

INFORMATION U/S 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005
OR COMPLIANCE U/S 4(b) OF THE RIGHT TO INFORMATION ACT, 2005.

(i) The Particulars of its organization, functions and duties.

The State of Goa attained the status of Union territory soon after Liberation from Portuguese Rules in terms of the Constitution (Twelfth Amendment) Act, 1961. Later on, the president of India promulgated an Ordinance to provide for administration of Union territories of Goa, Daman Diu and continuance of Portuguese Laws as in force immediately prior to their liberation. The said ordinance was replaced by Parliamentary enactment namely-the Goa, Daman Diu Administration Act, 1962. Evidently, all the Portuguese Laws including Portuguese legislation governing prisons in the Union territory were continued till they were replaced by the appropriate corresponding Legislation. The Goa, Daman Diu Removal of Difficulties Order, 1962 was issued for equating certain authorities of erstwhile regime to certain new authorities under new set up in order to carry out functions under erstwhile Portuguese Laws during the transition period.

On 6th Feb, 1962 The Prisons Act, 1894 was brought into force. Similarly on 2nd Feb, 1964, The Transfer of Prisoners Act, 1950 The Identification of Prisoner Act, 1920, The Prisoners Act, 1900, and The Prisoners Attendance in Courts Act, 1920 were brought into force. Based on the said Acts, various set of Rules were compiled and made applicable way back in the late sixties to govern the jails of Goa, Daman Diu.

Soon after the liberation the Jail Department was looked after by the Law Department, headed by Law Secretary as Ex-Officio I. G. Prisons. In the year 1975 the Jail has been transferred to Collectorate of North Goa and the Collector of North was appointed as ex-officio I. G. Prisons.

It was realized that the Rules framed under the aforesaid Acts were not meeting the requirements of the inmates in Prisons and the plight of prisoners arose as a critical issue of public policy. The Government has also taken into consideration various directives given by the High Court as well as Apex Court vis-a-vis the modernization of prison system and prison administration in the country. In a case Rammurthy V/s State of Karnataka, the central as well as all States Government were directed by the Apex Court for bringing uniformity in the Laws relating to prisons. \Considering the aspect of bringing uniformity in the laws relating to

prisons, the Bureau of Police Research and Development, Ministry of Home Affairs, Government of India, New Delhi formulated Model Prison Manual for the Superintendence and Management of Prisons in India. Based on this Manual, the Government of Goa constituted a Committee under the Chairmanship of District Magistrate to frame the Jail Manual for the State of Goa and to prepare a comprehensive report on amending/reframing the existing Prison Rules. The committee examined various aspects of institutional framework in the prison with regards to implication of the proposed Jail Manual. The Committee recommended relevant amendments to various sets of existing Rules so as to ensure that the Manual is in conformity with the existing Laws.

The Government of Goa adopted the Prison Manual framed by the said committee and based on this Manual, The Goa Prison Rules, 2006 were framed, and now, the Prisons in Goa is governed by these Rules.

Prior to liberation, Central Jail was functioning at Diu and after the liberation, it was shifted to Margao and subsequently, in the year 1968, it was shifted to Aguada Fort that was build during Portuguese regime, thus it is called a Central Jail, Aguada. There was also one Sub Jail at Reis Magos, Bardez functioning in a similar old fort as of Aguada. As these old forts were not designed for housing prisoners in a high security environment, the Sub Jail Reis Magos was closed in the year 1993 and was merged with Central Jail Aguada. Thereafter, having constructed a new building at Sada Vasco, the sub Jail started functioning in the said new building since January, 1996. Besides said Jails there were three Lock-ups, one at Margao, Panaji & Mapusa. The structure of these lock-ups were also constructed during pre-liberation time. However, the same were renovated from time to time to have smooth functioning. Subsequently, Judicial lock-up, Panaji and Margao were closed from security point of view as many escapes had been taken place from both these lock-ups due to lack of adequate security.

Considering the fact that lock-ups and Jails in Goa were not secure for lodging prisoner and the fact that these institutions have been overcrowded and the present Central Jail, Aguada has inadequate infrastructure, the Government decided to construct Modern Central Jail at Colvale, Bardez Goa.

On 28/11/2012 the cabinet resolved to approve for creation of a new Inspectorate General of Prisons to be headed by Inspector General of Prisons appointed u/s 5 of

Prison Act, 1894 and to function as Head of Department in the newly created Department.

The cabinet further resolved to approve that :

a) The Head of Department shall be the appointing and disciplinary authority for the newly created directorate and shall also be duly designated with powers as stated in the Goa delegation of Financial Powers Rules, 2008.

b) To amend the Business of Government of Goa (Allocation) Rules, 1987 so as to specify the newly created Department in the schedule attached thereto.

c) The newly created Inspectorate General of Prisons will be temporarily operated by the staff from the Collectorate, (North) till the posts are created and filled on regular basis in the Inspectorate General of Prisons on approval of Administrative Reforms Department and concurrence of the Finance Department.

The present status of recruitment of Prison Department is in process, though some of the posts have been filled.

Achievements

1. The Government undertook construction of New Modern Central Jail, Colvale wherein, Phase-I of the said Jail is completed and inaugurated on 30/05/2015. Total inmates and the establishment of Central Jail, Aguada has been shifted to the New Modern Central Jail, Colvale on 04/07/2015. Similarly, 72 under trial prisoners from Sub Jail, Sada, Vasco and 42 under trial prisoners from Judicial Lock-up, Mapusa has been shifted to Central Jail, Colvale on 10/10/2015.
2. The Hospital Block of said Jail has been made operational with the arrangement of 15 beds. So also, a Dental Clinic has been set up in the said block.
3. Indira Gandhi National Open University (IGNOU) Study Centre is inaugurated at Central Jail, Colvale on 18/11/2015. It provides correspondence education to the inmates. The various study courses provided to the inmates under IGNOU are absolutely free of cost. Till date, total 35 inmates have enrolled their names for different courses that are offered by IGNOU.

4. On the behest of the Government, four member team from Academy of Prisons & Correctional Administration (APCA), Vellore visited Jails in Goa to carry out technical evaluation of the Jail Management in the State. A Report in this regard is submitted to the Government by the Director, APCA, wherein, several recommendations are proposed and the Government will implement these recommendations after looking into the feasibility aspect on ground reality.
5. On the behest of the Government, a team from Himalaya Drug Company had visited the Central Jail, Colvale and Sub Jail, Sada, Vasco on 28/10/2015 and has located the places for cultivation. After thorough inspection of the geographical conditions of the Jail premises, the team has suggested mainly to plant Neem trees and other medicinal plants. The Government has signed “Farming Agreement” with Himalaya Drug Company on 18/11/2015. This Company will cultivate medicinal plants etc. The main aim of this Project is to provide employment to the Prison inmates. As per the agreement, the Company will provide seeds for cultivation and shall monitor the growth and after the produce, the company will purchase raw-product from the Jails and this will act as a medium to generate revenue.
6. The Administration has ensured that there are no pending cases which are qualified for release under Section 436 A of the CrPC.
7. A MoU has been signed between the V. M. Salgaonkar College of Law and Inspectorate General of Prisons on 29/02/2016, wherein, the parties have agreed to undertake various activities such as legal literacy, legal aid, assist in assessment of cases for conditional release of prisoners, remissions, plea bargaining, research based work etc. and it will help in improving the prison administration to take it on a path of correctional administration.
8. A small bio-gas plant in the open space, behind the kitchens at Central Jail as well as Sub Jail, Sada, Vasco. This bio-gas plant will solely work on the organic waste that is generated in the Jails. The bio-gas thus produced can be used for cooking purpose that will save huge expenditure incurred on gas-cylinders used for cooking purpose.
9. Other activities for reformation of prisoners by providing skilled training in carpentry, computer education, water harvesting technology, electrical

repairs, craft etc. are being provided to upgrade skills of the inmates, so that they are equipped to take up such employment upon their release.

Amenities

1. Vocational Trades

The Long term prisoners housed at Central Jail Aguada are imparted vocational training in Carpentry, Tailoring, Bakery, Agriculture, Plumbing, Professional Painting and Gardening to enable them to learn the said trade and get themselves acquainted with the work in order to help them earn their livelihood after their release. The prisoners are also engaged in manufacturing Paper bags, Chalks, Candles, book binding.

2. Diet of Prisoners

The prisoners are provided with good wholesome food, clothing & bedding. They are also entitled to avail of Canteen facilities at Central Jail Aguada and Sub Jail Sada, Vasco. Local and National Dailies in Konkani, Marathi & English along with some periodicals are also made available to them.

| DIETARY SCALE | FOOD CONTENT | MAIN APPLICATION |
|---------------------|---|---|
| 1 (Asian Diet) | Rice, Meat/fish, Vegetable | For those whose staple food is rice |
| 2 (Curry Diet) | Chappatti, Dhall, Meat/Fish, Vegetables | for Muslims/Hindus with curry-based staple food |
| 3 (Western Diet) | Potatoes, Bread, Meat/Fish, Vegetables | for those whose staple food is potatoes and bread |
| 4 (Vegetarian Diet) | Rice, Beans, Eggs, Vegetables | for vegetarians |

| | Nutrient | Requirement | Sources |
|---|----------|----------------------------|---|
| 1 | Protein | 1g. per kg. of body weight | Pulses, rice, wheat, milk, fish, meat, eggs, etc. |

| | | | |
|---|---|--|--|
| 2 | Fat | 50 g. | Oils, butter, ghee, milk, eggs, etc. |
| 3 | Carbohydrate | 300 g. | Cereals, sugar, jaggery, milk, root vegetables such as potato etc. |
| 4 | Minerals a. Calcium b. Iron | 0.65 g. for adult, 1 g. for child. 12.15 mg. | Milk, milk products, eggs, green vegetables, unhusked cereals and whole gram. Vegetables, fruits, fish and meat |
| 5 | Vitamins a. Vitamin A b. Vitamin C c. Vitamin D d. Vitamin Group i. Thiamin ii. Riboflavin iii. Nicotinic acid | 3,000 to 4,000 I.U 50 mg. 400 I.U 1 to 2 mg 1.8 to 3.0 mg 10 to 15 mg | Leafy vegetables, milk, fish, liver oils, yellow vegetables, eggs, carrot and yellow sweet potato. Tamarind, amla, guava, all citrus fruits, eggs, lime, orange etc., and sprouted pulses, leafy vegetables Fish, liver oils, milk Under-milled cereals and pulse, parboiled rice, whole wheat Leafy vegetables, eggs, fish, milk and milk products Under-milled cereals, pulses and parboiled rice |

3. Assignment of Diets to Prisoners

On admission, prisoners are assigned their dietary scales on the basis of their dietary requirements as well as health and religious considerations. Currently, over 90% of the prisoners are on Diet Scale 1 (Asian Diet). Prisoners can apply for a change of diets, and the applications will be considered on a case by case basis. Justifications for diet change include medical advice, physical and health conditions, religious belief, and special dietary requirements.

4. Entertainment to Prisoners

Indoor / Outdoor games like Carom, Snake and Ladder, Chess, Volleyball and T.V. Sets are the entertainment facilities provided to prisoners.

5. Festivals Celebrated

Religious ceremonies such as Ganesh Chaturthi, Christmas, & Eid are performed in the Jails.

6. Facilities of Parole

Parole is granted to the prisoners in the event of emergent situations like death or serious illness of father, mother, brother, sister, spouse and children and also marriage of brother, sister and children.

7. Facilities of Furlough

Prisoners are released on furlough in order to facilitate them in maintaining continuity with his family life, to save him from the evil effects of continuous prison life, to maintain and develop his self confidence and to develop constructive hope and active interest in life.

8. Medical Facilities

The prisoners on admission are subject to medical examination for various ailments such as T.B, Heart ailment, Rental problem, gastro, Scabbies, Skin diseases, AIDS/HIV and other diseases and such periodical examination of prisoners is sent to the National Human Rights Commission, New Delhi every half yearly . Besides the primary Health Centre and Urban Health Centre and Government Hospitals provide adequate Health care to the prisoners of various Jail/Sub Jail/Lockups

9. Wages to Prisoners

The prisoners who are engaged in various trades are entitled for wages as per revised rates detailed below,

| Sr.No | Category | Revised Rate per day w.e.f. 29/12/99 as per Govt.Order No.9/6/89-HD(G)Dt.29/12/99 |
|-------|-------------------|---|
| 1. | Skilled Prisoners | Rs.80/- |

| | | |
|----|-------------|---------|
| 2. | Semiskilled | Rs.60/- |
| 3. | Unskilled | Rs.50/- |

Reforms

Role of Non Government Organizations (NGO's)

An accredited non Government Organization or person, engaged in the field of social work are permitted to visit a prison after due scrutiny and with the prior permission of the Inspector General of Prisons or the Government, to conduct courses/schemes in the jails for the purpose of reformation and rehabilitation of the prisoners.

Education of Prisoners

Education is vital for the overall development of prisoners. Through education, their outlook, habits and total perspective of life can be changed. Education of prisoners benefits the society as well as it leads to their rehabilitation and self-sufficiency. Education reduces the tendency to crime. This would mean less crime, fewer victims, fewer prisoners, more socially productive people, and less expenditure on criminal justice and law enforcement.

Educational Programme

The educational programme consist of:-

- Physical and health education.
- Academic education.
- Social education
- Vocational education.
- Moral and spiritual education.
- Cultural education.
- Training in Industrial Trade.

Objectives of work Programmes and Vocational Training

Vocational training and work programmes treated as essential features of the correctional programmes. The objective of such programmes should be:-

- 1) Imparting discipline and work culture among inmates.
- 2) Developing right attitudes towards work and dignity of labour.
- 3) Promoting
 - (a) physical and mental well-being of inmates.
 - (b) proper development of mind through intelligent manual labour.
 - (c) spirit of fellowship and a cooperative way of living.
 - (d) a sense of group adjustment.
- 4) Development capacity for sustained hard work.
- 5) Building habits of concentration, steadiness, regularity and exactness in work.
- 6) Imparting and improving work-skills.
- 7) Awakenning the self-confidence and self-reliance of inmates.
- 8) Training and preparing inmates for achieving lasting social readjustment and rehabilitation.
- 9) Imparting an occupational status and thus creating a sense of economic security among inmates.
- 10) Keeping inmates usefully employed in meaningful and productive work.
- 11) Preventing idleness, indiscipline and disorder amongst them.
- 12) Maintaining a good level of morale amongst them and thus promoting a sense of self-as well as institutional discipline among them.

Grievances and Complaints

Two Complaint Boxes have been installed in each prison. One each, is of Hon'ble District Court and the Inspector General of Prisons, Goa. The Keys of these boxes remain in the respective Offices. The complaints / grievances that are received in the IG Prisons Petition box are then scrutinized and redressed accordingly under intimation to the concerned Prisoners / Staff to ensure that they get justice in accordance with prevailing rules.

Contact with Outside World

- Allow prisoners to write letters to their family, friends near and dear ones.
- Telephone facility is provided to the Inmates In the cases of those prisoners whose families are unable to visit them.

- Visits are given to the families of prisoners as per their eligibility. The undertrial prisoners are entitled for weekly visits and the convicts are entitled for one visit in a month by their families, relatives and those whose names are given by the prisoners at the time of admission. These visits are allowed on Tuesday and Friday of every week.
- Lawyers are visiting the inmates in the cases where they have to file an appeal or redress their grievances before the court.
- The Foreign prisoners are allowed consular access.
- NGOs visit jails and conduct various programs and interact with the inmates.

STRUCTURAL ORGANISATIONAL CHART OF THE OFFICE- INSPECTOR GENERAL OF PRISONS, PANAJI-GOA

Existing as on 23/02/2017.

**Inspector General of Prisons
Head of Department -1**

| Addl. Inspector General of Prisons-1 | |
|---|-----------|
| Welfare Officer | 1 (1) |
| Head Clerk | 1 |
| Accountant | 1 |
| Jr. Steno | 2 (1) |
| UDC | 2 (2) |
| LDC | 3 |
| Jail Guard | 2 |
| Driver | 3 (2) |
| Peon | 3 (2) |
| Sweeper | 1 |
| TOTAL= | 21 |

| Supdt., Central Jail Colvale-1 | |
|---------------------------------------|------------|
| Office Superintendent -- | 1 |
| Medical Officer | 1 |
| Asst. Supdt., | 1 |
| Male Nurse | 1 |
| Jailor | 5 (1) |
| Asst. Jailor | 8 (2) |
| Head Guard | 9 |
| Jail Guard | 85 (3) |
| Electrician | 1 (1) |
| Carpentry Instructor | 1 |
| Driver | 5 (3) |
| Peon | 3 (2) |
| UDC | 2 (2) |
| LDC | 3 (1) |
| Tailoring Instructor | 1 (1) |
| Head Warden cum | |
| PT Instructor | 1 (1) |
| Agriculture Asst. | 1 |
| TOTAL = | 130 |

| Dy. Collectorate /SDO, Marmuagoa/ Ex-Officio, Supdt., Sub Jail, Sada Vasco- 1 | |
|--|-----------|
| Medical Officer | 1 (1) |
| Asst. Supdt., | 1 |
| Jailor | 3 |
| Asst. Jailor | 6 |
| Matron | 1 |
| Head Guard | 6 |
| Jail Guard | 61 (20) |
| Electrician | 1 (1) |
| Lady Warden | 3 |
| Male Nurse- -- | 1 (1) |
| Driver | 3 (1) |
| Peon | 3 (1) |
| LDC | 4 (2) |
| Tailoring Instructor | 1 (1) |
| Multipurpose Health Worker | 1 (1) |
| TOTAL = | 97 |

Note :- The figure shown in the bracket are representing the vacancy in the respective Cadre, in respective offices.

(ii) **The powers and duties of its Officers and employees:**

Inspector General of Prisons:

Inspector General competent to be the Controlling Officer and Head of Department.—

(1) *Inspector General to be the Controlling Officer and Head of Department for expenditure of prisons.—(i)* Subject to the Accounts and General Financial Rules for the time being in force, the Inspector General shall exercise full control over all expenditure of a prison for which provision has been made in the budget:

Provided that expenditure incurred on —

- (a) constructions and repairs,
- (b) supply of stationery, and
- (c) supply of medical stores,

shall be regulated in accordance with the rules made in that behalf by the Government.

(2) *Inspector General to cause audit of all bills.—*

Subject to the provisions of the foregoing rules, all monthly and other bills for prison expenses shall be submitted to, and audited by, the Inspector General through the officer functioning as the accounts officer under the General Financial Rules.

(3) *Power of Inspector General to sanction expenditure.—* The Inspector General may sanction,—

- (i) any item of expenditure approved and provided for in the budget,
- (ii) with the sanction of the Government, any special and unusual item of expenditure for which no distinct provision has been made in the budget.

(4) (i) The Inspector General may, in case of urgent necessity, sanction the employment of an additional temporary establishment under the powers delegated to him as indicated by any specific orders of the Government:

Provided that sufficient budget provision exists or the expenditure for the additional establishment is met by re-appropriation:

Provided further that such additional establishment shall not be continued beyond a period of one year without the sanction of the Government.

(ii) In case of new posts created by the Government which are not covered in these rules, the Inspector General shall get the duties and functions fixed before the same are filled up.

(5) *Administration report of prisons.*— The Inspector General shall submit annually to the Government, before the 15th April, a detailed report of the working of prisons during the preceding calendar year in such form as the Government may direct.

26. *Communication between the Government and officers of prison.*— (1) Subject to the provisions of this rule and of rules 260 and 262, all communications between officers of prison and the Government shall be made through the Inspector General, provided that,—

(i) proposals for the transfer of a prisoner to a mental hospital,

(ii) hunger strike reports,

(iii) petitions from prisoners for pardon or shortening of sentence submitted under rule 337,

(iv) copies of reports referred to in rule 139 (2)

(iv) — regarding important happenings in prison such as escape of a prisoner from custody, suicide or attempt to commit suicide, fire, riots etc., and

(v) any report called for by the Government by any special or general order, shall be forwarded direct to the Government.

(2) Copies of all communications sent direct to the Government shall be endorsed to the Inspector General for his information.

27. *Inspector General competent to release material to Press for publication.*—

The Inspector General may furnish material for publicity direct to the Department of Information and may confirm or refute reports published in newspapers when directly approached by press representatives, informing Government and the Department of Information of such confirmation or refutation.

28. *Inspection of prisons by the Inspector General.*—

(1) The Inspector General shall inspect Central prison once a year, and every other prison at least once every three years. In addition to these regular inspections, he may also inspect any prison if he considers that there is any special reason for doing so. He may also visit any prison without notice for inspection.

(2) The Inspector General shall also occasionally inspect jails to enable him to be in touch with the general trend of administration therein.

(3) During regular inspection, the Inspector General shall, *inter-alia*—

(a) inspect all yards, wards, cells, work-sheds, store-rooms, kitchens and latrines, note their state of repair, their sanitary condition, the general security of the prison and consider whether the structural arrangements are in compliance with the

requirements of the Act with respect to the separation of the different classes of prisoners;

(b) examine the garden, ascertain the condition of water-supply and conservancy arrangements, see that sick prisoners are carefully attended to and ascertain that the food is of proper quality and quantity;

(c) personally visit every prisoner, make a note of any circumstances of consequence connected with his physical condition, adaptation of labour to his physique and class, condition and sufficiency of clothing; ascertain whether the provisions of the rules for granting remission, furlough or parole are carried into effect, afford to a prisoner who so desires a reasonable opportunity of making any application or complaint and investigate and pass orders on matters relating to prison discipline;

(d) inspect the guarding establishment and satisfy himself as to its proficiency in drill and musketry, inspect its arms and ammunition and test the ability of every prison executive officer of the upper subordinate establishment to drill the guards, closely scrutinise the arrangements for carrying out day and night watch and ward, and for the prevention and suppression of riots, and satisfy himself that the stationing of Jail Guards is according to rules made in that behalf and are effective;

(e) compare with the rates obtained in the local markets, the rate paid for contingent purposes and satisfy himself that economy is practised in their use as well as in the use of all articles supplied by contract;

(f) satisfy himself that all accounts and registers are maintained according to the rules for the time being in force, that proper arrangements are made for the safe custody of all records, and that the requirements of the Act and these rules are complied with; that no over-crowding exists;

(h) satisfy himself as to the general health of the prisoners;

(i) examine the cases of adolescent prisoners to see if any of them may be transferred to a Borstal School, or reformatory institution.

(4) The Inspector General shall make a memorandum of his inspection, discuss the points raised therein as far as possible with the Superintendent, and shall hand it over to the Superintendent for compliance, and shall, on his next inspection visit, verify whether and how far the instructions given in the memorandum are complied with.

Additional Inspector General of Prisons:

Link official to the Inspector General of Prisons. Additional Inspector General of Prisons have similar duties to that of Inspector General of Prisons.

Superintendent

Superintendent not to leave headquarters without previous permission of Inspector General.— (1) Subject to the provisions of sub-rule (2), a Superintendent shall not leave the headquarters or hand over the charge of the prison to any person for a period exceeding twenty-four hours without having obtained the previous sanction of the Inspector General who may permit him to hand over the charge of his duties to the Assistant Superintendent or to the senior most member of the executive staff.

(2) The Superintendent may, in case of emergency, proceed on leave in anticipation of sanction under intimation to the Inspector General.

Handing over of charge.— Where a Superintendent is transferred or where he is proceeding on long leave, the relieving officer shall, before taking over the charge, satisfy himself personally that the cash balances, permanent advance and accounts are correct. He shall also satisfy himself through the officers concerned that all stocks (both general, and manufactory), machinery, plants and tools shown in the accounts to be in stock are forthcoming, that the registers have been maintained up-to-date and that sanction has been obtained for all the establishments employed, and shall submit report in that behalf to the Inspector General. The responsibility of the relieved officer shall not cease till this is done. The relieved officer shall also acquaint the reliever in writing with essential and instructive facts and problems of the Prison.

Functions and duties of Superintendent.— The Superintendent shall —

(1) make himself thoroughly acquainted with the Act and rules, regulations and orders relating to the prison, and be responsible for the due observance thereof and for the correct execution of all sentences of prisoners committed to his charge;

(1) personally ensure that all aspects regarding the prisoners sentenced to death are taken care of and shall be present whenever a capital punishment is executed and shall send the execution report in Form XXXX;

(2) (i) be in charge of the jail and all officers will be subordinate to him;

(ii) generally supervise over security and custody arrangements of prisons and prisoners;

(3) have custody of secret and confidential documents and ensure that all statutory and other records are correctly and systematically maintained, kept up-to-date and are preserved;

(5) plan, organize, guide, co-ordinate, supervise and control the implementation of all Institutional programs for training and treatment of prisoners and operations about care and welfare of prisoners like counselling, education and guidance, required for correctional administration as per instructions issued by the Inspector General from time to time;

(6) be responsible for custody of all warrants and shall arrange the calculation of the sentences correctly for arriving at the date of release, considering all factors like, two or more sentences running consecutively, unexpired sentence of an escaped convict and date of release of prisoners, sentence of imprisonment in default of fine, reversal or modification of sentences on appeal or retrial and any other circumstances and to ensure strict enforcement of their terms and that no prisoner on any account be released before his due time or kept in prison beyond the termination of his sentence;

(7) see that all prisoners are counted in his presence once a month, but not always on a fixed day, or at the same hours, and shall personally ascertain and satisfy himself that all prisoners who ought to be in the prison are actually there;

(8) visit the prison and especially prisoners in cells and solitary confinement at least once every working day shortly after sunrise and in any case before 10 a.m. and also on Sundays and holidays, if necessary and to take weekly night inspection round as well as daily surprise round at odd intervals to different parts of the prison;

(9) monitor the sick prisoners to ensure that preventive and curative measures are taken for the good health of prisoners and see that proper arrangements are made for the safe custody of the sick prisoners and others and that discipline is maintained, as far as it is consistent with the medical treatment prescribed;

(10) inspect and supervise production programs by checking stock book of raw materials and stock book of manufactured articles with reference to various works and employment of prisoners;

(11) inspect the prison activities in every part of the prison including kitchen, canteen, barracks, yards, cells, latrines once a week on any day and shall also occasionally inspect the quarters of the subordinates officers, preferably in the presence of the officer concerned. He shall also frequently visit the prison garden to see that the vegetables supplied to the prisoners are perfectly fresh and wholesome;

(12) invariably visit the women's prison or women's section of the prison everyday at some convenient times, and see whether there is any complaint from any female

prisoner. He shall keep a record of such visit in the gate register as in Form XXVI of the women's prison or as the case may be, of the women's section of the prison and shall note the time of his visit and instructions, if any, in Superintendent's order Book as in Form XIII;

Explanation:— A gate register shall be maintained for the women's prison or as the case may be for the women's section of the prison and finding of enquiries in respect of every visit paid to such prison or section by any person other than the women Jail officials on duty, shall be recorded therein.

(13) (i) give special attention in consultation with Inspector General and the Government to the prisoners sentenced to death in matter of their confinement, guarding, search, removal out of prison, diet, punishment, interviews, canteen and general facilities, appeals and mercy petitions;

(ii) maintain every day record of the observation of such prisoners and regularly consult the medical officer when necessary. The Superintendent shall keep the Government informed whenever pregnancy is observed in case of women prisoners and act as per the order of the Government;

(iii) make arrangement for execution and shall observe all care and procedures as may be laid down by the Government after final confirmation of sentence if mercy petition is rejected and the Government fixes the date of execution;

(14) take special care regarding the delivery of child in the prison, the children of women prisoners, their diet, clothing and all other amenities of women prisoners as may be laid down by the Government;

(15) hold inspection parade of all prisoners in the prison either in one lot or in suitable batches in such a way that every prisoner at least once a week, gets an opportunity of putting up personally to the Superintendent any grievance or complaint about assault, or ill-treatment, or any request for additional interviews, or letters under rules 244 and 255.

Explanation.— Every prisoner shall have his clothing, bedding and equipment arranged in line before him at their parade. Nothing in this rule shall debar a prisoner from making a complaint or application to the Superintendent at any time otherwise than on the occasion of the weekly parade. It shall be the duty of every executive officer or Jail Guard to produce before the Superintendent without unnecessary delay any prisoner desiring to see the Superintendent:

Provided that the Assistant Jailor in charge of the circle or yard may for sufficient reason abstain from so producing the prisoner before the Superintendent, but shall as soon as possible inform the Superintendent of his having done so.

(16) attend to personal matters, staff welfare and staff discipline, allocate duties to personal under his control, look after safety of the prison personal, protect human dignity and rights, provide decent work conditions, acquaint institutional personal with current policies of correctional administration and the role they have to play in a welfare state, organize personal training programs at the institutional level;

(17) on the outbreak of cholera or of any epidemic disease, at once submit a report to the Inspector General, the District Magistrate and the Director of Health Services and shall forward a daily report so long as the disease prevails amongst the prisoners;

(18) (a) be responsible to take sufficient measures for preventing and controlling emergency situations like

(i) Escape from prison

(ii) Outbreak

(iii) Riots

(iv) Strikes

(v) Hunger Strikes (individual or mass)

(vi) Assault

(vii) Suicide

(viii) Accidents

(ix) Fire

(x) Epidemic

(xi) Food poisoning

(xii) Overcrowding

(xiii) Failure of water supply, electric lighting arrangements, and other essential prison services like conservancy and plumbing

(xiv) Non-supply of food or raw materials resulting in the interference of prison routine

(xv) Natural calamities like flood and earthquake etc.

(xvi) Terrorist Attack

(xvii) Bomb Explosion

(xviii) War/Bombing

(xix) Chemical Disasters

(xx) Nuclear Disasters.

- (b) also keep a contingency plan ready to meet all emergency situations;
- (19) require every necessary precaution to be taken for preventing escape and shall cause a daily examination to be made of the doors, windows, bars and bolts and withdraw from use any locks, the keys of which have been lost, mislaid or tampered with;
- (20) ensure the highest possible degree of cleanliness in every part of the prison and also with respect, to the persons of the prisoners, their clothing, bedding and eating utensils; and take, as far as possible, surprise rounds at odd intervals to the different parts of the prison;
- (21) cause to be affixed in a conspicuous place near the prison gate a notice to be printed in legible characters in English and in the regional language, cautioning persons from bringing or attempting to bring prohibited articles, under rule 117 in the chapter VII - "Prisons Discipline", into the prison or giving or attempting to give such articles to prisoners outside the prison, and notify in a similar manner that no person other than an officer or a visitor of the prison shall communicate or attempt to communicate, with a prisoner by word of mouth or otherwise except with his permission in writing transmitted through an officer;
- (22) before passing a demand or an indent or submitting it to the Inspector General, where his sanction is required, carefully examine it and see that every department of the prison is run with utmost economy;
- (23) see that no article for use in the prison is purchased unless full details thereof have been entered in the Requisition Book as in Form XXVII and the entries are initiated by the concerned official and by himself;
- (24) see that all expenditure on account of the prison is met either from the permanent advance or money drawn on abstract bills from the Treasury and not from any private funds and shall not allow borrowing or lending from one head to another in the prison accounts unless supported by valid reasons to be recorded by him in Superintendent's Order Book in Form XIII;
- (25) be personally responsible for the prompt payment of bills for goods supplied to the prison, and shall see that small cash payments to local suppliers are made by sending money with a reliable Jail Guard;
- (26) ensure that detailed bills submitted to the Inspector General contain every item of expenditure incurred during the month, and no payment is as far as possible, left to be adjusted or charged for in subsequent months;
- (27) prescribe in Superintendent's Order Book in Form XIII, the different duties which shall be performed by every Jailor and Assistant Jailor, care being taken to

see that he is allotted a fair share of the work and that those portions of the work which he is most suited for are assigned to him as far as possible and that every Assistant Jailor is given an opportunity to learn the duties of the Jailor;

Explanation.— Duties shall be allotted to a Jailor in such a way that he is put in charge of not more than 250 prisoners as far as possible;

(28) shall disburse daily allowance, subsistence allowance, bus and railway fares etc., to release prisoners and to attest in cash book, permanent advance register and prisoner's cash property register;

(29) attend to release of prisoners on bail, appeals, fine payments etc., and check appeal registers;

(30) attend to correction of sentences;

(31) produce prisoners in court and may arrange video-conferencing as may be feasible;

(32) check the ration stock book and verify the ration articles on purchase and shall at least twice in a week, check the rations issued to the kitchen and satisfy himself that the correct quantity is issued;

(33) check that all rules and instructions etc., are being followed at locking time, that sufficient guards are posted for the security, that head guards are detailed for tell tale clock (time punching machine – a mechanical device for recording attendance) duties, that proper lighting is there and also ensure spare tell tale clock is always kept ready. This he will attend to once in a week;

(34) supervise once in a fortnight the lockup of high security prisoners like condemned prisoners, naxalites, terrorist prisoners, notorious prisoners etc., and shall ensure that the placement of jail guards is sufficient and supervise the guarding and lodging of condemned prisoners regularly covering all the aspects;

(35) segregate prisoners having escape tendencies, discipline risks and prisoners of known bad character and to take appropriate precautionary measures;

(36) see that walls, buildings, gates, dormitories, cells, hospital or dispensary area and other places of the prison are properly secured and ensure a system of good lighting in and around the prison;

(37) supervise the work of his subordinate officers in respect of executive work attached to them along with the supervision of all the registers being maintained by them and initial them in token of having checked them and to ensure that pages in all registers and books of Forms etc., in use in prison are numbered and bear a certificate of pages at the end of such registers and books under his signatures;

(38) develop an institutional atmosphere conducive to the correctional role and providing leadership in every aspect of institutional management;

(39) satisfy himself, once a month that all money given to the Accountant in charge, for the purchase of articles required for the prison has been properly disposed of and duly accounted for, and that all money transactions connected with the prison industries have been brought to account;

(40) satisfy himself, at least once a month, that the credit allowed to purchasers of articles from prison industries, garden, or dairy does not exceed the limits fixed and also see that at the time of purchase of such articles, full name, rank and residence of purchaser is entered in the books. Credit may be allowed to well known persons for a period not exceeding three months;

Explanation.— Generally no credit sale is allowed. However, credit may be allowed subject to prior approval of the Superintendent.

(41) keep a constant and careful watch over the receipts and expenditure in the prison;

(42) inspect his own office once a year in the month of June in the prescribed manner, examine and answer, in his own hand, all points of inspection, without assigning this work to a subordinate officer and pay personal attention to rectify the defects pointed out in inspection and audit reports;

(43) be free to communicate with the Inspector General in all matters relating to the prison and apprise him of every occurrence of importance; Provided that in the case of any emergency for which no provision has been made in these rules, the Superintendent shall take the orders of the Inspector General and shall in the meantime take such action, as he considers necessary and adequate in the circumstances:

(44) notify to the police the information, if any, received by him about the previous conviction of a prisoner;

(45) in the event of an accident resulting in an injury to a prisoner or a member of the staff on duty, hold an enquiry immediately and record the statements of the injured prisoner or member of the staff and other witnesses and in case of injury to a prisoner, specify in his monthly report to the Inspector General about such prisoner, the nature and cause of the injury, and state that an enquiry was held;

(46) ensure that professional services are available for maintenance of the buildings, carrying out agriculture and providing vocational training;

(47) ensure, by co-ordinating with concerned Government departments, that services necessary for medical care, welfare and correctional treatment, legal

advice, education and counselling etc. are availed as may be required.

(48) ensure that the scales, weights and measures in use in the prison for distribution of provisions, stores and raw materials etc., are accurate and in proper order.

(49) ensure that all the prison equipment like handcuffs, arms, locks and alarm siren etc., are serviced and repaired periodically.

(50) cause physical verification of all the stores and properties in the jail once a year and shall record a certificate showing shortages and excesses, if any, submitting a copy of it to the Inspector General.

(51) receive and enquire into a complaint or application from a prison personnel or a prisoner.

Assistant Superintendent:

Functions and duties of Assistant Superintendent.—

The Assistant Superintendent shall be under the direct control of the Superintendent. He shall assist the Superintendent in all his functions and duties. He shall also perform all such functions of the Superintendent as the Inspector General or/and the Superintendent may assign to him.

Jailor:

Functions and duties of Jailor.— The Jailor shall perform all functions attached to the post of Assistant Superintendent during his absence. The Jailor is the executive officer of the Prison and is subordinate to the Assistant Superintendent and where there is no Assistant Superintendent, to the Superintendent and shall assist him whenever necessary. He shall generally be responsible for observance of all prescribed rules and orders. His duties and functions attached to the post shall be as follows:—

- (1) Supervision over security, custody and discipline, care and welfare of prisoners;
- (2) Supervision over personnel matters, enforce staff discipline among subordinate officers and staff welfare, assisting the Assistant Superintendent and Superintendent in all matters pertaining to institutional management;
- (3) Frequently inspect every part of the prison including kitchen, canteen, workshop, wards and especially cells and shall see that they are clean and in order and that their security is effective and search or cause the prisoners to be searched at uncertain times, not less than once a week, and examine their clothing, bedding and see that they are in order and that no prohibited articles are hidden in the

prison or possessed by any prisoner; and record the date, time and description of the barracks and cell searched, in the Jailor's Report Book in Form XVIII;

(4) Enforce the greatest economy, give particular attention to all matters connected with the management of the prison, and bring to the notice of the Assistant Superintendent and Superintendent, circumstances which may require their attention for checking unnecessary expenditure;

(5) Without delay, report to the Assistant Superintendent and Superintendent any fact or circumstances likely to affect the security of the prison and the health and discipline of the prisoners; and also bring to their notice any fact or circumstance likely to affect the efficiency of any subordinate member of the establishment;

(6) Looking after all aspects of admission and release of prisoners;

(7) Attend to classification and separation of prisoners and their training;

(8) To see that prisoners are clean in their persons and clothes and that they have the authorized amount of clothing and bedding and no more, and the same to be certified in the Jailor's Report Book in Form XVIII;

(9) Responsible for the execution of all orders regarding the labour of prisoners. He shall assign to each prisoner his work on the recommendation of the Work Assignment Committee constituted in each Prison for the purpose. He shall ensure that the assigned works are performed by the prisoners;

(10) Supervise the cultivation of the garden and he shall be responsible for the adequacy of the supply of vegetables. He shall supervise the prison farm and all other outside operations;

(11) Responsible jointly with the Medical subordinate for the proper preparation and distribution of food to prisoners;

(12) Supervise the working of the guards subject to any orders of the Assistant Superintendent and Superintendent, assign from time to time to each of the jail guards both inside and outside the prison wall, appropriate duties in respect of the prison or prisoners either in the matter of guarding or otherwise;

(13) Responsible for custody of all warrants and for the strict enforcement of their terms and that no prisoner on any account be released before his due time or kept in prison beyond the termination of his sentence;

(14) To visit frequently the extra mural working parties and shall record such visit in the Jailor's Report Book in Form XVIII;

(15) Muster the prisoners in suitable batches and shall certify in the Jailor's Report Book in Form XVIII.—

- (a) That the handcuffs, if any, of every prisoner are secure and clean;
- (b) That every prisoner has his History Ticket;
- (c) That he has read to prisoners the rules for rewards for good conduct; for granting remission and for punishments for commission of prison offences;
- (d) That all barracks and cells have been inspected daily and found in order;
- (16) To arrange for escort and conveyance of sick prisoners in emergency and prisoners sentenced to death shall be removed from the prison only under dying circumstances, duly recommended by medical officer and special guarding arrangements shall be made during the period when he is out of prison;
- (17) To assist the Assistant Superintendent and Superintendent in studying the psychological and mental make up of prisoners and taking steps to reform them;
- (18) To be in-charge and directly responsible for the storing and custody of ration and other articles purchased and their issue from the stores;
- (19) To place indents and get supplies of all articles of diet and articles required for the prisoners;
- (20) To attend to the day-to-day maintenance of stock registers; and other connected records and to the proper maintenance of stock;
- (21) To attend to the maintenance of accounts for extra articles purchased by civil debtors;
- (22) To check the correctness of the kitchen slips, hospital indents and other indents placed on him for issue of ration and miscellaneous articles;
- (23) To maintain separate accounts and to be responsible for the safe custody of empty gunnies and other receptacles received and disposed of;
- (24) To weigh and issue ration and other articles for consumption;
- (25) To supervise the cleaning of grains, vegetables and other dietary articles and their grinding, if any;
- (26) To ensure that all ration articles taken to the kitchen are actually utilized for the purpose they are meant;
- (27) To be custodian of all civil store articles entrusted to the ration stores;
- (28) To assist the Assistant Superintendent and to be present with him at the time of supply of food to condemned prisoners;
- (29) To assist the Assistant Superintendent in searching the condemned prisoners and examining the cells where condemned prisoners are locked-up;
- (30) To conduct interviews with condemned prisoners;
- (31) To assist the Assistant Superintendent in supervising the work of all guarding staff in the gardens;

- (32) To assist the Assistant Superintendent in supervision over searches, counting, opening and closing of prisons;
- (33) To attend to any other duty that may be assigned to him by the Assistant Superintendent and Superintendent;
- (34) To attend to admission work and search of prisoners on their admission;
- (35) To have custody of prisoner's property except cash;
- (36) To attend to the removal of private clothing from prisoners on their admission, the issue of prison clothing and bedding, the correct making of metal identification discs; and the placing of prisoners in quarantine soon after their admission;
- (37) To have the custody of prisoner's private clothing and prison clothing stores; and the issue of fresh clothing to the prisoners;
- (38) To maintain the clothing and registers in the prescribed Form X;
- (39) To attend to the conducting prisoner's interview, if conversant with the language spoken at the interview;
- (40) To have the charge of the quarantine and of the civil and leper annexes where such annexes exist;
- (41) To censor letters addressed to and sent by the prisoners and the disposal of such letters under the order of the Assistant Superintendent / Superintendent;
- (42) To keep strict vigil over the prison and ensure his presence at night time in Jail premises;
- (43) To supervise over the work of distribution of cooked food and extra diet as recommended by the Medical Officer;
- (44) To attend all complaints and requests of all prisoners put in his charge and to ensure that the daily routine is carried out satisfactorily by such prisoners;
- (45) To intimate the notice of death of prisoner to the Assistant Superintendent and Superintendent and Medical subordinate.
- (46) To keep safe custody of records and registers if so directed by the Assistant Superintendent and Superintendent;
- (47) To carry out all such functions and duties as assigned by the Assistant Superintendent and Superintendent from time to time;
- (48) Report to the Superintendent cases in which the disciplinary action for any misconduct on the part of a prisoner or a subordinate officer may be necessary;
- (49) See that no ladder, planks, ropes, chains, implements, or materials of any kind, likely to facilitate escape, are left unnecessarily or are inadvertently exposed or

without surveillance at any time in the yards and that all such articles as well as tools of all kinds when not in use are kept in their appointed places;

(50) See that no rubbish is piled against any wall or allowed to remain in the yards and that all sullage water is immediately removed;

(51) See that a list of prisoners sentenced to cellular confinement is forwarded to the Medical subordinate daily whenever prisoners are sentenced to such confinement.

Assistant Jailor:

Duties to be performed by the Assistant Jailor in the absence of the Jailor.— In the absence of the Jailor or in prisons where there is only one Assistant Jailor, the duties of the Jailor under these rules shall be performed by such Assistant Jailor as the Assistant Superintendent or Superintendent may direct, as the case may be, by the only Assistant Jailor.

Duties of Assistant Jailors.— (1) In addition to the duties entrusted to him by the Superintendent and Assistant Superintendent, the Assistant Jailor shall attend to all complaints and requests of all prisoners put in his charge and shall see that the daily routine is carried out satisfactorily by such prisoners. He shall personally supervise the work of distribution of cooked food and extra diets recommended by the Medical Officer to prisoners in his charge

Duties of Assistant Jailor to be performed by other officials etc., — In the absence of the Assistant Jailor or where there is no Assistant Jailor, his functions shall be performed by any other responsible official nominated for the purpose by the Assistant Superintendent or Superintendent with the previous consent of the Inspector General in writing.

Duties of Orderly Officers. — (1) The duties of Orderly officer shall be performed by the Jailor or the Assistant Jailor on duty.

Orderly Officer for day shall be on duty between the two main gates of a prison from the time at which the prison opens until it is locked and it shall be the duty of the Orderly Officer for the day —

(a) To supervise and control all happenings between the two gates of the prison;

(b) To ensure that entry is made by the Gatekeeper in the Gate Register as in Form XXVI and Form XXVIII of anything carried in or out of the prison, of persons entering and leaving the prison and of vehicles coming in or going out of the prison, specifying the time of such ingress or regress;

(c) To maintain in the Orderly Officer's Diary as in Form XVIII, a brief record of all important events such as, visits of persons to the prison, accidents occurring in

the prison, searches made under sections 21 and 41 of the Act and emergencies and any other important incident occurring in the prison;

(d) To notify the existence of an emergency to the prison staff by sounding alarm;

(e) To control personally in an emergency, all necessary operations at the prison gates;

(f) To receive and take necessary action on report submitted by prison guard relating to the opening and closing of the prison;

(g) To supervise searches of prisoners and of members of the subordinate staff of prison;

(h) To communicate to the Head Guard, the orders issued by the Jailor regarding the posting of prison guards to various duty posts;

(i) To receive members of the Board of Visitors for prison constituted under rules 377 and 378 in chapter XIX – “Visitors of Prisons” and arrange for their escort;

(j) To receive prisoners admitted to prison and to arrange for the delivery of their warrants, money and other articles to the Jailor in charge of judicial work or to the Jailor;

(k) To report to the Jailor deficiencies in the order committing a prisoner to custody and discrepancies, if any, in the identification marks of prisoners; and

(l) To verify whether a prisoner admitted into prison has any wounds, or marks of violence on his person and, if so, to report the same to the Assistant Superintendent and Superintendent.

Orderly Officer for night shall be on duty between the two main gates of the prison from the time the prison is locked until it is opened. It shall be the duty of the Orderly Officer for night —

(a) To supervise and control arrangements for the security and safe custody of prisoners;

(b) To visit guard posts at least thrice during night (one such visit shall necessarily be after mid-night);

(c) To make an entry in the Report Book in Form VIII of the guard posts visited by him, and the time at which such visits were made;

(d) To record in the Orderly Officer's Diary, the night visits made by Prison Officials during night time;

(e) To open a barrack or cell during night in case of emergency;

(f) To report to the Assistant Superintendent and Superintendent of the existence of emergency and to record the same in the Orderly Officer's Diary;

- (g) To arrange for the escort and conveyance of sick prisoners who are to be transferred to the local Civil or Government aided hospital as per emergency; and
 (h) To perform all or any of the duties specified in sub-rule (2), in case of emergencies.

The diary of the orderly officer for day and night shall be daily checked and signed by the Superintendent.

Matron:

Duties and functions of Matron.— (1) A matron shall perform the duties of woman jailor and shall be in charge of the women's section of the prison and shall work under the direct supervision of the Superintendent. She shall perform all the duties of the Jailor and Assistant Jailor mentioned in these rules so far as the women's section of the prison is concerned. It shall be her duty to see that either she herself or a woman guard is present right from the time of the opening of the prison till the time of lock-up, and to ensure that no unauthorized person enters the women's section of the prison. She shall always accompany, inside the prison, the Superintendent, the Assistant Superintendent, the Medical Officer or any other authorized visitors visiting the Women's section of the prison. In times of emergency, she shall immediately contact the next higher officer who is available and obtain his orders.

(2) Matron, if there is no woman Jailor, shall have immediate charge of *women* prisoners subject to the general control of the Assistant Superintendent and Superintendent.

(3) In the absence of the woman Jailor, if there be one, and the Matron, a Lady Warden appointed for the purpose shall carry on the duties of the woman Jailor or the Matron, as the case may be, or of both.

(4) Where a woman prisoner is imprisoned in the female enclosure, the Matron or the Lady Warden shall always be present in the enclosure during the daytime with the cell key in her possession to attend to the prisoner's wants and to keep her under observation.

(5) Where a woman prisoner is punished with cellular confinement, the Matron shall remove such prisoner from her cell to an association barrack before lock-up.

Guarding Personnel - their duties and responsibilities.—

The guarding personnel will consist of Head Warden-cum-P.T. Instructors, Head Guards and Jail Guards. Specific duties of each member of the guarding staff on various sections and points will be assigned by the Superintendent on a rotation basis in keeping with his or her status within the cadre in the following areas:

- (i) Security, custody, discipline;
- (ii) Searches and counting of prisoners;
- (iii) Opening and locking-up of the prison;
- (iv) Reporting defects and short comings in prison buildings, walls, locks, lighting arrangements and iron-bars, taking immediate action for rectifying these and taking care of the custody of locks and keys, handcuffs and other security equipment;
- (v) Care and welfare of prisoners;
- (vi) Maintenance of discipline in institutional premises, gates, quarantine, barracks, dormitories, cells, work sheds, punishment yards, segregation yards, hospital, kitchen, farm and in every other section of the institution;
- (vii) Sanitation and hygiene in areas under his charge;
- (viii) Guarding and sentry duties;
- (ix) Escorting prisoners for work, supervision of their work, care and custody of tools, property, equipment, dead stock and livestock;
- (x) Supervision of distribution of food, canteen articles and inmate equipment;
- (xi) Helping the technical personnel in work sheds, management and discipline, helping agricultural personnel in all related matters;
- (xii) Discipline in areas where educational, cultural and recreational activities are conducted;
- (xiii) Reporting violations of discipline to appropriate officers for taking immediate action as per rules;
- (xiv) Observing habits and behaviour patterns of inmates and reporting the same to the authorities concerned, helping inmates to improve their habits and attitudes;
- (xv) Taking preventive and control measures for all emergency situations;
- (xvi) Discipline in staff quarters;
- (xvii) P.T., drill parades and emergency practice.

Jail Guard

Duties and responsibilities of Jail Guards.— It shall be the duty of the Jail Guard:

- (i) to stand or walk whilst on patrol duty and on no account to take off the belt or lie down whilst on duty;
- (ii) to keep his uniform and equipment in good order;
- (iii) to keep a list of tools delivered to prisoners proceeding to work in the morning;
- (iv) to count, examine, and return the tools into store, and report any deficiency, immediately to the Jailor in the evening;

- (v) To report any defect in locks, bolts or bars, and any tampering with these articles or keys in his charge;
- (vi) To keep all keys entrusted to him on his person, and not to leave them lying about;
- (vii) To treat prisoners with humanity and bring their complaints and grievances to the notice of his immediate superiors without delay;
- (viii) To bring to the notice of the Superintendent, and the Medical Officer any signs of sickness among prisoners in his charge;
- (ix) To report to the Jailor if an uncomplaining prisoner appears to be passing into a failing state of health, or if a prisoner's state of mind, appears, in his opinion, to be weak and uncertain;
- (x) To search all prisoners in his charge at the time of giving and taking over charge of such prisoners and at such other times during his watch as may be necessary and to report the discovery of any prohibited articles found with any of the prisoners in his charge or on his beat;
- (xi) To report any case of wilful damage to prison property;
- (xii) To prepare prisoners entrusted to his charge for counting and for parade, and to see that each prisoner comes to his place in proper order, behaves well, and keeps silent;
- (xiii) To report immediately to the Jailor the fact of any prisoner missing from his charge;
- (xiv) To count the prisoners made over to him and to declare the number to the officer distributing the prisoners;
- (xv) To count prisoners in his charge at least twice during his turn of duty; and to satisfy himself that he has the correct number in his custody;
- (xvi) To report all cases of idleness and short work prisoners entrusted to him supposed to work;
- (xvii) To see that any prisoner who is required to leave the group for any legitimate purpose is made over to the charge of a responsible prison official for such purpose;
- (xviii) To see to the cleanliness of the persons, clothing, bedding, rings, and eating utensils of the prisoners in his charge, and to see that the prisoners bathe only at the appointed time and place and that the bedding is aired according to orders;
- (xix) To report any plot for escape, assault, outbreak or for obtaining prohibited articles that may come to his knowledge;
- (xx) To report breach of any prison rules.

Changes in duties and posts of Jail Guards.— The posts and duties of Jail Guards may be changed every week:

Provided that the Assistant Superintendent and Superintendent may continue the guards working in prison store, garden, factory or kitchen for a period not exceeding three months in their respective posts.

Responsibility of guard in charge of work shed. —

A jail guard in charge of work sheds shall be responsible for all the tools and other property kept therein.

Relieved Jail Guard to explain his duties to the Relieving Guard.— A jail guard shall, before being relieved, explain his duties to the relieving guard and they (i.e. both relieving and relieved jail guard) shall jointly examine all the fastenings in their charge and shall count the prisoners. The responsibility of a jail guard on duty shall not cease until he is properly relieved.

Guards with arms

Superintendent to make guidelines for guidance of guards with arms.— The Superintendent of a prison shall, with the approval of the Inspector-General, draw up guidelines for the guidance of the guards with arms to meet local requirements, giving the distribution of such guards and the number and position of the sentries, and defining the details of their beats. A copy of such guidelines translated into regional language and signed by the Superintendent, shall be hung up in the guardroom.

Guard with arms:— (1) Not to take part in daily routine of prison.— A guard with arms, shall not take part in the daily routine of the prison or assist in the searching or counting of prisoners. He shall, as far as may be possible, be kept away from coming into close contact with the prisoners.

(2) Change of Sentries and contingent of guards with arms.— The contingent of guards with arms may be changed every 24 hours. These sentries shall be changed by the Head Guard commander every two hours. The Head Guard on duty shall see that the sentry relieved passes the orders of the post to his reliever.

(3) Ammunition to be possessed by guards with arms on duty.— The guard on sentry duty shall carry with him ammunition viz., 10 loose live rounds of ammunition to his pouch, keeping the pouch unbuttoned.

(4) Where a sentry is being relieved of his duty, he shall pass on his loose live rounds of ammunition to the sentry relieving him from duty in exchange of two ammunition clips of 5 rounds each in the possession of the Guard relieving him from his sentry duty.

(5) Where a section on guard duty is being relieved of its sentry duty, all the ammunition in its possessions shall be handed over to the relieving section of Jail Guards. The officer mounting the guard shall be personally responsible for the correct handing over and taking over of the live ammunition by the two Head Guards on duty.

(6) No sentry on guard duty shall carry his firearm loaded at any time unless he is explicitly ordered to do so.

Conditions to be observed by Jail Guard and Head Guard.— (1) The Jail Guard and the Head Guard commander shall on no account leave their posts without being properly relieved.

(2) In case of sudden illness, proper report shall be made by the Head Guard commander or his second in command to the Jailor for necessary relief.

(3) A jail guard on sentry duty shall hold no conversation whatsoever with any one. In the case of requirement of such a conversation, the Head Guard commander shall himself do the same.

(4) A jail guard on sentry duty seeing a prisoner attempting to escape shall at once raise the alarm by blowing a continuous short sharp blast with his whistle.

Duties of the jail guard on Sentry duty.— (1) A Jail Guard on sentry duty shall firmly enforce the order given to him without any discrimination.

(2) It shall be the duty of every jail guard on sentry duty to protect at all costs the stores, arms, ammunition and Government property entrusted to his charge.

Fire arms to be kept in Guard Room when not in use.— The firearms shall always have the bayonet fixed, and shall remain in the guardroom when not in use.

Guards on Sentry duty to be always in uniform. — No guard on sentry duty shall on any account take off his clothing or equipment.

Head Guard not to leave his command unless relieved.— (1) The Head Guard shall not leave his command unless duly relieved. When duly relieved, he shall do so after handing over his charge to the next senior guard in charge.

(2) It shall be duty of the Head-Guard to see that no guard leaves the guardroom or his beat, if on sentry duty, without proper leave or unless he is duly relieved.

Relief of jail guards on sentry duties for lunch.— The Head Guard shall arrange the duties of the jail guards in such a way that those who are unable to arrange for bringing their food to the guard room may not be on duty between the hours of 9.00 a. m. to 1.30 p.m. and shall see that not more than 1/3rd of the strength of the guards is let off at one and the same time.

Guards on duty not to communicate with any person.— The Head Guard and the guards on duty shall not have any communication with any person unless such communication is required to be carried out as a part of their duty.

Duties of guards with arms.— The guard with arms shall resist by force all attempts made to break into or out of any part of the prison, and shall aid the authority in the suppression of violence or opposition of any kind, when called upon to do so.

Guard to act on general alarm.— (1) In the event of a general alarm being sounded for an attempt to break out of the prison, the prison guard shall immediately fall in, load and act in accordance with the guidelines framed for the purpose.

(2) The Head Guard of the prison shall at once report to the senior officer present on the spot for further orders. If however, the prisoners assault the prison officers or subordinates or if they attempt to break out of any particular ward or yard, and if any executive officer present or the Head Guard, considers that it would be dangerous to delay until the arrival of the senior prison officer, he shall proceed to rescue the prison officer and other subordinate officers and prevent the prisoners from breaking out.

Head Guard to check sentry posts twice during night.— The Head Guard shall check all the sentry posts twice during the night.

Head Clerk:

The Head Clerk is entrusted with work of all establishment matters.

Accountant:

The Accountant is entrusted with the work of all financial matters of this Department.

Junior Stenographer:

Junior Stenographer is the PA to IGP and AIGP and performs day to day duty Office Secretarial work and any such work assigned by higher authority.

Lower Division Clerk:

The LDCs are working under direct control of the Head Clerk and Superintendents of Central Jail and Sub Jail in performing day to day office routine work.

Driver:

The Drivers are attached to the Head Office and the Central Jail and Sub Jail.

Peon:

The Peons are performing duties assigned to them by their Superiors and also are deputed for delivering correspondence to various Officers.

Sweeper:

Maintains the cleanliness of the Office.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

The Inspector General of Prisons (IGP) marks the correspondence received to the concerned dealing Officials through the Assistant Inspector General of Prisons (AIGP), Head Clerk and Accountant in order to further proceed in the matter. The requirements are put forth by the Superintendents and AIGP to the IGP and wherever required approval is sought from Government as per business rules.

(iv) The norms set by it for discharging of its function

As per the directions in Order dated 23/07/2009 Criminal Writ Petition No. 45/09 of the Hon'ble High Court of Bombay has inter alia directed the I.G. Prisons to ensure that all applications for grant of furlough/ parole from prisoners who are permanent residents of this State should be decided within a period of 6 weeks and those prisoners who residents from outside the State should be decide within a period of 8 weeks.

(v) The Rules, regulation, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions;

1. The Prisons Act,1894.
2. The Transfer of Prisoners Act,1950.
3. The Identification of Prisoner Act,1920.
4. The Prisoners Attendance in Courts Act,1920.
5. The Goa Prison Rules ,2006 .
6. The Model Prison Manual, 2006.
7. The Model Prison Manual, 2016.

(vi) A statement of the categories of documents that are held by it or under its control;

Files pertaining to establishment and accounts such as administration files, personal files, training files, miscellaneous files, salary files etc and various rules book such as Goa Prison Rules, 2006 etc.

(vii) The particulars of any arrangement that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

Nil

(viii) A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

| Sr. No | Name of the body | Constitution of the body | Meetings of the Council | Remarks |
|---------------|--|---|---|--|
| 1 | State Sentence Review Board | Chairman: Chief Secretary Members: The Secretary (Law Dept), The Inspector General of Prisons, The Senior S. P (Crime & Intelligence) Police Dept., The Superintendent of Central Jail, The Probation Officer of Directorate of Woman & Child. Member Secretary: The Addl. Inspector General of Prisons. | Members of the Board meet every six months. | Minutes are circulated to all the members of the Board, after every meeting. |
| 2 | State Apex Committee for Implementation of CCTNS | Chairperson: Chief Secretary Members: DG Police, Finance Secretary, Secretary (IT), Special Secretary (Home), Representative of NIC, Representative of MHA, Nodal Officer CCTNS project, Registrar of High Court of Bombay at Panaji, Inspector General of Prisons, Director of | Meetings are held at regular intervals. | Minutes are circulated to all the members of the Board, after every meeting. |

| | | | | |
|---|---|--|---|--|
| | | Transport, Chief Administrative Officer representing Principal District & Session Court, North Goa. | | |
| 3 | Sub Committee for GCOPS Integration | Convener: Superintendent of Police- Crime Branch Members: High Court of Bombay at Goa, IG Prisons, Directorate of Prosecution, SIO-NIC, Directorate of Transport, District Collectorate (North), District Collectorate (South) and Dept. of IT. | Meetings are held at regular intervals. | --- |
| 4 | Committee for Common Victims Compensation Fund | Chairman: District Magistrate (North) Members: Superintendent of Police (North), SDPO, Panaji. Member Secretary: Superintendent of Central Jail. | Meeting held at quarterly intervals. | Minutes are circulated to all the members of the Board, after every meeting. |
| 5 | North Goa District Legal Services Authority- Under Trial review Committee | Chairperson: Principal District & Sessions Judge, North Goa. Members: District Magistrate (North), District Superintendent (North) | Meeting held at quarterly intervals. | Minutes are circulated to all the members of the Board, after every meeting. |
| 6 | District Legal Services Authority (South Goa)- Under Trial review Committee | Chairperson: Principal District & Sessions Judge, South Goa. Members: District Magistrate (South), District Superintendent (South) and Secretary of DLSA, South. | Meeting held at quarterly intervals. | Minutes are circulated to all the members of the Board, after every meeting. |
| 7 | Board of Visitors of IPHB | Director/Dean, IPHB, Bambolim -Goa, | Meetings are held every | Minutes are circulated to |

| | | | | |
|---|---|---|--------------------------------------|--|
| | | <p>Director of Health Services, Campal ,Panaji, Inspector General of Prisons, Old Education Building, Panaji- Goa, Chief Judicial Magistrate, Panaji-Goa, Director of Social Welfare, Panaji –Goa, President, North Goa District Advocate’s Association , Bar Room, District Court, Panaji, President, South Goa Advocates Bar Association, Bar Room, District Court, Margao –Goa, Adv. Somnath Patil, Uddi, Goa Velha, Ihas –Goa, Dr. Digamber Naik, C/o Vrundavan Shalby Hospital Ltd, NH-17A, by Pass Karaswada, Mapusa –Goa & Medical Superintendent, IPHB, Bambolim-Goa.</p> | month. | all the members of the Board, after every meeting. |
| 8 | Board of Visitors of Jails | Non-Officials Visitors as well as Ex-Officio Visitors as per rule 377 of the Goa Prison Rules, 2006. | Meeting held at quarterly intervals. | Minutes are circulated among the members. |
| 9 | Committee to Draft a comprehensive Goa Model Prison manual-2016 as per the New Model Prison Manual-2016 | <p>Chairperson: I. G. Prisons. Vice Chairperson: Retd. Jt. Sec- Law. Members: Principal of VMSLC, Secretary- Goa State Legal Service Authority, Secretary- District Legal Service Authority (North), Secretary- District Legal Service Authority (South),</p> | Meeting held at regular intervals. | Minutes are circulated among the members. |

| | | | | |
|--|--|--|--|--|
| | | Ex- Asst. Supdt. Of Jail, Asst. Supdt. Of Sub Jail, Representative of Goa State Commission for Women. Member Secretary: Addl. I.G. Prisons. | | |
|--|--|--|--|--|

(ix) A directory of its Officers and employees;

| IGP- Head Office | | |
|-------------------------|---|--|
| Sr. No. | Name & Designation | Office Telephone No. |
| 1. | Shri Naveen S.L., IAS, IGP | 0832-2422766 |
| 2. | Shri Siddhivinayak S. Naik, AIGP | 0832-2225356 |
| 3. | Shri Thomas M.A.E. Fernandes, Head Clerk | 0832-2422767 |
| 4. | Shri Deepak Gaonkar, Accountant | 0832-2422768 |
| 5. | Miss Luiza J. Fernandes, Jr. Steno | 0832-2422766 |
| 6. | Miss Eileen C. Lobo, LDC | 0832-2421921 0832-2225355 |
| 7. | Shri Kishan R. Shirodkar, LDC | |
| 8. | Smt. Minal A. Chodankar, LDC | |
| 9. | Shri Vithoba Y. Shetye, Head Guard | |
| 10. | Shri Prakash U. Gurav, Jail Guard | |
| 11. | Shri Mahesh S. Thakur, Jail Guard | |
| 12. | Shri Raju M. Patil, Jail Guard | |
| 13. | Shri Yuvraj J. Shinde, Driver | |
| 14. | Shri Dyaneshwar Gadekar, Peon | |
| 15. | Shri Pandurang S. Naik, Security Supervisor | |
| 16. | Shri Arjun R. Madar, Sweeper | |

| | | |
|-------------------------------|---|---------------------|
| Central Jail, Colvale. | Shri Shamsundar Y. Parab, Supdt., Central Jail. | 9822137886 |
| | Shri Chandrakant Harijan, Asst. Supdt., Central Jail. | 9823865442 |
| | Central Jail, Colvale | 0832-6520008 |

| | | |
|-----------------------------------|---|---------------------|
| Sub Jail, Sada, Vasco. | Shri Gaurish Shankwalkar, Supdt., Sub Jail. | 9822582399 |
| | Shri Bhanudas Pednekar, Asst. Supdt., Sub Jail. | 9923036929 |
| | Sub Jail, Sada, Vasco. | 0832-2520081 |

(x) The monthly remuneration received by each of its officer' and employees, including the system of compensation as provided in its regulations;

| Sr. No. | Designation | Pay Scale |
|----------------|--|-----------------------|
| 1 | Inspector General of Prisons | 15600-39100+GP.6600/- |
| 2 | Addl. Inspector General of Prisons | 15600-39100+GP.6600/- |
| 3 | Superintendent | 15600-39100+GP.6600/- |
| 4 | Office Superintendent | 9300-34800+GP.4600/- |
| 5 | Assistant Superintendent | 9300-34800+GP. 4200/- |
| 6 | Medical Officer | 15600-39100+GP.5400/- |
| 7 | Welfare Officer | 9300-34800+GP.4200/- |
| 8 | Male Nurse | 9300-34800+GP.4200/- |
| 9 | Accountant | 9300-34800+GP. 4200/- |
| 10 | Head Clerk | 9300-34800+GP.4200/- |
| 11 | Jr. Stenographer | 5200-20200+GP.2400/- |
| 12 | Upper Division Clerk | 5200-20200+GP.2400/- |
| 13 | Lower Division Clerk | 5200-20200+GP.1900/- |
| 14 | Jailor | 5200-20200+GP.2400/- |
| 15 | Assistant Jailor | 5200-20200+GP.1900/- |
| 16 | Head Guard | 5200-20200+GP.1800/- |
| 17 | Jail Guard | 5200-20200+GP.1800/- |
| 18 | Matron | 5200-20200+GP.1900/- |
| 19 | Lady Warden | 5200-20200+GP.1800/- |
| 20 | Craft Instructor (Carpentry) | 5200-20200+GP.2800/- |
| 21 | Electrician | 5200-20200+GP.1900/- |
| 22 | Tailoring Instructor | 5200-20200+GP.2400/- |
| 23 | Driver | 5200-20200+GP.1900/- |
| 24 | Head Warder cum Physical Training Instructor | 5200-20200+GP.2800/- |
| 25 | Agriculture Assistant | 5200-20200+GP.1900/- |
| 26 | Multipurpose Health worker | 5200-20200+GP.1900/- |
| 27 | Peon | 4440-7440+GP.1300/- |
| 28 | Sweeper | 4440-7440+GP.1300/- |

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Annexure -I

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Nil

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;**

Nil

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.**

Information on Prisoners details, Court information, Bail, Admission, Release, PPC, visit entry, Medical & Pharmacy, Gate Management, Escape Management, Stores, Handover, Transfer Management, Parole/ furlough, remission, Work allotment, Grievance Redressal, Touch Screen Kiosk, Duty register, reforms and paybill is available on the PRISMS software.

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library, or reading room, if maintained for public use;**

Information about the Department is uploaded on the Department's website. Orders, Notifications etc are put up on the Notice Board.

- (xvi) The names, designations and other particulars of the Public Information Officers;**

Office of the Inspector General of Prisons, Panaji

| Designation of Officer | Telephone Nos. | Fax No. | Appointed as |
|------------------------------------|-----------------------|----------------|--------------------------------------|
| Addl. Inspector General of Prisons | 2225356 (O) | 2421921 | Public Information Officer |
| Head Clerk | 2422767 | 2421921 | Assistant Public Information Officer |
| Inspector General of Prisons | 2422766(O) | 2421921 | First Appeal |

Office of the Superintendent of Central Jail Colvale

| Designation of Officer | Telephone Nos. | Fax No. | Appointed as |
|---|-----------------------|----------------|--------------------------------------|
| Superintendent of Central Jail Colvale | 6520008(O) | 2479033 | Public Information Officer |
| Assistant Superintendent/ (Jailor-Senior most) | 6520008(O) | 2479033 | Assistant Public Information Officer |
| Adtl. Inspector General of Prisons | 2225356 (O) | 2421921 | First Appeal |

Office of the Superintendent of Sub –Jail cum Judicial Lock-up, Sada Vasco

| Designation of Officer | Telephone Nos. | Fax No. | Appointed as |
|--|-----------------------|----------------|--------------------------------------|
| Superintendent of Sub- Jail Cum Sada Vasco | 2512688 | 2520081 | Public Information Officer |
| Assistant Superintendent/ (Jailor -Senior most) | 2520081 | 2520081 | Assistant Public Information Officer |
| Adtl. Inspector General of Prisons | 2225356 (O) | 2421921 | First Appeal |

Names of Appellate Authority, PIOS & APIOS UNDER RTI ACT, 2005

- **1st Appellate Authority**
Shri. Naveen S.L, IAS
Inspector General of Prison, Office of the Inspector General of Prisons
- **PIO/1st Appellate Authority**
Shri. Siddhivinayak Naik,
Adtl. Inspector General of Prisons, Office of the Inspector General of Prisons
- **PIO**
Shri. Shyamsunder Parab,
Superintendent
Central Jail, Colvale
- **APIO**
Shri. Chandrakant P.Harijan,
Assistant Superintendent
Central Jail Colvale.
- **PIO**
Shri. Gaurish Shankhwalkar,
Superintendent
Sub Jail cum Judicial Lock-up, Sada, Vasco-da-Gama

- **APIO**
Shri. Bhanudas Pednekar,
Assistant Superintendent
Sub Jail cum Judicial Lockup Sada, Vasco-da-Gama
- **APIO**
Shri. Thomas M.A.E. Fernandes,
Head Clerk, Office of the Inspector General of Prisons

(xvii) Such other information as may be prescribed;

Information will be updated as and when required.

| DEMAND NO.18 | | | | | | | | | | | | |
|--|------------------|---------------|----------------|----------------------------|----------------|-----------------|-----------------------------|----------------|-----------------|----------------------------|----------------|-----------------|
| Abstract of Major Heads, Sub-Major Heads, Minor Heads and Detailed Heads | | | | | | | | | | | | |
| NAME OF THE DEPARTMENT:-Inspector General of Prisons | | | | | | | | | | | | |
| (Rs. In lakhs) | | | | | | | | | | | | |
| Demand, Sub-Major Head, Minor Head and Detailed Heads | Actual 2016-2017 | | | Budget Estimates 2016-2017 | | | Revised Estimates 2016-2017 | | | Budget Estimates 2016-2017 | | |
| | Non-Plan | Plan | | Non-Plan | Plan | Total | Non-Plan | Plan | Total | Non-Plan | Plan | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| TOTAL DEMAND 18 [2056,4059] | 929.64 | 811.56 | 1741.20 | 1365.00 | 3200.50 | 4565.50 | 1365.00 | 3200.50 | 4565.50 | 1654.00 | 2800.50 | 4454.50 |
| 2056 Jails | 929.64 | 24.59 | 954.23 | 1365.00 | 200.50 | 1565.50 | 1365.00 | 200.50 | 1565.50 | 1654.00 | 200.50 | 1854.50 |
| 001 Direction and Administration | 64.72 | - | 64.72 | 150.00 | - | 150.00 | 150.00 | - | 150.00 | 180.00 | - | 180.00 |
| 01 Superintendence | 64.72 | - | 64.72 | 150.00 | - | 150.00 | 150.00 | - | 150.00 | 180.00 | - | 180.00 |
| 01 Salaries | 56.58 | - | 56.58 | 80.00 | - | 80.00 | 80.00 | - | 80.00 | 100.00 | - | 100.00 |
| 11 Domestic travel expenses | 0.30 | - | 0.30 | 5.00 | - | 5.00 | 5.00 | - | 5.00 | 10.00 | - | 10.00 |
| 12 Foreign travel expense | - | - | - | 0.10 | - | 0.10 | 0.10 | - | 0.10 | 3.00 | - | 3.00 |
| 13 Office expenses | 6.97 | - | 6.97 | 0.90 | - | 0.90 | 0.90 | - | 0.90 | 25.00 | - | 25.00 |
| 26 Advertising and Publicity | 0.87 | - | 0.87 | 25.00 | - | 25.00 | 25.00 | - | 25.00 | 10.00 | - | 10.00 |
| 28 Professional Services | - | - | - | 1.00 | - | 1.00 | 1.00 | - | 1.00 | 1.00 | - | 1.00 |
| 50 Other charges | - | - | - | 38.00 | - | 38.00 | 38.00 | - | 38.00 | 31.00 | - | 31.00 |
| 101 Jails | 849.70 | - | 849.70 | 1165.00 | - | 1165.00 | 1165.00 | - | 1165.00 | 1424.00 | - | 1424.00 |
| 01 Central Jails | 378.76 | - | 378.76 | 675.00 | - | 675.00 | 675.00 | - | 675.00 | 822.00 | - | 822.00 |
| 01 Salaries | 301.81 | - | 301.81 | 400.00 | - | 400.00 | 400.00 | - | 400.00 | 500.00 | - | 500.00 |
| 02 wages | 12.61 | - | 12.61 | 10.00 | - | 10.00 | 10.00 | - | 10.00 | 20.00 | - | 20.00 |
| 11 Domestic travel expenses | 0.49 | - | 0.49 | 2.00 | - | 2.00 | 2.00 | - | 2.00 | 2.00 | - | 2.00 |
| 13 Office expenses | 37.57 | - | 37.57 | 80.00 | - | 80.00 | 80.00 | - | 80.00 | 150.00 | - | 150.00 |
| 50 Other charges | 26.28 | - | 26.28 | 183.00 | - | 183.00 | 183.00 | - | 183.00 | 150.00 | - | 150.00 |
| 02 Other Jails | 470.94 | - | 470.94 | 490.00 | - | 490.00 | 490.00 | - | 490.00 | 602.00 | - | 602.00 |
| 01 Salaries | 315.33 | - | 315.33 | 375.00 | - | 375.00 | 375.00 | - | 375.00 | 400.00 | - | 400.00 |
| 02 wages | 13.74 | - | 13.74 | 10.00 | - | 10.00 | 10.00 | - | 10.00 | 25.00 | - | 25.00 |
| 11 Domestic travel expenses | 0.24 | - | 0.24 | 1.00 | - | 1.00 | 1.00 | - | 1.00 | 2.00 | - | 2.00 |
| 13 Office expenses | 33.63 | - | 33.63 | 50.00 | - | 50.00 | 50.00 | - | 50.00 | 50.00 | - | 50.00 |
| 50 Other charges | 108.00 | - | 108.00 | 54.00 | - | 54.00 | 54.00 | - | 54.00 | 125.00 | - | 125.00 |
| 102 Jail Manufactures | 15.00 | - | 15.00 | 30.00 | - | 30.00 | 30.00 | - | 30.00 | 30.00 | - | 30.00 |
| 01 Jail Manufactures | 15.00 | - | 15.00 | 30.00 | - | 30.00 | 30.00 | - | 30.00 | 30.00 | - | 30.00 |
| 01 Salaries | 5.01 | - | 5.01 | 13.00 | - | 13.00 | 13.00 | - | 13.00 | 13.00 | - | 13.00 |
| 02 wages | 9.99 | - | 9.99 | 14.00 | - | 14.00 | 14.00 | - | 14.00 | 14.00 | - | 14.00 |
| 11 Domestic travel expenses | - | - | - | 0.10 | - | 0.10 | 0.10 | - | 0.10 | 0.10 | - | 0.10 |
| 13 Office expenses | - | - | - | 1.90 | - | 1.90 | 1.90 | - | 1.90 | 1.90 | - | 1.90 |
| 21 Supplies and Materials | - | - | - | 1.00 | - | 1.00 | 1.00 | - | 1.00 | 1.00 | - | 1.00 |
| 800 Other Expenditure | 0.41 | 24.59 | 25.00 | 20.00 | 200.50 | 220.50 | 20.00 | 200.50 | 220.50 | 20.00 | 200.50 | 220.50 |
| 01 Modernisation of Prison Administration | 0.41 | - | 0.41 | 20.00 | - | 20.00 | 20.00 | - | 20.00 | 20.00 | - | 20.00 |
| 27 Minor Works | 0.41 | - | 0.41 | 10.00 | - | 10.00 | 10.00 | - | 10.00 | 10.00 | - | 10.00 |
| 50 Other charges | - | - | - | 10.00 | - | 10.00 | 10.00 | - | 10.00 | 10.00 | - | 10.00 |
| 02 Modernisation of Prisons Administration (Plan) | - | 12.46 | 12.46 | - | 100.00 | 100.00 | - | 100.00 | 100.00 | - | 100.00 | 100.00 |
| 13 Office Expenses | - | 12.46 | 12.46 | - | 100.00 | 100.00 | - | 100.00 | 100.00 | - | 100.00 | 100.00 |
| 03 Upgradation of standards of Administration (Plan) | - | 12.13 | 12.13 | - | 100.50 | 100.50 | - | 100.50 | 100.50 | - | 100.50 | 100.50 |
| 13 Office Expenses | - | 12.13 | 12.13 | - | 90.00 | 90.00 | - | 90.00 | 90.00 | - | 90.00 | 90.00 |
| 27 Minor Works | - | - | - | - | 10.50 | 10.50 | - | 10.50 | 10.50 | - | 10.50 | 10.50 |
| 911 Deduct -Recoveries of Overpayment | -0.19 | - | -0.19 | - | - | - | - | - | - | - | - | - |
| 01- Recoveries of Overpayment of Previous Year | -0.19 | - | -0.19 | - | - | - | - | - | - | - | - | - |
| 01 Salaries | -0.19 | - | -0.19 | - | - | - | - | - | - | - | - | - |
| 4059 Capital Outlay on Public Works | - | 786.97 | 786.97 | - | 3000.00 | 3000.00 | - | 3000.00 | 3000.00 | - | 2600.00 | 2600.00 |
| 01-Office Buildings | - | 786.97 | 786.97 | - | 3000.00 | 3000.00 | - | 3000.00 | 3000.00 | - | 2600.00 | 2600.00 |
| 051 Construction | - | 779.77 | 779.77 | - | 2950.00 | 2950.00 | - | 2950.00 | 2950.00 | - | 1500.00 | 1500.00 |
| 02-Construction of New Central Jail at Colvale, Bardez | - | 779.77 | 779.77 | - | 2950.00 | 2950.00 | - | 2950.00 | 2950.00 | - | 1500.00 | 1500.00 |
| 53 Major Works | - | 779.77 | 779.77 | - | 2950.00 | 2950.00 | - | 2950.00 | 2950.00 | - | 1500.00 | 1500.00 |
| 800 Other Expenditure | - | 7.20 | 7.20 | - | 50.00 | 50.00 | - | 50.00 | 50.00 | - | 1100.00 | 1100.00 |
| 01 Modernisation of Prison Administration | - | 7.20 | 7.20 | - | 50.00 | 50.00 | - | 50.00 | 50.00 | - | 200.00 | 200.00 |
| 53 Major Works | - | 7.20 | 7.20 | - | 50.00 | 50.00 | - | 50.00 | 50.00 | - | 200.00 | 200.00 |
| 02 Payment towards land to Goa Housing Board (P) | - | - | - | - | - | - | - | - | - | - | 900.00 | 900.00 |
| 53 Major Works | - | - | - | - | - | - | - | - | - | - | 900.00 | 900.00 |
| TOTAL DEMAND 18 [2056] | | | 9492.97 | | | 25827.50 | | | 25827.50 | | | 24872.50 |