blanket coats by hand.	--	3 Coats	--	Per man
		Making Jungias by hand.	--	10 Jugnias	6 Jungias	
		Making articles of clothing with sewing machine-special	--	Accordin g to task	Accord ing to task	
		Making tents and warders' uniform by hand and machine-special tasks for the Ludhiana Borstal	Accord ing to task	Accordin g to task	Accord ing to task	
26	Tin work	Various	-	Accordin g to task	Accord ing to task	
27	Washing hospital clothing or washing for warders	-	Cannot be tasked.	--		

PROCEDURE WHEN A FORM OF LABOUR NOT SPECIFIED IN CARRIED ON

616. When any form of labour not specified in the foregoing table and not carried on as a regular jail industry in performed by any prisoner, on the form of labour is specified but a definite task is not given, the Superintendent shall, in consultation with the Medical Officer, fix the tasks when this admits of being done.

NOTE: The task fixed in any case should not be less than three-fourths of the task which can be performed by a free labourer.

TIME TO BE GIVEN TO ACQUIRE SKILL.

617. Every convict on being first put to do any kind of work with which he is not acquainted, shall be allowed a reasonable time (to be fixed by the

Superintendent). In which to acquire the necessary skill to enable him to perform the full task. Mental and physical capabilities must be taken into consideration. The time will very from a few days in the case of grinding or oil-pressing which require but little skill, to three or four months in the case of weaving or carpet-making which require a good deal of skill and a fair amount of intelligence. In every case when allotting new work, the Superintendent, or subject to his control, the Deputy Superintendent, Factory or Deputy Superintendent shall not on the convict's history-ticket the task he is to begin with and every subsequent increase up to the full task.

FREQUENT CHANGE OF WORK TO BE AVOIDED.

618. Frequent change of work, except on medical grounds, should be avoided, but the same form of hard labour should not be exacted indefinitely be changed for work involving more general movement. Every Superintendent and Deputy Superintendent should make himself acquainted with the tasks fixed for the various industries carried on in his jail.

NOTE:- Specially severe forms of labour such as oil pressing blanket felting, jagai and the like should not be exacted continuously from any convict for more than a fortnight at a time a reasonable interval being allowed to elapse before the convict is again placed on the same labour or labour equally severe.

TASK TO BE MEASURED OR WEIGHED.

619. Whenever the material given to a prisoner to work upon, admits of measurement or weighment, it shall be measured or weighed out to him before he begins to work.

WORK DONE TO BE MEASURED AND ENTERED DAILY.

620. Before the prisoners leave their places of work in the afternoon, the Factory Manager or Deputy Superintendent and Head-Warders shall measure and mark off he work done by each prisoner and note the same against his name in the labour register. The entries in this register may be made in the vernacular and, in large jail, by an educated convict. If in any , owing to the nature of the work, the task cannot be taken daily it should be taken whenever it is possible to do so.

MEANS AND APPLIANCES FOR LABOUR TO BE PROVIDED.

621. (1) In every jail proper means and appliances shall be provided for exacting hard labour, medium labour and light labour, respectively from convicts who are liable and fit to undergo such labour.

(2) In every jail proper means and appliances shall be provided for the voluntary employment of convicts sentenced to undergo simple imprisonment, as provided in section 36 of the Prison Act, 1894.

HARDEST SUITABLE FORM OF LABOUR TO BE EXACTED. PROFIT NOT TO BE CONSIDERED.

622. (1) Every convict sentenced to undergo rigorous imprisonment shall ordinarily be employed on hard labour of such kind as is most suitable and for which he is for the time being, fit, and no such convict shall be put on medium labour so long as he is fit to perform hard labour, or on light labour so long as he is fit to perform either hard or medium labour.

Provided that no convict of the casual class shall ordinarily be required to perform a full task of hard labour during the first month after his admission to jail, and that every convict of the habitual class shall, throughout the period of imprisonment to which he is sentenced, be required to perform the severest form of hard labour which he is, with due regard to health capable of performing.

(2) No consideration of profit or convenience shall be permitted to influence the class or form of labour which any convict sentenced to undergo rigorous imprisonment is at any time required to perform, and the class and form of labour which every such convict is at any time reqired to perform shall be fixed with reference solely to the health of the convict and the regulations of the jail in regard to the employment of prisoners.

HOW CONVICT LABOUR MAY BE EMPLOYED.

623. Convict labour shall ordinarily be employed to supply:-

Firstly:- the requirements of the jail and of the jail department;

Secondly:- the requirements of the Government in any other respect and

Thirdly:- other demands which the Inspector- General may from time to time approve.

MANUFACTURE FOR ARTICLES FOR SALE.

624. (1) When the requirements of the jail and other departments have been met to the fullest extent it is possible to meet them prison labour may be employed in the manufacture of such articles as will be least likely to compete with any local industry for sale to the public at current market rates.

(2) Traders, wholesale and retail should be dealt with in preference to consumers amongst the public.

NOTE:- 1 When market rates do not exist or cannot be ascertained the price of jail-made articles must be calculated and must always include:-

(a)The price of the raw materials;

(b)The wages of jail labour, rated according to the wages of free labour of the same class in the neighborhood and with due regard to its inferiority;

(c)A percentage for wear and tear of plant and

(d)A percentage on account of profits.

NOTE:- 2 In the case of articles supplied to Government or to the public the percentage on account of profits may ordinarily be fixed at 10 per cent on the cost of the raw material and labour, of the price thus found are below the ordinary rates at which the goods could be procured by the same class of purchasers in the open market they must be raised to at least such market rates.

NOTE:- 3 These restrictions do not apply to District Boards and Municipal committees and Co-operate Bodies like the Punjab State Electricity Board, etc., which for purpose of sales on credit on the same footing as Government Institutions. No credit is to be allowed to private purchases (jail official or others.

NOTE:- 4 A price list of the articles manufactured in every jail is to be prepared and exhibited in the office. This list must be revised from time to time as may be necessary.

SUPPLY OF ARTICLES TO GOVERNMENT DEPARTMENT

625. Government has directed the various department under its control to obtain such articles as they require from jails, provided these are supplied of the same quality and at the same price as in the open market, this should be borne in mind when selecting jail industries. Only in the event of its being impossible to meet the requirements of Government in any department shall an industry which competes with free labour be worked in any jail.

NOTE:- The value of the labour of prisoners employed to all work and on `the manufacture of all articles for the maintenance department of any jail, is not to be credited to jail receipts; the raw material expended is to be charged for only.

DISTRIBUTION OF INDUSTRIES IN JAILS. MACHINARY, LABOUR TO BE DEFERRENT.

626. Large industries shall be concentrated in Central Jails where machinery may be employed provided its use is not incompatible with the penal character of the labour and there is strong reason to believe that its introduction will not compete injuriously with private capitalists in the neighborhood. The number of industries should be limited in every jail and the labour deterrent in character.

HOW JAIL LABOUR MAY BE UTILIZED. CONVICTS NOT TO BE EMPLOYED ON CERTAIN WORKS.

627. (1) Jail labour may be utilized.

(a) for the preparation of building materials for the Public works Department or for private sale, within the jail premises;

(b) for the construction of works under the Public Works Department in or

near the jail; and

(c) with the pervious sanction of Government on large works at a distance from any permanent jail.

(2) " Prisoner shall not be employed on municipal works or hired out to private firms or individuals , nor shall jail labour be utilized on the construction or repair of road under the Public Works Department without the previous sanction of Government"

(3) No convict shall, unless he is willing to undertake the work, be employed on sinking or cleaning wells or any other form of labours attended with danger.

CONVICT LABOUR ON JAIL BUILDING.

628. Convict labour shall be utilized he is willing to undertake the work, be employed on sinking or cleaning wells or any other form of labours attended with danger.

OTHER FORMS OF LABOUR

629. Convicts may with advantage be employed:-

(a) on brick, tile and surkhi manufacture

(b) as coolies to assist free skilled workmen;

(c) on earthwork of all kinds; and

(d) breaking store and brick-ballast.

PROHIBITION AGAINST EMPLOYMENT OF SMALL GANG OF PRISONS.

630. (1) The employment of convicts in small gangs or batches, on petty works situate without the jail premises, is prohibited:

Provided that this prohibition shall not be deemed to extend to the employment of prisoners on jail works, in the jail garden, or on duties connected with the management of premises occupied by officers of the jail, subject to such directions as the Inspector General may from time to time give in that behalf.

(2) Subject to such general or special directions as the Inspector-General may from time to time give in that behalf, convicts may be employed, without the jail premises, on public works which are at any time carried out under the supervision and control of the Department of Public Works or of a Local Authority.

SANCTION OF SUPERINTENDENT TO EXTRA-MURAL EMPLOYMENT.

631 No convict shall at any time be employed and labour outside the jail walls or be permitted to pass not of the jail for the purpose of being so employed, unless and until the Superintendent shall have:

(a) Sanctioned his being so employed; and

(b) Recorded or caused to be recorded, on the prisoners history-ticket, the fact that such sanction has been given.

RESTRICTION ON EMPLOYMENT OF PRISONERS OF OUTSIDE JAIL WALLS.

632. No convicts shall at anytime the employed on any labour without the walls of the jail;

(a) until has undergone not less than one twelfth of the substantive term of imprisonment to which he has been sentenced;

(b) without the sanction of the Inspector-General if the unexpired term of substantive imprisonment together with imprisonment. (if any) in lieu of fine, to which he has been sentenced, exceeds two years.

(c) if any other charge (a) and (b) shall not be deemed to apply to any jail established for the purpose of carrying out any public work.

Provided that clauses (a) and (b) shall not be deemed to apply to any jail established for the purposes of carrying out any public work.

NOTE:- Only prisoners who are of good character and who are not residents of foreign territory should be employed outside the jail. When there are more prisoners eligible than are actually required those with the shortest unexpired sentences should be chosen.

CONVITS TO WEAR ANKLE RINGS. CERTAIN PRISONERS NOT TO BE ALLOWED OUT.

633. Convicts other than convict officers passed as eligible for work outside the jail shall be distinguished by a light iron ring securely reiveted on the left ankle. Care must be exercised not to pass out any prisoner who has shown or is likely to possess any inclination to escape.

EMPLOYMENT OF CONVICTS IN THE GARDEN.

634. Only casual prisoner with the shortest unexpired sentences should be employed in the jail garden. They shall be especially passed for such work by the Superintendent. No habitual prisoner shall be put to garden work except on the recommendation of the Medical Officer or when a sufficient number of eligible casual prisoner is not available. A Gang of five prisoners and a convict officer may be employed in the garden of the Inspector-General of Prisons, Superintendent, Borstal Institution and Juvenile jail when these officers reside in quarters near the jail premises. If the Deputy Superintendent or Deputy Superintendent(M) is allowed to keep a garden, the work in such garden shall be done by the regular gang and not by a detachment of it.

NOTE:- If the concession result in a escape or abuses be will be permanently withdrawn.

RESTRICTION ON THE EMPLOYMENT OF CONVICTS AS MENIAL SERVANTS.

635. The number of convicts regularly employed on services of a menial or domestic nature such as cooks, barbers, water-carriers, sweepers and the like-shall not, without the special sanction of the Inspector-General, exceed:-

(a) in a Central Jail or in a District jail ten per centum, and

(b) in the case of any other jail-twelve per centum of the total number of prisoners for the time being confined in such jail.

SELECTION AND LIMITATION OF MENIAL SERVANTS.

636. Sweepers shall be chosen from the mehtar or similar caste. Prisoners of other castes may be employed as sweepers if they volunteers to do such work. The barber shall belong to the casual class. Hospital attendants shall be selected from those passed for light labour or who have completed at least half their sentences. If there is a large number of serious cases in hospital , the proportion of one attendant to ten patients may be temporarily exceeded. If any convict employed as a menial servant has not enough work to occupy his whole, time he should be placed upon same other work for the remainder of his time.

WATER CARRIER AND SWEEPER GANG FOR OFFICIAL QUARTERS.

637. Small detachments of the sweeper and water carrier gangs may be permitted to clean out and supply water the quarters occupied by jail officials (except these of the Superintendent), twice a day; each house shall be visited in turn and the prisoners not allowed to separate or lag behind.

NO PRISONERS TO BE EMPLOYED ON PRIVATE WORK OR SERVICE.

638. No prisoner shall at any time be employed by any officer of the jail, or other person, on any private work or service of any kind whatsoever.

Private that nothing in this rule shall be deemed or prohibit the employment of any prisoner on any work carried on within the walls of the jail, in the ordinary course of any jail industry, with the knowledge and permission of the Superintendent and subject to the payment of the usual charges for such work.

Explanation :- For the purpose of this rule private work" does not include the supplying of water to or the cleansing of the quarters occupied by , any subordinate officer, under the order of the Superintendent.

EMPLOYMENT OF PRISONERS AS CLERKS.

639. The employment of prisoners as clerks in jail offices is forbidden. The Inspector-General may sanction the employment of an educated prisoner to copy letters prepare rolls, write up registers and other work having to connection with warrants, remissions, or money transactions. A prisoner so employed shall be provided with a place for writing inside the main gate, and under the eye of a warder. He shall not be permitted to enter the jail office unless called before the Superintendent or an inspecting officer.

NO PRISONER TO BE ALLOWED TO VISIT THE BAZAR.

640. No prisoner shall at any time , upon any pretext, or for any purpose whatsoever accompanied by warders on not be permitted to proceed to or visit any bazaar or mart.

CHARGE OF MATERIAL OR MANUFACTURE.

641. The raw material the manufactures shall be under the charge of a responsible officer, who shall issue each morning what is required for the day's work and receive into store in the evening the material which has not been used up. He shall also as far as possible, satisfy himself that there is no waste of material , but this shall not relieve the Deputy Superintendent (F) or Deputy Superintendent (M) as the case

may be of the responsibility for the safe custody and proper disposal of the manufactory stores.

CONTRACTS FOR DISPOSEL OF JAIL PRODUCE.

642. Contracts may, with the approval of the Inspector-General, be made with mercantile firms or individuals for the disposal of articles of jail produce or manufacture (Regarding contracts for the purchase of stores see paragraph 23 to 24)

RESPONSIBLE OFFICER TO KEEP MANUFACTORY ACCOUNTS.

643. All accounts relating to jail manufacture shall be kept by a responsible official, under the supervision of the Deputy Superintendent (F) or Dy. Superintendent (M).

DISPOSAL OF PROCEEDS OF EMPLOYMENT OF PRISONERS.

644. No officer of any jail shall at any time retain in his possession, or otherwise than under proper authority dispose of:

(a) any article at any time supplied for use in any industry carried on in any jail or manufactured by any prisoner

(b) any sum of money realised from or received on account of the sale of any such article or of the earning of prisoners.

And the whole amount of every sum of money so realised or received shall, as soon as may be paid to the credit of the Government in the nearest public treasury.

NOTE:- No expenditure is to be met from, or payment made out of any sum of money realised by the sale of articles or received on account of the earnings of prisoners. All sums of money as realised or received are to be credited, as soon as possible, in the public treasury, expenditure being met from sums supplied, under proper authority, by the public treasury for the purpose. All jail earnings are to pass intact into the public treasury and accounts, so that every item of receipt and disbursement shall appear in those accounts and be subjected to proper scrutiny and control.

ADJUSTMENTS OF ACCONTS WITH OTHER DEPARTMENTS.

645. Payment for all articles received from, or supplied to any public department irrespective of the account, should be adjusted by book-transfer.

NOTE:- The cost of waste paper purchased from officers administering Local Funds should be paid for in cash.

HOM MANY IN TO BE PAID IN TREASURY.

646. All moneys should be paid into the treasury under then appropriate headings and accompanied in each case by the form prescribed for the purpose (

Form No. 100 properly filled in).

YEARLY AUDIT OF FACTORY ACCOUNTS.

647. The factory accounts of all district and central jails will be systematically ordered once a year under the orders of the Accountant-General, Punjab, by the examiner of Local Fund Accounts, and a staff or peripatetic auditors.

CHAPTER XXII

SUDDEN AND VIOLENT DEATHS

REPORT OF DEATH TO BE MADE TO THE POLICE.

648. In every case of sudden or violent death or supposed suicide, or whenever there is any doubt or complaint or question concerning the cause of death of any prisoner, a report shall forthwith be made to the police who are empowered to take action under section 176 of the Criminal Procedure Code.

REPORT TO BE MADE TO THE INSPECTOR GENERAL

649. The Superintendent shall, in every instance in which an inquest may be held on the body of any prisoner confined in the jail, submit a full report of the circumstances of each case to the Inspector-General, together with a copy of the finding of the Magistrate who conducted the enquiry.

A MAGISTRATE WHO IS SUPERINTENDENT NOT TO HOLD AN INQUEST.

650. A Magistrate who is also the Superintendent of the jail or acting as a temporary arrangement for the Superintendent shall not hold an inquest into the cause ofdeath of any prisoner dying in the jail of which he has charge at the time, unless there be no other duly authorized Magistrate available for the duty.

MEDICAL OFFICERS EMPOWERED TO MAKE POST MORTEMS.

651. The following officers are empowered under section 174(3) of the Criminal Procedure Code to conduct post mortem examination:-

(a) All civil Surgeons.

(b) All Medical Officers holding collateral Civil charges.

(c) All Staff Surgeons.

(d) All Assistant Surgeons.

REPORT TO SUPERINTENDENT AND MEDICAL OFFICER

652. The Deputy Superintendent shall report the occurrence of the death of every prisoner from sudden or unnatural causes to the Superintendent and Medical Officer, as soon as possible after the event.

BODY TO BE LEFT IN THE POSITION IN WHICH FOUND EXCEPTION.

653. On the occurrence of a sudden or violent death in a jail, the body shall, if life is extinct, be left in the position in which it was founed until the arrival of the Magistrate and Medical Officer, but if it is not certain that death has taken place, measures shall be taken to restore animation and for this purpose the body may be removed from the Position in which it was found.

23 CHAPTER XXIII

THE TRANSFER OF PRISONER

SANCTION FOR TRANSFER OUTSIDE THE STATE.

654. (1) A prisoner who is a Police registered criminal, not being a native of the State in which he is undergoing sentence, may be removed by order of the Inspector –General of Prisons of the State in which he has been undergoing sentence, at any time not exceeding two months prior to his release, either to the prison of the district to which he belongs or to the prison nearest to his native place. Notice shall be each case be given to the Inspector-General of Prisons of the State to which a prisoner is removed. Provided that, if a state Government appoints any prison, or prison as receiving depots for prisoners removed from other States, orders made under this rule shall in each case direct that the prisoner be removed to such prison.

(2) Any prisoner, whose detention in a prison of the State in which he is undergoing sentence is deemed inexpedient, may be removed with the previous

consent of Inspector-General of Prisons of the State to which it is proposed to remove him.

POWER OF INSPECTOR-GENERAL TO TRANSFER PRISOENRS.

655. The authority of the State Government or subject to its orders and control the Inspector-General to order the transfer from one jail to another within the State of any person sentenced to imprisonment or transportation or in default of giving security to keep the peace or maintain good behavior, has been committed to or is detained in jail, is contained in section 29, Act III of 1990, as amended by Act 1 to 1903.

CONVICT TO BE TRANSFERRED TO UNDERGO SENTENCE.

656. The following classes of convicts shall with the sanction of the Inspector-General, be transferred, when necessary to undergo sentence:-

(a) Convicts sentenced to longer terms of imprisonment that the jails to which they are committed are authorized to detain;

(b) convicts whose transfer is necessary to relieve or prevent overcrowding;

(c) adolescent juvenile and female convicts;

(d) convict with special qualifications, when their services are required elsewhere;

(e) convicts with influence in the district in which they are confined or who are violent or dangerous characters;

(f) convict whose transfer is necessary for the benefit of their health;

(g) prisoner suffering from contagious disease;

and

(h) convicts whose transfer for any other reason is necessary or desirable, whether owing to the in security of the jail, the character of the prisoner, or his possessing friends or relatives amongst the establishment.

Transfer under clauses (a), (b), and (c) may be made in anticipation, when the matter is so urgent that it would be inadvisable to wait till sanction can be obtained in ordinary course.

NOTE:-1: All male adolescent convicts under the age of 21 years with sentences of four months or over shall immediately on conviction be transferred to the Ludhiana Borstal Institution in anticipation of the Inspector –General's sanction.

NOTE:-2: All female prisoners with sentences of four months or over shall immediately on conviction be transferred to the Female jail Ludhiana in anticipation of the Inspector-General's sanction.

ADULT MALE CONVICTS WHERE TO BE CONFINED.

657. All adult male prisoners except lifers should be allowed to stay in the District/Central Jails nearest to their Home District. Lifer Prisoners are allowed to stay in Central Jail nearest to their Home District.

POWER OF INSPECTOR-GENERAL TO DETENTION AND TRANSFER.

658. Nothing in these rules contained regulating the prisoners to be confined in each class of jails, shall be deemed in any way to interfere with the power of the Inspector-General, for sufficient reason, in his discretion, by general or special order, to direct that any class or classes of prisoners shall be confined in or transferred to any jail or class of jails.

TRANSFER OF PRISONERS FOR PURPOSE OF RELEASE.

659. Convicted female, Juveniles and P.R./T Prisoner be transferred to the District/Central jail nearest to their Home District, 30 days prior to their release.

PROCEDURE WHEN A CONVICT IS UNFIT TO TRAVEL.

660. Any convict who by reason of illness is not in a fit condition to travel at the time he would ordinarily be transferred for 'release' but who subsequently becomes fit to travel, in time to allow him to reach his destination before his sentence expires shall be transferred when he becomes fit to travel.

PROCEDURE WHEN A P.R. PRISONER TO UNFIT TO TRAVEL.

661. If a P.R./T prisoner is unfit, by reason of sickness for transfer sixty days before his release, the fact shall be communicated to the Superintendent of Police of the district to which the prisoner belongs and also to the local Superintendent of Police. If the prisoner subsequently becomes fit for transfer in time to allow of his reaching the jail of his district before his release is due, he shall then be transferred. If when only a fortnight of his sentence remains to be served, he is still unfit for transfer, his P.R./T slip shall be given to local police with a note of the cause of his detention inscribed thereon, and on the day of expiry of his sentence he shall be discharged in the usual way.

PRISONERS NOT ORDINARILY TO BE TRANSFERRED.

662. No convict shall be transferred from the jail to which he was in the first instance committed unless as a measure to prevent or relieve over-crowding and other convicts eligible for transfer are not available , or for some other equally important reason if he:-

a) has appealed and the appeal has not been disposed of ;

b) has not appealed and the time for appealing has not elapsed.

c) is confined in default of finding security, or

d) is confined in default of payment of fine;

TRANSFER OF OLD, INFIRM AND SICK PRISONERS.

663. (1) Convicts over 45 years of age or infirm convicts shall not be transferred without the special sanction of the Inspector-General

(2) An application for the transfer of a sick convict must be accompanied by a brief medical history of the case and a statement of the grounds for desiring his transfer.

(3) The descriptive rolls of each prisoners shall be prepared separately from those of other prisoners.

EXAMINATION OF PRISONER PRIOR TO TRANSFER.

664. (1) All prisoners, previously to being removed to any other prison shall be examined by the Medical Officer.

(2) No prisoner shall be removed from one prison to another unless the Medical Officer certifies that the prisoner is free from any illness rendering him unfit for removal.

PRISONER NOT BE TRANSFERRED WHEN EPIDEMIC PREVALLS.

665. No convicts shall without the special sanction of the Inspector-General, be transferred from on jail to another while cholera or any other epidemic disease is prevalent in either the transferring or receiving jails nor until the disease has disappeared for at least two weeks. Special precautions shall be taken to guard against infection when a transfer has to be made along a route where nay disease of an infectious nature is known to prevail.

CONVICTS NOT BE TRANSFERRED UNLESS THY CAN BE RECEIVED. 666. No convict shall be transferred to another jail until it is ascertained from the Superintendent of the jail to which it is proposed to transfer him, that he can be received.

DESCRIPTIVE ROLL TO BE SUBMITTED.

667. With every application for sanction to transfer prisoner whether the transfer has been made in anticipation or not, a descriptive roll (

Form No. 61) shall be submitted to the Inspector-General. The reasons for requiring the transfer should in all cases be stated.

DOCUMENTS ETC., TO BE SENT WITH A PRISONER.

668. The following documents shall be sent with each prisoner transferred:-

(a) his warrant.

(b) his descriptive roll

(c) separate lists of the Government and personal property accompanying him, and

(d) his history-ticket written up to date.

ACTION WHEN A TRANSFER ORDERED CANNOT BE CARRIED OUT. 669. When an order received for the transfer of any convict cannot be given effect to owing to illness, release on appeal or other cause, the descriptive roll (

Form No. 61) of the convict on which sanction to the transfer was conveyed, shall be returned to the Inspector- General with an endorsement showing the reason why the order was not given effect to.

JAIL OFFICIAL TO ACCOMPANY PRISONERS.

670. (1) A jail official shall accompany prisoners on transfer when their number exceeds ten. The Government property, documents and private effects sent with the prisoners shall be in his charge.

(2) The Deputy Superintendent must satisfy himself before the prisoner leave the jail that all necessary arrangements have been made to provide them with the means of water supply, food, etc. en route, and that the jail officials and warders understand their duties in this connection.

NOTICE OF INTENDED DESPATCH TO BE SENT TO POLICE.

671. Notice of the intended transfer of prisoner or the production of prisoners before a court shall be given in writing to the Police authorities at least 24 hours before the guard is required. Earlier intimation should be given whenever possible. Requisitions for a Police guard should state the number and class of prisoners to be guarded, whether European or Indian, male or female, and whether there are any violent or dangerous characters amogst them.

NOTE:- Dacoits and prisoners sentenced to transportation for life and long terms of imprisonment should be classified as dangerous prisoners for the purpose of this paragraph.

DUTY OF SUPERINTENDENT WITH REGARD TO PRISONERS TO BE SENT TO COURT.

672. Upon delivery of any order under this para (Part IX, Act III, 1900) to the officer to charge of the prison in which the person named therein is confined, that officer shall cause him to be taken to the court in which his attendance is required, so as to be present in such court at the time in such order mentioned, and shall cause him to be detained in custody in or near the court until he has been examined

or until the Judge or presiding officer of the court authorizes him to be taken back to the prison in which he was confined.

NOTE: Rule 2 of the rules circulated with Notification No. 323 of 27th July, 1900, makes the Superintendent of police responsible for providing escort, and for the safe custody of the prisoner till he is re-delivered to the jail.

SCALE OF POLICE ESCORTS FOR PRISONERS

673. Adequate Police force who escort prisoner on transfer be provided according to Police rules at the discretion of District Superintendent of Police. Female prisoners should be accompanied by female court.

DIET OF PRISONERS REMOVED FROM JAIL.

674. The Inspector –General of Prisons shall, from time to time, fix the scale of diet for prisoners removed under these rules, and the officer in charge of the escort shall provide that such prisoner receives diet as nearly as possible in accordance with such scale. Where the court in which evidence is to be given is situated at the same station as the jail from which the prisoner is removed, the officer in charge of the jail shall supply the prison's food ready cooked.

When the court as aforesaid is situated at a distance, the estimated cost of the prisoner's rations shall be paid to the officer in charge of the Police escort by the officer in charge of the jail.

MONEY ADVANCE FOR ROAD EXPENSES.

675. A sum of money sufficient to meet all expenses together with a warrant credit note for the fares required if the journey is to be performed by rail, shall be made over to the warder in charge or the officer in charge of the escort, as the case may be, by the Superintendent of the dispatching jail.

NOTE: For further particulars on the subject of the transfer of prisoners, see Act III of 1900, and the rules made under thereof.

DIFFERENCE KIND OF CONVEYANCE BY RAIL.

676. (1) Prisoners may be conveyed by rail in:-

(a) ordinary second class carriages,

(b) second class carriages with iron-grated windos and iron railings between the compartments, and

(c) prison vans; (ordinarily to be used for the conveyance of prisoners sentenced to transportation).

(2)(a) When the prisoners escorted are aged, feeble, sick, crippled, women, children, or are accused of minor offences, and are not of desperate characters, or are harmless lunatics, or where the number of persons including the escort does not exceed five, they may be conveyed in ordinary third class carriages.

The ordinary strength of escorts in such cases shall be equal in number to the prisoners or even less according to circumstances. The escort shall sit on each side of the prisoners and guard the doors.

(b) Lifer convicts proceeding out of the State and prisoners of

exceptionally dangerous character, who require extra vigilance for their safe custody shall be conveyed in custody be rail in prison vans only.

The ordinary strength of escort in such cases shall be one Head constable and 6 constables, for each carriage or van, and if more than a single carriage or van is sent, a Sub-Inspector shall be sent in command.

(c) All other prisoner shall be conveyed in 3rd class carriage provided with iron gratings for the windows and iron bars or railings between the compartments.

NOTICE TO RAILWAY AUTHORITY CLASS OF TRAIN.

677. (1) At least 96 hours notice must be given by the Superintendent to the District Traffic Superintendent concerned, of the number of persons, both prisoners and guard, for whom reserved accommodation is required and the particular train by which it is desired to dispatch them.

(2) Prisoners on transfer shall be dispatched by ordinary passenger train except when it may be necessary for special reasons to dispatch them by mail train.

NOTE:-1 The requisition should state whether " Ordinary reserved for prison accommodation of one or more second class compartments of carriages with prison gratings or prison vans are required.

NOTE:-2 When second class reserved accommodation in required for a party of prisoners and its escort, it should be seen that the number of compartments required is distinctly stated by the requisitioning officer, and that the number of compartments requisitioned will suffice for the number of prisoners composing the party taking the maximum number that can be allowed to travel in one compartment.

RESERVED COMPARTMENTS AND CLASS OF CARRIAGE.

678. (1) Every military prisoner, civil prisoner if insane, violent or dangerous, and all parties of prisoners and guards when inclusive of guards, the party exceeds five in number, shall be dispatched in reserved compartments.

(2) With the exceptions in clause (1) every party of guards and prisoners, when the number of persons (guard included) does not exceed five shall travel in ordinary carriages.

(3) Military insanes shall invariably be conveyed in second class carriages. In the case of non-military prisoners it is in the discretion

of the Superintendents to dispatch them in second class, inter class or third class carriages. In all cases, however, in which it is considered desirable that the escort of such prisoners should consist of police the prisoners will be conveyed in second class carriages".

" All other prisoners not included in the foregoing categories shall be conveyed in second class carriage.

ADJUSTMENT OF EXPENSES OF TRAVELLING.

679. (1) With the exception of expenditure incurred by the Police escort, all the expenses connected with the transfer of prisoners shall be borne by the dispatching jail.

(2) The Superintendent shall furnish the warder in charge of the Police Officer, as the case may be with a Railway pass on the credit note system, for the prisoners and the warder, if on accompanies the gang, on the return of the warders, a Railway pass shall be issued to him by the Superintendent of the Jail receiving the prisoners, in case

the transfer is outside the province, the Railway pass for the return journey should be issued in advance by the dispatching jail.

(3) When reserved accommodation is requisitioned, payment is to be made according to the number of compartments required for the whole party of guards and prisoners irrespective of the number carried in a compartment (which number should not be greater than it is designed to hold), at the rate of fares on the full marked carrying capacity of the compartment, subject to a minimum charge in the case of a railway on the broad gauge, of Rs. 5 per compartment per journey.

(4) Prisoners and guards, when the party inclusive of guards does not exceed five, shall be paid for the ordinary rates in forces on the line.

(5) When for any reason prisoners are conveyed by mail train, the higher rates chargeable for journeys by such train must be paid.

(6) The Police will pay for their tickets in cash, and a pass for the balance of the tickets required shall be issued by the Superintendent, but no charges shall be made for police escorts provided with seats in a Prison van hired for prisoners.

(7) As endeavor should be made to transfer prisoner in such numbers at the time that the Jail Department may not be put to loss owing to vacant seats.

(8) Where there is a night journey, double accommodation should, if possible, be provided.

CLASSES TO BE KEPT SEPARATE ON TRANSFER.

680. Female prisoner shall, when on transfer, be kept completely apart from male prisoners, and male juveniles from adult males. Further separation of the various classes should be carried out as far as

practicable.

PRISONERS TRAVELLING BY ROAD TO WALK. EXCEPTIONS PRECAUTIONS TO BE TAKEN.

681. (1) Prisoners who have to travel by road when on transfer shall be required to walk. Carriage hire shall however be allowed for the conveyance of prisoners when the distance to be travelled by road exceeds five miles, and in the case of any prisoner, conveyance or conveyance allowance shall be provided, irrespective of distance, if the necessary.

Medical Officers certifies that it is

(2) Prisoners should not ordinarily be required to march in very hot whether between the hours of 9 a.m and 4 p.m, when circumstances require that they should do so, they must be provided with sun caps and a plentiful supply of water. Neither should they be required to march when it is raining or likely to rain heavily. Prisoners obliged to camp out at night must be provided with proper shelter in serials or tents.

(3) The female prisoners shall be provided with a conveyance and shall travel during daylight.

PRISONERS TO BE SEARCHED BEFORE TRANSFER. RECEIPT TO BE TAKEN.

682. (1) When prisoners are about to be transferred, they shall be paraded inside the jail, and the Superintendent shall satisfy himself that the clothing and bedding of each prisoner is in good order and in proper quantity.

(2) They shall be carefully searched in the presence of the Deputy Superintendent and of the officer in command of the Police escort, from whom a receipt (

Form No. 159) shall be taken for the prisoner's property and documents made over to him. Women prisoner shall be searched by women staff.

TELEGRAM TO BE SENT ON THE DESPATCH OF PRISONERS.

683. Immediately on the departure of prisoners by train, the Superintendent shall, whenever the gang numbers 10 prisoners or more, send a telegram to the Superintendent of the jail to which they are proceeding announcing the number of prisoner and the date and hour of their dispatch.

TIME OF ARRIVAL OF PRISONERS.

684. Prisoners should be dispatched so as to reach the jail to which they are being transferred between the hours of opening the wards in the morning and lock-up. As far as possible, their dispatch should be timed so that they shall not arrive on a Sunday.

DUTIES OF WARDER OR POLICE OFFICER INCHARGE OF PRISONERS.

685. The presence of a warder with prisoners on transfer in no degree affects the responsibility of the Police Officer charged with their escort and safe custody. The duties of the warder shall be:-

(a) to provide the daily rations required, arrange when necessary for the cooking of the same, and see that the prisoners are plentifully supplied with drinking water,

(b) to preserve carefully and be responsible for the safe custody and safe-delivery of the documents and property of all sorts sent with the prisoners;

(c) to return safely to the jail from which the gang was despatched, the clothing and other Government property sent with the prisoner.

(d) to take receipts from the Deputy Superintendent of the receiving jail for the prisoner's property and documents made over; and.

(e) to use very endeavour to secure the immunity of the prisoners from sickness and injury;

(f) to inform Station Master of important stations on the route in advance of any requirements in the way of water, food, etc, that may be needed on the journey.

(g) to provide (a) 1 zinc pail full of water for every 10 prisoners or fraction thereof if the van does not possess its own water tank (b) 1 lota full of water to each prisoner, and (c) 1zinc pail full of water in the latrine for cleaning purposes;

(h) to allow only authorized food on the journey.

When prisoners are not accompanied by a warder these additional duties devolve on the officer in charge of the escort who should see that handcuffs are removed from a prisoner while he is eating, drinking or going to the latrine, provided that the number without handcuffs at any

one time should not exceed one-half of the number of constables in the escort.

DOCUMENTS, ETC., TO BE EXAMINED.

686. On the arrival of prisoners at their destination all documents shall be carefully examined, the list of property, both government and private, compared with the property, actually received and the necessary receipts furnished.

ILLNESS OF PRISONER ON TRANSFER. ULTIMATE DISPOSAL.

687. When a prisoner on transfer becomes so ill as to be unable to complete the journey, he should be left at the nearest police station and taken, when sufficiently well to be moved, to the nearest jail or subsidiary jail where he shall be received. His warrant, property and all papers connected with him should be made over to the Superintendent of the jail where he is detained who shall inform the Superintendents of the jails from and to which the prisoner was proceding of the occurrence. On recovery, the prisoner shall be forwarded with his papers, etc, to his destination. In the case of death the fact, with date, shall be noted on his warrant, which with the other papers and property accompanying him shall be returned to the jail from whence he came.

DEATH OF PRISONER BEFORE HE CAN BE RECEIVED IN ANY JAIL.

688. If a prisoner dies while on transfer and before he can be received in any jail or subsidiary jail en route the officer in charge of the police escort should report the fact to the Magistrate of the district or the officer in charge of the sub-division, as the case may be, in which the death takes place, with a view to an enquiry being held into the circumstances attending it. A copy of the proceedings together with the warrant documents and property accompanying the prisoner should be forwarded to the Superintendent of the jail from whence he came. Such Superintendent shall submit a copy of the proceedings of the enquiry to the Inspector-General.

ESCAPE ENROUTE.

689. If an escape occurs en route, intimation of the same should be given as soon as possible to the nearest authorities and to the Superintendent of the jail from which the prisoner came, with a view to his recapture. If he is not immediately recaptured, his

property, warrant and other documents, shall be returned to the jail from which he was despatched.

RECAPTURE OF A PRISONER WHO ESCAPES ON A TRANSFER.

690. A prisoner who escapes on transfer shall, if recaptured, be sent to the jail from which he was despatched, and after trail for the escape, forwarded to the jail to which he was being transferred when the escape took place. A report of the recapture of a prisoner and the date of dispatch to

his destination , shall be sent to the Inspector-General and to the Superintendent of the Jail is to receive him.

RECIEPT OF PRISONER, ETC. GOVERNMENT PROPERTY TO BE RETURENED.

691. The Superintendent or Deputy Superintendent of the receiving jail shall duly acknowledge the receipt (

Form No. 158) of the prisoners and of the documents and property relating to them which are detained by him Form 158 should be made over to the Police and simultaneous intimation sent to the dispatching jail Form 157. Identical articles of clothing and other government property sent with the prisoner shall be returned to the jail of dispatch after being thoroughly washed and property wrapped in gunny cloth.

NOTE:-1 The fetters actually received with the prisoners, need not be returned, but an equivalent number of these articles in good condition and up to standard should be returned instead.

NOTE:-2 If it is necessary to detain any of the property in the receiving jail, a report of the fact shall be made to the Inspector-General and to the Superintendent of the transferring jail. Property so detained must be accounted for in the registers of both jails and in the indents for such articles subsequently submitted.

PROCEDURE WHEN PROPERTY IS MISSING.

692. If it be found on the arrival of the prisoners at their destination that the property received does not correspond with the list, immediate notice of the fact shall be given to the Superintendent of the dispatching jail, who shall institute an enquiry into the matter.

24 CHAPTER XXIV

CIVIL PRISONERS

NOTE:-1 According to section 69 (3) of Act XVII of 1887 (the Land Revenue Act), only a Collector can commit a revenue defaulter to jail.

NOTE:-2 “The Punjab Government have conferred on the Deputy Excise and Taxation Commissioners, the powers of the Collector under section 68,69 and 70 of the Punjab Land Revenue Act (VII of 1887) on far as these are necessary for the collection of Excise and Taxation Revenue in respect of the various Acts administered by the Excise and Taxation Department, as arrears of Land Revenue Under these delegation the collector has powers to issue an order to the officer Incharge of Civil Jail of the District directing him to confine the defaulter in the Jail for a period not exceeding one month from the date of the order.

CIVIL PRISONERS TO BE CONFINED IN THE CIVIL JAIL.

693. Every civil prisoner shall ordinarily be confined in the civil jail. In place where there is no civil jail of the accommodation provided in the civil jail is inadequate or unsuitable, civil prisoners may be detained in a portion of the criminal jail specially set apart for use as a ward for such prisoners.

OFFICERS AND VISITORS OF A CIVIL JAIL.

694. (1) Wherever there is a civil jail at any place at

which there is also a jail for criminal prisoners, the civil jail shall be under the control and management of the Superintendent and other officers of the criminal jail, and shall be administered as if it formed an integral part thereof.

(2) Visitors appointed to a jail established at any place for the confinement of criminal prisoners, shall be deemed to be visitors also of any civil jail established at the same place.

MAINTENANCE OF CERTAIN PRISONER FROM PRIVATE SOURCES.

695. A Civil prisoner or an unconvicted criminal prisoner shall be permitted to maintain himself, and to purchase, or receive from private sources at proper hours, food, clothing bedding or other necessaries but subject to examination and to such rules as may be approved by the Inspector-General.

DIET OF CERTAIN CIVIL PRISONERS PERMISSION TO COOK.

696. (1) Civil prisoners who are supplied with prison diet shall unless the scale of subsistence allowance (if any) permits of a more liberal scale, be provided with diet on the ordinary scale prescribed in respect of convicts who are not subjected to labour. Their food shall be prepared in the convict cook-house, and cooked and served by convict cooks.

NOTE:- Civil Prisoners admitted into jail under rule 98 in order. XXI of the First Schedule to the code of Civil Procedure for resisting or obstructing the execution of a decree shall be provided with non-labouring prison diet at the expense of the State.

(2) Civil Prisoner who are not provided with prison diet, shall be permitted to cook their own food at places provided for the purpose.

SUBSISTENCE ALLOWANCE.

697. (1) The State Government may fix scales graduated according to rank, race and nationality of monthly allowance payable for the subsistence of judgment debtors.

(2) Civil Prisoners not provided with prison deit, shall be permitted to use their own cooking utensils. If they have no cooking utensils, they shall be supplied with the use of cooking vessels by the jail

NOTE:If the subsistence allowance fixed by the court is too small, it is open to the Inspector-General to apply to the State Government to raise the scale. Cooking utensils must not be purchased from the allowance.

SUPPLY OF FOOD TO CIVIL PRISONERS WHEN SUBSITENCE ALLOWANCE TO PROVIDED.

698. (1) Every civil prisoner for whom a subsistence allowance is provided may be supplied with food, clothing bedding and other necessaries by his friends at such hours as the Superintendent may

from time to time fix in that behalf. When any civil prisoner is supplied with food, clothing and other necessaries by his friends, the subsistence allowance shall be made over to the prisoner.

(2) When any such prisoner is not supplied with food by his friends, the Deputy Superintendent shall supply him with good and wholesome food according to the prisoner's own choice, provided the daily cost does not exceed the daily subsistence allowance received on account of such prisoner. If the daily cost of food is less than the sum allowed, the balance shall be made over to the prisoner.

ARTICLES TO BE DELIVERED TO THE DEPUTY SUPERINTENDENT AND TO BE EXAMINED.

699. Every article of every kind whatsoever at any time supplied for the use of any civil prisoner shall be delivered to the Deputy Superintendent or other officer appointed by the Superintendent in that behalf, and shall be examined before it is made over to the prisoner, and any such article may, for any sufficient reason, be withheld, by the Superintendent, from such prisoner.

CERTAIN ARTICLES NOT TO BE GIVEN.

700. No intoxicating drug or spirituous liquor of any kind, shall without the order of the Medical Officer, be given to any civil prisoner.

ARTICLES THROUGH WHOM PURCHASED.

701. All articles purchased for any civil prisoner, otherwise than from jail supplies, shall be purchased through or under the orders of the Deputy Superintendent.

RESTRICTION OF TRANSFER OF FOOD AND CLOTHING

702. No part of any food, clothing, bedding or other necessaries belonging to any civil or unconvicted criminal prisoner shall be given, hired or sold to any other prisoner; and any prisoner transgressing the provisions of this paragraph shall lose the privilege of purchasing food or receiving it from private sources, for such time as the Superintendent thinks proper.

MONTHLY ALLOWANCE FIXED BY THE COURT TO WHOM TO BE PAID.

703. (1) Where a judgment-debtor is committed to be civil prison in execution of a decree, the court shall fix for his subsistence such monthly allowance as he may be entitled to according to the scales fixed under para 697 (1) or where no such scales have been fixed, as it considers sufficient with reference to the class to which he belongs.

(2) the monthly allowance fixed by the court shall be supplied by the party on whose application the judgment-debtor on whose

application the judgment-debtor has been arrested by monthly payments in advance before the first day of each month.

(3) The first payment shall be made to the proper officer of the court for such portion of the current month as remains unexpired before the judgment debtor is committed to Civil Prison and the subsequent payment (if any) shall be made to the officer in charge of the civil prison.

(4) Sums disbursed by the decree-holder for the subsistence of the Judgement-debtor in civil prison shall be deemed to be costs in the suit.

NOTE:- The monthly allowance under sub-paragraph (2) shall, when received by the jail be credited into the Government Treasury and the Treasury receipt attached to the detailed contingent bill for the month. The amount so credited will be drawn on an abstract bill when required. Amounts disbursed on behalf of judgment-debator in respect of supplies from stock, purchase from bazaar, and balances paid to the Decree-holder, shall be recorded in the contingent Register No. 35 and shown in Voucher No. V attached to the Detailed Contingent Bill for the month under head Miscellaneous dietary charges. The total amount thus shown must

agree with the Treasury receipt and difference, if any should be explained in the remarks column of Voucher No. V.

SUPPLY OF CLOTHING AND BEDDING TO CIVIL AND UNCONVICTED CRIMINAL PRISONERS.

704 (1) Every Civil prisoner and unconvicted criminal prisoner unable to provide himself with sufficient clothing and bedding shall be supplied by the Superintendent with such clothing and bedding as may be necessary.

(2) When any civil prisoner has been committed to prison in execution of a decree in a favour of a private person, such person, or his representative, shall, within forty-eight hours after the receipt by him of a demand in writing, pay to the Superintendent the cost of the clothing and bedding so supplied to the prisoner; and in default of such payment the prisoner may be released.

NOTE:1 The name address of the decree-holder or his representative may be obtained from the Civil Court which issued the decree. When received, the demand in writing for payment shall be delivered to him.

NOTE:2 Instead of paying for the cost of clothing and bedding the decree-holder may supply the same to the Superintendent.

NOTE:3 The cost of clothing will be calculated at the prevalent rated.

DEENTION AND RELEASE OF JUDGMENT DEBTOR;

705. Every person detained in the civil prison in execution of a decree shall be so detained:-

(a) Where the decree is for the payment of a sum of money exceeding fifty rupees for a period of six months and.

(b) in any other case for a period of six weeks.

Provided that he shall be released from such detention before the expiration of the said period of six months of six weeks at the case may be:-

(i) On the amount mentioned in the warrant for his detention being paid to the officer in charge of the civil prison;

(ii) On the decree against him being otherwise fully satisfied;

(iii) On the request of the person on whose application he has been so detained, or

(iv) On the omission by the person on whose application he has been so detained to pay subsistence allowance.

Provide also that he shall not be released from such detention under clause (ii) or clause (iii) without the order of the court.

NOTE:- If the judgment-creditor omits to pay the allowance vide clause (iv), the prisoner shall be released on the morning of the day for which no allowance is paid.

SUPPLY OF FURNITURE AND APPLIANCES.

706 (1) As Government only provides subsistence allowance at certain rates for civil prisoners, such articles if furniture and appliances at are absolutely necessary , shall be supplied by the jail.

(2) Every civil prisoner is at liberty to supplement at his own expense, the food, furniture and appliance allowed to him.

EXTRAS FOR CIVIL PRISONERS HOW TO BE CHARGED.

707. If any extra articles of diet are ordered by the Medical Officer for a civil prisoner, on medical grounds, any excess expenditure over and above what can be met by the daily subsistence allowance, shall be paid by Government.

RELEASE ON GROUND OF ILLNESS.

708. (1) At any time after a warrant for the arrest of a judgment- debtor has been issued, the Court may cancel it on the ground of his serious illness.

(2) Where a judgment-debtor has been arrested, the court may release him if in its opinion he is not in a fit state of health to be detained in the Civil Prison.

(3) Where a judgment-debtor has been committed to the civil prison in may be released there-from;

(a) by the State Government, on the ground of the existence of any infections over contagious disease, or

(b) by the committing court or any Court to which that court is subordinate on the ground of his suffering from any serious illness.

(4) A Judgment-debtor release under this section may be re-arrested, but the period of his detention in the civil prison shall not in the aggregate exceed that prescribed by section 58 of the Civil Procedure Code.

DISPOSAL OF BALANCE OF DIET MONY ON RELEASE.

709. (1) When a civil prisoner has been released the balance(if any) of diet-money or sale-proceeds of clothing of the Government Treasury, shall if received from a Civil court Officer, be returned to the court, but if received from the decree-holder, it shall be paid to him on his applying for it within3 years.

(2) Articles of clothing and bedding, etc, supplied to a civil prisoner at the expense of the decree-holder, under paragraph 698 of the Jail Manual, shall be removed from the prisoner at the time of his release and returned to the decree-holder. If such articles remain unclaimed for two months, they will be sold and there sale-proceeds credited to the Government.

THE QUESTION OF LABOUR. SUBJECTION TO PRISON DISCIPLINE.

710. (1) No Civil prisoner shall be compelled to labour.

(2) Save as provided in clause (1) of this rule, and in section 31 and the proviso to section 46 of the prison Act, 1894, every civil prisoner shall , in regard to discipline, he subject to all rules providing for the discipline of unconvicted criminal prisoners.

EMPLOYMENT OF CIVIL PRISONER.

711. (1) Civil prisoners may, with the Superintendent's permission, work and follow any trade or profession.

(2) Civil Prison's finding there own implements, and not maintained at the expense of the prison, shall be allowed to receive the whole of their earnings; but the earnings of such as are furnished with implements or are maintained at the expense of the prison shall be subject to a deduction, to be determined by the Superintendent, for the use of implements and the cost of maintenance.

(3) Books should be allowed to literate civil prisoners both from the jail libraries and from outside, if they desire to purchase them, with the permission of the Superintendent

EXTRACT FROM THE INSOLVENCY ACT TO BE PASTED.

712 (1) Extracts from the insolvency act, 1920, in Punjabi, containing the provisions relating to insolvency , shall be pasted up in every ward or jail appropriate to civil debtors and Revenue defaulters.

(2) Any prisoner who wishes to be declared in solvent under the Act, shall be given every assistance and may be provided with writing materials Superintendent.

for the purpose by the

CHAPTER XXV

UNCONVICTED CRIMINAL PRISONERS.

MAINTENANCE FROM PRIVATE SOURCE.

713. An unconvicted criminal prisoner shall be permitted to maintain himself, and to purchase or receive from private sources at proper hours food, clothing, bedding or other necessaries, but subject to examination and to such rules as may be approved by the Inspector-General

RESTRICTION ON THE TRANSFER OF FOOD AND CLOTHING.

714. No part of any food, clothing, bedding or other necessaries belonging to any unconvicted criminal prisoner shall be given, hired or sold to any other prisoner an any prisoner transgressing the provisions of this section shall lose the privilege of purchasing food or receiving it from private sources for such time as the Superintendent thinks proper

SUPPLY OF CLOTHING AND BEDDING.

715. Every unconvicted criminal prisoner unable to provide himself with sufficient clothing and bedding shall be supplied by the Superintendent with such clothing and bedding as may be necessary.

SUPPLY OF FOOD ETC, TO UNCONVICTED CRIMINAL PRISONERS.

716. (1) Every unconvicted criminal prisoner may unless in any case the Superintendent otherwise directs, be supplied with food clothing bedding and other necessaries by his friends at such hours as the Superintendent may from time to time fix in that behalf.

(2) Every article supplied under clause (1) shall

(a) be delivered to the Deputy Superintendent or other officer appointed by the Superintendent for the purpose and

(b) be examined, before it is made over to such prisoner, either by the Medical Officer orthe Medical Subordinate

CERTAIN ARTICLES NOT TO BEGIVEN WITHOUT PERMISSON.

717. No article shall be given to any convicted criminal prisoner if:-

(a) it is injurious to health; or

(b) it is an intoxicating drug or spirituous liquor without the order of the Medical Officer.

PURCHASE OF ARTICLES.

718. All articles purchased for any unconvicted criminal prisoner other than those issued from jail supplies shall be purchased through or under the orders of the Deputy Superintendent.

PERMISSION TO COOK HIS OWN FOOD.

719. Claims for permission to cook are not recognized but such a privilege may be granted at the discretion of the Superintendent.

PRIVILEGE OF PURCHASING FOOD MAY BE WITHHELD.

720. (1) If any article that is injurious or prohibited , is found concealed in any food or other thing supplied to an unconvicted criminal prisoner by his friends the privilege of being allowed to purchase or obtain food from private sources shall be withdrawn.

(2) The Superintendent may for any sufficient reason refuse to allow the purchase for ordelivery to an unconvicted prisoner, of any article which he considers to be unnecessary or unsuitable.

SUPPLY OF JAIL DIET TO UNCONVICTED PRISONERS CONDITIONS.

721. As unconvicted criminal prisoner who does not maintain himself, shall be supplied with food at the expense of Government. Such food shall be prepared in the convict cook-house and cooked and served by convict cooks.

UNCONVICTED PRISONER ANY FOLLOW A TRADE AND RECEIVE THE EARNINGS.

(1) Unconvicted criminal prisoners may with the Superintendent's permission, maintain themselves by working at any trade or profession.

(2) An unconvicted criminal prisoner finding his own implements and not maintained at the expense of the jail, shall be allowed to receive the whole of his earnings, but the earnings of such as are furnished with implements or are maintained at Government expense, shall be subject to a deduction to be determined by the Superintendent for the use of implements and the cost of maintenance.

DUTY OF OFFICER TO RESPECT PREVIOUS CONVICTIONS.

723. It is the duty of every officer of a jail who when it comes to his knowledge that an unconvicted criminal prisoner has been previously convicted, to report the

matter to the Superintendent. Such information, as is forthcoming, should be reported to the Superintendent of Police.

UNCONVICTED PRISONERS MAY BE KEPT SEPARATE.

724. Any special directions as to the separation of an unconvicted criminal prisoner, given by the Magistrate, should be carried out. Such separation should be unaccompanied by any irksome conditions beyond those that are necessary to secure the object in view, namely to prevent his communicating directly or indirectly with other prisoners concerned in the same case.

CHARGE OF THE UNDERTRIAL WARD.

725. The undertrial ward should be placed under the charge of a warder and visited regularly by the gangs employed for sweeping and supplying food and water.

UNCONVICTED PRISONERS TO KEEP THEMSELVES, THEIR CLOTHING ETC. CLEAN.

726. (1) An unconvicted criminal prisoner shall be subjected to as title interference as to consistent with the maintenance of order and discipline in the jail, but he shall keep himself and his clothing and bedding clean.

(2) He shall not be compelled to labour except by way of punishment, but may be required to keep the ward, cell or other compartment occupied by him clean, if accustomed to do similar work in his own home.

(3) No work of a degrading character shall be exacted from any unconvicted criminalprisoner.

UNCONVICTED PRISONERS NOT TO ALTER THEIR APPEARANCE.

727. Unconvicted prisoner shall not be allowed to have their hair cropped or in any other way to alter their personal appearance so as to make it difficult to recognize them. Prisoners who have been more than a month in jail may, however, if they desire it, have their hair cur to length it was when they were admitted.

CONVEYANCE OF UNCONVICTED PRISONERS TO COURT.

728. (1) On the date fixed on the warrant of a prisoner committed to trial or on the receipt of an order in the form of the first or second Schedules annexed to act III of 1900 properlydrawn up, the unconvicted prisoner concerned shall be placed in the custody of thepolice for conveyance to court.

(2) Money or other property found on the person or belonging to an unconvicted prisoner, other than necessary wearing apparel, is taken charge of by the court Inspector, who isrequired to enter on the back of the prisoner's warrant a list of all such articles. In the case of a prisoner sentenced to imprisonment the articles should be forwarded to the jail to which he is committed.

Articles of clothing brought to jail by an unconvicted prisoner shall be entered into the appropriate column of Register No.1

The use of hand cuffs is allowed only with the permission of the concerned court.

NOTICE OF DISCHARGE OR RELEASE ON BALL.

729. If an convicted prisoner be discharged in court or released on bail while attending court and a notification of the fact is not received the same day, the Superintendent shall, with delay call the attention of the court to the matter.

NOTE; The notification should be brought back by the police escort who took charge of the prisoner for conveyance to court.

WEIGHT OF UNCONVICTED PRISONER ON RELEASE.

730. The weight of every unconvicted prisoner on release, shall be recorded in the register of unconvicted prisoners. When such prisoner is released in court the last weighment recorded on the history-ticket shall be taken at the weight on release.

WEEKLY LIST TO BE SENT TO THE DISTRICT MAGISTRATE.

731. The Superintendent shall submit weekly to the District Magistrate a list (

form No. 116) giving the names and other particulars required by the form, of all unconvicted prisoner other than those committed to sessions, who have been detained in jail for more than thirty days since their first admission.

SERIOUS ILLNESS OF AN UNCONVICTED PRISONER.

732. Whenever an unconvicted prisoner is seriously ill, the Superintendent shall report the circumstance to the Magistrate engaged in the case or, if the prisoner is awaiting trail before the sessions court, to the Sessions Judge, in order that if the law permits and the Court thinks proper, the prisoner may be released on bail.

NOTICE OF DEATH TO BE SENT TO COURT.

733. Notice of the death of every unconvicted prisoner shall be sent as soon as possible after the occurrence to the court under whose authority such unconvicted prisoner was detained.

CHAPTER XXVI

CONVICTS SENTENCED TO SIMPLE IMPRISONMENT.

TREATMENT OF SIMPLE IMPRISONMENT CONVICTS

734. (1) Convicts sentenced to simple imprisonment, shall be subject to as little restriction as in consistent with the maintenance of order and discipline in the jail.

(2) They shall, with the exception of such as are classed habitual (who shall be required to wear the prescribed prison outfit) be permitted to retain their private clothing, but should not be allowed in wear political symbols.

(3) The Superintendent may, for any sufficient reason which he shall record in his journal, deprive any convict of this class of the privilege of being allowed to wear his private clothing or any portion of it.

NOTE;Ex-military convicts sentenced to simple imprisonment are not entitled to wear military uniform while in jail.

ARTICLES TO BE ISSUED. SUCH ARTICLES TO BE KEPT CLEAN CHAPTER XlX

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(3) The Superintendent may, for any sufficient reason which he shall record in his journal, deprive any convict of this class of the privilege of being allowed to wear his private clothing or any portion of it.

NOTE; The prisoners convicted by any competent authority under Act or Rule of Defence or Para- military forces and sentenced to simple imprisonment are not entitled to wear military uniform while in Prison.

ARTICLES TO BE ISSUED. SUCH ARTICLES TO BE KEPT CLEAN.

735. A convict sentenced to simple imprisonment shall:-

(a) if his private clothing is insufficient for warmth or for purpose of decency , be supplied with such prison clothing as may be necessary;

(b) be supplied with a cup, plate and bedding as issued to convicts under sentence of labour and,

(c) be required to keep such clothing, bedding and other necessaries as may be issued to him in a clean and orderly condition.

SIMPLE IMPRISONMENT CONVICTS TO KEEP THE WARDS AND YARDS CLEAN.

736. Convicts sentenced to simple imprisonment shall keep their wards and yards clean, provided they belong to a class, the members of which are accustomed to perform such duties in their own homes. They shall not however be compelled to perform any menial duties for others or to do any work of a degrading character.

CONVICTS ALLOWED TO CONVERS.

737. Convicts sentenced to simple imprisonment shall except, during parades, at exercise time and when ordered not to do so, he allowed to converse together in a quite and orderly manner.

EMPLOYMENT OF CRIMINAL PRISONERS SENTENCED TO SIMPLE IMPRISONMENT.

738. Provision shall be made by the Superintendent for the employment (as long as they so desire) of all criminal prisoners sentenced to simple imprisonment, but so prisoner not sentenced to

rigorous imprisonment, shall be punished for neglect of work excepting by such alteration in the scale of diet as may be established by the rules of the prison in the case of neglect of work by such a prisoner.

CONDITIONS SUBJECT TO WHICH CONVICTS MAY LABOUR.

739. (1) A prisoner sentenced to simple imprisonment volunteering to work, shall be allowed to chose such work as is available.

(2) If in the opinion of the Superintendent, he performs a reasonable amount of work, he shall be entitled to laboring diet.

(3) He shall not be punished for neglect of work otherwise than reversion to the non-labouring scale of diet.

(4) He if expresses a desire at any time to cease work, he shall be permitted to do so.

(5) If the elects to labour he shall be required to wear the prison unform.

CONVICTS MAY BE REQUIRED TO TAKE EXERCISE.

740. A convict sentenced to simple imprisonment who does not elect to labour shall , at the discretion of the Medical Officer, be required to take walking exercise for not more than an hour in the morning and an hour in the afternoon daily.

CHAPTER XXVII

FEMALE PRISONERS AND CHILDREN

WHEN FEMALE CONVICTS ARE TO BE SENT TO FEMALE JAIL.

741. (1) Female convicts shall ordinarily be transferred to the Ludhiana Female Jail, if under sentence for a term of four months or over.

(2) Female convicts in the Ludhiana District, shall be committed, in the

first instance, direct to the Ludhiana Female Jail.

DISPOSAL OF FEMALE CONVICTS NOT PROVIDED FOR IN THE PRECEDING RULE.

742. (1) Every female convict who is not liable to be transferred under the provisions of the preceding rule, shall ordinarily be detained in the jail to which she is, in the first instance, committed. Provided that such jail possesses suitable and adequate accommodation for the purpose and subject to the limits thereof

(2) When the number of female convicts, confined in any jail is in excess of the accommodationavailable for such convicts in such jail, the number of such convicts in excess of such accommodation shall without regard to the length of the term of the sentences to be undergone by them respectively, ordinarily be transferred to the Ludhiana female Jail.

FEMALE UNDERTRIAL ALLOWED TO OCCUPY A CELL.

743. A female under trial prisoner shall, with the permission of the Superintendent, have the choice of occupying a cell instead of the under-trail prisoners ward Provided that a cell is available and that arrangements can be made to place on duty a female warder or a female convict officer at all times within hearing of the prisoner and that the keys of the cell are always ready to hand.

WHEN A FEMALE PRISONER IS THE ONLY OCCUPANT OF WARD.

744. If there be but one female prisoner in the jail arrangements shall be made for a female warder to remain with her both by day and night. If she be a convict not eligible for transfer under paragraph 741, the Superintendent should if of opinion that her detention in that jail is inadvisable, take the orders of the Inspector –General as to her transfer.

CHILDREN OF FEMALE PRISONERS.

745. (1) A Child under the age of four years, the offspring of a female prisoner, shall, if it has not been weaned or if it has been waned and no friend or relative can be found to take charge of it be admitted to jail with its mother.

(2) A child born in jail may be permitted to remain with its mother.

(3) As soon as any child admitted or born in jail attains the age of a four years or female prisoner dies leaving a child under that age, the Superintendent shall communicate with the Magistrate of the district of which the number is or was a resident, with a view to the child being made over to

the charge of a relative or friend or being placed in an orphanage or being entrusted to same respectable person to be brought up at the expense of Government, if necessary until it attains an age to earn a livelihood.

(4) Any female prisoner may be allowed to retain her child with her until it is four or with the approval of the Superintendent even up to 6 years of age if she so desires.

CONDITIONS UNDER WHICH MALE OFFICERS MAY ENTER FEMALE ENCLOSURE .

746. A male officer of the jail may enter the enclosure occupied by females, only if he has a duty to attend to there and is accompanied by the female warder into every part of the ward or enclosure he may have to go. Should it be necessary to enter the female enclosure at night, the Head Warder on duty shall call the Deputy Superintendent, and the female warder and these three officers together shall enter. Warders acting as escorts to visitors or officials shall remain outside the enclosure.

(2) Female prisoners shall be searched by a female warder.

FEMALES TO REMAIN IN THE FEMALE ENCLOSURE.

747. (1) No female prisoner shall, otherwise than under lawful authority, on any pretext leave or be removed from the female enclosure of the jail.

(2) Well behaved women prisoners may be allowed to sleep outside at night during summer months subjects to satisfactory security arrangements available in the jail.

SUPPLY OF FOOD TO AND CONSERVANCY OF THE FEMALE ENCLOSURE.

748 (1) Cooked food shall be brought to the female enclosure by a convict-cook accompanied by a warder and placed outside the enclosure gate from whence it shall be taken inside by the female warder or a female prisoner.

(2) The menial duties shall, whenever possible, be performed by the female prisoners and the refuse etc., placed, outside the enclosure to be removed by paid sweeper. If there are no females of suitable caste for conservancy work paid-sweepers shall be taken into the enclosure in charge of a warder and under the conditions laid down in paragraph 219.

KEYS OF THE FEMALE ENCLOSURE. LOCK OF MAIN ENTRANCE.

749. (1) The keys of the various locks in use in the female enclosure shall

(other than the outer lock of the main entrance), be kept in possession of the female warder when she is present.

(2) Before leaving the female enclosure, the female enclosure, the female warder shall lock all the prisoners into their sleeping wards or work-shops and having done so, shall lock the door of the main entrance and make the keys over to the Deputy Superintendent.

NOTE:-1 When the matron leaves the ward, the main entrance door shall `be locked on the outside by double locks. The keys of one of these will be handed over, with her other keys, by the matron to the Deputy Superintendent. The other keys will remain by day in the custody of the Head Warder on duty and by night at the main gate.

NOTE:-2 Paragraphs 741 to 749 do not apply to the Ludhiana female Jail which has a female Deputy Superintendent and a staff of female warders.

CHAPTER XXVIII

JUVENILE PRISONERS.

SENTENCE THAT MAY NOT BE PASSED ON CHILD.

750 (1)(i) Not with standing anything to the contrary contained in any law, no person who was a child at the date of the commission of the offences shall be sentenced to death or life imprisonment or committed to prison for any offence or in default or payment of fine, damage or costs;

Provided that a child who is fourteen years of age or upwards may be committed to prison where the court certifies that he is of so unruly or of so depraved a character that he is not a fit person to be sent to a certified school and that none of the other methods in which the case may legally be dealt with is suitable.

(ii) “child” means a person under the age of 16 years.

(2) If in any case the Superintendent is of the view that a child has been committed to the jail in contravention of the provisions of the East Punjab Children Act, 1949, he shall proceed in the manner provided in section 17 of the prisoner’s Act, 1990.

NOTE:- Under section 397 of the Criminal Procedure Code, the Sessions Judge has the power of call for and examine the record of any proceeding before any inferior Criminal Court situated within his local jurisdiction for the purpose of satisfying himself as to the correctness,

legality or propriety of any finding, sentence or order recorded or passed. It is only when an irregularity exists that cannot be set right under this provisions that a report should be made to the Government under section 17 of the Prisoners Act, 1900.

JUVENILES NOT SENT TO A CERTIFIED SCHOOL.

751. Juvenile convicts who are not sent to a Certified School under the provisions of the East Punjab Children Act, 1949, Shall according to their sex, be detained in or transferred to suitable jails as laid down in paragraph 656.

JUVENILE FEMALE CONVICTS WHERE TO BE CONFINED.

752. (1) Juvenile female convicts who are sentenced to imprisonment for a term exceeding three months, shall be transferred immediately on conviction to the Women Jail.

(2) In all cases not provided in clause (1) Juvenile female prisoners may ordinarily be detained in the jail to which they may, in the first instance, be committed, provided that if such jail does not possess suitable and adequate accommodation for the purpose such prisoners may be transferred immediately to the jail meant for women.

753 (1) Juveniles male convicts who are sentenced to imprisonment for a term exceeding three months, shall be transferred immediately on conviction to the Borstal Institution and Juvenile jail.

(2) In all cases not provided for in clause (1), Juvenile male prisoners may ordinarily be detained in the jail to which they may, in the first instance, be committed, provided that if such jail does not possess suitable or adequate accommodation for the purpose, such prisoners may be transferred immediately, to the Borstal Institution and juvenile Jail.

JUVENILE TO BE KEPT SEPARATE AT NIGHT AND ASSOCIATED BY DAY.

754. (1) In very jail which is provided with a separate juvenile ward, such ward should be cellular for the separation of the prisoner at night. If a suitable ward does not exist, juvenile prisoners should be confined in cells by night.

(2) Juveniles may be allowed to associate during the day in the same enclosure or building, under the charge of an elderly warder, but the different classes should be made to sit some distance apart and all communication between them prevented.

JUVENILES TO BE GIVEN VOCATIONAL TRAINING, EXERCISED DAILY AND INSTRUCTED.

755. Every juvenile convict shall be

(a) given vocational training;

(b) exercised one hour each day either by marching, by drill, by sports and games or by gymnastic exercises; and

(c) If a male and sentenced to imprisonment for a year or more be brought under a course of instruction according to the syllabus and courses of study prescribed by the Punjab School Education Board for the class in which the Juvenile convict is considered fit on examination by the teacher incharge of the concerned class, he should be made to passone class every year; special emphasis should be laid on the physical health, social and moral education.

NOTE:- Special emphasis should be laid on individual study careful planning of training and treatment programmes to suit the needs of each individual inmate, education work and vocational training, recreational and cultural activities, discipline, case-work approach group work activities , individual and group guidance and counseling, periodical review, release planning, pre-release preparation after care and comprehensive basis, follow up study.

EMPLOYMENT OF A CONVICT AS INSTRUCTOR.

756. Should it be necessary at any time to employ a convict for the instruction of juvenile prisoners under the provisions of the preceding paragraph an elderly, well-behaved casual prisoner should be selected. He shall on no pretext be left alone with the juvenile.

DETENTION IN A BORSTAL INSTITUTION AND JUVENILE JAIL NOT A DISQUALIFICATION FOR GOVERNMENT SERVICES.

757. Detention in a Borstal Institution and Juvenile jail will not disqualify an inmate for employment under Government.

CHAPTER XXIX

PRISONER CONDEMNED TO DEATH

NOTE:- As soon as a prisoner is sentenced to death the Police Officer who attends the trial, will inform the Superintendent of the jail of the fact. If the sentence is passed by a Sessions Judge that Judge issues a Warrant of Commitment pending confirmation of the sentence by the High Court or is passed by the High Court in appeal or revision the Session Judge to whom the decision of the High Court is certified, issues the warrant for the execution of the sentence of death, to the Superintendent of the jail to which the prisoner was originally committed. If the condemned prisoner has been or should be transferred to another jail, the Superintendent to whom the original warrant of commitment was addressed, should return the warrant for the execution of the sentence of the death to the Sessions Judge, intimating to

him at the same time the jail to which the prisoner has been transferred. The Sessions Judge then issue a revised warrant for the execution of the sentence of death to the Superintendent of the Jail in which the condemned prisoner is confined.

PRISONERS UNDER SENTENCE OF DEATH.

758 (1) Every prisoner under sentence of death shall, immediately on his arrival in the prison after sentence, be searched by, or by order of the Deputy Superintendent, and all articles shall be taken from him which the Deputy Superintendent, deems it dangerous or inexpedient to leave in his possession.

NOTE:- See also directions contained in paragraph 598.

(2) Every such prisoner shall be confined in a cell apart from all other prisoners, and shall be placed by day and by night under the charge of a guard.

CELL TO BE EXAMINED.

759 Every cell in which any convict who is under sentence of death, is at any time to be confined shall, before such convict is placed in it, be examined by the Deputy Superintendent, or other officer appointed in that behalf, who shall satisfy himself that it is secure and contains to article of any kind which the prisoner could by any possibility use as a weapon of offence or as an instrument with which to commit suicide , or which it is in the opinion of the Superintendent, in expedient to permit to remain in such cell.

INFORMATION TO BE INTIMATED TO PRISONER

760. The date fixed for the execution, the periods within which petitions must be despatched and the result of the petition in each case, shall be intimated to the condemned prisoner by the Deputy Superintendent.

LIGHT TO THE KEPT BURNING AT NIGHT.

761. From sunset to sunrise a good light shall be kept burning in front of the grated door of every cell in which a condemned prisoner is confined, so that he may at all times be under observation.

MUNJ MAT NOT TO BE ISSUED.

762. Prison clothing bedding and necessaries shall be issued to condemned as to other convicts, with the exception of the munj or bhabbar mat which shall be withheld and an extra blanket substituted.

THE GUARDING OF CONDEMNED PRISONERS.

763. (1) If the permanent establishment of the jail is not sufficient to furnish the necessary number of warders to guard condemned prisoners, temporary establishment shall be entertained.

(2) The duty of guarding condemned prisoner shall always be given to the must trust wrothy warders on the permanent establishment , and the less responsible duties of the jail to the more junior warders and men temporarily entertained.

NUMBER OF WARDERS REQUIRED FOR GUARDING.

764. (1) To furnish one sentry for continuous duty day and night over a condemned prisoner three warders are required each to give eight hours of duty.

(2) When there are two or more condemned prisoners confined in a jail at the same time, in cells situated at some distance from one another, a separate guard shall be placed over each cell, but if the cells are contiguous, one warder shall be posted to guard a maximum of four prisoners.

(3) For any number of cells in excess of four an extraguard shall be posted even when the cells are contiguous.

(4) With two rows of cells facing and within a reasonable distance of each other, one sentry may be given charge of any number of cells upto four on one side and four on the other.

(5) When two or more cells are occupied, the sentry shall walk up and down past them, so that each prisoner guarded may be brought into view at short intervals.

(6) The sentry shall be relieved as in the annexed table:-

A	B	C
6-9 A.M	9-12 NOON	12-3 P.M
3-6 P.M	6-9 P.M.	9-11 A.M
11-1 P.M	1-3 P.M	3-6 A.M

WARDERS TO BE ARMED. HIS DUTIES DETAILED.

765. (1) The warder on duty over a condemned prisoner shall be armed with a baton and provided with a rattle to give the alarm when necessary.

(2) He shall be posted in, or immediately outside the door of the cell-yard, according as the prisoner is in the cell or cell yard respectively, and shall keep him constantly in view.

(3) He shall allow no person except authorized jail visitors, the Superintendent, the Medical Officer, the Deputy Superintendent, the Senior Assistant and Assistant Superintendents, he Medical Subordinate, the head warder on duty, and the authorized menials of the jail under proper guard to go near or communicate with the prisoner, without an order in writing from, or

accompanied by the Superintendent.

MANAGEMENT OF KEYS. CONDITIONS UNDER WHICH THE DOOR MAY BE OPENED.

767 (1) A condemned prisoner should (unless there are any special reasons should be recorded by the Superintendent in his journal), be permitted to occupy the court-yard of his cell for half an hour each morning and evening, but only one such prisoner at a time should be allowed to do so.

(2) During the time a condemned prisoner occupies his cell-yard, both the cell and yard doors should be kept locked and on each occasion before opening the cell-door to admit the prisoner to the yard.

(3) A condemned prisoner shall not be removed from his cell to the cell-yard or vice versa for any purpose, except in the presence of the head-warder.

(4) A **convict** sweeper or other prisoner allowed to eater the cell of a condemned prisoner to perform any duty, shall first be carefully searched and while carrying out his work, shall be kept under close observation by the warders on duty.

DUTY OF HEAD WARDER OVER CONDEMNED PRISONER.

768 (1) The head-warder on duty shall visit the cell occupied by a condemned prisoner frequently and at uncertain hours during the day and night and satisfy himself that the sentry is on the alert, the cell secure, the light burning brightly and that the prisoner is present.

(2) He shall forthwith report to the Deputy Superintendent any suspicious conduct on the part of a condemned prisoner or any dereliction of duty on the part of the sentry.

CONDEMNED PRISONER TO BE SEARCHED TWICE DAILY

769. Morning and evening daily, the Deputy Superintendent or, under his directions, the Assistant Superintendent, shall carefully search every condemned prisoner and the cell he occupies with his own hands and prisoner and the cell he occupies with his own hands and make a note of his having done so and of the result in his journal.

DIET PRECAUTIONS TO BE TAKEN.

770 (1) A prisoner under sentence of death shall be allowed the ordinary diet of a labouring convict.

(2) All fond intended for consumption by a condemned prisoner, shall be examined by the Deputy Superintendent, Assistant Superintendent or Medical Subordinate who may withhold any article he regards with suspicion and report the circumstances to the Superintendent. The food shall be delivered to the prisoner in the presence of one or other of these officers.

CONDEMNED PRISONERS ALLOWED USE OF BOOKS AND TOBACCO.

771. Any condemned prisoner who can read should be provided with a supply of such books as he may wish for, from the jail library and from outside if he desires to purchase them subject to the approval of the Superintendent. Newspaper

should be allowed. Prisoners who smoke should be given cigarattes daily at the expense of the Government. All reasonable indulgences should be allowed in the matter of interviews with relatives, friends, legal advisers and approved religious ministers.

DELAY IN CARRYING OUT A DEATH SENTENCE.

772. Should any delay occur in executing a sentence of death, other than that arising from the submission of a petition for mercy, the Superintendent shall forthwith report the circumstances to the Sessions Judge and return the original warrant either for the issue of a new one or for the endorsement upon the same warrant of an order fixing another date for the execution.

EXCEPTION IN THE CASE OF FEMALES.

773. In the case f a female under sentence of death:-

(a) the prisoner shall be guarded by female warders who shall not be provided with batons,

(b) the search of the prisoner shall be conducted by the matron or a female warder without the presence of any male official but the cell shall be examined by the Deputy Superintendent; and

(c) the food shall be distributed by a female warder in the presence of the Deputy Superintendent; and

(d) the prisoner shall not be handcuffed when she is allowed into the cell-yard.

FEMALE CERTIFIED TO BE PREGNANT.

774. When a female prisoner sentenced to death is certified by the Medical Officer to be pregnant, the warrant with the fact noted thereon, shall be returned to the Sessions Judge who is empowered to direct postponement of the execution pending the order of the High Court.

FEMALE DECLARES HERSELF PREGNANT.

775. When a female prisoner sentenced to death' declares herself to be pregnant and the Medical Officer is unable to certify to the truth of otherwise of the statement, he shall record the fact and the interval of time necessary to enable him to arrive at a decision on the point, in writing. This record with the warrant attached, shall be forwarded to the Sessions Judge.

SENTENCE MAY BE POSTPONED OR COMMITTED.

776. If a women sentenced to death be found to be pregnant, the High Court shall order the execution of the sentence to be postponed, and may, if it thinks fit, commute the sentence to imprisonment for life.

PROHIBITION AGAINST REMOVAL OF CONVICTS UNDER SENTENCE OF DEATH TO GIVE EVIDENCE.

777. When the evidence of a convict under sentence of death is required the Court shall proceed to the jail for the purpose , and shall not require the convict's attendance under part IX of the prisoner's Act, III of 1900: Provided that if the presence of a convict under sentence of death is required by a Sessions or High

Court for the purpose of taking additional evidence in the case under section 391 of the Code of Criminal procedure, 1993, the convict's attendance may be required under Part IX of the Prisoner's Act, III of 1900.

OFFICER RESPONSIBLE FOR EXECUTION. MISHAP TO BE REPORTED.

778. (1) The Superintendent is responsible that the arrangements for an execution are complete and made in good time and that the gallows, rope, cap and pinioning straps are in good order.

(2) The occurrence of any mishap or departure from the orders laid down, shall be reported to the Inspector-General.

NOTE:- Executions take place at the District Jail of the district in which the prisoner is confined after the sentence of death has been passed, unless the warrant otherwise directs.

779. DESCRIPTION AND TESTING OF ROPE.

(1) A Manilla rope one inch in diameter shall be used for executions. At least two such ropes in serviceable condition, shall be maintained at every jail where executions are liable to take place.

NOTE:- The rope should be 19 feed in length, well twisted, and fully stretched. It should be of equal thickness, capable of passing readily through the noose-ring and sufficiently strong to bear a strain of 280 Ibs. With a 7 feed drop.

(2) The ropes shall be tested in the presence of Superintendent, at least a week before the date fixed for the execution and if they fail to pass the test, others shall be obtained at once and tested when received.

(3) Ropes that have been tested shall be locked up in a place of safety.

(4) On the evening before the execution is to take place, the gallows and ropes should be examined to ascertain that they have received no injury since being tested.

NOTE:- The rope shall be tested by attaching to one end a sack of sand or clay equal to once and a half times the weight of the prisoner to be executed and dropping this weight the distance of the drop to be given to the prisoner.

OFFICER TO ATTEND EXECUTION

780. The Superintendent and the Medical Officer of the jail and the Magistrate of the District, or a first class Magistrate deputed by him, are to be present when an execution is being carried out. The Medical Officer must not be below the rank of an Assistant Surgeon: in case the Superintendent is a Medical

Officer it is not necessary for another Medical Officer to attend, and if he is Magistrate of the fist class, it is not necessary for another Magistrate to attend.

THE EXECUTION.

781. (1) Executions shall be carried out by the Public Executioner whenever the services of that official are available and failing him, by his assistant or some trustworthy individual locally entertained for the purpose;

(2) On the first occasion of the employment of any person to perform the work of an Executioner, the Superintendent shall satisfy himself that he understands how to perform the duty. Such person shall reside at the jail for two days prior to the day fixed for the execution.

NOTE:- The services of the Public Executioner should be obtained through the Superintendent of the Patiala Central Jail, to whom should be intimated at the same time, the date fixed for the execution.

WARDER GUARD AT EXECUTION. POLICE FORCE WHEN NECESSARY.

782. (1) When the execution is to take place within the walls of the jail, 12 men of the Warder Guard shall " fall in" with their fire-arms and 10 rounds of buckshot ammunition per man, near the jail gateway fifteen minutes before the hour fixed for the execution. The guard shall not enter the jail unless called upon to suppress a disturbance or when spectators are admitted.

(2) When the execution is to take place outside the jail walls, the Superintendent shall send intimation of the fact to the Superintendent of Police two clear days before the date fixed for the execution to enable that officer to arrange for the attendance of Police Guard of 1 sub-inspector, 2 Head Constables and 12 Constables, and more if a disturbance is apprehended. The Police Guard is to be in addition to the available Warder Guard of the Jail which shall also " fall in" in the same manner as when the execution is inside the jail.

(3) whenever an execution is being carried out, the prisoners shall be locked up in their barracks till the body is removed.

REGULATION OF THE " DROP"

783. The following scale of drop proportioned to the weight of the prisoner, is given for general guidance, the Superintendent must use his discretion and be guided by the advice of the Medical Officer and he physical condition of the prisoner:-

For a prisoner under 100 Ibs weight 7 ft.

For a prisoner under 120 Ibs weight 6 ft.
For a prisoner under 140 Ibs weight 5-1/2
For a prisoner under 160 Ibs weight 5 ft.

NOTE: The " drop" is the length of the rope from a point on the rope opposite the angle of the lower jaw of the criminal as he stands on the scaffold, to the point where the rope is embraced in the noose after allowing for the constructions of the neck that takes place in hanging.

TIME OF EXECUTION. PROCEDURE TO BE ADOPTED.

784. (1) Executions shall take place at the following hours:-

November to February	8 A.M
March, April, September and October	7 A.M
May to August	6 A.M

(2)

The Superintendent and Deputy Superintendent will visit the condemned prisoner in his cell a few minutes before the hour fixed for execution. The Superintendent shall then first identify the prisoner, as the person named in the warrant and read over a translation of the warrant in vernacular to the prisoner. Any other documents requiring attestation by the prisoner, such as his will shall thereafter be signed and attested in the presence of the Superintendent. The Superintendent will then proceed to the scaffold, the prisoner remaining in his cell. In the presence of the Deputy Superintendent the hands of the convicts will next be pinioned behind his back and his leg irons (if any) struck off.

(3) The prisoner shall now be marched to the scaffold under the charge of the Deputy Superintendent and guarded by a head-warder and six warders, two proceeding in front, two behind and one holding either arms.

(4) On the arrival of the prisoner at the scaffold where the Superintendent, Magistrate and Medical Officer have already taken their places, the Superintendent shall inform the Magistrate that he has identified the prisoner and read the warrant over to him in vernacular. The prisoner shall then be made over to the executioner.

(5) The Criminal shall now mount the scaffold and shall be placed directly under the beam to which the rope in attached, the warders till holding him by the arms.

(6) The executioner shall next strap his legs tightly together, place the cap over his head and face and adjust the rope tightly round his neck, the noose being 1-1/2 inches to the right or left of the middle line and free from the flap of the cap.

(7) The warders holding the condemned man's arms shall now withdraw and at a signal from the Superintendent, the executioner shall draw the bolt.

BODY TO REMAIN SUSPENDED HALF AN HOUR. RETURN OF WARRANT.

785. (1) The body shall remain suspended half an hour and shall not be taken down till the Medical Officer declares life the extinct.

(2) The Superintendent shall return the warrant of execution with as endorsement to the effect that the sentence has been carried out.

SPECTATORS MAY BE ADMITTED.

786. Adult male relatives of the condemned prisoner and respectable male adults up to a maximum of 12 in all, may be admitted under the sanction of the Inspector-General, to witness an execution either inside the jail, or into the gallows enclosure when the gallows is outside the jail, provided that the Inspector-General may, in his discretion refuse admission altogether or to any particular individual. Spectators are to be kept at a distance and a sufficient strength of the warder Guard should be drawn up close at hand ready prepared to suppress any disturbance or frustrate any attempt at rescue.

CHAPTER XXX

LUNATICS

CLASSIFICATIONS OR CRIMINAL LUNATICS.

787. The expression " criminal lunatics" shall be deemed to include of the following classes, namely:-

(1) a person who is charged with an offences, in respect of whose soundness of mind the Magistrate trying the case entertains doubts, and who is sent to a jail for medical observation, under section 330 of the Code of Criminal Procedure, 1973;

(2) a person who is charged with an offence, but who, by reason of unsoundness of mind, is incapable of making a defence, and who is in consequence, detained under the section 330 of the code of Criminal Procedure, pending the orders of the State Government.

(3) a person who has been held to have committed an act which would but for the unsoundness of mind of the doer, have constituted an offence, but who has been acquitted on the ground that he was of unsound mind when the act was committed, and is detained under section 334 of the code of Criminal Procedure 1973, pending the orders and during the pleasure of the Government; and

(4) a convict who becomes insane.

NON-CRIMINAL LUNATICS.

788. (1) Non-criminal lunatics shall be detained in-

(a) the mental hospital in districts where there is a mental hospital;

(b) where there is no mental hospital but a civil hospital or dispensary where, in the opinion of District Magistrate suitable accommodation and establishment for the reception and custody of lunatics exists, in such civil hospital or dispensary;

(c) in other cases, in the District Jail.

(2) When a lunatic is detained in a jail, the Superintendent should make the best arrangements in his power for the comfort of

the lunatic having regard to the class and condition in life and should keep him as far as possible apart from the convictions.

DETENTION OF NON-CRIMINAL LUNATICS. PROCVEDURE WHEN PERIOD EXPIRES.

789. The maximum period during which a non-criminal lunatic can be detained for observation is 14 days. Upon the expiry of this period, the Superintendent shall address the Magistrate or officer under whose warrant the person is detained, pointing out that the authorized period of detention has expired and requesting that an Order for the release of the person detained or his transfer to an asylum, be furnished. If by the end of seven days more the Superintendent has not received the court's order, he shall report the matter to the Inspector-General.

NOTE:- Non-Criminal lunatics shall be entirely excluded from all statistical returns relating to jails. The maintenance charges for the period of observation shall be borne by the Jail Department. If the patients after the period of observation are duly certified and reception orders issued then the cost of maintenance from the date of the reception orders shall be met by the Medical Department, even though the patients be detained in jails.

PROCEDURE WHEN CERTAIN LUNATICS ARE COMMITTED TO JAIL.

790. (1) Whenever a person belonging to class 02 is detained in a jail under section 330 of the Code of Criminal Procedure 1973, the Superintendent shall apply to the District Magistrate for an order for his transfer to a mental hospital in anticipation of the receipt of orders from Government.

(2) Whenever a person belonging to class 01 or class 02 is detained in a jail for more than a month, the fact shall be reported to the Inspector-General.

CRIMINAL LUNATICS HOW TO BE CONFINED.

791. (1) Whenever a criminal lunatic is found to be dangerous, noisy or filthy in his habits, he shall be confined in a cell, and kept under strict and continuous supervision.

(2) Save as provided in clause (1), criminal lunatics, other than convicts who have become insane, may, in the discretion of the Medical Officer, be detained in the jail hospital or in a ward set apart for unconvicted criminal prisoners.

REPORT ON A CONVICT WHO BECOMES IN SANE.

792. If any convicts becomes insane, a report regarding his case shall be submitted to the Inspector-General with a view to obtaining the orders of Government for his removal to a medical hospital. With this report shall be forwarded:-

(a) a descriptive roll of the prisoner (

form No. 61)

(b) his descriptive roll in form No. 09 of Punjab Mental Hospital Manual.

(c) medical certificate in form No. 03 of schedule 01 of Act IV of 1912.

TRASNFER OF A LUNATICS TO A MENTAL HOSPITAL

793. (1) On receipt of an order from the Government for the removal of a lunatic to a mental hospital, the Superintendent shall forward him to the mental hospital specified, with:-

(a) the Government order directing his transfer.

(b) his descriptive roll in form No. 09 of the Punjab Mental Hospital Manual.

(c) a medical certificate in form No. 03 of Schedule 01 of Act IV of 1912. (e) warrant of imprisonment.

(f) remission sheer.

(g) a copy of the court's Judgement in his case.

(2) The Superintendent of a Jail while sending a condemned prisoner to Mental Hospital in the State for treatment of observation shall requisition special police Guard to escort the condemned prisoner to the Mental Hospital.

NOTE:- 1 If the court's judgment does not contain full particulars of the offense committed, a copy of the Police report on the arrest, or that of the Police roznamcha, should accompany the lunatic.

NOTE:-2 All Government property accompanying a lunatic on transfer to a Mental Hospital should be returned to the dispatching jail.

CONDITIONS BEFORE A TRANSFER CAN BE MADE.

794. No criminal lunatic shall be transferred from a jail to a lunatic asylum:- (a) unless the Medical Officer certifies, immediately before his dispatch, that he is mentally and physically fir to undertake the journey and

(b) until it has first been ascertained that the Superintendent of the mental hospital to which it is proposed to send him, is prepared to receive him. TRANSFER IN ANTICIPATION IN URGENT CASES.

795. In urgent cases (i.e., if the lunatic is dangerous, noisy or filthy in his habits), the Superintendent may, with the previous consent of the Superintendent of the mental hospital , transfer the prisoner to the mental hospital in anticipation of Government sanction. In such cases, with the lunatic shall be forwarded the documents required by paragraph 793, with the exception of the Government order which should follow immediately after it has been received.

PROCEDURE WHEN SENTENCE IS ABOUT TO EXPIRE.

796. When a convicted criminal lunatic cannot be transferred so as to reach the mental hospital before his sentence expires, he shall be detained in jail, and on the expiry of his sentence treated as a non-criminal lunatic.

TIME SPENT IN ASYLUM TO COURT AS SENTENCE.

797. When any convicted criminal lunatic has become of sound mind, and an order has been issued by Government for his return to jail, the time during which

he was detained in the mental hospital shall be reckoned as sentence undergone.

PROCEDURE WHEN A RECOVERED LUNATIC HAS RELAPS.

798. (1) when a recovered convicted criminal lunatic undergoing probation in a jail has a relapse of insanity , he should be immediately returned to the mental hospital from which he came, in anticipations of the orders of Government. In such a case the documents etc required by paragraph 793, should be forwarded with him, the Government order should follow immediately after it has been received.

(2) The Superintendent shall forthwith apply through the Inspector-General for the confirmation of his action by the State government, submitting at the same time the documents required by paragraph 792.

TREATMENT OF LUNATIC RETURNED TO JAIL.

799. When a recovered criminal lunatic is returned to a jail, he shall be given some employment with or without pay and with such an amount of liberty as the Medical Officer may consider life.

LUNATICS TO BE VISITED BY INSPECTOR-GENERAL

800. When any person is confined under the provisions of section 330 or section 355 of the Criminal Procedure Code 1973, the Inspector-General of Prisons, if such person is confined in jail, or the visitors of the mental hospital, or any two of them, if he is confined, in a mental hospital, may visit him in order to ascertain his state of mind and he shall be visited once at least in every six months by such Inspector-General or by two of such visitors as aforesaid and such Inspector-General of visitors shall make a special report to the State Government as to state of mind of such person.

PROCEDURE WHEN PRISONER IS REPORTED CAPABLE OF MAKING HIS DEFENE.

801. If such person is confined under the provisions of section 330 of the Criminal Procedure Code 1973, and such Inspector –General or visitors shall certify that in his or their opinion such person is capable of making his defence,
he shall be taken before the Magistrate or Court, as the case may be at such timeas the Magistrate or court appoints, and the Magistrate or Court shall deal with such person under the provisions of section 331 and the certificate of such Inspector-General or visitors as aforesaid shall be to receivable as evidence.

OFFICES EMPOWERED TO ACT FOR INSPECTOR-GENERAL

802. The officer being a medical officer in charge of a jail in which a person is confined under the provisions of section 330 or 335 of the Criminal Procedure Code 1973, is empowered to discharge all or any of the functions of the Inspector-General under section 336 of the Code.

HALF-YEARLY RETURN OF CRIMINAL LUNATICS.

803. In accordance with the instructions in the preceding paragraph, Superintendent shall, on the list of January and 1st of July of each year forward to the Inspector-General a report (

Form No.99) on the prisoners confined in their jails under section 330 and 335 of the Code.

NOTE:- When no such prisoner are confined in the jail, a blank return should be submitted.

DISCIPLINE AND PUNISHMENT OF LUNATICS.

804. (1) A lunatic cannot be punished for any act committed by him, but such restraints can be imposed as are necessary to prevent him injuring himself or orders or causing in convenience.

(2) A person confined during the pleasure of Government (section 335 of the Criminal Procedure Code 1973) when not actually insane, is subject to the same discipline as a convict sentenced to rigorous imprisonment, except that he cannot be made to labour.

(3) A person who is confined under observation is, if sane, liable to jail discipline.

NOTE:- Rules for the guidance of Executive and Judicial officers in dealing with criminal lunatics will be found in Appendix No. XII.

CHAPTER XXXI
CONTAGIOUS AND INFECTIOUS DISEASE.

RECORD OF LEPROSY ON HISTORY-TICKET

805. When any convict prisoner convicted, unconvicted, or civil, is found to the suffering from leprosy, the Medical Officer shall record the fact in his history-ticket

PROCEDURE WHEN IT IS DESIRED TO TRANSFER A LEPER.

806. Whenever the Medical Officer records that a convict is suffering from leprosy and that his separation from their prisoners is necessary, the Superintendent shall submit his descriptive roll (From No. 61) to the Inspector-General, who shall order the transfer of the prisoner to a place where there is accommodation for leper convicts.

LEPER CONVICTS TO BE SENT TO PATIALA JAIL.

807. The leper criminal ward in the Patiala Jail has been declared by the State Government to be a place to which leper convicts may be sent and detained.

SEGREGATION AND DISINFECTION.

808. Any under-trail or convicted prisoner who is suffering from leprosy, shall pending transfer or release, be , confined in a cell, but care shall be taken that such confinement is not solitary. A Cell or other compartment occupied by a leper shall be thoroughly disinfected, before any other prisoner is confined in it.

NOTE:- Clothing and bedding used by a leper prisoner should be destroyed and not re-issued.

CHAPTER XXXII
PRISONER'S FOOD

SECTION 1 DIET

PRISONERS NOT TO POSSESS REVIEW OR CONSUME ANY ARTICLE NOT PRESCRIBED.

809. Subject to the provisions of section 31 of the prisoners Act, 1834, and the rules made thereunder, as to civil prisoners and unconvicted criminal prisoners, who are permitted to maintain themselves, no criminal or civil prisoner shall at any time receive or possess, or he permitted to receive consume or possess, any article of food or drink not provided for or supplied to him in the manner hereinafter in these rules provided in that behalf.

DAILY ISSUE OF PRISON DIET IN THREE MEALS.

810. Every convict and every unconvicted criminal or civil prisoner who does not maintain himself shall, when not lawfully subjected to punishment, by penal diet, or placed on special diet, on medical grounds by proper authority, daily receive the scale of prison diet provided for prisoners **of the class to which he belongs.**

FOOD TO BE ISSUED AT EACH MEAL.

811 (1) the food of Indian prisoner other than those sick in hospital, shall ordinarily be issued in three meals as follows:-

Early morning meal-half the bread, half the vegetable ghee and the whole of the dal;

Midday meal- the parched or boiled gram,

Evening meal- the remainder of the bread and oil with the whole of the vegetables.

(2) The early morning and midday meals may be inter changed at the discretion of the medical officer.

POWER TO F0OD FIX SCALES OF PRISON DIET.

812. The Inspector General with the previous sanction of the State Government, shall fix the scale of prison diet to be provided in respect of each class of prisoner and, with the like sanction may, from time to time:-

(a) Vary the scale of prison diet generally or that prescribed in respect of prisoners of any class,

(b) prescribe a special scale of prison diet in respect of the prisoners confined in any jail or in the jails situated within any specified local area; and

(c) prescribe a special scale of prison diet in respect of any period or periods of time during any season of the year.

SCALE OF DIET FOR PRISONERS OF VARIOUS CLASSES. EXHIBITION OF SCALES.

813. (1) The scales of prison diet from time to time prescribed, shall contain provision in respect of prisoners of each of the following classes, namely:-

(A) convicted criminal prisoners and unconvicted criminal prisoners

who do not maintain themselves.

(1)	Adult Males	(a)	When subjected to labour;
		(b)	When not subjected to labour;
(2)	Adult Females	(a)	when subjected to labour;
		(b)	When not subjected to labour;
(3)	Juveniles	(a)	Over sixteen years of age;
		(b)	Under Sixteen years of age;

(B) Civil or criminal prisoners-when diet money is not provided;

(C) Civil or criminal prisoner –when in hospital;

(D) FemaleWhen nursing infants which are PrisonersPermitted to reside in the jail.

(2) Provision shall also be made in the scales prescribed under clause (1), for the diet to be allowed in respect of any infant permitted to reside in jail with its mother (who is a prisoner) or after the death of its mother.

(3) Copies of the scales of diet for the time being in force in any jail, shall be exhibited in the manner provided, in regard to the exhibition of copies of rules in section 61 of the prisoner Act, 1894.

POWERS RESERVED TO MEDICAL OFFICER TO VARY PRISON DIET.

814. Nothing in the foregoing rules contained shall be deemed in any way to limit or restrict the power of the Medical Officer, in his discretion, at any time, to prescribe any special diet in respect of any prisoner, or to direct the manner in, extent to and period for which the prescribed scale of prison diet shall be varied or supplemented in the case of any such prisoner.

Provided that it shall not be lawful for the Medical Officer to vary, in any case, the scale of prison diet for the time being prescribed, by way of punishment, or otherwise than in the manner in, to the extent and for the period for which it may, in such medical officer's opinion, be expedient to do so on medical grounds and for the benefit of the prisoner concerned.

NOTE:- Change of diet of any class of prisoners requires the sanction of the Inspector General

SCALE OF DIET.

815. Under the authority of paragraph 812, the following scales of diet are prescribed for prisoners in the jails of the Punjab:-

1-Indian Prisoner

			Twice a week			Once a week			Daily		
Class of prisoner	Dal	Dal masur	Dal moong	Dal Gram	Atta	Wheat for parching	Gram	Salt	Condiments	Vegetable ghee	Fire wood
1	2	3	4	5	6	7	8	9	10	11	12
	Gm	Gm	Gm	Gm	Gm	Gm	Gm	Gm	Gm	Gm	Gm
Laboring Diet											
Male convicts over 16 years of age sentenced to rigorous imprisonment	85	85	85	85	580	60	15	16	250	15	500
Male convicts over 16 years of age sentenced to simple imprisonment who labour voluntarily Adult make un-convicted criminal											

When Ghi is issued to convalescents in lieu of Oil, One-fourth of 60 Gm per prisoner per day is allowed.

NOTE:-1 Adult labouring prisoners in the Ludhiana Female Jail shall receive grains on the scale allowed to adult labouring male prisoner.

NOTE:-2 The dietary of adolescent convicted prisoners is 115 grams of flour daily in excess of the scale.

NOTE:-3 Dal of the same kind should not be issued on two consecutive meals.

NOTE:-4 Each labouring prisoner should get 60 gms. Of Gur daily. Further, each non-smoking condemned prisoner shall receive 45 gms of Gur once a week in addition in daily ration of 60 gms while those who wish to smoke should be allowed 2 cigarettes daily instead or 4 biries where cigarettes are either not available or otherwise costly.

NOTE:-5 Scale of firewood is increased from 500 grams to 600 grams per head for those Jail Kitchens where the average population of either Hindus or Mohammedans does not exceed 100 prisoners.

NOTE:-6 Each convicted non-labouring prisoner should be supplied with 30 grams of Gur once a week.

NOTE:-7 Half or full meal of rice at the scale of 580 gm. And 465 grams per day may be issued to labouring prisoners respectively belonging to shimla and Kangra districts of the H.P and those belonging to the State of West Bengal,Bombay, Assam Behar, Nepal Andhra, Madras, Mysore, Kerala and Orissa, confined in the Jail and the Weat ration is surrendered by them in lieu of rice. The option of half of furll meal of rice will be exercised by the prisoners to whom these orders would supply.

Authority:- Punjab Government Memorandum No. 544-JI-58/49551, dated 27th june, 1958 and Punjab Government Memorandum No. 8746-JL-58/80541, dated 29th October, 1958

Halwa shall be issued to all prisoner in the following festivals:-

(1)Id-ul-Fittar, (2) Id-ul-Zuha, (3) Baisakhi, (4) Dussehra (5)Guru Nank Birthday, (6) Guru Gobind Singh's Birthday,(7) Christmas day (8) Easter Sunday. The Halwa should be cooked out of their rations of Gur, Ghee and atta.

NOTE:-8 Seasonal Vegetable such as carrot, cucumber and radish may be issued to prisoners in raw form in addition to cooked vegetables up to a maximum of 250 grams per prisoner or less subject to their availability in the Jail garden.

Each prisoner shall be issued a cup of tea daily measuring 250 grams (1/4 Litre) which will be prepared according to the following formula:

40 cups (250 grams each) of tea.

Milk	1 K.G
Sugar	800 Grams.
Tea leaves	60 Grams.
Fire wood	1.750 Kg.
Charcoal	2.500 Kg.

Scale of diet for "B" Class prisoner accustomed to Eastern mode of living.

Flour	--	--	465 grams
Dal	--	--	85 grams
Ghi	--	--	60 grams
Potatos	--	--	115 grams.

Salt	--	--	15 grams
Condiments	--	--	16 grams
Sugar	--	--	40 grams
Tea	--	--	05 grams
Vegetables	--	--	250 grams

Milke for tea or curd out of it 460 Ml

Dahi 230 gms.

Firewood 1 Kg. 860 gms.

For non-vegetarian:- The above diet will be issued, except on five days of the week 2 eggs or 400 Ml Milk will be issued.

NOTE:-1 This diet will be spread over three meals during each day as follows:

(i) Early morning meal:-

Atta	--	--	65 grams
Ghi	--	--	10 grams
Tea	--	--	--
Dahi	--	--	--
Sugar	--	--	--
Condiment	--	--	--

(ii) Midday meal

Atta	--	--	200 Gram
Vegetables	--	--	205 gram
Ghi	--	--	20 gram
Condiments	--	--	--

(iii) Evening meal

Atta	--	--	200 gram
Dal	--	--	--
Ghi	--	--	30 gram
Condiments	--	--	--
Milk or meat of fish or egg			--
Sugar	--	--	--

NOTE:- During summer cold drinks may be issued in place of tea if desired and within limits of cost.

NOTE:2 Seasonal Vegetables such as carrot, cucumber and radish may be issued to prisoners in raw form in addition to cooked vegetables up to a maximum of 250 Gms. Per prisoner or less subject to their availability in the JailGarden.

GRAINS THAT MAY BE ISSUED IN THE DIETARY.

816. Red wheat of good quality or failing that wheat of the cheapest quality procurable in the local or general market, but suitable for consumption, shall be issued to all prisoner throughout the year.

DIET OF CONVALSCENT PRISONERS.

817. Every prisoner in the convalescent gang shall ordinarily receive wheaten bread daily. He may, on the order of the Medical Officer receive up to 450 Ml. of milk with 30 gms of Gur on 120 gms. Of meat or dahi daily in addition to the diet to which he is ordinarily entitled. More extras should only be given in lieu of an equivalent of dal in the diet scale.

SCALE OF DIET IN HOSPITAL.

818. The following scales of diet are prescribed for prisoner admitted to hospital.

Daily								
Class diet.	Wheat	Rice	Salt	Condiment	Ghai	Fire-wood	Vegetable.	Dal (urd or mung)
1	2	3	4	5	6	7	8	9
	Gm	Gm	Gm	Gm	Gm	Gm	Gm	Gm
1st class	465	-						
2nd class		465	10	07	07	350	230	70
3rd class	350							
4th class	-	350						

Milk diet daily:- Milk 930 Ml: Sago, arrowroot or dalia 60 gms sugar or gur 60 gms, rice salt 30 gms, firewood 470 gms.

EXTRA ARTICLES OF DIET FOR THE SICK.

819. The Medical Officer is authorized to order such extra articles of diet to prisoner sick in hospital as may, in his opinion appear to be necessary and to fix the hours at which the food is to be distributed .

NOTE:- Whenever meat is prescribed as or included in the extra diet of a prisoner sick in Hospital, fuel and condiments at the following scales shall be allowed, in addition to be issued under para 818:-

Fuel 240gms.-- for such 240 gms of meat

Salt 7 gms. -- Ditto

Condiments 3-1/2gms ditto.

EXTRA DIET FOR NURSING MOTHERS.

820. A nursing mother admitted to jail with her child shall receive , in addition to the ordinary diet sanctioned for a female prisoner, 120 gms of flour baked into bread and 30 gms of dal daily.

DIET SCALES FOR CHILDREN.

821. A child admitted to jail with its mother shall receive according to age, on or other of the following allowances of food daily;-

(a) If under 12 months 360 ml. of milk, 15 gms of sugar.

(b) If over 12 and under 18 months 460 ml. of milk, 120 gm. Of orice,30 gm of dal and 7 gms of salt.

(c) If over 18 months 230 ml. of milk 230 gms of floor 30 gms of dal and 7 gm. Of salt.

Extras when necessary shall be given at the Medical Officer may direct.

CONDIMENTS AND ANTISORBUTICS.

822. (1) Every prisoner shall receive daily in the food supplied to him, such quantity of salt and other condiments as may be necessary to render palatable or for the benefit of the health of the prisoners, and the daily scale of such condiments to be allowed, shall be specified in the scales of diet from time to time prescribed under these rules.

(2) Between the first day of April and the thirty first day of October in each year, every prisoner shall be supplied daily with such antiscorbutic in such quantity, as the Inspector General may from time to time, by general or special order in that behalf, prescribed,. Provided that nothing herein contained shall be deemed to limit the power of the Medical Officer at any time to direct the supply to any prisoner or class or prisoners of such antiscorbutics as may in his opinion, be necessary.

CONSTITUENTS OF CONDIMENTS.

823. The condiments to be issued daily to all prisoners throughout the year; shall consist of the following articles in the proportions stated; the quantities given are those for one native prisoner:-

Turmeric	--	2gms
Chillies	--	2gms
Garlic	--	2gms
Onion	--	8gms
Coriander	--	2gms

16 gms.

If turmeric is not supplied, the other three ingredients may be increased, but the portion of chillies should never exceed 2 gms. Per prisoner.

CONDIMENTS IN EXTRA-MURAL LABOUR JAILS.

824. In extra mural labour jails the condiments shall be mixed in the same proportions as given in paragraph 823. If turmeric is not supplied the other three ingredients may be increased but the proportion of chillies should never exceed 02 gms per prisoner.

ANTISCORBUTICS AND THE PERIOD OF ISSUE.

825. From the list April to the 31st October one or other of the following antiscorbutics shall be issued daily in the jail dietary to all prisoners, in the quantity per prisoner given against each kind and in addition to the condiments:-

Lime Juice	--	30 gms
Amchur	--	5 gms
Tamarind (free from husk and seed)		3-1/2 gms

FOOD TO HE VARIED.

826. The food of prisoners should, with due regard to economy, be varied occasionally: with the different kinds of dals, vegetables and anti-scorbutics which may from time to time be issued, this should not be difficult.

DUTY OF INSPECTOR-GENERAL TO ENSURE ADEQUATE SUPPLIES.

827. It shall be the duty of the Inspector-General from time to time take all such measures as may be necessary to ensure that every prisoner is at all times so supplied with food and drink as to maintain him in good physical health and vigour.

SUPERVISION OF FOOD-STUFFS AND WATER-SUPPLY

828. It shall be the duty of the Superintendent, the Medical Officer and the Deputy Superintendent at all times to satisfy themselves respectively that:-

(a) Pure and wholesome water is provided for consumption by the prisoners and that a supply of such water is at all times freely available to every prisoner for dinking purposes;

(b) every article at any time issued, or intended to be issued for the food or any prisoner is of the prescribed quantity and quality, and is good wholesome and fit for human consumption.

(c) Every article of food supplied to any prisoner in a cooked state, or which requires to be cooked before being so supplied , is properly and cleanly cooked in such manner as to be wholesome and reasonably palatable.

(d) Every article of food, whether cooked or uncooked, is subjected to proper examination and inspection before it is issued for consumption by any prisoner.

(e) all food-stuffs at any time obtained and stored in the jail are frequently inspected , and that all articles which are unwholesome or in any respect unfit for human consumption, are forthwith rejected and are not issued for the use of prisoners; and that

(f) proper place for the convenient and orderly distribution and suitable utensils and other appliances for the consumption of food are duly provided.

OFFENCES CONNECTED WITH FOOD SUPPLY TIME AND PLACE OF CONSUMPTION.

829. (1) No prisoner shall conceal, waste or transfer to any other prisoner any article of food or drink at any time supplied to him, and every prisoner shall consume his food at the times prescribed for the purpose.

(2) The times at which meals are to be served out to prisoners, and within which prisoners are to consume their food, and the manner in and place at which the distribution of food is to take place and the like, shall from time to time be prescribed by the Superintendent , subject to the directions (ifany) in that behalf of the Inspector-General.

830. In the event of the refusal of food by a prisoner the Medical Officer must adopt methods of artificial feeding if, in his judgement, the physical condition is such that artificial feeding provides the only method of keeping the prisoner alive. The actual operation of artificial feeding must be carried out by the Medical Officer or his medical Subordinate.

EXAMINATION OF FOOD BY MEDICA OFFICER.

831. For the purposes of paragraph 828, the Medical Officer shall:-

(a) ordinarily examine the food daily and when defective in quantity make a note of the fact in his journal, and

(b) at uncertain times and atleast once a week when the food is cooked and ready for issue and occasionally after distribution to the prisoner cause such food to be weighed in his presence and note the result in his journal.

INSPECTION OF FOOD BY SUPERINTENDENT.

832. The Superintendent of a jail shall inspect the food prepared for prisoner's meals three times in each week.

Food of prisoner on transfer.

833. (1) prisoner on transfer or about to be sent to court shall receive a meal of cooked rations before starting.

(2) If a journey exceeds 12 hours but is less than 18 hours each prisoner shall receive 240 gms of parched gram and 120 gms of gur to eat in transit.

(3) Should a journey exceed 18 hours and the transfer is from or to a sub jail in the hills, the warder in charge, or the officer-in-command of the police, escord, as the case may be shall receive subsistence allowance for each prisoner at the rate of normal diet expenses of food per prisoner for the purchase of food similarly when the transfer is from any other jail the subsistence allowance shall be at normal diet expenses on food per prisoner for the purchase of food. All advances for subsistence allowance or for contingent requirements shall be accounted for by the officer to whom the money is entrusted.

(4) it is duty of the police escort to see that prisoners who have not been in jail previously have their food before they are taken to the jail if they are likely to arrive there too late for a meal. Unfed prisoners shall not be admitted into a jail after:--

(i) 3 p.m. during winter from 1st October to 31st March

(ii) 4 p.m. during summar from 1st April to 30th September

SECTION II PREPARATION OF FOOD

ALL ARTICLES TO BE WEIGHED OUT TO THE COOKS. DETAILS OF THE PREPRATION OF FOOD.

834. All articles of diet shall when possible be weighted out to the cooks in a state ready prepared for cooking. The following instructions shall be attended to:-

1) Wheat before being ground into flour should be thoroughly freed from dirt, unsound grain and any other deleterious substances. The flour shall be sifted through a fine perforated zinc sifter (No. 06 gauge) or equally fine wire gauze.

One part wheat flour gives 1.45 parts of bread provided no more fuel is required for the purpose.

NOTE:- The estimate of the total bread to be obtained from 50 Kgs of flour should be 69 Kgs of bread.

(2)To ensure this result being obtained, the Statement (

form No. 95) showing the weights of uncooked and cooked rations, should at unexpected intervals be checked by the Superintendent.

(3)Antisorbutics must be used in the fuel weight of the edible parts, proper allowance being made for husk, seeds and fibre. This can be done by finding out by experiment that proportion the edible part bears to the whole.

(4)Succulent fresh vegetables when available should be used in the dietary in preference to dried vegetables. They should be freed from stalks, decayed and fibrous portions and cut up ready for the pot before being weighed out. Arrangements must be made for an ample and continuous supply of vegetable during the hot and rainy months, more especially the hot and rainy months, more especially those kinds which are of antisorbuic value such as onions. Roman cabbages, potatoes when
obtainable and country radishes brinjals melons pumpkins and sags have very little nutritive or anti-scorbutic properties.

(5)The ghee should be well heated before being mixed with the vegetables, and heated and flavored with fried onions, before being mixed with the dal.

(6)The condiments and salt should be added in the presence of the Deputy Superintendent or Medical Subordinate or other superior officials, to the dal and vegetables while they are being, or immediately after they have been cooked. A large quantity of condiment mixture should be prepared at one time, so as to preserve the due proportion of the ingredients and avoid the necessity of weighing them is small quantities.

(7)The maximum loss allowed for cleaning and winnowing the various grains and pulses is :-

	Loss per quintal	
	Kgs	Gms.
Wheat -- ---	03	750
Dal urd -- --	04	440
Dals, mung moth, rawan and masar	03	750
Gram for bullocks or parching or boiling	01	250
Dal Gram -- --	12	500
Tarmarind -- --	50	000
Wheat for Dalia -- 01	250	

When the actual loss in cleaning is less it, and not the maximum loss

allowed, should be calculated in the accounts.

NOTE:- One Qtl of gram should yield 67.500 Kgs dal. Of the remaining 11.200 Kgs of husk and course flour should be issued to bullocks in lieu of 7.450 Kgs. One Kg loss is allowed in cleaning gram.

(8)Bran over and above the requirements of the jail cattle should be sold at short intervals and not allowed to accumulate.

SCALE, WEIGHTS AND MEASURES COMPLAINTS CONCERNING FOOD.

835. Properly adjusted beam scales and correct weights shall be used in every jail for weighing supplies in bulk and individual rations they shall be frequently tested by the Superintendent. Pieces of brick stone or any other articles shall not be substituted for proper weights. Measures frequently tested shall be kept in sufficient number for the distribution of all food that has no be given out by measure. All complaints of prisoners respecting the quantity quality or cooking of the rations shall on the first opportunity be brought to the notice of the Superintendent.

THE ISSUE OF UN-COOKED FOOD.

836. The uncooked food shall be weighed out to the cooks in the presence of the Deputy Superintendent Senior Assistant Superintendent or Medical Officer who shall be held responsible that the proper quantity is issued, and also in the presence of the Assistant Superintendent or head warder specially appointed to keep the godowns in which the food-stuffs are stored. The vegetable Ghee should not be issued until it is actually required, and one of the above higher officials shall be present when it is being mixed with the dal and vegetables.

WELL CONDUCTED COOKS TO BE CHOSEN.

837. The cooks should always be well-conducted and as far as possible , short – termed men. No. convict shall be permitted to cook his own food separately. When possible, the cooks should be changed now and again and always carefully watched to prevent any theft or tampering with the food.

THE COOKING OF FOOD, CLEANLINESS VESSELS ETC.

838. The cooks shall perform the duty of preparing the food with care and attention. The dough should be slowly and thoroughly kneaded with portion of the salt and not more water than is necessary. Each Chapati should be of the same thickness throughout. The cooking should be slowly done, so that the surfaces may not get burned, while the inner part remains uncooked. All cooking vessels must be kept clean and bright, and the cook-house clean and tidy.

PROTECTION FROM THE WEATHER DURING MEALS.

839. Prisoners should be protected from rain and intense heat during meals. If there are no roofs over the ordinary feeding places they may be allowed to sit in verandas, or if necessary, in the work-sheds or wards or wherever shelter can be found.

SECTION III: THE PURCHASE AND STORAGE OF GRAIN.

RESPONSIBILITY FOR PURCHASE AND STORAGE.

840. The Superintendent and Deputy Superintendent shall be held responsible that proper arrangements are made in due time for the purchase and storage of grain,

subject to the limits of (with the stock in hand) 15 months supply and of the storage room available.

THE PURCHASE OF GRAIN.

841. The stock of grains should be bought either by tender in writing called for by public advertisement or by public auction of which full notice has been given in the bazaars. Before holding an auction or opening the tenders the Superintendent should ascertain by local enquiries, by reference to official price lists or other means, what the ruling price sare. Sample to fix quality are of course essential. In the event of combination among the merchants, it is always open to the Superintendent to postpone his purchase and to take steps to break up the combine by bringing in tenderers from other markets.

EXAMINATION OF GRAIN. PROMPT PAYMENT TO BE MADE.

842. The Medical Officer shall examine every delivery of grain brought to the jail and satisfy himself that it is of good quality before it is stored. There should be no delay between delivery and weighment, and payment should be made at once after approval by the Superintendent otherwise it cannot be expected that the most favorable terms will be obtained.

THE STORAGE AND SUBSEQUENT CARE OF GRAIN.

843. Grain should not be finally stored until it is thoroughly dry, if it is damp it should be spread out and turned over frequently in the sun for a few days but must not be left uncovered at night. All grain should be protected from birds, vermin and insects and secured under lock and key. It should be separated from the walls and floor of the store or pit by atleast one foot of bhusa, examined at intervals to see that it isnot being damaged. If it shows signs of damage or decay, it should be all turned out, exposed to the sun, cleaned and restored, with fresh dry bhusa, if necessary immediately any loss is discovered, full report of the circumstances should be made to the Inspector-General.

UTILISATION OF PRISON LABOUR COMPARISON OF OUTPUT WITH RAW MATERIAL ISSUED.

844. As far as practicable, all articles of diet required for feeding prisoners should be raised on jail land and prepared by jail labour. When articles are purchased they shall be in the crudest condition, so that prison labour may by utilized in their preparation and economy exercised. The amount of every kind of food-staff issued for preparation should be frequently compared with the return of prepared material received therefrom and both the Superintendent and Deputy Superintendent should satisfy themselves that no waste or unauthorized loss is permitted. This applies more particularly in the output of flour and oil, which should be commensurate with the grains issued.

ALL ARTICLES TO BE PASSED AS FIR FOR FOOD.

845. All articles of diet must be passed by the Superintendent and Medical Officer as fit for food, before being taken inside the jail for storage or consumption.

NOTE:- Instructions for storing grain in underground pits and the remediesto be employed to ensure its preservation are given in Appendix No. III.

SECTION IV THE DAIRY.

DETAILS TO BE ATTENDED TO IN CONDUCTING A DAIRY.

846. As a measure of economy and a preventative of disease, every jail should when possible , have a dairy. To Secure the successful and profitable working of the dairy the following instructions should be attended to:-

1 The cattle sheds must be sufficiently commodious, well ventilated but protected from draughts, and the floor should be paved with brick or stone and slightly sloped to a masonry drain which empties itself into a receptacle outside. There should be a separate compartment for weaned calves.

2. the cattle may be allowed out to graze, but cows actually in milk should be stall-fed and confined to the cow-house enclosure.

3. The best breed of cows obtainable should be selected and the improvement of the breed kept in view. If a good bull is not in stock, the services of the best procurable in the neighborhoods should be obtained. Every cow should be numbered.

4. A sufficient number of cows should be always in milk. Those which are permanently barren, male calves and female calves in excess of the number required to keep the dairy going should be sold. If it is found cheaper to sell all the female calves and purchase full grown cows, this should be done.

5. Bran, dal husks, oil-cake food left uneaten by prisoners, grass and other produce from the jail land, should be given to the cattle. If these do not suffice, such other food as it necessary should be purchased.

6. The Deputy Superintendent shall be allowed to keep two cows with their two calves or a horse in lieu of one of the cows. No other subordinate shall be permitted to keep private cattle in the jail premises. Private cattle shall on no account be kept with the jail cattle, nor shall any of the food belonging to the jail be allowed for them.

7. The milk of the jail cows and every article manufactured from it , shall be used in the jail and by prisoners only. The produce of the jail, dairy shall firstly be devoted to the needs of the sick and the prisoners in the convalescent gang, after these have been supplied, any balance remaining shall be issued as milk or dahi to ordinary prisoner in lieu of a nutritive equivalent of dal.

8. The manufacture of butter or ghi is prohibited. Milk shall be boiled before use under the supervision of the Medical Subordinate, who shall be held responsible for its proper disposal.

9. All vessels used for holding and boiling milk should be washed in boiling milk should be washed in boiling water immediately after use. Tin vessels are best, but for boiling milk a tinned copper vessel is preferable and for setting dahi glazed earthen vessels may be used. A properly secured and well ventilated place

should be provided in which to store milk from the time it has been drawn, until it is about to be issued.

10. The manure from the dairy should be used for improving the jail garden. When there is sufficient supply of manure from other sources, the cow dung should be dried and utilized as fuel either in its natural state or made into cakes.

11. A Statement (form No. 85) giving details of the working of the dairy, shall be submitted on or before the 20th January, each year, to the Inspector-General.

12. The following scale of diet is fixed for jail cattle:-

Sr. No.	Description of cattle	Bhusa	Gram	Oil-Cake	Salt	Green grass and weeds.
		Kgs.	Kgs.	Kgs	Kgs.	Kgs.
1	Working bullock or he-buffalo	9.300	1.860	0.930	0.465	1.860
2	Stud bull for dairy	9.300	2.325	1.160	--	--
3	Dry She-buffalo	9.300	0.465	0.230	--	--
4	Dry She-Cow	7.440	0.465	0.230	--	--
5	Buffalo in milk	9.300	2.790	0.930	---	--
6	Cow in milk	7.440	1.860	0.930	--	--
7	Calves not exceeding 6 months old	--	--	--	--	--
8	Calves above 6 months but not exceeding on year old	3.720	0.465	--	--	--
9	Calves above one year but not exceeding 2 years old	5.580	0.465	0.465	--	1.860
10	Calves above 2 year old	6.510	0.465	0.465	0.230	--

(a)Green fodder when available should replace Bhusa at the rate of 3 to 01 but not more than ¾ of Bhusa should be so replaced.

(b)It would be desirable if a larger variety of food stuff could be obtained.

(c)During summer months barley and during winter cotton seeds may be issued to cattle in milk, but within the scale of gram and oil-cake allowed above.

(d)Cheapness and palatability are the chief considerations when compounding a mixed ration.

(e)Green grass and weeds must be available in the garden in good quantity.

(f)Bran collected in the grain godown should be issued to cattle daily or sold if in excess of requirements and not allowed to accumulate.

(g)1.860 Kgs. of gram and 930 gms of oil-cake, should be issued to a working bullock from the 26th march to the 25th October and 2.325 Kgs of gram and 465 gms of Oil-Cake for the remaining period of the year.

(h)Green fodder, grass and bran are not to be purchased in the market.

(i)Buffalo giving milk in excess of 9.300 Kgs shall get 930 grams extra. A certificate signed by the superintendent should be attached to the detailed contingent bill in which the extra charge is made.

A stud bull requires double the above scale.

A Hansi bullock should receive 930 gms of gram in addition to the above scale.

All these articles are readily obtainable at all seasons with perhaps the occasional exception of green grass though sufficient grass can almost at all times be obtained from the jail garden water-courses or plots of grass on the jail land. Every endeavour should be made to raise all articles of fodder on the jail premises, so as to avoid the need of purchases as far as possible . Lots of green food is the main article to rely on.

Jail bullocks should get three meals a day viz. at day-break, 1.00 P.M and at sunset. No animal should be worked immediately before, nor for two hours after a meal. Further, they should get clean water to drink, be groomed daily and not exposed unnecessarily to the midday sun in hot weather, or to heavy rain or intense cold. In very cold weather a 'jhool' should be provided for each animal at night, and their houses should at all times be kept clean and well ventilated.

CHAPTER XXXIII

THE JAIL GARDEN

CULTIVATION OF THE GARDEN. RESPONSIBILITY OF DEPUT Y SUPERINTENDENT

847. (1) The Deputy Superintendent is responsible that the jail garden contains at all seasons a sufficient quantity of good wholesome vegetables, condiments and antiscorbutics (so far as it is possible to raise then), for jail use and that the whole of the jail land outside the jail walls, available for cultivation, is cultivated to the best advantage. A garden of sufficient size to supply all the vegetables and condiments required, should be laid out and another plot set apart as a lime orchard; any land available after the garden and orchard any land available after the garden and orchard have been provided for, should be utilized for raising crops suitable for prisoner's food and fodder for jail cattle.

(2) No warder or other subordinate officer should be permitted to go into the garden unless he has a duty to perform there.

THE PLANTING OF MANGO AND TAMARIND TREES. DISPOSAL OF WOOD.

848 (1) In addition to the line orchard the mango tree should be largely cultivated along the margins of roads, the boundaries of jail land and other available places where it will be least likely to interfere with the crops. Tamarind and bael trees will also be found useful. These trees give agreeable shade if planted within the jail enclosure, but they must not be allowed to near the enclosure walls nor planted so thickly or so near buildings as to interfere with free ventilation.

(2) No tree on jail lands should be cut down or otherwise removed without the sanction of the Inspector-General. The wood obtained should, if the tree was grown:-

(a) in the jail garden-be utilized for jail purposes or sold and the proceeds credited to the jail, or

(b) in any other part of the jail land-be made over to the Public works Department or sold and the sale-proceeds credit to government under head "XXX-Civil Works"

THE SAVING OF SEEDS AND VEGETABLES. SUPPLY OF GOOD QUALITY SEEDS.

849. (1) The Deputy Superintendent is responsible that a sufficiency of Indian and acclimatized seeds is saved each year for cultivation during the next year and shall have to pay for any seeds or seedings it may be necessary to purchase. A supply of good quality vegetable seeds will be obtained each ear by the Inspector-General and distributed to jails.

(2) During the cold weather when good vegetables are plentiful and the supply greater than the expenditure, will-matured and selected vegetables should be sliced, thoroughly dried in the sun and stored in a dry place for use in the hot weather and rains, to supplement the daily output of the jail garden at that season. Immature vegetables or those that are fibrous, over-grown or running to seed, should not be stored.

THE JAIL GARDEN TO BE KEPT CLEAN AND TIDY. DISPOSAL OF REFUSE.

850. (1) The jail garden should be kept clean, tidy and free from weeds and undergrowth. Each and every part of it should in turn be allowed to lie fallow for trenching purposes, one moderate sized plot at a time being sufficient. The system of allowing the manure to be removed from the trenches after the lapse of some months to be used as top-dressing in other parts of the garden, should not be permitted. All weeds and other animal and vegetables refuse and urine should be consigned to the manure pit and the whole covered in with a few inches of dry earth when the pit is full. In this way a sufficiency of manure can always be obtained for top dressing.

REAPING AND STORAGE. CROP TO BE TURNED TO THE BEST ACCOUNT.

851. The Deputy Superintendent is responsible that crops grown on jail land, are reaped at the proper time that no unnecessary delay occurs between reaping and storage that proper precautions are taken against percolation or loss by vermin that the by-products are properly disposed of for Government purposes only and that all such articles are duly accounted for in the jail accounts. The produce of the jail land must as for as possible, be utilized either as food for prisoners or fodder for the jail cattle. As annual statement showing the value of vegetables and other products of the jail land used to supplement supplies purchased for the maintenance department of the jails shall be submitted to the Inspector-General.

PERCENTAGE OF PRISONER EMPLOYED IN THE GARDEN.

852. The number of prisoners employed in the garden for the production of vegetables, condiments, and antiscorbutics (exclusive of those employed on raising water) should not on an average exceed 3 percent of the prisoners confined in the jail. In 4th class District Jails, the proportion may be increased to 5 per cent. If a greater number of prisoners is employed, the Deputy Superintendent shall be required to realize at least Rs. 3 per prisoner per month by the sale of vegetables over and above what are needed for the wants of the jail or make a corresponding

reduction in the cost of maintenance by raising food-stuffs. An experienced gardener should, when a gardener is not specially sanctioned, be entertained as a warder.

FREE VEGETABLE SUPPLY TO OFFICIALS.

853. when the requirements of the prisoners in the matter of vegetables and condiments have been fully met any surplus left over after providing for a stock of dry vegetables for hot weather use, may be issued to the factory manager (when land is not allowed him for a private garden) up to 2 K.gs. and to the Deputy Superintendent, Senior Assistant Superintendent , Assistant Superintendent, Medical Subordinate and clerical and accounts staff including store-keeper to the extent of their household requirements up to a maximum of ½ Kg. each . Those who require more, shall have to purchase then when available at current market rates. The free allowance of vegetables for each officer shall be set out daily for inspection by the Superintendent on his arrival at the jail. IF after the prisoner and establishment have been supplied, a surplus is left, it should be sold, the sale-proceeds paid into the treasury and the sum deducted from the cost of jail maintenance in the annual accounts. It must be distinctly understood that the free ration to the establishment does not include condiments antiscorbutics or food grains of any kind.

NOTE:- 1 For instructions on the management of the jail garden, see Appendix No. XI

NOTE:2 If vegetables have to be purchased for a jail their issue to the staff shall cease.

CHAPTER XXXIV

CLOTHING, BEDDING AND OTHER EQUIPEMNT

SUPPLY OF CLOTHING AND BEDDING PRISONER NOT TO USE OR POSSESS ANY OTHER.

854. (1) Subject to the provisions of section 31 and section 33 of the prisons Act, 1894 and the rules made under the former section, as to civil prisoners and unconvicted criminal prisoners who are permitted and able to provide themselves with clothing , bedding or other necessaries every convicted criminal prisoner, and every civil prisoner and unconvicted criminal prisoner who is supplied with clothing and bedding under the provisions of section 33 of the said Act, shall wear such clothing and use such bedding as is supplied to him by or under the orders of the superintendent and no other.

(2) No prisoner to whom any clothing or bedding is supplied under clause (1) shall receive , possess or use any article of clothing or bedding other than an article so supplied or an article the receipt possession or use of which the Superintendent may at any time sanction in respect of any Such prisoner. CONVICTS TO WEAR PRISON DRESS.

855. Every convict shall ordinarily wear the prescribed prison dress;

Provided that the Inspector –General may, at any time in his discretion, by general or special order in that behalf, relax the provisions of this rule in respect of

any prisoner or class of prisoners under sentence of simple imprisonment subject to such conditions (if any) as he may thin fit to impose in that behalf.

CLOTHING AT PRISONER SENTENCED TO SIMPLE IMPRISONMENT 856

Under the authority conveyed in the preceding rule all prisoners sentenced to simple imprisonment who are not habituals shall be permitted to wear their own clothing, while in jail but should not be allowed to wear political symbols.

WHEN CONVICTS ARE PERMITTED TO WEAR PRIVATE CLOTHING.

857. All prisoners sentenced to reigorous or simple imprisonment may be permitted to wear private clothing when (a) attending court, (b) on transfer to another jail and (c) having an interview with relatives.

PRISONERS TO CONFORM TO ORDER AS TO THE CARE ETC. OF ARTICLE. 858

Every prisoner to whom any article of clothing or bedding or other equipment is at any time supplied shall conform to all such orders as to the case, custody and use, as the case may be thereof, as may from time to time be issued by the Superintendent, subject to the directions (if any) in that behalf of the Inspector General.

POWER TO FIX SCALES OF CLOTHING AND BEDDING.

859 The Inspector-General shall, with the previous sanction of the State Government, fix the scale of clothing and bedding and other necessaries of equipment to be provided in respect of each class of prisoners, and may with the like sanction, from time to time:-

(a) Vary the scale of clothing and bedding generally or that prescribed in respect of prisoner of any class.

(b) Prescribe a special scale in respect of the prisoners confined in any jail or in the jail situate within any specified local area.

(c) prescribe a special scale in respect of any period confined in any jail or in the jail situate within any specified local area.

(d) Vary the shape, size, material or quality of any article prescribed in any scale of clothing or bedding.

PROVISION TO BE MADE IN PRESCRIBED CLOTHING BEDDING ETC.

EXHIBITION OF SCALES.

860. (1) The scale of clothing and bedding and other necessaries of equipment from time to time prescribed shall contain provision in respect of prisoner of each of the following classes, namely:-

Indian convicted criminal prisoner who do not provide or only partially provide their own clothing bedding and other necessaries of equipment.:- (1)

Males (a) summer wear

(b) Winter wear.

(2) Females (a) Summer wear

(b) Winter wear.

(3) convict officers in (a) summer wear

respect of each class of such officers. (b) winter wear.

Civil prisoners who do not provide or only partially provide their own clothing bedding etc.	(1) males-winter and summer wear respectively (2) Females –Ditto

(2) provision shall also be made in the scales prescribed under class (1) for the clothing, bedding and other necessaries to be allowed in respect of any infant permitted to reside in jail with its mother (who is a prisoner) or after the death of its mother.

(3) Copies of the scales of clothing bedding and other necessaries of equipment for the time being in force in any jail, shall be exhibited in the manner provided in regard to the exhibition of copies of rules in section 61 of the prisons Act 1894

POWERS RESERVED TO MEDICAL OFFICERS TO ORDER EXTRA CLOTHING.

861. Nothing in the foregoing rules contained shall be deemed in any way to limit or restrict the power of the Medical Officer in his discretion, at any time to direct, on medical grounds and for the benefit of the health of any prisoner of class of prisoners the issue of extra clothing to any such prisoner or class of prisoners for any specified period or during any season of the year.

SCALES OF CLOTHING BEDDING AND EQUIPMENT.

862. Under the authority of paragraph 859, the following scales of clothing bedding and other necessaries of equipment are prescribed for convicts in the jails of the Punjab:-

(A) WINDER WEAR

MALES		FEMALES .	
1	Dasuti trousers and Kachhas (for Sikhs only)	2	Dasuti Salvar
2	Dasuti Caps of Garah pugrees (for Sikhs only)	2	Dasuti Chaddars
2	Langotas (for non-sikhs only	2	Napkins.
FOR BOTH SEXES			
2	Dasuti coats	1	Khaki cotton durries 6ft x 2ft

1	Blanket coat with belt Razai or 3 Blankets	1	1Towel 1Steel cup
1	Munj or Bhabbar Mat.	1	Steel
2	Cotton sheets	2	Azarbands.2

NOTE:-1 sikh prisoner shall be allowed to wear a puggree of white colour in stead of the prescribed woolen cap.

NOTE;-2 On admission to jails all convicts will be given two cotton coats and two pairs of cotton trousers. Sikh convicts will be given two kachhas and non-Sikh two langotas. Female convicts shall receive is addition 1 comb, 2 cotton chaddars and three towels Sikh prisoners may be given two kachhas in stead of 2 pairs of trousers, they may, however, if desired, have Kachhas in addition to trousers, but the concession is to be supplied shoes at Government expense.

NOTE:-3 Such prisoners in the Punjab jails who cannot afford to have their own shoes may be supplied shoes at Government expense.

NOTE:-4 Scale II cloth cap and Helmet may be replaced, if desired by puggree or cotton cap (Esternn mode of life) Shoes may be replaced, if desired, by boots.

NOTE:-5 Razaies should be supplied to those prisoners who have to spend full winter in the jail exception, however being made in the case of prisoners confined in cells and prisoners is jail hospitals, if advised by the Medical authorities. In their cases 03 blankets will be issued as heretofore. Life of razais shall be three years, and they shall be washed and refilled every year. The razai shall be 8ft. 4Ft made of dyed dasuti and shall weight 5kg. 190 grams when ready for use.

Convicts required to wear fetters shall be supplied with pliable gaiters and convicts allowed to pass out of the jail shall be supplied with a gaiter to wear beneath the ankle ring at all seasons.

Foreign prisoner will be provided clothing bedding and other necessary equipment as far as possible in accordance with their habits.

CLOTHING OF INDIAN CONVICTS OFFICERS.

863. (1) The clothing of Indian male convict officer shall be:-

(a) Convict watchman: the usual prison uniform of a convict with the exception of woolen cap in lieu of which a white puggree will be issued, and a brass badge to be worn on the left arm, with the word " watchman" engraved thereon.

(b) Convict-overseer-Black puggre, black coat (alkhaliq) and black pyjama, a brown leather belt and brass buckle with the word " Overseer" engraved thereon.

(c) Convict warder: The same as a convict overseer but the clothing shall be yellow and o n the buckle shall be engraved the word" Convict-Warder" (2)

Female convict officers shall wear the same articles of clothing as ordinary female convicts, but dyed black in the case of an overseer, and yellow in the case of a convict warder. All shall be provided leather belts with brass buckles and the words denoting their rank engraved thereon.

(3) convict officer doing duty outside, barracks at night shall be provided with blanket great coats in winter time.

SUPPLY OF PRISON CLOTHING ETC, TO CERTAIN PRISONERS.

864. All clothing and bedding supplied to any civil or unconvicted criminal prisoner under the provisions of section 33(1) of the prisons Act, 1894 , shall be of the same description as that supplied to convicts.

CLOTHING ETC. OF INFANTS.

865. The clothing, bedding, and necessaries to be supplied to infants who are permitted to reside in jails, shall be such as the Medical Officer may, if each particular case, prescribe.

STANDARD PATTERS OF ALL ARTICLES.

866. All articles of clothing, bedding and equipment, shall be of the standard patters approved by the Inspector-General and, in the case of every prisoner, shall, with the exception of the bedding and blankets, remain with him at all times. For instructions as to the manufacture, pattern and standard weights of all jail clothing.

CERTAIN CONVICTS TO WEAR A RED CAP.

867. Every convict who has ever been convicted of escaping or attempting to escape from any lawful custody shall wear a red cap or a red puggri if a sikh. CLOTHING OF UNINDENTIFIES PRISONERS.

868. Unidentified prisoner shall wear coats with to dark blue stripes, each 03 inches wide, running along the whole length on either side and caps with one blue stripe of the same width, in the middle.

NOTE;- An “unidentified” prisoner is one whose identity has not been established i.e, when antecedents has not been discovered and whose commitment warrant has been endorsed accordingly by the court that sentenced him.

CLOTHING TO BE WORN IN THE MANNER PRESCRIBED.

869. Prisoner shall wear all the articles of clothing supplied to them except when ordered when ordered to the contrary by proper authority. No articles of clothing shall be worn in any way other than that for which it was intended. CLOTHING TO BE MARKED.

870. Each article of jail clothing and bedding supplied to every convict shall be marked legibly with a separate consecutive number, running from 1 to 20,000 in the case of central jails and first class district jails from 1 to 10,000 in the case of second and third class district jails and from 1 to 5,000 in the case of fourth class district jails.

NOTE:- White or grey woolen articles shall be marked with coal tar while articles of black colour shall be marked with white paint. In all cases 2-1/2” wooden dies shall be used.

TIME CLOTHING SHOULD LAST.

871. The allowance of cotton clothing prescribed in each scale for prisoners should ordinarily last for six months except in the case of cotton sheet which should last for

one year, the blanket coat, the blankets and **munj mat should** give at least three year's wear. Bhabbar mat should last not less than one year. DISTRIBUTION OF CLOTHING.

872. Convicts sentenced to imprisonment for one year or more should ordinarily be supplied with new cotton clothing, unless there is an accumulation of old clothing, in stock. When clothing or bedding that has been previously in use is issued, the fact should be noted on the history-ticket.

HOSPITAL CLOTHING PROCEDURE ON ADMISSION TO HOSPITAL.

873 " All articles of cotton clothing for hospital use shall have two red stripes each two inches wide running along their whole length and woven with the cloth. Wollen clothing shall be made in grey and brown checks six inches square. " The clothing of every convict shall, on his admission to hospital, be taken from him and a complete hospital outfit substituted. The prisoner's clothing shall then be washed and placed in the hospital store-room until he is discharged when it shall be returned to him. In case of death, the clothing shall be returned to the clothing godown or destroyed , if the Medical Officer considers such a course necessary. The medical Subordinate shall be responsible for the care of the hospital clothing godown and the articles stored therein.

NOTE:- An " unidentified" prisoner is one whose identity has not been established i.e. when antecedents have not been discovered, and whose commitment warrant has been endorsed accordingly by the court that sentenced him.

SUFFICIENT CLOTHING TO BE KEPT IN STOCK.

874. Prisoner in the convalescent gang should be provided with an extra blanket, a wollen pyajama and a wasit-coat made of old blanketing during the coldest season of the year.

EXTRA CLOTHING FOR CONVALESCENTS.

875. A sufficient stock of clothing to meet all possible requirements shall be kept in store in every jail.

PRISONERS TO GET OLD CLOTHING AT CERTAIN TIMES.

876. Every prisoner who is employed on any form of labour which is destructive of clothing or specially liable to soil it, such as mixing mortar, scavenging and cooking, may, in addition to the ordinary scale of clothing be supplied with a part worn dosuti coat and trousers (dyed light blue) for wear during working hours; cooks may also be allowed as apron of coarse white dosuti cloth.

CLOTHING TO KEPT SERVICEABLE.

877. Every prisoner's clothing and equipment shall be renewed as necessithy arises; no prisoner shall be allowed to remain in tattered and unserviceable clothing. One or more prisoner tailors may, according to circumstances, be employed in keeping the clothing in repair .

CLEANLINESS OF CLOTHING AND BEDDING.

878. All clothing and bedding must be kept in a thoroughly clean condition. A convict dhobi shall be employed to wash for those who are sick.

SUPERVISION OF SUPPLY OF CLOTHING AND BEDDING.

879. it shall be the duty of the superintendent the Medical Officer and the Deputy Superintendent at all times to satisfy themselves, respectively, that:- (a) Every prisoner is provided with sufficient clothing and bedding to secure his health;

(b) Every prisoner entitled to prison clothing and bedding is duly supplied therewith according to the prescribed scale applicable to the class to which such prisoner belong s;

(c) All clothing and bedding supplied is of the prescribed description and quality, clean, in good condition and in all respects suitable for use by prisoner.

(d) All articles of clothing or bedding at any time obtained and stored in the jail are frequently inspected, and that all articles which are in any respect unsuitable or inferior to the prescribed description and quality are forthwith rejected and are not issued for the use of prisoners.

DUTY OF INSPECTOR-GENERAL WITH REGARD TO CLOTHING ETC.

880. it shall be the duty of the Inspector General from time to time to take all such measures as may be necessary to ensure that every prisoner is all times so supplied with clothing and bedding as to preserve him in reasonable comfort and good health.

RESSPONSIBILITY OF PRISONERS REGARDING CLOTHING ETC.

881. (1) No prisoner shall destroy damage or in any way make away with any article of clothing, bedding or other equipment at any time supplied to him or in his possession and every prisoner shall take reasonable and proper care of every such article.

(2) The manner in which articles of clothing bedding and other equipments as the case may be supplied to prisoners are to be kept or used by such prisoners shall be prescribed by the Superintendent subject to the directions (if any) in that behalf of the Inspector-General.

DISPOSAL OF UNSERVICEABLE CLOTHING.

882. Once a month all clothing considered unserviceable shall be brought before the Superintendent and , if declared useless by him shall be written off the accounts under his initials ,. Such portions as may be useful for repairing other clothing should be set aside for this purpose and not returned tostore: the remainder should be cut into small pieces. Cotton rags should be sent to nearest jail that manufactures paper and requires them; woolen rags should be disposed of to the best advantage.

DISPOSAL OF CLOTHING RECEIVED ON RELEASE.

883. Clothing received from prisoners on release shall be returned to store. If fit for further use, it shall , after being washed, disinfected and repaired if necessary be re-issued; if not it shall be placed before the Superintendent in accordance with the preceding paragraph.

SUBMISSION OF CLOTHING INDENT.

884. Indents for clothing bedding etc. shall be submitted in duplicate (Form No. 57) to the Inspector General on or before the 15th October of each year. The requirements should be carefully considered so as to obviate the necessity of submitting a supplementary indent.

CHARGE OF CLOTHING GODOWN PROTECTION FROM PESTS.

885. The clothing godown shall be placed in the charge of a trustworthy official, subject to the general responsibility of the Deputy Superintendent. Every care must be taken to protect the clothing from dump and the ravages of vermin and insect pests by airing it in the sun at least once a month and by the free use of nim leaves /Phenal Tap.

CLOTHING OF PRISONERS TRANSFERRED.

886. The identical articles of clothing and bedding sent with prisoners on transfer are to be returned to the transferring jail.

CHAPTER XXXV

SANITATION

SECTION 1: CONSTRUCTION OF BUILDINGS ACCOMMODATION AND OVER-CROWDING.

CAPACITY OF WARDS AND CELLS.

887. the accommodation capacity of wards cells and other compartments intended for occupation by prisoners shall ordinarily be regulated by the scale of superficial and cubical space and lateral ventilation prescribed in respect of each prisoner as shown in the following table.

Wards or warksh ops			Cells					Hospit al	
Class of prisoner and locality of jail	Square feet of ground area	Cubi c feet of air spac e	Squar e feet of latera l ventil ation	Square feet ground area	Cubic feet of air space	Square feet of lateral ventila tion	Squar e Feet Of Grou nd area	Cubic feet of air space.	Squ are feet of later al vent ilati
JAILS IN THE PLAINS									
Indians	45	540	12	96	1,248	15	54	702	12

NOTE:-1 In calculating the cubic-space no account should be taken of any air space above 13 feet and in no case should the height exceed 15 feet.

NOTE:-2 No building should be nearer than 16 feet to an enclosure wall.

NOTE:-3 Lateral ventilation openings in barracks and hospital wards should be placed between the berths and should extend down to the floor level. Openings will only be fitted with iron-gratings.

NOTE:-4 Shutters for door & Windows shall be provided to the barracks, cells and hospitals in jails to protect the prisoners from rain and cold . The shutters will be fixed outside the iron gratings.

NOTE:-5 Each barracks should be provided with a cage latrines per plan No. 3 of the Report of the Indian Jails committee 1919-1920. A verandah should also be provided at least on one side of each barrack for use by the prisoners when eating their meals and for holding classes. NOTE:-6 Berths 6'x2' should be provided in all barracks and in ground floor cells and must not be provided in condemned cells. There will be 18 " high on the ground floor, but in upper floors the height can be reduced to 6" or the berths made of hollow construction.

NOTE:-7 Arrangements for two locks are required on condemned cells, but single lock is all that is required for other cells. Combined locking arrangements for cells are unnecessary.

VENTILATION WARDS AND CELLS.

888. Direct perflation of air through every ward, cell and other compartment, respectively, shall ordinarily be secured large grated openings on both sides and at each end thereof.

CERTIFICATE FOR FITNESS FOR OCCUPATION.

889. No newly constructed ward, cell or other compartment, shall be occupied by any prisoner until the Medical Officer shall have certified that such ward, cell or other compartment is, in all respect, fit to be so occupied.

CAPACITY OF WARDS TO BE INSCRIBED OVER THE DOOR.

890. Over the door of every ward and other compartment ordinarily used as sleeping accommodation for prisoner shall be inscribed the following particulars namely:-

(a) the class of prisoner for whose occupation it is intended;

(b) the superficial floor-area stated in square feet;

(c)

the amount of air-space it contains, stated in cubic feet; and (d) the number of prisoners, calculated on the superficial area or cubic space, whichever is the less, which it is capable of accommodating.

SLEEPING BERTHS IN WARDS.

891. Every ward or other compartment intended for the accommodation of prisoner by night, shall be provided with masonry sleeping berths, equal in number to the capacity of the ward according to the prescribed scale. Each berth shall be six wand a half feet long, two and a quarter feet broad and eighteen inches high and shall be constructed with a slight slope downfrom the head. The head of each berth shall be on the opposite side to the heads of the berths (if any) on either side of it . The space between every two berths shall ordinarily not be less than two feet.

SOLITARY CONFINEMENT.

892. No cell shall be used for solitary confinement unless sit is furnished with the means of enabling the prisoner to communicate at any time with an officer of the

prison, and every prisoner so confined in a cell for more than twenty-four hours shall be visited at least once a day by the Medical officer or Assistant Medical Officer.

HEIGHT OF WARDS OR CELLS YARD.

893. For the purpose of admitting sunshine and air, the enclosure walls of cell yards shall in no case exceed eight feet in height.

ACCOMMODATION OF WARDS TO BE SHOWN.

894. The accommodation available in each ward shall be shown in the lock-up register to enable the Medical Officer to see whether any particular ward is overcrowded or not.

TEMPORARY ACCOMMODATION FOR PRISONERS.

895. Whenever it appears to the Inspector-General that the number of prisoner in any prison is greater than can conveniently or safely be kept therein, and it is not be convenient to transfer the excess number to some other prison or whenever from the outbreak of epidemic disease within any prison, or for any other reason, it is desirable to provide for the temporary shelter and safe custody of any prisoner, provision shall be made, by such officer and in such manner as the State Government may direct, for the shelter and safe custody in temporary prisons of so many of the prisoner as cannot be conveniently or safely kept in the prison.

PROCEDURE WHEN IT IS NECESSARY TO PROVIDE SHELTER OUTSIDE A JAIL. 896. Whenever it becomes necessary to provide for the temporary shelter and safe custody any of the prisoners without the walls of any jail, the Superintendent shall report the circumstances to the Inspector-General, who will if necessary, take the special directions of the State Government as to the provision to be made, under section 07 of the prisons Act, 1894.

GENERAL DIRECTIONS TO BE FLLOWED.

897. Subject to any special directions which may be given in any particular case, under the provisions of the preceding rule, the general directions hereinafter following shall be observed whenever it becomes necessary to provide for the temporary shelter and safe custody of any prisoner without the walls of any jail.

PROVISION OF TENTS TO BE MAINTAINED.

898. The Inspector-General shall maintain as reserve a small number of tents at every jail for the relief of temporary over-crowding or any other emergency. MODE OF CALCULATING TENTAGE.

899. the tentage accommodation shall be calculated at the rate of twenty-one square feet for each prisoner.

NOTE:- The standard jail tent covers a flour- area of 14’x14’ it can therefore accommodate 9 prisoners.

GRASS HUTS WHEN TO BE PROVIDED.

900. In any case in which the tentage accommodation is inadequate, or in which the Inspector-General is of opinion that such accommodation should be substituted for tents grass huts (choppars) may be provided. The provisions of the precedings rule shall also apply to grass huts.

TENTS TO BE KEPT SERVICEABLE ANNUAL STATEMENT DESPATCH OF TENTS.

901. (1) Tents shall be kept in serviceable condition and used only for jail purposes. They should be frequently pitched and aired. Every tent should be marked with (a) date of manufacture and (b) date of receipt by the jail concerned.

(2) On the 15th April each year a statement (

form No. 147) shall be submitted to the Inspector-General.

(3) Whenever tents are despatched from one jail to another, an inventory showing the number of tents, their condition and the number of tents, their conditions and the number of matters, ropes, tat covers, etc accompanying then should be forwarded with the Railway receipt and invoice of dispatch. Before tents are returned, they should be repaired, and all missing articles replaced.

PROVISION FOR CUSTODY OF PRISONER IN EXCESS OF ACCOMMODATION. 902. (1) All prisoners in a jail in excess of the accommodation shall be provided with temporary shelter in huts or tents pitched outside or inside the main enclosure walls.

(2) the safe custody of prisoner accommodated outside the jail shall be entrusted to the police.

(3) The Superintendent shall apply to the inspector-General for sanction to the entertainment of such temporary establishments may be necessary.

(4) In cases of emergency and before arrangements can be made to have tents or huts erected, the workshops may be utilized to afford the necessary shelter, provided that all articles likely to facilitate escape or to used as dangerous weapons are first removed.

PRECAUTIONS AGAINST OVERCROWDING.

903. When the population of jail is approaching the maximum number for which there is accommodation the Inspector-general and Superintendent of police shall be informed, with a view to having some of the convicts transferred or arrangements made for their temporary shelter outside, as the case may be THE CLEANLINESS OF BUILDINGS GENERALLY FLOORS TO BE LEEPED.

904. (1) The building occupied by prisoner shall on being vacated each, morning be thoroughly cleaned out. Doors, window-sills, gratings and shutters should there after be dusted and when necessary, washed and all dust and dirt removed outside the jail.

(2) The floors of sleeping wards and cells should be leeped daily except in cold and damp weather, when leeping once or twice a week will be sufficient.

(3) Walls should be frequently brushed , and leeped or lime washed when necessary. The hospital should receive particular attention in this respect.

(4) All bedding should be taken out when the ward is vacated each morning and placed in the sub.

RETURN OF PRISONER IN JAIL ON LAST DAY OF THE MONTH.

905. A return (form No. 45), showing the number of prisoners who slept in the jail on the previous night together with the number for which the wards are adapted , shall be submitted to the Inspector-General on the first day of each month.

SECTION II CONSERVANCY

PREMISES TO BE KEPT CLEAN CESSPOOLS PROHIBTED. OTHER SANITARY MATTER.

906. (1) Every attention should be given to the disposal of night soil and refuse and to the cleanliness and neatness of all parts of the jail and its surroundings.

(2) The ground should be free from fallen leaves, weeds and rubbish of all descriptions; the grass plants closely cropped and the edges trimmed; the paths kept in repair kacha drains dressed, and their levels re-adjusted when necessary

(3) Drains and latrines must be kept scrupulously clean and no sewage matter permitted to find its way into them. Cesspools of any kind are prohibited within jail precincts. The use of sunk reservoirs for refuse water is to be avoided . No rubbish or manure pits should be allowed within or near the jail walls.

(4) The hospital should receive special attention Godowns must be kept clean, properly arranged, well ventilated, and their contents should be aired as often as possible.

FLUSH LATRINES WITH PROPER SEPTIC TANKS IN SUFFICIENT NUMBER. 907.

(1) Each enclosure or each barrack shall have sufficient number of flush type latrines attached to it so that prisoner complete their latrines/bathing parade in half an hour. All flush latrines should be connected to Municipal sewerage system or have proper septic tanks.

(2) The latrine floor should be made of concrete and it should be roofed to protect from weather and partitioned for sake of decency.

(3) Vessels for urine shall, when in use, be one-third filled with water. Every latrine and place where prisoners are confined should at no time be without proper vessels. Such vessels should be thoroughly washed out and scrubbed with dry earth daily and frequently burned. **All vessels for solid and liquid extreta should be tarred before being brought into use and after being burned: they should not be allowed to remain or to be used outside the latrine or urinal.**

DISPOSAL OF VOMITED MATTER AND STOOLS IN CERTAIN CASES.

908. when any prisoner is attacked with cholera or with violent dysentery or diarrhea and vomiting, the stool and vomited matter should be treated with some strong disinfectant and burnt.

DRAINGS OF JAIL LAND. SANITARY DEFECT TO BE REPORTED.

909. (1) The drainage of the land round the jail shoul dreceive careful attention and all low ground be filled up withclean earth. High crops should not both for sanitary reasons and as affording convenient over to any prisoner escaping or attempting to escape, be grown with 50 yards of the jail walls.

(2) It is the duty of the Medical Officer to bring to notice any defects of drainage within the jail area or its vicinity. The construction of public latrines, sewers or drains or the existence of any other in sanitary condition in the neighborhood of the jail, likely to affect the health of the prisoners shall be reported to the Inspector-General.

SECTION III WATER SUPPLY

SOURCE OF WATER SUPPLY

910 Water shall be obtained from the purest supply in the neighbourhood whence it can be obtained in sufficient quantity. Before deciding upon the source from which water shall be taken samples shall be sent to the Chemical Examiner for qualitative

analysis. Every possible precaution should be taken to prevent contamination of the water whether at its source during its carriage or in its distribution.

PRECAUTIONS TO PREVENT CONTAMINATION.

911. The masonry cylinder of every well/tubewell should be water –tight and a masonry platform and drain to prevent spill-water soaking into the ground in the neighbourhood of the well/tubewell should be provided Filth or refuse of any description should not be buried or allowed to lie on the surface within such a distance of any well/tubewell used for drinking or bathing purposes as to render contamination at all possible.

WELL/TUBEWELL TO BE PROTECTED. PERIODICAL CLEANING.

912. Well/tubewell should be protected so as to guard against accidents and suicide. All the drinking water should, whenever possible, be drawn from one well/tubewell rather than from several well/tubewell. Every jail well/tubewell shall be thoroughly cleaned out in the month of October each year and oftener if the Medical Officer considers necessary.

SUPPY OF WATER TO PRISONERS PRECAUTIONS AS TO VESSELS.

913. Every place where prisoner are located either by day or night, shall be provided with a sufficient supply of drinking water. The vessels used for holding or conveying drinking water shall be covered, cleaned out daily and used for no other purpose.

THE ANALYSIS OF WATER.

914. The water of all jail well/tubewell which is used or likely at any time to be used for drinking or culinary purposes, shall be analysed qualitatively by the Chemical examiner on or about the 5th January of each year.

SUPPLY OF WATER OF OTHER PURPOSES.

915. Suitable provision for bathing shall be made in every jail and an adequate supply of water maintained in the bathing troughs, not only at the time the bathing parade is in progress but over-night, for use in case of fire 30 gms of oil sarson shall be supplied to each prisoner for message once in two months but the interval between each supply shall not be less than a month.

SECTION IV DISPOSAL OF THE DEAD.

CONDITIONS UNDER WHICH A BODY MAY BE MADE OVER TO FRIENDS.

916. (1) The body of any prisoner dying or executed in jail shall be made over to the friends or relatives of the deceased, if claimed by them before the body has been disposed of by cremation or burial, unless there are special reasons to the contrary, e.g, the prisoner has died of any infections disease, or if there are grounds for supposing that the prisoner funeral will be made the occasion for a demonstration.

(2) The friends or relatives of a deceased prisoner making application for the body after burial, should be referred to the Magistrate of the District, who should be informed whether the deceased prisoner died of any infectious disease, how long be has been dead and whether, in the opinion of the Medical Officer of the jail, the

body can be exhumed and removed with safety or without becoming a nuisance to the public.

NOTE:- No body can lay claim to a corpse as it is not property. When a prisoner dies, his sentence ceases, it merely remains, if the body is not made over to the friends or relatives of the deceased, to dispose of it in a seemly manner, so that it may not the feelings of the people.

become a nuisance and so as not to shock

DISPOSAL OF BODY TO BE MADE OVER TO FRIENDS.

917. (1) The body of any prisoner dying or executed in jail, not made to the friends or relatives of the deceased, shall if the deceased was:-

(a) Christian-be, whenever possible, interred in consecrated ground with the rites of the religion to which he belonged or

(b) not a Christian- be cremated or buried in the jail burial ground in accordance with the custom application to the caste to which he belonged.

(2) All bodies prior to removal from the jail shall be wrapped in a new cloth.

NOTE: The Superintendent's of certain jails in the State have been authorized by the Inspector General with the approval of the State Government to make over the bodies of prisoner who have died in jail if not claimed by the friends or relatives to certain Medical institutions named for the purpose. The authority so given extends only to the case of the prisoner who have died from natural causes not to the bodies of executed prisoner.

BURAIL GROUND FOR EVERY JAIL.

918. There shall be a burial ground, distinctly marked off from the surrounding ground by a well ramp or hedge, attached to every jail and it shall be used for the disposal of the bodies of prisoner only. Portion of the burial ground shall be set apart for the cremation of the bodies of hindus and the other portion for the burial of Muhammadans.

SELECTION OF A BURIAL GROUND.

919. The land selected for a burial ground should not be in the immediate vicinity of the jail or any center of population and not near the source of any drinking water supply; it should be seen that the prevailing wind does not blow from it towards the jail and that sufficient ground is secured to answer all requirements for atleast fifteen years.

MATTER CONCERNING GRAVES, GRAVE YARDS, BURIAL AND CREMATION. 920. (1) The burial ground shall be kept clean and tidy free from jungle and the graves disposed in regular rows, so as to economize space. Each grave should be marked with the name and the register number of the prisoner.

(2) The growth of grass about the graves should be encouraged, but it should be kept trimmed quick growing tree should be planted about the ground.

(3) The Superintendent and the Medical Officer shall visit the burial ground from time to time and satisfy themselves that it is properly kept and cared for .

(4) No grave shall be less than five feet deep one or more grave shall be always kept ready for occupation.

(5) In filling in a grave, the earth should be well pressed down so as to protect the body from the depredations of animals the earth should be heaped up one foot above the surface of the surrounding ground.

(6) Special care shall be taken that bodies of those disposed of by cremation are completely consumed. Ashes of the body of a Hindu prisoner should be disposed of 24 hours after cremation by burial or, in place where it is possible by consigning them to the water of a neihbouring river.

CHAPTER XXXVI
MEDICAL ADMINISTRATION
SECTION 1: GENERAL MATTERS.

PROCEDURE WHEN THE MORTALITY IS UNUSUALLY HIGH.

921. Whenever the mortality in a jail during any month exceeds one per cent, the Medical Officer shall record in the monthly return, his opinion as to the cause or causes to which the increased death-rate is to be attributed. If there is very unusual mortality, he shall make a special report to the Inspector-General for transmission to Government, if necessary.

CLASSIFICATION OF PRISONERS ACCORDING TO HEALTH.

922. The health of every prisoner shall be described as either "good","bad", or "indifferent ". Prisoners on admission to jail who are in immediate need of medical treatment should be recorded as in "bad" health, unless suffering from trivial and temporary ailments, those who are not fit for hard labour, but who do not need hospital treatment, should be recorded as in "indifferent" health.

NOTE:- If a prisoner is in bad or in different health, the Medical Officer should enter the cause of the disability, such as enlarged spleen, anemia, scuvy, etc. in his history ticket and admission register.

PRISONER RECEIVED FROM UNHEALTHY DISTRICTS.

923. Prisoner admitted from unhealthy district shall be kept under special medical observation for one or two weeks after admission, in order that the effect of imprisonment and jail diet upon them may be noted. Those addicted to opium/drugs should be placed under medical treatment with a view to their being purged of the habit.

DEDUCTION FOR CLOTHS ETC. WHEN WEIGHING PRISONERS.

924. When being weighed, male prisoner shall wear their trousers only, female prisoners shall be fully attired deduction made for the articles worn.

ABSTRACT OF RESULTS OF WEIGHMENTS.

925. An abstract of the result of weighments shall be prepared by the Medical Subordinate on the day following that on which the weighments are made, Showing:-

(1) The number who gained weight.

(2) The number whose weight remained stationary;

(3) The number who are from 3 Ibs to 5 Ibs below standard weight.

(4) The number who are more than 05 Ibs below standard weight.

(5) The number who are more than 07 Ibs below standard weight, and.

(6) The percentage of those who gained weight and lost weight respectively calculated on the total number weighed.

The Medical Officer should himself select number of prisoners at each weekly inspection for a " check weighment."

All prisoners who have lost weight to the extent indicated to clauses (3)(4) and (5) shall be separately paraded for the inspection of the Medical Officer.

CONVALESCENT AND IN FIRM GANG.

926. (1) A gang shall be formed of all prisoners discharged from hospital who are unfit to return to their usual work of the aged and infirm, and of any other's whom the Medical officer selects for special observation and treatment. Every prisoner who appears to be suffering from obscure functional or organic disease or form mal-nutrition as indicated by his anaemic or otherwise unhealthy appearance, shall be placed in this gang which shall be termed the " convalescent and infirm" gang.

(2) convalescent and infirm prisoners shall be divided into two classes, namely those who are old and infirm or permanently incapacitated for hard work and those who with suitable diet and treatment are again likely to be restored to normal health the to become fir for lard labour. The two classes shall be known, respectively as the " permanent" and " temporary" convalescent gang.

(3) very old and feeble prisoner shall receive 10 gms of oil occasionally to be rubbed into the skin.

CONVALESCENTS TO BE WEIGHED WEEKLY. RECORD TO BE KEPT.

927. The members of the convalescent gang shall remain together and shall ordinary not be mixed up with other prisoners, they shall be weighed every week on such day as the Medical officer may fix and the weighments recorded in the history-ticket for the information of the Medical Officer. The daily average number in the gang should be shown in the column " remarks" of the monthly return of the sick.

CONVALESCENTS TO BE SEEN DAILY

928. The members of the convalescent gang shall ordinarily be seen daily by the Medical Officer who may recommended any weak or convalescent prisoner for untasked work.

ATTACHMENT OT AND REMOVAL FROM THE CONVALESCENT GANG.

929. Under the orders of the Medical Officer prisoners who have recovered health and no longer require special attention, shall be removed from the gang. No prisoner shall be placed in or discharged from the gang except by order of the Medical Officer.

PROCEDURE WHEN PRISONER ARE LOOSING WEIGHT.

930. Whenever an unusual proportion of the prisoner have lost weight, or there is a general tendency to scurvy or to ulceration of the gums or anaemia, or an increase of admissions to hospital from dysentery or other bowel complaints the Medical Officer shall make careful enquiry to ascertain the cause. The diet of the prisoners should then be varied by the liberal issue of animal food in lieu of dal, potatos, onions and radishes may be substituted for a portion of the vegetable supply. Both the Superintendent and the Medical Officer should occasionally visit the prisoners while a their meals, and ascertain if there are any complaints regarding the food and if much of it is left uneaten. If the food appears to be unpalatable owing to want of variety, this defect should be remedied as for as possible.

LABOUR AND LOSS OF WEIGHT.

931. If the loss of weight is more market amongst prisoners on one form of labour than on another, the tasks should be carefully regulated and the prisoners employed on that particular on that particular work, changed should the tendency to lose weight continue. Prisoners who at three successive weighments are found to be over 5 Ibs. Should not ordinarily be placed on hard labour till they recover the loss. On the other hand, the Medical Officer should guard against being imposed upon by prisoners who scheme to lose weight by causing such prionser to be weighed unexpectedly at short intervals.

REMOVAL FROM BARRACKERS.

932 The medical Officer shall exercise his discretion as to the time at which the sick prisoners shall be taken out of their wards.

PROPHYLACTIC SYSTEM OF TREATMENT.

933. The prophylactic system of treatment especially as regards malarious fever and its sequede and bowel disease, should be adopted at the seasons when such diseases are most prevalent.

SECTION II-HOSPITAL MANAGEMENT.

PROVISION OF A HOSPITAL.

934. In every prison a hospital or proper place for the reception of sick prisoners shall be provided.

PRISONERS COMPLAINING OF ILLNESS TO BE EXAMINED.

935. Every prisoner complaining of illness shall be brought before, and he examined by the Medical Officer who is to determine whether he shall be placed under observation, treated as on out-patient or admitted to hospital .

A PRISONER MAY BE DETAINED UNDER OBSERVATION.

936. No prisoner may be detained in hospital more than 24 hours under medical observation, without being brought on the hospital register. If it is necessary to detain him for a long period, he must be admitted to hospital. ARTICLES TO BE SUPPLED TO PATIENT.

937. Each patient shall be supplied with an iron cot, a pillow, two bed sheets, a mattress, a cotton coat and dosuti trousers, a woolen coat in winter time and as many blankets as the Medial Officer deems necessary,.

MAINTENANCE OF BED HEAD TICKETS AND TEMPERATURE CHARTS.

938. Over every occupied bed in hospital shall be placed a ticket (form No. 86) wherein shall be recorded full particulars of the history of the patient and the progress and treatment of the disease. In a case of dysentery, it should be noted whether the prisoner suffered from the infection in his own home or bad acquired it in the jail and in every case of fever a record of the temperature (Form No. 70) shall be kept. Suitable clasp frames for holding these tickets should be provided.

CLEANLINESS OF CLOTHING AND BEDDING.

939. The Medical Officer shall take measures to ensure the cleanliness of clothing and bedding. For this purpose a proper place for washing and boiling soiled clothes should be provided in every jail. Blankets, blanket –coats and bed-sheets should be frequently boiled; those in use in hospital should be treated separately.

SICK PRISONERS TO BATHE DAILY.

940. Prisoner in hospital who are not too ill, shall bathe daily at such time as the Medical Officer may direct.

THE FEEDING OF SICK PRISONERS

941. Sick prisoner admitted to hospital shall receive diet as prescribed by the Medial Officer. When necessary, a special kitchen may be provided in the hospital enclosure, a cook appointed and suitable vessels provided for preparation of food for prisoners admitted to hospital.

SICK PRISONERS MAY BE GIVEN LIGHT WORK.

942. As a certain amount of physical exertion is an important factor in the maintenance and improvement of health in many cases and helps to keep the mind occupied, prisoner who are not too ill should be provided with some light work without any definite task being exacted, such as spinning thread or like.

INTIMATION OF SERIOUS ILLNESS TO RELATIVES.

943. Intimation of the serious illness of every prisoner shall be given to the District Magistrate of the District to which he belongs, for the purpose of having the

information conveyed to his relatives and intimation of the serious illness of prisoners undergoing trial shall also be given to the courts concerned, specially in Sessions cases.

NOTE:- Indents for medicines and medical stores shall be prepared as per instructions of Director Health Services, Punjab as in the case of civil Hospitals dispensaries.

SECTION III : INFECTIOUS DISEASE AND CHOLERA EPIDEMICS.

TREATMENT OF INFECTIOUS DISEASE. DISPOSAL OF BODY IN SUCH CASE. 944. Prisoner suffering from any infectious disease shall be treated in a separate ward, hut or tent, preferably in a remote part of the jail grounds. After the death or recovery of a patient, has clothing bedding, etc., shall be thoroughly disinfected or destroyed and the room in which the case occurred, or was treated , shall be thoroughly cleansed and disinfected by means appropriate to the case. The Medical Officer shall give written directions for separating those who are suffering, or suspected to be suffering from such infectious diseases for cleansing the ward or cell, and for cleansing or destroying any prisoner who dies of cholera, small-pox, AIDS, viral hepatitis or other communicable disease shall be wrapped in a sheet saturated with one part of corrosive sublimate in 1,000 parts of water or some other strong disinfectant. Such corpses should be disposed of with the least possible delay and surrounded with an ample supply of quicklime. CALF LYMPH TO BE USED FOR VACCINATION.

945. For purposes of vaccination, lymph supplied from the Punjab Vaccine Institute only shall be used.

REPORT TO BE MAD WHEN CHOLERA OCCURS.

946. When a case of cholera occurs in a jail it shall be reported by telegram to he Inspector-General and the Director of Public Health and by letter to the Superintendents of neighbouring jails, the Director of Public Health, Punjab and the nearest Civil and Military authorities to the District or Municipal Medial

Officer of Health in whose jurisdiction the jail is located. If other cases follow, a daily report of the progress of the disease and of the measures taken to meet it shall be sent to the Inspector-General and the Director of Public Health, Punjab, in

Form No. 114. The Report shall continue to be submitted daily for 15 days after occurrence of the last case.

SEGREGATION OF CHOLERA CASES.

947. All cases of cholera and gestroentitis or suspected cholera should at once he removed for treatment to a separate ward inside the jail. All the contacts should at once be vaccinated of anti-cholera vaccine, and arrangements should be made as soon as possible to vaccinate the rest of the jail population.

TREATMENT OF PRISONERS OCCUPYING AN INFECTED BARRACK.

948. All prisoners shall be removed from the barrack or building in which a case of cholera occurs, and other accommodation provided for them elsewhere with as little delay as possible, they shall be kept under observation in a separate building and enclosure both by day and night, so as to prevent their mingling with the other prisoners. If there is no suitable accommodation inside the jail, huts or tents for their better segregation should be erected outside the main wall but within the jail area.

DISINFECTION OF WARDS AND LATRINE.

949. After the room hut, or tent, in which a case of cholera has occurred has been vacated, the floor and walls in the vicinity of the spot occupied, the floor and walls in the vicinity of the spot occupied by the person attacked shall be disinfected with strong disinfectant similar disinfection of the latrine used by the patient and any spot on which he may have vomited or passed excreta shall be carried out. Earthen vessel used by the patient shall be burned and destroyed Iron utensils shall be fired.

STRICT ISOLATION OF CHOLERA PATIENTS TO BE IN FORCE.

950. A special ward, hut, or tent, shall be erected for patients suffering from cholera and a couple of huts or tents, adjacent thereto for warders, sweepers and attendants. A prisoner seized with cholera shall be taken to the place erected for his reception and not to be hospital , and be attended by men from the affected barrack (those with shortest unexpired terms being selected) who should be encouraged by the offer of rewards to do their duty well. The Medical Subordinate and the Deputy Superintendent shall obey these instructions without awaiting orders from superior authority. All warders sweepers and attendants on duty with a cholera patient shall at once be inoculated with a full dose of anti-cholera vaccine and shall not be allowed to mix with other prisoners until seven days have elapsed since the death or recovery of the last cholera patient and until their clothing and personal effect have been suitably disinfected.

TREATMENT OF DEJECTA AND PRECAUTIONS TO PREVENT THE SPREAT OF DISEASE.

951. The dejecta should be received in vessels containing some strong disinfectant and with all hospital refuse be immediately burnt. A vomit or stool pan used by a cholera patient shall on no account be used by anyone else. The disinfection of the persons along clothing of attendants on cholera patients should be strictly enforced and they should not be allowed to eat food and drink water which have, remained in

the vicinity of cholera patients or their dejecta . Any part of an iron cot soiled by vomit or excreta should be thoroughly scrubbed with a strong disinfectant, clothing, bedding, blankets, and straw soiled by any cholera patient should be burnt. Earthen floors soiled by patients should be dug up and renewed after disinfection-vide paragraph-949.

PROCEDURE ON DEATH OR RECOVERY.

952. On the recovery or death or a cholera patient, his bedding and clothing shall be immediately burned.

PRECAUTION WHEN EPIDEMIC DISEASE IS PREVALENT.

953. In the event of the outbreak of epidemic disease in the vicinity of the jail, care shall as far as possible, be taken to prevent communication of the disease to any inmate of the jail, either by new admission or by any of the jail staff, newly admitted prisoner (whether under trial or convicted) shall be kept in quarantine.
If the disease is preventable by inoculation (e.g., cholera plague, etc) they shall also be inoculated.

PROCEDURE WHEN GASTRIC DISTURBANCE PREVAILS.

954. If gastric disturbances are prevalent in the jail or if the Medical Officer, in view of the prevalence of cholera in the neighbourhood, deems it advisable , all jail officials and prisoner shall be inoculated and be encouraged to drink water. After the first appearance of cholera in a jail the prisoner shall be paraded once a day and questioned in regard to the state of their bowels. Any found to be suffering from diarrhea or any other form of sickness shall be detained and a report sent to the Deputy Superintendent and to the Medical officer.

FOUND SUPPLIES AND VESELS TO RECEIVE ATTENTION.

955. Found should be constantly inspected to ensure that it is of good quality, cleanly prepared and well cooked. The issue of uncooked foods and raw vegetables and fruits should be temporarily suspended. All food-stuffs not required immediately and more especially milk should be boiled and stored in a cool place in vessels scaled with boiling water and protected from flies. The cook house should be kept under close supervision by the Medical Officer and all refuse should be removed and burnt in an incinerator. The drains from the cook house should be cleaned daily and disinfected. The cooks should be once inoculated against cholera and their state of health inquired into daily and if any cook is found to be suffering from diarrhea or is attacked by cholera, all the cooks should be changed.

ARRANGEMENT TO BE COMPLETE.

956. The hospital should be lime-washed and special care taken that all arrangement to meet an outbreak of epidemic disease are complete. The special equipment required for the treatment of cholera should be kept at the hospital for use in emergencies. This includes the apparatus required for the intra-venous administration of fluids.

INOCULATION AGAINST CHOLERA.

957. when a case of cholera has occurred, or infection by the disease is threatened, prophylactic inoculation should be carried out on the widest scale possible. In the event of cholera appearing in the jail a telegraphic demand for sufficient vaccine to inoculate the whole of the jail population with twodoses (1.5 C.C. per head) should be made on the civil surgeonof the District.

RECORD AND REPORT OF CHOLERA.

958. The Medical Officer shall keep a special record of cases of cholera and at the close of an out break write a report on the origin and progress of he disease with the measures taken to combat it and any points of interests that came under his observation. Copies of the record and report in triplicate shall, if the disease has been epidemic, he forwarded at once to the Inspector-General one for his own use and the other two for transmission to the Director of Health Services with the Government of India, respectively. If the disease has been limited to asporadic case or two, copies of the record and report shall be submitted in triplicate at the close of the year in which the disease occurred.

PERIOD OF PRECAUTIONRY MEASURES.

959. All precautionary measures shall be continued until fourteen days have elapsed since the death or recovery of the last case of cholera. The daily report (vide paragraph 946) should be continued during this period, on the expiry of which the Inspector-General of Prisons, and the Director of Health Services should be notified that the Jail is declared free.

INVESTIGATION AS TO THE ORIGIN OF THE FIRST CASE.

960. In any epidemic it is of the greatest importance to ascertain all the circumstances connected with the appearance of the first case, and a very careful investigation should be made at once in order to discover, if possible how it originated. Such enquiries, if delayed are usually unsatisfactory.

SYMPTOMS OF CHOLERA.

961. All cases exhibiting vomiting and rice-water stools should be regarded as cholera and treated as such but it is well to remember that at the commencement of cholera epidemics diarrhea may be the only evidence of a mild attack of
cholera, whilst death sometimes occurs (Cholera sicca) before either vomiting or diarrhea has had time to occur. Bacteria logical diagnosis should whenever possible be carried out.

THE TERMS “SPORADIC” AND EPIDEMIC.

962. The terms “Sporadic” and “epidemic” should not be used in connection with reports of cases. There are no means of distinguishing between them and the exact significance of individual outbreaks can be known only when all the facts give been ascertained and considered as a whole.

DISCHARGE OF PATIENTS, PRECAUTIONS NOT TO BE RELAXED.

963. No case of cholera should be discharged from hospital until every symptom, either directly or indirectly due to the disease, has disappeared. When a case has to occurred for several days, an opinion is apt to prevail that the disease is at an end, it

is important that this should not lead to any relaxation of the precautions necessary to prevent a further outbreak.

MEASURE AGAINST PLAGUE.

964. To prevent the occurrence of plague the systematic destruction of rats, more specially in grain godown and food stores, should be carried out throughout the year. In the event of dead rats being found in any building, he latter should be vacated at once and a dead rat depatched to the nearest medical officer of health for examination and report. The measures, in respect of the isolation and treatment of the patient , the evacuation of infected barracks and the disinfection of clothing are similar to those detailed in the case of small-pox, but on the appearance of plague in a jail, the staff and prisoners should be inoculated with anti-plague vaccine a supply of which can be obtained from the District Medical Officer of Health.

MEASURES AGAINST LOUSE-BORNE DISEASE, RELAPSING FEVER AND TYPHUS.

965. In the case of louse-borne diseases, relapsing fever and typhus, the detection of the first case should be followed measures similar to those detailed in the case of plague so far as the isolation and treatment of the patient is concerned. In the case of relapsing fever the patient should be treated by the
intravenous administration of an arsenical preparation such as neo-salvarsan. The clothing and personal effect of the patient and contacts should be disinfected in a steam pressure disinfector and the contacts should be kept under observation for a week. In the event of the occurrence of any further cases the " delousing " of the Jail population should be carried out, and repeated once a week until the disease is brought under control.

WEEKLY RETURN OF INFECTIOUS DISEASE.

966. The medical officer of the jail will prepare, in duplicate, each week for submission to the Inspector-General of prisons, and to the Director of Public Health a weekly return of infectious diseases in

form 27 (D.P.H) which is supplied on application by the Director of Public Health.

OFFICERS OF HEALTH TO BE CONSULTED ON OUTBREAK OF AN INFECTIOUS DISEASE.

967. The Director of Public Health, being the official adviser in all matters of public health, he or the Assistant Director of Public Health or the nearest District or Municipal Medical Officer of Health should be consulted at once when any infectious disease or obscure sickness becomes prevalent or threatens to become prevalent in the jail.

CHAPTER XXXVII
PUBLIC WORK
Classification of works and repairs.

968. (1) Public Works in jails are classified as follows:-

A-	Original works:-	Major works costing over Rs.1,00,000/-
	Works.	Minor works costing over Rs. 5,000/- But not exceeding Rs. 1,00,000/-
		Petty works costing Rs. 5,000/- or under.
B-	Repairs	Special
		Periodical or Manual.

(2) "Original works" include all new constructions whether entirely new or merely additions and alterations to existing buildings, all repairs to newly purchased or previously abandoned buildings required to bring them into use and substitutions of one kind of work or for another, e.g. a tiled or a thatched off. (3) "Special repairs" include the complete renewal of a roof or floor and repairs rendered necessary by storm, fire, flood or other unforeseen accident. Special repairs estimates unlike other repair estimates do not lapse with the official years, but remain current till the completion of the work, in the same way as estimates for original works.

(4) "Periodical or annual repairs" comprise not only such work as painting and white-washing but such miscellaneous repairs as it may be convenient to carry out at the same time.

969. PROPOSALS FOR AN ORIGINAL MAJOR WORK

(1) Every proposal for a major work should be accompanied by - (a) an explanation of the requirement;

(b) a brief statement of the general nature and extent of the work proposed; and

(c) rough approximate estimate of the probable cost, and a rough pencil sketch showing the chief dimensions of the work.

(2) The proposal should be submitted by the Inspector-General to the State Government in the Civil Department for the order Government.

(3) The Executive Engineer may be called upon to report on any proposal for an original major work and to state roughly the probable costs as required by clause (1), but that officer should not be asked to prepare detailed drawings and estimates, this can only be done under the orders of the State Government in the Public Works Department.

970. DETAILS WHEN A MINOR WORK IS PROPOSED

When a minor work is proposed, the procedure for the preparation of estimate will be the same as that for a major work. Superintendents of Jails may ask officers of the Public Works Department for rough estimates of the cost of every work they consider necessary and when these are received, submit them to the Inspector-General for an allotment of funds. In the event of the Inspector-General being prepared to make an allotment, he will communicate the fact to the Superintending Engineer who will then order the preparation of the detailed estimate.

NOTE - The Inspector-General is empowered to sanction expenditure up to Rs. 5,000 on all minor works, other than residential buildings appertaining to Central and District Jails, and miscellaneous buildings of the Jail Department under the minor head"27 Minor works 2056-Jails-101 jails/publics-01-Central/02-District Jail (non-plan)"

971. DETAILS WHEN A MAJOR WORK IS PROPOSED

(1) Major works will ordinarily be proposed by the Superintendent who may call upon the Public Works Department for rough approximate estimates of the cost and on receipt, submit them to the Inspector-General who may then apply for the administrative approval of the State Government in the Civil Department.

This approval being obtained, the Inspector-General will include the work in his list of budget proposals and the Superintending Engineer or the State Government in the Public Works Department on receipt of administrative approval will issue orders for the preparation of the detailed plans and estimate. (2) The detailed plans and estimate will be sent to the the preparation of the detailed estimate.

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the preparation of the detailed plans and estimate. (2) The detailed plans and estimate will be sent to the Superintendent for countersignature and afterwards returned to the Executive Engineer who will transmit them through the Superintending Engineer to the Inspector-General, for the counter-signature and approval of these officers.

(3) The detailed plans and estimate will finally be forwarded by the Inspector-General to the State Government in the Public Works Department through the Chief Engineer, for sanction and allotment of funds.

972. PROCEDURE WHEN REPAIRS ARE REQUIRED.

(1) Estimates for repairs will be prepared by the officer of the Public Works Department concerned who will be responsible for their propriety.

(2) Executive Engineers in-charge of Divisions, in the Buildings and Roads Branch, are empowered to sanction expenditure on ordinary (annual, periodical and petty) repairs within the limits of the sanctioned stereotyped estimates and the budget allotment placed at their disposal by Superintending Engineers. (3) The necessary financial control by Superintending Engineers over the expenditure proposed to the incurred on annual repairs is to exercise at the time of preparing Part II of the budged.

NOTE:- The responsibility for the efficient maintenance of work should be impressed upon Executive Engineers from the beginning and they should be allowed as free a hand as possible subject to financial regularity.

NOTE:- All expenditure on pretty construction and repairs is charged to the Public Works Department Budget.

973 MATTER CONCERNING WORKS GENERALLY.

(1) Nothing in this chapter is to be construed into a permission to any officer to carry out in portion any system of works or alterations of which the costs in the aggregate would exceed what he is empowered to sanction.

(2) No material alterations or additions to a building may be made without the approval of Superintending Engineer nor may any building be dismantled or new building constructed without permission obtained from or through him as the case may be.

(3) No work may be commenced till sanction to it has been accorded and allotment of funds made and orders for its commencement issued by competent authority. In emergent cases of danger of inconvenience suddenly arising, a definite written request must be made to the Executive Engineer who will act on his own responsibility.

974. CONVICT LABOUR. DETAILS TO BE OBSERVED IN THE EXECUTION OF WORKS.

(1) In the execution of every jail work convict labour shall be utilized to the fullest extent. An Executive Engineer is required to give a Superintendent the option of executing the whole or any part of a jail work and to assist him in providing employment for prisoners on such work, but as it will not be always possible for a Superintendent to carry out jail works, such works may be classed as

those to be done by -

(a) convict labour;

(b) free labour; and

(c) convict and free labour combined.

(2) It is laid down in the Public Works Code that estimates for the works on which it is intended to use prison labour will, as in the case of free labours, provide for the full market value of the work to be done, but a note of the reduction to be effected by the employment of convicts will be made on the abstract of the estimate.

(3) No charges should be made to the Public Works Department when, convicts are employed on jail works. When prison labour is employed on other public works the full market value of the work performed, as certified to by the Executive Engineer, will be charged to the Public Works Department. The adjustment of such charge should be made according to the general rules for payments by one Department to another.

(4) The Executive Engineer will from time to time inform the Superintendent of the probable demand for convict labour, the Superintendent shall arrange as far as practicable for the required number of convicts being made available and apply, if necessary, to the Inspector-General for the transfer of as many more convicts as will make up the required number.

(5) When a sanctioned jail work is to be executed by prison labour, the Superintendent will apply to the Executive Engineer for all tools, plant and materials required for the work. Such tools and materials shall be devoted solely to the purposes sanctioned in the estimate.

(7) The work to be done shall be laid out by the Executive Engineer, or by his subordinate deputed for the purpose, and no deviation from the sanctioned plan shall be permitted without formal sanction.

(8) It is the duty of the Executive Engineer to point out to the Superintendent when progress on a work on which convict labour is employed, is considered unsatisfactory, to assist the Superintendent in framing a table of task-work, to instruct his subordinate to report daily those convicts who have not completed their tasks or who have been otherwise negligent at their work.

(9) All building operations are to be conducted by the Executive Engineer and his subordinate in-charge, without interference. The supervision of Public Works Department must however be effectual so that loss to the jail by dismantlement of work, waste of materials or loss of tools may be reduced to a minimum. NOTE:-

The Governor is pleased to direct that all ordinary repairs to jail buildings and all special repairs and original works, the estimated cost of which does not exceed Rs. 500 and which do not require professional skill, be carried out by Superintendent of Jails. For works costing over Rs. 500 their execution or otherwise by Superintendents is to be decided, each on its own merits, at the time of sanction, by Superintending Engineers in consultation with Superintendents. Works and repairs to be undertaken by the Jails Department will be subject to the following procedure:-

(a) Estimates for the class of works noted above are to be prepared by the officers of the Public Works Department as usual, and when it has been decided that the Jail

Department should carry out the work, the estimate abstract shall be cut down to show saving effected by the use of uncharged for Jail labour.

(b) In cases where the Superintendent of the Jail has no mistri or skilled workman at his disposal to put in charge of such works, the Executive Engineer of the Public Works Division concerned should either lend him one from his own staff, if he has one available or should see, that the estimate provides for payment of one charged to work. If in any particular case the Superintendent of the Jail professes his inability to carry out work which the Executive Engineer has not objected to as unsuitable to Jail labour, the Executive Engineer would, of course, carry it out for him, the matter is one that should be arranged between the Superintendent and the Executive Engineer. But it should be borne in mind that

whenever by supplying help in the way of subordinate staff the Executive Engineer can aid the Superintendent to carry out work, it will be preferable to do so rather than to undertake it himself.

(c) The Executive Engineer of each Public Works Division should, as far as possible, inspect or direct one of his subordinates to inspect works made over to Superintendents of Jails for execution, while they are in progress, when they are of such a nature that some degree of professional supervision would be desirable. Superintending Engineers will also during tour examine them, as has been heretofore customary.

(d) In carrying out Jail works the Superintendent of the Jail will act as agent of the Public Works Department and as such it will be his duty to see that money provided for one work is not diverted to another, and that no deviation from drawings or specifications is allowed.

975. (1) The disposal of complaints of officers of the Public Works Department regarding the work rests with the Superintendent. It is the duty of the Executive Engineer to see that his arrangements for materials, etc. are such that full employment is found for the number of prisoners for whom he applies.

(2) The discipline, feeding, clothing, treatment, guarding and supervision of convicts employed on a work, rests with the Superintendent.

(3) No scaffolding, loose bamboos, planks, tools, etc, likely to facilitate escape, shall be left in the jail at night. Over extensive scaffolding or building materials that are a source of danger but which cannot be removed each evening, a special watch shall be placed by the Superintendent.

(4) Outside labourers whenever employed shall be kept as much apart as practicable from convicts. When skilled outside labourers are engaged to teach convicts and supervise their work, it must be arranged that discipline is interfered with as little as possible.

INSPECTION OF JAIL BUILDINGS AND THE ARMOURIES ATTACHED TO THEM.

976 (i) The Divisional Officer of the Public Works Department in-charge of a jail will submit annually to the Superintending Engineer, for information, certificate of inspection in the form appended below. The Divisional Officer will also send a copy of the certificate to the Superintendent of the jail for disposal. Such report will be forwarded to the Inspector-General.

(ii) On receipt of the certificate the Superintendent of the Jail will ask the Divisional Officer for estimates for such work as he considers necessary to remedy the unsatisfactory features noticed. If for financial or other reasons the Jail Department does not consider it advisable to take action on any of the matters brought out in the certificate, the Superintendent will inform the Divisional Officer accordingly so that those particular points may not be repeated in succeeding certificates.

(iii) The Superintending Engineer will forward to the Chief Engineer, for information, only such certificates of Inspection as exhibit unsatisfactory features of an important nature.

SIGNING OF COMPLETION CERTIFICATE

977. On the completion of a work, a completion certificate will be forwarded by the Executive Engineer to the Superintendent for signature. The signature merely implies that the Superintendent has satisfied himself to the best of his ability that the work has been done properly. If he objects to the way the work has been performed or to any statement on the certificate or other paper presented to him for signature, he should still sign it, adding any remarks he may think proper. Remarks which are unnecessary or irrelevant should be avoided.

NOTE - A copy of the completion certificate with the remarks, if any, made by the Superintendent shall be sent to the Inspector-General.

DISPOSAL MODE OF MATERIALS

978. Materials derived from jail buildings dismantled or undergoing repair and surplus materials remaining over from a new work, when these have been supplied by the Executive Engineer, are at the disposal of that officer.

RESPONSIBILITY OF SUPERINTENDENTS TO GUARD AGAINST FIRE. –

979. Superintendents are responsible that -

(a) no fires, except in constructed fireplaces, are allowed in any building or quarters during the day or night;

(b) no fire is carried about unguarded, nor light without lanterns or protecting shades;

(c)

a sufficiency of water is constantly kept in the tanks or vessels provided for the purpose, and that such water is changed frequently;

(d) the ladders and other appliances provided for cases of fire are at all times in serviceable condition and available for immediate use; and

(e) that no stacks or collections of grass, straw, or other inflammable materials, thatched huts, mat enclosures, or temporary cooking places enclosed or roofed with thatch or mats, are allowed within 50 yards of any jail building without special orders, and that such collection or building of inflammable materials is not subject to any risk of fire.

GRANT FOR ANNUAL REPAIRS.

980. A grant of funds for annual repairs is made to all Superintendents to enable them to make payments on behalf of

Government on account of repairs to jail buildings. This grant should be accounted for in jail registers in the same way as other expenditure on account of maintenance of prisoners, etc.

CHAPTER XXXVIII
REGISTERS, RETURNS ACCOUNTS AND OFFICE PROCEDURE.

SECTION -1 REGISTERS.
REWARD TO BE KEPT BY SUPERINTENDENT

981. The Superintendent shall keep or cause to be kept the following records;-

(1) a register of prisoners admitted.

(2) a book showing when each prisoner is to be released;

(3) a punishment book for the entry of the punishment inflicted on prisoners for prison- offences;

(4) a visitor's book for the entry of any observation made by the visitors touching any matters connected with the administration of the prison;

(5) a record of the money and other articles taken from prisoners;

And all such other records as may be prescribed by rules under section 59.

REGISTER OF PRISONER ADMITTED AND RECORD OF PROPERTY.

982. (1) The register of prisoner admitted prescribed in section 12 of the prisons Act, 1894, shall be maintained in three parts namely:-

(a) register of unconvicted criminal prisoners

(b) register of convicted prisoners;

(c) register of civil prisoner

(2) The record of money and other property taken from prisoner, prescribed by section 12 of the same act shall be kept in appropriate columns of the registers referred to in clause (1).

LIST OF REGISTER PRESCRIBED BY THE PRISON ACT AND RULES THEREUNDER. 983.

In addition to any register which the Inspector-General may, at any time by executive order, require to be maintained in any jail or class following registers shall be maintained in the jails specified in each case namely:-

No of register	Description of register	Jails in which to be maintained	Prescribed remarks.
1	Register of unconvicted prisoners admitted	All Jails	Prescribed by section 12 Prison Act 1894
2	Register of convicted prisoners	Ditto	Ditto
3	Register of Civil prisoner admitted	All civil Jails and Jail in which any civil prisoners may be confined	Ditto
4	Register of release of convicted criminal and civil prisoner(Release Diary)	All Jails	Ditto
5	Register of punishment inflected on prisoners for prison offences	Ditto	Ditto
6	Register remarks of visitors.	Ditto	Ditto

7	Register for the entry of the names of all visitors	Ditto	Prescribed
8	Medical Officer's Journal	Ditto	Ditto
9	Superintendent's Journal	Ditto	Ditto
10	Factory manager's report book	In jails having a Deputy Superintendent	
11	Factory Manager's report book	All Jails	Ditto
12	Sub –Assistant Suugeon's report book	Ditto	Ditto
	European warder's report book	In jails having such warder	
13	Hospital register	All Jails	Ditto
14	Lock-up-register of all classes of prisoner in the jail	Ditto	Ditto
16	Register of person passed in or out of jail	Ditto	Ditto
16-A	Register of persons passed in or out of jail	Ditto	Ditto
17	Register of articles passed in or out of the gate	Ditto	Ditto
18	General cash –book	Ditto	Ditto
19	Cash ledger	Ditto	Ditto
21	Diary of termination of jail punishment	Ditto	Ditto

984. The following registers prescribed by the Inspector-General shall be maintained in all jails i.e. so for as they may be applicable namely:-

No of Register	Description register
22	Alphabetical register of convicted of prisoners
25	General abstract of prisoner in the jail
26	Labour Distribution register.
27	Register of letters received
28	Register of letters despatched
29	Warder's Service register.
29(a)	Warder's clothing register.
30	Watchman's control register
31	Register of target practice.
33	Daily register in hospital
34	Daily register of patients convalescent dieted.
35	Register of charges for service and supplies.
35-A	Register of contingent charges.
36	Daily register of purchases of grains, fuel etc.
37	Daily godown and mill account register.
38	Daily register of prisoner dieted.
39	Clothing godown stock-book
40	Dairy and cattle registers, A, B, C, and D
42	Inventory of miscellaneous property
43	Ammunition register.
44	Manufactory cash-book

45	Register of manufactory contingencies.
46	Register of receipt and issue of raw materials
47	Stock register of raw materials.
47(a)	Register showing raw materials in process of manufacture.
48	Stock register of manufactured articles.
49	Manufactory order-book
50	Indexed bill-book
51	Register showing outstanding balances.
52	Stock register of materials for maintenance.
53	Cash Book (manufactory)
54	Ledger (Manufactory)
55	Sales day book
56	Purchase day book
57	Journal (Manufactory)
58	Block Register
59	Purchase order book.
60	Register of Daily receipts
61(a)	Register of Daily Issues.
61	Stores Ledger.
62	Register showing names of prisoners working in and out of jail
63.	Garden register.
64	Warder' s day duty.
65.	Warder's night duty register.
67	Night report Book
68	Register of convalescent prisoners.
70	Register of out-patients.
U.F.93:	Register of office furniture.
U.F.96:	Stock register of forms etc.
U.F.94-A	Travelling allowance check register.
CH. 13-L	Register showing expenditure of Bazar Medicines.

FORM OF REGISTERS.

985. The forms of and the particulars to be recorded in, the several registers specified in the preceding rule, shall, from time to time, be prescribed by the Inspector –General.

Provided that every register now prescribed and in use shall continue to be maintained in its present form until the Inspector-General shall supersede the same by a direction given under this rule.

INSPECTION OF KEEPING REGISTERS.

986. The following instructions for keeping the registers should be carefully attended to:-

No.1: Register of unconvicted prisoners:-

COLUMN 5:- It Christian, the denomination; if Muhammadan, the sect; and if Hindu, the caste, should be entered.

COLUMN7:- A full description of the prisoner such as may be useful for his identification, and his left thumb impression, should be given in this column.

COLUMN:9- The cause of detention in jail should be shown.

COLUMN:12- Should be filed in by the Medical Officer orunder his orders by the Medical Subordinate-also are paragraph 730, Jail Manual regarding weight on release.

COLUMN:17 All property brought with the prisoner, or received for him afterwards, should be here entered and a note made against each articles he is allowed to take inside the jail for his personal use:

No.2 Register of convicts admitted:-

(1)

Age labour, Health, Weight and protection are to be filled in by or under the direction of the Medical Officer. The entries in this register shall be made as soon as possible after the admission of the prisoner or as soon as the necessary information is available.

(2)Religion:- If a Christian, the denomination; a Muhammadan the sec; or a Hindu, the caste, should be given.

(3)**Personal description:** A full description of the prisoner, such as may be useful for his identification, and his left thumb impression, should be given in this column.

(4)

(5)**Previous conviction:** All previous convictions, if established, should be entered in this column with the date, crime and sentence in each case.

(6) **Sentence:**- In cases in which a convict in sentenced to two or more sentences under different warrants, the aggregate of the sentences should be shown in the heading of the register, but in column 14 and 15 each sentence should be entered separately and in detail.

(7) **Date of release:-** If a convict is sentenced to imprisonment in default of payment of fine, the dates expiry of both the substantive sentence and the sentence in lieu of fine should be shown. On payment of fine or receipt of notice of payment thereof, the latter date should be scored out and initialed by the Register keeper. If the fine is paid in part an entry should be made to show the amount paid and the consequent date of release.

(8) **Weight:-** weights should be recorded in Ib fractions of a Ib being omitted.

(9) A receipt stamp should be affixed to the receipt obtained from a prisoner on his release for his cash property ifthe payment exceeds Rs. 500/- (revised Govt No……. dated……..)

(10) (a) Property:- Details of all property a convicted prisoner taken from him or delivered with him on admission into jail or afterwards received on his account, should be entered in this register in the columns provided for its receipt.

NO.3 REGISTER OF CIVIL PRISONERS:-

(1) Distinguishing Marks.:- The prisoner's thumb-impression and other marks useful for his identification should be entered here..

(2) The particulars regarding the amount of subsistence allowance received and disbursed should also be entered in the columns provided in this register.

(3) Instructions in clauses (1), (2)(4) and (8) under Register No. 2 above also apply to this register.

(4) Articles of clothing, etc. supplied to the prisoner at the coswt of the decree-holder, shall be removed from the prisoner and made over to the decree-holder.

(5) Articles supplied to the prisoner from the tock of the jail shall be paid for at market rates.

(6) Proper receipts for the money and property returned to the decree-holder should be obtained.

(7) Full account of the diet money received and expended should be kept in this register and dates of receipt and expenditure should correspond with those in the General Cash Book and Register No.5.

NO.4 RELEASE DIARY.

(a) A page or more if necessary, should be set apart for every day, and as many volumes as are required kept up. The names of prisoners to be released after ten years should be entered on the last page of the last volume in use, and when new volumes are opened, these names should be transferred to their proper dates in them.\

(b) On the conviction of a prisoner his name shall be entered on the page allotted to the day on which he is to be released, on the supposition that he will have to spend the whole term of imprisonment in jail without remission of any kind.

(c) If a prisoner be entitled to be released, before the expiration of his sentence on account of the remission earned or reduction of sentence, a line shall be drawn through his name where it is entered on the date of the expiration of his sentence and a reference made in the column of remarks to the new date on which he is to be released; on the latter date a fresh entry shall be made. The same method shall be adopted when a prisoner receives a further sentence.

(d) If a prisoner be sentenced to imprisonment of which the whole or any portion is in default of payment of fine, and if the fine or a portion of it be not immediately paid the date of release shall be fixed and entered in the release diaries on the dates which correspond to payment as well as to non-payment of the fine. When any portion of the fine is subsequently paid, the date of release shall be altered accordingly.

(e) The names of civil prisoners shall be entered on the date on which they

are to be released at the bottom of the page

(f) The names of convicts should not be transferred to a new date till remission has been sanctioned by the Superintendent or other sanctioning authority.

(g) When a prisoner is transferred or dies before the expiry of the sentence, his name shall be scored out under the date in which it is entered and full particulars shall be furnished regarding him under the date on which he was transferred or died.

(h) Cause of discharge such as an appeal, expiry of sentence, transfer, furnishing security or under remission rules shall be entered in the column of remarks.

If the prisoner is released under the remission rules, the amount of remission earned shall also be entered in this column.

No. 5- PUNISHMENT REGISTER.

(1) Column 13 if the entry to be made in this column is along one, it may be written across the book, but space should be left for the other necessary entries relative to the case in the other columns.

(2) Entries of punishment of whipping and of sentenced inflicted by a court for offences committed in jail, shall be entered in red ink, in order that they may be readily distinguished. At the end of each month, an abstract of offences and punishment according to the headings in monthly statement No. VI shall be prepared.

(3) When a prisoner is sentenced to flogging the previous punishments awarded to him shall also be entered in this register.

(4) When a prisoner is sentenced to whipping change or labour or penal diet, the Medical officers certificate as to the fitness of the prisoner to undergo the punishment should be obtained in column 15.

(5) When the prisoner punished is a female, letter "f" shall be written under her register No. in column. 2.

(6) When an offence is committed it should be brought on this book promptly. Even if judgment has not been pronounced.

NO:-06 REGISTER OF REMARKS OF VISITOR:-

(1) Besides the official and non-official visitors of the jail, the Inspector-general and other superior officers of Government, visiting the station, and the officers of the Education Department may record their remarks in this book.

(2) A copy of the remarks recorded in the register by any visitor shall be despatched in duplicate to the Inspector-General with a copy of the remarks made by the Superintendent.

NO. 13 HOSPITAL REGISTER:-

To be kept by the Medical Officer or the Medical Subordinate under his direction. The various entries should be made as soon as the information required is available.

COLUMN 12- The nomenclature of disease should be adhered to in filling in his column.

NO.14 LOCK-UP REGISTER:-

(1) Against the side heading "name and number of ward" should be entered female ward juvenile ward. Convict ward No. 3, sec as the case may be and immediately under this entry the accommodation of such ward should be given. The number of prisoners actually confined in a ward at any lock-up should be given against the date.

(2) If convenient separate register may be used for large-enclosures in a jail and consolidated into another register by the Deputy Superintendent.

NO. 16 REGISTER OF PERSONS PASSED IN OR OUT JAIL;

Only persons other than prisoners should be entered in this register; the names of prisoners passing in and out shall be recorded in a separate register.

On the relief of the gate-keeper the necessary entries should be made in this book.\

NO.16(a) Register of prisoner passed in and out of Jail:-

(1) All prisoners sent out of the jail during the day shall be entered in this register, whether on release, transfer or work outside the jail similarly all prisoners received into the jail by transfer, on work shall be entered therein. conviction or on return from

(2) When a gang of prisoners is sent out of the jail on extra-mural work, the name of each prisoner shall be entered, but when the gang is brought back, the names shall be called over from the outgoing entry, and if correct, need not be reentered, but the total strength of the gang with particulars thereof shall be entered as having admitted into the jail.

(3) Signature of the warder and the convict officers incharge of the gang shall be taken in column5.

NO.17 REGISTER OF ARTICLES PASSED IN OR OUT OF THE JAIL GAZETTLE.

The entries in this register should be checked periodically by the Superintendent and daily by the Deputy Superintendent, with the receipts of provisions, raw materials etc, and the sale or removal of manufactured articles etc, 10 sec that they correspond. A note of the fact that such comparison has been made, with the result, should be entered. NO.18 General Cash Book.

(1) In this register shall be entered the receipt and disbursement of all moneys passing through the hands of the Deputy Superintendent, except such as relate to the Manufactory Department for which a special register is provided.

(2) A fixed sum of money known as the " Permanent advance" is sanctioned for every jail. On the 1st April of each year the Accountant-General is to be furnished with a certificate that the full amount of the advance is in the possession of , and to be accounted for by the Superintendent petty payments should be made by the Deputy Superintendent in cash from this advance .

when the payment of large sums is necessary the Superintendent shall draw upon the treasury by abstract bill, which he may, after obtaining a proper receipt for the amount, endorse for payment to the person to whom the money is due or the money may be received from the Treasury and paid in cash. No large sums shall be kept in hand for more than 24 hours, so that money should not be drawn until it is actually required for disbursement.

There should therefore, seldom be a balance against the jail except the permanent advance, prisoner cash diet money of civil prisoners cash realized by sale of government property (non manufactory), and possibly petty refunds which however, should always be paid into the Treasury without un-necessary delay.

(3) A receipt shall be taken for all disbursements even for small sums. The receipts shall when possible, be is the vernacular known to the payee, who shall state in words the amount received Separate receipts for payment under factory and Maintenance charges should as a rule be taken. |all receiptsfor, sums over Rs. 500/- must be stamped (revised vid……)

(4) Large sums shall, as far as possible, be paid in the presence of the Superintendent, but when this is not practicable they shall be made in the presence of two respectable witnesses, who shall attest the payment by affixing their signatures to the receipt.

(5) All receipts for cash payments shall bear two series of numbers,-firstly a serial number for the year and secondly, a serial number for the month. The former shall be entered upon the receipt at the time it is given by the recipieat, of the money the latter at the close of the month after the receipts have been arranged in the manner described in clause (3) above, the annual number should be given on top and the monthly number underneath thus No. 100/1. Receipts relating to jail maintenance and jail manufactory respectively , shall be given a separate and distinct; series of annual and separate and distinct; series of annual and monthly numbers. Only the annual numbers shall be shown in the columns provided for the purpose in resisters Nos.35 and 45.

(6) Note:- The serial number should commence with the financial year, viz1st April.

(7) Detail of the balance in hand should be prepared once a month to show how the balance is made up. The detail should bevery minute and must give full information as to the items which make up the balance under each of the heads under Register No. 19 separately. It should be signed by the Superintendent when prepared.

(8) Receipts should not be utilized towards expenditure but should be credited into the Treasury at once. Money can be drawn from the Treasury as often as is required.

(9) Cash Book should be put up daily before the Superintendent who shall initial it in token o0f his having examined it.

(10) No advance should be made to any one from the permanent advance sanctioned for the jail.

(11) A formal receipt should be issued for the money received in the jail in all cases except from the Treasury.

(12) All receipts on account of diet money of civil prisoners should be credited into the Treasury at once.

(13) No loans should be obtained from any person or other heads of account.

NO 19.- DEPUTY SUPERINTENDENT CASH LEDGER:-

(1) The following accounts should be kept separate in this register, a portion of the book being set apart for each:-

(a) Maintenance accounts (a) Supplies and services.

(b) contract contingencies.

(b) prisoner's cash property

(c) prisoner's fines paid at the jail

(d) Pay and Travelling Allowance.

(e) civil Prisoner's diet money

(f) Miscellaneous, i.e. search money, sale of unserviceable articles.

The entries under these heads should be taken daily from the general cash book (Register No. 18)

(2) (a) **Maintenance accounts:**- All money transaction receipts and disbursements, relating to these heads shall beentered in detail and the balance struck daily.

A detail of the balance in hand shall be prepared once amonth as required by clause (7) of the instruction under Register No. 18.

(b) **prisoner's cash property:**- All money the property of a prisoner, should be entered on the left hand page, and all amounts paid to a prisoner at the time of release or credited to Government as his fine, etc, should be entered on the right hand page. The balance in hand should be struck at the end of every month exceed the expenditure, the difference should be deposited in the Treasury on the last day of the month. If the expenditure is in excess of the receipts, the differences should be withdrawn from the Treasury.

Balance of prisoner property account in the Treasury should be tallied with that in the jail books, quarterly.

At the end of the month a memo should however be sent to the treasury showing the departmental receipts and expenditure so utilized to enable it to pass the gross transactions through thepublic account. In this connection attention is invited to paragraph 8(2) of the Punjab Treasury Rules.

(c) Prisoner's fines paid.- Money received on account of fines, should be shown on the receipt side and when paid into the court, on the disbursement side the number and date of the receipt having been noted in the register, the receipt should be held in the office. (d)(e) and (f) require no explanation.

(3) The balance shown in Register No. 18 at the end of the day and the total of the balances under the several heads except at (e) which is also included in (a) in this register should correspond with the cash balance in the hands of the Deputy Superintendent.

(4) All receipt in support of payments made should be presented to the Superintendent who shall satisfy himself that the receipts are in order, the payments correctly entered and the accounts properly balanced.

NO. 21 DIARY OF TERMINATION OF JAIL PUNISHMENT.

On the day a punishment, which will continue for a specified period is given effect to the date of the expiry of such punishment shall be calculated and the particulars as shown by the headings shall be entered in the diary under that date. This register shall be

examined daily by the Deputy Superintendent who shall be held responsible that no prisoner is punished for alonger time than that ordered.

NO.22 Alphabetical Register of convicted Prisoners.

Part of this register should be allotted to Muhammadans another to Hindus and other Indians and a third part to Europeans (if prisoners of this class are detained in the jail) the proportion of the booked to be allotted to each being adjusted as nearly as possible to the relative numbers of these classes admitted. In large jails a separate book may be allotted to each class if necessary. The name should be classified alphabetically, the number of pages set apart for each letter being with that letter. When names beginning with the same letter are numerous, the pages set apart for them may be sub-divided in the manner followed in dictionaries. Letters under which names are not likely to occur should be omitted. If the pages set apart for any letter become filled up, new pages may be opened further on in the same book for the names beginning with this letter, or in a new book, but at the end of the last completed page a reference should be made to the page on which the names are continued. The index should be arranged, if possible to last from 5 to 10 years. The initial letter of European surnames should determine their position in the index, and appellation such as sheikh, Syad, Fakir and the like, shuld follow the proper names and not affect their position. The names need not be arranged alphabetically according to the letters succeeding the initial letter, nor need a new entry be made in the case of a prisoner whose name is already in the index,
it will be sufficient in such cases to enter against the old entry the date of the prisoner's re-admission with his new register number. The index should be posted up as prisoners are received.

NO.25 GENERAL ABSTRACT OF PRISONERS.

This register shows the number and class of prisoners in the jail each day. The number " remaining yesterday" (column 2) should correspond with the number shown as remaining on the previous day. The entries for each day should be made on the morning of the day following.

NO. 26. LABOUR REGISTER:-

(1) Prisoner should be shown as exempt from labour on the days they are admitted and released respectively.

(2) When making up averages, Sundays, and other days on which prisoners are exempt from labour, should be excluded and these days left blank.

(3) Non-labouring convicts who work voluntarily should be included with convicts sentenced to labour in the details of distribution of work, and a note at the he of the number so included with the nature of the work done made bottom of the page to explain the difference between the total of distribution list and the number of prisoners sentenced to labour.

(4) In the columns under "K" only those convict officers shall be included who are employed on the manufacture of articles for other than the Jail Department.

(5) Members of the convalescent gang employed on light labour should be shown as employed under the columns allotted to the particular work on which they are engaged, and not included in the column unemployed for convalescents who are not required to work.

(6) Monthly and annual statements No. XI are to be prepared from this register.

NO. 27 AND 28 REGISTERS OF LETTERS RECEIVED AND DESPATCHED:- (a) All letters received shall be entered in a single consecutive series in Register No. 27 and all letters despatched shall in like manner, be entered in consecutive series Register No. 28. The series shall be conterminous with the calendar year.

(b) An account of the services stamps purchase and expended shall be kept in the column of remarks. The balance must be struck daily.

(c) When a letter has been filed after information the fact should be noted In column of Register No. 27.

(d) All correspondence shall be arranged in the correspondence alimrah(each year's separately) according to the subject. The classification of subjects shall ordinarily be as follows, but may be modified by the Superintendent to suit the requirements of his office. A table showing the classification adopted should be pasted on the inside of the front cover of Register No. 27:-

(1) Accidents, assaults, or outbreaks.

(2) Accouterments, arms, uniform, ammunition and indents thereof, alarm parades and military training.

(3) Admission and release of prisoners, including correspondence relating to warrants, fines remission of sentence and the release of prisoner on account of sickness.

(4) Annual reports and returns

(5) Appeals.

(6) Bills and accounts, general maintenance and manufactory, including budged

(7) Civil prisoner

(8) Classification separation of classes including correspondence about habituals and previous convictions.

(9) Convict officers, clerks and servants.

(10) Discipline, offences and punishment of convicts rulesand orders.

(11) Epidemics and outbreaks of infections disease compingout.

(12) Escape and recaptures, guarding watch and ward.

(13) Establishment, appointment, offences and punishment of jail

officers security bonds, leave and transfer of officers payand travelling allowance.\

(14) Executions and correspondence connected therewith.

(15) Garden and dairy

(16) General registers and returns.

(17) Indents for clothing bedding stationery forms andother supplies.

(18) Labour and employment of prisoners.

(19) Lunatics criminal and non-criminal.

(20) Prisoners property and petitions.

(21) Public works original works additions, alterations and repairs.

(22) Sickness and mortality and matters connected with sanitation, conservancy, or Medical administration.

(23) Storage grain and he purchase of supplies.

(24) Transfers and transportation prisoners, including overcrowding escort railway passes.

(25) Visitor's remarks and inspection.

(26) Miscellaneous.

(3) The letters on each subject shall be placed between protecting paper covers or file boards, and held in position with a tag or lace and arranged in order of date. These files shall then be grouped together to

form collective files according to the classification adopted and in each collection the separatifiles of correspondence shall be serially numbered and the year and subject-matter of the contents superscribed o each. Both the file and the number of the bundle shall be shown in column No. 7 of Register No. 27 and column No. 05 of Register No. 28 respectively against entries made therein. When not in use, the bundles of files shall be arranged in serial order on a shelf in the correspondence almirah.

(f) No file except when in use, be kept at any place outside the almirah. When more than one officer has access to the filealmirah. Each file shall, when being taken from its place, be substituted by a slip of paper with the signature of the officer who removes it who shall be held responsible for its safety till it is again restored to its place.

(g) The Superintendent of the jail will himself open all letters and thereafter pass them on with any instructions he may wish to give, to the Assistant Superintendent, for entry in the receipt register and disposal.

NO. 29 WARDER'S SERVICE REGISTER:-

No further instructions are required beyond those give in paragraph 226.

NO. (a) Warder's Clothing Register.

The register shall be maintained at all jails. The Superintendent shall be responsible for the receipt and issue of articles and for an accurate account of the same being kept in the register. Each article before issue shall be marked according to the orders in paragraph 298 of the jail manual.

No. 30 Watchman's control Register:-

(1) The chart should be passed in the place provided for it against the date to which it relates.

(2) The patrolling officer's names with the hours of duty should be recorded in the space beneath the chart.

(3) When the control watch is for any reason not in use, or has stopped during the night a note to that effect should be made in the register.

(4) The register should be placed before the Superintendent once a week to be inspected and initialed by him.

NOTE:- The charts of Dent's tale clock and Han's control Watch should be posted in a blank register and the above instructions complied with.

NO. 33 DAILY REGISTER OF PATIENTS DIETED IN HOSPITAL.

(1) This register is a record of diet issued to sick prisoner charged for in voucher No. IV of the jail contingent bill.

(2) The term " Special diet" means diet which is issued in lieu of ordinary diet, and the term extra diet" means the diet issued in addition to ordinary diet.

NO.34-DAILY REGISTER OF CONVALESCENTS DIETED.

(1) for the distinction between extra and special diet see instructions against Register No. 33

(2) The ordinary diet of convalescents, such as wheat, dal, salt etc., should not be shown in this register but included in the ordinary diet of prisoners.

No. 35 and 35-A Register of Charges for supplies and Services and contingencies.

(1) When the permanent advance is running short and money isrequired from the Treasury, the entries in this register should be totaled and the total shown in red ink. If money is requiredin excess of the permanent advance for making purchases the amount so required shall be entered in this register and included in the Abstract Bill.

(2) Money may be drawn from the Treasury on Abstract Bills as often as may be necessary, but such drawing should usually be limited to three or four on a month; and drawings made between the 26th and the last day of the month should be utilized solely in paying for purchases actually made between the 26th of the previous month and the 25th of the month to which the bill relates.

(3) Save as above provided no money should be drawn from the Treasury between the 26th and the last day of the month payment for purchases made between those dates should be made for the permanent advance and accounted for in the succeeding month's bill.

(4) Strict compliance with the two preceding clauses in necessary with the object of obtaining agreement between the monthly accounts of jails as kept in the offices of the Accountant-General and Inspector-General.

(5) In the first abstract bill presented after the 1st of the month should be included the amount paid from the permanent advance between the 26th and the end of the previous month.

(6) When funds are needed the Deputy Superintendent shall not in his journal the amount he requires under each head of expenditure . This entry he shall present to the Superintendent, who after satisfying himself that the sums included in it properly represent requirements shall sign or initial it.

(7) Such entry in the Deputy Superintendent's journal duly signed or initialed by the Superintendent will be authority for the Assistant Superintendent entrusted with the duty to prepare an abstract contingent bill for the amount therein set forth; entering each sum under its appropriate head of expenditure, and thereafter writing the total of the bill in words as well as in figures. He should see that the amount shown in the abstract corresponds with the total of this register.

(8) The Deputy Superintendent having satisfied himself that the bill has been drawn according to the items entered in his journal, shall endorse it and present it before the Superintendent for that officer's signature.

(9) The Superintendent after comparing the item with the entries in this register will sign the abstract and at the same time initial such entries he shall then hand the abstract bill to the Deputy Superintendent, who shall be held responsible for it.

(10) It will be the duty of the Deputy Superintendent to count the cash actually received from the Treasury to compare it with the entries in this register and to bring to the notice of the Superintendent at once, may discrepancy he may discover.

(11) No money shall be drawn from the Treasury until it is required for disbursement.

(12) The abstract bill forms shall always be kept locked in an alimrah the key of which is to be in charge of the Deputy Superintendent.

(13) For further instructions see articles 79 to 83 and Article 96 Vol..1 Civil Account Code.

(14) When the accounts for a month are closed, a memo should be prepared in eh register to show the total expenditure under each head of grant and the budget allotment available.

NO. 36 DAILY REGISTER OF PURCHASE OF GRAIN ETC.

(1) This register is intended to show the purchases and expenditure of articles which admit of being stored and are issued in the dietary etc, etc. (2) From the average rate of each article should be calculated the expenditure and rate given in monthly vourchers Nos.II, III, IV and V. Averages should be worked out every month very carefully.

(3) The closing balances should be correctly carried forward from month to month.

(4) The amount charged under the head "Rations" in the detailed contingent bill should tally with the total cost of the purchases made during the month and shown in the register, minus the cost of articles purchased with the money drawn under heads other than " Rations" in the current month to replace the stock or the equivalent value of the articles supplied from stock and the value of grains supplied from the jail garden.

(5) The entries in their memo of grains printed voucher No. 1, should agree with the corresponding balances brought forward in this register on the 26th of each month.

(6) The accounts should be closed on the 25th of each month, any purchases made from the 26th to the end of he month (inclusive should be adjusted in the succeeding month's account.

(7) Money to meet the cost of articles entered in this register purchased during the first 25 days of the month, should be drawn on abstract bill under the head " Ration" only whether they are to be issued as prison diet, hospital diet, bazaar medicines or miscellaneous. After 25th the value of the articles issued from the godown under every other head than " Rations" should be calculated, and money to that extent should be drawn stock to the exact value being purchased and placed in the " Rations" god own or the exact value deducted from the total amount of purchases under head "Rations.

(8) The clothing and opening balances of quantities in this register should correspond with those in register No. 37.

NO. 37. DAILY GODOWN AND MILL ACCOUNT.

(1) This register is intended to show the grain and other articles handed from day to day, in the issue Godown". Each article should have a folio set part for it monthly, and the entries in column 2 on any day should correspond with the entries in column 6 of the previous day.

(2) Garden produce, which admits of being stored, such as onions, potatoes, garlic, chillies, coriander, etc, should alsobe entered in the register. " Grains, etc, purchased and put in the Issued Godown should be entered in column 3-AI, which the grains removed from pits from time to time and put in the godown should be shown. "Column 3-B should show atta, dal etc, free from bran and husk.

(3) The total of columns 5-A !. and 5-A II should tally with the losses shown on page II of voucher No. 11. The losses shown, should be actual and not calculated.

(4) Column 5-B should be filled in from the daily ration statement after making the necessary additions and deductions on account of single meals. The Monthly totals of this column should tally with the quantities of the various articles charged for invouchers Nos. II, III, IV and V. and with the expenditure shown in Register No. 36 (Voucher No. V shows also the issue to bullocks, etc, as centered in column 5-A and 5-C of this

register) Vouchers Nos III and IV should also tally with Hospital Register No. 33 and 34.

A full and detailed account of kerosene oil and other articles purchases under " Contingencies" should be kept in register No. 52.

No. 38 Daily Register of Prisoners dieted:-

(1) the entries opposite any date should be filled in the morning after such date.

(2) The daily ration statement should be prepared from this register.

(3) The figures for voucher No. 2 attached to the jail contingent bill should be taken from the register.

(4) The figures in column 2 shall tally with the total population of the day in Register No. 25.

(5) The figures for voucher No. 4 should be taken from Register No. 33 and 34.

NO. 39 CLOTHING GODOWN REGISTER:-

This register is primary intended to show the balance of clothing etc. in the godown on any particular day. Clothing received from any source such as manufacturing jails, released prisoners, etc, is to be entered in the proper columns under new and old. Similarly clothing issued to newly admitted prisoners, etc., should be shown daily according to its conditions, whether new or old. Balance should be struck of at the month which represents the contents of the godown on the last day of the month. Balances at the end of several months will not agree with each other. With a view to compare the contents of the godown with the quantities of clothing in the indent the number of clothing with prisoners should be entered at the close of the month at the bottom of the register and the total of the balance and of the number with prisoners should agree with the indent minus the clothing condemned. A separate register shall be maintained by the Sub-Assistant surgeon of Hospital clothing.

NO. 40 DAILY AND CATTLE REGISTER A, B,C, AND D-

A. In the column of remarks the number and date of the abstract bill by which funds were drawn to pay for a purchase, or in the case of sale, the date of entry in the cash book of the receipt of the sale proceeds, shall be shown. The number of draught bullocks should likewise be stated. A full description of the cattle with marks of identification should be entered in the this register.

B. Needs no explanation or comment.

C. Bhusa, gram, salt, etc. purchased for cattle should beentered here. The issue to cattle of the by-products of articles purchases for prisoners, such as barn, oil-cake, etc., should be recorded separately in red ink.

D. Needs no explanation or comment.

PAY LIST AND ACQUITANCE ROLL:-

(1) Every non-gazetted officer receiving more than twenty-rupees a month, who does not draw his pay in a separate pay bill, shall give a receipt stamp to be

affixed in the column " acquitance" in pay bill from No. C.A.C 10 against his name and sign across the stamp in token acknowledgment of the money. The names of all officers attached to the jail shall be given whether the are on leave or not, but receipts shall not be taken from those who have drawn their pay on separate bills.

(2) The amount of pay drawn for those present shall be entered, and opposite the names of those who are on leave. Whose pay is not drawn the leave granted and the date from which it began shall be noted for guidance when drawing up supplementary pay bills.

(3) Before the pay of any officer who has not deposited his security in full or who is liable to fines or stoppages of any description, is disbursed, the necessary deduction shall be made from his salary and the balance paid over to him.

(4) All deductions made on account of security and the total amount deposited to date, including interest, in the Post office Savings, Bank shall be recorded in a column. The number of Savings bank account should be quoted in the column or remarks.

(5) Receipt for Travelling Allowance shall be taken in thebill.

No. 43- Ammunition Register:-

Needs no explanation or comment.

No. 44- Manufactory Cash Book.

(1) All moneys relating to the Manufactory and Manufactory establishment, shall be entered in this register on the left if received, and on the right if disbursed. In structure appertaining to Register No. 18 apply to this register also.

Column No. 2 Full information as to whether the amount received is drawn on an abstract bill or is the sale proceeds of articles sold, or recoveries made to meet the retrenchments from the Manufactory bill should be given in this column.

Amounts received in advance shall be entered in red ink or underlined with red ink and distinctly marked as advance for an article.

Column No. 6: Number of the receipt issued for the money received from any person shall be entered in this column. Incase money is drawn on abstract bill, number and date of Deputy Superintendent's report in his journal applying for the sanction of the Superintendent to draw the money from the Treasury shall be noted.

A receipt shall be issued for each and every amount received by the jail on the sale of an article or on a recovery wants it or not.

COLUMN NO. 9 :- In this column should be stated whether the payments made are for purchase of Material , tools, etc, or sale-proceeds paid into the treasury.

COLUMN NO. 13. Monthly No. of the payee's receipts obtained for the items paid or number of the vouchers under which the money is credited into the Treasury shall be entered in this column.

(2) The balances in this register should be worked out daily and details in red ink given at the close of each days transaction thus:-

Payable into treasury Rs._____

Available for expenditure Rs._____

(3) Sale-proceeds of goods shall be deposited into the treasury as frequently as possible and shall not be utilized for any other purpose.

(4) The balance of cash in hand shall be compared with the balance shown in the Cash Book and if found correct, the Deputy Superintendent shall initial the latter and present it to the Superintendent daily for examination who will also initial it intoken of his having done so.

NO. 45.REGISTER OF MANUFACTORY CONTINGENCIES:--

(1) Instructions prescribed for keeping Register No. 35 fully and wholly apply to this register also.

(2) On closing the case accounts for a month, a memo shall be prepared to show the progress total of expenditure up to date.

(3) From this total all supplies made to the maintenance of own and other jails shall be deducted and those received from department other than jails added.

(4) At the same time another memo shall be prepared to show the details of expenditure under different heads of manufacture carried out in the jails and the progressive total of cash profits.

NO. 46:- REGISTER OF RECEIPT AND ISSUE OF RAW MATERIAL.

(1) All articles of every description for the manufactory Department whether paid for or not, should as soon as received by entered on the receipt side of this register.

(2) All articles issued from stock should be entered at the time the issue is made.

(3) The entries on the issue side shall also include the loss of stock by accident or theft.

(4) The account for each month shall be closed with a double red ink line drawn across the page under the last entry for the month.

(5) Articles supplied for the jail maintenance department or to other jail maintenance or
Ink.
manufactory departments shall be entered in red

(6) Charges:- Such as Railway freight, cat and collie hire, should not be entered in this register.

NO. 47- STOCK REGISTER OF RAW MATERIAL.

(1) Each article should be given a folio page. The entries shall be taken from Register Nos.45 and 46 and arranged under their appropriate heads. Column of value on the receipts side should be filled in from Register Nos.45 and when available.

(2) Incidental charges such as Railway Freight, collie hire cartage, etc. should be entered under the article to which they appertain.

(3) All charges should, as for as possible, be classified and entered under the article to they appertain. Charges for which classification is impossible should be entered under head " Miscellaneous.

(4) Value of articles issued from stock may be entered once a month for the total quantity issued under each head if found convenient and possible.

NO. 47-A REGISTER SHOWING RAW MATERIALS OF MANUFACTURE:-

(1) A page or more of the register should be set apart for each article issued from stock for the manufacture of goods. As soon as the article is received from the godown it should be entered in the column provided. (2) When articles are made and returned to store they should be noted in the appropriate column with actual weight. In the column for loss the actual and not the average should be and in no case should the former exceed that sanctioned for each manufactured goods. In articles made up from cotton yarn on which starch is used an allowance for the latter is to be given and noted separately.

(3) A daily balance is to be struck, and any correction attested by the Superintendent himself.

(4) At the close of each month the total of raw materials received and manufactured goods stored, as well as of actual loss, should be given and the balances checked.

(5) At the end of each month the Deputy Superintendent should certify that articles finished and stored correspond with Registers Nos 48 and 48(a0 and the balance shown in this register agrees with the actual balance as in process of manufacture.

(6) This register should be maintained independently by the officers in charge of different factories, and not by the Store Keeper in charge of the godown of raw materials and manufactured goods.

(7) The Superintendent should periodically, but not less than once in three months, personally satisfy himself that this register is correctly kept up, I that the balances shown tally with the actual stock in process of manufactures , that the loss is actual and not according to the scale. And that it is not in excess of the scale laid down by rules.

(8) All articles issued from the stores shall be entered in this register, no matter whether they remain in process of manufacture till next day in not.

(9) All miscellaneous articles which are consumed in manufactures should also be entered in this register under their appropriate heads.

(10) This register is every important and should be filled in and kept up very carefully. The Deputy Superintendent should check it frequently.

NO.48-STOCK BOOK OF MANUFACTURED ARTICLES:-

(1) A few pages should be allotted to each article of manufacture according to requirements, all receipts shall be entered on the left hand page and all sales, whether cash or credit, as well as articles supplied to the maintenance or manufactory departments of any jail or consumed in the process of manufacture, on the right hand page.

(2) If articles are sold, or supplied to jail maintenance for more or less than the value originally put upon them, the necessary addition of deduction

should be made in the amount shown as value on the receipt side, and the excess or deficit shown in column " Difference from estimated value" on the expenditure side. In event of articles being lost, ordestroyed a note of the circumstances should be made in this register under the initials of the Superintendent.

NO.49(A) STORES AND SALE –BOOK OF MANUFACTURED ARTICLES.

(1) All articles of every description manufactured in jail should as soon as received be entered under column. " Receipts" of this register, and all sales whether cash or credit as well as articles supplied to the maintenance or manufactory departments of any jail or consumed in the process of manufacture, under column "Disbursements"

(2) The accounts for each month shall be closed with a double red ink line drawn across the page under the last entry for the month and totals for the receipts and disbursements noted in red ink.

(3) The entries shall be daily copied in Register No. 48 under their appropriate heads.

(4) Measurements if any, of the articles received into or issued from the godowns should be entered in columns 2 or 7 as the case may be

NO. 49 MANUFACTORY ORDER BOOK.

(1) Orders should be entered in this register at the time of their receipt.

(2) The Superintendent should examine it at intervals to satisfy himself that no delay occurs in the execution of orders, and that such orders are carried out as far as possible according to priority of receipts.

(3) All orders including those which are complied with and settled immediately, must be entered in this register.

NO. 50 INDEX BILL BOOK

(1) A page or more of this register should be set apart for each customer who has dealings with the jail, and full particulars of all articles supplied to him on credit be entered in this register on the left page.

(2) As soon as payment is made, or money is received in advance for an order, the amount should be "amount received."

credited in the right hand page, under

(3) Money received should be immediately entered in the cash bookd (No. 44) against the date it is received and a receipt on

form No. 93-A. given or sent the person tendering the money.

(4) Transfer adjustment should be similarly treated, the amount of each countersinged bill received being entered in the right hand page.

(5) The debit and credit sides of this register should be totaled at the end of each month and the balance-(if any) struck. The balance (if any on the debit or credit side should be carried forward to the next-amount as "To balance of last account" or "by balance of last amount" as the case may be.

(6) An alphabetical index to this register should be made on the first pages. (7) Bills for the account shall be sent once a month on or about the 20th of the month and separately for each head of charge if intimated by officer supplied.

NO. 51. REGISTER SHOWING OUTSTANDING BALANCES:-

(1) As soon as a bill is sent to an officer for the article supplied it shall be entered in this register in serial number which number shall be quoted as the number of the bill.\

(2) If the bill is paid during the month, the fact shall be noted in the column of remarks or the entry crossed out in redink.

(3) Bills remaining outstanding at the end of the month shall be carried forward.\

(4) A total of the outstanding shall be made at the end this month.

NO. 52 STOCK REGISTER OF MISCELLANEOUS MATERIAL.

(1) All articles and material purchased under contingencies etc., which admit of being stored and are not accounted for in any other register should be entered in this register.

(2) Each item such as kerosene oil, sajju, soap, bricks lime, bhusa for repairs etc., should be given a separate folio monthly. The entries in the receipt side should correspond with those in registers Nos.35 and 35-A.

(3) Full particulars of the purpose for which any material is issued should be shown in the appropriate column, for example white washing of plastering bark No. (1), 3,000 square fee building a wall 32 cubic feet, soap nut and oilfor 50 prisoners etc.

NO. 53 RECEIPTS SIDE.

(a) All cash receipts will be entered in column 5 if it is a receipt from a debtor on account of sale previously made to him the amount will be extended into column 6 but if it is of a general nature it will be extended into column 7 sufficient details should be entered in column3 to make reference to the vouchers unnecessary Cash sales after being entered in column 5 will be extended into column 7. The words " cash sales" in column 3 will suffice , for since the person or persons have made a prompt payment their names are of no value. Daily cash sales should be analysed in the last cash memo, for the day according to the different departments to which they relate. These amounts will be posted this book separately folio references given therefor posting to the different sales accounts in the general ledger.

The amounts of those Government department which will not make payments in cash will have to be adjusted in the treasury column of this book after receipt of accepted invoices from the parties concerned at the end of the month. Detailed postings into ledgers will be made of all items appearing in column 6 and 7. The two ledgers affected are the sold and the General ledgers, each entry appearing in column 6 will be posted to the credit of each individual account concerned in the sold ledger, and in the same way each entry in column 7 will be posted to the impersonal account. It relates to in

the General ledgers, the folio of the ledger to which the posting has been made being noted in column 4. When money is deposited into the Treasury entries will be made for the amount so deposited in columns 13 and 8, that is obvious for it simply means that the jail ha paid the money and the Treasury for purposes of each disbursements, the amount will be entered in column5 and 86 and disbursements out of this amount will be booked as explained below.

(b) Payments-Disbursements of cash should be entered in column 13 and extended into column 14 or 15 in the former column if it is in settlement of a debit due by the jail on account of purchases, and in the latter if it is of a general nature e.g. wages salaries travelling allowance, etc. in the case of payments to Government department entry will be made in the Treasury column of this book at the end of each month showing the adjustments with the parties concerned . The accountant General should be requested to intimate the adjustment made by him for the past month at the beginning of every month. It will be realised that particulers of the entries in column 14 will be the names of persons of firms while those of column I will be descriptions of impersonal accounts, Payment by cheque will be entered in column 16 and extended upto 14 or 15, as the case may be the cash columns not being affected in any way . Each entry in column 14 will be posted to the debit of the individual account concerned in the General ledger.

These postings should not be allowed to fall in arrear and must be made at the close of the day in which they were incurred or received.

(c) Monthly postings:- This cash book should be totally and balanced monthly column 5 and 13 only should be totaled and balanced daily. The total of column 5 should agree with the total column 13 if a balance shows up which could only rise by column 05 being greater in amount than column 13, it will represent the balance of sale proceeds in hand not yet deposited in Treasury as distinct from the amount of the imprest in hand. There will always be a difference between columns 08 and 16, which will represent , the excess or otherwise of the deposits into over the drawings from Treasury.

These balances should be brought down and will form the commencing entry of the next month. The totals of columns 07 and 15 will be struck and ruled off, no balance being brought down. The total column 6 will be posted in lump to the credit of an account in the General ledger called the " Sold ledger Control Account". The total of columns 14 being posted in lump to the debit the " Bought Ledger Control account" in the General ledger. The idea of these control Accounts is to enable an arithmertical control to be applied

over the Bought sold, ledgers, the principle being " the total must equal the sum of details". The postings from the Cash-book are only a portion of whole the remaining postings being made from the day books and journals.

(d) **Imprest Register:**- If the cashier of the manufacturing department of a jail is allowed an imprest out of which to make petty payment he should maintain an imprest register and not confuse the postings in the cash-book by including there in his petty cash disbursements . The form recommended is the Contingent register in use in all Government offices as being multi columned, it allows of a considerable classification of these payment.

Recoupments of the imprest will be shown in the cash booked if it is made by cash by an entry in column 13 extended to column 15 and described in the particulars column11 as imprest it will be posted in General ledger to the debit of the Imprestaccount, if the recoupment is made by drawing the Treasury by means of a cheque the entries will appear in column 16 and 15 of the Cash-Book the positing in the General ledger being similar to the procedure for cash recoupments. The Imprest register should be totaled and balanced monthly the cash in hand being counted. The total of the various analysis columns should then be posted to the debit of their respective accounts in the General ledger and the total expenditure columns being posted to the credit of the imprest account in the General ledger care being token to see that the ending balance is not included in this posting. The receipts side of the Imprest register will not be posted, as this will have been done already through the Cash book when the recoupment was made.

NO. 54- THE SOLD LEDGER:-

(1) Lables gummed of the cover and the back of the ledger will indicate which of the three ledgers each e.g. Folio references should be noted. Accounts will be opened only for those customers who are allowed the benefit of credit transactions and also for government departments in whom supplies have been made.

(2) **The Bought Ledgers:**- This ledger will contain accounts only of those firms, etc, who have allowed the jail credit. Articles as received should be brought on the booked without waiting for the priced in vices. The approximate price should be called from the previous supply. The difference, if any should be adjusted on the receipt of the priced invoice . Purchases for which cash payments are made will be entered at the time in the cash book and posted direct to the General ledger.

(3) The General ledgers it will contain account of an impersonal nature. It will also contain two control accounts, viz. Sold Ledger control and the Bought Ledger control accounts. The procedures regards the stores and finished stocks, control accounts is explained in the note an store accounting. The postings into there ledgers from the Cash book and imprest register has been explained . The following accounts should be opened in the General Ledger. This list is not exhaustive and the opening of further accounts may be

necessary:-

1) Government Capital account
2) Buildings workshop
3) Office
4) Plant and Machinery
5) Furniture and fixtures.
6) Stock of finished goods control account.
7) Stores control account (raw material)
8) Sold ledger control accounts.
9) Bought ledger control account.
10) Imprest account
11) Depreciation reserve for buildings
12) Depreciation reserve for plant and Machinery
13) Depreciation reserve for furniture and fixture
14) Profit and loss account.
15) Purchases.
16) Sales.
17) Carriage in on purchases.
18) Carriage out on sales.
19) Works in progress account
20) Workshop wages account.
21) Supervision of factor (Salaries of foreman, etc. engaged in supervising working the workshop)
22) Power
23) Repairs to machine
24) Repairs, Miscellaneous
25) Sundry Factory expenses.
26) Salaries of establishment, office
27) Travelling allowances
28) Lighting
29) Stationery
30) Postage, Telegrams and Telephones
31) Miscellaneous expenses.
32) Audit charges
33) Leave and pensioner charges
34) Interest on capital
35) Loose tools.
36) Maintenance Department of the Jail
37) Stock of raw materials.

38) Stock of finished goods.

(4) The balance of these ledgers should be done monthly and in case of the sold ledger, it is necessary because of the details necessary for positing the register of outstanding jail

form 51. These three ledgers will be posted as already explained from the Cash Book.

NO. 55 SALES DAY BOOK:-

The sold ledger will be posted from the sales Day Book. This day book will record only sales on credit, and will be compiled from bills, the persons, or departments to whom the goods were sold being noted in column 03 and the gate keepers pass numbers being entered in column 04. The total of the bill in column 06 and the analysis agreeing with the total in column at the end of the each day every entry in column 06 will be posted to the debit of the individual accounts in the sold ledger. Sales should be analyzed under different heads in each jail according to what is made or manufactured there e.g. furniture , textile products , iron monger oil shop products etc. This register will be totaled monthly and the following postings made in the General Ledger:-

Total of column 06 to the Debit of sold ledger control account.

Total of column 7 to 13 to the Credit of their respective accounts.

NO. 56 PURCHASE DAY BOOK.

The Bought ledger will be posted from the purchase Day Book . Only credit purchases will be entered in this book, and a distinction made between those purchases of manufacturing materials and those of a capital nature, this being effected by segregating them in the analyses columns. Each item in columns 5 will be posted to the credit of account concerned in the Broughtledger; at the end of each month this day book will be totaled and the General Ledger posting made as follows:-

Total of Column 05 to the Credit of the Bought Ledge control accounts.

Total of column 06 of the Debit of purchase accounts.

In addition each item in column will be posted to the debit of its respective account in the General ledger. A few pages at the end of this book, shall be reserved to record purchases returned to suppliers. The posting into Bought General ledgers being the exact opposite of those suggested above.

NO.57 JOURNAL:-

The postings in the General ledger will thus have been all made except for certain adjustments, viz, the settlement of accounts with other Government department, certain closing and opening entries and any other transactions which have not be enentered in any of the day books or Cash book. To collect this information a journal will have to be maintained, the individual entries being posted to their respective accounts in the proper ledgers, the pages of which should be noted in column 4. This book should be totaled monthly and the totals of columns 7 to 10 only should be posted into the General ledger as follows:

Total of column 7 to the Debit of the Bought Ledger Control Accounts.

Total of column 8 to the credit of the Bought ledger Control Accounts.

Total of column 9 to the Debit of the Sold ledger Control Accounts.

Total of column 10 to the Credit of the Sold Ledger control Accounts.

NO. 58. BLOCK REGISTER:-

In order to enable us to ascertain the amount of government capital laid out on the manufacturing side of each jail it will be necessary to prepare a list of the assets, valuations being made by responsible officers. The assets involved are:-

(a) Buildings

(b) Plant and machinery

(c) Furniture and Fixtures and materials and finished goods.

(d) Stocks of raw

The last mentioned is separately booked and does not concerns here, whereas assets (a),(d), and (c) do. As regards (a) alump valuation will not suffice, each main building in the Workshop are should be enumerated and valued. In the same way each machine should be segregated. Furniture, however, need not be shown item by item, it will suffice if the classes of articles be enumerated separately, viz. chairs,20 tables, etc. These three assets should be collected in a Block register.

This Block register should be in three district sections in order to segregate the three classes of assets which are compiled in it. The form of ruling in self explanatory, the register itself is only a memorandum book.

It is essential that assets of class (b) and (c) be collected under locations, i.e. the machines in the furniture making department will appear together so that it will be possible to strike a total of the value of machines in the furniture shop and what is more in postant ascertain the depreciation to be charged to the shop.

NO. 59 PURCHASE ORDER BOOK:

(1) These purchase order should be complied in this book columns 1 to 6 being written up at the time and column 7 to 11 being entered up from information when the goods and the invoice have been received. This

order book should

and he will observe quantity, quality and

be placed before the Superintendent once a month, whether order have been strictly complied with as to date of delivery, and from this information decide

whether or not to this information decide whether or not to continue

dealings with firms, and remark recorded in column11. The system of

calling for tenders, and selection by the Superintendent should be

continued. The account office should particularly watch invoices , and see

that the quantity billed for agrees with the quantity delivered.

(2) Stock Limits:- The limits of stock to be carried should be fixed , i.e. the

minimum below which be sock of each kind of article should not fall and

thus interrupt manufacture, and the maximum above which, for

financial reasons, it would not be expedient to pass. Stocks would then

be held at a safe level within these limits.

(3) Purchase order:- When stocks are reaching the minimum limit, the

Store keeper should notify the accounts office, who will prepare a

Purchase Order on form P.J.F. 179 and put it up to the Superintendent of the

Jail for signature.

This book will be bound with alternative detachable

pages. The order will be duplicated by means of carbon paper, the

original being depatched to the supplier. It would be advisable that the Superintendent kept this book and only gave it to the Accountant as and when required. The Storekeeper should not be notified of the quantities ordered. He should , however, be informed that orders for replenishment have been placed.

NOS.60 AND 60-A:- REGISTER OF DAILY RECEIPTS AND ISSUES:-

Separate registers shall be maintained for the daily receipts and the daily issues. These registers should be bound with alternative removable pages, duplicating being obtained on the detachable page by means of carbon paper. Each set of two pages, i.e. the fast and the removable should be reserved for one day's entries. The store-keeper filling in column 1 to 4 of Register No. 60, the quality check being made by a responsible officer who should initial column 5 in token of having passed the item the Store Keeper should then post his Bin Card and note its number on column 6,at the end of each day the removable page should be detached and submitted to the accounts office where columns 7 to 10 will be entered up and the posting made to the proper folio in the stores ledger register No. 60 should be kept up in the same manner.

NO.; 61 STORES LEDGER (ACCOUNTS OFFICE)

(1)The source of the entries is the same as far the Bin Cards, and is indicated on the form. The remarks column should show the results of stock verifications and the date of which they were made.

(2)Stock-taking:- Stocks should be verified at least twice a year, once by the travelling stock takers and once by a responsible official deputed by the Superintendent. The former should make tow half-yearly visits and check one-half of the stocks held at his first visit and the other half at his second. At the latter visit he should select a few of the items he has already checked at the first, and re-check them. The official deputed by the Superintendent should carry out his verifications peace-meal throughout the year, he should not notify the Store Keeper of the articles he intends checking at each visit. All articles must be checked by the end of the year. Here again the check of a class of article two or even three time during the year has most salutary effect on the Storekeeper and the accounts clerk compiling the stores records. These stock-takers should initial both sets of stores records and make a note of any differences discovered, at the same time notifying the Superintendent direct of these differences. The accounts office also shall compile a list of these differences which should be forwarded to the Superintendent, through the Deputy Superintendent in charge of the jail. After comparison the Superintendent should pass orders, to, if necessary obtain orders to the write off of such losses. The accounts office should periodically satisfy itself that he balances appearing in their stores ledgers agree with those in the Bin Cards. At Stock-taking the verifiers also will satisfy themselves on this point.

(3) Bin Cards (P.J. form 182) Since most or all of the stores are stocked in bins or on racks it will be found far more convenient for the Store-keeper to use Bin cards than stores ledger. The stock of Bin Cards should be kept by the Accountant, who should be held responsible for their legitimate issue, which should be made only as each of the cards in use is completed and produced to the

accounts office. The completed cards should not be destroyed but should be preserved for three years by the accounts office to whom they should be made over. Each card will have a hole punched at the top whereby it may be suspended from a nail over the bin or rack where the article it relates to is stocked. The accountant shall keep a statistical register to know the number of cards he has received and the number he has issued and the balance in hand. This should be tested by the audit staff. Once the original issue is made all succeeding issues will be balanced by receipts back into the office of completed cards. In order that the storage place of articles of stock be recorded the rack spaces, or bins should be numbered and the number painted on , so that against " where stored" may be entered the name or description of the building and rack or bin. The final columns should contain the results to stock verifications which should be noted by the verifier on number. The rest of the card calls for no remarks. The line against the particular date on which the verification was made.

(4)Manufactured goods transferred to Stock Rooms:-when a job has been completed the foreman of the department concerned, should make out a "manufactured goods to stock" note, the Foreman completing columns 1 to 4. This book will be bound so that triplication can be obtained. The two loose copies shall be despatched with the goods to the Store-keeper who after check and entering in his Bin card, or if Bin Cards are inconvenient his stock ledger, which should be ruled similarly to his Bin Cards, retain once copy and return the other to the foreman after initialing. These duplicates should at the close of the day be sent to be accounts office where columns 6 to 9 will be filled in the Stock ledger entered up and a note made on the cost sheet sconcerned.

(5) Issues of manufactured goods from stock:-Issues of manufactured stocks shall not be made by the Store-keeper exception a properly authorized in dent from the accounts office. This book shall be in triplicate the necessary copies being obtained by carbon paper. If the sale is for cash the word " Bearer" shall, be entered above the columned space, if on credit the name and address of the customer shall be entered. After filling incolumns 1 to 3, the two loose copies should be detached and sent to the Store-Keeper, who after issuing or dispatching the goods shall enter up his Stock ledger in Bin card and initial one copy which he shall return to the accounts office where column 4 and 5 and, if necessary column 6 will be entered up and the necessary entries made in the Stock ledger, and the Bill prepared.

(6) Summary of Stores Indents:- Since it is necessary to compile costs of manufacture, all issue of stores and raw materials must be summarized to jobs, this should be done daily be the accounts office from stores indents received from the various foremen of departments, the Indent column 2 from there the extension will be entered up according to the job number concerned as shown on the indent. The daily totals of columns 2 to 17 should be struck and a "Monthly allocation of materials issued to jobs" compiled on another sheet of the same form, the date being entered in column 1 and the daily totals posted to columns 2 to 17. Where jails are large and manufacturing is heavy it may be necessary to use more than one sheet.

(7) Stores control accounts:- The Accounts office should compile a control account in the general ledger by some one other than the accounts clerk compiling the stores ledger, this account should be posted daily. Posting should be made as follow:-

(a) The value of the commencing balance of stores in hand should appear as a debit in this account.

(b) The daily receipts should be debited,-vide the total of column 9 of the " Register of daily receipts".

(c) The issues should be credited-vide the total of column 2 of the " Daily allocation of materials issued to jobs" sheet.

(d) Adjustments also shall have to be debited or credited, e.g. the daily total of the value of surplus materials returned to store should be debited.

(e) The value of deficiencies found at stock taking should be credited to this account.

(f) The value of surpluses found at stock taking should be debited.

This account for the sale of convenience should be balanced monthly, and compared with the schedule of balances extracted from the Stores ledger. A finished stock control account on the lines of the Stores control account should also be maintained.

(8) **Indents on the Store-Keeper:**- The Store-keeper should make no issue unless they are requisitioned for on properly authorized indents. The foreman in charge of each manufacturing department of the jail will carry one of these indent books with him. These books should be bound in sets of three pages bearing the same page, number the first page fast and the other two detachable . The books also should be numbered, and the book number should be printed over the page number thus 3/98. When materials are required for a department, the foreman should make out the indent, obtaining triplication by means of carbon paper, and note clearly the department and job for which it is required. He should detach the two loose copies and submit them to the Store-Keeper who, will make the necessary issue, obtain the drawers thum-impression in token of having received the articles and should himself initial both copies and he should note I n the remarks columns the balance remaining is stock of that article after the issue was made; one copy he should retain, and the other he should hand over to the drawer. He should make the necessary posting into his Bin Card and file the Indent. The foreman will get back one copy of the indent with the material she has indented for he should, at the end of each day submit to the accounts office all these duplicate indents were they should be priced out and posted into the priced Stores ledger, and the balance ast appearing in the remarks column of each indent agreed with the balance appearing in the stores ledger. Thus the account clerk will apply a daily check on the Store-keeper's records.

(9) Issue rates:- The clerk in charge of stores ledger in the accounts office shall, after each entry of a purchase i.e. a receipt in to store, calculate a fresh issue rate on the balance in hand on the evening of the previous day, both as regards quantity and value , plus the new purchase quantity and value.

The new rate which will be arrived at by dividing the sum of the values by the sum of the quantities will be noted at once against that day in the rate column on the issue side of the stores ledger. These rates should be tested by the usual audit staff at their periodical audits.

(10) Materials surplus to requirements-Materials drawn for a job which are found at the end to the surplus to the requirements of that job must not be used on any other job. They should be returned to stores on a return to stores Note. The procedure as to the preparation and submission of his form follows that suggested for indents on the storekeeper. The book will be bound so as to supply triplication, two copies being sent to Store Keeper, who after checking the quantity, etc. and initialing both copies will return one to the foreman. At the class of the day the Foreman will submit these duplicates to the accounts office. The rate and value columns will be filled in only in the accounts office, the rate being that ruling on the day the stores were returned.

NO.62 REGISTER SHOWING THE NAME OF PRISONERS WORKING IN AND OUT OF THE JAIL.

(1) Serial numbers commencing from 1 should be entered in the column of the day concerned against the name of each prisoner

forming the gang deputed for work. If for any reason any prisoner is unable to accompany the gang a cross mark should be entered to place of a serial number

(2) The names of prisoner subsequently added to the gang should be entered after the last name on the register and the sequence of the serial numbers should be maintained in order to facilitate the counting of the prisoners.

(3) The gate-keeper should obtain the signature of the warder and the convict officers in charge of the gang at the bottom of the column on the day concerned and should himself record clearly the number of prisoners

forming the gang.

NO. 63- GARDEN REGISTER:-

(1) Each plot in the garden should be allotted a distinct number which should be clearly exhibited o the spot by means of asmall pillar or post.

(2) The area of each plot should be shown in the register inacres.

(3) The actual amount of produce from a plot either sent forstorage to the godown or issued to prisoner should be shown in this register, such as grain, straw, fruit, vegetables etc.

The yield per acre should be worked out and entered in the register.

(4) A note signed by the superintendent should be entered in the register dwelling on any special feature of the crop whenever necessary.

(5) The signature of the official in charge of the godown should be recorded against the entry of all articles sent for storage to the godown.

(6) When plot is allowed to lie fallow the reason should be recorded in the register under the signature of the Superintendent.

NO. 64 AND 65.- WARDERS DAY AND NIGHT DUTY REGISTERS:-

(1) Any alterations made in the duties of warders and convict officers should be attested by the Deputy Superintendent

(2) Warders and convict officers should affix their signatures or thumb-impressions against their names just be forethey go on duty.

(3) Names of temporary warders should also be shown in this register with the duty assigned of them.

(4) Names of men on leave or on the sick list, etc should be shown at the bottom.

NO. 67 NIGHT ROUND BOOK:

(1) This book should remain in the custody of the gate-keeper during the day and in the custody of the sentry during the night. The gate-keeper should produce the book before the Superintendent on his arrival at the jail in the morning.

(2) The official visiting the jail at night should record his observations in the book before leaving the jail.

NO. 68. REGISTER SHOWING PARTICULARS OF PRISONERS IN THE CONVALESCENT GANG:-

(1) The medical officer should attest entries in column 4 and 7 that is dates of admission to and discharge from the gang.

NO. 70 REGISTER OF OUT-PATIENTS ATTENDING THE JAIL HOSPITAL:-

(1) The names of every prisoner or jail officials attending the hospital or who is attended to by the Medial Subordinate in the cells, barracks, factory, etc, should be recorded in this register.

(2) The fact that a prisoner attended the jail hospital as an out-patient should also be noted in his history-ticket.

LIST OF RETURNS, ETC, TO BE FURNISHED.

987. The bills, returns, reports, etc, to be furnished by the Superintendent, are as follows:-

(a) Periodical

No of form	Description of bill return	To whom to be submitted	Date on which due
Weekly			
116.	List of unconvicted (other than sessions) Prisoners, detained in jail more than 30 days	District Magistrate	Every Monday
Monthly			
1	Jail detailed contingent bill	Inspector General	8th of the succeeding month
2	Voucher No. 1 Abtract statement of prisoners dieted.	Ditto	Ditto
4	Voucher No. III detailed statement of Bazar medicines and Hospital Equipment	Ditto	Ditto
5	Voucher No. IV. Statement of amount and cost of diet of sick and convalescent	Ditto	Ditto
6	Voucher No. V. General list of charges other than those detailed in vouchers Nos. III and IV	Ditto	Ditto
7	List of payees ' Receipts (Jail maintenance)	Ditto	Ditto
8	State of warrant credit notes.	Ditto	Ditto
9	State of prices current	Ditto	Ditto
10	Expenditure Statement of contract contingencies	Ditto	Ditto
11	General Bill of Jail supplies.	Ditto	Ditto
12	Manufactory detailed contingent bill	Ditto	Ditto
13	List of payees" receipts (Manufactory)	Ditto	Ditto
15	Statement of Provincial revenue and receipts month.	Inspector General	10th of the succeeding.
43	Abstract of mortality succeeding month.	Ditto	5th of the
45	Statement of prisoners in jail on the last day of the month	Ditto	Ditto
67	General bill of articles supplied to public officers.	Accountant General	3ord of each month
87	Warder's service sheet.	Superintendents, head quarters jails	10th of the succeeding month
QUARTERLY			
17	Return No. 1 Number and disposal of convicts.	Inspector General	15th of the month succeeding the quarter
18	Return No. II-religion, age, etc of convicts admitted.	Ditto	Ditto
22	Return No. IV offences committed and punishments awarded.	Ditto	Ditto
30	Return No. XVII-Mortality according to length of time passed in jail	Ditto	Ditto
31	Return No. XVIII Particulars of prisoners under-trial	Ditto	Ditto
32	Return No. XIX Particulars of Civil Prisoners.	Ditto	Ditto
33	Statement B Condition of prisoners discharged.	Ditto	Ditto
34	Supplementary Statement B-Health of prisoner admitted and discharged	Ditto	Ditto
80	Outstandings due to the jail manufactory	Ditto	8th of the month succeeding he quarter
HALF YEARLY.			
52	Inventory of stores	Inspector General	1st January and 1st July
53	Certificate of corrections of scales and weights.	Ditto	Ditto
54	Confidential report of establishment	Ditto	Ditto
56	Estimate for miscellaneous	Ditto	1st May and December
90	Report on the conduct, health, etc of State Prisoners	Deputy commissioner	1st January and 1st July
99	Report on criminal lunatics.	Inspector General	Ditto

108	Statement showing the position of warders on the promotion Board (furnished by Superintendents of Head quarter	Superintendent of Jails within Head Quarter.	Ditto
YEARLY			
16	Store account of factories.	Inspector General	20thJanuary
19	Return No. III Convicts admitted according to the nature and length of sentence	Ditto	Ditto
20	Return No. IV Convicts previously convicted.	Ditto	Ditto
21	Return No. V Escapes and recaptures.	Ditto	Ditto
27	Return No. XIV Sickness and mortality amongst prisoners.	Ditto	Ditto
55	Reports on the character and qualifications of the warder establishment	Ditto	10thOctober
57	Indent for prison clothing for succeeding year.	Ditto	1stOctober
68	Statement of farming operations.	Ditto	20thJanuary
73	Indent for Registers and Forms.	Ditto	1stAugust
124	Statement C, Showing the working of the remission system.	Ditto	20thJanuary
130	Statement showing losses in Storage of grams.	Ditto	Ditto
131	Statement showing the amounts credited to Government under heads of charges	Ditto	Ditto
136.	Statement No.XII-A, Showing the result of the employment of convicts		
147.	Tent statement.		
IAFZ 2096	Receipt and delivery vouchers for arms and ammunication.		
IAFZ 2091	Requisition for arms and ammunition.		
1	Indent for stationery	Ditto	15thJuly
CAC.3	List of establishment and standing on the 1st April	Accountant General	1stMay
4. Stereo A and T-320	Certificate of the possession of the permanent advance.	Ditto	15thApril
B.M.I.	Budget Estimate (Expenditure) Jail and Factory.	Inspector General	20th September
B.M.I.	Budget Estimate (Income)	Ditto	1stOctober
W.F.35	Annual Indent for Universal	--	1stMarch
Stero A and T-328	Indent for Account and Treasury Forms	--	1stSeptember

Number Description of form
of Form

14 Statement of prisoner released from jail

49 Statement of the names and antecedents of the prisoners whipped

58 List of prisoners for whose appointments to the position of convict officer sanction is required.

59 Abstract of bill for jail contingent charges 306 Abstract bill for contract contingent charges 309 Abstract bill audited contingencies

60 Bed Head ticket for Tuberculosis patients.

61 Descriptive roll of prisoners.

62 Abstract of bill for manufactory charges.

63 Memo of prison property of prisoners on transfer 64 Descriptive roll of convicts on transfer to port Blair 65 Nominal roll with detailed account of crime

66 Manufactory sale bill

314 Bill for service postage

71 Record of black marks.

72 Declaration of upper subordinate that he has not relatives in the department

79 List of prisoners punished and for whose punishment confirmation is required.
83 Statement of prisoners released on account of bodily infirmity
88 Cell ticket.
91 History ticket for convicts sentenced to one year or less.
91-a History ticket for convicts sentenced to over one year.
(1st Leaf)
(2st Leaf)
(Covers)
(Labels)
92 Under-trial prisoner's history ticket
93 Form of receipt
93(a) Form of receipt for money received
94 Chart of control watch.
95 Statement of the raw provisions sanctioned and issued daily with the weight of the cooked food received thereform.
96 Statement of prisoners suffering from Tuberculosis.
98 Form of security bond for jail officials.
100 Chalan of cash paid into Treasury
101 Copy of visitors remarks
102 Declaration to which a candidate for employment in the jail department is required to subscribe.
104 Order of Superintendent for purchase of material etc.
105 Gate-Keeper's pass
106 Statement showing the work done by each prisoner.
107 Clothing sheet for warders.
145 Remission sheet.
148 Report giving particulars of an escape or an attempt to escape
149 Report giving particular of the recapture of a prisoner.
152 Statement showing particulars of a prisoner to be conditionally Released Form F.
153 Measurement Statement
154 Form of purposes of appealing.
155 Form of reminder for copy of judgment and result of appeal.
156 Report advising dispatch of prisoners.
157 Report acknowledging receipt of prisoners.
158 Receipt acknowledging prisoners received from police.
159 Receipt for prisoners made over to the Police.
160 Form A- Requisition for Railway tickets (N.W.B.B and C.I Railways)
162 Form D Notice of intended journey by rail.
163 Verification roll of candidates for employment.
164 Acknowledgment by a Jail officer of having read or having had explained to him the purport of Section 64 (1), Act IX of 1894 in English or Urdu.
165 Form of inventory to be prepared on change of Deputy Superintendent
166 No-Demand Certificate
168 Certificate of Release.
170 List of prisoner's property to be attached to warrant.
171 Civil prisoners, history-ticket.
174 Docket to Inspector-General asking sanction to extra warders.
175 Form showing particulars of prisoners ordered to notify their residence after release.
176 Statement of juvenile convicts admitted into the jail.

178 Docket forwarding descriptive rolls of prisoners for transfer.
179 Purchase Order (Book).
180 Stores Indent (Book0
181 Returned to Store Note (Book)
182 Bin Card.
183 Manufactured Goods to Stock Note (Book)
184 Stock Indent (Books)
185 Daily Allocation of Material issued to work orders.

Note: Book ordered in paragraph 197, of Punjab Jail Manual.

186 Form of certificate to be given to the public executioner on his carrying out an execution.
187 Daily task sheet.
188 Application for leave (Non-Gazetted officers)-

Tables for	Permanent records.
Do. 12	Years records.
Do. 5	Years records.
Do. 3	Years records.
Do. 2	Years records.

189 Form of Tender.
189(a) The schedule.
189(b) Acceptance of Tender.
189(c) Instructions to Tenderers.
189(d) No-Demand Certificate for contractors.
189(e) Notice calling for tender.
190 Descriptive roll of dismissed warders.
191 Job labour card
192 List of life prisoners who have passed 14 years in jail and were not transferred for special reasons.
193 Caution slip
194 Docket form asking for papers of transport
195 Form of docket calling the members of Committee for transportation prisoners.
196 Form of docket to other Superintendents asking to dispatch lifers.
197 Docket enquiring the number of transportation prisoners.
198 Post Card confirming the appointment of Warder
198-A Post Card stating that resignation has been accepted.
199 Post Card Stating that resignation has been accepted.
200 Docket form about appointment of warders.
201 Letters form promoting and transferring a warder.
202 Manufactory Order form.
203 Report of Sick prisoners (Books)
204 Post card enquiring whether prisoners can be received
205 Post card asking guard to escort prisoners.
206 Post card stating that prisoners can be received.
207 Invoice book of articles despatched (booked)
208 Docket Form to " D.C" sending fine of prisoners received at jail.
209 Parcha for guidance of patrolling officer.
210 Parcha showing the names of night-watchman on duty at night.
211 Verification Roll of convict warders.
212 Lables on private clothing.
213 Objection List of Warrants.
214 Post card Form acknowledging receipt of letter requesting supply of miscellaneous things.
215 Reminder for immediate payment of bills out-standing.

216 Information that the articles are being made here.
217 Information that the articles required are prepared here.
218 Ledger Trial Balances (books)
219 Daily report of counting prisoners.
220 Medical History sheet of jail officials.
221 Slip regarding governments property not be removed.
222 Notice to railway for dispatch of parcels.
223 Acceptance of terms for transfer of convicts as colonists to Andamans.

Stereo A. And T. I.A.F.Z.

289 Last-pay Certificate (L.PC)
2098 Application for repair of arms.
1(a) Emergent indent for Stationery.

LIST OF MERTIAL RETURNS.

988. The returns etc. to be submitted by the Medical Officer are as follows:-

(A)PERIODICAL.

No. of Form	Description of bill return.	To Whom to be admitted	Date on which due
	MONTHLY.		
44	Monthly return of sick	Inspector General	10th of Succeeding month
	HALF YEARLY.		
	YEARLY		
	M.S.D Indent for medicines in 134,135 quadruplicate	Inspector General of Prisons.	1st May
109	Annual return of sick prisoners	Ditto	20th January
(B)MISCELLANEOUS			
Number of Form	Description of Form		
70	Temperature Chart (to be attached to the monthly return of Sick when death is attended with fever)		
86	Bed-Head Ticket.		
97	(a)Certificate of Medical Officer.		
113	Certificate of fitness for transfer to a Mental Hospital.		
114	Daily cholera and other epidemic report.		
Stereo A. And T.			
301	Health Certificate		
M.S.D136	Supplementary Indent for medicines (in quadruplicate)		

NOTE:- In this and the preceding paragraph all forms which bear numbers only are jail forms. The others are adopted from various sources, the abbreviations being as follows:-

U.F- Universal Form
A. and T – Account and Treasury
M.S.D – Medical Store Department
C.A.C- Civil Account Code.

SECTION III –CLASSIFICATION OF EXPENDITURE

CLASSIFICATION OF EXPENDITURE.

989 (1) The following classification of jail expenditure has been prescribed by the Government of India:-

Schedule showing items of Jail Expenditure classified according to the classification adopted in the revised Financial Statement No. IX

Main heads adopted by the Financial Department	Sub-heads required for administrative purposes .	Classification of items.
ESTABLISHMENT	-	Calls for no remarks.
	A-Rations	This sub-head should include cost of provision and fuel.
	B-Miscellaneous	This sub-head should include dietary charges ordinary recurring expenditure on such items as earthen pots and plates, leaves for plates, jars for pickle, sacks for grain, sifters, tawas, cups, grain, baskets, tinning, cooking utensils, repairing grind-stones or any culinary utensils or receptacles for provisions, diet of children in jail with thei mothers, fish fry for smoking jail tanks, articles for fishing or expenses in getting fish from jail tanks, cartage of provisions to the jail, also the cost of metal pots and plates & wood plathers & paddy mills and dhenkis , if these articles are not likely to last for three years, but if they are
DIETARY CHARGES	C-Garden or agricultural	The sub-head should include ordinary recurring expenditure on such items as seeds manure country ploughs, " mots" and ropes for irrigation garden baskets or bamboos or cane for making them, tokas or sun-hats, nets for fruit trees, kudalis or "Phaoras" (hoes) and dous or
	D-Proportion of dairy expenses.	The working expenses of the dairy should be divided between this head " hospital charges" in the proportion in which the produced of the dairy is used for the general dieting of prisoners, or for the sick and infirm. Such items as fodder, straw, medicines fuel, rope, bamboos attendants (if not on the regular establishment) should be included here, bu8t not expenditure for live stock, plant, or
	A-Sick diet and extras for patients	This sub-head is for food and fuel only.
	B-Cost of extra or special diet etc for prisoners who are in week health, but who	No remarks.
	C-medicine s and hospital equipment.	This sub-head will show the cost of medicines , whether purchased locally or supplied by the Medical Store Department, also of rum procured for the sick Hospital equipment will include such articles as hospital pillows, bed ding and clothing, splints, hospital bed pans and urinals (if not coming under the definition of extra ordinary expenditure) expenses for repairing such articles, cloth for
	D-Proportion of dairy	See above , " Dieting Charges" (D)
CLOTHING AND BEDDING OF PRISONERS.		Not only the cost of new clothing and bedding, but all charges for repairs (Needles) thread, cloth etc.) Should be included under this head. The cost of new bed steads (wood or iron) should be included under. "Extraordinary,

	A Conservancy washing and purifying	Under this sub-head should be included all Municipal charges for special conservancy work done expenditure for brooms, fur or pitch, privy and dry-earth, baskets, or bamboos for making such baskets; rope for mehtars or jute for making it kud-alias or hoes for conversancy, saop or sajji matti, for washing prisoners clothes, shell lime for white-washing (if not treated as a public works charge; earthen pots and vessels for conservancy, repairing conservancy utensils, carts, etc, cartage of river mud for mud washing disinfectants, sulphur for fumigation and other conservancy items not coming under the definition of
SANTATION CHARGES	B-Charges for water-Supply	Water-tax or rate paid to a Municipality taxes will be an exception to the rule that Municipal taxes shall be included under the head of "Contingencies" it should be included here (unless no service is rendered for it) Likewise such charges are ropes for drawing water for service of the jail moshakhs, mots, and other appliances mots, and other appliances for this purpose, glasses for examination of water and expenses in connection with water analysis, repairs of pumps, pipes reservoir or tanks, wter receptacles carts or other appliances for distributing water, and renewal of parts, coal or firewood for boiling drinking
	C-Extraordinary Charges	The sub-head should contain the cost of cholera camps and other measures taken in emergencies to preserve health. Cholera camp charges will include cost of temporary shelther, bamboos string, mats, straw for bedding, carriage of water materials for sick prisoners and other charges
		The cost of extra guards will be included under this head, but not of those deputed from the ordinary establishment.
CHARGES FOR MOVING PRISONERS.	A-Transfer charges & road sub-sistence for convicts.	This sub-head should include railway fares and carriage of transfers, and subsistence and other expenses for dieting prisoners in transit (except when transportation prisoners are despatched from the collecting jail or deportation), railway fare and carriage when necessary or released convicts, subsistence allowances or gratuities given to convicts on release if granted for subsistence on the journey home, but not if granted as rewards, clothes for released convicts and transfer charges for lunatics sent to
	B-Transportation charges.	Only charges connected with the dispatch of convicts from their provinces for deportation to Port Blair should be included in this column not charges for maintenance , clothing etc, whilst detained in the provinces awaiting deportation or transfer charges for removal to the collecting Central Jail of the province. Such items as railway fares and carriage subsistence on the journey, cost of clothing, blankets, bedding fetters, handcuffs an hand-rings sent away with the prisoners will come under this heading.
	A lighting	The head should include such items as gas-rates, provided the gas is used (this rate will also be an exception to the rule that Municipal rates shall be charged to contingencies, if the gas works are under a Municipality) Kerosene or other lamp oil, wicks, renewal of lamp glasses, repairing gas pipes, lamps etc, oil pumps " Extraordinary charges" are
MiISCEL-LANEOUS SERVICES AND SUPPLES.	B-Disciplinary Charges.	This head should include such as materials or repairing neck rings, ankle ring, writs neck or fetters, iron for rizets smithy coal, neck tickts, leather or canvas for flogging, bhela but for making clothes etc. combs for females, shaving or hair catting charges repairing locks and keys "
	C-Uniform	This head should include such items as uniform, shoes great cots, umbrellas for warders, ammunition (when paid
	and equipment of warders	for) repairs to arms, accoutrements or uniforms; oil for accoutrements arm-racks etc are to be excluded.
	D-Money Payments as	This head should include such items as rewards for re-rewards for capturing prisoners, re-capturing prisoners; re-capture gratuities to prisoners for and services, good conduct or extra work; allowances to convict wards; allowances to recovered lunatics; rewarders for

	E-Execution Charges	This head should include such items (if paid by the Jail Department) as the cost of temporary gibbets, executioner and doms, cremation or burial . Expenditure for permanent plant should be included under "
	F-Other Miscellaneous services and supplies	This head should include such items as oil for unction for females, aged and infirm, coolie hire carriage and freight, packing umbrellas for convict overseers, books pamphlets and slates for education, brass wire, wire netting (unless required for the garden) dyes, camphor, "rough on rats." Packing charges, paint and paint brushes, linseed oil, saws, enamel, solder, "gurgas" burial charges. Pardahs forward windows, mats for closing windows or for prisoners to sit upon, bamboos for making these, chalk, ghee, fodder, straw or medicines for draught cattles shoeing of bullocks
TRAVELLING ALLOWANCES		This sub head should include travelling allowances of non-gazetted officers, no allowances paid in gazette officers.
	A-Rents, Rates and taxes	Water-Rates and gas-rates to are be exluded, the former will be included in column 8(B) and the latter in column 10(A)
		Water Rates and lighting and conservancy taxes may, however, be included under this head, if no service is rendered, and the payments are simply made as taxation, the water supply etc. being otherwise arranged for
	B-Service postage	To include cost of postage stamps on unpaid covers.
CONTINGENCIES	C-Telegraph and Telephone	To include cost of telegrams and rent of telephone lines, charges.
	E-Current office expenses	To include country stationery book-binding, gharry hire of officer (if allowed), dusters, matches, oil for punkha-wheels, cost of hanging and removing punkhas, punkha-rope repairing and polishing furniture and similar charges
	E-office furniture	To include cost of almirahs racks, shelves, tables, desks, dairs, or carpets, pardahs, iron safes and weights, water goblets, and glasses for offcers, and the like. This is an exception to the rule that" Extraordinary expenditure " is to
	F-Registers and stationery	To include Stationery department charges and all printing charges.
	A-Conservancy and water	This sub head should include such item as Donaldson's supply dead-Ejectors, iron urine tubs, stock. Conservancy pans, etc. iron blanket boilers. Water pump, pipes, or reservoirs, Water carts, iron and wooden backets hot water apparatus (if of a lasting kind and for boiling drinking
EXTRA ORDINARY CHARGES FORLIVES STOCK TOOLS AND	B. Dietary dead-Stock.	To include cooking ranges or "Donaldson's Ghulas, " grain carts, wheat mills, scales and weights for grain godowns or cooks, if of metal, iron or copper cooking utensils, ovens, if of iron or other lasting material; iron or brass cups or plates, axes and the like.
	C-Hospital dead-stock	To include cost of iron beds, covered iron pans; iron urinals or metal bed pans, excreta desiceators, and similar lasting alliances.
NOTE:- Where these articles are supplied by public works Department Workshops the Jail Department should be debitedand the public works Department Workshop, the Jail Department credited with their value (Expenditure on buildings, however, is recorded is the accountsof the Public Works Department and should be excluded from theaccounts from the jail Deparment		
	D-Garden and agricultural	To including irons ploughs, fencing pumps for irrigation wells(if not treated as a Public Works charge) or other lasting
	E-Lighting dead stock`	Here should be shown the cost of laying down gas pipes or of new kerosene or other lamps of a substantial kind likely to last for three years or upwards iron oil

	F-Disciplinary stock.	To include the cost of weighting machines or scales for weighing prisoners measuring rods or instruments for anthropometry iron for fetters and writs rings blacksmiths implements for making fetters, etc. (If likely to last three years) new locks, hand cuffs, removable fetters, floggings triangles, hair-clippers, scissors or razors.(if lasting for three years and upwards) steel dyes and types
	G-Arms and accountrements	To Include original cost of arms (if charged for) belts, badges, pouches and bayonet scabbards, batons, arm-racks, snap-caps
	H-Dairy live stock and plant.	To include cost of cows cream separators, iron or metal milk pails or receptacles, lactometers, metal or wooden charns, cow sheds (if they are not buildings erected by the public works Department) and other lasting plant. Maintenance charges to be included under " Dietary charges" (D) and "
	I-Drought Cattle.	To include the cost of bullocks, horses, ponies, and sheds for sheltering then (if not charged to public works) Maintenance charges to be included under "
	J-Other miscellaneous dead stock note coming under the over heads.	To include iron cots or beds (except when intended for the hospital) permanent gibbets, ladders and other stock which cannot be classified under above

(2) The above classification is not exhaustive as it was notintended tha tit should be minute and elaborate beyond any usefulmeasure, its objects is to reduce to a minimum the chance of suchan inaccuracy as would have a serious effect in reviewing and andcomparing the financial administration of different jails.

(3) Excluding furniture, which is classed under the head" Contingencies," all outlay on dead or livestock which it likelyto remain in use for three years or more, must be

(4) The proceeds of jail gardens and farms should as for as possible be used for jail purposes, the sales to outsides being restricted to small baskets of vegetables. The cash realized from these petty sales should be paid into the treasures as sale proceeds of ordinary Government property, not of jail manufactures, and should be deducted at the end of the year in the annual administrative accounts from the gross expenditure for dieting prisoners, the net amount only being entered in Statement No. IX: similarly the sale proceeds of old stores, or of uselessor absolute appliances, not belonging to the manufacture department should be paid into the treasuries in the ordinary course, and credited I n the accounts to the heads of charge under which the property was originally purchased.

SECTION IV PRESERVATION AND DESTRUCTIONS OF RECORDS.

CLASSIFICATION OF RECORDS FOR PURPOSES OF PRESERVATION.

990(1) All jail registers, returns and records of everydescription shall, for the purposes of preservation or destruction, be classified under the following heads:-

(a) Those to be preserved permanently.

(b) Those to be kept 12 years.

(c) Those to be kept 3 years, and

(d) Those to be kept 2 years.

(2) Each of the four classes shall be kept separate and on the back of each register or bundle, a piece of coloured paper showing the period for which it is to be preserved and the approximate date on which it is to be destroyed should be pasted.

CLASSIFICATION OF LETTERS AND CORRESPONDENCE.

991. The Superintendent shall exercise his discretion as to the classification of letters and correspondence for preservation, except.

(a) letters relating to standing orders.

(b) important public works and manufactures.

(c) the acquisition and renting of land,

(d) any permanent charges upon government, and

(e) Escape when the prisoner is not recaptured, of which shall be permanently preserved.

Correspondence relating to person granted gratuities shall be destroyed after ten years.

RECORDS TO BE PERMANENTLY PRESERVED.

992. The following records shall be preserved permanently:-

REPORTS

ANNUAL ADMINISTRATION REPORT OF THE DEPARTMENT

(H) REGISTERS.

Number of Form	Description of Form
2	Register of convicts admitted.
4	Release Diary of convicted and civil prisoners.
18	General Cash Book
19	Cash Ledger
22	Alphabetical Index of prisoners
W.F.93	Register of office furniture
27	Register of letter received.
28	Register of letter despatched.
29	Warder's Service Register.
35	Register of charges for supplies and service
35-A	Register of contingent charges.
41	Acquittance roll of establishment
42	Inventory of Miscellaneous property
44,53	Manufactory Cash Book.
45	Register of manufactory contingent charges.
58	Block Register (200)
(C) Bills, Forms Etc.	

54	Confidential report of establishment
55	Report on the character and qualifications of warder establishment
72	Declaration re relatives
98	Form of Security bond.
102	Declaration to which a candidate for employment in required to subscribe.
107	Warders clothing sheet.
148	Report of escape of prisoners not re-captured.
153	Measurement Statement.
164	Acknowledgment by a Jail officer of having read or having had explained to him the purport of Section 54 (1), Act IX of 1894.
189(a),(b),(c),(d) and (e)	Forms of Tender.
190	Descriptive roll of dismissed warder.
A.G.55	Application for pension
C.A.C	List of Estalishment standing on the 1st April.
3 & 4	
A.F.85	Proposition Statement for revision of Establishment.

(D) CORRESPONDENCE.

(A)- REPORTS AND RETURNS.

SEE PARAGRAPH No. 991

RECORDS ETC, TO BE KEPT 12 YEARS.

993. The following records shall be preserved for 12 years and then destroyed:-

Superintendent's Annual Reports and Returns.

Medical Officer's Annual Returns, and Cholera Report.

Medial Officer's Post mortem and medico-legal report.

(B) Registers.

Number of Form	Description of Form
1	Register of under-trail prisoners.
3	Register of Civil prisoners.
5	Register of punishments inflicted on prisoners.
6	Register of remarks of visitors.
9	Superintendent's Journal.
11	Factory Manager's Journal. Deputy Superintendent's Journal European Warder's Report- Book
13	Hospital Register.
29A	Warder clothing register.
36	Register of purchases of grain fuel etc.
37	Daily godown and mill account.
40	Dairy and cattle register.
46	Register of receipt and issue of Raw materials.
47	Stock register of raw materials.
47A	Register showing raw materials in process of manufacture.
48	Stock Register of manufactured articles.
48A	Stores and Sale-book of manufactured articles.
50	Indexed Bill Book
51	Register showing outstanding balance.
52	Stock register of materials for maintenance.
54	Ledger (Manufactory)

55	Sales day book.
56	Purchase day book
57	Journal(Manufactory)
59	Purchases order book.
60	Register of daily receipts.
61	Stores ledger.
62	Register showing names of prisoners working in and out of jail.
44	Monthly return of sick.
97,97A	Statement to be sent with a criminal lunatic on transfer to be lunatic asylum.
109	Annual return of sick prisoners.
113	Certificate of fitness for transfer to be lunatic asylum.
152	Statement showing particulars of a prisoner to be conditionally released.
163	Verification roll of candidates for employment.
165	Form of inventory to be prepared on change of Deputy Superintendent.
166	No-Demand certificate.
169	List of arms and accountrements in stock.
(D) –CORRESPONDENCE SEE PARAGRAPH NO. 991	

RECORDS ETC, TO BE KEPT 3 YEARS.

994. The following records shall be preserved for three years and then destroyed:- (**A) REPORTS AND RETURNS**

NIL

(B) REGISTER

Number of Form	Description of Form
8	Medical officers journal
13-l	Register of expenditure of medicines.
38	Daily register of prisoners dieted.
39	Clothing godown stock-book.
(C) BILLS FORMS ETC.	
1	Jail detailed contingent bill
2	Vouvcher No. 1- Abstract Statement of prisoners dieted.
3	Voucher No. II detailed Statement of the diet of prisoners.
4,5	Voucher No. III Detailed Statement of Bazar medicines hospital equipment and No. IV Statement of amount and cost of diet of sick and convalescent prisoners
6	Voucher No. V. General list of charges other than those detailed in vouchers Nos. III and IV.
7	List of payees receipts (jail maintenance)
8	Statement of warrant credit notes.
9	Statement of prices current.
10	Statement showing detail of expenditure.
11	General bill of jail supplies.
12	Manufactory detailed contingent bill.
13	List of payees, receipts (manufactory)

15	Statement of provincial revenue and receipts.
16	Factory stores account.
56	Estimate of miscellaneous articles.
57	Indent for prison clothing.
61	Descriptive roll of prisoners for transfer.
63	Memo of property of prisoners on transfer.
66	Manufactory sale bill.
67	General bill of articles supplied to public offices.
70	Temperature chart attached to return of sick.
73	Indent for registers and forms.
80	Outstandings due to the jail manufactory.
86	Hospital bed-head ticket.
93	Counterfoil of received.
93-A	Receipt for money received.
100	Chalan of cash paid into treasury (A and B)
123	Statement A-Showing the nature and amount of accommodation.
124	Statement-C Showing the working of the remission system.
131	Statement Showing the amounts credited to Government under heads of charges.
136	Statement No. XII A Showing the result of employment of convicts.
147	Tent Statement.
160	Form A- Requisition for railway tickets.
174	Docket to Inspector General asking sanction for extra guard.
01	Indent for stationery
179	Purchase order (Book)
180	Stores indent (book)
181	Returned to Store Note Book)
182	Bin Card.
183	Manufactured goods to stock Note (books)
184	Stock indent (Books)
185	Daily allocation of materials issued to work orders.
IAFZ-2096	Receipt and delivery vouchers for arms and ammunition.
IAFZ-2091 Stero A and T	Requisition for arms and ammunition.
320	Certificate of the possession of the full amount of permanent advance.
B.M.I	Budged Estimates (expenditure jail and factory)
B.M.I M.S.D	Budget Estimate (Income)
334-35	Indent for medicines.
M.S.D	
336	Supplementary indent for medicines.

(D) CORRESPONDENCE.

SEE PARAGRAPH No.991.

English files relating to Civil Prisoners shall be destroyed three years after the death of a pensioners when three are no outstanding claims on the part of the heirs.

RECORD ETC, TO HE KEPT 2 YEARS.

995. The following records shall be reserved for 2 be kept 2 years. Years and then destroyed:-

REPORTS AND RETURN

NIL

(B) REGISTERS

NOTE-BOOK ORDERED IN PARAGRAPH 197

Number of Form	Description of Form
7	Register of the names of visitors
14	Lock-up register.
16	Register of persons passed in or out.
16-A	Register of prisoners passed in and out of the jail.
21	Diary of termination of Jail punishment.
W.F.96	Stock-book forms and registers
25	General abstract of Prisoners.
26	Labour distribution register.
30	Watchman's control register.
31	Register of target practice.
CH 13-L	Register showing expenditure of medicines.
33	Register of patients dieted.
34	Register of convalescents dieted.
43	Ammunition register
49	Manufactory Order Book.
63	Garden register.
64	Warder's day duty register.
65	Warder's night duty register
67	Night Report Book
68	Register of convalescent prisoners.
70	Register of out-door patients.

(C) Bills forms etc.

All bills, Forms etc other than those detailed in sub head (c) of paragraphs 992, 993 and 994.

(D) Correspondence.

Number of form	Description of Form
145	Remission sheets shall be retained in the office of a jail for a period of one year after the release of a prisoner to whom they relate.

NOTE:- Application received from the friends and relatives of prisoner for interviews etc are to be preserved in the jail office for one year and then destroyed.

CHAPTER XXXIX

SUPERINTENDENT AND MANAGEMENT OF SUBSIDIARY JAILS IN THE PUNJAB.

NOTE:- 1 In addition to this chapter all the chapters in this Manual except chapter II and Chapter VI, section V, VII and IX are applicable to subsidiary jails.

NOTE:-2 The allowance of firewood may be increased to 700 Gms at any subsidiary Jail on the special authority of the Inspector-General.

DEFINITIONS.

996. (1) A " subsidiary Jail means any place so declared by the State Government, by General or special order, and used permanently or temporarily under that authority for the detention of prisoners . It includes all lands and buildings appurtenant thereto;

(2) The word" Jail" or " Prison" in any section or sub-section of the prisons' Act, 1894, or in any rule or portion of a rule made thereunder, introduced into this Manual, includes a subsidiary jail;

(3) The words " Medical Officers" or " officer in medical charge" appearing in any portion of this Manual, shall be taken as referring to the officer in medical charge of the district or sub-division in which the subsidiary jail is situated.

NOTE:- The officer is medical charge of the district or sub-division, as the case may be shall be is supervisory medical charge of the subsidiary jail. The detailed work shall be carried out by the Additional Medical Officer of the subsidiary jail.

(4) Affiliated Jail means the district or central Jail to which the subsidiary jail is subordinated for administration or other wise.

DETENTIO OF PRISONERS AND JAIL TO WHICH TO BE TRANSFERRED.

997.(1) All classes of prisoner may under certain circumstances be detained in a subsidiary jail.

(2) No convicted prisoners whether his appeal (if any) has been disposed of or not shall be confined in a subsidiary jail unless he can undergo a week or more of his sentence in the affiliated jail.

(3) The jail to which convicted prisoners shall ordinarily be transferred shall be the jail to which the subsidiary jail is affiliated.

POWER OF INSPECTOR GENERAL TO EXTEND TO PERIOD OF DETENTION.

998. The Inspector General may, for any sufficient reason, and for such period as he may consider necessary authorize the detention in any subsidiary jail of:-

(a) All or any convicts whose sentences do not exceed three months.

(b) Any convict irrespective of the terms of his unexpired sentence whose service may be required in the subsidiary jail, or

(c) Any convict who on account of illness is in the opinion of the medical officer, unfit to be transferred or whom the Superintendent considers it undersirable to transfer for other reasons.

SPECIAL DETENTION TO GIVE EVIDENCE OR ANSWER A CHARGE.

999. when in any case the evidence of a convicted prisoner confined in a subsidiary jail is required, or another charge is pending against him in the local Courts and it

would cause inconvenience to transfer him, such prisoners may be detained till his evidence is taken or the charge against him to disposed of as the case may be .

NECESSITY FOR THE PROMPT TRANSFER OF CONVICTS.

1000.(1) Overcrowding of the convict ward must be avoided by the prompt transfer of newly convicted prisoners.

(2) Dangerous characters, dacoits or those who have previously escaped or attempted to escape, should only be detained pending the provision of a police escort.

PROVISION WHEN OVERCROWDING OCCURS.

1001(1) Whenever overcrowding occurs in a subsidiary jail owing to inability to make transfers to consequence of the presence of infectious disease or overcrowding in the district jail, or other cause, the Superintendent shall take measures to provide the additional accommodation required either by occupying some other available building in the neighbourhood or erecting or hiring temporary huts,

(2) Such expenditures as may be urgently necessary for the provision of additional accommodation and the entertainment of extra temporary establishment for guarding prisoners confined outside the walls of the subsidiary jail, may be incurred in anticipation of sanction, but all action so taken must of once be reported to the Inspector-General . When there is no urgency, the previous sanction of the Inspector-General must be obtained.

REQUISITION FOR POLICE GUARD.

1002. (1) As a rule, prisoners should be transferred at periodical intervals, such as a certains day each week, so that the Superintendent of the district jail may be able to anticipate their arrival, and the police authorities, the date when the guard should be in readiness.

(2) it is only in exceptional cases, such as when unforeseen overcrowding occurs or dangerous or long term prisoners are received, whom it is undesirable to details longer than in absolutely necessary, or other emergency arises, that a special guard should be required.

NOTE:- For the scale of police escort see para 673

DOCUMENTS TO ACCOMANY PRISONERS ON TRANSFER.

1103. The following documents shall be sent with prisoners on transfer, and shall be delivered into the custody of the officer in charge of the escort;

(a) the prisoners' warrants;

(b) lists of the private property accompanying them.

NUMBER OF VISITS TO BE PAID BY THE DISTRICT MAGSITRATE.

1004. The District Magistrate or a Magistrate subordinate to him and appointed by him in this behalf is required to visit the subsidiary jails in his district at least once a year and oftener if possible. When a subsidiary jail is at the head-quarters of the district he should ordinarily visit it once a month.

APPOINTMENT OF SUPERNTENDENT.

1005.(1) The Superintendent of a subsidiary jail situated in a sub-division, shall be the officer incharge of such sub-division, but when the subsidiary jail is at the head quarters of a district the Superintendent shall be a magistrate not below the rank of Extra Assistant commissioner and shall be specially appointed to the charge by the District Magistrate.

(2) During the absence from any cause of the Sub-Divisional officer or magistrate in charge, the next Senior Magistrate available or other official approved by the District Magistrate shall perform the duties of Superintendent.

VISITS BY THE SUPERINTENDENT.

1006(1) The Superintendent shall visit the Sub-Jail atleast once on every working day and on Sundays and holidays also whenever special circumstances render it desirable that he should do so. If from any cause the Superintendent is prevented from or unable to visit the jail on any day on which he is by this rule required so to do, he shall record the fact and cause of his absence in his journal.

(2) A record of each visit, with the date, shall be made in the visitor's book and the total number of visits paid during the year shall be stated in the Annual Report of the subsidiary jail.

OTHER DUTIES OF THE SUPERINTENDENT.

1007.(1) It is duty of the Superintendent to satisfy himself that:

(a) the office is neatly kept and tidily arranged, and that the registers and other records are properly kept and up to date.

(b) the food is issued according to the scale sanctioned and is of good quality , and that the prices paid are not in excess of those prevailing in the market; and.

(c) that the warders when on duty are properly dressed and in all respects efficient.

(2) The Superintendent is authorized to punish any subordinate officer.

APPOINTMENT OF ADDITIONAL MEDICAL OFFICER.

1008.

(1) The Assistant Surgeon or Sub Assistant surgeon attached to the District or the sub Division Shall if competent and his other duties permit, be appointed to be the Additional Medical Officer of the Subsidiary Jail.

(2) Should the services of this office not be available other local arrangements with the approval of the Inspector-General shall be made.

DUTIES OF DEPUTY SUPERINTENDENT.

1009

(a)The Deputy Superintendent shall be required to perform the clerical work of the Sub-jail with the own hand, to keep his registers and other records

neatly and up to date, and not to remove any of them or allow them to be removed from the jail premises;

(b)The Deputy Superintendent will be the Drawing and Disbursing officer in respect of all bills of subsidiary jails. He shall keep in safe custody and be responsible for the cash and other property, belonging to the Government and the prisoners entrusted to his charge.

(c)To record in his Report Book, as they occur, all matters of importance concerned the sub-jail and to take the signature of the Head Warder against any order of importance issued to that officer.

(d)To prepare correctly and dispatch punctually all returns, bills etc, required of him by the orders in force under the direction of the Superintendent;

(e)To manage the sub-jail with economy.

(f)To keep the keys of the godowns and place where prisoners are confined as well as the keys of the main gate at night in his personal possession; (g)To visit the sub-jail every second night in rotation with the Head Warder at uncertain times, ascertain that all is secure, that the lamps are showing sufficient light, that the guard is alert and on the move, and record the time and result of each visit in his report and order book.

CONDITIONS OF SERVICE OF WARDERS.

1010(1) Warders attached to subsidiary jails are subject to the same conditions of service as if employed at a Central of a district jail.

(2) The necessary entries in the service books of warders shall be made by the Superintendent, as soon as possible after the events to which they relate, the Deputy Superintendent shall be held responsible for the safe custody of both the service and the security deposit books and their inaccessibility to warders and others.

DUTIES OF A HEAD WARDER.

1013. The Duties of head warder are:-

(a) to remain present on the subsidiary jail premises throughout the day and night, except when permitted by proper authority to absent himself.

(b) to superintend the warders subordinate to him in the discharge of their duties.

(c) to assist in every possible way in the management of the subsidiary jail the prevention of escapes and the maintenance of order and discipline amongst subordinate officers and prisoners;

(d) to open the subsidiary jail in the morning and lock it up at night, to count the prisoners on each occasion.

(e) to be present at all change of guard by day, ascertain that everything is correct and make a record of the prisoners handed over together with the time the change was made and the names of the relieved and relieved warders.

(f) In the absence of the Deputy Superintendent, to receive and acknowledge in writing, all prisoners duly committed, and make over, and obtain a written receipt for all prisoners required by the police under proper authority.

(g) to issue the prisoner's rations according to the scale laid down, and such tools and plants as may be necessary, take charge of and check all tools and plant so issued and keep proper accounts of the same;

(h) to search the male prisoners at lock-up, see that everything is secure and safe and post the first night watch before leaving the subsidiary jail;

(i) to report any offences committed by warders or prisoners and other matters of importance and.

(j) to comply with all laws, rules, directions and orders for the time being in force as to the duties he is to perform and the manner in which he is to perform them.

NOTE;- Such information as the head warder is required to record, is to be entered by him in a note-book.

CAUTION TO THE OBSERVED IN OPENING GATE.

1012. To prevent the possibility of prisoners escaping in a body through the gate, a chain shall be fixed to it in such a manner as to allow it to open sufficiently to admit or pass out one person at a time and no more. The gate shall not be opened to a greater extent than this unless the prisoners are first secured and the possibility of a rush prevented.

EXTRA MURAL LABOUR.

1013. (1) No convict shall be allowed to work outside the subsidiary jail walls, unless he is in the charge of a paid warder who shall give a receipt and be responsible for him, nor until the permission of the Superintendent, is writing, is recorded in the Order-book.

(2) No convict with more than fourteen days unexpired sentence (other than a prison servant) shall under ordinary circumstances be employed extramurally.

(3) A convict sweeper, or bhistie if required, of the casual class, who has passed one half or more of his sentence and has not more than six months" unexpired term remaining may be employed outside.

(4) No prisoner employed outside shall be permitted to leave the jail premises for any purpose.

(5) Convicts passed for out-door work may be employed on gardening or keeping the roads, drains, etc. belonging to the subsidiary jail, in order.

NOTE:- The Deputy Superintendent shall note daily in the Report book the number of prisoners employed outside and the nature of the duties on which they are enganged.

SUPPLY OF CONVICT SERVANTS.

1014.(1) Every subsidiary jail shall, as far as possible be supplied with sweepers and such other convict servants as may be necessary, by the jail to which it is affiliated, to the Superintendent of which application should be made.

(2) If the affiliated jail is unable to supply convict servants application should be made to the Inspector General.

(3) Failing eligible convict servants being available in either labour may be employed until they are available.

REGISTERS TO BE MAINTAINED.

1015. Registers prescribed in the Jail Manual for use in Central and District Jails shall be maintained in subsidiary jails. The instructions for keeping them as laid down in the Jail Manual should be carefully attended to.

RETURNS ETC., TO BE FURNISHED.

1016. The bills, returns, report, etc, to be furnished by the Superintendent are the same as prescribed in the jail Manual for Central and District Jails.

CHAPTER XL

DETENUS.

Detenu means any person being detained in the State of Punjab by an order passed by the competent authority under the relevant provisions of different Acts.

CLASSIFICATION

Detenus shall be classified in 2 classes viz special class and ordinary class. All members of parliament and Legislative Assemblies shall be classified as special class and others detenus as ordinary class.

ACCOMMODATION.

Detenus shall be kept in cell or Association wards preferably the latter when they are detained in a jail . Detenus shall not be locked up at night. However, if the Superintendent considers that it is expedient to do so, in view of suspicious character of the detenu, he may lock up the detenu during night and record reason for doing so in his journal. The outer gate of the jail compound, shall however remain locked up all the twenty four hours.

DIET.

Special class and ordinary class detenu shall be given a diet allowance of Rs. 10 and Rs. 8 per day respectively. They will run their own kitchen with the assistance of jail staff. They shall be supplied articles stocked in jail for prisoners but payment for the articles supplied will be made by the detenu. In addition, they can get other articles through prison canteen. They may if they so like get articles of their choice from outside through a contractor approved by the Superintendent. The articles so purchased shall be examined by the Superintendent.

Detenu may be allowed by the Superintendent to supplement in the matter of food by receiving fruits, pure ghee upto 5 kgs per months from relatives and friends at the time of interviews, provided that such articles of diet shall be subject to examination by the Superintendent.

CLOTHING AND BEDDING.

Each detenu may wear his own clothes and his relation if so permitted by the Superintendent, send in extra clothes and beddings. A detenu who is unable to provide himself with clothing and bedding shall be supplied the same by the Superintendent on the scale given below subject to the condition that he will not

Government, shall be reported forthwith to the Deputy Inspector General Criminal Investigation Department Intimation of the date and time fixed for interview shall be given by the competent authority not less than 12 hours in advance in order that arrangements may be made for the attendance of the officer referred in sub-clauses (1), (2) and (3).

(6) A Statement shall be maintained by the Superintendent of all interviews between a detenu and his relatives with the names and addresses of the persons present at each interview.

(7) The Superintendent or the officer deputed by the Superintendent of Police of the District may stop the interview if the conversation turns in any underisable subject such as party and political matters.

(8) Police interviews-subject to the direction of the State Government the Inspector General of Police or the Deputy Inspector General of Police, Criminal Investigation Department, may, by General of special order, authorize any police officer either single or with another police officer and accompanied or unaccompanied by subordinate police officer to interview any detenu.

(9) The Police officers so authorized shall be allowed to interview detenu in their cells or wards on their making a written requisition to this effect at the time of interview. In visiting the cells or wards every police officer shall be accompanied by such escort as the Superintendent considers necessary for his safety. The escort if the police officer so requires shall stand out of earshot, but within sight while he is speaking to any of the detenu.

(10) The Police Officers so authorized shall be allowed to interview detenus in the ordinary interview room, without a Jail Officer being present on making a written requisition to this effect.

Examination of Detenu by Gazetted officer of the State Government of Central Government: The Superintendent may allow any Gazetted Officer of the State Government or Central Government to examine any detenu inconnection with the discharge of his official duty or exercise of any power conferred upon him by or under any law for the time being in force, on receipt of a written requisition to that effect from such officer.

Correspondence and censorship:-(1) Letters from a Legislator detenu to the Speaker of the Legislative Assembly and a communication from the speaker to that detenu as well as correspondence between a detenu and courts oflawneednotbecensoredandthesamebeforwardeddirectlybythe

Superintendent whether in an association ward or a cell;

(ii) shall not proceed beyond the limits of the jail save with the permission of the Superintendent given by general or special order in this behalf;

(iii) shall obey the orders of the Superintendent issued from time to time for the comfort, safety and health or for the discipline, orderly conduct and control or detenu.

(iv) Shall attend roll-call and answer to this name in person in such time and place within the Jail as may be appointed by the Superintendent

(v) Shall conform to the standards of cleanliness and dress laid down by the Superintendent

(vi) Shall not do anything willfully with the object of affecting his own bodily welfare;

(vii) Shall not have in his possession any coin, currency notes or negotiable instruments and any weapons sticks rezor's other than safety razors, pieace of iron or any other article which may be used as a weapon;

(viii) Shall not exchange or sell any of kit, equipment, clothes furniture or other possession.

(ix) Shall not refuse to take the prescribed diet;

(2) any detenu who contravenes any of the provision of sub-clause (1) or refuses to obey any other issued thereunder; or does any of the following acts, namely;

(i) assaults, insults, threatens of obstructs any fellow prisoner, any officer of the jail or any other Government employee, or any person employed in or visiting the jail or.

(ii) Quarrels with any person in the jail or

(iii) is guilty of indecent, immoral or disorderly conduct; or

(iv) communicatesor attempts to communicate with any person outside the jail in an unauthorized manner; or

(v) bribes or attempts to bribe any Government employee or any person employed in or visiting the jail; or

(3) In the interest of discipline, the Superintendent shall have full authority in withdrawing any facility that may be given for recreations purposes.

(4) A detenu may be allowed to keep a gramophone and radio or transistor of his own provided the same is controlled by the Superintendent and the detenu abides by the instructions of the Superintendent in regard to the listening to any broadcast that the Superintendent may consider prejudicial. In case of any breach of

instructions of the Superintendent in this regard, these facilities shall be withdrawn.

(22) Tasks; In no case should detenu be assigned a task including physical labour unless he voluntarily expresses willingness in writing to undertake it. In all cases where a task is assigned to the detenu on his own request appropriate remuneration should be paid and credited to the private funds of the detenu kept with the Superintendent.

(23) **Smoking**: the detenu shall be allowed to smoke cigarettes and to keep hunkas at their own expense.

(24) Railway accommodation: All detenu shall be allowed to travel in the second class Railway accommodation on transfer from one jail to another or on release on parole or otherwise.

(25) Place of detention: The detenu may be detained in any jail of the state;

(26) Application and representation:- (1) Detenu shall submit their applications or representations to Government in dupulicate One copy of such application or representation shall be detained by the Superintendent to deal with future references.

(2) The Superintendent shall withhold applications or representations addressed to Government by detenus which are couched in disrespectful or discourteous languages.

(27) Medial Facilities; Detenu will ordinarily be treated by the Medical Officer of the jail. In cases where it is necessary to remove a detenu to a civil hospital outside the jail for operation or other special treatmentwhichcannotconvenientlybegiveninthejailitselfthe

(31) Power to issue instructions: Such other local instructions as may be necessary for the guidance of the jail officers may be issued by the Inspector-General of Prisons of the Officer-incharge of prisons in the state with the approval of the State Government.

PUNJAB GOVT. GAZ. (EXTRA), MAY 17,2013

(VYSK 27,1935 SAKA)

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS,PUNJAB

NOTIFICATION

The 17th May,2013

No. 37-leg./2013.- The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 30th Day of April,2013, is hereby published for general information:-