THE TAMIL NADU PRISON DEPARTMENT

(In four Volumes)

Volume II Corrected up to

Containing the statutory rules made by the Government of Tamil Nadu for the Inspection, Superintendence and Management of prison in the State

Government of Tamil Nadu

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CHAPTER – I

THE TAMIL NADU PRISON RULES 1983

1. Short title, extent and commencement. -

(1) These rules may be called the Tamil Nadu prison Rules.

(2) They shall extend to all the Central Prisons, Special Prisons, District Jails and Special Subordinate-jails in the whole of Tamil Nadu

(3) They shall come into force at once.

2. Definitions. - In these rules, unless the context otherwise requires-

(I) "Adolescent prisoner" means any person-

(a) who has been convicted of any offence punishable with imprisonment, or who having been ordered to give security under section 117, Code of Criminal Procedure, 1973 (Central Act 2 of 1974), has failed to do so and who at the time of such conviction or failure to give security, is not less than 16 years in the case of a boy and not less than 18 years in the case of girl, but not more than 21 years of age in either case.

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(b) who has been commitment, is not less than 21 years not more than 25 years of age;

(II) "Adult prisoner" means any prisoner who is more than 21 years of age;

(III) "casual prisoner" means a convicted Criminal prisoner other than a habitual offender;

(IV) "Court" includes any officer or body lawfully exercising, civil, criminal or revenue jurisdiction;

(V) "Government" means Government as defined in the Indian Penal Code, 1860 (Central Act XLV of 1860);

(VI) "Inspector-General" means an Officer appointed as such by the Government under sections 5 of the prisons Act, 1894 (Central Act IX of 1894);

(VII) "Imprisonment" means imprisonment as defined in the Indian Penal Code (Central Act XLV of 1860);

(VIII) "Magistrate" shall include every person exercising all or any of the powers of a Magistrate under the Code of Criminal Procedure, 1973 (Central Act 2 of 1974)

(IX) "Medical Officer" means a member of the Medical Department Appointed as Medical Officer under section 6 of the prisons Act, 1894 (Central Act IX of 1894)

(X) "offence" means any act or omission made punishable by any law for the time being in force;

(XI) "Offender" includes an adolescent prisoner and adult convicted prisoner

(XII) "prisoner" means any person duly committed to custody under the writ, warrant or order of any Court or competent authority exercising criminal or civil or revenue jurisdiction including any of the houses of Parliament or State Legislature;

(XIII) "Probation Officer" means a probation Officer as defined under clause (e) of section 2 of the Probation of Offenders" Act, 1958 (Central Act XX of 1958);

(XIV) "Prohibited article" means an article, the introduction or removal of which into or out of a prison is prohibited by any of the rules contained therein;

(XV) "Remand prisoner" means a person who has been remanded to prison custody, pending investigation by the police for trail by the Court;

(XVI) "Superintendent" means an officer appointed as such under section 6 of the Prisons Act, 1894 (Central Act IX of 1894);

(XVII) "Undertrail prisoner" means a person who has been committed to prison custody pending trial by the Court.

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CHAPTER- II

CLASSIFICATION OF PRISONS

3. **Kinds of prisons.- Prisons shall be of five kinds, namely Central Prisons, Special Prisons, District jails , Special Sub Jails and Sub Jails.**

Explanation:- Open Air prisons, Special Prison for Women, Vellore,Trichy and Puzhal are classified as Special Prisons

G.O.Ms. No Home 1740 Dept., Dated:20.11.1991.

4. **Special Prison.-** The State prison for Women, Vellore, Trichy and Puzhal are Special Prison for women prisoners sentenced to imprisonment for more than one month or sentenced to death.

*Explanation:-*Women remand and undertrial prisoners and women sentenced to imprisonment for one month and below by the courts shall also be confined in the State prison for Women. Remand and undertrial prisoners shall be lodged in Female Sub Jails.

5. **Confinement of prisoners:-** (1) Except as otherwise provided in this rule, the prisoners sentenced to imprisonment for life and those for a period exceeding one month mentioned in Column (3) of the Table Below convicted and sentenced by the Courts, in the district mentioned in column (2) thereof shall be committed to the prison mentioned in the corresponding entry in column (1) of the said Table:-

THE TABLE

Name of prison	Name of the districts in which the committing Courts are situated.	Particulars of sentence
(1)	(2)	(3)
Central Prison I, (Convict), Puzhal .	Chennai City and Thiruvallur District.,	All Convict prisoners sentenced to imprisonment exceeding one month
Central Prison II, Puzhal	Chennai City and Thiruvallur District.,	All Remand prisoners

Name of prison	Name of the districts in which the committing Courts are situated.	Particulars of sentence
Central Prison Madurai	Madurai Ramanathapuram, Theni, VirudhuNagar, Sivaganagai and Dindukal.	ALL PRISONERS sentenced to imprisonment exceeding one month
Central Prison, Tiruchirappalli	Tiruchirappalli, Pudukkottai, Thanjavur , Nagapattinam, Thiruvarur, Ariyalur, Karur and Perambalur.	All prisoners sentenced to imprisonment exceeding one month
Central Prison , Coimbatore	The Nilgiris, Coimbatore, Erode and Thirppur	All prisoners sentenced to imprisonment exceeding one month.
Central Prison, Palayam Kottai	Tirinelveli, Tuticorin and Kanyakumari Salem and Namakkal	All prisoners sentenced to imprisonment exceeding one month
Central Prison, Vellore	Vellore, Kanchipuram and Thiruvannamalai.	All prisoners sentenced to imprisonment exceeding one month

(2) The following prisoner shall also be place of confinement for the prisoners noted against each-

Name of prison (1)	Details of prisoners (2)
Central Prison II, Puzhal	All Remand prisoners
Madurai & Coimbatore	Remand and undertrial prisoners and prisoners sentenced to less than one month committed by the courts located in Madurai and Coimbatore respectively.
Central Prison-I, Puzhal, Chennai	All foreign prisoners committed by all Courts in the State and the civil prisoners committed by Courts in Chennai city.

Name of prison (1)	Details of prisoners (2)
Central Prison, Cuddalore	Declared as casual prison GO Ms No 1465 HO(prison 5) Dated 01-101996 All prisoners from North Arcot District.,
Central Prison, Salem	All male habitual prisoners committed by courts in the State of Tamil Nadu. Directed to confined both habitual prisoners and habitual offenders of entire State. ***GO Ms No 463 Home (prison V) Dated 22-04-1998.***

- **District Jails.-** All male remand and under-trail, prisoners and male prisoners sentenced to less than three months committed by the courts in the district in which the District Jails is situated.

G.O. Ms. No. 126, Home (prison. V)- Dated 17-02-2006

Explanation:- (i) The Criminal/Civil prisoners committed by Courts in places other than Chennai and the Nilgiris district, shall be committed to Central Prison, Tiruchirappalli. The civil prisoners committed by Courts in the Nilgiris district shall be committed to Sub-Jail, Uthagamandalam.

(ii) For the committal of Remand and under-trial prisoners and also the prisoners sentenced to one month and below see rule 1 of Chapter I entitled "Classes of prisoners who may be confined in Subsidiary Jails" in Part III of the Tamil Nadu Subsidiary Jail Manual.

(iii) Women Remand and Undertrial prisoners shall be committed to imprisonment exceeding one month shall be committed to the Special Prisons at Vellor, Trichy and Puzhal and women Remand and Undertrial prisoners shall be committed to Sub Jails whichever is nearer to the committing Court. But, all female habitual prisoners committed by courts in all the districts shall be lodged in the State prison for women, Vellore.

(iv) All leper prisoners declared as such by the nearest Medical Officer and sentenced to less than one month by any of the Courts in the State shall be committed to Central Prison , Vellore where they shall be lodged in the annexure attached to it.

(v) Prisoners sentenced to death in the district mentioned in the corresponding entry in column (2) thereof.

Name of District (1)	Name of prison (2)
Ramanathapuram, Madurai, Theni, Dindigul, VirudhuNagar, Sivagangai	Central Prison, Madurai
Tirunelveli, Kanniyakumari and Tuticurin.	Central Prison, Palayamcottai.
Cuddalore, Tiruchirappalli, Pudukkottai , Thanjavur., Karur, Ariyalur, Perambalur, Nagapattinam and thiruvarur.	Central Prison, Tiruchirappalli
Vellore, Thiruvannamalai, Kanchipuram, Krishnagiri and Dharmapuri.	Central Prison, Vellore
Coimbatore, Erode, Namakkal and Salem.	Central Prison, Coimbatore
Chennai and Thiruvallur and part of Kanchipuram District.	Central Prison-I, Puzhal.

* *

CHAPTER – III

I - INSPECTOR-GENERAL OF PRISONS

6. Inspector General as head of the department.- The Inspector-General shall be the head of the prison department and shall, subject to such general or special orders as may be issued by the Government from time to time exercise control and Superintendent over all prisons in the State and shall be responsible for the internal Management and economy of the prison Department.

7. Channel of Communication.- The Inspector-General shall be the channel of communication between the Government and the subordinate officers in the prison Department.

Provided that in extreme urgency any officer not below the rank of Superintendent of prisons may address the Government direct but on such occasions the officer concerned shall send simultaneously a copy of such communication to the Inspector-General.

8. Control of Expenditure.- Subject to the rules and orders issued by the Government in the Financial Department from time to time and with reference to the requirements of the Accountant-General, the Expenditure of the prison Department shall be controlled by the Inspector-General. The Inspector-General shall annually submit to Government in the Finance Department and the Administrative Departments, the prescribed budget of charges and receipts on or before the due dates as may be prescribed by Government from time to time. At the commencement of each official year, he shall distribute the total budget allotment among the prisons in the State. The Inspector-General shall follow the instructions contained in the Tamil Nadu Budget Manual in operating this rule.

9. Audit of bills.- The Inspector-General shall audit all bills for expenditure, except bills for charges relating to-

a. Public works;
b. Stationery supplied by the Stationery Department; and
c. Medicines supplied by the Officer-in charge of the Medical Stores Depot, Chennai.

10. Inspector-General' financial powers.- The Inspector-General shall have and exercise all the financial powers conferred on him by the relevant provisions of Tamil Nadu Financial Code and also other powers conferred by Government from time to time.

11. Power to sanction contracts.- The Inspector-General is authorised to sanction all contracts necessary for the due and economical administration of the prisons under his control. Every contract for the supply of articles required for the prison or which imposes a recurring liability on the prisons shall be drawn up in Form No. 40 and except in the case of contracts with Government Departments, shall be duly stamped. No contracts or agreement shall be considered valid unless executed by the Deputy Inspector-General of prisons.

11(a) The Inspector-General of prisons shall have the powers to make meritorious entry for the conspicuous good service rendered by the executive staff belonging to the Tamil Nadu Jail Subordinate Service in taking several problems faced in the prison Department, with merit, special recognition in the service register.

G.O.Ms. No. 1739 Home, (Pr.D) Dt 20.11.91. I.G' No. 30481.Ab2/90.

12. Institution of civil suits.- The Inspector-General is authorised to sanction the institution of any civil suit for money due to the prison provided he is satisfied that the claim is well founded and the debtor is possessed of property against which a decree, if obtained, could be executed. He may also sanction the institution of civil suits against defaulting contractors and others, provided that no such suit shall be instituted except on the advice of the local Government Pleader, to whom a concise and a clear statement of the case, shall be submitted for opinion. No civil suit shall be instituted except on the advice of the local Government Pleader, to whom a concise and a clear statement of the case shall be submitted for opinion. No civil suit shall be instituted until all other means of obtaining satisfaction have been tried and have failed. Every case, in which notice of suit against the prison department or against any prison officer for acts done in his official capacity is received, shall be reported to Government for orders.

13. Inspection of prisons by Inspector-General .-

(1) "The Inspector General of prisons shall visit every Central Prison, State prisons for Women, Open Air prisons and also Special Sub Jails frequently but not less than once in a calendar year and during such visit he shall carry out a full inspection of fifty percent of these institutions in each Range in accordance with the questionnaire approved by the Government"

G.O.(D).No.157, Home (prison V) Department, Dated 18.2.2003
(A.D.G.P. No. 39139/CS2/2000 Dated

(2) During each inspection he shall examine whether the classification of prisoners has been done on proper lines and whether the labour to which each prisoner is put is such as to train him for eventual rehabilitation and reconciliation in society after his release.

(3) He shall personally see every prisoner then in confinement in the prison; he shall give every prisoner a reasonable opportunity of making any application or complaint and shall investigate and dispose of the same properly.

(4) He shall inspect the yards, wards, cells, work sheds and other enclosures. He shall examine the garden and shall enquire into the adequacy and fitness of the water supply conservancy arrangements and medical administration. He shall see the food and ascertain that it is of proper quality and quantity. He shall generally satisfy himself that the buildings and premises are in proper order.

(5) He shall inspect all journals registered and books maintained in every part of the prison and initial or countersign them in token that he is satisfied that they are maintained in accordance with rules. He shall satisfy himself that the orders of Government regarding the arrangement and periodical destruction of records are observed.

(6) He shall inspect the warder establishment, satisfy himself as to its proficiency in drill and musketry, inspect arms and accouternments, and test the ability of Jailors, Deputy Jailors, Assistant Jailors, Chief Head Warders and Gate Keepers to drill the guards.

(7) He shall examine whether the prison staff is adequate and whether discipline amongst the staff has been properly maintained.

(8) He shall examine whether sufficient labour is available for prisoners sentenced to rigorous imprisonment and if so whether adequate task is extracted from the prisoners.

14. Memorandum of inspection to be supplied to the Superintendent .- Immediately after the inspection, the Inspector-General shall communicate to the Superintendent of the concerned prison a copy of the questionnaire duly filled in together with such further suggestions or orders as he thinks fit for the guidance of the Superintendent . He shall also simultaneously forward a copy of questionnaire to Government.

15. Special report in certain cases.- The Inspector-General shall submit to Government a special report regarding any prison which he considered to be in an unsatisfactory state with the explanation of the Superintendent concerned.

16. Annual Administration report.- The Inspector-General shall submit to Government annually soon after the 31st December and in any case not later than the 15th April a detailed report on the prison administration of the previous calendar year together with such statistical and other statements, returns and information as the Government may from time to time require. The report shall show the inspections made during the year by the Inspector-General and shall state whether the orders of Government regarding records and service books have been observed.

17. Duties with regard to lunatics;- Sector 30 of the Indian Lunacy Act 1912 (Central Act IV of 1912) Provides that the Inspector-General shall once at least in six months inspect and submit a special report upon every person detained in a prison under the provisions of section 330 or section 335 of the Code of Criminal Procedure 1973 (Central Act, 2 of 1974) and Sections 337 and 338 of the said Code empower the Inspector-General to grant certificates in certain cases.

II DEPUTY INSPECTOR – GENERAL OF PRISONS.

18. (1) Deputy Inspector-General of prisons at headquarters.- The Inspector-General shall have a Deputy Inspector-General of prisons in the headquarters to assist him in his work.

G.O. Ms. No. 537, Home, (Pr.V) Dept, Dt: 11.4.1997.

(2) *Head of Office.* - He shall be the head of office of the Inspector-General and shall be immediately subordinate to the Inspector-General. **Omitted.**

G.O. Ms. No. 537, Home, (Pr.V) Dep t, Dt: 11.4.1997.

(3) *Appointing authority:-* He shall be the appointing authority for the C and D groups of Government Servant in the office of the Inspector-General except the office Superintendents in the Tamil Nadu Ministerial Service.

(4) *Transfer of prisoners.-* He shall be the authority to order transfer of prisoners from one Central Prison to another whenever necessary due to over crowding or on disciplinary grounds or on Medical Grounds except the transfer of casual prisoner on disciplinary grounds either to Central Prison. Salem, Cuddalore. He shall submit a monthly return of such transfer to the Inspector-General of prisons.

(5) *Sanctioning indents for stationery.* - He shall be the authority to sanction the indents for articles of stationery and also for placing indents for articles for which scales of supply and period of wear and tear are fixed. When the articles are received, he shall ensure that the conditions stipulated in the indents are not contravened.

(6) *Transfer of Warders.* - He shall be the authority to transfer Grade I and II Warders from one prison to another prison, including sub-jails

(7) He shall review the full employment and utilization if the energies of all able bodied convicted prisoners in some productive works every month and put up detailed notes thereon to Inspector-General of prisons.

(8) He shall attend to all correspondence relating to parole leaves/premature release to prisoners.

(9) He shall attend to all matters relating to legal aid to prisoners and their welfare.

(10) He shall be the authority to grant permission to students to visit prisons for study/research purpose.

(11) He shall review the inspection Notes of the Chief Probation Superintendent/ Chief Superintendent of Rehabilitation Home and put up to the Inspector-General of prisons.

(12) He shall visit/inspect at least two Sub-jails in each of four Ranges in a year.

(13) He shall attend to all matters relating to sub-jails and other Manuals and scrutinize them so as to update them in tune with current situation.

(14) He shall initiate proposals for starting of new industries.

(15) He shall be the authority for the collection/review and sending of all statistical report/periodicals to be received from subordinate officers/ administration reports of various institutions under the control of the prison Department.

(16) He shall be the authority to sanction the purpose of Civil Store Articles for prison or Borstal School up to a limit of Rs.500/- (Rupees five hundred only) for any one article at a time and Rs.1000/-(Rupees one thousand only) for more than one articles at the same time

(17) The Deputy Inspector–General be empowered to sanction repair charges on civil store articles up to Rs.250/- per time, Subject to the availability of budget provision.

G.O. Ms. No. 2364. Home (Pr.III.), DT. 1. 11. 88.

(18) He shall sanction the indents for the supply of clothing and bedding, soaps and other articles of issue to the prisoners across range.

(19) He shall sanction the indents for the supply of uniform to I Grade Warder, II Grade Warder, Chief Head Warder and Assistant Jailor.

(20) He sanctions the supply of other uniform materials to the warder staff.

(21) He shall sanction the uniform allowance form Deputy Jailor up to the Superintendent of prisons.

(22) He shall counter-sign the indents made for the supply of medicine to the prison Hospital and forward them to the agencies concerned for affecting the supply.

(23) He shall sanction the local purchase of medicines for the use of prison Hospitals during emergencies up to Rs. 2000/- (Rupees two thousand only) per month.

(24) He shall review the notes of inspection and visits of Sub-jails received from the Superintendent of prisons and put up to the Inspector-General of prisons.

(25) He shall be the authority to sanction the payment of advertisement charges to the advertising agencies for the advertisement released by the prison department.

(26) He shall be the authority to sanction the condemnation of Civil Store articles and plant and tools and write-off book value up to a limit of Rs.5000/- (Rupees five thousand only)

(27) He shall also sanction repair charges on civil store up to Rs. 1000 (Rupees one thousand only)

(28) He shall be the authority to accord sanction for the purchase and repairs of all sundry articles for the Sub-jails.

(29) He shall assist the Inspector-General of prisons in his work connected with the management and Superintendence of prisons in addition, He shall also attend to other items of work connected therewith as may be assigned to him by the Inspector-General of prisons from time to time.

G.O. Ms. No. 537, Home, (Pr.V) Dept, Dt: 11.4.1997.

(30) **Power to sanction Traveling Allowance and conveyance charges.-** He shall, for and on behalf of the Inspector-General, countersign the Traveling Allowance Bills and Advances of Traveling expenses for tours coming from the Superintendent of prisons or Borstal School or Chief Probation Superintendent. He shall sanction the conveyance charges to the Superintendent in respect of their visit to Special Sub-Jails.

(31) **Uniform.-** He shall be in uniform as prescribed in chapter XII while on duty.

(32) **Financial Prowers.-** He shall be the authority to sanction the purchase of civil stores for a prison or Borstal School up to a limit of Rs. 500 (Rupees five hundred only) for any one article at a time and Rs. 1,000 (Rupees one thousand only) for more than one article at the same time. He shall also exercise such other financial powers as may be delegated to him by Government from time to time.

(33) **Imposition of punishment. -** The Deputy Inspector-General of prison shall be the next higher authority over the Superintendent of prisons and Superintendent Borstal School, Personal Assistant to the Inspector-General of prisons, Chief Probation Superintendent for the Purpose of rule 22 of the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

18A. Deputy Inspector General of prisons (Range). -

(1) There shall be Deputy Inspector General of prisons in the State, at the ranges specified in Column (2) of the table below, who shall be the immediate subordinate to the Inspector to the Inspector General of prison, having the jurisdiction specified in the corresponding entries in column (3) there of.-

THE TABLE

Sl	Range	Jurisdiction
1)	Chennai	Central Prisons at Puzhal-Chennai, Vellore Special Prison for Women, Vellore and Puzhal Warders Training Centre, Vellore and all sub Jails in the Kanchipuram, Thiruvallur, Vellore and Thiruvannamalai Districts.
2)	Thirichirapalli	Central Prisons at Thirichirapalli, Cuddalore, Borstal School, Pudukottai Special Sub-Jails and sub Jails in the Thirichirapalli Pudukottai, Thanjayur, Nagapattinam Karur, Thiruvarur, Perambalur,Ariyalur and Cuddalore Districts.
3)	Coimbatore	Central Prisons at Coimbatore, Salem, Open Air Prison Singanallur and Salem and District Jail Gobi and Athur and all the Special Sub Jails and Sub Jails in Coimbatore, Thiruppur, Salem, Erode, Namakkal, Dharmapuri, Krishnagiri and the Nilgiries Districts.
4)	Madurai	Central Prisons at Madurai and Palayamkottai, District Jails Dindugul, Virudunagar, Ramnad, Srivaikundam and NagarKovil. Special sub Jail, Kookirakulam and all sub Jails in Madurai, Dindukkal, Ramanathapuram, Virudhunagar, Sivagangai, Tirunelveli, Thuthukutdi and Kanyakumari Districts.

(2) The Duties of each of the Deputy Inspector General of prisons at the ranges are as follows:-

i. He shall be touring officer for the purpose of making Inspection and visits to the institution under his Jurisdiction.

ii. He shall be the authority to verify the articles set apart condemnation in respects of the institutions under his Jurisdiction.

iii. He shall be the authority to order the transfer of prisoners from one Central Prison to another under his jurisdiction whenever necessary due to overcrowding or on disciplinary grounds except the transfer of a prisoner on disciplinary ground from a casual to a habitual prison subject to ratification by the Inspector General of prisons.

iv. He shall be the authority to transfer Grade-I and Grade-II warders both male and female within the institution under his jurisdiction.

v. He shall inspect annually the special Sub Jails and open Air prison under his Jurisdiction.

a. He shall inspect the Central Prisons under his jurisdiction half yearly;
b. He shall visits the Central Prisons under his jurisdiction quarterly;
c. He shall visit the Central Prison situated in his headquarters twice a week.
d. He shall visit other Central Prisons twice a month;
e. He shall visit the other Central Prisons under his jurisdiction at least once in a month for combing operations;
f. He shall make surprise visit to the Central Prisons under his jurisdiction as and when required;
g. He shall inspect annually the special Sub Jails and open Air prisons under his jurisdiction.

vi. He shall inspect fifty percent of the Sub Jails and make visits to the other fifty percent of the Sub Jails under his jurisdiction once a year.

a. He shall inspect fifty percent of the Sub Jails under his Jurisdiction annually;
b. He shall visit the Sub Jails under his jurisdiction quarterly;
c. He shall make surprise visits to Sub Jails under his jurisdiction as and when required.

vii. He shall be conduct annual stock verification of stores in respects of the institutions under his Jurisdiction ,(expect the Central prison situated in his head quarters – **Omitted**

G.O.Ms 18833, Home(Pr.V) Dept., Dated 18.12.97, Ig's No 35640/AB2/95)

viii. He shall be authority to the surprise stock verification of all the Institutions under his jurisdiction.

ix. He shall be the authority to grant ordinary leave to prisoners undergoing imprisonments in the Institutions under his jurisdiction subject to the condition specified in the Tamil Nadu suspension of Sentence Rules 1982.

x. He shall be exercise all power off making good service entries in the Service registers of the custodial staff of the institutions under his jurisdiction.

xi. He Shall be exercise all power of an appellate authority in respect of punishment impose by the Superintendents of Central Prison, Borstal School, Special Prison for Women, and controlling officers of special Sub Jails, Open Air prisons, Chief Probation Superintendent, Superintendent, after care Home for males, Chennai, and other institutions under his jurisdiction.

Provided that the Inspector General of prisons may act as an appellate authority himself, in any case if necessary.

xii. He shall execute contracts settled by the Inspector General of prisons and countersign all agreements of a bonds entered into for and on behalf of the prison Department in respect of the institution in his jurisdiction. He shall also open the annual tenders for the supply of dietary articles to the Sub Jails under his jurisdiction.

xiii. He shall be perform any other duty assigned by the Government or by the Inspector General of prisons, from time to time.

xiv. He shall be in the uniform prescribed in Chapter XII while on duty.

(a) Provided that the Deputy Inspector General of prisons Chennai Range shall have his office at the office of the Inspector General of prisons, Chennai

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CHAPTER - IV

THE SUPERINTENDENT

19. Superintendents of Central Prisons and of Borstal Schools, Pudukkotai-

(i) The Superintendents of all Central Prisons, Borstal School Pudukottai and Special Prison for women, Vellore,Thirichy and Puzhal shall be offers specially appointed by name.

(2) If the Superintendent of a Central Prison or Borstal School is absent from duty, the Additional Superintendent of such prison or Borstal School, and if there is no post of Additional Superintendent of the said institution, if there be any, is also vacant for some reason or other, the Superintendent or the Additional Superintendent of a nearby prison or Borstal School shall be placed in full additional charge by the Inspector General of prisons, Chennai till the regular Superintendent or Additional Superintendent takes charge.

G.O. Ms. No.2594, Home (prisons.V) Department, dated: 16.09.1986
(I.G's No.2370/AB2/86)

20. General duties of Superintendent.-

(1) The Superintendent is the officer in-charge of the prison.

(2) He shall be responsible for the implementation of the policy of the Government pertaining to prison administration, the care and welfare of the prisoners and their proper training for rehabilitation in society. He shall plan, organize and control all the institutional programmers, activities and operations. He shall Endeavour to develop an in institutional atmosphere for correction work. He shall also exercise general supervision over security and custody arrangements and have custody of secret and confidential documents.

(3) He shall make himself thoroughly acquainted with these rules and with the Acts and Regulations relating to prisons and shall be strictly responsible for the carrying out of all such rules and statutory provisions and the execution of all sentences on prisoners committed to his charge.

(4) Every order of a Superintendent shall be subject to the revision of the Inspector-General.

(5) He shall also supervise the employment of prisoners, production programmes and also prisoner's vocational training.

(6) He shall be responsible for the weighment of raw materials in purchase, checking of unsatisfied indents and conducts of surprise check, and shall be responsible for personnel matter, staff welfare and the discipline.

(7) He shall also be responsible for educating the institutional, personnel regarding current policies and correctional methods.

(8)(a) He shall visit the prison 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, he is prevented from visiting the prison on any day on which he is by this required to do so, he shall record the fact and the cause of his absence in his journal. At least twice a month, he shall visit the prison at night and satisfy himself that the guarding is being properly performed and that everything is in order.

(b) He shall visit the sub jails under his control quarterly, inspect them half yearly and make surprise visits to them as and when required"

G.O. MS. No 157 Home(Pri., V) Dept., Dated. 18.02.2003

(9) At least on two days in a week, the Superintendent shall visit the prison hospital and enquire about the welfare of the sick prisoners confined therein. He shall consider any representation made by the sick prisoners.

(10) The Superintendent shall maintain on half margin foolscap and in his own handwriting, a journal in Form No.2 in which he shall record as soon after the event as possible the timings of his entering the prison and leaving and the results of his weekly inspection of prisoners, guard and premises. The Journal shall be forwarded to the Inspector – General on the first day of the month following that to which it relates or as soon as possible and shall be returned after perusal by him with such remarks as he may find necessary.

(11) The Superintendent shall be responsible for the economical working of his prison. He shall carefully consider the necessity for all expenditure before incurring it and shall satisfy himself that all rates paid are the lowest compatible with efficiency. He shall be responsible for the satisfactory conduct of the manufacturing department, the punctual execution of orders, the collection of outstanding, the due credit of all sums collected and generally for the financial administration of the prison. He shall be answerable for all prison property, stores and moneys and shall be held responsible for any defalcations on the part of the prison establishment, if it be shown that such defalcation were rendered possible by negligence on his part.

(12) He shall as a rule transact all business connected with the prison, within its precincts. He shall not except in case of necessity, require the attendance of the Jailor or other subordinate beyond the prison limits.

21. Weekly inspection of prisoners.-

(1) On a day in each week which shall usually be on Tuesday, the Superintendent shall hold an inspection parade of all prisoners in the morning at which the Medical Officer shall also be present.

(2) At each such parade, the Superintendent shall satisfy himself._

(a) that every prisoner is properly classified as provided in the rule in the behalf:

(b) that every prisoner is provided with proper clothing and bedding.

(c) that the provisions of the remission rules are understood by the prisoners: and

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

(3) The Superintendent shall at every such parade, hear and inquire into any complaints that the prisoners may wish to make. It shall be his duty to listen to complaints and petitions of prisoners in-patient and considerate manner and to afford prisoners reasonable facilities for making such representations.

(4) Nothing in this rule shall debar a prisoner from making a complaint or application to the Superintendent at other times than the weekly parade and it shall be the duty of every prison official to produce before the Superintendent without any delay prisoners desiring to see him

22. Procedure regarding civil suits.- No civil suit shall be instituted or defended by a Superintendent on behalf of the Government without the previous sanction of the Inspector-General. Upon a Superintendent receiving notice of suit under section 80 of the Code of Civil Procedure, 1908 (Central Act V of 1908) be shall immediately forward the notice with full statement of the fact of the case to the Inspector-General.

23. Maintenance of records- The Superintendent shall be responsible for the correct maintenance of the records prescribed in section 12 of the prisons Act, 1894(Central Act IX OF 1894) and of such other records as are prescribed by these rules and at least once a month shall examine every such record and shall satisfy himself that it is up-to-date, when no provisions exists in these rules prescribing the officer by whom any register or record shall be maintained, the Superintendent shall by order in the order book from time to time assign the maintenance of every such register or record specified subordinate.

24. Submission of reports and returns.- The Superintendent shall submit punctually to the Inspector-General such yearly and other returns, statement, bills and vouchers may be from time to time prescribed. As soon as possible after the close of each year, and not later than the 15th of February annually, he shall furnish the Inspector-

General with report on the administration of the prison. This annual report shall be complied in such form as the Inspector-General may order. Provided that the Superintendent of the Central Prisons, Coimbatore and Vellore may submit reports so as to reach the office of the Inspector-General by 25the February of each year.

25. Report of important occurrences- Any out-break of epidemic disease or unusual sickness, all serious breaches of prison discipline, escapes, attempts at escape, recapture, accidents suicides or death from violent or unnatural causes shall be at once reported by the Superintendent to the Inspector-General.

26. Death and serious illness of prisoners. When a prisoner dies or seriously ill the Superintendent shall immediately intimate the fact of such death or illness to the relatives of such prisoner by telegram followed by post copy of the telegram.

27. Copies of correspondence with Government to be furnished to the Inspector General.- Whenever the Superintendent receives a communication direct from Government or sends a communication direct to Government, either by telegram or by letter copy thereof, together with a copy of the reply shall be furnished by him to the Inspector – General except in the case of petitions for mercy and appeals to the Supreme Court from and on behalf of prisoners under sentence of death. Any specify action taken by the Superintendent on any order of communication received direct from Government shall at once be reported to the Inspector-General.

28. Presence at inspections- The Superintendent shall accompany the Inspector General during his inspection of the prison and shall also accompany official visitors if they request his presence during their visits.

29. Prohibition of smoking.- The Superintendent shall not himself smoke nor permit any other officer or any visitor to smoke in part of the prison other than in the Superintendent's own office room.

30. Duties of Additional Superintendent- The duties assigned to the Additional Superintendent are detailed below :-

G.O. Ms. No. 610, Home, (Pr.V) Dept, Dt: 25.04.1997.

1. Admission and release of prisoners after verification and checking of committal warrants.
2. Disbursement of batta subsistence allowance bus and railway fares, etc., to released prisoners and attesting of entries in the cash book, permanent advance register and prisoner's cash property register
3. Minor correspondence relating to prisoners.
4. Checking of Appeal Register.
5. Attending to release on bail, appeal, fine payment, etc.
6. Attending to correction of sentences.
7. Production of prisoners in courts.
8. Calling for reports in respect of Advisory Board cases. **Omitted**

9. Checking the issue of raw materials to various workshop according to data.
10. Checking of stock book of raw materials and stock book of manufactured articles.
11. Checking the various registers connected with the supply of articles and issue of invoices. **Omitted**
12. Correspondence relating to adjustment of invoices. **Omitted.**
13. Attending weekly inspection parade of prisoners along with the Superintendent.
14. Checking the personal Register and connected registers of Assistants and junior Assistants. **Omitted**

(For SubRule 8,11,12 and 14)

G.O. Ms. No.1501, Home (Services-D) Department, dated:07.10.1991

15. Checking the Ration Stock Book.
16. Weighment of ration articles on purchase, subject to supervision by the Superintendent.
17. Any other work assigned by the Superintendent from time to time.
18. Visit to the prison once in the forenoon and once in the afternoon every working day and on Sundays and holidays when special circumstances render it desirable that he shall do so.
19. Visit to the prison at night once in a week to satisfy himself that the guarding is being properly done and that everything is in order, and submit a compliance report to the Superintendent.
20. Attend to unlocking and lock-up once in a week, and check all the aspects normally checked by the Jailor on the other days. It shall be so arranged in consultation with his Jailor under the specific orders of the Superintendent,
21. Check that all rules, instructions, etc., are being followed at locking time, that sufficient warders are posted for the security, that senior warders are detailed for tell-tale clock 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.
22. Supervise once in a fortnight the lock-up of high security prisoners like condemned prisoners, naxalite, terrorist prisoners, etc.,
23. Segregate prisoners having escape, discipline risks and prisoners of known bad characters and report to the Superintendent.
24. See that the walls, buildings, gates, dormitories cells, hospital area and other places of the prison are properly secured and ensure a system of good lighting in and around the prison.
25. Ensure to place the sentry in blocks in which notorious prisoners are confined.
26. Bring it to the notice of the Superintendent, wherever the guarding arrangements are not satisfactory, through his report book.
27. Visit to the prison Hospital two days in a week other than those on which the Superintendent make such visits. Such an arrangement shall be made in consultation with the Superintendent as part of duty allotment.
28. Bring it to the notice of the Superintendent any defalcation on the part of the prison staff, if it be shown that such defalcation were rendered possible by negligence on the part of the staff.

29. At least twice in a week he should check the rations issued to the Kitchen and satisfy himself that correct quantity is issued.
30. Go around the Jail at least twice in a week, at odd hours and check that the sentries are posted correctly and are alert. He will also check that the other checking / supervisory officers have made proper rounds of check of these sentries.

(i) Keep a report book in which he shall record the duties performed by him on every day and submit the same to the Superintendent.
ii. Bring it to the notice of the Superintendent that his assessment in general on the discipline among the staff and prisoners
iii. Record any inadequacy on the security arrangements and safest guidelines to set right things, wherever necessary; and
iv. Bring it to the notice of the Superintendent any other matter of importance.

31. Exercise general supervision of the Remission Branch in the prison office and frequent and periodical check over all the registers and other records of the Remission Section.

32. Supervision the work of his subordinate Officers, viz., the Jailor, Deputy Jailors, Assistant Jailors and Chief Head Warders in respect of the Executive work attached to them along with the supervision of all the registers being maintained by them and initial them in token of having checking them".

(For Sub rule 18-32)

G.O. Ms. No.1501, Home (Services-D) Department, dated:07.10.1991

31. Exercise of financial powers by Superintendent of Central Prisons in respect of other prisons.- The Superintendent of Central Prisons concerned shall exercise all powers in financial matters in respect of the District Jails, Special Sub-Jails, Open Air prisons and Sub-jails attached to each of them besides being the controlling authority and the Superintendent of the said Central Prisons shall carry out the orders of the Inspectors General that maybe issued from time to time regarding the administration of the respective prisons.

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CHAPTER - V

THE JAILOR AND THE EXECUTIVE SUBORDINATES.

32. General duties of Jailor.- The Jailor is the chief executive officer of the prison and is subordinate to the Superintendent. He shall also be subordinate to the Additional Superintendent and assist him wherever necessary. He shall be generally responsible for observance of all prescribed rules and orders: supervision over security, custody and discipline and staff welfare assisting the Superintendent in all matters pertaining to institutional management inspecting kitchen and canteen, visit to hospital, admission and release work, prison manufactures: classification of prisoners and their training, etc.

33. Maintenance of discipline,- The Jailor's first duty is the maintenance of discipline among prisoners and subordinates. For this purpose he shall always be present at the prison during the day except when he leaves it for his meals, to attend a Court of Justice, to avail the off-day once a week or on permission from the Superintendent.

34. Absence of Jailor or Deputy Jailor or Assistant Jailor- The Jailor, the Deputy Jailor and the Assistant Jailor shall not be absent from the prison at the time during the day. The hours of their meals shall be so arranged that at least one of them is present on the prison and the absence of the officers shall in no case, exceed two hours.

35. Daily inspection.- The Jailor shall visit every part of the prison daily and shall see every prisoner at least once in every 24 hours.

36. Specific duties of Jailor-

(1) The Jailor shall see that prisoners are clean in their persons and clothes and that they have the authorized amount of clothing and bedding and no more.

(2) He shall at uncertain times but at least once a week cause every prisoner and all clothing, Bedding, workshops, wards and cells to be thoroughly searched.

(3) He shall be 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 Classifying Committee constituted in each Central Prison for the purpose. The said Board shall consist of the Superintendent of the concerned prison,

Medical officer and the Jailor. He shall ensure that the assigned works are performed by the prisoner.

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

(5) He shall jointly with Medical Subordinate be responsible for the proper preparation and distribution of food to prisoners.

(6) He shall supervise the working of the warder guard. At least once a week, at uncertain time, he shall visit the prison after 8-00 p.m and satisfy himself that the standing guard is present, the sentries posted are on the alert, and that the rounds are properly maintained

(7) He shall be 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 sentences

Explanation-As regard the responsibility of the Jailor in connection with the prisoners who have been admitted to prison's as "approvers" the provisions contained in rule 812 shall apply.

37. Check of warrants. - The Jailor shall, once a year, usually in March go through all the warrants in his possession compare them with the registers and satisfy himself that they are correct. He shall enter a certificate to that effect in his report book and a copy of it shall be submitted to the Inspector General by the 10th April through the Superintendent.

38. Supervision of prison office and manufactory section. - The Jailor shall exercise general supervision of the prison office. He shall exercise frequent and periodic check over all the registers and other records of the Remission Section of the office as well as the stock indents, order book for supply of finished goods, transit registers and other connected records of the Manufactory section.

39. Maintenance of report book.-

(1) The Jailor shall keep a Report Book in Form No.4 which he shall record:-

(a) the hour of unlocking and locking and by what officers they were performed:

(b) the number of prisoners admitted discharged and locked up:

(c) all reports made against subordinates, all serious breaches of discipline on the part of subordinates and prisoners the offence charged, the time of its occurrence and other circumstances connected with it:

(d) all cases in which he may found it necessary to use restraint any prisoner

(e) how far he has omitted any of the duties required by these rules, and the reasons thereof:

(f) the absence of any subordinates officer from duty, and requests for leave of absence:

(g) requests for sanction unusual expenditure:

(h) request for the employment of prisoners in any special manner:

(i) any representations or recommendations he may deem proper to make:

(j) any usual occurrence or matter of importance:

(k) any matter on which he may require order:

(2) Each day's report shall be dated and a consecutive serial number running through the calendar year shall be given to the subjects deal with.

Explanation:-Rules 59(4), 893, 905(1), 946(1) and 1098 (7) deal with other matters to be recorded in the Jailors report book.

40. The Jailor's Report Book shall be laid daily and often if necessary before the Superintendent for the perusal and the issue of such orders as may be necessary. If the Superintendent has no remarks to make or orders to give he shall append his initials with date.

41. Execution of Medical officers Direction .- The Jailor shall carry out forthwith emergent written directions of the Medical Officer regarding the sick prisoners in hospital, or regarding sanitary arrangements, entering all such directions and the action taken there on in his report book for the information of the Superintendent.

42. General duties of Deputy Jailor.- The Deputy Jailor is the Jailor's immediate subordinate and assistant, whose duty it is to taken is place whenever he is absent and to undertake whatever position of the Jailor duties as are delegated to him under proper authority.

43. To officiate for Jailor. - On day when Jailor is the allowed to the off-duty in a week, and on other occasion when Jailor through illness or other cause is absent, the

Deputy Jailor shall, officiate for him, keeping the report book for the day and performing all other prescribed duties. On every occasion on which the Deputy Jailor officiates for the Jailor, he shall possess all the powers and responsibilities of the Jailor

44. Inspection of guard.- The Deputy Jailor and the Assistant Jailor shall visit the guard at night once a week preferably after 22.00 hours and satisfy themselves that the standing guard is present, the sentries posted are on the alert and that the rounds are being properly maintained. It shall so arranged that the Jailor, Deputy Jailor, and the Assistant Jailor make night visit on different days within a week.

45. Duties in detail. - The duties of Deputy Jailor are-

(a) to assist the Jailor in studying the psychological and mental make up of prisoners and taking steps to reform them:

(b) to be in charge of the ration stores as generally stated:

(c) to be directly responsible for the storing and custody of ration and other articles purchased and their issue from the stores:

(d) to place indents and get supplies of all articles of diet and articles required for the prisoners:

(e) to attend to the day-to-day maintenance of stock registers and other connected records and to the proper maintenance of stock:

(f) to attend to the maintenance of accounts for extra articles purchased by civil debtors:

(g) to check the correctness of the kitchen, slips, hospital indents and other indents placed on him for issue of ration and miscellaneous articles:

(h) to maintain separate accounts and to be responsible for the safe custody of empty gunnies and other receptacles received and disposed of

(i) to weigh and issue ration and other articles for consumption:

(j) to supervise the cleaning of grains, vegetables and other dietary articles and their grinding if any:

(k) to ensure that all ration articles taken to the kitchen are actually utilized for the purpose they are meant:

(l) to be custodian of all civil-store articles entrusted to the ration stores"

(m) to assist the Jailor and to be present with him at the time of supply of food to condemned prisoners:

(n) to assist the Jailor in searching the condemned prisoners and examining the cells where condemned prisoners are lock-up:

(o) to conduct interviews with condemned prisoners:

(p) to assist the Jailor in supervising the work of all warders in garden.

(q) to assist the Jailor in supervision over searches, counting opening, and closing of prisons:

(r) to assist the Jailor in all matters pertaining to institutional management:

(s) to attend to any other duty that may be assigned to him by the Superintendent. Provided in the case of Central Prison, Coimbatore, the Steward Assistant shall be in charge of ration stores and perform all other duties connected to it as provided in this rule and as may be assigned to him by the Superintendent from time to time. In the absence of Steward Assistant, the Deputy Jailor shall be in charge of that post and carry out duties assigned to that post.

46. Assistant Jailor. - The Assistant Jailor shall form a separate cadre next below the Deputy Jailor and there shall be one or more Assistant Jailors in each prison. He shall be known as Sub-Assistant Superintendent in Borstal School, Pudukkotai.

47. Duties of Assistant Jailor.- The following are the duties of the Assistant Jailor and if there be more than one Assistant Jailor they shall be apportioned by the Superintendent by an order to be recorded in the Superintendent order book namely:-

(a) Admission and search of prisoners on their admission:

(b) Custody of prisoner's property except cash

(c) 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.

(d) The custody of prisoners private clothing and prison clothing stores: and the issue of fresh clothing to the prisoners:

(e) The maintenance of the clothing and registers in the prescribed form:

(f) Conducting prisoners interview, if conversant with the language spoken at the interview:

(g) The supervision over the proper maintenance of dairy and poultry units in prisons except the maintenance of accounts which shall be attended to by the live-stock assistant. The Assistant Jailor shall, however maintain the stock and the stock register for paddy straw, cholam stalk, grass, etc.

(h) The charge of the quarantine and of the civil and leper annexes where such annexes exist:

(i) The censoring of letters addressed to and sent by the prisoners and the disposal of such letters under the order of the Superintendent.

Explanation. **-** The letters shall be placed before the Superintendent after being censored for his orders regarding their disposal.

(j) Officiating for the Deputy Jailor during his absence on weekly off-days and on days when he is absent due to sickness or other wise: and performing on such occasions all the duties prescribed for the Deputy Jailor, on addition to his own duties as Assistant Jailor.

(k) Such other duties as the Superintendent may impose in writing.

Explanation. **-** In prisons where there is no Assistant Jailor, all the duties mentioned in this rule shall be performed by the Deputy Jailor subject such modification as is considered necessary by the Superintendent which shall be recorded in the Superintendent order book.

48. Delegation to Deputy Jailor and Assistant Jailor of Jailor duties.- In addition to the duties specified in these rules the Superintendent may, by order to be recorded in the Superintendents Order book allot to the Deputy Jailor and the Assistant Jailor and specified portions of the Jailor duties other than those referred to in rules 32,33,35,36(7),38,39 and 1079. If for instance the Deputy Jailor or the Assistant Jailor is better fitted than the Jailor for the supervision of the garden or farm {rule 36(4)}, that duty may be entrusted to either of them. In the performance of such duty, he shall be subject to general control of Jailor.

49. Joint Responsibility with Jailor.-The Deputy Jailor and the Assistant Jailor shall share the Jailors responsibility for carrying out of rules for the maintenance of security, custody and discipline and also in supervision over care welfare of prisoners prescribed in rules 32 and 33. They shall not be absent from their quarters at a night without the written permission of the Superintendent.

50. Check of valuable property. - The Assistant Jailor shall in the month of March every year go thorough all the valuable property in his possession compare them with the registers, and satisfy himself that they are correct. He shall furnish a certificate to the Superintendent to this effect and a copy of it shall be submitted to the Inspector General by the 10th April.

51. Discharge of duties pertaining to Special sub jails.- The Superintendents of the Special Sub Jails shall also exercise the duties and responsibilities of the Jailor prescribed in rules 41 to 44 in the Tamil Nadu Subsidiary Jail Manual in addition to their own duties and responsibilities as Superintendent of those respective institutions. They shall also draw and disburse pay of the establishment, recoup permanent advances or the like, maintain service books and personal files and exercise day to day supervision of the respective Special Sub Jails. They may correspond with the outside officers but their correspondence with the Inspector General and Government shall be routed through the respective Superintendent of the Central Prisons under whose control the special Sub-Jail functions. The shall not, however, exercise any powers in financial matter

52. Chief Head Warder and his duties-

(1) There shall be Chief Head Warder in each prison. He shall be subject to the general control of the Jailor, the head of the warder establishment and responsible for its working and for the due carrying out of all rules relating to it and to the guarding of the prison.

(2) He shall assist the Jailor at unlocking and lock-up. He shall visit the guards and sentries frequently by day and at least twice a week at night, and shall make an entry of the hours of these visits, and of any irregularities he may discover, in his Report Book, which he shall maintain in Form No. 4 and shall submit at daily to the Superintendent. He shall keep the attendance, duty and other roasters and the registers of the warder establishment. He shall be exempted from the duties specified above during his absence on weekly off-days.

(3) He shall be responsible for the cleanliness of the warder's lines, shall satisfy himself that and report cases of absence without leave. He shall see that the line latrines are kept in a thoroughly sanitary condition and report the inhabitants of any hut which he finds to be dirty. He shall perform other duties as the Superintendent may by order to be recorded in the Superintendent's Order Book, assigned to him.

53. Chief Head Warder (Arms). –There shall be a Chief Head Warder (Arms) in each prison. He shall have charge of the whole of the arms, ammunition, uniform and equipment of every description of the warder establishment and of the accounts relating thereto. He shall supervise the drill and practice in musketry of the men, the attendance of the standing guard, the mounting of sentries, relief, etc. he shall be responsible for the smartness and cleanliness of the warders and for their being

are all times properly dressed. He shall be exempted from the duties specified above during his absence on weekly off-days.

54. To perform the duties of Gate-Keeper and chief head Warder- The Chief Head Warder (Arms) shall perform the duties of the Gate-keeper and the Chief Head Warder during their absence on weekly off-day.

55. Senior first grade warder to act in the absence of the Chief Head Warder-Senior first grade warder shall perform the duties of the Chief Head Warder (Arms) during his absence on weekly off-days and when he officiates as Gate-keeper or Chief. Head Warder.

56. A Gate-Keeper to be on duty-In every prison there shall be a Gate-Keeper of the rank of Chief Head Warder and he shall be under the immediate control of the Jailor. He shall be on duty at the main gate between the hours of opening the prison in the morning and closing it at night, his place being taken during temporary absence for meals, weekly off-days or the like by Chief head Warder

57. Record of relief- At every relief of a Gate-Keeper, a note of the hour of such relief shall be recorded in Form No. 21 and signed by both the relieved and relieving officers.

58. Persons allowed entering and leaving the prison-

(1) The Gate-keeper shall admit or pass out of the prison, as the case may be-

(a) all official and non-official visitors and officers of Government Departments on duty;

(b) officers of the prison going on, or coming off, duty inside;

(c) prisoners duly authorized to enter and leave;

(2) With the exception of the persons mentioned in sub-rule (1), no person shall be permitted to enter or leave the prison, unless under a written order from, or when accompanied by the Superintendent.

(3) A list of the official and non-official visitors entitled to admission shall be posted between the gates.

(4) The staff in charge of the gate shall extend all due courtesies to visitors, members of the public and government servants and every visitors shall be properly accommodated in a room or convenient place near the gate until the escort is arranged.

59. Power to search such persons-

(1) All official and non-official visitors, casual visitors admitted with or under the orders of the Superintendent respectable merchants, pleaders and the superior subordinates of other departments, visiting the prison on business or on duty,

and the subordinate establishment of the prison except first and second grade warders shall ordinarily be exempt from being searched.

(2) Should the Gate-keeper have reason to suspect than any person, ordinarily exempt from search, is introducing or removing prohibited articles, he shall detain such person between the gates, and send notice to the Jailor who shall himself, if he thinks necessary, conduct a search.

(3) Females shall be searched only by the lady Deputy Superintendent, Matron, Assistant Matron or female warder, in private, and without the presence of any male officer.

(4) The Jailor shall occasionally and at least once a week at unexpected times, search some of the officials of the prison, subordinate in rank of himself, and who are ordinarily exempt from search, on their way into or out of, or when inside the prison, and shall report the circumstances under which he has done so with the results, in his report book.

(5) The search of all officers ordinarily exempt from search shall be conducted by the Jailor with as much privacy as possible.

(6) Should any person, other than a prison officer or decline to deliver up any transferable articles in his possession to the temporary custody of the Gate-keeper, when required to do so he shall be denied admission.

Explanation (1)- This rule must be enforced with circumspection so as not to offend the feelings of officers and others.

Explanation-(2)– For the purpose of this rule, the expression "subordinate establishment of the prison" occurring in sub-rule (1) shall also include Assistant Surgeons in prison on duty.

60. General duties of Gate-keeper-

(1) In addition to the duty prescribed for Gate-keepers in section 21 of the prisons Act, 1894, Central Act IX of 1894 the Gate-keeper shall maintain such registers and enter therein such particulars as the Inspector- General may from time to time order in that behalf.

(2) The Gate-keeper shall comply with all rules, regulations directions and orders 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 prison.

61. Record of persons and things entering and leaving prison,- The Gate-keeper shall keep a record in the register prescribed in Form Nos. 21 and 22 of the name of every person, and a brief description of every article of whatever kind, that passes

into or out of the prison, with the hour and a minute of such passage, and in the case of articles, the name of the person in whose custody they passed through.

He shall require the production of a pass signed by competent authority, by every person not entitled to admission without one, and in respect of every article without exception that he allows into or out of the prison, and shall file all such passes as his authority for action. The forms of these passes are Nos.23, 24 and 25 which shall be supplied in books, Forms Nos. 23 and 24 shall be in foil and counter foil and machine numbered while Form No. 25 shall be in books of fifty forms in triplicate one below the other and machine numbered.

Explanation- In respect of passes issued form No. 24 the initials of the competent authority shall suffice as per Rule 1050

62. Particulars of records-

(1) The record of all persons who pass into or out of the prison, as r rule 61 shall be kept in two separate registers, namely-

(a) in Form No. 22 of all prisoners, with the names of the officers in charge of them and

(b) Form No. 21 of all other persons.

(2) The description of articles shall be no more than sufficient to permit of subsequent check. In the case of factory parcels, packed and sealed, description of their contents is unnecessary

(3) All entries relating to persons or articles shall be made at the time of their passage through the gateway and in consecutive order.

63. Gate-keeper responsible for condition of main gate-The Gate-keeper shall be responsible-

(a) for the cleanliness and tidiness of the passage between the gates and the security of articles placed therein, which shall, for the time being, be in his charge;

(b) that the gates and wickets of the main gate, except when it is necessary to open them for the purpose of passing any person or thing into or out of the prison, are kept, shut and locked; and

(c) for the safety and correctness of the keys entrusted to his charge.

64. Working of double gate system:- In prisons provided with double gates with or without wickets, the Gate keeper shall open only one gate or wicket at a time and before doing so, shall satisfy himself that the other means of entry and exit are secure. Ingress and egress for ordinary purposes shall take place through the wicket doorways.

65. Method of passing prisoners into or out of prison :-

(1) On passing prisoners out of prison, the Gate keeper shall first let them through the inner gate or wicket and, having locked it shall write in full in the register provided for the purpose the names or register numbers of prisoners, warders in

charge and convict officers, if any 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) Every change in the constitution of a gang passed out of the prison must be noted and attested in the gate register by the signature or seal of the officer responsible for making the change, as well as by that of the Gate-keeper, who shall on the first opportunity report the circumstances to the Jailor.

(3) On passing prisoners into the prison, the Gate-keeper shall open the outer wicket and admit the gang to the passage between the gates. He shall then lock the outer wicket and call out the name or number of each prisoner, convict officer or warder, as recorded in the registers. The gang having been found correct, he shall open the inner gate or wicket and count the prisoners as they pass into the prison to verify the total.

(4) The Gate-keeper shall be responsible that every prisoner or gang taken out of the prison is incharge of a guard of the proper strength duly authorized for this purpose.

66. Power to detain persons committing offence. –Pending the making of a report to the Jailor, 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 prison gate.

67. Delivery of keys at lock-up.-When the prisoners are locked up for the night, the keys of the gates and wickets shall be locked into the fixed key-almirah at the main gate, referred to in rule 279(2). Duplicate keys of the lock used on the outer gate or wicket shall be given by the Jailor to the visiting officers for the night, and the duplicate key of the lock used on the inner gate or wicket to the warder detailed to sleep between the gates.

68. Keys to be kept in bunch. –The keys of the main gates and wickets of every prison shall be kept in one or two bunches, as may be convenient and on a chain or ring, for safety and easy attachment to the waist belt.

69. Bright light in night. –A light shall be kept burning brightly in the passage between the gates throughout the night.

70. Articles to be kept between gates. –

(1) in the passage between the main gates the following articles shall ordinarily be kept namely.-

(a) a clock

(b) a weighing machines

(c) spare handcuffs in a secure place

(d) a desk with lock and key for the gate-keepers' books and writing materials.

(e) a wall almirah or box for keys with glass frames]

(f) apparatus for extinguishing fire;
(g) a telephone;
(h) a siren
(i) a first aid box; and
(j) a notice board.

(2) The warder on night duty at in-between the gates shall be in-charge of the gate after lock-up

(3) Entries of ingress and egress or of any article entering and leaving the prison between lock-up and unlocking shall be made by the guard officer in his night report for the information of the Gate keeper, who shall incorporate these next day in the appropriate registers.

(4) A printed copy of these rules shall be posted in the main gate-way of every prison close to the gate-keeper's desk.

71. Government to fix permanent strength- The permanent strength of the warder establishment in each prison shall be determined from time to time by the Government in accordance with ordinary requirements.

72. Sanction to temporary additions generally. - The Inspector General may in respect of any prison, sanction the entertainment of such the temporary establishment in addition to the permanent establishment provided for in rule 71 as may at any time be urgently necessary:

Provided that all temporary establishments sanctioned otherwise than in accordance with rule 73 shall be so sanctioned subject to the approval of the Government and that no such establishment shall be sanctioned in any case in which previous reference to the Government can, without danger or inconvenience, be made.

73. Sanction of temporary warder establishment in special eases.- The powers of the Inspector-General to sanction the temporary warder establishment shall be as laid down in Article 63 of the Tamil Nadu Financial Code Volume I and also as may be delegated by Government from time to time.

74. Superintendent's powers in emergencies.-Where the Superintendent consider that it is absolutely necessary for any reason to entertain any number of warders in excess of the sanctioned scale, and the matter is so urgent that the previous sanction of the Inspector –General cannot be obtained, he may, subject to immediate reference to the Inspector General entertain such number of temporary ordinary grade warders as may be necessary to the barest minimum to meet the exigencies of circumstances.

75. Assignment of duty to warders.- The Superintendents or Jailor or Chief Head Warder shall assign to each warder a specific duty such as the charge of a particular workshops or set of workshops, or of a particular gang of prisoners inside or outside the prison.

Explanation- In this and the following rules "warder" includes "First grade Warder" and "Second Grade Warder"

76. Summary of duties of warders.- It is the duty of all warders-

(a) to see that all convicts sentenced to labour in their charge are steadily at work, and to report to higher authority all cases of idleness, short work, or breaches of prison rules,

(b) to prevent unnecessary talking, laughing, singing, playing, quarrelling and other unseemly behavior and to report the offender;

(c) to see that the prisoners keep order in moving about, and do not loiter about the prison

(d) to see that no prisoner leavers his own enclosures or communicates in any way with any prisoner in a different enclosures with any person outside the prison;

(e) to obtain from all familiarities and unnecessary communication with prisoners;

(f) to see that there is no dirt or litter in any part of the prison of which they are in charge and that the drains are kept properly clean;

(g) to see to the cleanliness of the persons and cloths of the prisoners in their gangs; that the prisoners bathe as often and at such hours as may be ordered; and that the bedding and clothing are well aired according to orders.

(h) to bring at once to the notice of the Jailor any signe of sickness or any prisoners complaining of sickness;

(i) to prevents any breaking up of the gang of prisoners entrusted to their special charge, except only when necessary to make over to a convict officer any prisoner desiring to go to the latrine and to see that he is not too long away from his work and is not permitted to got to any place hidden from view when he may effect his escape; to report any prisoner urinating in or otherwise be fouling any drain or any part of the prison not set apart for the purpose;

(j) to report any case of willful injury to clothing or materials for work or other government property;

(k) to prepare the prisoners for morning and evening muster by the Jailor, to report at once to that officer any prisoner who may be absent; to see that each prisoner comes to his proper place in proper order, and behaves well and keeps silent during meals;

(l) to examine the wards, cells, bedding and clothing of the prisoners personally and to report at once any prohibited articles found therein.

(m) to see that each prisoner gets a proper amount of food and that no food is secreted by the prisoner;

(n) to bring at once to the notice of the Jailor if any prisoner is in possession of any contraband articles or having any unauthorized prison property in his custody;

(o) to see that the care and welfare of the prisoners are ensured;

77. Duty to disclose relations with prisoners.- If any warder has relations or connections among the prisoners or has had any pecuniary dealings or close acquaintance with any of them, it is his duty to inform that face to the Superintendent or Jailor immediately.

78. Duty of warder on relief. –

(1) No warder shall, in any circumstances, leave his post till properly relieved. And his responsibility shall continue till so relieved;

Provided that he may leave his beat to prevent 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.

(2) If the warder concerned fails to do all in his power to prevent an escape or to assist in subduing a disturbance taking place within his sight, it rests with him to show that the circumstances were so exceptional as to justify his abstaining from preventing such an escape or refusing to assist in subduing such a disturbance.

(3) A warder relieved by another warder shall explain to his successor his duties and any special orders that may have been given to him by his superior officers. The relieving officer shall, satisfy himself that the property or number of prisoners made over to him is correct.

79. Duty of warder in charge of work shed.-

(1) Warders in charge of work sheds shall be responsible for all tools and property kept in them, and shall see that these are carefully put away or stored on cessation of labour, and that no ropes, bamboos, ladders, or other things likely to facilitate escape, are left about or secreted by prisoners. Similarly it should be ensured that no sharp instrument or materials that will facilities not only escape by prisoners but also causing injury to themselves or other should be left about or secreted by prisoners.

(2) It shall be the responsibility of warders to report to the Superintendent or Additional Superintendent or Jailor immediately when such articles as mentioned in sub rule(1) are noticed by them outside the work shed, taking care to see that they are not in the meantime removed by the concerned person to escape from punishment .

(3) It shall also be the responsibility of warders to report defects in prison buildings, wall locks lighting arrangements, bars, etc. to the Superintendent or Additional Superintendent or Jailor.

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CHAPTER - VI

WOMEN OFFICERS

80. Appointment of women officers.-The State prison for Women, Vellore, Trichy and Puzhal shall have a lady Superintendent and women staff on the same pattern as in a Central Prison. The lady Deputy Superintendent, matron and assistant matron in the State prison for Women shall perform the duties of the Jailor. Deputy Jailor and Assistant Jailor in a Central Prison, Rules concerning their duties and responsibilities, functions control, etc., shall be the same as applicable to their counterparts in Central Prison. The nursery and crèche attached to the State prison for Women, Vellore, Trichy and Puzhal shall have ayahs and Chief ayah to attend to the welfare of the children of the women prisoners.

WELFARE OFFICER:

1. Verification and checking of warrants of the newly admitted prisoners and prisoners to be released.
2. Checking of the advisory board records of the prisoners.
3. Attending to the release of prisoners on bail, transfer to hospitals, courts and others.
4. Custody of the committal warrants of the prisoners.
5. Supervision of all other works relating to the remission system.
6. Checking the issue of raw materials to workshop.
7. Checking the correctness of finished products brought from the workshop. (6)&(7)above deleted vide, ***G.O.Ms. 361 Home Dt.19.2.90(21965/AB2/90)***
8. Checking the supply of finished products to various consuming departments in the state of Tamil Nadu.
9. Checking of the various registers in the manufactory section such stock book of raw materials, finished products, indents, invoice register and others'.
10. Signing of invoices for jail made articles and attending to correspondence relating to the adjustment of invoices.
11. Attending to emergencies during nights and all other supervisory works.

G.O.Ms. 2213 Home Dept., Dt0.07.07.1988

MATRON (RATION):

1. Attending to the unlocking and lock-up of the prisoners and checking the registers relating to it.

2. Purchase and custody of the prisoners cash property, articles of the prisoners and maintenance of the registers relating to it.
3. Maintenance of civil stores and furniture stock registers.

MATRON (CLOTHING AND BEDDING):

Censoring of incoming and outgoing letters of prisoners.

ACCOUNTANT:

1. Maintenance of cash book, subsidiary cash book, permanent advance register, un-disbursed pay register, pay and or other registers relating to cash transaction of the General Branch.
2. Disbursement of pay and allowances and other payments to all staff.

(b) The Welfare Officer, Matron and Accountant of the Special Prison for Women shall also perform the following duties in addition to the duties attached to their posts.

G.O. Ms. No. 2213, 364. Home Dept., dated 7.10.88 and 19.02.90. Respectively I.G.;s No .21372/AB2/86, dated -1-11-88

(2) Every prison in which the female prisoners are confined shall have such number of women staff in each category as the Government may direct.

81. Duties of female warders.- In prisons where there is only a female warder, she shall, subject to the general control of the Superintendent and Jailor, have the entire care and superintendence of the female prisoners and she shall discharge the following duties namely:

(1) She shall be present at the opening of the wards and mustering of female prisoners every morning. She shall also be present at locking up and see that every prisoner is present. During the day she shall have the custody of the days of the wards, cells and yards, cells and yards in which female prisoners are confined; an at night , after locking up, she shall deliver them to the Jailor.

(2) She shall see that the wards are thoroughly cleaned as soon as the prisoners turn out in the morning, at which time also the latrines, bathing places and all other parts of the female prison shall be swept and cleaned.

(3) Subject to the control of the Superintendent and Jailor, she shall allot the tasks to the female convicts sentenced to labour and shall see that they are duly performed.

(4) She shall see that the prisoners are clean in heir persons and clothes; that they have the prescribed amount of clothing and no more; that their clothing and bedding are properly aired and folded and arranged in the place assigned to each prisoner.

(5) She shall search all female prisoners on admission and remove all prohibited articles found upon them, or found on them, shall be dealt with in accordance with rules 195 and 488. She may search any female prisoner at any time and

shall do so when directed by a superior officer. The search shall not be made in the presence of males.

(6) She may take care that no male prisoner enters the female prison unless accompanied by an authorized prison Officer as provided in rule 946(1)

82. Escort of female prisoners.- Female warder shall have the same duties in regard to female prisoners as male warders have in relation with male prisoners. A female warder shall invariably escort female prisoners who are required to appear before the courts or who are under transfer.

CHAPTER - VII

THE MEDICAL OFFICER

83. Appointment of Medical Officer-

(1) The person mentioned in column (2) of the Table below shall be the Medical Officer for the prison mentioned in Column (1) thereof:

THE TABLE

	Name of the prison	Medical Officer
1	Central Prison, Puzhal	Medical Officer, Joined Director Thiruvallur, Chennai.
2	Central Prison, Madurai, Palayamcottai and Coimbatore.	A surgeon or a physician attached to the local Medical College and deputed by the Dean.
3	Central Prison, Vellore, Cuddalore, Salem, Tiruchirappalli, Borstal School, Pudukkottai and State prison for Women, Vellore and Trichy.	District Medical Officer of the concerned district.
4	District Jails, Special Sub-Jails and Sub Jails.	Resident Medical Officer of the Government Headquarters Hospital.
5	Open Air prison Thanjavur.	Civil Assistant Surgeon attached to the Thanjavur Medical College and deputed by the Dean.

(2) During the absence of the Medical Officers on Casual leave, tour, etc., the holders of their post in the Medical Department shall attend to the duties of the Medical Officers in these prisons.

84. Control of Assistant Surgeons. – The Medical Officer shall be assisted by the Assistant Surgeons attached to the prison Hospital. These Assistant Surgeons shall act under the administrative control of the Superintendent of the prison except for medical treatment of the prisoners for which they shall be subordinate to the Medical Officer.

84 A. Accommodation for Assistant Surgeons and Psychiatrists.– The Assistant Surgeons and psychiatrists who are deputed to the prison hospitals are entitled for rent free quarters.

G.O.Ms. No 2792, Home Dept., dated 23-12-89.
I.G.'s No. 51866/G1/85 and 419/G1/90

85. Channel of communication. – The Medical officer shall correspond with the Inspector General through the Superintendent of prison on submission of indents for medicines and other administrative matters, but he shall correspond with the Inspector General direct, if he desires to do so, on matters relating to sanitation, sick prisoner's food and clothing and discipline in the prison hospital. The Medical Officer shall also correspond with the Inspector General direct if he notices injuries on any prisoner which are alleged to have been caused by the prison officials during his visit. He shall accompany the Inspector General during his inspection of the prison.

86. General duties. –The general duties of the Medical Officer shall cover every matter connected with the health of the prisoners, their treatment when, sick, and the sanitation and hygiene of the prison.

87. Daily visits to prison. –

(1) The Medical Officer shall visit the prison and shall see the sick daily, except on Sundays and holidays and on those days also whenever necessary.

(2) He shall inspect every part of the prison and prisoner under punishment at least once a week and often in time of sickness.

(3) He shall also make a full medical inspection of the entire prisoner once a month.

(4) If any epidemic or unusual sickness prevails or any serious case of illness occurs, he shall visit the prison as often as may be necessary.

(5) If he is prevented from doing as prescribed above by sickness or any other cause, he shall record the fact and the reason for it in the journal.

88. Attendance at weekly inspection.-

(1) The Medical Officer shall be present at the Superintendent 's weekly inspection and shall then see every prisoner and carefully examine each one, paying special attention to any signs of a scorbutic or anemic tendency, of any falling off in condition or of skin disease. He shall also examine the prisoner's clothing and bedding to see that they are adequate as well as the buildings, drainage, ventilation, drinking water and conservancy arrangements of the prison.

(2) He shall at the same time examine the record of prisoner's weighments, shall satisfy himself that the weight test is being properly applied and shall see that the prisoner losing weight in any material degree are separately paraded.

(3) He shall examine all prisoner who have lost substantially in weight and advise the Assistant Surgeon of the prison and give necessary instructions regarding the action to be taken in the matter.

89. Attendance on prison officers.–

(1) The Medical Officer shall attend on all prison officials and their families residing in prison premises. In all cases of minor ailments he may depute the medical subordinate to do this duty. Their treatment shall be recorded in a prescription book.

(2) The Medical Officer shall bring to the notice of the Superintendent any facts respecting the cause of illness of the officer or subordinates of the prison that may be of importance to enable him to determine as to the fitness or otherwise of the official or subordinate for continued employment in the prison.

(3) The Medical officer shall examine all candidates for employment and all prison officers who may be sent to him for that purposes and shall certify in writing regarding their physical capacity and state of health.

(4) The Medical officer shall maintain a minute book in which he shall enter all directions given by him concerning the duties of the Medical staff under him, the management of the hospital and any instruction of importance as regards treatment of a patient or any other matters.

90. Duties of Medical Officer.–

(1) The Medical officer shall verify the correctness of the records made by the Assistant Surgeons of the prison.

(2) He shall, once in every six months, inspect the medicines kept in store and satisfy himself that the weights measurements and quantities of medicine are entered correctly in the stock book. He shall take timely action to see that the medicines are used in prison before the date of expiry or got transferred to other prisons or hospitals, if they cannot be used before the date of expiry. He shall also inspect the instruments and equipments and see that they are being maintained properly and sufficient stock is kept in reserve.

(3) All indents by the Assistant Surgeons shall be scrutinized and countersigned by him.

(4) He shall examine all cases coming for release on medical grounds under rules 631, 632,633, and 634.

(5) Whenever the mortality of the prison during a month exceeds one percent per annum, he shall record in the monthly return, an explanation of the cause of such excess mortality. In case of unusual mortality, he shall make a special report on the subject for transmission to the Government through the Inspector- General.

91. Maintenance of Journals-

(1) The Medical officer shall keep a journal in Form No.3 in which he shall record every visit paid to the prison, the hour at which he entered, and left the prison, the portions of the prison or classes of prisoners visited, the number of sick in hospital and any matter which he considers should be brought to the notice of the Superintendent, especially-

A. Any defects in the food (Rules 400 and 401), clothing or bedding of prisoners or in the cleanliness, drainage (Rule 756) ventilation (Rule 747), water supply or other arrangements of the prisons which the Medical officer considers likely to be injurious to health, together with suggestions for the remedy of such defects.

B. Any occurrence of importance connected with the hospital administration, any marked increase in the number of in or out-patients and the apparent causes of the same, and

C. Any observations, recommendations or directions regarding individual prisoner.

(2) This journal shall be sent immediately after each visit, to the Superintendent for the immediate issue of such orders as he may see fit to pass. When the Medical officer is also the Superintendent the maters required to be referred to in this journal shall be recorded in the journal kept by him as Superintendent.

92. Submission of returns.- The Medical officer shall submit punctually the prescribed returns and shall furnish any other information regarding the Medical administration of the prison which the Inspector- General may call for. A report regarding the sanitary condition prevailing in prison shall also be furnished to the Inspector General along with the annual returns.

***Explanation.* -** The Medical Officer's other duties, are prescribed in the following rules, namely:-

Examination of prisoner on admission and certification- etc., Rules 205 and 206.

Examination of articles of food- Rules 400 and 401.

Examination of prisoner with reference to labour –Rule 437.

Medical administration –Rules 700 to 741.

Sanitation- Rule 742 to 775.

93. (A) Visit to Sub-Jails by the Deputy Superintendent of the hospital and Joint director of Health Services.-

(1) The Deputy Superintendent of the hospital shall visit the Sub-jails in their jurisdiction once a year and submit the inspection report to the Inspector-General of prisons through the Director of Medical Education.

(2) The Joint Director of Medical Services shall visit the sub-jails in his jurisdiction once a year and submit the inspection report to the Inspector-General of prisons through the Director of Medical Services and Family Welfare.

G.O. Ms. No. 1396. (Pr.D), Dt, 13.09.91 I.G.'s No. 24465/ 105/89 I.G's No. 24465/105/89.

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CHAPTER - VIII

THE MEDICAL SUBORDINATES

94. Appointment of Medical Subordinates to prisoner.–

(1) In each prison and Borstal School, one or more Assistant Surgeons shall be appointed to be Medical Subordinates.

(2) Assistant Surgeons are placed by the Director of Medical Services and family Welfare at the disposal of the Inspector- General either permanently of temporarily to meet special emergencies; and all leave excepting casual leave is granted by the Director of Medical Services and Family Welfare on the recommendation of the Inspector-General. The Inspector-General shall also address the Director of Medical Services and Family Welfare for the posting of a substitute except where the absence is short and local arrangements can be made.

(3) The Superintendent of the prison shall be the authority to grant causal leave to the Assistant Surgeon attached to the respective prison. However, in case a substitute from outside is necessary during the leave period, the Medical Officer shall be consulted before Casual leave is granted.

95. Terms of appointment.-

(1) An Assistant Surgeon shall be appointed to the prison Service for a period of two years exclusive of any long leave that he may avail himself of. The postings and transfers of an Assistant Surgeon to a prison shall be made by the Director of Medical Services and Family Welfare in consultation with the Inspector –General.

G.O. Ms. No 517 Home (Pri, V) Dept., Dated 10.03.1988
I.G'sNo. GI/5027/85 Dt. 30.03.1988

(2) The period or two years may either be extended at the option of the Assistant Surgeon and with the approval of the Director of Medical Services and family Welfare and the Inspector –General or reduced on the application of the Inspector –General and with the concurrence of Director of Medical Services and Family Welfare. **Omitted**

G.O. Ms. No 517 Home (Pri, V) Dept., Dated 10.03.1988
I.G'sNo. GI/5027/85 Dt. 30.03.1988

(3) The Assistant Surgeon shall be supplied with four coats per year uniform. The coats shall be made out of prison made drill and tailored in the tailoring section of the prison . The coats shall be the property the prison Department and kept in the prison .

96 Channel of Communication.- Assistant Surgeons, in the prison service shall communicate with the Director of Medical Services and Family Welfare through the Medical officer of the prison and the Inspector- General in like manner shall be the medium of communication between the Director of Medical Services and Family Welfare and all Assistant Surgeons in the prison Service.

97. Conditions of Service.- Assistant Surgeons, Staff Nurses, Pharmacists and Nursing Assistants attended to prison shall not, while on duty leave the prison premises without the permission of the Medical officer and of the Superintendent of the prison .

98. Maintenance of the report book.-

(1) Every Assistant Surgeon shall maintain a report book in Form No. 4 in which he shall record all matters of importance that he wishes to bring to the notice of the Medical officer.

(2) The report book shall be produced for the inspection and orders of the Medical officer, who shall initial the book daily.

99. Hours of duty. –

(1) In prison where there are more Assistant Surgeons than one-

(a) The hours of duty during the day shall be so distributed between them by the Medical officer that one or the other is always present in the prison ; and

(b) During the night one of the Assistant Surgeons , shall be detailed as Duty Assistant Surgeon and he shall perform at least one night round inside the prison between 9.p.m. and midnight and record the fact in his report book. He shall also be available in his quarters during his turn of night duty, so that his services may be utilized at any time during the night if so required in the prison.

(2) In prisons where there is only one Assistant Surgeons he shall remain inside the prison throughout the day, except when permitted to absent himself for meals or other sufficient reason. He shall visit the hospital occasionally at night and may under the orders of the Medical Officer, be required to remain on duty there, if there are any cases under treatment that are likely the render his presence necessary .

100. Custody of keys.-

(1) An Assistant Surgeon on duty inside the prison at night shall be responsible for the safe custody of the keys of the hospital and any other place in which are confined prisoner whom he is likely to be called on to attend, but he shall not unlock any door except in the presence of the patrolling officer or other officer of the prison, and if the urgency is not great, except in the presence of the Jailor or Deputy Jailor.

(2) Every Assistant Surgeons entrusted with keys shall be held responsible that the keys are kept in his personal possession and are not improperly used, and shall report at the earliest opportunity to the Jailor and Medical officer every instance in which he has had occasion to unlock the door of any compartment occupied by prisoners during his term of duty at night.

101. Duties generally stated.- The duties of an Assistant Surgeons, generally sated, shall be to attend to the health and cleanliness of the prisoners, the treatment of the sick, the sanitation of the prison , the fortnightly weighments, the supervision of the food and all other matters connected directly or indirectly with the health of the staff and inmates of the prison .

102. Duties further defined.- It shall be the duty of an Assistant Surgeons –

(a) to be present at unlocking attend to any prisoner who complains or appear to be ill and have him removed to hospital or place before the Medical officer for examination, as each case may require.

(b) to attend daily on the sick in the hospital and outdoor patients and supervise the preparation and issue of medicines, food and extra diet to the sick and to the prisoner in infirm and convalescent gangs and to satisfy himself that the Medical officer orders are properly carried out;

(c) to make a daily round of the prison and to daily visit all prisoner in cells and report to the Medical officer all complaints made to him that have any bearing on the health of the inmates;

(d) to be responsible that all medicines are properly arranged, labeled and put away in a place of safety, to take proper care of the instruments and appliances and all equipments in his charge, to see that sick prisoner are clean and tidy; that the hospital clothing and bedding are marked in a distinctive manner; that all articles in use in hospital are safely stored and kept clean; to allow no property in his charge; to leave the prison premises and not to permit any convict attendant to handle instruments or distribute drugs whose misapplication may be attended with danger.

(e) to ensure that the pharmacist attends to the clerical work connected with the hospital such as the upkeep of registers, the preparation of returns, and the punctual submission of indents;

(f) to satisfy himself that the food for the sick is properly prepared and distributed;

(g) to be responsible that order, deadliness and discipline are maintained in the hospital and its enclosure, that the staff nurses and others employed in the hospital perform their duties properly, that any excess or deficiency of

attendants is brought to notice and to report any relaxation or violation of the rules;

(h) to visit the kitchen daily, inspect the food supplies, raw and cooked, both in bulk and after distribution, see that the salt, oil and condiments are added and thoroughly, mixed in his presence, satisfy himself that the food is of good quality and that the quantity of each article is according to the sanctioned scale also to see that the kitchen and its surroundings are maintained in a sanitary condition; that the drains are flushed and free from refuse, that the water stored in the cisterns for cooking and washing utensils is changed frequently and that the utensils in use are clean and in good repair;

(i) to supervise the milking of the cows for the supply of milk to the hospital, to test the milk in the prescribed manner, to see that it is properly boiled before issue and to inspect the food supplied to civil and unconvicted criminal prisoner by their friends;

(j) to keep a vigilant watch on prisoner suspected of malingering and to report the result of his observations;

(k) to be present at the various parades and to separate for examination and treatment any prisoner who appears to be in need of attention or who is known or suspected of leaving part of his food uneaten;

(l) to arrange that the evacuations of prisoners suffering from bowl disease are kept for the inspection of the Medical officer and that they are suitably protected and subsequently disinfected and disposed of;

(m)to bring to the notice of the Medical officer any female whom he may suspect to be pregnant;

(n)to see the bathing of prisoner suffering from skin affections and generally to do every thing to ensure that the health of the prisoner is maintained, by reporting all irregularities and making any suggestions for improvement for the consideration of the Medical officer;

(o)to examine all newly admitted prisoners and shall record in the admission registers and Medical sheet the particulars as regards health, labour and the like.

(p) to satisfy himself that the prison and private clothing of newly admitted prisoner are properly cleaned, and that the clothing is, if necessary, disinfected before removal to the store-room.

(q) to vaccinate newly admitted prisoner, and if so directed, infants admitted with their mothers or born in prison.

(r) to bring promptly to the notice of the Superintendent and Medical officer any case of suspected cholera or other contagious or infectious disease that may appear amongst the staff or inmates of the prison;

(s) to examine the wells and other sources of water supply, to bring to notice any defects with regard to its quantity, to examine all tanks and vessels daily in which water is stored or conveyed and to prepare samples for analysis when required to do so;

(t) at least once a week to inspect the surroundings of the prison and especially the place and manner in which filth and the like are trenched or otherwise disposed of; and

(u) to attend to the ventilation, with due regard to the season of the hospital, sleeping wards and workshops and to satisfy himself that prisoner are not unnecessarily exposed to draught or to rain

103. The weighment of prisoner.– The Assistant Surgeons shall Superintendent the fortnightly weighment of prisoner , shall record each prisoner's weight in his weighment chart and shall parades as soon afterwards as possible for inspection by the Medical officer, all prisoner who are losing weight to noticeable extent:

Provided that in cases when the subordinate medical establishment is small as compared with the number of prisoner or in cases where the medical work is heavy, an officer of the executive staff of the prison may be deputed by the Superintendent of prison to assist the Assistant Surgeons in carrying out the work of recording the weight of prisoner.

104. Allotment of labour on medical opinion:- When the Assistant Surgeons is of opinion that the health of any prisoner suffers from employment of any kind or class of labour, he shall record such opinion in the prisoner's sheet and 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 suitable for him.

105. Duty on occurrence of death:- The Assistant Surgeons shall forthwith report to the Medical officer every death that occurs in the prison and shall assist at the postmortem examination and be responsible that the body before removal from the mortuary is suitably prepared for burial.

106. Medical aid to officer and to assist me officer, generally- The Assistant Surgeons shall, under the direction of the Medical officer, afford medical aid to all members of the prison establishment and others living on the prison premises. He shall render every assistance to the Medical officer by reporting to him all matters affecting health such as-

(a) Overcrowding:
(b) Unsuitable, worn out or dirty clothing;
(c) Neglect of personal cleanliness;
(d) Undue exposure to weather;
(e) Unpunctuality of meals;
(f) Neglect of air, dry or cleanse clothing and bedding; and
(g) Unsuitable tasks.

107. Appointment of Staff Nurse and Pharmacist.-

(1) As far as practicable, only Staff nurses and pharmacists who have passed the tests prescribed by the Medical Department shall be employed in prisons.

(2) (i) Staff Nurses and Pharmacists shall be posted to prison duty by the District Medical Officer of the districts in which the prisons are situated and to the Central Prison, Chennai by the Superintendent , Government General Hospital, Chennai for a period of three years exclusive of any long leave availed of and than reverted to the Civil Medical Department. The said period of three years may either be extended at the option of the individual and with the approval of District Medical officer, or the Superintendent , Government General hospital, Chennai as the case may be, and the Superintendent of the prison concerned, by such further period of those officer may consider desirable or reduced on the recommendation of the District Medical officer or the Superintendent of the Government General hospital, Chennai as the case may be, or of the Superintendent of the prison concerned. All leave, excepting casual leave, shall be granted by District Medical officer or the Superintendent, Government General Hospital, Chennai, as the case may be, on the recommendation of the Medical officer of the prison.

(ii) Casual leave may be granted to the Staff Nurses and Pharmacists by the Medical officer of the prison in accordance with the rules relating to the grant of such leave.

108. Duties of the Staff Nurses and the Pharmacist.-

(1) The Staff Nurses and the Pharmacist shall obey the lawful orders of the Medical officer and the Assistant Surgeon in all matter, connected with the Medical work of the prison and of the Superintendent, Additional Superintendent and Jailor, in other matters.

(2) Their Duties shall be to help the Assistant Surgeons in the maintenance of the health of the staff and prisoner by compounding and distributing medicines, vaccinating and weighing prisoner, performing clerical work, maintaining order and discipline in the hospital and by carrying out such other duties of a like character as may be imposed and allocated to them by the Medical Officer.

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CHAPTER- IX.

PRISON MINISTERIAL SUBORDINATES

109(A) There shall be a Personal Assistant to the Superintendent of every Central Prison and his duties are as detailed below.-

(1) To function as non technical and non-executive Personal Assistant to the Superintendent of prison in all matters relating to prison administration and shall be answerable to the Superintendent only.

(2) See the proper maintenance of service registers of the staff of the office of the Superintendent of prisons.

(3) Sign fair copies for the Superintendent of prisons.

(4) Perform all the office duties for the office administration of the prison.

(5) Exercise control and supervision over the work of all subordinate members of the ministerial staff.

(6) Responsible for the observance of all rules and orders in his work and shall bring to the notice of the Superintendent any violation in the work of the subordinate members of the ministerial staff and any breach of conduct among them.

(7) Attend to the checking of attendance registers of the subordinate ministerial staff.

(8) Attend to passing of office contingent bills and drawl of permanent advance and its recoupment.

(9) Sign pay bills and bills for the drawl of funds (General Provident Fund, etc., including Traveling Allowance bills of all the subordinates of the special sub-jails and sub-jails under the control of the Superintendent.

(10) Attend to all routine correspondence and initiate action to call for information and particulars wherever necessary to be put-up to the Superintendent of prison to help to take decisions.

(11) Checking of Personal Registers and connected registers of all Assistant and Junior Assistant working in the office of the Superintendent of prisons.

(12) Verify the cash transaction including daily physical verification of cash relating to the office of the Superintendent of prisons and attest all register, PCP register, prisoners Bata book and all registers relating to financial transaction of the office of the Superintendent of prisons.

(13) Attend to all correspondence relating to adjustment of invoices.

(14) Call reports in respect of advisory board cases.

(15) Check the various registers connected with the supply of articles and issue of invoices.

(16) In his absence, his duties-will be carried on by the Superintendent himself; and

(17) Perform any other duties other than executive assigned by the Superintendent from time to time.

G.O. Ms. No. 610, Home Dept., dated 25.04.1997.
I.G's NO. 30593/ABI/99, date 05-08-1997

109. (b) Duties of Manager-

(1) There shall be an Office Manager Grade I or II in every prison. He shall be the chief Supervisory ministerial functionary of the prison, and shall assist the Superintendent, in office administration including service matters of staff. He shall exercise control and supervise the work of all subordinate members of the ministerial staff and guide them. He is responsible for the observance of all rules and orders in his work and shall bring to the notice of the Superintendent any violation in the work of the subordinate members of the ministerial staff and any breach of conduct among them and any matter concerning the discipline of the prison in general.

(2) He shall perform duties as the Superintendent may, by order to be recorded in writing in the Superintendent's order book, assign to him.

(3) He shall be responsible for the prompt submission of all the prescribed Registers maintained by the staff working under his control on the due dates for periodical check up.

(4) Where there is no post of Accountant attached to the prison or Borstal School, he shall also have to discharge the duties of Accountant in addition to his own duties.

110. Duties of Accountant.-

(1) The Accountant shall be responsible for the safe custody of cash, cash transactions, proper maintenance of cashbook, and all registers in accordance with the code rules and instructions issued from time to time by Government or the Inspector General or the Superintendent. He shall perform duties as the Superintendent may, by order to be recorded in writing in the Superintendent's order book assign to him.

(2) He shall perform such other work as may be assigned to him by the Inspector-General or the Superintendent from time to time.

111. Duties of Assistant. –

(1) The permanent strength of the ministerial establishment in each prison shall be determined from time to time by the Government

(2) In all prisons, the duties to be assigned to the several Assistants shall be determined by the Superintendent who shall ordinarily see that they are given opportunity to work in all the branches of work by rotation.

(3) The Assistant in-charge of the general section shall be designated as "Head clerk"

(4) The Assistant in-charge of manufactory section shall be designated as "store-keeper". If there are two Assistant for manufactory section, one of them shall be in-charge of finished materials, stores and the work relating to their disposal, etc.

(5) The Assistant in-charge of remission section shall be designated as "Chief Remission Clerk"

(6) The Assistant in-charge of work relating to ration stores, if there is one in a Central Prison shall be designated as "Steward Assistant ".

(7) The Assistant in-charge of correspondence relating to manufactory stores in Central Prison, coimbatore shall be called as "Correspondence Assistant

(8) The Assistant in-charge of accounting the stores at Central Prison, Coimbatore shall be designated as "Accounts Assistant"

112. Duties of Junior Assistant. – The Junior Assistants shall perform the duties assigned to them by the Superintendent . They shall work under the direct supervision of the concerned Assistant or under the Manger direct, as may be decided by the Superintendent

113. Duties of record Clerk.- The Record Clerk shall be in-charge of the records and shall work under the direct supervision of the Head Clerk. In prison where there is no Record Clerk, one of the Junior Assistants shall be put in-charge of records in addition to his own duties.

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CHAPTER-X

CORRECTIONAL OFFICERS

114. Reception Unit.-There shall be a Welfare officer in each Central Prison. There shall be a Psychologist and a Social Worker in selected Central Prisons and Borstal School specified by the Government. These officer shall be called as Correctional Officer and they shall form part of the Reception Unit in a prison to attend on prisoners on their admission.

Explanation.- 'Reception Unit' means the group of officer who attend on prisoner on their admission and during the quarantine period.

115. Duties of Psychologist.- It shall be the duty of a Psychologist-

(a) to administer intelligence quotient test and personality test to every prisoner sentenced to a period of one year and above:

Provided that the above tests shall also be administered in the case of prisoner sentenced to less than one year, if so ordered by the Superintendent

(b) to conduct vocational aptitude test, educational test, etc. Potentialities in selection for educational programmes and vocational placement shall also be studied;

(c) to perform and complete the above tests within a week of prisoner's admission; to prepare and submit a detailed 'Psychological Study' report (in Form No:90) for each prisoner in duplicate to the Superintendent through the Additional Superintendent analyzing the findings of tests and interpreting the same. The Superintendent may issue such orders as may be necessary on the report, return the original to the Psychologist and forward the duplicate with the orders to the Jailor through the Additional Superintendent This duplicate copy shall be filed with the History Ticket of the prisoner. The Psychologist shall maintain the original report recording the result of future studies till the prisoner is released;

(d) to be a member of the Classification committee and to assist the Superintendent in classification and re-classification.

(e) to conduct individual counseling for not less than two prisoner per day and to send reports to the Superintendent .

(f) to hold not less than two session in a week for group counseling and each group shall contain not exceeding ten selected prisoner; Such sessions shall be conducted after assembling the prisoner after lock-up and before they go to bed.

An Assistant Jailor shall be present at the time of group counseling representing the executive side and to take care of the prisoners from the security point of view;

(g) to assist the Superintendent in the preparation of pre-release programmes for prisoner.

(h) to receive troublesome and mischievous to study his psychological attitude and behavior and to undertake the work of counseling and suggest other remedial measures; to make out a concise report and enter the same in the "Psychological study report" and to send it to the Superintendent for perusal and orders;

(i) to assist the Psychiatrist in related matters;

(j) to maintain a report book in Form No (4) He shall report his daily work to the Superintendent . the report book shall be placed before the Superintendent ,once in a week on a day convenient to the Superintendent or oftener, if necessary.

(k) to submit monthly assessment report to the Superintendent for transmission of the chief Probation Superintendent with his remarks. The Chief Probation Superintendent shall get it reviewed by the Regional Probation Officer (research Cell) and forward it to the Inspector-General with his remarks. The report shall be returned to the Superintendent with the orders of the Inspector General for necessary action.

(l) to guide the Social Worker in the maintenance of the prisoner's case files in connection with the classification; and

(m) to perform any other work assigned to him by the Superintendent in correctional matters;

Explanation: (1) where the workload of the Psychologist is found to be heavy, the Superintendent shall order the Psychologist to administer the tests mentioned in clauses (a) and (b) for prisoners sentenced to a specified period.

Explanation(2) All the items of work done by the Psychologist shall find a place in separate reports and such reports shall be submitted to the Superintendent .

116. Duties of social Worker.- It shall be the duties of a Social Worker-

(a) to make a social study through personal interview in the case of prisoner sentenced for a period of one year and above within a week of their admission and to prepare a social case study Report in Form No.91 for each prisoner and submit it to the Superintendent to attend to cases of prisoner sentenced to less than one year also within a week, if so ordered by the Superintendent

(b) to classify the problems of the inmates and deal with their difficulties in institutional life;

(c) to be a member of the classification committee and to assist the Superintendent in the classification of prisoner and in their reclassification; to participate in the orientation process;

(d) to establish co-operation and understanding between the prisoner and the administration and to deal with all correspondence relating to it;

(e) to assist the prisoner in developing his contact with his family and to provide assistance to the prisoner and his family members and to deal with all correspondence relating to it;

(f) to conduct individual counseling for not less than two prisoner per day and to send reports to the Superintendent ;

(g) to hold not less than two sessions in a week for group counseling and each group shall contain not exceeding ten selected prisoners. He may hold such sessions after lock-up and before they go to bed. At the time of group counseling an Assistant Jailor shall be present representing the executive side and to take precautionary measures from the security point of view;

(h) to assist the Superintendent in the preparation of pre releases programme for prisoners sentenced to one year and more. The cases of prisoners sentenced to less than one year shall also be considered, if so, ordered by the Superintendent,

(i) to be responsible for the maintenance of prisoner's case files in connection with the classification by the committee;

(j) to maintain a report book in Form No.4 wherein he shall report his daily work and to send a special weekly report to the Superintendent . The report book shall be placed before the Superintendent once in a week on a day convenient to the Superintendent or oftener, if necessary;

(k) to submit monthly assessment report to the Superintendent for transmission to the Chief Probation Superintendent with his remarks. The Chief Probation Superintendent shall get it reviewed by the Regional Probation officer (Research Cell) and forward it to the Inspector-General with his remarks,. The report shall be returned to the Superintendent with the orders of the Inspector-General for necessary action; and

(l) to perform any work assigned to him by the Superintendent in correctional matters

117. Duties of Welfare Officer.– It shall be the duties if a Welfare Officer –

(a) to contact every prisoner in the prison and render such help as is consistent with the rules pertaining to the institution;

(b) to arrange for correspondence by every prisoner with his relatives outside;

(c) To keep the ties of prisoner's relationship with their family strong by arranging interviews with relatives and friends;

(d) to render help in the settlement of civil claims of every prisoner by persuasion or compromise;

(e) to help and protect the family of every prisoner during the period of his imprisonment or detention;

(f) to attend to correspondence work of illiterate prisoners or inmates to the extent provided for in the rules pertaining to the institution;

(g) to contact relatives and the Welfare and employment agencies either directly or through the concerned Probation Officer.

(h) to contact deserving prisoners or inmates admitted in the after care Home for Social vocational rehabilitation;

(i) to arrange for recreational or other activities permissible with in the rule and to instill the value of democratic living so that after discharge, the prisoner may fit into society without any difficulty;

(j) to prepare if requested, appeal or mercy petitions for newly admitted prisoner and condemned prisoners.

(k) to contact the Legal aid and Advice Board of the Taluk or district or State and arrange for drafting of the grounds of the appeal and engagement of the counsel to defend the prisoner before the appellate court;

(l) to maintain history sheets of prisoners or inmates of the prison whose cases he has taken up for welfare work. In Form No.92. The work done by the Welfare Officer on behalf of the prisoners or inmates shall find a place in it ; to maintain a Report Book in Form No. 4 indicating his day-to day work and submit it daily to the Superintendent of the prison who shall reviews it and pass such orders as are necessary;

(m) to submit fortnightly statistical returns to the Superintendent of the prison to which he is attached;

(n) to draw pre-release programme in respect of prisoner sentenced to a period of one year and above and thereupon to enter into correspondence with the concerned probation officer for the proper settlement of the prisoner on their release; and

(o) to do such other work pertaining to the Welfare of prisoners or inmates as the Superintendent or the Inspector-General assigns to him from time to time

118. Other duties of Correctional Officers .-

(1) The Psychologist, the Social Worker and the Welfare officer shall act in immediate subordination to the Superintendent and shall be subject to the general control of the Inspector-General. They shall co-operate with the custodial staff in matters relating to security, custody, discipline or day-today functioning and administration of the prison and also in building prison morale.

(2) Requests shall be made to the Jailor in writing to arranging to send prisoners for administering the tests, etc. In no case, the interview of a prisoner after lock-up shall be allowed and there shall be no objection to the presence of the guarding personnel within sight but out of hearing if so desired.

(3). They shall be present at the Superintendent weekly inspection parade.

(4) The Superintendent shall equally distribute the work among them. However, the Welfare officer shall not be required to attend to work where any specialized study is needed and for which he is not trained.

119. Maintenance of registers and records.-

(1) There shall be a common despatch register for all of them. The Psychologist, Social Worker and the Welfare Officer shall despatch their respective tappals, the stamp account shall, however, be maintained by the Welfare officer. the Psychologist, the social Worker and the Welfare Officer shall also have separate current registers.

(2) Such of the records maintained by the Psychologist the social Worker and the Welfare Officer shall also be inspected by the Superintendent along with the other records of the prison or Borstal School,

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CHAPTER - XI

SUBORDINATE OFFICERS GENERALLY

120. Division of staff into two parts.- The subordinate establishment of the prison Department, exclusive of those deputed by the other departments, shall be broadly divided into two parts namely the Tamil Nadu Jail Subordinate service and the Ministerial Service which is part of the Tamil Nadu Ministerial Service. The Record Clerks in prisons belong to Tamil Nadu General Subordinate Service. The rules concerning these services are contained in the General Rules and the Special Rules for the Tamil Nadu Jail subordinate Service, Tamil Nadu Ministerial Service and Tamil Nadu General Subordinate Service.

121. Officer required to pass the prison tests.- The Special rules relating to Tamil Nadu Jail subordinate service shall apply in respect of subordinate officer regarding the test to be passed by them.

Explanation. "Subordinate Officers" for the purpose of this rule and the remaining rules in this Chapter shall be Officer lower in rank than that of the Jailor

122. Liability to serve in any prison .- Every subordinate officer shall be liable to be employed wherever it seems fit to the Inspector-General to employ him. Whenever a warder is recommended for transfer, the names of the prisons in which he has previously served shall be stated.

123. Grant of leave.- The Tamil Nadu Pension Rules, 1978 and Fundamental Rules apply to all prison officers Leave other than disability leave, which requires the sanction of the Government under Fundamental Rule 83 will be granted in accordance with the rules by the Inspector-general in the case of those officers whom he is competent to appoint, and by the Superintendent in the case of those officer whom he is competent to appoint. The Superintendent may grant any Subordinate officer casual leave as per existing instructions in the matter.

124. Training in drill and musketry.-

(1) Every subordinate executive officer shall undergo a thorough training in squad and company drill and the use of arms and Jailors, Deputy Jailors Chief Head Warders and Gate keepers shall be able to drill the guard and give instructions in musketry.

(2) Ball practice shall be held once in alternate months and blank firing shall be practiced once in three months. The result of ball practice shall be recorded in the practice register in Form No.20.

125. Supply of vegetables to Officers.- With the permission of the Superintendent, the Jailor, Deputy Jailor and other of the Prison subordinate may be allowed, after providing for an adequate stock of solid vegetables which could be dried and stored for hot weather use, a reasonable supply of vegetables for their own consumption out of the produce from the prison garden free of charge.

Provided that no such permission shall be given unless the entire supply of vegetables required for prison use is being obtained from the prison garden.

126. Knowledge of rules.- Every subordinate officer shall make himself acquainted with the rules, regulations and other executive instructions issued by superior officers relating to his office and no plea of ignorance shall be accepted as an excuse for neglect or omission the rules prescribed by Government regulating the conduct of public officers are applicable to all subordinate officers.

127. Duties towards superior officers .- Every subordinate officer shall yield prompt and strict obedience to all orders of the superior officers and shall treat all superior officers all times with respect

128. Not to be absent without permission.-

(1) No subordinate officer shall be absent during the hours fixed for his attendance without the permission or the Superintendent or Additional Superintendent or Jailor any subordinate officer disabled from the performance of duty by illness shall give or send immediate notice to the Jailor who shall make such. arrangements as may be necessary for the performance of the duty of the disabled officer.

(2) Absence without leave for 21 days completes the offence of desertion, after which the officer's name shall invariably be struck off from the date of absence.

(3) An application for reinstatement from an officer whose name has been struck off as a deserter shall not be entertained unless it reaches the Superintendent or an officer of equal rank under whom the subordinate officer was serving within two months of the date of the commencement of the absence without leave. The Superintendent or the corresponding officer of equal rank, as the case may be, shall not reinstate a deserter (a) until the deserter has attended in prison which he should do, not later than the date prescribed by the officer dealing with the case and has given his explanation for his absence without leave; and (b) unless the Superintendent or an officer of equal rank, as the case may be, is satisfied,

after such enquiry as may be necessary, that the case deserves reconsideration. At the end of two months if no application for reinstatement is receive and if the whereabouts of the deserter are not known; the officer dealing with the case shall record in writing the fact that it is not reasonably practicable to give the deserter an opportunity of showing cause against his dismissal and than confirm the dismissal. In other cases a charge shall be framed and the procedure prescribed for oral enquiries complied with, before confirming the dismissal of reinstating the deserter with or without punishment.

129. Dress and personal appearance.-All subordinate officer shall be clean in person and dress, and those for whom a uniform is prescribed shall at all times wear it while on duty, and shall further conform to such regulations, concerning their personal appearance as may be established by authority.

130. Officer not to smoke or drink while on duty.- No subordinate officer shall smoke or drink while on duty or introduce liquor, tobacco or any other drugs into the prison.

131.. No Officer to receive private visitors.- No subordinate officer shall receive any private visitors with in the prison except with the sanction of the Superintendent .

132. Condition as to residence.-

(1) Every subordinate officer of a prison for whom residential quarters are provided reside therein.

(2) When free Quarters are not provided the subordinate officer shall reside in such quarters as may be approved by the Superintendent

(3) A subordinate officer shall not except with the written permission of the Superintendent allow any person other than his parents, wife or children to reside with him either temporarily or permanently in his quarters on the prison premises.

133. Prohibition against Quarrelling.- All quarrelling between prison officers is strictly prohibited. Any disagreement between the subordinates relating to their duties shall be referred to the Jailor or the Superintendent . A complaint by one officer against an equal or superior officer shall be made to the Superintendent. Officers making frivolous or false complaints shall be severely punished.

134. Officer to prevent escapes and introduction of contraband.- Every prison officer shall –

Exert the utmost vigilance to prevent escapes.-

Prevent to the best of his power the introduction into the prison and the giving to any prisoner of any prohibited article; and

Prevent any communication between prisoners and outsiders, except as permitted by rules.

135. Prohibition against entering a ward or cell at night .- Except as elsewhere provided, no subordinate officer shall enter a ward or cell at night.

Provided that in case of sickness or other emergency he may so enter along with another authorized officer:

Provided further that the Superintendent may by order in writing relax this rule during the presence in the prison of epidemic disease.

136. Responsibility of warder for charge of gang.- No warder shall be deemed to be free of responsibility for the charge of a gang of a prisoners until he is relived by another warder detailed for the duty, in the presence, and under the signature made at the time of relief, of the warder whose duty it is to conduct such relief.

137. Duties of officer in-charge of gang.- Every officer in charge of a gang shall make his prisoner march in file and shall prevent all straggling and disorderly conduct, the holding of unauthorized communication with each other or with any unauthorized person or the procuring of prohibited articles.

138. Care of Keys.- No subordinate officer entrusted with prison keys shall remove them from the prison, leave them lying about, or lend them to an person on any pretence whatever, but shall when leaving the prison or going off duty, deliver them to such officer as may be authorized to receive them. The keys of wards, cells, or outer gates are not on any account to be delivered to any prisoner other than a convict warder.

139. Care of Government property. –

(1) When an officer entrusted with the care of government property, such as warrants, cash, stores and machinery, is transferred, proceeds on leave (other than casual leave) resigns, is suspended or discharged, he shall hand over all such property in his care to the officer appointed to relieve him, and the relieving officer shall compare all articles thus handed over with the entries in the prescribed registers and satisfy himself that they are correct, and shall then initial each register in its proper place in token of having correctly received charge of the articles entered therein. Until charge is thus taken and the registers initialed by the relieving officer , the officer relieved shall be wholly responsible for all errors and deficiencies in the property.

(2) All officers shall, on relief hand over all current files accounts and register in their charge and obtain the signature of the relieving officer in the list maintained by them, in token of the correct handing over and taking over of the various records.

140. Handing over and taking over of stores on transfer.- A maximum of three working days may be permitted for the purpose of handing over and taking over of stores at the time of transfer of charge to the following officer mentioned in column (1) of the table below who are in charge of various items of stores mentioned in column (2) thereof, namely:-

THE TABLE.

	Officer. **(1)**	**Name of store held.** **(2)**
1	Jailor	Civil Stores and prisoners Warrants.
2	(a) Deputy Jailor (b) Steward Assistant	Ration Stores.
3	Assistant Jailor (clothing)	Clothing Stores
4	Store keeper	Manufactory stores
5	Deputy Jailor in-charge of special subordinate-jails	Civil Stores, prisoners warrants, ration stores.

Explanation.- The Superintendent shall certify in the last pay certificate of the relived officer to the effect that the time taken by him to check and hand over charge of eh Government properties to the relieving officer is reasonable and that the relieving officer should be treated as on duty for the full period.

141. Officers to instruct their successors.- All officers on being relieved from any particular duty, or transferred to another part of the prison , shall point out to their successors all matters of special importance connected with their charge and explain any directions of any superior officer affecting any particular prisoner or matter.

142. Prisoners to be treated with good temper.-

All prison officers shall treat prisoners with good temper, humanity, and strict impartiality, and shall listen patiently and without irritability to any complaint or grievance, while at the same time maintaining strict discipline strict and enforcing observance of the rules and regulations. It is important that every complaint made

by a prisoner should be heard with attention, in order that grievances may be redressed, and that no cause for discontent may be allowed to remain.

143. Prohibition against punishing or abusing prisoners.- No prison officer shall, in any circumstances, punish any prisoner except under the Superintendent's order or threaten any prisoner with punishment or use violent, abusive, or insulting language to any prisoner. All conduct intended merely to irritate or annoy any prisoner shall be avoided. Prisoner shall be addressed by their proper names or numbers.

144. Prisoners not to be struck.- No prison officer shall on any pretext strike a prisoner except in self defence or in the repression of disturbance and no more force shall then be used than is absolutely necessary.

145. Immediate report of misconduct to be made.- No subordinate officer shall either through favour of a mistaken notion of kindness, fail to make an immediate report to his superior officer of any misconduct or willful disobedience of the prison rules.

146. Familiarity with prisoner forbidden.- No prison officer shall unnecessarily converse with a prisoner or treat him with familiarly or allow any familiarity between a prisoner and any other officer of the prison . No prison officer shall discuss matters of discipline or duties or arrangements with or in the hearing of prisoners.

147. Officer not to have dealings with prisoner or other friends.- No prison officer shall lend money to, borrow money from or incur any obligation in favour of any other prison officer or any prisoner or correspond with, or hold any intercourse with, the friends or relatives of any prisoner or have any unauthorized communication with any prisoner or with any person whatever as to matters concerning the prison.

148. Officers not to receive prisoner' property.- No prison officer or other person in any way connected with the prison shall receive or use any article belonging to a person who either is, or has been confined in the prison .

149. Intercourse with discharged prisoners forbidden.- No prison officer shall correspond with or hold any intercourse with any discharged prisoner or with friends or relatives of such prisoners, or allow any such prisoner, friend or relative, to visit or remain in his quarters, except with the special written permission of the Superintendent .

150. Officer not to be interested in prison contracts.- No prison officer shall, directly or indirectly be concerned in any contract or agreement for the supply of any article to the prison . No prison officer shall receive, directly or indirectly, any fee

gratuity, present or loan, from any contractor or person tendering for any contract with the prison or from any prisoner, prisoner's friend or any person visiting the prison .

151. Officer not to engage in trade.- No prison officer shall, either directly or indirectly. engage in any trade, business or employment other than his legitimate prison duties.

152. Permission to Warder to maintain a cow.- The Superintendent may permit the maintenance of a cow each by warders who apply for it and also allow them to sell the surplus milk.

153. Superintendent to decide when prosecution should be instituted.-

(1) The Superintendent shall decide whether or not a prosecution shall be instituted in respect of any offence punishable under section 54 of the prisons Act, 1894 (Central Act IX of 1894) Whenever a prosecution is determined on, the officer concerned shall be suspended from duty.

(2) For Minor offences and in cases of more serious misconduct when a subordinate officer has a previous good records the punishments of censure and fine, may be held in abeyance for a stated period ranging from three to six months at the end of which period the order of punishment shall be cancelled, if the subordinate officer' conduct is founded to be unsatisfactory at any time during the period of postponement, the punishment may at once be confirmed. Assistant deferred punishment shall be entered in the defaulter sheet or the confidential report as the case may be, if it is confirmed.

(3) When the punishment held in abeyance is a censure and is subsequently confirmed, it shall have effect from the date of offence to which it relates.

154. Deferred punishment not to apply to certain officers.- The system of deferred punishment shall not apply to officer other than the executive officers in the Tamil Nadu Jail Subordinate service coming under Classes I and II in Branch I of the shall Special Rules for the Tamil Nadu Jail Subordinate Service.

155. Offences to be dealt with judicially:- For the following offences a prosecution shall be instituted unless the Inspector- General otherwise orders in which case the offender shall be punished departmentally, namely:-

(1) Willfully or negligently permitting an escape.
(2) Committing any offence punishable under section 42 of the prisons Act , 1894 (central Act IX of 1894)
(3) Immoral conduct with regard to any prisoner .
(4) Any offence punishable under Chapter IX of the Indian Penal Code (central Act XLV of 1860).

156. Acquitted officer to be reinstated.- A prison officer acquitted of a charge by a criminal court shall be reinstated in the service, unless the Inspector-General for reasons to be recorded in writing, otherwise directs.

157. Officer to quit the prison on termination of appointment.-

(1) Every subordinate officer or servant dismissed, discharged or allowed to resign his appointment, shall be required at once to quit the prison and the quarters occupied by him and shall give up any uniform or other property of Government entrusted to him. Every subordinate officer or servant suspended, shall be required to give up any uniform or other property of Government entrusted to him and . quit the prison forthwith. He shall also quit the quarters occupied by him within one month from the date of such suspension.

(2) Any subordinate officer transferred from one prison to another shall also be required to quit the quarters occupied by him, unless otherwise ordered by the Superintendent or higher authority.

(3) Where a subordinate officer dies while in service, his family shall be permitted to occupy the quarters for a period of not exceeding one month from the date of death of the subordinate officer subject to the payment of rent as required by the orders in force.

(4) Every subordinate officer, if suspended or dismissed or removed from service or allowed to resign or compulsorily retired or voluntarily retired or retired on superannuation shall vacate the rent free quarters allotted to them, within one month failing which forcible eviction shall be resorted to in the presence of the Superintendent. Or any officer authorized by him after the issue of seven days written notice to vacate the quarters. If the quarters is locked, the lock shall be broken and the articles inside the quarters shall be listed out and duly signed by the higher officer present at that time.

(5) Where every such subordinate officer fails to vacate the such quarters within such time, a confessional rent or economical rent whichever is high plus 50% such rent as penal rent shall be collected for the remaining period of occupation or till such forcible eviction under such rule (d) is resorted to.

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(6) The conditions contained in the above subordinate-rules shall equally apply to all officers of the Department.

158. Caution to officers under suspension.-

(1) When a Government servant is suspended, he shall remain at the headquarters fixed in the order. He shall leave the headquarters only on obtaining prior permission of the appropriate authority.

(2) He must obey all orders to attend an enquiry into his conduct and if he fails to do so, the enquiry may be held in his absence.

159. Prohibition against employment of convicted person. – No person who has been convicted and punished with imprisonment shall be employed in any prison without the prior written sanction of the Inspector –General.

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CHAPTER - XII

UNIFORM OF PRISON OFFICERS

160. Uniform to be worn on duty.- The officers in Tamil Nadu Jail Service and Tamil Nadu Jail Subordinate service Mentioned in these rules shall wear uniforms. They shall receive a free grant towards the Provision of such uniforms provided in these rules. All officers shall , when on duty, always appear in the uniform prescribed for them.

161. Uniform of Inspector and other prison officers :-

(1) Where the Inspector-General is an officer belonging to the prison Department, he shall wear the Uniform of Deputy Inspector-General of prison with crossed sword and baton and one star and gorged patches with silver oak leaf pattern, and central strips.

(2) Where the Inspector General of prisons is an Indian Police service ,officer, he shall wear the badges of rank as prescribed in the Indian Police Service(Uniform) Rules and shall be governed by those rules.

(3) The Deputy Inspector of General of prisons, Superintendents of prisons, Additional Superintendent, Jailors, Deputy Jailors, Assistant Jailors, Chief Head Warders and Gate Keepers shall have types of uniforms one known as ceremonial dress and the other as working dress, the details of which are given in the table bellow

THE TABLE

Deputy Inspector General Superintendent Additional Superintendent /Jailor .	Deputy Jailor .Assistant Jailor	Chief Head Warder /Gate Keeper.
(1)	(2)	(3)
Ceremonial Dress.		

(i). Peak cap. Khaki gabardine.	(i) Peak cap, Khaki gabardine	(i) Beret cap.
(ii) Shirts-terry-cotton or Khaki drill.	(ii) Jacket- Khaki drill or Terry-cotton	(ii) Jacket-khaki drill military pattern with closed collar on hooks and eyes, without side pockets with State Emblem mounted on leather strap on right wrist.
(iii) Blue tie.	(iii) Shirt- Khaki drill or terry-cotton	(iii) Trousers-khaki drill.
(iv) Full Pants terry cotton or Khaki drill	(iv) Khaki-tie…	(iv) Sam brown belt over the jacket.
(v) Brown shoes..	(v) Full pants-Khaki drill or terry cotton	(v) Brown shoes.
(vi) Khaki socks..	(vi) Brown shoes	(vi) Khaki socks.
(vii) Sam brown belt	(vii) Khaki socks	(vii) Badges on shoulder traps.
(viii) Whistle with blue silk cord for lanyard…	(viii) Sam brown belt..	(vii)Whistle with khaki Lanyard.
-	(ix) Whistle with Khaki silk cord for lanyard.	-
Working dress		
(i) Peak Cap-khaki gabardine	(i) Peak-cap khaki gabardine	(i) Beret cap.
(ii) Shirts terry cotton	(ii) Khaki shirts	(ii) Shirts-khaki half sleeves
(iii) Trousers of the same material as the shirt.	(iii) Khaki full pants	(iii) Khaki Full pants
(iv) Brown shoes	(iv) Brown shoes	(iv) State Emblem on leather strap on rights wrist.
(v) Leather web belt with monogram	(v) Khaki socks	(v) Khaki socks.
(vi) Whistle with blue silk cord for lanyard.	(vi) Leather belt with monogram	(vi) Brown shoes
(vii) Khaki socks	(vii) Whistle with khaki silk cord for lanyard,	(vii) Leather belt with monogram.
-	-	(viii) Whistle with khaki

		lanyard.

(4) The officer may be allowed to use at their own cost terry cotton instead of cotton cloth.

(5) When on ceremonial parade with warders out side the prison, the Jailor shall wear a sword with his Sam brown belt.

(6) All officers shall tuck their shirts inside the pants

(7) Chief Head Warders and Gate-Keepers shall be provided with the following namely:-

(I) One terry cotton khaki shirt of cellular khaki annually as working dress and two coats with full sleeves once in three years for wear on ceremonial occasions and two khaki drill full pants annually at Government cost or they may be provided with the required cloth.

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(II) Beret cap and state emblem at the rate of one cap once in three years, but the initial supply however, shall be of two caps.

(III) Brown shoes once in two years.

(IV) Two pairs of military grey wollen socks once a year.

(V) Five large and four small whit metal button once in two years.

(VI) Badges and whistle.

(VII) Leather belt.

(VIII) Sam brown belt

(As and when found unserviceable at the discretion of the Superintendent)

(8) The buttons, badges, whistles and State emblem shall be of white metal.

162. Uniform of Lady Superintendent and Lady Deputy Superintendent.- The uniform for Lady Superintendent and Lady Deputy Superintendent shall be as mentioned in the Table below:-

THE TABLES

(1)	(2)
(I) Navy blue saree with piping border -51/2metres-cotton or terry cotton or silk.	(I) Grey or light green saree- 5 ½ meters- any colour borders except orange-cotton or terry cotton or silk.
(II) White Blouse- cotton or terry cotton or silk.	(II) White blouse-cotton or terry cotton r silk.
(III) Socks-white or black	(III) Socks-white or black

(IV) Shoes- black	(IV) Shoes-Block
(V) Whistle with blue silk lanyard.	(V) Whistle with brown silk cord or leather for lanyard,

163. Uniform of Matron, Assistant Matron, Female Chief head Warder and Female Gate-Keeper –

(1) The uniform for the Matron, Assistant Matron, Female Chief head Warder and Female gate-keeper shall be as mentioned in the Table below:-

The Table

Matron and Assistant matron.	**Female Chief Head Warder and female Gate-keeper**
(1)	(2)
(i) Light blue voile saree.	(i) Saree of plain white colour with orange border.
(ii) Light blue voile blouse.	(ii) Jacket of plain white colour.
(iii) Black leather sandals.	(iii) Black leather sandals.
(iv) Shoulder badges	(iv) White metal shoulder badges
(v) Two white metal collar stars for matron and one white metal collar star for assistant matron.	(v) White metal whistle with khaki lanyard.
(vi) Whistle with Khaki lanyard.	(vi) Assistant white metal state emblem mounted on a white metal broach pinning the saree to the blouse below the left collarbone.

Explanation- Matron and Assistant Matron shall be allowed to use at their own cost terry cotton or silk cloth instead of cotton cloth

(2) Period of wear of Uniform by the female chief Head warder and Female Gate-Keeper;- The period of wear of uniform by the Female chief head warder and female gate keeper shall be as follows:-

(i) 3 sarees of plain white colour with orange border. (ii) 3 Jackets of plain white colour. (iii) One pair of black leather sandals.	Once a year

(i) 2 white metal shoulder badges. (ii) One white metal whistles with khaki lanyard. (iii) A white metal state emblem mounted on a white metal broach pinning the saree the blouse below the left collarbone.	To be renewed as and when the articles become unserviceable at the discretion of the Superintendent

164. Uniform of First grade warders;-

First Grade Warder shall wear terry cotton Khaki shirt with half sleeves and with opening in front to within 102 mm of the waist having four white metal buttons 51 mm apart down the front two breast pockets with white metal buttons shoulders straps of khaki to be fastened with small white metal button and to have white metal prison badge. The shirts shall be made loose enough at the back to allow free movements. They shall wear terry cotton khaki full pant. The putties shall be of wool and in khaki colour. They shall wear a blue peak cap as working dress and woolen beret cap as ceremonial head dress. They shall wear on the right upper arm three chevrons in gold braid on ceremonial occasions and on other occasions three chevrons made of white cloth. They shall wear a blue web belt, black shoes and khaki woolen socks. A white metal whistle with khaki lanyard shall be kept in the breast pocket on the left side.

G.O.Ms. No.498, Home Department, Dated: 27.03.1989
(I.G's No.74106/R2/87, dated: 16.11.1988)

165. Uniform of Second grade Warders.-

(1) Second Grade Warders shall wear one terry cotton khaki shirt with half sleeves and one terry cotton khaki full pant for daily wear. The pattern shall be the same as prescribed for first Grade Warders. The shoulders straps of Khaki shall be fastened with small white metal prison badge. The shirts shall be made loose enough at the back to allow free movement. They shall wear blue peak cap as working head dress and woolen baret cap and more but less than 15 years shall wear one chevron and warder with a service of 15 years and more shall wear two chevrons. Chevrons in gold braid on ceremonial occasions and chevrons of white cloth on other occasions shall be worn on the right inner arm and

G.O.Ms. No.498, Home Department, Dated: 27.03.1989
(I.G's No.74106/R2/87, dated: 16.11.1988)

(2) All second grade warders shall wear a brown leather waist belt with white metal prison clasp, black shoes and khaki woollen socks. Assistant whistle with white metal chain shall be kept in the breast pocket on the left side.

(3) Every member of the warders establishment shall, when on duty inside the prison be provided with a baton of male bamboo, not more than 76 cm. long, not weighting more than 624 grams.

(4) Breech leading, smooth bore carbines with bayonets shall be provided for warders.

166. Uniform of female warders, Chief Ayah and Ayahs.- The Uniform to be worn by the female Warders Grade I, Female Warders, Grade II Chief Ayah and Ayahs shall be as mentioned in he table below:-

THE TABLE

(1)	(2)
(i) Female warders, grade-I (ii) Female warders, grade-II	(a) khaki saree of 5 ½ meters with a distinguished coloured border of white 50m.m. width on one side of the saree and khaki ravikkai with 19 m.m width white cloth both sides of the arms over the sleeves. (b) Brown canvass shoes. (c) Khaki saree of 5 ½ meters and khaki jacket without any colored border. (d) Brown canvass shoes.
(iii) Chief Ayah…	(a) Blue saree of 5 ½ meters in length and a light grey ravikkai. (b) Sandal- white
(iv) Ayahs.	(a) Saree of 5 ½ meters in length and a white ravikkai. (b) Sandal – white

Explanation: Two sets of Uniform shall supplied to each of them per annum.

167. Uniform of Borstal school staff:- The Uniform and badges of rank of the members of the staff attached to the Borstal School shall be same as their counterparts in the corresponding categories in Central Prisons except the following namely:

(I) The inscription in the buckle of the web belt for the Chief officer shall be 'Borstal School' while the inscription in the shoulder badge shall be "B.S".

(II) The inscription in the buckle of the belt for the Petty officers grade I and Grade II shall be "Borstal School" while the inscription in the shoulder badge shall be "Borstal".

(III) Thin batons of bamboo shall be provided to the Chief and Petty officers while on duty inside and outside the Borstal school.

168. Monograms.-

(1) The officers of the Tamil Nadu Jail service shall have the monogram "TJS" and those of the Tamil Nadu Jail Subordinates service "TNP" in the shoulder badges.

(2) The monogram and the badges of rank shall form of Uniform .

169. Badges of ranks of the prison officer.- the badges of ranks for the officers of the Tamil Nadu jail Service and Tamil Nadu jail subordinate service shall be as mentioned in the Table below:-

The table

(1)	(2)
(1) Deputy Inspector-General of prisons.	The state Emblem and three silver stars; gadgets on collars; blue band and ribbon embroidered crest on peak cap.
(2) Superintendent of prisons in selection Grade in charge of Central Prisons, Borstal School or state Vellore.	The state emblem and two silver stars gadgets on collars: blue band and ribbon embroidered crest on peak cap.
(3) Superintendent of prisons with a service of less than ten years in-charge of Central Prisons, Borstal school Pudukkottai or the state prison for women, Vellore.	The state emblem and one silver star.
(4) (i) Additional Superintendent of Central Prisons ;and (ii) Lady Deputy Superintendent , state prison for women, Vellore.	The state emblem.
(5) Approved probationers in the category of Jailors in Central Prisons and Deputy Superintendent , Borstal school.	Three silver stars.
(6)Probationary Jailor and Deputy Superintendent, Borstal school	Two silver stars.

(1)	(2)
(7) Deputy Jailor in a Central Prison and the subordinate Assistant Superintendent in a Borstal School and Superintendent of special subordinate-jail and the Matron in the state prison for women, Vellore	Three white metal stars. And a strip with blue and yellow colour.
(8) Assistant Jailor a Central Prison and the subordinate-Assistant Superintendent in a Borstal school and Superintendent of sub jails, Grade I and Assistant Matron in state prison for women, Vellore,	Two white metal star. And a strip with blue and yellow colour.
(9) Chief Head warders	One white metal star with a strip with blue and yellow colour

170. Grants admissible for providing Uniform to the officer.– the free grants admissible for providing Uniform to the officers shall be as follows:

(1) The officers in Tamil Nadu jail service:

THE TABLE

Serial number and name of the post.	Eligibility.
(1)	(2)
1. The Inspector-general of prisons appointed from the Indian police service.	Governed by the Indian police service (Uniform) rules.
2. The Inspector-General appointed by promotion (Promote from the post of Deputy Inspector-General of prisons	A renewal grant of Rs. 250 after the lapse of five years from the date of last drawl of the grant.
3. Superintendent of prisons. Borstal School state prison for women, Vellore, lady Deputy Superintendent state prison for women, Vellore appointed by direct recruitment.	Rs. 500 each on first appointment and subject to renewal at the rate of Rs. 250 once in five years.

Serial number and name of the post.	Eligibility.
4. Deputy Inspector-General of prisons , Superintendent of prisons, Borstal school state prison for women Vellore and additional Superintendent of prisons appointed by promotion and Deputy Superintendent , state prison for women, Vellore appointed by transfer from Tamil Nadu jail subordinate Service.	Rs. 500 each on completion of two years of service in the category of additional Superintendents of prisons/Deputy Superintendent, state prison for women, Vellore irrespective of being declared as approved probationer and a renewal grant of Rs. 250 once in five years, at intervals of five years except during the last five years before retirement Provided that officers appointed by promotion or transfer shall draw the first renewal grant on the expiry of a period of five years of total service in these categories including the period of two years of service in the category of Additional Superintendent or Deputy Superintendent, state prison for women, Vellore. Rs. 100 subject to renewal once in two years except during the last one year before retirement.
(5) Jailor in Central Prisons and Deputy Superintendent in Borstal school Pudukottai	Provided that the officer appointed by direct recruitment shall be eligible for the grant on first appointment and those appointed by transfer after they have been declared to have satisfactorily completed their period of probation irrespective of whether the period of two years since the drawl of uniform as Deputy Jailor had elapsed. Provided further that Jailors appointed by transfer from among the Probation officer if the Tamil Nadu jail subordinate service or any other service shall be reckoned as having been appointed by direct recruitment for the purpose of this rule.

Explanation (i) – The grant shall not be drawn except under the sanction of the Inspector-General who shall before according sanction satisfy

himself in each case that it is necessary, and it shall be utilized for the purpose for which it is made;

Explanation:- (ii) An officer whose probation is terminated or who has not utilized the grant solely for the purpose for which it was made may be required by the Inspector-General to refund the grant or such portion thereof as the Inspector-General, may determine;

Explanation:- (iii) If within three years of the first appointment any officer eligible for the grant resigns his appointment or is dismissed or removed from service, he shall refund such portion of the grant made to him as the Inspector-General may determine provided that it shall be one year in the case of Jailor in a Central Prison and Deputy Superintendent, Borstal school.

Explanation:- (iv) The officers shall be eligible for the grant of full Uniform grant if the period of service before retirement is five years or more. In case the period falls short of five years, the grant shall be paid after making a proportionate reduction. For this purpose, a period six months shall count as a year.

Explanation:- (v) The rates of contribution per mensum towards the grant recoverable from other Governments in respect of officers lent to them shall be fixed by Government from time to time in consultation with the borrowing Government for each completed year of service and also for broken period, if any.

(2) The officers in Tamil Nadu Jail subordinate service:-

THE TABLE

Serial number and name of the post.	Eligibility.
(1)	**(2)**
1. Matron and Assistant Matron in the State prison for women, Vellore	Rs. 90 subject to renewal once in two years except during the last one year before retirement.
2. Deputy Jailors in Central Prisons and Superintendents of Special Subordinate Jails and Assistant Jailor in Central Prisons and Superintendents of Subordinate-jail Grade I.	Rs. 80 subject to renewal once in two years except during the last one year before retirement.

(3) The grant of Uniform allowance to Deputy Jailors and Assistant Jailors in prisons other than the State prison for women, Vellore to the a Superintendent, Borstal school, and to the Matron and Reserve Assistant Matron in the State prison for women, Vellore, shall be subject to the following conditions, namely:-

(i) Candidates recruited direct for appointment to this category shall draw Uniform grant on first appointment and those appointed by transfer or by promotion shall do so after they have been declared to have satisfactorily completed the period of probation.

(ii) The grant shall not be drawn except under the sanction of the Deputy Inspector-General of prisons, who would before according sanction, satisfy himself in each case that it is permissible and necessary and it should be utilized solely for the purpose for which it is made.

(iii) An officer whose probation is terminated or has not utilized the grant solely for the purpose for which it was made may be required by the government to refund the grant or such portion thereof as the government may determine.

(iv) If within one year of his first appointment, an officer eligible for the grant resign or is dismissed or is removed from service, he shall refund such portion of the grant made to him as the Deputy Inspector-General may determine.

171. Uniform of warder Establishment:-

(1) The members of the warder establishment including the petty officers in the Borstal school shall be provided with articles of Uniform at Government expense as mentioned in the Table below:-

THE TABLE

Serial number and description.	Scale of supply.	Periodicity of supply
(1)	(2)	(3)
1. Terry Cotton Khaki Shirts	2 Number	Once in a year.
2. Terry Cotton Khaki Full Pant	2 Number	Once in a year.

G.O. Ms. No 498 Home(PRi, V) Dept., Dated.27.03.1989.

3. Blue peak –cap (in place of quilted hat.)	1 Number	Once in a year.
4. Woollen Baret cap	1 Number	Once in 5 year.
5. black shoes	1 pair	Once in 2 year.

6. Socks (Khaki woollen)	2 pair	Once in a year.
7. Gold lace and chevrons	1set	Once in 2 year.
8. Blanket with cotton warp and woollen warp.	1 Number	Once in 3 year.
9. Glittered Ashoka State Emblem	1 Number	Once in 3 year.
10. White metal buttons (small)	7 Number	Once in 2 year.
11. Carpet	1 Number	Once in 3 year.
12. Canvas shoes (only for warders driving vehicles)	2 pairs	Once in a year.
13. Blue Web belt for I Grade warder.	1 Number	Once in 3 year.
14. Leather Waist belt for II Grade Warder.	1 Number	Once in 7 year.
15. Jersey woollen	1 Number	Once in 3 year.
16. Shoulder Badge with word TNP	2 Numbers	Once in 2 Years
17. Waist belt bubless with word Tamil Nadu prison Department	1 Number	Once in 7 Years

G.O. Ms. No 1665 Home(Pri, V) Dept., Dated. 25.07.1984.

(2) The prisons mentioned in column (2) of the Table below shall keep helmet in reserve for use in any emergent situation, the number of which shall not exceed the figure indicated in column (3) thereof.

THE TABLE

Serial number and name of the prison .	Number of helmets.
(1)	(2)
1. Central Prison	Fifty each.
2. state prison for women, Vellore.	Twenty
3. Borstal school at Pudukottai	Twenty
4. Special sub-Jail	Five each.

172. Supply of extra suits.- The Assistant Matron, Chief Head Warders and other Warders shall be required if the Superintendent considers it necessary to supply themselves with extra Uniform at their own cost. Warders shall be report required to supply themselves with banians or jerseys at their own cost and always to wear them under their Uniform .

173. Uniform of Nursing orderlies.-

(1) Nursing orderlies shall be provided at government cost -

Male orderlies.. ..Two white drill coats, Two pairs of drill trousers.

Female orderlies: .. Two white sarees., Two white jackets.

(2) they shall also be provided with woollen blanket once in three years.

174. Supply of water proof caps.- The Central Prisons at Chennai, Vellore, Coimbatore, Tiruchirappalli, Madurai and Palayamcottai shall be Provided with fifteen water proof caps and the Central Prisons at Cuddalore and Salem shall be provided with twenty water proof caps for the use of sentries only. The Borstal School, Pudukkottai shall be provided with ten water proof caps every three years for the use of sentries.

175. Maintenance of registers.- A register of articles of uniform shall be maintained by the Chief Head Warder (Arms) in Form No.18 Supplies of Uniform shall be obtained on indents in Form No. 38 passed by the Deputy Inspector-General of prisons .

176. Responsibility for uniform supplied by government.- Officer supplied with uniform at government cost are prohibited from selling it and any unauthorized attempt to dispose of it shall render the offender liable to prosecution. All suits quilted hats and barets shall be clearly and permanently stamped with the date of issue and this date shall be renewed when necessary. At every kit inspection, all members of the warders establishment shall produce two complete sets of uniform. If any article is lost or rendered unfit for use before the date fixed for issue of a new supply, it shall be replaced at the officers expenses.

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CHAPTER - XIII

SECURITY DEPOSITS

177. Officers required to furnish security.- The Officers in the prison Department specified below who are appointed either permanently or on probation or to act for a period of more than four months in a particulars post shall furnish security and the security amount to be furnished by each of them shall be as follows, namely:-

Sl. No	Name of the Post	Amount Rs.
(1)	(2)	(3)
1	(1) Superintendent, Special Prison for Women, Vellore, Trichy and Puzhal	2,500.00
2	Jailor in Central Prisons and Deputy Superintendent of Borstal School, Pudukottai	5,000.00
3	Deputy Jailor, Assistant Superintendent of Borstal School, Pudukottai, Superintendent of Special Sub Jails and Sub Jails in the category of Deputy Jailor and Matron of Special Prison for Women, Vellore, Trichy and Puzhal	2.500.00
4	Assistant Jailor, Sub-Assistant, Superintendent of Borstal School, Pudukottai, Superintendent of Sub Jail in the category of Assistant Jailor	1,500.00
5	Office Manager in Central Prison, Palayamkottai, Borstal School, Pudukottai and in the office of the Chief Probation Superintendent, Chennai	1,750.00
6	Accountant and Selection Grade Assistant in General Sections and Wage Earning Scheme in Central Prisons	1,500.00

Sl. No	Name of the Post	Amount Rs.
	who are expected to deal with cash and the Selection Grade Assistant in-charge of cash in the Office of the Inspector General of prisons.	
7	Assistant in-charge of raw materials and finished	
(a)	materials stores in the Central Prison, Coimbatore and Steward Assistant in the Central Prison, Coimbatore	4,000.00
(b)	Assistant in-charge of manufactory stores in Central Prison, Vellore	4,000.00
(c)	Assistant in-charge of stores in Central Prisons and Borstal School, Pudukottai except Central Prisons at Coimbatore and Vellore	2,500.00
(d)	Assistant in-charge of manufactory stores Assistant dealing with cash in the After Care Home	1,500.00
8	Junior Assistant in-charge of stores / stocks	1,500.00
9 (a)	Central Prison, Coimbatore (i) Factory Manager	5,000.00
	(ii) Weaving Master (iii) Dyeing Master (iv) Spinning Master (v) Carding Master (vi) Warping Master	2,500.00
(b)	Central Prison, Vellore Boot Overseer	2.500.00
(c)	Borstal School, Pudukottai and Central Prisons (i) Band Master (ii) Carpentry Foreman (iii) Blacksmith Foreman (iv) Tailor Foreman (v) Mason Instructor (vi) Metal Work Instructor (vii) Weaving Instructor (viii) Physical Training Instructor (ix) Assistant Agricultural Officer / Instructor (x) Electrical Supervisor (xi) Wireman (xii) Livestock Assistant (xiii) Teacher in-charge of Library books and Scouts	1,500.00
10	Manufacture, and Technical employees other than those mentioned in Serial Number (9) above	1,500.00

Sl. No	Name of the Post	Amount Rs.

G.O. Ms. No.1210, Home (prison.V) Department, dated: 06.08.1993

178. Superintendent responsibility in other cases.- The Superintendent shall be responsible for bringing to the notice of the Inspector-General any other cases in which he considers that security should be taken for consideration and determination of the amount as well as the monthly instilments, if any, to be fixed.

179. Method of depositing security, execution of security bonds, etc,-

(1) The officer shall furnish cash security within a specific period of recovery either in one lump sum or in monthly instilments at 20 per cent of the basic pay by recovery from his pay or otherwise after furnishing the fidelity guarantee. After the cash security is received in full, the fidelity guarantee shall be dispensed with.

(2) The recovery shall be affected in cash and no short recovery need be effected in the pay bills.

(3) The cash recovered from Government Servants concerned towards security shall be remitted into the Post officer Savings Bank Account to be opened in the name of he government servant concerned. The passbooks shall be pledged with the heads of offices as security.

(4) A register of security deposit in Form No. 17 of Tamil Nadu financial Code, Volume 1, or Form No. 41 of these Rules shall be maintained by the Superintendent. An extract of this shall be submitted to the Inspector-General not later than 20th January each year.

(5) When fidelity guarantee is accepted as additional security, Article 282 of Tamil Nadu Financial Code, Volume I shall be observed

(6) Officers shall execute appropriate bonds in form 19 in the Tamil Nadu financial Code, Volume I or in form No. 39 of these Rule in favour of the Superintendent in the case of persons working in prisons or Borstal School and in favour of Personal Assistant to the Inspector-General in the case of Accountant in the office of the Inspector-General.

(7) The security bonds executed by officers need not be registered unless in any particular case, the Inspector-General considers that the government's interest would be prejudiced by not registering it. If registration is considered necessary, it shall be done at the expense of the Government.

180. Investment of deposits.- Investment of deposits shall be governed by the provisions contained in Articles 279 and 289 of the Tamil Nadu Financial code Volume I.

181. Security in government paper.-

(1) When security is given in the form of government promissory notes whether Central or State, it shall be accepted at 5 per cent below the market value or at its face value which ever is less and shall be duly endorsed in favour of the Superintendent of prisons Borstal School or Personal Assistant to Inspector-General as the case may be, in accordance with the rules in Chapter IX of the government securities Manual.

(2) As regards annual valuation of securities, the procedure laid down in Article 289 of the Tamil Nadu financial code, Volume I shall be followed.

182. Post office five years cash certificates.- Post office Cash Certificates and Savings – Certificates shall be accepted at their surrender value at the time of tender provided that the certificates are formally transferred to the pledge with the sanction of Head Post Master concerned in accordance with rule 5 of the Post office- cash Certificate Rules. In the event of savings certificate being forfeited to the government within the period during which the certificates are not encashable, the certificates shall be retained by the Superintendent of prisons or Borstal School or personal Assistant to Inspector-General, as the case may be, for the minimum period required and then encashed for the purpose of appropriating to government the amount due.

183. Deposit receipts of banks.- Deposit receipts of State Bank of India, Nationalized Banks, the Tamil Nadu Sate Co-operative Bank and the Co-operative Central Banks approved by the Registrar of Co-operative Societies shall be accepted Subject to the conditions and note contained in Article 279(6) of Tamil Nadu Financial Code, Volume-I

184. Custody of promissory notes, cash deposit passbooks and bonds.- Government promissory notes deposited as security shall be lodged for safe custody with the Reserve Bank of India in accordance with the rules in Chapter VIII of the Government Securities Manual. Security deposits in cash shall be invested in the Post Office Savings Bank in accordance with the rules of the Post office Savings Bank. If the depositor shall desires, the security deposit in the Savings Bank may also be invested in Government securities as laid down in Note 2 under paragraph 86 of the Government Securities Manual. All security passbooks shall be kept in the personal custody of the Superintendents of prisons or Borstal School or Personal Assistant to the Inspector-General, as the case may be, to whom they are pledged. Similarly, all security bonds and agreements shall be kept in the personal custody of the Superintendent of prisons or Borstal School or Personal Assistant to the Inspector-General, as the case may be.

185. Annual count and check of securities.-

(1) All securities received shall be counted and checked by the Superintendent of the prisons or Borstal School or the Personal Assistant to the Inspector-General as the case may be, once in a year, namely, in the month of May every year.

(2) In the case of securities lodged with the Reserve Bank of India, the Superintendent of the prisons or Borstal school or the Personal Assistant to the Inspector-General as the case may be, shall watch for the annual list published by the Reserve Bank of India of the notes in its custody and bring to notice any omission or error in which he is concerned and get such error or omission rectified

186. Retention of deposits and bonds.- Securities deposits shall be retained for a period of not less than six months from the date of vacation of office:

Provided the security bonds shall be retained permanently or until it is certain that, there is no further necessity for keeping them,

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CHAPTER - XIV

ADMISSION OF PRISONERS

187. Proper warrant to accompany each prisoner.-

(1) No prisoner shall be admitted into prison except on a warrant signed by competent authority. A separate warrant shall be received for every convict, even though two or more prisoners have been jointly charged and convicted. Before admitting a prisoner , the Assistant Jailor shall examine the warrant and be questioning the prisoner as to his name and other particulars and be verifying the identification marks of the prisoner with those contained in the warrant shall satisfy himself that he is the person referred to in the warrant. In the event of a prisoner refusing to answer the Assistant Jailor or denying the accuracy or the particulars entered in the warrant, the officer on duty shall request the officer in charge of the Police or Military escort to identify the prisoner on the basis of information at his disposal as the prisoner named in the warrant. He shall then take the prisoner to the Jailor for compliance with the provisions of rule 192.

(2) While admitting dangerous convict or undertrial prisoners, the Police Department shall give necessary information to the jail authorities about the antecedents of such dangerous convict or undertrial and shall make necessary entry in the admission register and in the case of a dangerous convict in the history ticket also".

G.O.Ms.No.66, Home (prison V) Department, Dated 12.01.1989

188. Procedure if warrant is irregular.- As soon as possible after a prisoner's admission, his warrant shall be examined by the Superintendent to see that it is in proper order. If a warrant is incorrect or incomplete and it seems likely that the error or

omission is due to a clerical mistake, it may be retained and a reference shall be made for sending a fresh warrant to the issuing court which has power under section 362 of the Code of Criminal Procedure, 1973(Central Act 2 of 1974) to correct such errors even in a judgment make it correspond with the judgment. In other cases a reference shall be made to the Inspector-General provided that in prisons situated outside the presidency town the Superintendent shall in very urgent case follow the procedure aid down in section. 17 of the prisoner Act, 1900 (Central Act III of 1900) subject to the requirements of rule 27. Every reference under this section shall be accompanied by a copy of the warrant referred to and by a nominal roll of the prisoner in form No. 46.

Illustration 1.- The following discrepancies in the warrants shall be brought to the notice of the court with a request to send a fresh warrant correctly drawn up. On receipt of such correct warrant, the irregular warrant shall be returned to the court for cancellation:-

(a) Warrant mistaking or with incomplete or incorrect name of the offender;
(b) Warrant omitting the number of months or years of imprisonment awarded;
(c) Warrant or order not issued in the prescribed form;
(d) Warrant written in pencil
(e) Warrant without appropriate seal of the court or other competent authority.
(f) Undated warrant.
(g) Warrant not stating whether fine is paid or not.
(h) Warrant without mention of previous convictions in case of a habitual offender.
(i) Warrant with incomplete columns.
(j) Warrant of a civil court committing an offender to imprisonment under section 103 of the presidency town's insolvency act, 1909 (central act iii of 1909) not specifying whether the imprisonment awarded is simple or rigorous.
(k) Warrant with any other omission or discrepancy and wherever the Superintendent feels it necessary to refer cases to the conviction courts.

Illustration 2.- Warrant with the following discrepancies shall be treated as illegal namely:-

(a) Warrant awarding sentence beyond the competency of the awarding court.
(b) Warrant awarding sentence more than what is prescribed by law.
(c) Warrant awarding sentence less than the minimum laid down by law.
(d) Warrant issued contrary to the provisions of law. In these cases a reference shall be made to the Government through the Inspector-General together with a copy of the Warrant.

189. Warrant to contain particulars of fine.-

Information received from a Court or Magistrate subsequent to the admission of a prisoner, that a fine has been paid in part or whole on his behalf, shall be endorsed on the Warrant and an acknowledgment sent to the court concerned.

Explanation- The Courts are responsible to ensure that the information required by this rule is sent to the prison without undue delay.

190 Warrant under Tamil Nadu Act II of 1864 to specify term awarded. – Every Warrant of imprisonment issued under the Tamil Nadu Revenue recovery Act, 1864(Tamil Nadu Act II of 1864) shall define the period of imprisonment awarded.

191. Time for admitting prisoner.-

(i) Civil debtors shall be admitted to the Central Prison, Puzhal, at any hour at which they may be brought to the prison.

(ii) With the exception of the prisoner mentioned in clause(i) no prisoner shall be admitted to any prison on any of the recognized holidays for prisoners as mentioned in rule 441(1) except with the written orders of a District Magistrate.

(iii) No prisoner except such as may have been temporarily absent attending court shall be admitted to any prison before sunrise on any day or after the prisoner have been locked up for the night.

Explanation.- In all the Central Prisons, remand prisoner shall be admitted even after the prisoners have been locked up for the night and on recognized holidays for prisoner as Mentioned in rule 441(1) all those prisoners for the night shall be fed by the Court before admission.

192. Check of prisoner' property.- The Jailor shall furnish the officer who delivers a prisoner at the prison with a receipt in form No. 43 or 44 noting therein the property received with the prisoner, which shall be carefully examined and shown to the prisoner at the time of his admission . The prisoner's acknowledgment that he has seen the property and that it is correct shall at the same time be taken in the admission register in Form No. 126.

Explanation.- For Instructions for the grant of receipts to the police escort when prisoners are received by transfer are contained in rule 589.

193. Prisoner to wash themselves and their clothing.- On admission to prison every prisoner shall be required to wash his person and his clothing thoroughly. If epidemic disease exists in the neighborhood from which he comes, his clothing shall also be disinfected by being steeped in a solution of corrosive sublimate or by being boiled. In such cases special care shall also be taken to cleanse the prisoner's person, especially his hair.

194. Search of prisoners of admission.- Prisoners shall be carefully searched by a prison official. Female prisoners shall be searched and their washing shall be

conducted in the female yard. Prisoners of A and B classes shall wash and be searched in their yard or respective cell and not in thee presence of other prisoners. Searches of prisoner shall be made, with due regard to decency and with reasonable privacy.

195. Removal of articles from prisoners. – At this search every article, whether clothing, bedding jewellery, money documents or otherwise, shall be taken away from prisoner sentenced to rigorous imprisonment , or imprisonment for life to whom nr issue of prison clothing and bedding in accordance with the rules given below shall be made. From prisoner sentenced to simple imprisonment every article shall be taken away except personal, clothing and bedding; from undertrial prisoners money and any property other than clothes, bedding personal ornaments, papers and letters shall be taken, while from Civil prisoner only dangerous weapons, articles calculated to facilitate escape, money and such prohibited articles as spirits drugs and immoral books shall be taken. The caste threads of Brahmins, or thread wearing castes, the lingam worn by lingayat and the tale wedding ring shall in no case be removed. The prisoner shall be allowed to wear "Rudrakshamalai" or other malais or amulets on their person according to their religious convictions provide that these shall not pose a security or physical danger to themselves or to others. All articles removed from a prisoner under this rule shall be dealt with under the rules regarding prisoner's property.

196. Quarantine on admission.- Every newly admitted prisoner shall be subjected to such period of quarantine as the Superintendent, on the advice of the Medical off shall direct. During the period of Quarantine, the prisoner shall be strictly separated, by day and by night, from all prisoners not undergoing quarantine. If epidemic disease appears in the quarantine ward no resident of the ward shall be taken into the prison until the expiry of 14 days from the date of disappearance of the last case of disease.

197. Segregation of prisoners in certain case.- Prisoners suspected to be suffering from contagious diseases like tuberculosis, leprosy and like diseases and also prisoners suspected to be suffering from mental disorder shall be segregate from other prisoners and they shall be confined in the areas specially earmarked fro the purpose.

198. Provision and contents of History tickets, Medical Sheet and weighment charts.-

(1) Every convict shall be provided with-

(i) a history Ticket in Form No. 47)(i) for prisoners sentenced to imprisonment for a period of one year or less and in form no. 47(ii) for prisoners sentenced to imprisonment for a period exceeding one year in which all occurrence of importance in prison life shall be recorded at the time.

(ii) A History Ticket in Form No. 47 (iii) for making entries in respect of letters and inter view and clothing and bedding;

(iii) a Medical Sheet in Form No. 48 for registering in like manner all important events in his health history; and

(iv) A weighment Chart in Farm No. 49 or 50 in which all fortnightly weighments shall be noted.

(2) As soon as possible but within one week, after a prisoner' admission he shall be brought before the Medical Officer for the entries to be made in columns 12, 13 and 26 to 28 of the Convict Register and then for verification by the Superintendent or the Additional Superintendent of the other entries already made in that register Superintendent or the additional Superintendents shall be personally responsible that no undue delay is allowed to occur in this matter,

(3) The descriptive entries at the head of the tickets shall be made by the Remission clerk from the convict register including those relating to appeal and pet ions as they occur. Offences and punishments shall be similarly copied from the punishment Book, remission shall be entered agreeably to rules 318 to 328 and the progressive totals noted monthly or periodically, as the case may be against each award.

Other entries such as receipts of intimation of payment of fine, judicial solitary confinement undergone, diet on which placed, fact of verification under clause 2 of the previous rule, , promotions in class or grade, nature of labour, ordinary changes therein (with the other particulars required by rules 451 and 452, extra mural employment, suspension of sentences, attendance in courts, service of Civil Court Processes, escape and recapture, transfer, death, release or other mode of disposal shall be made as occasion requires by the Remission clerk, from the registers and other records and the Superintendent' or additional Superintendent' initials obtained. As far as possible Superintendents shall make all-important entries in their own hand.

(4) The medical entries of age, height, weight health and class of labour in the Convict Register shall be copied into the Medical Sheet by the medical Subordinate and into the History ticket by the Remission Clerk. Those concerning any disease or deformity on admission and prophylactic or curative treatment and the like shall be made by or under the control of the Medical officer. Observations, recommendations or directions regarding individual prisoner made in the Medical officer Journal as required under rule 91 shall be copied into the sheet by the Medical Subordinate directions by the Medical Subordinate under section 38 of the prisons Act, 1894 (Central Act IX of 1894) shall be entered by him in the sheet. Other entries such a admission as an out-patient under observation, or into hospital with nature of disease and discharge to work or to the convalescent gang, or death shall be made as occasion requires from the Hospital Registers and the medical sheet which shall be made promptly shall be copied without delay into the ticket by the remission, clerk and the sheet thereupon returned to the Block warders or Hospital Warder, as the case may be.

(5) Entries of periodical weighment shall be made at the time or weighment by the weighing officer in the weighment chart and subsequently copied into the ticket by the Remission Clerk.

199. Custody of History Tickets and Weighment charts.-

(a) History Ticket shall be kept in the custody of Remission clerk who shall maintain them himself with the assistance of a history Ticket warder.

(b)Separate history Tickets shall be kept by the Assistant Jailor (interviews) for making entries in respect of interviews and letters and by the Assistant Jailor (clothing) for making entries in respect of issues of clothing and bedding.

(c) The Medical sheets and the weighment charts shall be kept in his custody of the Block warders and shall be issued to prisoners for weekly weighment parades, inspections attendance at hospital and the like. A box with padlock shall be provided for the Sheets and Charts of each warder block. On the transfer of a prisoner, the Medical Sheet and the weighment chart shall be attached to the history Ticket so as to form a complete record of the prisoner's history for the information of the receiving prison.

200. Registering and serial numbering of prisoner.- The name of every convicted prisoner shall be entered in Convict Register in Form No. 6 the entries being numbered serially from 1 to 10,000 or such number as shall be fixed by the Inspector-General and the name of every undertrail prisoner shall be entered in the Register of undertrial prisoner in form No. 7 the entries being serially numbered. The name of each civil prisoner shall be entered in the Register of Civil prisoners in form No.8 the entries in which shall be numbered serially from 1 to 10,000.

201. Use of register number.- The register number thus given shall be the means of identifying the prisoner a fresh number being given on every transfer to another prison. The articles of , clothing and bedding of each prisoner sentenced to rigorous imprisonment or imprisonment for life shall be marked with his number and in all official communications the number shall precede the name, e,g. convict No 1736, Muthuswamy. If a prisoner has to undergo two or more sentences under different Warrant, it is not necessary on the expiry of one sentence to re-enter him in the convict register or to give him another number.

(a) Every prisoner on admission shall be photographed using digital Cameras and his fingerprint shall also be taken with the finger print reader and the particulars shall be stored in the Prisoners Information System software for retrieval. Such information shall be used for identification of such prisoner when he leaves from the prison for any purpose or may be used for reference at times of need.

G.O. Ms. No. 782 Home (Pri, V) Dept., Dated. 21.08.2006

202. Record of date of release. etc. - In the case of convicts, the date on which the sentence shall expire shall be entered in the Convict Register. If the convict is under sentence of less than three months, an entry of his number shall be made in the

register of prisoner to be released under that date, but if the sentence is three months and over, the date of expiry shall be entered on his Remission sheet. At the same time, the prisoner's register umber, name sentence, date of sentence and date of release shall be endorsed on his warrant and the endorsement signed by the Jailor and Superintendent or Additional Superintendent after examination and comparison with the body of the warrant and with the entries in the Convict Register. In cases where imprisonment is awarded in default of payment of fine, the alternative dates of release shall both be included in the endorsement on the warrant, in the convict register, and in the Register of prisoners to be released or Remission Sheet

203. Superintendent to check entries. - When a prisoner is produced before the Superintendent or Additional Superintendent, he shall compare the entries in the Register and History Ticket with those in the Warrant and initial the Convict Register in token of its correctness In the case of undertrial and Civil prisoner, similar procedure shall be followed as regards the Warrant and admission register.

204. Arrangement and Custody of Warrants.- Prisoner's warrant shall be arranged according to dates of release and kept in monthly bundles, the warrants of prisoners to be released in a particular month and year. They shall be kept in a locked drawer or almirah of which the Jailor shall keep the key. Copies of judgments, orders of appellate courts and orders of Government , disposing of prisoner's petitions, together with correspondence relating to payment of fine, classification and the other connected records shall be filed and kept with the warrant of the prisoner to whose case they relate, the final disposal of warrants shall be made as prescribed in rules 623 to 626.

205. Medical officer to and weigh prisoners on admission. - The weighments of prisoners on admission shall invariably be taken in the presence of the Medical officer and be verified by him. If the Medical officer is not present, when prisoners are admitted to prison, they shall be weighed by the medical subordinate on duty on admission if possible and in any case not later than the following morning. Their weight shall be noted at the time in a book kept at the main gate, so as to be subsequently verified by the Medical officer when their examination takes place. The Medical officer shall carefully, examine the prisoner and himself record in the appropriate Admission Register in Form Numbers 6,7 or 8 as the case may be, his weight /age and state of health. Male prisoners shall be weighed without cloths. The weights of the clothes of female prisoners must be ascertained and deducted. The Medical officer shall also supervise the entry of the prisoners descriptive marks, which may be noted by the Medical Subordinate Instructions for recording these are contained in Appendix I. Medical examination if prisoners shall be made with due regard to decency and with reasonable privacy.

206. Certification of appropriate class of labour. - In the case of convicts sentenced to rigorous imprisonment or imprisonment for life, the Medical officer shall enter in

the appropriate column of the convict Register the class of labour on which he shall be employed. If the Superintendent objects to the classification made by the Medical officer, he may refer the matter to Inspector-General, if necessary.

207. Ticket to be worn by convicts.-

(1) Every convicted prisoner shall wear a metal ticket as follows:-

(a) In the case of male prisoner sentenced to rigorous imprisonment or imprisonment for life, the ticket shall be attached to a brass wire hook which shall be hung on a strong thread eyelet on the left breast of the jacket.

(b) In the case for male prisoners sentenced to simple imprisonment, the tickets shall be attached to the waist cord,

(c) In the case of female prisoners, the tickets shall be suspended to the neck by a string.

(2) (a) On the face of the ticket shall be stamped the register number and name of the convict, the crime, date of sentence and date of release, thus:-

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Virasami
379, 114, I.P.C.
17. 8.1922
16. 8.1925

(b) No other particulars, such as stars, denoting shall be entered on the back of the ticket. In the case of a convict having a term of alternative imprisonment, the alternative date of release shall also be shown.

208. Rules regarding the cutting of hair, exception.-

(1) Every male prisoner sentenced to rigorous imprisonment for a longer term than one month or to imprisonment for life shall, on final confirmation of the sentence, or expiry of the period of appeal without an appeal having been preferred (provided the unexpired term of such prisoner' sentence at that time exceeds one month) have the hair of his head cut or trimmed only to such an extent and at such times as may be necessary for the proposes of health and cleanliness, unless he desires that it should be cut shorter. Hindus shall be allowed to retain kudumi, dzuttu or topknot. The beard and moustaches of all such prisoner shall be either shaved or clipped. The beard of Mohammedan prisoners may be left if so desired by them. In this rule, "final confirmation of the sentence" means the decision of an appeal under chapter XXIX of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974)

(2) No prisoner sentenced to rigorous imprisonment for a month or less shall be subjected, against his wish, to the operation of hair cutting except to get rid of vermin or dirt or when the Medical Officer deems it necessary on the ground of

health and cleanliness, and then the hair shall not be cut closer than may be necessary for the purpose in view.

(3) Nothing in this rule shall prevent the putting, trimming, or shaving of the hair of any prisoner at any time at his own request and under the written orders of the Superintendent or if necessary on medical grounds and under written directions of the Medical officer.

209. Reception unit and its duties.- There shall be a reception Unit in each prison consisting of the Welfare officer , Social workers and Psychologist which shall attend on the (prisoner) on their admission to the extent necessary as may be decided by the Superintendent on the following , namely :-

(i) To read over to the newly admitted inmates the institutional routine, rules, standards of behavior, discipline, etc. A copy of the abstract of the rules relating to the prisoners conduct and treatment in form No.45. In the language of the district shall be hung-up in each criminal ward.

(ii) To lessen their load of fear, tension and resentment;

(iii) To explain that amenities and facilities that shall be extended to them will depend upon the manner in which they accept their responsibility and abide by the requirements of institutional discipline.

(iv) To inform inmates of the opportunities for self improvement that the institution will offer them;

(v) To put the imamates in a frame of mind to accept training and treatment;

(vi) To promote the development of healthy attitudes, good moral and understanding;

(vii) To explain that correctional administration is based on an approach of care, welfare protection, help , support, guidance and firm discipline;

(viii) To administer I.Q. Test and personality test to every prisoner sentenced to a period of one year and above.

(ix) To conduct vocational aptitude test, educational test, etc.

(x) To study the potentialities in selection for educational programme and vocational placement.

Explanation (i) The above tests shall be conducted in the case of prisoners sentenced to less than one year also, if so ordered by the Superintendent.

Explanation (ii) As far as possible, wherever scientific approach is needed, such work may be attended to by the psychologist and the Social worker and the other items of work by the Welfare officer as may be decided by the Superintendent for equal distribution. Where there is no Psychologist or Social worker, the Welfare officer shall attend to the above duties except those referred to in items (viii) and (ix)

* *

CHAPTER - XV

CLASSIFICATION, SEPARATION AND TREATMENT OF PRISONERS

210. Classification Committees.-

(1) There shall be a classification committee consisting of the following personnel in each Central Prison and in the state prison for women, namely.

(a) Chairman…Superintendent.

(b) Members …

(1) Jailor

(2) Senior Assistant Surgeon.

(3) Psychologist (where ever there is one)

(4) Social w2orker (wherever there is one).

(5) Welfare Officer.

(c) Member secretary. …Assistant Jailor (interview)

(2) prisoners having a sentence of one year and above excluding set off period shall be eligible for being classified under these rules.

(3) The Meeting of the Classification Committee shall be held every week preferably immediately after the weekly inspection parade of prisoners by the Superintendent

(4) All eligible prisoners admitted into the prison after quarantine period shall be produced before the classification committee for classification.

(5) During the meeting of the Classification Committee, the senior craft instructors, senior teacher and Chief Head Warder shall also be present.

(6) The "History Ticket" of the prisoners, in Form Nos. 47 (ii) the "History sheet" prepared by the Welfare officer in Form No. 92 and the "psychological study Report" prepared by the Psychologist in Form No. 90 and the "Social case study

Report in Form No.91 prepared by the Social Worker of the prisoner shall be placed at the meeting of the Classification committee.

(7) The Classification Committee shall, after perusal of the above records classify the prisoners on the basis of age, physical and mental health, length of sentence, degree of criminality and character . Besides , factors like sequence of prisoner' criminal behavior, his social processing has sophistication in crime, possibilities of his functioning as a contamination risk, requirements of gradations in custody, educational and vocational training needs, urban or rural back-ground, possibilities of his social adjustment his prospects after release and his rehabilitation needs should be taken into consideration. The initial classification shall be made only after discussing with the prisoners the tentative programme and after considering any modifications felt necessary to suit the urgent needs and active interests if the prisoners .

211. Functions of the Classification Committee.-

(1) The Classification Committee shall take decisions on the following points with the needs of each individual inmate, namely.

(a) Recommendations about transfer whether inner- state or to another institution if found necessary;

(b) Maximum or minimum training, place of work, area of movement and activity degree of supervision and type of restriction required etc;

(c) Medical matters as per recommendation of the Medical officer, referred to an expert,

(d) Individual problems of the inmate namely, Family Welfare, family contacts and adjustments, economic problems, land, litigation, legal help, institutional adjustment, etc.,

(e) Work, employment, vocational training;

(f) Education namely, health education, social education, academic education, vocational education and moral education.

(g) Social adjustment namely Recreation; group work activities, guidance and counseling;

(h) Special instructions, if any, to personnel about collection of more information, special precautions to be taken if any, etc;

(i) Date of reclassification.

(2) While taking the above decision, the Classification Committee shall indicate the type of training and treatment most needed by the prisoner so as to help him to solve his problems. The initial decision taken by the Classification Committee shall be recorded in the initial classification sheet.

(3) The Classification Committee shall watch the progress of prisoners after their initial classification once in six months on the date as fixed by the Classification Committee until their release, if found necessary on a report from the Jailor or on the request of the prisoner, the reclassification may be done earlier also. A case file containing the following items of information shall be maintained for each such prisoner, namely:-

(I) prisoner' social history

(II) Previous criminal record, if any and information from previous institutions. If any;
(III) Gist of martial collected by the social worker, welfare officer and psychologist and their remarks;
(IV) Sources of further information-say from co-accused or other prisoners
(V) Initial classification sheets;
(VI) Instructions regarding training and treatment programme and about special precautions to be taken, if any'
(VII) Particulars of remission earned;
(VIII) Particulars regarding leave and emergency release,
(IX) prison violations and punishments;
(X) Special achievements
(XI) Reclassification sheet;
(XII) Pre-release programme
(XIII) Final progress report;
(XIV) Release plan;
(XV) Closing remarks.

(4) At the time of reclassification, the first hand information from the senior Teacher, senior Craft Instructor and Chief head Warders shall be collected and considered so that any change or adjustment of the treatment programme shall be on practical and realistic lines. The History sheet maintained by the Welfare Officer and the "psychological Study Report" maintained by Psychologist shall also be perused before a decision is taken.

(5) The Social Worker or the Welfare officer in a Central Prison where there is no social worker shall assist the classification committee in the preparation of 'Social case study Report" and "case file" referred to in subordinate rule (3)

(6) Though no classification is done for prisoners having a sentence of less than one year of imprisonment excluding set off period, the Jailor in consultation with the other members of the Classification Committee shall decide about their work and treatment programme.

(7) The Superintendent of every prison shall ascertain the wishes of the prisoners about to be discharged as to whether he wants official help for rehabilitation or whether he can look after himself. For those who seek help, he shall contact the Probation officer, point out the nature of the work done by the prisoners inside the prison, his special aptitude, etc., and request the officer to take steps to get any suitable employment for the prisoners on his release.

212. Case Review Committee.- In every prison, there shall be a Case Review Committee consisting of the Superintendent , the Psychologist (if appointed) Social Worker (if appointed) and the Welfare officer to consider periodically as to what type of help shall be needed by every prisoner on his release.

213. Convicts to be separated .- All convicts shall , as far as the requirements of labour and the cell accommodation of the prison shall allow, be kept separate from each other both by day and night.

214. Separation of categories. - Subject to the availability of accommodation, the prisoners; shall be segregated as follows.

(a) "A" class prisoners from "B" class prisoners :
(b) Civil prisoners from Criminal prisoners ;
(c) Female prisoners from male prisoners :
(d) Adult prisoners from adolescents;
(e) Convicted prisoners from undertrial prisoners ;
(f) Habitual prisoners from non-Habitual prisoners ;
(g) Prisoners suffering from communicable diseases;
(h) Prisoners suspected to be suffering from mental disorders;
(i) Homosexuals;
(j) Sex perverts;
(k) Drug addicts and traffickers in narcotics;
(l) Inmates having suicidal tendencies;
(m) Inmates exhibiting violent and aggressive tendencies;
(n) Inmates having escape discipline risks; and
(o) Known bad characters.

215. Occupation of vacant cells.- Whenever, in any prison , all the cells are not occupied by prisoners undergoing separate or cellular confinement as a prison punishment or solitary confinement on Warrant, or by prisoners under sentence of death, lunatics or lepers, the vacant cells shall ordinarily be occupied in the following order, namely:-

(a) by adolescents, if there are adolescents in the prisons and there are no sufficient means of separating them by night in the adolescent ward;
(b) by approvers whom, under the orders of a court, or in the opinion of the Superintendent, it is desirable to keep apart;
(c) by prisoners of any class who, in the opinion or the Superintendent , are of a bad or desperate character or who have escaped or attempted to escape from lawful custody or whom it is considered desirable for any reason to keep apart from others;
(d) by prisoners convicted under section 376 or section 377 of the Indian penal code (central act xlv of 1860.)
(e) by prisoners of the habitual class; and
(f) by other prisoners

Explanation :-(1) Separation under this rule is distinct from cellular and separate confinement, and as it is a disciplinary measure only and not a punishment, it shall not have irksome conditions attached to it other than such as are necessary to secure the ends in view.

Explanation :- (2) The age of the prisoners for the purposes of their segregation and treatment under the prisoners Act, 1894 (Central Act IX of 1894) shall be fixed by the Medical officer of the prison.

216. Procedure when separation by day is not feasible. – A convict who would ordinarily come under the operation of the preceding rules relating to the separation of prisoners but who cannot owing to the requirements of labours, technical and vocational training and reformative treatment to be given to them, be confined in a cell by day, shall be confined in a cell by night.

217. Division of convicts into habitual and others. - In addition to the foregoing provisions all convicted prisoners shall be divided into two main divisions, namely, habitual convicts and others. They shall be further divided into two divisions or classes, namely, "A" and "B" The definition of prisoners falling within class "A" and the treatment to be accorded to them are laid down in rules 225 to 231.

218. Gradation of undertrial prisoners. - There shall be two divisions of classes of undertrial prisoners, namely, special and ordinary. The definition of undertrial prisoners falling within special or ordinary class and the treatment accorded to them is laid down in Chapter XXXVIII.

219. Definition of habitual Criminal.- The following prisoners shall be liable to be classified as habitual criminals, namely.-

(i) Any person convicted of an offence punishable under chapters XII, XVII, XVIII of the Indian Penal Code (Central Act XLV of 1816) whose previous conviction or convictions, taken in conjunction with the facts of the present case, show that he is by habit a robber, house breaker, dacoit, thief or receiver of stolen property or that he habitually commits extortion, cheating, counterfeiting coin, currency notes or stamps or forgery;

(ii) Any person convicted of an offence punishable under Chapter XVI of the Indian Penal Code (Central Act XLV of 1860) or under the Suppression of Immoral Traffic in Women and Girls Act, 1956 (Central Act 104 of 1956) whose previous conviction or convictions, taken in conjunction with the facts of the present case, show that he habitually commits offences against the person or is habitually engaged in immoral traffic in women or girls;

(iii) Any person committed to or detained in prison under section 122 read with sections 109 or 110 of the Code or Criminal Procedure, 1973 (Central Act 2 of 1974)

(iv) Any person convicted of any of the offences specified in clauses (i) and (ii) above when it appears from the facts of the case, even though no previous conviction has been proved, that he is by habit a member of a gang of dacoits, or of thieves or a dealer in stolen property, or a trafficker in women or girls for immoral purposes;

(v) Any person convicted of an offence and sentenced to imprisonment under the corresponding sections of the Indian Penal code (Central Act XLV) Of 1860 and the Code of Criminal Procedure, 1973 (Central Act 2 of 1974)

(vi) Any person convicted by a Court or tribunal acting outside India , of an offence which would have rendered him liable to be classified as a habitual offender if he had been convicted in a Court established in India.

(vii) Any person who is a habitual offender under the Tamil Nadu Restriction of Habitual offenders Act, 1948 (Tamil Nadu Act VI of 1948) or other corresponding Acts;

(viii) If a prisoner was previously classified as habitual prisoner by a court, he shall be continued to be classified as habitual prisoners whatever be the nature of offences for which he is later convicted.

***Explanation.* -** For the purposes of this definition the word conviction shall include an order made under section 117, read with section 110 of the Code of Criminal Procedure, 1973 Central Act 1974).

220. Classification of convicts as habitual Criminals.-

(1) The classification of a convicted person as a habitual criminal shall ordinarily be made by the District Magistrate or in the absence of an order by the convicting Court or District Magistrate, and pending the result of a reference to the District Magistrate, by the officer in charge of the prison where such convicted person is confined:

Provided that any person classed as habitual criminal may apply for a revision of the order.

(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 (Central Act 2 of 1974) shall not be classed as a habitual criminal and may revise such direction.

(3) Convicting Courts or District Magistrate , as the case may be , may revise their own classification, and the District Magistrate may alter any classification of a prisoners made by a convicting Court or any other authority provide that the alteration is made on the bases of facts which were not before such Court or authority.

Explanation:- The expression "District Magistrate" wherever it occurs in sub rules (1) (2) and (3) above means the District Magistrate of the district or Chennai Metropolitan area in which the criminal was convicted, committed or detained.

(4) Every habitual criminal shall as far as possible be confined in a Special Prison in which no prisoner other than habitual criminals shall be kept:

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

221. Duty of Superintendent in regard to classification.-

(1) In order to facilitate the identification of habitual criminals, special care shall be taken in filling up the column relating to character in the Convict Register. The Superintendent and Jailor shall on receipt of a prisoner , Endeavour to ascertain from prison subordinates and long term convicts , as well as from prison records, whether he has more convictions than are recorded against him in the warrant .

(2) In case I which there is room for doubt whether a prisoner should be classed as a habitual or not, the Superintendent may refer the case for the orders of the convicting court or of the District Magistrate.

(3) When the Superintendent discovers that a prisoner has a previous conviction against him which has not been recorded, he shall immediately communicate the fact to the Court which convicted the prisoner, and to the Superintendent of police.

222. Separation of habitual.- When not confined in Special Prison, habitual criminals shall, as far as possible, be separated from others. A separate barrack or ward shall be set apart for habitual criminals and by these means separation at meals, parades, etc. shall be generally affected. If it is impossible to separate the classes entirely during work, Superintendents shall do as much as can be done in this direction by locating habitual criminals in a definite apart of the several worksheets or otherwise,

223 Superintendent to discover and report previous conviction of undertrials.- If it shall come to the notice of the Superintendent from the prison records or other wise that an undertrial prisoner or a convict committed to his prison has previously served a sentence of imprisonment he shall if he has reason to believe that the local police are unaware of the fact, immediately inform the Superintendent of Police concerned.

224. Star Class prisoners –

(1) Casual offender shall be divided into two classes, namely:

(a) Star Class, and

(b) Ordinary.

The star Class shall include such prisoners as may be selected by the Superintendent (Subject to the control of the Inspector-General) on the ground, that their previous character has been good that their antecedents are not criminal and that their crimes do not indicate grave cruelty or gross moral turpitude or depravity of mind.

(2) the mere fact that a casual prisoner has been previously convicted once or oftener for petty offences shall not ordinarily be sufficient reason in itself for excluding him from the Star Class; nor shall a previous conviction for serious crime be held to debar him for such classification if it was committed several years before, and during the intervening period he has led generally an honest life.

(3) In determining whether a prisoner is already of so corrupt a mind on disposition as to render it likely that he may contaminate others and cannot be much further corrupted himself, regard shall be had to his age at the time of his last offence and on the dates of any previous convictions; the whole circumstances of the case shall be duly considered and the question of this classification shall be decided or general grounds and not of any hard and fast lines.

(4) Except when appointed to the rank of convict officer, prisoners of the Star Class shall all times , both day and night,

(5) When a Star Class prisoner prefers to be confined in a cell at night, and such accommodation can be provided for him, his wishes shall be complied with; but where only association wards exist in the prison for separation at night, members of this class shall be confined together apart from other offenders.

(6) The clothing of Star Class prisoners shall be distinguished as in the chapter "Clothing and bedding"

225. Classes of prisoners.-

(1) As mentioned in rule 217, convicted prisoners are divided into two divisions or classes, A and B.

(i) prisoners shall be eligible for class A, if they by social status, education or habit of life have been accustomed to a superior mode of living, Habitual prisoners may at the discretion of the classifying authority , be included under this class on grounds of character and antecedents.

(ii) Class B shall consist of prisoners who ate not classified in Class A.

(iii)Notwithstanding anything contained in subordinate-rule (1) any person convicted of an offence involving gross indecency or exhibiting grave depravity of character may not be placed in Class A.

226. Classification by courts.-

(1) The High Court, Session Judges, Additional Sessions Judges, Assistant Sessions Judges, Chief Judicial Magistrates, Chief Metropolitan Magistrates, Metropolitan Magistrates Subordinate-Divisional Judicial Magistrates, Judicial First –Class Magistrates (the last two through the Chief Judicial Magistrate) in cases tried by them originally, or in any other case the District Magistrate shall make the initial recommendation for classification of prisoners in Class A to the Government by whom these recommendations shall be confirmed or reviewed.

prisoners recommended by Courts for classification in Class A shall be tentatively treated as belonging to the class recommended until the orders of Government confirming or reviewing the recommendations are received.

(2) Not withstanding anything contained in sub-rule (1) the Chief Judicial Magistrate may, before making, their recommendations to the Government for classification of prisoners refer the cases for report to the appropriate Police or Revenue officer direct and shall consult the Collector of the District. The metropolitan Magistrates or the Chief Metropolitan Magistrates in the City of Chennai shall consult the commissioner of Police in the Chennai City or the Collector of the district to which the prisoner belongs before making their recommendations to the Government for classification of prisoners.

(3) On the admission into the prison of any ex-military prisoner convicted by a Court Martial or a Naval Court, the Superintendent of the prison shall bring the case to the notice of the District Magistrate. The District Magistrate after making such enquiries as may be necessary including, if necessary, a reference to the local Brigade Area commander, shall make the initial recommendation for classification in Class A to the Government by whom the recommendations shall be confirmed or reviewed.

(4) It is open for the court to recommend and the Government to classify such of those prisoners who have taken part in violent agitation against the State as 'A' or 'B' class, prisoners on their conviction or place such undertrial prisoners in special or ordinary class as the case may be. In any case, they shall be segregated and shall not be permitted to mix with ordinary criminal prisoners.

227. Petition to Government for Classification. - The Government may also act on a reference from the Superintendent of the prison on a petition from the prisoner. The Superintendent shall forward the petition through the Inspector-General to the Government. The Government may also act suo-motu or on a representation by the prisoners relatives and friends. Except as provided under the rule 226, the Superintendent shall place every convicted prisoner in Class B.

228. Treatment of 'A' Class prisoners.-

(1) Separation from other prisoners .- Separate 'A' Class prisoners , wherever available, sick prisoners In hospital, or prisoners requiring assistance or

supervision at night may, at any time, on the recommendations of the Medical officer be placed in association wards. 'B" Class prisoners appointed as convict officers shall be allowed sleep with "A" class prisoners if they are prepared to do so.

(2) Diet.- They shall be given the diet prescribed for this class under rule 387 but shall be allowed to buy fruits and supplement their food with articles which have food value such as biscuits cocoa and oval tine, at their own cost, subject to medical advice . The food so imported shall be of a simple character and the concession shall not be made an excuse for the impastation of luxuries. Cooked food shall in no case be allowed to be imported from outside the prison.

(3) Clothing. - They shall be allowed to wear their own clothing at their own cost during non-working hours, but this concession shall not cover the wearing of political symbols. Clothing supplied at Government expense shall be the prison clothing prescribed in rules 418 and 419.

(4) Bedding. - They shall be allowed to use their own bedding. Bedding supplied at Government expense shall be that prescribed in rules 418 and 419.

(5) Facilities for reading books, news papers keeping photographs –

(i) Literate prisoners shall be allowed to read books or periodical in prison library. Newspapers shall be allowed in special circumstances and with the approval of the government. Newspapers and magazines shall be censored by the Superintendent before they are delivered to the prisoners. The prisoners shall be permitted to keep two religious and ten approved books of their own and any number of text books if they desire to prosecute higher studies subjects to the approval of the inspector-General and that steps are taken to ensure security in the prison.

(ii) prisoners shall be permitted freely to keep the photographs either of their family member or of deities of their religion with approval of the Inspector general and subject to the conditions that steps are taken to ensure security in the prison.

(iii) prisoners shall be permitted freely to keep the photographs at their own cost and send the same to their near relatives subject to the condition that such permission shall be granted at the discretion of the Inspector –General on the merits of each and that steps are taken to ensure security in the prison.

(6) Letters and interviews:- Prisoners shall be allowed to write and receive one letter a week but on urgent occasions, e.g., a death or serious illness in the family, the rule may be relaxed at the discretion of the Superintendent the contends of all letters shall be limited to private matters and there shall be no reference to prison administration and discipline to other prisoners or to politics.

Interviews shall be permitted once a fortnight. The conversation shall be limited to private and domestic matters and there shall be no reference to prison administration and discipline, to other prisoners or to politics. The number of person who may interview a prisoner at one time shall ordinarily be limited to three. Publication of matters discussed at interviews or of the substance of letters received from prisoners may be treated as a sufficient ground for the withdrawal of the privilege, if the Superintendent has reason to believe that such publication has in any way been due to any act or omission on the part of the prisoner.

Explanation: A letter with reply may be substituted for an interview or vice-versa with the permission of the Superintendent.

(7) Prison tasks – The tasks allotted in the case of those sentenced to rigorous imprisonment shall be assigned after due consideration on medical grounds and with careful regard to the capacity, character, previous mode of life, and antecedents of the prisoners.

(8) Furniture ;- Articles of furniture of the following description shall be supplied to prisoners free of costs namely:-

(i) One cot.
(ii) One table
(iii) One chair.
(iv) One commode with pan and chamber

Explanation :- Prisoners shall be allowed to supplement their furniture at their own expense subject to the Superintendent of the prison being satisfied that there is room for it in the quarters provided,

(9) Private cooking and eating vessels. - If so desired, private feeding utensils may also be permitted at the discretion of the Superintendent of the prison.

(10) Tobacco, etc.- A prisoner of this class may be permitted to purchase for his own use and at his own cost fifteen cigarettes, or five cigars or fifteen beedies or five grams of snuff or a packet of five grams of tobacco per day provided that the total expenditure of such purchases does not exceed rupees fifteen per month.

Omitted

G.O.Ms. No 683 Home(Pri., V) Dept., Dated. 05.08.2002

(11) Toilet. - Prisoners shall be allowed the use of soap, hair oil, toothpaste or powder and tooth brush at their own cost.

(12) Handcuffing. - Prisoners shall not be handcuffed except when there would be danger of the prisoner's escape or of an attack being made on the prison staff.

(13) Razors. - They shall be subject to the discretion of the Superintendent, be permitted to use their own razors provided that the razors shall be kept with the prison authorities when not in use.

(14) General application- In other respects, prisoners of this class shall be treated in the same as ordinary prisoners subject to these rules.

229. Duties and privileges of 'A' Class prisoners.-

(1) "A" class prisoners shall keep their cells, utensils, clothing and bedding clean and neatly arranged. They shall also be required to take their food in their own cells. The sweeping or washing down of their cells shall be done by the prison sanitary or sweeping gangs. All 'A' class prisoners shall be allowed the use of a mirror one in each cell and one or two in each ward. 'A' class prisoners shall be allowed the use of mosquito nets purchased at their own cost.

(2) Every prisoner placed in class "A" who is required to work in his cell shall be allowed such exercise daily in the open air as the Medical Officer considers necessary.

230. Other rules relating to 'A' and 'B' class prisoners.-

(1) A copy of the rules relating to 'A' And 'B' class prisoners shall be placed in each cell. An abstract of the rules in form. No. 45 shall also be hung up in conspicuous in the apartment.

(2) The provisions of subordinate-rules (5) (6) (10) and (11) of rule 228 are also applicable to 'B' class prisoners.

(3) All classes of prisoners, who by their good conduct, are found deserving, shall be allowed to receive soap, oil and tooth powder from their friends and relatives, subject to the condition that the quantity received is limited to their personal requirements for a fortnight and that a thorough examination of the articles to be passed to the prisoners is made by a senior executive officer of the prison.

231. Issue of Magazines, periodicals and news papers.-

(1) 'B' class prisoners shall be issued the following dailies at the rate of one copy of any one of the dailies for every 40 prisoners or part thereof at Government cost.-

In the said rules, in rule 231, in sub rule (1) for items 1 to 6, the following item shall be substituted, namely:-

"1. Dinamani	--	Tamil
2. Dinathanthi	--	Tamil
3. Dinamalar	--	Tamil
4. Murasoli	--	Tamil
5. Dinakaran	--	Tamil

G.O. Ms. No.366, Home (prisons.D) Department, dated: 19.02.1990
(I.G.'s No.12257/R3/90, dated: 12.03.1990)

(2) One copy of the English daily "The Hindu" shall be supplied to Central Prison, Cuddalore, the State prison for Women, Vellore,Puzhal,Trichy and Dormitory

section of the Borstal School, Pudukottai and two copies shall be supplied to each of the Central Prison, Puzhal, Madurai, Palayamcottai, Vellore, Coimbatore, Triuchirapalli and Salem for the benefit of the literate convicts at Government cost.

G.O.Ms.No.1666, Home Department, Dated 27.07.1984
(I.G.P. No. 47707/S5/82)

(3) All prisoners irrespective of their classification shall be permitted to purchase at their own cost any of the following news papers or magazines of their choice, subject to the restrictions in rule 228 (5)

(i) Daily newspapers.-

1. The Hindu -English
2. the Indian Express -English
3. Swadesamitran -Tamil
4. Dinamani -Tamil
5. Murasoli -Tamil
6. Mathrubhumi -English
7. Candrika -English
8. Swanthra Bharathi -Kannada
9. Andhra Pathrika -Telugu
10. Andhra Prabha -Telugu
11. Nowjavan -Urdu
12. Theekkadhir -Tamil
13. Dinathanthyi -Tamil
14. Anna -Tamil
15. Viduthalai -Tamil
16. Dinamalar -Tamil
17. Makkal Kural -Tamil
18. News Today -English

G.O. Ms No.1059, Home (prisons.V) Department, dated: 10.06.1989
(I.G;s No.18548/W3/88, dated: 19.07.1989

19. Malai Mani -Tamil" and

G.O. Ms. No.390, Home (prisons) Department, dated: 22.02.1990
(I.G's No.13383/W3/1990, dated: 21.03.1990

(ii) Magazines and periodicals.-

1. The illustrated weekly of India. -English
2. Christian Heralad -English
3. Glitz -English
4. Link -English
5. Kalaimagal -Tamil
6. Janasakthi -Tamil

7. Kalki	-Tamil
8. AnandaVikatan	-Tamil
9. Kumudham	-Tamil
10. Thai	-Tamil
11. Ithayam pesukirathu	-Tamil
12. Kalkandu	-Tamil
13. Pesumpadam	-Tamil
14. Kerala pathirka	-Malayalam
15. Mathrubhumi illustrated Weekly.	-Malayalam
16. Malayala Rajayam	-Malayalam
17. Ravi	-Telugu
18. Swatantra	-Telugu
19. Andhara patrika illustrated weekly	-Telugu
20. Andhra Prabha Illustrated Weekly.	-Telugu
21. Janasakthi	-Telugu

(iii) Magazines and periodicals.- cont.

22. Bharathi	-Telugu
23. Grikalakshmi	-Telugu
24. Prabhat	-Kannada
25. Kathagali	-Kannada
26. Subodha	-Kannada
27. Vidata Vinodhini	-Kannada

Under the heading "(ii) Magazines and periodicals", after item 27 "Vivkata Vinodhini – Kannada" the following items shall be added namely:-

28. Kungumam	-Tamil
29. Mutharam	-Tamil"

G.O. Ms. No.390, Home (prisons) Department, dated: 22.02.1990
(I.G's No.13383/W3/1990, dated: 21.03.1990

(4) All prisoners irrespective of their classification shall be issued the following periodicals at the rate of one copy in any one of the periodicals for every 200 prisoners or part thereof subject to the restrictions in rule 228 (5)

Chitragupta Fortnightly	-Telugu
Ghgarathi Fortnightly	-Telugu
Kalki weekly	-Tamil
Ananda Vikatan Weekly	-Tamil
Kalkandu weekly	- Tamil
Thai Weekly	- Tamil
Idhayam pesukirathu	-Tamil
Mathrubhumi Weekly	-Malayalam
Sahodaram Weekly	-Malayalam
Sabodha Monthly	-Kannada

Saraswatg Monthly	-Kannada
Jaded dil- chasp.-	-Weekly Urdu

(5) Detenus shall be permitted to purchase at their own cost any newspaper of their choice subject to the restriction in rule 228 (5).

***Explanation:* -** The list of newspapers and periodicals shall be reviewed once in two years by the Inspector-General.

* *

CHAPTER - XVI

EXECUTION OF SENTENCES

232. Method of calculating sentence. _

(1) The duration of a sentence shall be calculated in calendar years or months unless stated in fortnight, weeks or days. The term 'year' means a year according to the British Calendar, a 'month' means thirty days, a 'fortnight' means fourteen days and 'week' means seven days.

(2) When a prisoner's sentence contains a fraction of a month; the date of release shall be calculated by reducing the fraction to days, a whole month being, for this purpose, taken to consist of thirty days.

***Illustration.* -** A prisoner is sentenced to one and half month's imprisonment on the 2nd February. The date of his release shall be the 16th march.

233. Serving of Sentences.-

(1) In whatever order the sentences are served, a prisoner is liable to serve the aggregate of term of all the sentences, provided that under no circumstances. Shall a prisoner be detained in prison beyond the period indicated by the terms of the warrant of commitment.

(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.

234. Commencement of and breaks in imprisonment how reckoned.-

(1) In calculating the date of expiry of a sentence of imprisonment in a criminal case, the day on which the sentence was passed and the day of release shall both be included as days of imprisonment. A prisoner who is punished until the rising of the Court only, shall be released from the Court and shall not be admitted in the prison. In the case of a prisoner who is punished until the rising of the court and is awarded another sentence on the same day, the later sentence shall start from the date on which the sentence is awarded. If a prisoner is sentenced to imprisonment for 24 hours, he must be kept in imprisonment for that period, that is in terms of hours, in such cases, the sentence shall be deemed to have commenced from the hours of sentence as indicated in the warrant. A prisoner sentenced to one day's imprisonment shall be admitted in prison and released on the same day.

Illustration 1.- A prisoner sentenced on the 1st January to one month's imprisonment shall be released on the 31st January and not on the 1st February.

Illustration.- 2.- A prisoner sentenced on the 28th February to one month' imprisonment shall be released on the 27th March.

Illustration 3.- A prisoner sentenced on the 1st January to one days' imprisonment shall be released on the same day. But if he is sentenced to imprisonment for 24 hours, he shall be kept in confinement for that period and not released until the 2nd January.

(2) The period of imprisonment to be undergone shall be reckoned from the date on which the sentence is passed except in cases which fall under sections 31, 426 and 427 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974), when the directions of the Court shall be followed.

Explanation .- In the case of a prisoner sentenced to imprisonment in default of fine, the period of imprisonment shall be reckoned from the day on which he was re-arrested for failing to pay the fine imposed.

(3) In the month in which the sentence of a prisoner expires has no date corresponding to the date of sentence; the last day of the said month shall be taken as the day of expiry of sentence, the same principle shall apply when sentence e is reduced due to reduction in sentence or payment of fine or grant of remission.;

235. Date of release when two or more sentences run consecutively.- When a prisoner is sentenced to two or more period of imprisonment to be served consecutively, the

date of release shall be calculated as though the sum of the terms was awarded in one sentence.

Illustration (1) A prisoner is sentenced on the 21st November 1948 to substantive terms of imprisonment of one year each shall be released on the 20th and not on the 19th November 1950.

Illustration (2) .- A prisoner is sentenced on the 1st January to two months imprisonment on the and a fine of Rs. 20 or in default to one month' alternative imprisonment . If the fine is not paid, he shall be released on 31st march, but, if the fine is paid, on 28th or 29th February, as the case may be.

236. Date of release in the case of prisoners sentenced to imprisonment for life.-

(1) The sentenced of all prisoners sentenced to imprisonment for life or to more than twenty years imprisonment in the aggregate or to imprisonment for life and imprisonment for terms exceeding in the aggregate twenty years shall for the administrative purpose of calculation of the normal date of release, be deemed to be sentences of imprisonment for twenty years.

(2) If a sentence of death is commuted to one of imprisonment for life or imprisonment the sentence of imprisonment for life or imprisonment shall be deemed to commence from the date on which the sentence of death was passed.

237 .Sentence on escaped convict when to take effect.

(1) In the case of an escaped prisoner subsequently arrested in connection with another offence, any period spent on that account in police custody or as an undertrial prisoner shall not be reckoned as imprisonment under the original sentence .

(2) Necessary entries shall be made in the Register of prisoners to be released in place of the original date of release.

238. Date of release of prisoners sentence for escape.- If a prisoners receive a sentence for escape, the date of release shall be report-calculated in accordance with section 426 of the Code of Criminal procedure, 1973 (Central Act 2 of 1974 and entered in the Register of prisoners to be released in place of the original date of release.

239. Periods that will not count towards sentence.-

(1) In the following cases, the period spent by prisoners outside the prison shall not count towards sentence namely:-

(i) Escape.
(ii) Bail.
(iii) Suspended period of sentence including emergency leave.
(iv) Unauthorized extension of temporary release

(v) Suspended period sentence if directed by the Court.
(vi) Suspension of sentence for police investigation.
(vii) Violation of conditions release.
(viii) Extradition.

(2) A prisoner released on bail in court on the day he is sentenced without having been sent to prison, shall not be deemed to have served any part of his sentence.

(3) Convicted prisoner from a prison in one state to a prison in another State under the provisions of the Transfer of prisoners Act, 1950 (Central Act XXIX of 1950) shall be deemed to be undergoing their original sentence in the prison where they have been transferred.

(4) When a conditionally released prisoner is readmitted owing to an infringement of the terms on which he was released, the unexpired portion of his sentence shall be carried out without waiting for the receipt of the Government orders which shall however he applied for through the Inspector-General immediately on admission of the prisoner, In such cases, the unexpired portion of sentence shall be deemed to have commenced from the date of report-admission in prison.

(5) A prisoner released on bail on a day subsequent to that on which he was committed to prison but who is again committed to undergo sentence in the same case shall be entitled to count every of imprisonment respect of such sentence .

(6) In cases where there are more than one out periods, the aggregate total of all out periods shall be worked out in terms of days and added to the substantive sentence .The date on which the sum of these periods elapses, counting from the date of conviction is the date of expiry of sentence .

Explanation. **-** "Out periods" shall mean the periods spent by prisoners under subordinate-rule (1)

(7) In case of a convict who has to attend the court on the very day of his release for a case for which he is not on bail he shall be treated as released in the morning and sent to court as an undertrial prisoner . If he receives additional sentence on that very date, the sentence shall be calculated from the next day.

240. When a foreigner is sentence to a term of sentence.- If a foreigner apprehended and detained under section 4 of Foreigners Act, 1946, (Central Act 31 of 1946) is sentence to a term of sentence, the period of detention under section 4 of the Foreigners Act, 1946 (Central Act 31 of 1946) Shall be exclusive and additional to the period of imprisonment passed upon him.

241. Calculation of date of release on report-arrest and recapture of a prisoner who was on bail or who escaped.-

(1) The following method shall be adopted in calculating the date of release of a prisoner who after conviction is released on bail but is afterwards recommitted

to prison to serve out his sentence or who escapes and is subsequently recaptured. Add to the term of his sentence the number of days the prisoner is on bail or at large exclusive of the day of release and rearrested or of escape and re-capture the date on which he sum of these periods will elapse, counting from the date of conviction, is the date of expiry of sentence .

Illustration.- A prisoner sentenced on the 1st January to one month' imprisonment escapes on the 15th January and is re-captured on the 16th. He shall be entitled on the original warrant to release on the 31st January.

(2) If a convicted prisoner who has been released on bail commits an offence during, his bail period and is readmitted in the prison the out-period shall be counted unto his date of readmission. On re-admission in prison, he shall be treated as a convict for his first conviction.

Explanation. - 'Out periods" means the periods spent by prisoners under subordinate-rule 91) of rule 239.

242. Calculation of sentence of imprisonment in default of payment of fine.- Sentence awarded in default of payment of fine shall be calculated as follows:-

(1) Sentence imposed in default of payment of fines cannot run concurrently;
(2) If a prisoner sentenced, imprisonment in default of payment of fine receives another sentence while undergoing such imprisonment, the second sentence shall begin from the date on which the first sentence expires or if the fine is paid, from the date of payment.

Illustration.- A prisoner is sentence on the 31st January to a fine of Rs. 30 or in default to two months' rigorous imprisonment and on the 12th February of the same year he is sentence on another account to an additional imprisonment for four months. The fine is paid in full on the 28th February. The sentence for four months should begin from the 28th February. And not from the 31st January.

(3) If a prisoner sentence to a term of imprisonment in default of payment of fine is also either at the same time or subsequently sentence to another term or to other terms of imprisonment, imprisonment in default of payment of fine shall be kept in abeyance till the expiration of all the absolute sentence of imprisonment and shall be annulled wholly or partially by the payment of the fine in whole or in part, before that period or so long as imprisonment continues.

Explanation .- This rule covers the case of a prisoner whose first sentence of imprisonment is only in default of payment of fine. The

substantive sentence of imprisonment subsequently passed shall count from the date of the first sentence and the imprisonment in default of payment of fine shall take effect last, although a portion of it may have been already served when the substantive sentence, in which case the imprisonment in default of payment of fine shall be completed before the substantive sentence shall take effect.

(4) The imprisonment which is imposed in default of payment of a fine shall terminate whenever that fine is either paid or levied by process of law.

(5) If a prisoner be sentence 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 dates of release shall be calculated and entered on the prisoner warrant and history Ticket and in the Registers so as to correspond both with payment and with non-payment of fine.

(6) If a prisoner, who is sentence to a fine and in default to imprisonment, pays any portion of the fine, the date of release shall be proportionally altered. If the imprisonment in default of payment of fine is expressed in calendar months. And reduction of imprisonment to be made in consequence of such payment shall be calculated in calendar months and not in days. Any fraction of a month of a month obtained by such calculation shall be reduced to days. When the fraction thus obtained is not exactly equal to any number of days or is less than a single day, the portion of a day which results shall be considered and treated as being equal to a fully day.

Illustration.- A prisoner is sentenced on 1st January to a fine of Rs. 300 or in default to six months' imprisonment. No part of the fine is realized except a sum of 75 paisa. He shall be released on the 29th June, though the amount realized is less than the full amount due for a single day

(7) When a prisoner is sentence to fine and the fine is paid in installments, the period of sentence to be remitted shall not be calculated on the individual payments but on the aggregate of the several previous payments.

Illustration.- If a prisoner be sentence on 1st January to six months' imprisonment and to a fine of Rs.300 and it be ordered that if the fine be not paid he be imprisoned for a further period of six months, then supposing the prison immediately on conviction pay Rs. 100 the date of release shall be first fixed at 31st October (namely six months plus four months the equivalent of the fine unpaid) or if he afterwards pays another Rs. 100 the date will be changed to 31st August and on his paying the whole to 30th June

(8) If a prisoner who is sentence to a fine and in default imprisonment for a certain number of years, months and days, pays a part of his fine the remission for the payment shall be calculated in year months and not in days, and any fraction of

a month, obtained by such calculation shall be reduced to days. When the fraction thus obtained is not exactly equal to any number of a day which results shall be considered and treated as being equal to a full day, in favour of the prisoner

243. Payment of fines to prison. - If a fine or a portion of a fine imposed on a prisoner as assent or apart of a sentence by a Magistrate is rendered at the prison it shall be received by the concerned prison officers on duty between the hours of 8 am and 5pm except on Sundays and prison holidays, provided the prisoner is due for immediate release. The Superintendent shall at once remit the sum received to the Court when the prison is located in the same station. In other cases including the fines imposed by the Special Railway Magistrates he shall remit the sum payment to the Local Treasury, intimating the payment to the adjudicating court and forwarding the chalan of remittances.

244. Liability of prisoner to payment. - An offender who has undergone the full term of imprisonment to which he was sentence in default of payment of fine is still liable to have the fine levied by distress and sale. Superintendents shall therefore accept the whole fine, if tendered even though a part of the alternative imprisonment has been undergone.

245. Intimation of payment of fine.-

(1) When fines imposed on prisoners are recovered by a court, intimation of the same will be received by the Superintendent from the Court. If the convict has been transferred elsewhere, the Superintendent shall forward such intimation by registered post to the prison in which the convict is confined all fine intimations shall be acknowledged.

(2) No action shall be taken on fine intimations which do not bear the seal of the court, but returned to the court for the seal being affixed, nor on telegrams intimating the recovery of a fine or any portion of a fine. When intimation of payment of the fine of a prisoner is received from a police officer, it as be returned to that officer with a request that it may be forwarded through the sentencing court.

246. Prisoners to be informed.- When the fine has been paid, the prisoner concerned shall be informed and the payment shall be duly noted in the register on the warrant and on the prisoners History Ticket. The entries in the register and the warrants and History Tickets shall be signed by the Superintendent or the Additional Superintendent and the Jailor. A separate Inward Register for the receipt of the fine intimation shall be maintained.

247. Imprisonment in default of giving security plus a substantive sentence.-

(1) When a person in respect of whom an order requiring security is make under section 106. Or 117 of the Code of criminal procedure 1973 (Central Act 2 of

1974) is at the time of such order is made sentenced to or undergoing a sentence of imprisonment, the period for which such security is required shall commence on the expiry of such sentence. In other cases, such period shall commence on the date of such order unless the Magistrate, for sufficient reason, fixes a later date. If such a person fails to give security on or before the date of expiry of his substantive sentence, he shall be detained in prison until the expiry of the period for which security is required to be furnished, or until the requisite security is given. It is not necessary in such cases that formal warrant shall be issued by the Magistrate for the detention of such person in the prison after the expiry of the substantive sentence

Illustration. A prisoner while undergoing three month' imprisonment is ordered by a competent Court to execute a bond under section 106 of the code of Criminal procedure, 1973 (Central Act 2 of 1974) for keeping the peace for a term of six months in a sum of Rs. 25 and one surety for a like amount, but fails to give security on or before the date on which the three months substantive imprisonment expires, he shall be detained in prison until he furnishes the required security, or until the term for which such security is to be given is completed but no formal warrant is necessary for such detention.

(2) If a person while undergoing imprisonment under an order under section 122 of the Code of Criminal procedure, 1973 (Central Act 2 of 1974) in default of furnishing security, is convicted of an offence committed prior to the making of the order and sentence to imprisonment such sentence shall commence from the date on which it was passed; and if such sentence should expire before the period for which the person is undergoing imprisonment in default of giving security he shall be detained for the remainder of such period. If, however, a person while undergoing imprisonment in default of furnishing security is convicted an offence committed after making the order under section 122 f the code of Criminal procedure 1973 (Central Act 2 of 1974) and sentence to imprisonment such sentence shall commence at the expiration of imprisonment for failure to furnish security unless the Court directs that such sentence shall run concurrently with the imprisonment for failure to furnish security.

(3) Sentence awarded under section 52 of the prisons Act, 1894 (Central Act XI of 1894) shall commence on the expiry of imprisonment in default of furnishing security or from the date of receipt at the prison of an intimation that the security has been furnished.

(4) Where a prisoner who is already undergoing substantive sentence of imprisonment, has been ordered to undergo a further sentence in default of furnishing security for keeping peace or good behavior under chapter VIII of the Code or Criminal Procedure, 973 (Central Act of 1974) the order shall be

brought to the notice of the Sessions judge to whom such Judicial Magistrate if subordinate.

(5) Period mentioned in section 122 92) of code of Criminal Procedure 1973 (Central Act 2 of 1974) shall be counted from the date of the order of the sessions Judge or High Court unless the latter specifically directs in the warrant that it is to be counted from some other date. In such a case, the direction of the Superintendent shall be complied with.

(6) Detention for failure to give security is not a substantive sentence of imprisonment within the meaning of section 427 of Code of Criminal Procedure Code, 1973 (Central Act 2 of 1974.

248. Procedure when sentence is suspended.-

(1) When an appellate Court directs that the execution of a sentence or order appealed against be suspended , the appellant shall , if detained in prison pending the further orders of such Appellate Court be treated in all respects as an undertrial prisoner .

(2) Should the appellant be ultimately sentenced to imprisonment or imprisonment for life, the period during which the original sentence was suspended shall --

(a) if passed in prison , be included and

(b) If passed out of prison be excluded, in computing the term for which he is sentence by the Appellate Court.

249. When retrial is ordered. –

(1) When a court passes a sentence on retrial , after original sentence is reversed and retrial (fresh trail) is ordered on appeal, the previous sentence or portion thereof already undergone by the prisoner before the fresh trail ordered by the court in his case should also count,. Unless otherwise specifically directed, towards the sentence imposed after the fresh trail, excluding any period at large.

(2) If a convicted prisoner is to be handed over to police for the purpose of investigation, Government orders suspending his sentence are necessary.

250. Procedure when a sentence is modified or reversed on appeal.-

(1) When a sentence on a prisoner is reversed or modified on appeal by a court other than the High Court, a fresh warrant will be issued by the Appellate court to the officer in charge of the prison and its order will be communicated to the lower court.

Provided that when the Appellate Court orders the retrial or committal for trail of a prisoner under section 386 of the Code of Criminal procedure 1973, (Central Act 2 of 1974) it shall communicate its order to the court whose decision has been

reversed and that court shall thereupon make such orders as are conformable to the judgment of the Appellate court.

(2) When a case is decided on appeal or revised by the High Court, the Court or Magistrate to which the high Court certifies its order will proceed, under the provisions of section 388 or 405 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) to issue when necessary fresh warrant or order to the prison officer.

(3) In all cases in which a sentence or order is modified or reversed, whether in appeal or revision, a separate warrant shall be issued as regards each prisoner whose sentence has been so modified or reversed.

251. Procedure when a sentence is confirmed.-

(1) When an appeal is rejected or a sentence confirmed by an appellate court other than the High court, intimation to that effect will be sent to the officer in charge of the prison by such appellate court and order will be communicated to the lower court for record.

(2) On the rejection by the High Court of an appeal or application for revision from a prisoner in prison being communicated to the court by which he was convicted such court is at once to cause intimation of the decision to be given to the prisoner.

(3) In cases referred by the Court of Sessions for the confirmation of a sentence of death by the High Court the High Court will send a copy of its order to the court of sessions which will then issue warrants to the officer in charge of the prison.

252. Prisoner shall be informed of the result of his appeal or application. - In all cases the Superintendent shall acknowledge by letter, the receipt of any warrant or order or intimation and shall inform the prisoner of the result of his appeal or application.

253. Calculation of sentence modified on appeal. – When an Appellate court simply modifies a sentence passed by a lower court without change of section or when an appellate court passes a new sentence by changing the conviction section or the punishment section or otherwise, the sentence finally passed shall count, unless otherwise specially directed, from the first day of imprisonment under the original sentence.

254. Effect of annulling the first of two sentences. –

(1) When a prisoner has been committed to prison 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 sentenced being set aside in appeal, be presumed to take effect from the date on which he was committed to prison under the first or original sentence;

(2) When separate sentence have been passed in separate trials and the sentence run consecutively under section 427 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) the operation of the second sentence will, in the event of the first sentence being set aside on appeal, commence from the date of conviction in the second case.

Illustration. (1) **-** A prisoner is sentenced on 1st July to two periods of six months' imprisonment for two offences. On appeal the first sentence is quashed on 31st August the prisoner will be entitled to release on 31s December.

Illustration (2) prisoner is sentence on 1st July to six month 'imprisonment and on 1st August to another period of six months imprisonment . On appeal, the first sentence is quashed on 31st August. The prisoner will be entitled to release on 31st January.

(3) If however an appeal is also filed in the second case, it will be competent to the court hearing the second appeal to direct that credit shall be given for such period as is covered between the date of the second conviction and the date on which the first appeal was accepted.

(4) No credit can be given in the second case, however, for any period passed in prison under the first sentence prior to the date of the conviction in the second case by the court of original jurisdictional.

255. When Appellate Court annuls a sentence and orders for retrial. - When an Appellate Court annual sentence and direct that the prisoner shall be retried and a Warrant for the prisoner's release on bail is not received, the prisoner shall be remanded to the undertrial yard (unless he be undergoing some other sentence), and the Superintendent shall be apply to the committing court for Warrant for his custody pending trial if such Warrant is not at the same time furnished. Such Warrant should set and forth the Court by which the prisoner is to be tried and the date on which he is to be produced before the Court.

* *

CHAPTER - XVII

GENERAL DISCIPLINE AND DAILY ROUTINE

256. Unlocking wards at day break. - The barracks and cells shall be unlocked at daybreak throughout the year. Previous to the opening of the wards the convict night watchman on duty shall awake all the prisoners and keep them in readiness to march out in files with their bedding as provided thereunder.

257. Jailor to be present. – The Jailor shall be present at the opening of the wards and cells every morning and shall personally superintend the unlocking of a portion of them, that of the reminder being carried out by he Deputy Jailor , Assistant Jailor , Chief Head Warders and First Grade Warders .

258. Treatment of bedding. - As soon as the Wards and cells are unlocked, each prisoner shall take his bedding outside and shake it well. He shall then fold it and except, on rainy days, leave it outside to air for some hours when it shall be taken in and placed on the proper pial . The Superintendent and the Medical officer shall occasionally examine the bedding to see if it is properly aired.

259. Cleaning of wards and cells.- As soon as the wards and cells are vacated, the night vessels shall be removed and the sweepers shall then thoroughly sweep and clean every part, all cobwebs, dust and dirt of every description being carefully removed from the roofing corners and else where, the yard shall also be swept.

260. Wards and cells to be ventilated and locked. - The sleeping wards and cells shall be thoroughly ventilated during the day and kept locked to prevent prisoners from

re-entering them. The keys shall be kept in the key box or almirah, until it is necessary to reopen the cells and wards in the afternoon.

261. Counting of prisoners .- As the prisoners leave the wards or cells, they shall , after depositing their bedding in the manner directed in rule 258 form into fours and shall thus be counted by the officer unlocking the ward who shall satisfy himself that their number is correct and shall report the same to the Jailor .

262. Latrine and bathing parade. - After the numeration of the prisoners is completed, they shall be marched to the latrine, and when they have been given an opportunity of resorting to it, they shall be marched to the bathing platform and shall be required to wash their hands and faces. Material in use in ordinary Indian households shall be provided for prisoners for the purpose of cleaning their teeth.

***Explanation* .-** All 'B' class male prisoners shall be given for bathing purpose 28 gms, of soap nut powder per head per week, or when soap nut is not available the same quantity of illuppai cake. And 50 Gms tooth powder for cleaning the tooth and 150gms toilet soap for bathing the supply of toilet soap to female prisoners the provision contained in rule 950 shall apply.

G.O. Ms. No 1871 Home (Pri, V) Dept., Dated 28.12.2007

263. Early meals and formation of gangs.-

(1) After the latrine and washing parade is completed, arrangements shall be made to conduct group prayers. After that, the prisoners shall be allowed to do either physical exercises or Yogasanas or be given Transcendental Meditation subject to the availability of required facilities. Thereafter, the early morning meal shall be distributed. The prisoners shall then be divided into gangs according to the nature of the labour on which it is proposed to employ them each gang being placed in-charge of a warder and convict officer. The number of the prisoners in each extramural gang and the names of the officer in-charge shall be recorded in the register in Form No. 22 and the signature of the officers in charge of each gang taken in the said register. For gangs working inside the prison and in workshops, it shall be sufficient of the number or men in a gang is noted in the rough distribution statement maintained by the Jailor or chief Head Warders and the acknowledgement of the officer in charge taken.

(2) A gang detailed for extramural work shall in no case exceed eleven prisoners one of whom shall be a convict warder or convict overseer and shall be in charge of a warder whose signature shall be taken in the register in form No. 22 in acknowledgement of his responsibility.

(3) It shall be the duty of the convict officer who forms a member of the gang to assist the warders, in supervising the prisoners escorting them to and from

their place of work or the latrine and to perform such other similar duties as may be assigned to him.

264. March to work-Jailor to distribute tasks. - The gangs shall then be marched to their work, the prisoners being ranked in fours and required to keep step. The distribution of labor shall be made by the Jailor in accordance with any General or Special rules laid down by the Superintendent. The Jailor shall see that no prisoner is put to or kept on work for which he is unfit or which is likely to be prejudicial to his health or contrary to the decisions of the Classification Committee.

265. Duties of warders in-Charge of extramural gang.-

(1) Every warder in charge of an extramural gang shall keep the prisoners in his gang well in view at all times. On no pretext shall a prisoner be allowed to straggle away from his gang and go out of view.

(2) If any prisoner declares that he wants to answer calls of nature, he shall be escorted by the convict warder or convict overseer assisting the warder in the gangs, to the nearest latrine or to some appropriate place and allowed to do his business under proper watch. No convict shall be allowed to separate himself from his gang for this purpose, except under escort.

(3) The Superintendent shall pay surprise visits to the extramural gangs at least once a month and satisfy himself that the rules are duly complied with and shall record the fact in the journal.

267. Midday meal. - All 11.00 A.M. the ghurri or bugle shall be sounded and the gangs marched back to the yards when the prisoners shall be given an opportunity of using the latrine and at 11.30 A.M. the midday meal shall be issued after the census for the midday is taken. A bell shall be rung as the single for the distribution of this meal and of the evening meal.

268. Resumption of work in afternoon. - After the meal the prisoners shall be given an opportunity of using the latrine and the gangs shall then be reformed and marched back to their work, which shall continue till 4.30 P.M. in the cold weather and 5 p.m in the warmer weather in the height of the hot weather, an interval of two hours for rest shall generally be allowed at some time after the midday meal and at all seasons a similar rest shall be allowed to weak and infirm prisoners.

269. Hours of Work.-

(1) The total number of hours of work for adult male prisoners shall not exceed eight hours a day.

***Explanation.* -** The time occupied in educational and vocational training activities shall not be counted as work period.

(2) The hours of work stated above are based on the assumption that the remaining period will be usefully utilized in educational and training activities. The Superintendent is authorized to suitably adjust the hours of work in accordance with the condition at each prison and the requirements of education and training.

(3) During emergencies or unforeseen situations, the Superintendent is authorized to employ prisoners beyond normal working hours with the prior permission of the Inspector-General. In such an event measures required from security and discipline point of view shall be taken.

(4) The Classification committee shall prescribe the hours if work for prisoners mentally or physically handicapped and for prisoners advanced in age.

(5) Women prisoners during pre-natal and post-natal periods and sick and convalescent prisoners shall be exempted from work, if so recommended by the Medical Officer.

270. Procedure on cessation of work. - Upon cessation of work the convicts having been taken back to their yards, shall proceed first to the latrine and then to the bathing platforms, where they shall be required to bath, unless excused by the Superintendent or Medical officer. During the wet months or cold weather the bathing hour may be changed so as to precede the midday meal instead of the evening meal. In this case, the sanitary gang and any other convicts engaged in especially unhygienic forms of labour shall be required to cleanse themselves also before lock-up.

271. Evening meal and lock-up.-

(1) When the day' work is completed, the latrine visited and a bath taken the prisoners may be allowed games, recreational and cultural activities according to a weekly time table and subject to availability of facilities. Thereafter, the evening meal shall be distributed. The prisoners shall then be locked up, the hour being from 5-30 p.m. to 6 p.m in the cold weather and from 6.00 p.m to 6.30 p.m. in the warmer months.

(2) After lock-up, the prisoners may utilize the time till 9.30 P.M. In reading newspaper magazines or books, for which lights shall be allowed and in listening to radio music. They shall also attend any cultural programme arranged for them by the Superintendent. They shall go to bed at 9.30 pm. Before the prisoners go to bed, they shall be allowed to meditate, if they so desire.

272. Daily routine on Sundays and prison holidays. - On Sundays and prison holidays there shall be deviation in the daily routine detailed so far. During the hours specified for work, the prisoners shall attend to their haircut, washing of their clothes and bathing. They may also listen to the clothes and bathing. They may also listen to the radio, read newspaper, magazine and books.

273. Men who work together to sleep together.- As a general rule and subject to the rules as to classification in chapter XV men who work together shall , as far as possible, sleep in the same block so as to facilitate the formation of gangs, prevent inter-communication among prisoners and the like. Prisoners concerned in the same case shall not be confined in the same ward or employed in the same gang.

274. Prisoners outside to be brought in for meals. - Prisoners working extramurally shall be brought in for feeding purposes. Every prisoner shall be searched each time he levels or enters the prison. All prisoners shall be counted and searched on return to the yards from labour

275. Strict discipline to be enforced. - Every detail of the daily routine shall be carried out systematically, the prisoners being marched about by word of command. Strict silence shall be maintained and prisoners shall on no account be allowed to wander or loiter in the yards un-attended.

276. Conduct of gangs. - Gangs when halted shall ordinarily be required to sit down. At the hour for turning out for work. When the gangs have been formed, the officer in-charge shall see that they are properly arranged and (if necessary) equipped with tools, and shall then give orders "rise and march." At the first order the gang shall rise and at the second, move off at a steady pace to their work. The same procedure shall be followed when moving gangs at other times. Care shall be taken to instruct prisoners to understand and obey the words of command and March with regularity.

277. Place of smoking.- Prisoners shall ordinarily be allowed to smoke within the cells or the dormitories as the case may be after taking sufficient precautions to prevent any fire hazard and condition of health prisoners shall also be taken in to account. **Omitted.**

G.O. Ms. No 683 Home(Pri., V) Dept., Dated. 05.08.2002

278. Search before lock-up.- Every convict shall be thoroughly searched before being locked up at night and every cell and ward shall also be searched. The officer making the search shall be responsible that all books bars and fastenings are in order, and that no contraband article or article likely to facilitate escape is left with any prisoner, or in any ward or cell.

279. Disposal of keys and their use at night.-

(1) During the day, the days of the wards and cells, when not in use, shall be kept in a fixed key-box or Almirah either at the main gate or at the office as may be most convenient. The key-box or almirah shall be kept locked, its key being retained either by the Gatekeeper or Chief Head Warder, as the case may be.

(2) After lock-up, the keys of the wards and cells shall be collected, and shall be counted in the presence of the Jailor by the night Guard officer. They shall then

be locked into a fixed key-Almirah at the main gate, the key of which shall be in the custody of the Jailor. The front of this almirah shall be of glass so arranged that, should any emergency arise necessitating the opening of a cell or ward before the Jailor can be summoned, a pane may be broken and the required key obtained. In cases where this procedure is resorted to, intimation of the circumstance shall be at once sent to the Jailor who shall immediately proceed to the prison and remain there so long as his presence is necessary. Before leaving the prison he shall see that the key or the Keys which have been removed are put back into the almirah and the broken glass pane replaced by a new one.

(3) If a prisoner requires medical attention during the Night, or if for any other reason it becomes necessary to open a ward or cell, the Jailor or Deputy Jailor or Chief Head Warder shall be sent for and, except in cases of emergency, such as fire or a tempt to commit suicide. No ward or cell shall be opened except in the presence of one of these officers.

280. Letting out cooks to prepare early meal. - When it is necessary to let the cooks out before the general body of prisoners, they shall be locked up, together in a single ward, the key of which shall be entrusted to the patrolling Officer, who may unlock this ward at the prescribed hour.

281. Provision of sleeping berths. - A raised berth measuring 198 c.m long by 69 c.m broad and 51 cm to 61 c.m high in a lower story and 152 c.m high in an upper story shall be provided for each prisoner to sleep on. The berth shall be cemented on the surface and built with the head to the wall of the ward or cell and the feet in ward. In wards the berths shall be numbered and to each prisoner shall be allotted a particular berth which he shall not be allowed to change and which he shall not leave without permission of the night watchmen on duty, and then only to use the latrine.

282. Lighting of wards and cells at night. - A light which shall as far as possible, be out of the reach or the prisoners, shall be kept burning in every sleeping ward throughout the night. If it goes out, the convict night watchmen on duty inside the ward shall at once inform the sentry who shall have it report-lit cells shall be lighted by lanterns or electric lights placed at intervals outside.

283. Latrine accommodation in wards and cells. - Every ward and cell which has no latrine attached to it shall be provided with separate receptacles for night soil and urine, placed on impervious surface. The night soil receptacle shall be half filled with dry earth, and a further supply of dry earth shall be kept at hand and the convict night watchman on duty shall be responsible that prisoners using the receptacle shall also use dry earth, in the proper manner. The urine receptacle shall be partly filed with water.

284. Use of night latrine to be discouraged. - As prisoners are afforded sufficient opportunities of resorting to the day latrines, the use of the night latrine is to be discouraged, and the night watchman shall report any prisoner who makes a practice of using it.

285. Visits to latrine out of hours. - If during the day any prisoner wishes to visit the latrine out of the usual parade time, he shall be made over to a convict officer. If a prisoner unnecessarily visits the latrine, the convict officer shall report him to the warder in charge. If it appears that a prisoner is suffering from diarrhea or dysentery, a report shall be made to the chief head Warder or Jailor, who shall send him to the hospital for observation.

286. Matters affecting caste or religion.-

(1) No undue interference with religion or caste prejudices of prisoners shall be permitted. Prisoners shall be allowed to wear their religious symbols is such as the sacred thread and the like referred to in rule 195 and renew them if necessary and shall be allowed to perform their devotions in a quiet and orderly manner without undue interference with prison routine and discipline.

(2) Water for ablution and a blue cotton carpet shall be provided in cells or wards where Mohammadan prisoners are confined and facilities shall be given to them for saying their prayers individually four times a day namely at 5 am midday recess 6. p.m and 8 p.m and for eating food kept overnight \according to the custom in the month of Ramzan if they desire if. They shall be allowed a recess of two hours for saying their prayers on Fridays, and on the three Mohammadan festival days, namely Bakrid, Meeladinabi and Shabha Barat, if those days do not happen to be Fridays or holidays.

(3) Sikh prisoners shall be permitted to wear in prison a pagri of suitable size, Kachh (sort drawers) to reach to the knees and a miniature, kirpan (dagger) made of steel 25 mm. in length and to retain their religious symbols, namely (1) the Kesh (long Hair) (2) Knanga (comb) and (3) kara (Iron bangle).

(4) No gathering together of prisoners for the purpose of performing any religious function or caste ceremony shall be permitted.

(5) Every prisoner who expresses a desire to keep a religious fait, and in the opinion of the Medical officer is in a fit state of health, may be permitted to do so. As far as practicable, the convenience of such prisoners shall be met with regard to the disposal of the food and the hours of its distribution.

(6) The festivals during which alone religious fast may be permitted are the following, namely:-

(a) In the case of Hindus—

(i) Mahasivarathri

(ii) Sri Jayanthi.
(iii) Vaikuntayekadasi.
(iv) Sri Rama Navami.
(v) Mahalaya Amavasaya.
(vi) Pongal day.

(b) In the case of Christians.-
(i) All Fridays during lent.
(ii) Christmas Eve (24th . December)
(iii) Assumption Eve (14th August)

(c) In the case of Mohammadans--
(i) Ramzan period (30 days) .
(ii) Moharram (10th may)
(iii) Shaba Barat (15th day of Shabhan).
(iv) Bakrid (9th day of Lilhaj)

(7) The Inspector General of prisons may, at his discretion, permit the Superintendent of Central Prisons, State prison for Women, Vellore, Puzhal and Trichy, Borstal School, Pudukottai and Open Air prison, Singanallur to accept raw rations for cooking food in the prison kitchen, subject to the approval and strict control of the Medical Officer of the prison, if offered by any religious or charitable body or philanthropic individual on festival or other occasions

G.O. Ms. No. 31, Home (prisons) Department, dated: 07.01.1986
(I.G.'s No.1531/W3/1983

Explanation:- (1) – The Superintendent may also receive cash from religious or charitable bodies or individuals for expenditure on the purposes mentioned above when those bodies or individuals, find it inconvenient to present actual fruits and sweetmeats. Such of the amounts should be properly accounted for like Government money. All documents such as vouchers, receipts and other connected records shall be properly preserved and produced for audit.

Explanation:- (2) Articles such as radios and television sets useful to the prisoners, gifts to them may be accepted by the Superintendent with the permission of the Inspector-General. On receipt of such gifts, the Superintendent shall bring the same to stock, make entries in the civil Stores articles registers in Form No.26 and send a report to the Inspector-General. The Inspector-General shall then send a report to the Government about the presentation of the articles.

(8) Articles donated by a philanthropist or association or charitable body in aid of handicapped or other prisoners who are in need or such articles for their daily

routine activities may be accepted by the Superintendent., with prior permission of the I.G of prison. The Superintendent shall decide it carefully if necessary in consultation with the Medical Officer of the prison and explain to the I.G. of prisons while recommending the acceptance of such articles they are not detrimental to prison security of discipline.

G.O. Ms. No. 1371, Home (Pr. III) dept. Dated 19.07.89; I.G.'s No.l 40479/w3/89, dated 29.07.89

(9). Articles donated by philanthropist association or a charitable body in aid of handicapped or other prisoners who are in need of such articles for their daily routine activities may be accepted by the Superintendent with the permission of the Inspector General of prisons. The Superintendent shall decide it carefully it necessary, in consultation with the Medical Officer of the prison and explain to the Inspector General of prisons while recommending the acceptance of such articles that they are not detrimental to prison security or discipline.

287. Use of books by prisoners.-

(1) Every prison shall be provided, according to its size and importance, with an ample library of approved books and periodicals in English and in the languages of the state of Tamil Nadu for the use of literate prisoners. One of the teachers shall have charge of the prison library and shall allow the use of the books, periodicals, and journals to literate prisoners subject to the orders of the Superintendent. Any book introduced otherwise than in accordance with this rule may be destroyed.

(2) Only books selected and approved by the District Educational Officers and their Assistant and the newspapers, magazines, periodicals, pamphlets and the like approved by the Government shall be allowed to the prisoners after censorship by the Superintendent.

Explanation: - The censorship shall be confined only to the items relating to prison breaks, riots and assaults and similar indiscipline in prisons. Objectionable or prohibited matters affecting prison administration shall be blacked out or cut away. Books, newspapers, magazines and the like curtaining subjects which in the opinion of the Superintendent of prison are likely to incite the prisoner to commit the very offence for which he has been sentence to prison shall not be allowed, Censoring of items favourable to or critical of any political party shall not be done . Censorship shall be resorted to with utmost circumspection.

(3) The Inspector-General shall accord permission for religious discourses, Programme of reformation and rehabilitation of prisoners with the help of individuals, non-Governmental Organisations and other institutions interested in the welfare of the prisoners, after proper verification subject to the following conditions, namely:-

G.O. Ms. No. 166, Home (prison.V) Department, dated: 15.02.2000

(I.G's No.R.Dis.66438/PS2(7)/98, dated: 23.02.2000)

(a) The bonafides of the parties giving Bhajans and the like should be considered as satisfactory by the Superintendent of prisons.

(b) An unwieldy number of prisoners shall not be grouped at a time for the purpose. A few repetitions of Bhajans and the like may be allowed so that all prisoners may enjoy the privilege by turns.

288. Recreation rooms._ A compartment in each barrack shall, if possible, be set aside as a recreation room for prisoners after lock-up, and an educated prisoner shall be allowed to read aloud to the other prisoners between 6-30 p.m. and 8 p.m.

289. Religious instruction and moral lectures.-

(1) Religious and moral lectures to all convicts in prison shall be allowed only on condition that no proselytizing is carried on under the cloak of religious and moral instruction, and that lecturers confine their attention to prisoners of their own faith.

(2) The selection of lecturers shall be made by the Inspector-General in consultation with district Collectors in the mufussal and the Commissioner of Police in Chennai City.

(3) Superintendent shall Endeavour to secure the services of honorary lecturers and in their absence the senior members of the prison staff, preferably the teachers, should be deputed to lecture weekly to the prisoners.

(4) Any lecturer, who for any reason. Finds himself unable to attend the prison for a period of three months or more shall report the reasons for his inability in advance to the Inspector-General through the Superintendent of the prison, in order that a suitable substitute may be appointed in his place, if necessary. Any lecturer who shall have absented himself from the prison for a period of three months or more, without thus reporting the circumstances of his office, and his name shall be removed from the list of lecturers.

(5) The Inspector-General may remove from the list, the name of any lecturer without assigning any reason.

(6) In order to promote education, the Superintendent of prisons shall invite teachers and lecturers attached to the renowned institutions to deliver lectures on non-political matters for the benefit of the prisoners on prison holidays and Sundays, subject to the condition that the teachers and lecturers obtain, in advance, the formal consent of the Superintendent of the prisons on the subject matter of he lecture. The teachers and lecturers shall draw conveyance allowance at the rate allowed to moral and religious lecturers.

290. Change of religion in prisons.-

(1) No minister of religion shall be allowed to have access to any prisoner other than a prisoner sentenced to death who does not belong to his own denomination unless the prisoner voluntarily and spontaneously expresses a wish to see such a minister, in which case the matter shall be reported to the Inspector-General for order.

(2) Before permitting any prisoner to see a minister of religion who belongs to a denomination of persuasion other than his own, great caution shall be exercised to avoid all outside suggestion or color of proselytism. If, however, the spontaneity of the prisoner's wish is established beyond doubt, it is not desirable to interfere with its fulfillment even though it extends to a change of religion.

291. Education.-

(1) Educational facilities shall be provided in prisons for such convicted prisoners as are capable of being benefited by them.

(2) The ratio between a teacher and prisoner in a prison shall be 1:300.

(3) The Superintendent shall make full use of the teachers available in a prison and allow maximum member of prisoners possible to attend classes in suitable batches at prescribed hours relieving each other from workshops. All the prisoners irrespective of age or sentence shall be divided into literates, semi-literates and illiterates and suitable syllabus drawn for each category.

(4) Any prisoner in a prison shall get full benefit of education as a rehabilitation measure.

(5) prisoners who desire education beyond the elementary stage shall be given the necessary books and all available assistance in the school.

(6) The principle of Co-ordination between the general education and industrial training shall be kept steadily in view, having regard to the need of reforming prisoners and preparing them to regain their proper place in society on release.

(7) The Inspector-General may, in deserving cases, permit teaching personnel of educational institutions and research students to coach the prisoners appearing for Government or University Examinations working days and on Sundays and prison holidays, provided the hours devoted to education shall be so arranged as not to interfere with prison labour".

(8) The District Educational officer and their Assistants shall inspect the prison schools situated in their respective circles during the year under the rules in

force in the Education Department, and they shall advise as to the scope of the teaching to be given and the qualifications required of the teachers.

(9) They shall furnish periodical reports on the results of their inspections to the Superintendent of the prisons, who shall forward them with any remarks that may be necessary to the Inspector-General.

(10) The Superintendent shall be test progress of the prisoners and the efficiency of the teaching once quarter. The teacher shall be instructed to pay special attention to such of those pupils as are showing insufficient industry and progress. If the Superintendent considers any teacher at fault, he shall take disciplinary action against him.

(11) A certificate of conduct in prison and proficiency in any craft learnt or practiced in prison shall be given to every prisoner on release in Form No. 35 to assist him in finding suitable employment. If a prisoner has some trade, on which he has not been engaged in prison, the Superintendent can accept no responsibility and shall not give certificate in regard to it.

(12) The Inspector-General may grant permission to prisoners of all classes who wish to appear for any Government examination. If the permission is granted, the Inspector-General may arrange for the removal of the permitted prisoners in civilian clothes to the examination centre for writing the examinations, under police escort which shall be arranged by the local Superintendent of police on requisition from the Superintendent of the prison concerned. The cost of examination fees, books and other connected expenditure in the case of all classes of prisoners, of their classification in the prison.

(13) (i) The Inspector-General may grant permission to the prisoners who have failed in Government examinations conducted by the Directorate of Technical Examination and in the University Examinations like P.U.C., B.A., B.Sc. and the like conducted by various universities in Tamil Nadu to appear for these examinations for the second and third time at Government cost.

(ii) The number of chances allowed for a one examination shall not exceed three.

292. Prisoners to wash their clothing weekly. - Every prisoner shall be required to wash his clothing at least once a week, usually on Sunday morning and at such other times as the Superintendent may direct. The Superintendent may detail prisoners to wash the clothing of "A" class prisoners and any special portion of prison clothing and may authorize the issue of he necessary washing and ironing materials for the purpose.

Provided that willing prisoners shall be permitted to get their clothes washed in prison laundries at their own cost.

G.O. Ms. No. 2273 Home (Pri, V) Dept., Dated 14.10.1988.

Explanation (1): All men prisoners shall be supplied with a bar or washing soap weighing approximately 125 grams each on the 1st, 8th, 15th, and 22nd days of every month for washing their clothing.

Explanation (2): All women prisoners shall be supplied with a bar or washing soap weighing approximately 125 grams each on the 1st, 8th, 15th, and 22nd days of every month and 33 grams of washing soda for washing their clothing.

G.O.Ms.No.401, Home (prison V) Department, Dated 13.5.2002

293. Fortnightly weighments.- Care shall be taken that the fortnightly weighments recorded under section 35 (2) of the prisons Act, 1894(Central Act IX of 1894) are made under the same conditions, as regards meal-time and the like, so shall to obviate, as far as possible, the variations that naturally take place throughout the day.

Explanation: - Owing to suspension of labour on Sundays, these days will be found most convenient for taking weighments, and when the number of labouring prisoners is large, one half of said prisoners can be weighed on alternate Sundays, with the assistance of the pharmacist and also if required, by a member of the executive staff detailed by the Superintendent for the purpose.

294. Record of weighments.-

(1) The initial weighments on admission to prison and the final weighment before release shall be recorded in the convict Register and these as well as all the intermediate fortnightly weighments shall be recorded on the prisoners' History Ticket and weighment chart.

(2) Before recording prisoner's weighments, it shall be ascertained that the weighing machines are accurate.

295. Treatment of prisoners losing weight.-

(1) All prisoners who have lost more than 1.5 kilo-grams since the last fortnightly weighments, or more than 3.0 kilograms since admission to prison shall be paraded with their weighments charts for the inspection of the Superintendent and Medical Officer, at the general parade next following the day on which the weighments were made.

(2) Special care shall be taken with regard to prisoners of poor physique on admission and in whom a small loss of weight may be of serious import.

296. Check by Medical Officer:- The Medical Officer shall, as soon as possible after the fortnightly weighments, check the weights of a dozen or more prisoners taken haphazard, with a view to satisfying himself that they have been correctly made and shall record briefly in his journal and circumstances in which he has done so with any remarks he may consider necessary.

Explanation:- The body weight varies to certain extent from time to time, under normal conditions. Therefore small differences of weight up to one kilogram would not necessarily indicate that the weighments were carelessly done.

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CHAPTER - XVIII

OFFENCES AND PUNISHMENTS

297. Acts declared to be prison offence under section 45 of the prisons Act, 1894 (Central Act IX of 1894). The following acts are forbidden, and every prisoners 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 of he prisons Act, 1894 (Central Act IX of 1894). Namely

(1) Talking when at file or at unlocking or at latrine, bathing or other parades or during working hours or at any time when ordered by a prison official to desist, and singing, loud laughing and loud talking at any time;
(2) Quarrelling with other prisoners, prison officials, visitors and others;
(3) Secreting any article whatever;
(4) Showing disrespect to any prison officer or visitor;
(5) Making false, malicious, groundless, written or oral complaints against others including prison officials;
(6) Answering untruthfully any question put by a prison official or a visitor;
(7) Holding any unauthorized communication in writing, or by word of mouth or otherwise with an outsider, undertrial prisoner, prisoner of opposite sex, prisoner of difference classes, detenus, civil prisoner, approver and other prisoners against the rules and regulations of the prison;
(8) Planning, instigating, betting directly or indirectly, in commission of any prison offence;
(9) Failing to assist in the maintenance of discipline or to give assistance to a prison official when called upon to do so;

(10) Doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow-prisoner ;

(11) Doing any act calculated to create any unnecessary alarm in the minds of the prisoners or officers of the prison ;

(12) Leaving, without permission of the prison official the gang to which he is attached or part of the prison in which he is confined;

(13) Leaving, without permission of a prison official; the ward, the yard, the place in file, the seat or berth assigned to him;

(14) Loitering about the yards or lingering in the wards when these are open;

(15) Omitting or refusing to march in file when moving about the prison;

(16) Visiting the latrine or bathing platforms except as stated hours or without permission of prison official or resorting unnecessarily to the nigh latrine or omitting or refusing to employ dry earth in the manner directed by the prison regulation or flushing the flush out latrine;

(17) Refusing to eat food or the food prescribed by the prison diet-scale or going on hunger strike;

(18) Eating or appropriating any food not assigned to him, or taking from or adding, to the portions assigned to other prisoners;

(19) Removing without permission of a prison official, food from the cook-room or godowns or from the place where meals are served, or dis-obeying any order as to the issue and distribution of food and drink;

(20) Willfully or negligently destroying or spoiling food or throwing it away without orders;

(21) Introducing into food or drink anything likely to render it unpalatable or unwholesome or dangerous for human consumption;

(22) 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;

(23) Removing, defacing or altering any distinctive number, mark or badge attached to, or worn on, the clothing or person;

(24) Omitting or refusing to keep the person clean or disobeying any order regulating the cutting of hair or nails;

(25) Omitting or refusing to keep clean his clothing, blankets, bedding, aluminum cups or platters or metal tickets or other identification token or disobeying any order as to the arrangement or disposition of such articles;

(26) Endangering the security and custody of a prison in any way through awful or negligent act, tampering in any way with prison walls, building, bars, locks and keys lamps and lights or with any other security and custody measures;

(27) Stealing, damaging, destroying, disfiguring, mis-appropriating any Government property or prisoners articles and property;

(28) Committing a nuisance of mischief of any sort;

(29) Spiting on or otherwise soiling or befouling in any part or place of the prison or any article;

(30) Willfully befouling the wells, latrines, washing or bathing places;

(31) Damaging the trees and vegetables in the garden of the prison or mal-treating the prison cattle;

(32) Omitting or refusing to take due care of or injuring, destroying or mis-appropriating, the prison property, materials and implements entrusted to him;

(33) Omitting to report at once any loss, breakage or injury which he any accidentally have caused to prison property or implements;

(34) Manufacturing any article without he knowledge or permission of a prison officials;

(35) Performing any portion of the task allotted to another prisoner or obtaining unauthorized assistance of another prisoner in the performance of his own task.

(36) Appropriating any portion of the task performed by another prisoner;

(37) Mixing or adding any foreign substance to the materials issued for work;

(38) Doing or omitting to do any act with intent to cause to himself any illness, injury, or disability;

(39) Causing or failing to assist or preventing other person from assisting prison officials in suppressing violence assault, riot, mutiny, attack, personal violence or any other emergencies including insubordination of any kind;

(40) Taking part in any attack upon any prisoner or prison official or others;

(41) Omitting or refusing to help any officer of the prison in case of an attempted escape or of an attack upon such officer or upon another prisoner;

(42) Refusing or omitting or conniving or disobeying to abide by standards of behavior, rules, regulations, lawful instructions and orders or omitting or refusing to perform duties in the manner prescribed;

(43) Omitting to report any prison offence;

(44) An offence against law and order and discipline;

(45) Smoking inside the prison including cell and dormitory. **Omitted**

G.O.Ms. No 683 Home(Pri.V) Dept., Dated. 05.08.2002.

(46) Attacking or assaulting or causing gross personal violence;

(47) Abetting or participating in riot or mutiny;

(48) Escaping or attempting to escape from prison or legal custody or failure to report to prison officials about attempt to escape;

(49) Possessing, hiding, smuggling or attempting to smuggle, obtaining, giving or receiving or bartering contraband articles, failing to report to prison officials about contraband articles;

(50) Tampering or defacing identity cards, records or documents;

(51) Cooking unauthorisedly;

(52) Violating the procedure prescribed for running the canteen;

(53) Bartering canteen articles;

(54) Being idle, careless or negligent at work, refusing to work, malingering, disturbing other prisoner at work or in barracks or in cells or in any other place;

(55) Willfully disabling himself from labour;

(56) Converting or attempting to convert a prisoner to a different religious faith;

(57) Agitating or acting on the basis of caste or religious prejudices;
(58) Willfully hurting religious feelings, beliefs and faith of others;
(59) Sending messages surreptitiously by writing or speech;
(60) Participating or organizing unauthorized activities like gambling and the like;
(61) Using indecent, abusive, insolent, threatening or proper language; being disrespectful, remaining indecent or vulgar acts or gestures;
(62) Breaches of the conditions of emergency and other leave.

Explanation;- If the Superintendent is satisfied that the overstayed was for reasons beyond the prisoners' control, such as break down in the transport system and the like, a report shall be submitted to the Inspector-General for getting orders of Government treating the period of overstayed as leave period.

298. Prohibited articles;- The following shall be deemed to be prohibited articles within the meaning of section 42 and clause (12) of section 45 of the prisons Act, 1894 (Central Act IX of 1894) namely;-

(a) Poisons;
(b) Alcohol and sprits in any form and of every description and also tobacco in any form, cell phone, Sim Card, in any form.
(c) Bhang, ganja, opium and other hemp drugs and intoxicants;
(d) Betal nuts and leaves;
(e) Unauthorized food, fruits, sweets, condiments and the like;
(f) Unauthorized clothing;
Raw rations received by the prisoners from outside the prison for cooking their food in the prison.

G.O.Ms. No 683 Home(Pri.V) Dept., Dated. 05.08.2002.

(g) Gold, silver, copper or any metal in any form;
(h) Money;
(i) Jewellery;
(j) Fire arms and explosive materials;
(k) Weapons, knives and cutting implements of all kinds;
(l) Tools for working wood, metal or leather
(m) Matches and material for producing fire;
(n) Unauthorized writing materials;
(o) Postage stamps and unauthorized letters;
(p) Books other than those approved by prison authorities;
(q) Playing cards or other gambling materials;;
(r) Bamboos, ladders, clubs, sticks, ropes, string and any materials which can be used to assist in the escape of a prisoner or as implements for causing hurt;
(a) Cell phone, Sim Card, Mobile Battery Charger or any Other Accessories which are used for communication purpose.

G.O. Ms. No 1447 Home(Pri. V) Dept., Dated 16.10.2007

(s) Any other article whatsoever not specially permitted by the prison rules and articles received, possessed or transferred otherwise than by due authority.

Explanation:- The articles permitted to be possessed by the prisoners are contained in rule 195.

299. Disposal of prohibited articles.- All prohibited articles found or seized from prisoners shall be destroyed or confiscated to Government or disposed of as per Superintendent' orders.

300. Reference to Magistrate in certain cases.- When in the opinion of the Superintendent any of the following offences 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 (Central Act 2 of 1974) Namely;-

(1) Offences punishable under sections 147 148 and 152 of the Indian penal code (Central Act XLV of 1860)
(2) Offences punishable under sections 222, 223 and 224 of the Indian Penal Code (Central Act XLV of 1860)
(3) Offences punishable under sections 304A, 309, 325 and 326 of the Indian penal code (Central Act XLV of 1860)
(4) Any offence triable exclusively by the court of Sessions.

301. Powers of Superintendent in other cases. - 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 (Central act XLV of 1860) whether he will use his own powers of punishment or move the Magistrate possessing jurisdiction to enquire into it in accordance with the code of Criminal Procedure, 1973. (Central act 2 of 1974)

302. Classification of punishments. - The punishments enumerated in section 46 of the prisons Act, 1894 (Central act IX of 1894), shall be classified into minor and major punishment.

(a) Minor. - The following punishment shall be considered as minor punishments, namely;

(1) Formal warning;
(2)Change of labour for a stated period to a some more irksome or severe form;
(3) Forfeiture of remission earned, not exceeding four days;
(4) Forfeiture of class, grade, or prison privileges for a period of not exceeding three months;
(5) Temporary reduction from a higher to a lower class or grade;
(6) Cellular confinement for not more than seven days;

(7) Separate confinement for not more than fourteen days;
(8) Hand cuffing for not exceeding 12 hours at a time

7 and 8 above G.O. Ms. No 2291 Home Dept., dated 12.10.1990
I.G's no 7806/GI/90

(b) Major.- the following punishments shall be considered major punishments, namely;-

(1) Hard labour in the case of prisoners not sentenced to rigorous imprisonment namely.
(2) Forfeiture of remission earned, exceeding four but not exceeding twenty days;
(3) Forfeiture of remission earned, in excess of twenty days;
(4) Forfeiture of class, grade or prison privileges for a period exceeding three months;
(5) Exclusion from the remission system for a period not exceeding five months;
(6) Exclusion from the remission system for a period exceeding five months;
(7) Permanent reduction from a higher to a lower class or grade;
(8) Cellular confinement for a period exceeding seven days;
(9) Separate confinement for a period exceeding fourteen days; and
(10) Any combination of minor punishments admissible under section 47 of the prisons Act, 1894 (Central Act IX of 1894)

Explanation: - The major punishment (3) and (6) and any combination of the major punishments (3), (4), and (6) shall not be awarded by the Superintendent of a prison without the previous sanction of the Inspector-General of prisons. The Superintendents shall obtain previous confirmation of the Inspector-General before awarding separate confinement for a period exceeding one month.

303. Awarding punishments.-

(1) The Superintendent shall examine any person touching any prison offence and determine there upon whether to award a minor or major punishment and his determination shall be noted down while awarding punishment.

(2) No prisoner shall be punished unless he has been informed of the offence alleged against him and given a proper opportunity of presenting his version of the case. The competent authority shall conduct an inquiry into the case. No prisoner shall be punished except in accordance with the terms of rules.

(3) No prisoner shall be punished twice for the same offence provided that any security measure such as separate confinement, hand cuffing, cellular confinement and the like taken for the safe custody of a refractory and dangerous prisoner or for preventing him from committing mischief or the stoppage of privileges which are otherwise admissible to well behaved prisoners only, shall not be construed as prison punishment for this purpose.

304. Enquiry before punishment.-

(1) Prisoners are liable to be punished for prison offences as per rules irrespective of the class in which they are placed-

(2) No prisoner shall be punishment for any statement or complaint made to a visitor.

(3) Whenever prisoners are produced before the Superintendent for punishment, the Superintendent shall conduct a thorough enquiry in a fair manner. It shall not become a mechanical process for the mere awarding of punishments. Enquiry shall be conducted as promptly as possible. During enquiry, the accused shall be present. Witnesses shall be brought in one at a time.

(4) Every precaution shall be taken to ensure that the enquiry is conducted in an orderly manner. Prisoners shall be thoroughly searched before being brought before the enquiry officer. Violent prisoners may be properly secured during enquiry.

(5) In case of serious violation of prison discipline, the Superintendent may order the recording of statements of the persons concerned. When the Superintendent thinks that recording of statement is not necessary, he shall briefly record the salient facts of the case in the appropriate column in the punishment book in form No. 15. If a prisoner has committed any infringement of the prison rules through ignorance or excusable carelessness, the Superintendent, shall admonish him without recording in the said forms.

(6) The officer, who conducts the preliminary investigation, shall present his report and witnesses, if any. The report shall be presented in language that is commonly understood in the locality or by the accused. Where necessary and available, an interpreter may be provided. The accused and his witnesses, if any, shall be heard.

(7) After the Superintendent is satisfied that all relevant facts of the case have come to light, he shall record his decision in the register. After enquiry, the punishment shall be promptly implemented as per rules.

(8) The punishment awarded to prisoners shall be noted down in the punishment book in form No. 15. The Jailor shall certify that the punishments have been carried out. The punishment book shall be placed before the Superintendent for his perusal as soon as the punishment has been carried out.

305. Medical opinion for certain punishments. –

(1) The punishment of cellular confinement, separate confinement, or change of labour shall not be implemented unless the Medical officer has examined the prisoner and certified in writing in the punishment book that he is fit, to sustain it the same rule shall apply to any other punishment that may be prejudicial to the physical or mental health of a prisoner.

(2) The Medical officer or his medical subordinate shall daily visit prisoners undergoing any such punishments and shall advise the Superintendent if he considers the termination or alteration of the punishment necessary on the ground of physical or mental health.

306. Punishment yard.-

(1) As far as possible, the prison shall have completely segregated areas having cellular accommodation where punishments like solitary, confinement, separate confinement and segregation can be effectively implemented. These areas shall have adequate facilities for baths, exercise yards and the like.

(2) No inmates excepting those employed for sweeping, conservancy work and barbering shall be allowed to enter the punishment yard, and Inmate workers allowed to enter the yard and shall be under the constant supervision of him the guarding personal. They shall be thoroughly searched before entering and leaving the punishment yard. They shall not be allowed to communicate with prisoners kept in the punishment yard. As soon as their work is over, they shall be withdrawn from the yard.

307. Security.-

(1) Security and discipline shall be strictly maintained in areas where prisoners undergoing punishment have been kept. The movement and activates of prisoners shall be strictly controlled.

(2) Every prisoner undergoing punishment and the cell where he is kept shall be searched at least once a day. The officer in charge of the punishment yard shall conduct surprise searches under his personal supervision at least twice a week.

(3) Special care shall be taken to see that prisoners undergoing punishment do not have any article with which they can harm themselves or others.

308. Description of handcuff.- Handcuffs imposed by way of punishment for prison offences shall be iron-bar handcuffs, weighing with lock not more than 907 grams each, or swivel with spring catch handcuffs weighing not more than 567 grams each, or chain handcuffs weighing not more than 454 grams each.

309. Imposition of handcuffs.-

(1) Handcuffs may be imposed –

(a) on the wrist 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.

(2) A prisoner while undergoing punishment in handcuffs shall be under complete shelter from the sun.

310. Imposition of cellular or separate confinement.-

(1) Over the door of each cell in which a prisoner is undergoing cellular or separate confinement shall be placed a ticket in form No. 1 signed by the Jailor.

(2) Every prisoner before being placed in cellular or separate confinement shall be thoroughly searched and any articles considered dangerous or inexpedient for him to retain shall be removed. Both the cell and person of the prisoner shall be carefully searched daily during his continuance in cellular or separate confinement.

(3) prisoners in cellular or separate confinement shall be provided with suitable work and a regulated task shall be exacted from them.

(4) They shall be permitted to take such exercise in the open air as the Medical officer shall consider being necessary for their health.

(5) The bedding of prisoners in cellular or separate confinement shall be taken out of the cells during the day and exposed to the sun and air for as long as the weather permits.

(6) The occupant of each cell shall be required to keep it scrupulously clean.

311. Punishment to female prisoners. –

(1) Violent female prisoners who are likely to harm themselves or others, shall be handcuffed.

(2) Female prisoners shall not be award cellular confinement as punishment for prison offences.

* *

CHAPTER - XIX

THE REMISSION SYSTEM

312. Definitions. - In these rules,-

(a) "prisoner" includes a person committed to prison in default of furnishing security to keep the peace or to be of good behaviour and a person convicted by a military court.

(b) "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.

313. Scale of ordinary remission.-

(1) Ordinary remission shall be awarded on the following scales;

(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.

(2) A prisoner who is unable to labour through causes beyond his control by reason of being at court, in transit from one prison to another, in any hospital including mental hospital or on invalid gang shall be granted remission under clause (a) of subordinate-rule (1) on the scale earned by him during the previous month if his conduct prior to and during the period in question has been such shall to deserve such grant. He shall also be entitled to the grant of remission under clause (b) of sub-rule (1) on the scale earned by him during the previous month if he has been in prison during that term; if not at the rate of two days per month.

Provided that if his absence from work is due to his own misconduct in prison , no remission under clause (b) of sub-rule (1) shall be awarded for the period of absence;

Provided further that if he is in any hospital including mental hospital or on invalid gang no remission under clause (b) of sub-rule (1) shall be granted unless the Medical officer certifies that the prisoners' absence from labour is due to causes beyond his control and is in no way caused by any action of the prisoner himself taken with a view to escape work or to get into or to remain in any hospital including mental hospital.

314. Non-eligibility. - No ordinary remission shall be granted in the following cases, namely.-

(1) In respect of any sentence of rigorous imprisonment, amounting exclusive of any sentence passed in default of payment of fine, to less than three months, or ninety days in the aggregate.

(2) In respect of any sentence of simple imprisonment amounting, exclusive of any sentence passed in default of payment of fine, to less than three months, or ninety days in the aggregate.

Explanation:- Prisoners sentenced to simple imprisonment for three months or ninety days and over in the aggregate can earn remission, provided they labor voluntarily for any continuous period of not less than one month. Remission under this rule shall be calculated from the first day of the next calendar month following the allotment of labour to the prisoner sentenced to simple imprisonment.

(3) If a prisoner's sentence or total of sentence 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.

315. Forfeiture of remission.-

(1) If a prisoner is convicted of an offence committed after admission to prison under sections 147, 148,152,224,302, 304, 304-A ,306,307, 308, 323, 324, 325, 326, 332, 333, 352, 353, or 377, of the Indian penal Code (Central Act XLV of 1860) or of an assault committed after admission to prison on a Warders or other officer or having been removed to a hospital or asylum under rule 636, breaks his bond given in Form No. 61, the remission of whatever kind earned by him under these rules up to the date of the said conviction or his temporary removal may, with the permission of Inspector-General be cancelled.

(2) If a prisoner is temporarily removed to a hospital or asylum under rule 636 and breaks his bond, he shall earn no remission under these rules on his re-

admission to prison after recapture, for such period as the Inspector-General may order.

316. Re- Admission of excluded prisoner. - The Superintendent may, with the previous sanction of the Inspector-General re-admit to the remission system any prisoner who has been removed there from under the rules framed under clause (3) of section 59 of the prisons act, 1894 (Central Act IX of 1894), such a prisoner shall earn remission under these rules from the commencement of the month following such re-admission.

317. Scale applicable to convict officers.-

(1) In lieu of the remission allowed under rule 313 convict warders shall receive eight days ordinary remission per month, convict overseers six days per month and convict night watchmen five days per month. Convict nursing orderlies, who per-form their duties satisfactorily, shall be awarded extra-remission at the same rate and scale as are prescribed for convict night watchmen.

(2) Remission under these rules shall be calculated from the first day of the next calendar month following the appointment of the prisoner as convict warder, convict overseer, or convict night watchman.

318. Additional remission to prisoners employed on prison services. - Prisoners employed on prison services such as cooks and sweepers, who work on Sundays and holidays, may be warded three days ordinary remission per quarter in addition to any other remission earned under these rules.

Explanation:- (1) – One day' extra remission may be given to every prisoner at the end of the calendar month next following the prisoner' employment on prison service prison servants who earn five days remission shall be granted three days for the month of release and not two and half days in case their release falls after 15th of month. No remission shall be granted under this rule for the month in which he was either employed as a prison servant or removed from such appointment.

Explanation: - (2) The prisoners in the Open for prisons shall be granted extra-remission at the rate of one day per one working day in addition to two days remission in good conduct without any restriction enforced in rule 329.

319. Award of remission for good conduct. - Any prisoner eligible for remission under these else who, for a period of one year reckoned from the first day of the month following the date of the sentence or the date on which he was last punished for a prison offence, has committed no prison offence, whatever shall awarded fifteen

days ordinary remission in addition to any other remission earned under these rules.

Explanation;- (1) Prisoners admitted in any hospital including mental hospital as inpatients shall also be given the privileges provided in this rule.

Explanation: - (2) For the purpose of this rule prison offences punished only with warning shall not be taken into account.

320. Who may award ordinary remission .- Ordinary remission shall be awarded by the Superintendent or subject to his control and supervision and to the provisions of rule by the Additional Superintendent , Jailor , Deputy Jailor, or any other officer specially empowered in that behalf by him.

321. Procedure on award:

(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 month otherwise than by a formal warning, he shall be awarded the full ordinary remission for that month under rule 313 or if he is a convict officer under rule 317.

(3) If a prisoner has been punished during the month 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 rule 313 or, if the convict is a convict officer, under rule 317. All remission recorded on the prisoner's History ticket shall be entered monthly on the remission sheet (Or cards) are not maintained, in a general remission register.

322. Record of award. - The award of ordinary remission shall be made, as nearly as possible, on he first of the month following and the amount shall be intimated to the prisoner and recorded on his History ticket. Remission granted to a prisoner under rule 319 shall be recorded on his History Ticket as soon as possible after it is awarded.

323. Date from which remission calculated.-

(1) Subject to the provisions of rule 316 remission under rule 313 shall be calculated from the first day of the calendar month next following the date of the prisoner's sentence provided that in the case of a prisoner who is sentenced on or before the 15th of a month he shall be granted two days' remission in respect of that month.

(2) Any prisoner, who after having been released on bail or because his sentenced has been temporarily suspended is afterwards re-admitted into the prison on or before the 15th of a month, shall be granted two days remission in respect of the month. If he is admitted on or after the 16th of a month, no remission shall be granted to him in respect of that month but he shall be brought under the remission system on the first day of the calendar month next following the date of his re-admission. Any remission earned previous to his release on bail or the suspension of sentence shall be credited to him on re-admission to prison.

324. Exclusion of last calendar month.-

(1) No prisoner shall receive ordinary remission in respect of the calendar month in which he is released unless his release falls after the 16th of the month in which case he shall be granted half the remission to which he is entitled in respect of that month. If by the grant of such remission, the date of this release would fall before the 16th he shall be granted only such remission as will entitle him to release on the 16th .

Illustration. - A prisoner whose date of release falls on the 17th of March shall be granted only one day' remission and shall be released on the 16th of March.

Explanation: (1) Nursing orderlies, night watchmen and prisoners referred to in rule 318 who earn five days remission and come under the scope of the above sub-rule may be granted 3 days remission for the month of release and not 2 ½ days

(2) If by the grant of ordinary remission for the whole month previous to the month of release, the date of release would fall within the previous month, the prisoner shall be granted only such remission as would entitle him to release on the following month.

Illustration. - A prisoner whose date of release falls on the 3rd of August shall be granted only Two-day's remission for the month of July, instead of four days, and shall be released on the first of August.

325. Qualification for special remission.- Special remission may be given to any prisoner, whether entitled to ordinary remission or not, for special reasons to be recorded in the History Ticket, as for example.

(1) assisting in detecting or preventing breaches of prison discipline or regulations;
(2) success in teaching handicrafts;
(3) special excellence in, or greatly increased outturn of work of good quality
(4) protecting an officer of the prison from attack;
(5) assisting an officer of the prison in the case of outbreak , fire similar emergencies;

(6) acquiring academic qualifications or proficiency tests in any trade recognized by the Government;
(7) economy in wearing clothes.

326. Who may award special remission; - Special remission may be awarded-

(a) by the Superintendent for a period not exceeding thirty days in one year;
(b) by the Inspector-General or the Government for a period not exceeding sixty days in one year.

***Explanation:* -** For the purposes of this rule, years shall be reckoned from the date of sentence. For any fraction of a year, special remission at the rate of 2 ½ days per month may be granted by the Superintendent. The Inspector-General or the Government may grant special remission at the rate of 5 days a month in addition to the remission granted by the Superintendent. Periods of less than month shall be ignored for the purpose of grant of special remission.

327. Special remission for sterilization operation.-

(1) Special remission shall be given to every prisoner who is above twenty one years of age in case of women and below fifty five years in case of men and who has at least two living children and who undergoes sterillisation operation, as a measure of family planning. Such remission shall be in the following scale namely;-

Total period o sentence	Remission.
(1)	(2)
prisoners sentenced to less than six months.	Fifteen days.
prisoners sentenced to six months and more and less than one years.	One month.
prisoners undergoing sentence from one year up to three years.	Three months
prisoners undergoing sentence above three years and up to ten years.	Six months.
prisoners undergoing sentence above ten years including lifers.	One year

(2) The remission granted under this rule shall not be forfeited on any account as it is not earned, but is in the nature of a gift. Such remission shall not come under the purview of rule 329 and shall also be taken into account for calculation of Advisory Board release.

(3) An undertrial prisoner who undergoes sterilization operation or donate blood during the period of his or her trial, shall, on conviction be eligible for the same

scale of special remission as allowed for convicts, subject to the condition that the special remission in the case of sterilization operation shall be granted only if his or her spouse has not undergone sterilization operation earlier.

328. Special Remission for donation of blood- Remission not exceeding fifteen days shall be granted to the prisoner irrespective of the period and nature of sentence awarded if he donates blood for the formation of blood banks.

Explanation: Donations of blood shall not be permitted in the case of a prisoner unless a period of three months has elapsed from the date on which blood was donated by him previously.

329. Maximum remission awardable.- The total remission earned by a prisoner under all the rules in these rules shall not, without the sanction of the Government, exceed one-fourth part of his sentence. Subject to the sanction of the Government in each instance, prisoners may be allowed earned remission up to one-third of their sentences in special cases.

330. Method of converting the remission into year, months and days.- In calculating the date of release of a prisoner, the number of days of remission earned shall be converted into months, and days, at the rate of thirty days a month, provided that where the remission earned exceeds 365 days, it shall be converted into months and days at the rate of thirty days a month.

331. Endorsement of remission on warrant. - When a prisoner has earned such remission as entitled him to release, the Superintendent shall release him. The total amount of remission earned by him shall be endorsed on his warrant and the endorsement shall be signed by the Superintendent or the Additional Superintendent as the case may be.

332. Procedure on transfer.-

(1) When a prisoner is transferred to another prison, the total amount of remission earned by him up to the end or the previous month shall be endorsed on his warrant and entered on his History Ticket, these entries being signed by the Superintendent or the Additional Superintendent as the case may be.

(2) The receiving prison shall be responsible that the above information is duly obtained. Each prison at which a prisoner serves a portion of his sentence shall be held responsible for the correct calculation of the remission earned in that prison.

(3) In the case of a prisoner transferred from a subordinate-jail to a prison while undergoing imprisonment, the period spent by him in the sub-jail excluding the period spent as an undertrial prisoner shall also count for calculating, if he is otherwise eligible under these rules.

333. Preservation of remission sheets or cards. - Remission sheets (or cards) shall be retained in the Office of a prison for a period of one year after the unconditional release of the prisoner to whom they relate. or his death, when a prisoner is transferred to another prison, his remission sheet(or card) where such sheets or cards are maintained or where they are not maintained, a statement certified by the Superintendent, of the total remission earned up to the date of transfer, shall be sent with prisoner.

334. Report on over-detention and premature release.- The Superintendent shall bring to the notice of the Inspector-General the cases of violation of these rules resulting in over-detention or premature release of a prisoner for further action as he deems fit.

335. The Advisory Board and its constitution. - There shall be an Advisory Board for each Central Prison and State prison for Women.

(1) The Advisory Board for the City of Chennai shall consist of-
- (i) The Inspector-General (chairman);
- (ii) The Chief Metropolitan Magistrate Chennai;
- (iii) The commissioner of Police, Chennai;
- (iv) The chief probation Superintendent, Chennai;
- (v) One or more non-official members appointed by the Government;
- (vi) The Superintendent Central Prison, Chennai (Secretary)

(2) In the mofussil, the Advisory board shall consist of.-
- (i) The District Collector; (Chairman)
- (ii) The Sessions Judge of the sessions Division in which the prison is situated;
- (iii) The Chief Judicial Magistrate;
- (iv) The Regional probation officer of the station;
- (v) One or more non-official members appointed by Government.
- (vi) The Superintendent of the Central Prison concerned (Secretary);

G.O. M.S No. 687 Home (PRi., V) Dept., dated 19.08.2009

(3) The Advisory Board for premature release of the adolescent prisoners detained in the dormitory block of the Borstal School, Pudukkottai shall consist of—
- (I) District Collector, Pudukkottai (in the absence of the Inspector-General of prison) Chairman.
- (II) Superintendent, Borstal School, Pudukkottai- Secretary.
- (III) Regional Probation officer, Pudukkottai –Joint Secretary.
- (IV) Sessions Judge, Pudukkkottai—official Member
- (V) Chief Judicial Magistrate, Pudukkottai –Official Member,
- (VI) One member appointed by the Government –Non-Official member.

The Board shall consider the premature release of the adolescent prisoners detained in the dormitory block of the Borstal school.

336. Term of office of the non-official members.—The term of office of each non-official member shall ordinarily be three years. He shall also be eligible for reappointment.

337. Presiding officer in the absence of the Chairman. - The Chief Metropolitan Magistrate in the City of Chennai, the Sessions Judge in other districts shall, in the absence of the District Collector presided over the meeting of the Advisory Board, to consider the premature release of prisoners held in their respective jurisdictions. In the absence of both the Collectors and the Sessions Judge the Chief Judicial Magistrate shall preside over the meetings of the Advisory Board held in the mofussil.

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338. Appointment of non-official members.-

(1) The Inspector-General in consultation with the District Collectors in the districts and the Commissioner of Police in the City of Chennai, shall forward to Government a list of persons for being nominated on the Advisory Board. Such appointments made by Government shall be notified in the Tamil Nadu Government Gazette and intimated to the Inspector-General and the Superintendent concerned.

(2) A non-official member who is about to absent himself from attending three consecutive meetings shall report the circumstances to the Inspector-General and in event of his failure t report, he shall be regarded as having vacated office from the date of his last appendance of the meeting of the Advisory Board and the Superintendent shall report the matter to the Inspector-General.

339. Procedure to be adopted by the Advisory Board –

(1) The members of the Advisory Board shall always treat the information about prisoners as confidential.

(2) A brief summary of the cases coming for consideration by the Advisory Board with the connected records shall be circulated among all members of Advisory Board well in advance of the meeting.

(3) The Advisory Board shall examine of the cases placed before it satisfy the rules and if there has been any undue delay in placing such cases before the Board.

(4) The Board, while considering the due cases for premature releases, shall take note of the social history of the prisoner, the circumstances of his criminal behavior, conduct in prison, response to training and treatment, notable changes in his attitude, degree of criminality, health and mental condition and

the possibility of his resettlement on his premature release and also the circumstances as were not before the Court at the time of his conviction.

(5) The Advisory Board shall also take into consideration of the following records; namely—

(a) Report from the Superintendent of the prisons and also the psychological study report of the Psychologist, if any;

(b) Report of the Medical officer of the Central Prison, wherever necessary;

(c) Report of the probation officer;

(6) In the event of the Advisory Board recommending or not recommending the premature release against the opinion of the Probation Officer and the District collector, detailed reasons in justification of such recommendation shall be recorded in the Advisory Board' proceedings.

(7) Minutes of the Advisory Board Meeting shall be recorded and signed by the Chairman and all members present.

(8) After the meeting of the Advisory Board, all the records shall be submitted to the Inspector-General of prison by the Superintendent of the prisons concerned who shall forward the same to the Government.

G.O. M.S No. 687 Home (PRi., V) Dept., dated 19.08.2009

340. Calling for verification report.—

(1) In preparing cases for consideration of release on parole of prisoners by the Advisory Board, the Superintendent of the prison shall address the Collector and the Probation Officer concerned for reports on the advisability of the premature release of the prisoner in question. The probation Officer shall personally enquire into each case and send his report to the Collector with a copy to the Superintendent in form No.98. If the Probation Officer feels that the release of a prisoner is likely to involve breach of peace in the locality, the Probation Officer shall consult the local Sub-Inspector of Police against item 2 of Form No. 100. In respect of other cases in which there is no likelihood of breach of peace, the Probation Officer shall send his report direct to the Collector and the Superintendent without consulting the local Sub-inspector of Police. The Collector of the district concerned shall carefully weigh the circumstances of each individual case in the light of the views of the Probation Officer and the police Officer and shall invariably furnish the grounds in detail for his recommendation to the Superintendent of the prison for consideration by the Advisory Board.

(2) If on any account, the Advisory Board wants a fresh report, he Probation Officer shall conduct necessary enquiry afresh and send his report to the Collector in consultation with the local sub-Inspector of Police, if necessary, with a copy to the Superintendent the Collector may either transmit the report of the Probation Officers with his recommendation or if he so feels, conduct enquiries by the

Officers of the department independent of he report of the probation Officer and forward his recommendations to the Superintendent along with the report of the Probation Officer.

341. Cases of prisoners to be placed before the Advisory Board.-

(1) The sentences of all prisoners sentenced to imprisonment for life or to more than twenty years imprisonment in the aggregate or imprisonment for life and imprisonment for terms exceeding in the aggregate twenty years shall, for the purpose of this rule, be deemed sentences of imprisonment for twenty years.

(2) The cases of prisoners undergoing imprisonment for life shall ordinarily be placed before the Advisory Board as constituted for consideration as to whether their parole will be recommended , on completion of **"ten and half years"** of actual imprisonment.

G.O.Ms.No.2596, Home(Pr V) Department,dated:16.9.96.

Provided that by virtue of Provision contained in section 433-A of the Code of Criminal procedure, 1973 (Central ct, 2 of 1974) the cases of prisoners sentenced to imprisonment for life on or after 18th December 1978. for an offence for which death is one of the punishments provided by law, or in whose case a sentence of death imposed has been commuted under section 433 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) into one of the imprisonment for life, shall be placed before the Advisory Board only if they have served at least fourteen years of imprisonment.

Explanation 1:- Special remission granted in the case of life convicts in connection with the Second World Tamil Conference and Gandhiji' Centenary Celebrations shall be taken into account for calculation of two thirds of their life sentence in terms of rigorous imprisonment for 20 years, for eligibility for consideration under the Advisory Board Scheme, provided that such cases shall be placed before the Advisory Board only after the convicts have actually under gone imprisonment for ten years.

Explanation:-- (2) The set off period specified in section 428 of the Code of Criminal procedure 1973 (Central Act, 2 of 1974) in the case of lifers sentenced prior to 18th December 1978 shall be taken into account and their cases shall be placed before the Advisory Board after completion of ten years of actual sentence including the above set officer period, if any. The period of ten years shall also include the special remission of one year sanctioned in ***G.O. Ms. No. 3333, home, dated 19th December 1971,*** and six months sanctioned in ***G.O.Ms No. 2475, Home, dated 14th September 1977.***

Explanation:- ***(3)*** The set off period pacified in section 428 of eh Code of Criminal Procedure 1973 (Central Act, 2 of 1974) shall be taken into account in the case of lifers sentenced on or after 18th December 1978 referred to in the provision under sub-rule (2) for computing the period of fourteen years.

(3) The cases of prisoners sentenced to more than three years, excepting lifers to whom sub rule (2) applies, shall be placed before the Advisory Board if they have served two thirds of their sentence including remission.

The cases of prisoners imprisoned for failure to give security under chapter VIII of the Code of Criminal Procedure, 1973, (Central Act 2 of 1974) and Criminal lunatics shall not be placed before the Advisory Board.

Provided that prisoners of the following categories who have been sentenced to imprisonment for more than three years or imprisonment for life shall be not eligible for premature release under the Advisory Board scheme.

(i) Prisoners convicted of rape, dacoity, terrorist crimes, offences against the State of prisoner sentenced under section 224, 376, 396, to 400, 402, 467, 471, 472, 474, 489A, 489B, and 489-D of the Indian penal code (Central Act XLV of 1860)

(ii) Prisoners convicted of economic offences, black marketing, smuggling or misuse of power and authority

(iii) Prisoners sentenced under the Prevention of Corruption Act, 1988, (Central Act 49 of 1988), the suppression of Immoral Traffic in Women and Girls Act, 1956(Central Act 104 of 1956) the Drugs and Cosmetics Act, 1940 (Central Act XXIII of 1940), the Drugs Control Act, 1949 (Tamil Nadu Act XXX of 1949) the Dangerous Drugs Act, 1930 (Central Act II of 1930)the Drugs and Magic Remedies (Objectionable Advertisements) Act, 1954 (Central Act 21 of 1954) or the Prevention of Food Adulteration Act, 1954 Central Act 37 of 1954);

(iv) Prisoners sentenced for Offences under Sections 498A and 306B of the Indian Penal Code (Central Act XLV of 1860);

(v) Prisoners sentenced for the offence of selling illicit arrack mixed with poisonous substances

(vi) Habitual forest offenders who are responsible for disturbing the ecological balance; and

(vii) Prisoners sentenced for offences wherein minimum sentences are prescribed.

G.O. Ms. No. 785 (pr.v) Dept. Dt.:27.3.96.
(Central Act 37 of 1954)

The cases of prisoners imprisoned for failure to give security under chapter VIII of the Code of Criminal Procedure, 1973, (Central Act 2 of 1974) and Criminal lunatics shall not be placed before the advisory Board.

Explanation;- (1) – The cases of prisoners convicted by Court martial shall also be placed before the Advisory Board for consideration under sub-rules(2) and (3)

Explanation:- (2) Sentences of imprisonment for failure to furnish security shall not be taken into account in determining to aggregate sentence for purpose of sub rules (2) and (3)

Explanation:- (3) – The set off period specified in section 428 of the Code of Criminal Procedure 1973 (Central Act 2 of 1974) shall be taken into account in the case of all prisoners excepting lifers, to whom explanations (2) and (3) of sub-rules (2) shall apply and to those sentenced to imprisonment not being in default of payment of fine, in determining the period of sentenced served for the purpose of Sub-rule (3)

(4) (i) The cases of prisoners coming under sub-rule (2) shall be submitted to Government by the Inspector –General for orders with the recommendation of the Advisory Board whether it recommends parole or not, together with the judgment of he Court and other connected papers.

(i-a) The Government may call for any report which the Government may thing necessary, from any authority or reason to consider the release of the prisoner.

G.O. M.S No. 687 Home (PRi., V) Dept., dated 19.08.2009

(ii) The cases of prisoners sentenced to seven years and above and whose cases whether or not recommended for parole by the Advisory Board, shall also be sentence to Government for orders.

(iii) The cases of prisoners sentenced to less than seven years shall be sentence to Government only if recommended for parole by the Advisory Board.

(iv) If the Government refuse to order parole of a prisoner referred to in the first paragraph of sub- rule (3), they shall direct the resubmission of his case for their re-consideration again after such period as they may deem fit;

Provided that prisoners other then life prisoners shall, on the expiry of their sentences, less the periods of remission earned, be sentence on parole unconditionally without the specific orders of Government.

(5) The Superintendent of a prison in which such prisoners as are mentioned above are confined shall maintain a register in which the name of each prisoner shall be entered under a date three months before he would be eligible for consideration of his parole after allowing normal remission and if, for any reason, he ceases to earn remission or earns special remission, the due date shall be altered accordingly.

(6) The cases of old and decrepit prisoners who are incapable of doing any real work and would appear to be unable to commit or organize crime if sentence on parole shall also be placed before the Advisory Board for consideration.

(7) The cases of all prisoners including life convicts who satisfy the following conditions shall be placed before the Advisory Board for consideration, namely;

(1) That the prisoners are over 65 or 55 years of age according as they are male or female prisoners respectively and have served not less than two and a half years of their sentence, including remission ;and
(2) That they are serving sentences for their first and only conviction.

(8) Where order is received from the Government for parole of a prisoner on his executing a bond in addition to a bond from a surety, the Superintendent shall send the prisoner on parole only after obtaining the bond in form No.130 from the prisoner and a bond in form no. 131 from the surety.

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CHAPTER - XX

GRADING OF CONVICTS AND CONVICT OFFICERS

342 General Principles.- The following rules relating to the grading of convicts and to their employment as convict officers of prisons apply to all male and female convicts coming under the remission system. Convict Officers are employed for the convenience of the prison administration and for the encouragement of good conduct and industry in prisons. But, such employment can never be claimed by any prisoner as a right and is also always conditional on the prisoner being physically and mentally fit and suit to perform the duties required of him. If any convict officer becomes permanently incapable of performing those duties, he shall be reverted.

Provided that prisoners placed in "A" class shall not be employed as convict officers

343. Method of appointment of Convict Officers.— The Classification Committee in each prison shall select prisoners to work as prison officers on the basis of their previous crime record, special background, institutional behaviour, efforts for self improvement and desire for rendering service to prisoners if they are otherwise eligible. Care shall be taken to ensure that demoralized or undesirable prisoners are not selected.

Explanation:- Chapter XV deals with the constitution and function of Classification Committee.

344. Employment of convict officers.-

(1) The maximum number of convict officers in a prison shall in no case exceed ten percent of the daily average population thereof.

(2) No convict officer shall have independent charge of any file, gang or other body of prisoners, nor shall he have independent power to issue orders to prisoners, but there shall always be a paid officer in superior charge under whose control and orders, the convict officer shall work.

Provided that within the main walls of the prison, a reliable convict officer may temporarily be entrusted with charge of a gang employed on fatigue duty, or of a convalescent gang or a small gang of scavengers or water carriers or compound sweepers.

(3) Convict officer required for employment in yards or barracks reserved for prisoners sentenced to simple imprisonment shall, as far as possible, be drawn from the ranks of simple imprisonment prisoners.

(4) Habitual prisoners confined in the Central Salem may be employed only as Convict Night Watchman and also in barracks of other prisons set apart for habitual prisoners. Under no circumstances, the habitual prisoner shall be employed as Convict Overseer or Convict Warder.

345. Gratuity to ordinary convicts. - **Omitted**

346. Remission to short-tamers in lieu of gratuity. – Omitted

347. Remission in lieu of gratuity when sentenced for above two years. – Omitted

348. Lapse of gratuity. - If a convict dies before his release, the gratuity earned by him shall lapse to the State. **Omitted**

G.O. Ms. No 1372 Home (Pri. Vii) Dept., Dated 21.12.2000

349. Three grades of convict officers.- There shall be three grades of convict officers, namely:-

(1) Convict night Watchmen.
(2) Convict overseers.
(3) Convict warders.

350. Appointment, privileges and duties of convict night watchman.-

(1) Convict night watchmen shall be selected from among convicts who are sentenced to imprisonment for a period of above two years or to imprisonment for life. They shall wear a brass badge on the right arm, but in respect of letter writing and interviews, they shall be in the same position as other convicts. They shall not be exempt from tasked labour prescribed for them.

(2) The duties of a convict night watchmen shall be as follows:

(i) Night patrolling inside a sleeping ward;
(ii) Maintaining of order during watch;

(iii) Preventing during watch all irregularities, attempts to escape and the like and to bring to the notice of Sentry, Rounds Officer or other prison officer, any matter requiring attention for example, that the light in the ward has gone out, that any prisoner is ill or has left his pial or is misbehaving himself in any way;

(iv) Assisting in all emergencies and unforeseen situations.

351. Appointment and privileges of convict overseers. - Convict overseers shall be selected from among convict night watchmen or convicts who are sentenced to imprisonment for a period of above two years or to imprisonment for life. They shall wear a brass badge on the right arm. They shall be in the same position as other convict in regard to letter writing and interviews. They may be exempted from tasked labour if the Superintendent so directs.

G.O. Ms. No 1372 Home (Pri. Vii) Dept., Dated 21.12.2000

352. Duties of Convict overseers. – The duties of a convict overseer shall be—

(i) to take a watch nightly inside the ward in the manner prescribed for convict night watchmen;

(ii) to maintain order and discipline in his ward, squad and workshop;

(iii) to supervise the labour of his squad, see that such prisoner does his allotted task, does not waste or steal materials, spoil his work or injure his tools or steal materials, spoil his work or injure his tools or machinery and to take care that all tools are properly used for carefully returned into store;

(iv) to pay attention to the cleanliness of the persons and clothes of the prisoners, and see that they bathe at such hours as may be ordered;

(v) to report any signs of sickness among prisoners;

(vi) to escort prisoners about the prison when required;

(vii) to report the possession of any forbidden article by any prisoner and to prevent all breaches of prison rules;

(viii) to maintain order and neatness in the workshop;

(ix) to bring all breaches of discipline, short work and misconduct among the prisoners to the notice of the Jailor ; and

(x) to assist in all emergencies and unforeseen situations.

353. Appointment of convict warders. – Convict night-watchmen and convict overseers shall be eligible for appointment as convict warders subject to the following conditions, namely—

(1) That they shall have served for a period of not less than six months as a convict officer;

(2) That they shall have completed one-half of their sentences of imprisonment (including remission). In the case of prisoners who are serving imprisonment for life, this shall be taken at seven years;

(3) That they are of good conduct.

354. Duties of convict warders. – The duties of convict warder shall be-

(1) To perform such duties in the matter of guarding and the like as may, at any time, be assigned to him;

(2) To report all infringements of the prison rules and take all lawful measures to prevent them ; and

(3) To render all necessary assistance to the officials in authority over him in the daily routine and in all emergencies and unforeseen situations.

355. Inspector-General to fix number of convict warder in each prison .- The number of convict warders in any prison shall be fixed from time to time by the Inspector-General in accordance with the requirements of the prison.

356. Grant of gratuity to convict warders. – Omitted

357. Half the monthly earnings may be spent to tobacco and snuff.- Omitted

358. Gratuity not to be converted as remission.—The gratuity earned by a convict in his capacity as a convict night-watchman,, or convict overseer, or convict warder and also in the capacity as a convict nursing orderly shall not be converted into remission. **Omitted**

G.O. Ms. No 1372 Home (Pri. Vii) Dept., Dated 21.12.2000

359. Privileges of convict warders.—Convict Warders shall be allowed rice diet even if they have been awarded mixed diet by the convicting courts, and be provided with quarters within the prison entirely separated from those of other convicts. They shall mess, be shaved, and, if possible, bath apart from other convicts. Their washing shall be done by dhobi convicts and they shall be paraded separately. They shall be exempt from handcuffs as a punishment and shall not be required to be shaved or have their hair cut closer than may be necessary for health and cleanliness. They shall be permitted to write and receive a letter twice in a week and to have an interview with their friends or relatives once in a week. They may, with the permission of the Superintendent, substitute a letter with a reply for an interview or vice-versa.

360. Equipment of convict warders. - Every convict warder shall be provided with a brass number and shall wear it on his shirt above the whistle pocket on the left breast and also with a brown leather waist-belt with buckle, a whistle and chain and a baton. During rainy season, the convict warders on duty shall be supplied with raincoats with hoods. The period of wear shall be five years.

361. Appointment of unqualified convicts as convicts officers.- If, in any prison , a sufficient number of convict eligible for employment as convict officers is not available, convicts who are not fully eligible may be so employed and permitted to

share the concessions including extra remission, given to qualified prisoners while so employed subject to the following conditions namely;-

(1) Each such case shall be submitted for the sanction of the Inspector-General;
(2) The convict who most nearly comply with the conditions laid down in the foregoing rules shall be selected;
(3) No convict not on the remission system shall be employed as a convict officer unless and until he has served one-half of his sentences and unless he is of thoroughly good conduct.

Explanation: **-** For clothing of convict officers the provisions contained in Chapter XXIII shall apply.

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CHAPTER - XXI

GUARDING

362. Security and Custody. - The following security measures shall be adopted in accordance with the requirements at each prison namely:-

(i) Demarcation of an "out-of bound" area of at least 180 meters around the prison premises;
(ii) Secure walls, buildings, gates, dormitories barracks, cells, cottages hospital areas and other places; daily inspection of the same and proper maintenance of prison buildings and premises;
(iii) A system of good lighting inside and around the prison ;
(iv) A system of thorough searches of all incoming and outgoing prisoners, articles vehicles, etc., daily searches and periodical surprise searches of all prisoners, sections equipment, etc;
(v) A central point for the control of movement of prisoners;
(vi) A thorough system of control of contraband or prohibited articles;
(vii) A thorough system of counting of prisoners;
(viii) A system of custody, control, and inspection of Locks, keys handcuffs and other security equipment, maintenance and service of all security equipments.
(ix) A system of custody control, inspection and counting of tools, equipment and articles;
(x) A system of accident, prevention and emergency measures; plans for operation during special emergencies like escapes, riots, assaults, fires, etc., a suitable system to deal with emergencies monthly practice for emergencies and for mob-dispersal, etc.,
(xi) A system of fire arms control, quarter guard, magazine, musketry practice, etc,

(xii) Adequate guarding and security measures and periodical testing and inspection thereof by executive personnel;

(xiii) A system of censoring prisoners mail and checking of interviews;

(xiv) Utilization of local intelligence branch wherever necessary.

(xv) Installation of closed circuit television system to monitor and to maintain a close watch for any breach of security inside the Central Prisons, Special Jail, Sub Jail, Special Sub Jail and for taking remedial action immediately.

G.O.Ms.No.490,Home(Pr V) Department, dated:28.3.95.

(xvi) Construction of watch towers at the end of each corner in every prison

(xvii) Construction of barbed wire fencing in the walls in every prison to prevent the escape

G.O.Ms.No.1883, Home(Pr V)Department,dated:15.12.95.

(xviii) A system of through search shall be conducted in the blocks and cells of the prisoners with the sniffer dogs for unearthing explosives and narcotic substances among prisoners.

G.O.Ms.No.1519, Home (Pr V) Department, dated 20.10.97.
(I,G, NO, 57704/AB4/97 dated 29.10.1997).

363. Division of warder establishment into two portions: - The warder establishment of each prison shall be divided into the Reserve Guard and the Warder Guard. The Reserve Guard shall supply all Guards for the prison, while the Warder Guard shall supervise the internal administration and shall not be concerned with the guarding except as provide in rules 368 and 379 such as sentries at gate, tower and the like.

364. Composition of Reserve Guard. - The reserve Guard shall consist of the Chief Head Warder (Arm) and from six to sixteen Warders. As far as possible, the men employed in the Reserve Guard shall be those well trained in arms drill and musketry and also from among ex-military men, if available, special attention shall be paid to their drill and target practice. Daily exchange of Warders between the Reserve Guard and the Warder Guard is prohibited, except in the case of men deputed to or from the Reserve Guard to supply a causality.

365- Duties of Reserve Guard. - The guarding of the main gate shall devolve on the Reserve Guard. The Reserve Guard shall furnish shall sentry at the main gate and such other sentries as the Superintendent may direct; and be present in the guardroom ready to turn out on the alarm being Superintendent sounded.

366. Reserve Guard not be put on prison routine. – The Reserve Guard shall not take part in the daily routine of the prison or assist in the searching of prisoners or in counting them except when allotted for duty over prisoners sentenced to death. As much as possible the Reserve Guard shall be kept aloof from being brought into close contact with the prisoners.

367. Attendance of Reserve Guard during day. - The full strength of the Reserve Guard shall be on duty every day from unlocking to lock-up. Arrangement shall be made by which a proportion of the Guard not exceeding one-third at a time shall be enabled to leave the Guard room in order to take their meals in some convenient place near the main gate but none of them shall leave the immediate prison precincts.

The Superintendent shall personally satisfy himself that a suitable arrangement has been made, and the orders regulating it shall briefly draw up and hung up in the Guardroom. Such as arrangement including any change shall be got approved by the Inspector-General.

368. Formation of Night standing Guard.-

(1) At night a certain proportion of the Reserve Guard shall be allowed to go home, the place of these men being taken by men from the Warder Guard who are liable for night duty. The night Guard thus composed shall be at least equal in numbers to the full strength of the Reserve Guard and shall be called the Night Standing Guard. The proportion for example, one-half or three-fourths of the Reserve Guard which shall be allowed to go home nightly, shall be determined by the Superintendent.

(2) The Officer in command of the Night Standing Guard shall be termed as Guard Officer.

369. Duties of Night Standing Guard. - The duties of the Night Standing Guard are similar to those of the Reserve Guard by day.

370. Posting of sentries by day. - No sentry shall be posted by day except at the main gate or on the central tower unless with the approval of the Inspector-General. The posting of sentries merely to prevent persons approaching the prison walls shall be avoided unless there are special reasons for such an arrangement.

371. Posting of Sentries by night. - The sentries by night shall be the main gate sentry, the sentry at the central tower, and the sentries over the sleeping barracks. These later shall patrol the outside wall of the barracks inside the yard. The posts of sentry over the sleeping barracks shall usually be allotted to Convict Warders.

372. Duties of sentry. - It is the duty of a sentry by day or night to challenge all unknown or suspicious persons approaching his beat and to require them to stand and not to approach nearer unless they can satisfactorily account for themselves or, at night give the password. No convict shall be permitted to approach within five meters of any sentry. It is the duty of a sentry to resist all attempts to break into or out of the prison or of any part of it and to prevent escapes or illicit communication

with prisoners. At night, every sentry shall report to the Patrolling Officer anything suspicious or unusual that comes to his knowledge. It shall also be his duty to see that the convict officer inside each ward is on the alert and moving about, and that he gives the required assurance that all is well each time the sentry passes the ward.

373. Relief and supervisions of sentries. - As a rule, sentries shall be relieved at the end of every two hours. During the days, the Chief Head Warder (Arms) shall conduct the relief and at the same time satisfy himself that the sentries are on the alert and attending to their duties properly. To discharge these functions during the night, two Patrolling Officers shall be appointed from among the first –grade Warders and senior second grade warders. Each Patrolling Officer shall record the hour of his visits by means of the telltale clock. He shall be provided with a torch light. He shall specially see that all convict overseers or watchmen inside the wards are on the alert. If he receives a report of anything suspicious or unusual having occurred, he shall immediately take measures to investigate it.

374. Night watch by convict officer.- A system of watch by convict overseers and convict night watchmen shall be conducted inside each ward. For this purpose, the night shall be divided into five batches of two hours each commencing at 8 p.m. and each batch shall be allotted in regular rotation to a convict officer who shall be changed at the same time as the sentry outside is relieved. The convict officer on duty for the time being shall keep constantly moving up and down the ward. He shall carry out the duties indicted in rule 350 and shall be re unusable that no irregularity goes on. If any prisoner leaves his pial or behaves in an irregular or suspicious manner, he shall at once inform the sentry outside, who shall summon the patrolling Officer. He shall frequently count the prisoners in the ward to assure himself that the number is correct, and whenever the sentry passes the ward, he shall call out an assurance that all is well.

375. Morning and evening muster of guard.- Before the prison is unlocked in the morning the Reserve Guard and Warders whose duties for the day have not been fixed shall be mustered under arms outside the main gate, and the Chief Head Warder (Arms) shall at once post the day sentries. The guard shall be drilled and afterwards remain under arms till the gangs are marched out when they can be dismissed to the guardroom. The guard shall again be under arms from the hour fixed for the cessation of work till the prisoners are locked up for the night.

376. Salutes.-

(1) Guards and sentries shall necessarily salute to the persons mentioned in column (1) Of the Table below in the manner mentioned in column (2) thereof;-

THE TABLE.

Person.	Manner of salute.

(1)	(2)
The Inspector General, the Deputy Inspector-General Official and Non-Official visitors, the Superintendent, and the Medical Officer.	By presenting arms.
All other officers of Government coming under groups A and B.	By sloping arms and placing the right hand smartly on the but, fingers extended.
The Deputy Jailors, Gatekeepers, and Chief Head Warders. Social Workers, Welfare Officer Ministerial staff.	By standing to attention with ordered arms.

Explanation. **-** The Guard Officer shall always bring it to the notice of the Jailor, any failure on the part of the sentry to comply with this rule.

(2) As a rule the guard shall not be turned out under arms for saluting purposes after 6.00 p.m.

377. Duties of Warder guard. - The Warder guard shall consist of all the Warder establishment except the Reserve Guard. To it is entrusted the duty of carrying on the interior management and discipline of the prison, the supervision of convicts during labor and at other times, and the work of grading with the exception of the duties attached to the Reserve Guard.

378. Classes of warder Guards day duties. - The day duties of the Warder Guard may be divided into full-time and part-time full time is from unlocking to lock up.

379. Combination of night duty with day duty.- Warder employed on full time day duties shall, as far as possible be, relieved from night duty but may, when necessary be so employed for not more than two nights in six. Warders employed on part-time duties may be placed on night duty for not more than three nights in six. All Warders including members of the Reserve Guard shall have one complete day officer- duty in the week of seven days.

380. Guard or sentry not to take officer his clothing or leave his post.-

(1) The sentry or guard shell on no account quit his post without being regularly relieved. In case he finds himself incapacitated due to sudden illness or other cause from performing his duties he shall send intimation to the officer in charge who shall make necessary arrangement.

(2) No sentry or guard while on duty shall take off his clothing or accoutrements. This does not apply to occasions when taking his meals or while resting.

(3) Guards and sentries shall be made to understand their duties and responsibilities they shall not hold any communication whatever with any prisoner.

(4) Should any prisoner attempt to escape, the guard or sentry shall at once raise an alarm and shall also prevent damage to Government property.

(5) The officers and men of the Guard are strictly prohibited from bringing anything of whatever description from outside the prison to any prisoner and from receiving anything from a prisoner to be conveyed outside the prison.

381. Maintenance of Duty Roster.-

(1) A Duty Roster Register in form No. 121 shall be maintained in each prison and Borstal School. The Superintendent the Jailor and the Chief Head Warder (Tower) shall be responsible for the proper maintenance of this register. The Register shall contain al the duty posts names of guards on duty with hours of duty the signature of guards for having understood the duty hours. The Register shall be put up to the Superintendent every day for checking and signature.

(2) It is the responsibility of the Chief Head Warder (Tower) and the Jailor to ensure that the Warders stick on to their post according to the Duty Roster and any violation in this regard shall be immediately brought to the notice of the Superintendent. The Superintendent shall also verify during his surprise visits to the different place during the day and night. Care shall be taken that the night duty is allotted in rotation.

382. Ammunition for Guards and sentries.-

(1) When the guard is detailed, each man comprising the guard shall carry in his pouch a packet containing 10 rounds of ball ammunition. Ten loose hall ammunition shall be carried by the man who is actually on sentry duty his pouch being kept open. These 10 loose ball ammunition shall he handed over to the relieving sentry who shall exchange for them his closed packed of ball ammunition. Thus, every man on guard shall have 10 rounds of ball ammunition, the sentry alone having loose ball ammunition.

(2) When the guard is relieved, all the ammunition shall be handed over to the receiving guard. The first grade Warder or the Senior Guard in command shall be responsible for the correct handing over of the ammunition.

383. Custody of arms. - The Chief Head Warder (Arms) shall be responsible that arms shall be kept in the guard-room shall be outside the main gate.

384. Custody of articles facilitating escape. - The Jailor and all other officers shall be responsible that no ladders, planks, bamboos, ropes, or other implements or

materials of any kind likely to facilitate escape, are left lying about. Every warder in charge of a workshop shall be responsible that all such articles are properly secured and put away when work ceases.

385. Use of weapons against prisoners.-

(1) Any officer or member of the guarding staff of a prison may use a sword bayonet firearm or any other weapon against any prisoner.

(a) Escaping or attempting to escape provided that resort shall not be had to the use of any such weapon, unless such officer or member of the guarding staff has reasonable ground to believe that he cannot otherwise prevent the escape.

(b) Engaged in any outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison individually or collectively provided that he may use such weapon only so long as such outbreak or attempt continues.

(c) Using violence to any officer of the prison or other person provided that there is 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.

(2) Before using any firearms against prisoner the officer of the member of he guarding staff shall give a warning to the prisoner in a loud voice that he is about to fire on him.

(3) No officer of the prison shall in the presence of his superior officer subject to his right of self-defense 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.

(4) In all cases requiring the use of force only the minimum force shall be used

386. Arms and ammunition warder escorts.-

(1) All consignments of Arms and Ammunition consigned by rail to prisons shall be sent in sealed boxes and escorted by an armed guard of one first grade warder and one-second grade Warder. It shall be the duty of the escort to guard the arms and ammunition against any contingency. Empty cases returned to Ordinance Stores by rail need not be escorted.

(2) When the arms of the Prison Department are to be despatched to stations outside the state for repairs they shall be entrusted to the Police Department. A police party shall escort these arms along with the arms of the Police Department if any. When there are, no arms of the Police Department the expenditure incurred in connection with the journey of the escort shall be borne by the Prison Department.

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CHAPTER - XXII

DIEATRY

387. Scale of diet. - The following are the sanctioned diet scales and no reduction shall be made in them:-

***Explanation:* -** The term "labouring male and female convicts" in this rule while it includes simple imprisonment prisoners as referred to in rule 876 shall be held to exclude convicts sentenced to labour who refuse to work: the conceding or withholding of the more liberal scale in either case being restricted to the actual period of voluntary employment or of refusal to work as the case may be.

1. Scale of diet for non- vegetarian prisoners—

Name of the articles. Class A	**Labouring male and female convicts.**	**Non-labouring male and female convict and Special Class under- trial prisoners.**
(1)	(2)	(3)
Rice	230grams.	230 grams
Wheat flour	230 grams	170 grams
Salt	42 grams	42 grams
Curry powder	20 grams	15 grams
Onions	30 grams	30 grams
Vegetables (on non-Chicken days -4days).	115 grams	115 grams

Vegetables (on Chicken days 3 days).	0.055 grams	0.170 grams
Groundnut oil...	30 grams	15 grams
Dhall(non-Chicken days)	170 grams	90 grams
Dhall (Chicken days)..	60 grams	60 grams
Groundnut.. ..	60 grams	60 grams
Jaggery	15 grams	15 grams

(1)	(2)	(3)
Potatoes (non-Chicken days)	115 grams	90 grams
Potatoes (on Chicken days)	30 grams	(No issue on Chicken days.)
Gas	1,00 grams	1,00 grams
Coffee or Tea	15 grams	15 grams
White sugar	40 grams	40 grams
Milk	140 milli liters	140 milli liters
Chicken days in a week	115 grams	115 grams
Rava (on non-Chicken days)	60 grams	60 grams
Tamarind	30 grams	30 grams
Pepper	5 grams	5 grams
Mustard	2 grams	2 grams
Garlic	2 grams	2 grams
Cummin seeds	5 grams	5 grams
Coconut	1/4 numbers	1/4 numbers

2. Distribution of diet for non-vegetarian Class A prisoners.-

Explanation: (1) – On Monday, Wednesday and Saturday the issue of groundnut and Jaggery shall be substituted by the issue of Bengal gram in the form of "Sundal" with the following ingredients namely:--

Bengal gram. ..	60 Grams
Groundnut Oil . ..	4 Grams
Salt	2 Grams
Mustard. ..	1 Gram
Curry leaves	1 Gram

Chilies .. .. 2 Grams

Explanation:- ***(2)*** Both on chicken and non- chicken days 115 grams of vegetables shall be of green leafy variety.

DIETARY

(1)	(2)	(3)	(4)	(5)
	Friday Saturday	Dhall	90grams	45grams
		Vegetables	115grams	115grams
		Potatoes	115	90
		Pepper water	115	
Midday	Sunday Tuesday Thursday	Rice	115	115
		Wheat flour	60	50
		Dhall	30	30
		Vegetables	90	90
		Potatoes	30	
		Chicken	115	115
		Pepper water		
Evening	Monday Wednesday Friday Saturday	Rice	115	115
		Wheat flour	55	30
		Dhal	80	45
		Vegetables	60	115
		Suji	60	60
		Pepper water		
	Sunday Tuesday Thursday	Rice	115	115
		Wheat flour	55	30
		Dhall	30	30
		Vegetables	80	80
		Pepper water		

Explanation:- (i)) The morning meal shall be issued immediately after unlocking.

(ii) The sugar and milk are to be issued for the tea or coffee for the morning meal.

(iii) The potatoes may be used in the curry or separately.

(vi) Mustard, pepper, cumin seeds, garlic together with a portion of curry powder are for the pepper water.

(v)The actual food supplied may vary within the cost of the standard scale at tender rates.

(vi) The standard scale shall be varied only with the previous sanction of the Inspector-General in very exceptional cases.

(3) Scale of diet for vegetarian Class A prisoners:-

Name of article.	Labouring male and female convicts	Non-labouring male and female convicts and special class undertrial prisoners
(1)	(2)	(3)
Rice	230 grams	230 grams
Wheat flour	230 grams	170 grams
Salt	42 grams	42 grams
Tamarind	30 grams	30 grams
Onions	30 grams	30 grams
Gingelly oil	30 grams	15 grams
Curry Powder	20 grams	15 grams
Vegetables	115 grams	115 grams
Ghee	30 grams	30 grams
Coconut	1/4 grams	1/4 grams
Dhall	170 grams	140 grams
Groundnut	60 grams	60 grams
Jaggery	15 grams	15 grams
Potatoes	60 grams	60 grams
Milk for coffee	140 milli litter	140 milli litter
Coffee or Tea	15 grams	15 grams
white sugar	30 grams	30 grams
Mustard	2 grams	2 grams
Pepper	5 grams	5 grams
Cummin seeds	5 grams	5 grams
Garlic	2 grams	2 grams
Gas	100 grams	100 grams

***Explanation:* -** On Monday, Wednesday, and Saturday, the issue of groundnut and Jaggery shall be substituted by the issue of Bengal gram in the form of "Sundal" with the following ingredients, namely:

Bengal gram	60 grams
Gingelly oil	4 grams
Salt	2 grams
Chilies	2 grams
Mustard	2 grams
Curry leaves	1 gram

4. Distribution of diet for vegetarian-Class 'A' prisoners

(Meal)	Days of work.	Articles	Labouring male and female convicts.	Non-labouring male and (female) Convict and Special class undertrial prisoners.
(1)	(2)	(3)	(4)	(5)
Morning	Daily	Wheat flour	170 grams	90 grams
Midday	Daily	Rice	230 grams	115 grams
Evening	Daily	Wheat flour	60 grams	80 grams
		Two Vegetable curies		
		Ghee		
		Pepper water		
		Butter Milk or Curd		
		Rice	115 grams	115 grams
		Wheat flour		
		Two vegetable curries	55 grams	30 grams
		Ghee		
		Pepper water		
		Butter milk or curd		

Explanation. - (1) The morning meal shall be issued immediately after unlocking.

(ii) The sugar and milk are to be issued for the tea or coffee for the morning meal.

(iii) The potatoes may be used in the curry or separately.

(iv) Half the quantity of ghee and buttermilk or curd is to be issued for the midday and evening meals.

(v) Mustard, pepper, cumin seeds, garlic together with a portion of curry powder are for the pepper water.

(vi) The actual food supplied may vary within the cost of the standard scale at tender rates.

(vii) The standard scale shall be varied only with the previous sanction of the Inspector-General in very exceptional cases.

5. Pattern of diet for class 'B' prisoners, ordinary remand and undertrial prisoners in all Central Prisoners and State prison for women, Vellore, Puzhal and Trichy and Special Sub-Jails at Salem, Tiruchirappalli and Kokkirakulam and Open Air prisons in a week.-

Day	Morning.	Midday.	Evening	Night.
(1)	(2)	(3)	(4)	(5)
Sunday	**Conjee with chutney and Tea**	**Rice,Sambar, butter milk and vegetable poriyal, Non Veg.,(Chicken Curry), Vegetarian(Kesari,Potato masala,Banana) vegetables poriyal**	**Groundnut kernel In the form of Sundal**	**Rice with Sambar**
Monday	Uppuma with chutney (parched gram with coconut) and Tea	Tamarind rice, rice with Vegetables koottu and butter milk	Groundnut kernel in the form of Sundal.	Rice with Sambar
Tuesday and Saturday	Pongal with chutney (parched gram with coconut and Tea	Rice with Sambar, butter milk and Vegetable poriyal	Ground Kernel in the form of Sundal	Rice with Sambar
Wednesday	Conjee with chutney and Tea	Coconut rice, Rice, Rasam with potatoes	Groundnut kernel in the form of Sundal	Rice with Sambar
Thursday	Uppuma with chutney (parched gram with coconut) and Tea	Rice with greens, Butter milk and vegetable Poriyal	Groundnut kernel in the form of Sundal	Rice with Sambar
Friday	Conjee with chutney and Tea	Curd Rice, Rice with Vegetable Sambar	Groundnut kernel in the form of Sundal	Rice with Sambar

G.O. Ms. No. 1610, Home (prisoner.V) Dept, dated 02-07-87

I.G.'s No. 70922/86, dated 08-10-87.

Explanation: - (1) – All convict warders in Central Prisons shall be given rice diet, except those awarded wheat diet by the convicting courts:

Explanation:- (2) In the case of newly sentenced prisoners, the class of diet whether rice or wheat which they are to receive in prison shall be deter mined by the convicting court and be entered in the committal warrants issued by it. The magistrate shall make personal enquiries as to the habits and status of the prisoners before deciding on the class of diet to be allowed to him and shall note in his own hand the following particulars at the foot of the warrant, namely:

(a) the diet to which the prisoner was accustomed according to his own statement;'
(b) The diet recommended by the magistrate
(c) Brief reasons if rice or wheat is recommended.

Explanation: - (3) The above classification shall not be liable to any change whatever by the prison authorities except on medical grounds and on the written recommendation of the Medical Officer.

Provide that the Government may alter the classification if their opinion, it has been wrongly made or if it cannot be observed because of undue difficulty in obtaining supplies.

Explanation: (4) If the Superintendent of the prison has reason to believe that the convicting court has made a mistake in the classification of diet, he shall refer the matter to the court.

Explanation: (5) Any prisoners may, while in prison, if dissatisfied with the diet allowed, apply to the Superintendent of the prison for a revision of the classification. Where the application is merely for a change of diet from one dry gram to another, not withstanding anything contained in Explanation (3) the Superintendent shall allow the change only once with the previous sanction of the Inspector-General. In all other cases, the Superintendent shall refer the matter to the court which committed the prisoners and the decision of the Court shall be final.

Explanation: (6) In order to ensure that prisoners get the full benefit of fats in the issue of buttermilk, care shall be taken to see that the cream or butter is not removed from either the milk or curd. For this purpose, the Assistant Surgeons shall supervise the entire process of the boiling of the milk and its conversion into buttermilk. The Superintendent and the Medical officer shall independently

satisfy themselves that the prisoners receive the full benefits of buttermilk by frequent surprise checks, which should be noted in their journals.

6. Scale and distribution of diet for 'B' class prisoners, remand and under-trial prisoners in all Central Prisons State Prison and for Women, Vellore, Puzhal and Trichy, Special Sub-Jail at Salem, Tiruchirapalli and Kokkirakulam and open Air prisons on **SUNDAYS**.-

CLASS OF DIET.

Name of the article	Break fast.	Midday	Evening	Dinner
(1)	(2)	(3)	(4)	(5)
Rice Diet: Rice	100 grams (Boiled milled rice)	200 grams (Boiled milled rice)	Groundnut kernels in the form of Sundal.	170 grams (Boiled milled rice).
Wheat Diet: wheat	100 grams	200 grams	Groundnut kernels in the form of sundal.	170 grams

Name of the Article	Conjee with onion Chutney	Rice with Sambar, butter mild and vegetable Poriyal	Groundnut kernel in form of Sundal	Rice with sambar
(1)	(2)	(3)	(4)	(5)
Boiled milled Rice	100 Grams	200 grams		170 grams
salt	6 grams	12 grams	2 grams	10 grams
tamarind	….	8 grams		7 grams
curry powder	….	5 grams		5 grams
Onions	15 Grams	15 grams		10 grams
Vegetables	…	150 grams		100 grams
Greens	…	..		
Gingelly Oil or Groundnut Oil whichever is cheaper	2 Grams	10 grams		10 grams

Name of the Article	Conjee with onion Chutney	Rice with Sambar, butter mild and vegetable Poriyal	Groundnut kernel in form of Sundal	Rice with sambar
Toor Dhall		50		50 grams
milk		80 ml		
Dry chilies	1 grams	1 grams		1 grams
mustard	½ Grams	1 grams		½ grams
Curry leaves		1 grams		1 grams
Gas	30 Grams	35 Grams		35 Grams
Potatoes				
Pepper				
Brown Sugar				
Coconut				
Groundnut kernels			60 Grams	
Turmeric				
jaggery				
Bengal Gram Dhall				
green Gram Dhall				
Parched Gram				

N.B.- (i) Prisoners in Open Air prisons shall get 560 grams of rice as against 470 or 460 Gms . As the case may be admissible to others.

(ii) 100 gms of vegetables shall be issued for sambar, 50gms of vegetables shall be used for poriyal ., The vegetables shall be boiled and seasoned with Oil and curry powder of sambar seasoning oil.

Scale of Dietary articles for all 'B' class prisoners, remand and under- trial prisoners in all Central Prisons and State Prisons for women, Vellore, Trichy and Puzhal special Sub-Inspector-Jail at Salem, Tiruchirapalli and kokkirakulam and Open Air prisons on **MONDAYS**.

CLASS OF DIET

Name of the Article	Breakfast	Midday	Evening	Dinner
(1)	(2)	(3)	(4)	(5)
Rice Diet: Rice	90 grams (Boiled milled Rice)	200 Grams (Boiled milled Rice)	Groundnut darnels in the form of Sundal	170 Grams (Boiled milled Rice)

Wheat Diet: wheat	90 grams	200 grams	Groundnut darnels in the form of Sundal	170 grams

Name of the Article	**Up puma with chutney (parched gram with coconut)**	**Tamarind rice with vegetables Koru and**	**Groundnut kernel in form of Sundal**	**Rice with Sambar**
(1)	(2)	(3)	(4)	(5)
Boiled milled Rice	90 Grams	200 Grams	..	170 Grams
Salt	6 Grams	12 Grams	2 Grams	10 Grams
Tamarind		13 Grams		7 Grams
Curry powder		5 Grams		5 Grams
Onions	10 Grams			15 Grams
vegetables		100 Grams		100 Grams
Greens				
Gingelly Oil or Groundnut Oil whichever is cheaper	7 Grams	15 Grams		10 Grams
Toor Dhall		50 Grams		50 Grams
Milk		80 ml		
Dry chilies	1 Gram	2 Grams		1 Gram
Mustard	½ Gram	1 Gram		½ Grams
Curry leaves	1 Gram	1 Gram		1 Gram
Gas	30 Grams	35 Grams		35 Grams
potatoes				
pepper				
Brown Sugar				
Coconut	1/20			
Groundnut kernels			60	
Turmeric		½ Grams		
Jaggery				
Bengal Gram Dhall	10 Grams	20 Grams		
Green Gram Dhall				
Parched gram	15 Grams			

N.B. - (i) Prisoners in Open Air prison shall get 560 grams of rice as against 470 or 460 Gms. As the case may be admissible to others.

(ii) Bengal gram Dhall shall be used for uppuma and parched gram shall be used for chutney along with coconuts, chilies and seasoned with Up puma seasoning oil

(iii) For lunch 100 gms rice shall be given as Tamarind rice and balance 100 gms as plain rice to be taken with buttermilk.

(iv) Bengal gram Dhall shall be used for tamarind rice.

Scale of Dietary articles to all 'B' class prisoners , remand and under- trail prisoners in all Central Prisons and State prison for women, Vellore, Trichy and Puzhal, Special Sub jail, at Salem, Tiruchirapalli and Kokkirakulam and Open Air prisons on **TUESDAYS AND SATURDAYS**.

CLASS OF DIET

Name of the Article	Breakfast	Midday	Evening	Dinner
(1)	(2)	(3)	(4)	(5)
Rice Diet: Rice	90 Grams (Boiled milled Rice)	200 Grams (Boiled milled Rice)	Groundnut Kernels in the form of sundal	170 Grams (Boiled Milled Rice)
Wheat Diet: wheat	90 Grams	200 Grams	Groundnut Kernels in the form of sundal	170 grams

Name of Article	Pongal with chutney (parched grams with coconut)	Rice with sambar buttermilk and vegetable poriyal	Groundnut kernel in form of sundal	Rice with sambar
(1)	(2)	(3)	(4)	(5)
Boiled milled Rice	90 Grams	200 Grams	..	170 Grams
Salt	6 Grams	12 Grams	2 Grams	10 Grams
Tamarind		8 Grams		7 Grams
Curry powder		5 Grams		5 Grams
Onions		15 Grams		15 Grams
Vegetables		150 Grams		100 Grams
Greens				10 Grams
Gingelly oil or	8 Grams	12 Grams		
Groundnut Oil				
whichever is cheaper				
Toor Dhall		50 Grams		50 Grams

Milk		80ml		
Dry chilies	1 Gram	1 Gram		1 Gram
Mustard	½ Gram	1 Gram		½ Gram
Curry leaves	1 Gram	1 Gram		1 Gram
Gas	30 grams	35 Grams		35 Grams
Potatoes				
Pepper	1 Gram			
Brown Sugar				
Coconut	1/20			
Groundnut kernels			60 Grams	
Turmeric				
Jaggery				
Bengal Gram Dhall				
Green Gram Dhall	20 Grams			
Parched Gram	20 Grams			

N.B.- (i) Prisoners in Open Air prisons shall get 560 grams of rice as against 470 or 460 gms. As the case may be admissible to others.

(ii) green gram Dhall shall be used for pongal.

(iii) parched gram with coconut and part chilies shall be use for chutney.

Scale of dietary articles to all 'B' class prisoners remand and undertrial prisoners in all Central Prisons and state prison for women, Vellore, Trichy, Puzhal, special Sub jail, at Salem, Tiruchirapalli and Kokkirakulam and Open Air prisons on **WEDNESDAYS**

CLASS OF DIET

Name of the Article	**Breakfast**	**Midday**	**Evening**	**Dinner**
(1)	(2)	(3)	(4)	(5)
Rice Diet: Rice	100 Grams (Boiled milled Rice)	200 Grams (Boiled milled Rice)	Groundnut Kernels in the form of sundal	170 Grams (Boiled Milled Rice)
Wheat Diet: wheat	100 Grams	200 Grams	Groundnut Kernels in the form of sundal	170 grams

Name of Article	Pongal with chutney (parched grams with coconut)	Coconut rice, Rice, Rasam with potatoes	Groundnut kernel in form of sundal	Rice with sambar
(1)	(2)	(3)	(4)	(5)
Boiled milled Rice	100 Grams	200 Grams	..	170 Grams
Salt	6 Grams	8 Grams	2 Grams	10 Grams
Tamarind		5 Grams		7 Grams
Curry powder		3 Grams		5 Grams
Onions	15 Grams	15 Grams		15 Grams
Vegetables				100 Grams
Greens				
Gingelly oil or	2 Grams	10 Grams		10 Grams
Groundnut Oil				
whichever is cheaper				
Toor Dhall		50 Grams		50 Grams
Milk				
Dry chilies	1 Gram	1 Gram		1 Gram
Mustard	½ Gram	1 Gram		½ Gram
Curry leaves	1 Gram	1 Gram		1 Gram
Gas	30 grams	35 Grams		35 Grams
Potatoes		60 Grams		
Pepper	1 Gram			
Brown Sugar				
Coconut		1/10		
Groundnut Kernels			60 Grams	
Turmeric				
Jaggery				
Bengal Gram Dhall				
Green Gram Dhall				
Parched Gram				

N.B.- (i) Prisoners in Open Air prisons shall get 560 grams of rice as against 470 or 460 gms, as the case may be admissible to others.

(ii) For lunch potatoes shall be boiled and smashed and mixed with curry powder.

Scale of Dietary articles to all 'B' class prisoners , remand and under- trail prisoners in all Central Prisons and State prison for women, Vellore, Special Sub jail, at Salem, Tiruchirapalli and Kokkirakulam and Open Air prisons on **THURSDAYS.**

CLASS OF DIET

Name of Article	Breakfast	Midday	Evening	Dinner
(1)	(2)	(3)	(4)	(5)
Rice Diet: Rice	90 Grams (Boiled milled Rice)	200 Grams (Boiled milled Rice)	Groundnut Kernels in the form of sundal	170 Grams (Boiled Milled Rice)
Wheat Diet: wheat	90 Grams	200 Grams	Groundnut Kernels in the form of sundal	170 grams

Name of the Article	Uppuma with chutney (parched gram with coconut)	Rice with greens sambar buttermilk and vegetable Poriyal	Groundnut kernel in form of sundal	Rice with sambar
Boiled milled Rice	90 Grams	200 Grams		170 Grams
Salt	6 Grams	12Grams	2 Grams	10 Grams
Tamarind		7 Grams		7 Grams
Curry powder		5 Grams		5 Grams
Onions	10 Grams	15 Grams		15 Grams
Vegetables		50 Grams		100 Grams
Greens		100 Grams		
Gingelly oil or Groundnut Oil whichever is cheaper	7 Grams	10 Grams		10 Grams
Toor Dhall		50 Gram		50 Grams
Milk		80ml		
Dry chilies	1 Gram	1 Gram		1 Gram
Mustard	½ Gram	1 Gram		½ Gram
Curry leaves	1 Gram	1 Gram		1 Gram
Gas	30 Grams	35 10 Gram s		35 Grams
Potatoes				
Pepper				
Brown Sugar				
Coconut	1/20			
Groundnut kernels			60 Grams	
Turmeric				

Jaggery				
Bengal Gram Dhall	10 Grams			
Green Gram Dhall				
Parched Gram	15 Grams			

N.B.- (i) Prisoners in Open Air prisons shall get 560 grams of rice as against 470 or 460 gms, as the case may be admissible to others.

Scale of Dietary articles to all 'B' class prisoners , remand and under- trail prisoners in all Central Prisons and State prison for women, Vellore, Special Sub jail, at Salem, Tiruchirapalli and Kokkirakulam and Open Air prisons on **FRIDAY**

Name of Article	**Breakfast**	**Midday**	**Evening**	**Dinner**
(1)	(2)	(3)	(4)	(5)
Rice Diet: Rice	100 Grams (Boiled milled Rice)	200 Grams (Boiled milled Rice)	Groundnut Kernels in the form of sundal	170 Grams (Boiled Milled Rice)
Wheat Diet: wheat	100 Grams	200 Grams	Groundnut Kernels in the form of sundal	170 grams

Name of the Article	**Conjee with chutney**	**Curd rice and rice with Sambar**	**Groundnut kernel in form of sundal**	**Rice with sambar**
Boiled milled Rice	110	200 Grams		170 Grams
Salt	6 Grams	8 Grams	2	10 Grams
Tamarind		5 Grams		7 Grams
Curry powder		5 Grams		5 Grams
Onions	15 Grams	5 Grams		15 Grams
Vegetables		100 Grams		100 Grams
Greens				
Gingelly oil or Groundnut Oil whichever is cheaper	2 Grams	15 Grams		10 Grams

Name of the Article	Conjee with chutney	Curd rice and rice with Sambar	Groundnut kernel in form of sundal	Rice with sambar
Toor Dhall		50 Grams		50 Grams
Milk		80 ml		
Dry chilies	1	2		1
Mustard	½	1		½
Curry leaves		1		1
Gas	30 Grams	35 Grams		35 Grams
Potatoes				
Pepper				
Brown Sugar				
Coconut				
Groundnut kernels			60 Grams	
Turmeric				
Jaggery				
Bengal Gram Dhall				
Green Gram Dhall				
Parched Gram				

N.B.- (i) Prisoners in Open Air prisons shall get 560 grams of rice as against 470 or 460 gms, as the case may be admissible to others.

Explanation: 1. The morning meal shall be issued immediately after unlocking. The wheat grain shall be given in cake or gruel and the rice boiled into gruel.

2. Dhall shall be freed from husk and issued in the curry and not separately. When germinated Dhall grain is issued as ant scorbutic, the scale of Dhall shall be reduced correspondingly by an equivalent quantity.

Note: Certain minor amendments were carried out as per G.O. Ms. 2212, Home Dept; dt. 7.10.88 (I.G.'s No. 70922/G1/86, dt. 28.10.88.)

388. Ingredients and instructions.-

(1) Wheat shall be cleaned and cooked in accordance with the directions in Appendix II.

(2) No rice less than six months old shall be issued Cooked rice shall weigh about four times the weight of uncooked rice, when the conjee water is absorbed and about three and a half times when it is strained off.

(3) Dhall shall be freed from husk except where the germinating variety is in use and issued in the curry and not separately.

(4) The oil shall be tempered and mixed with the curry in the presence of a responsible officer of the prison , who shall ascertain by weighment that the quantity is correct.

(5) Curry powder shall be prepared according to the following recipe, namely:-

Chillies	210 grams.	-	After pulverizing
Coriander	180 grams.	-	After pulverizing
Turmeric	15 grams.	-	After pulverizing

It shall be prepared and issued to the cooks in the form of powder and not in ingredients.

(6) If cheaper, an equal quantity of mango pickle may be substituted for tamarind.

(7) The allowance of vegetables shall be calculated, after stalks, skins and refuse have been separated, and only good succulent vegetables shall be used. Similarly the allowance of tamarind shall be issued free of husk and seed.

389. Issue of pepper water.- Pepper water of 4,480 milliliters may be issued in lieu of buttermilk on Thursday or Saturday or on both the days. The ingredients for the preparation of pepper water for 16 prisoners shall be as follows:

Tamarind	115 Grams
Pepper	30 Grams
Chilies	30 Grams
Salt	115 Grams
Mustard	10 Grams
Cummin seeds	10 Grams
Garlic	10 Grams
Gas	140 Grams

390. Scale of diet for prisoners received late in the evening.- The following scale of diet for the evening meal is prescribed for prisoners who are received into the prison late in the evening without having fed evening meal outside, namely:-

(i) "A" class convicted prisoners and special class undertrial namely:-

Name of the articles	**Laboring male and female convicts**	**Non-labouring male and female convicts and specials class under-trial prisoners**
(1)	(2)	(3)
Bread	170 grams	150 grams
Milk	70 milliliters	70 milliliters

Sugar	15 grams	15 grams
Tea or Coffee	10 grams	10 grams

(ii) "B" class convicted prisoners and ordinary class undertrial prisoners:-

Rice	100 grams
Salt	15 grams
Curry Powder	5 grams
Onions	10 grams
Tamarind	10 grams

Explanation:- (1) . Gas Shall ordinarily be found from the regular daily supply of fuel. Where this is not practicable, fuel shall be issued up to maximum of 50 grams per head.

Explanation:- (2) . In the case of scale specified in clause (ii) above, rice shall be made into gruel with 10 grams of salt. The remaining quantity of salt shall be utilized for chutney.

391. Diet for military convicts:- In the case of an ex-military prisoners convicted in a Court Martial and committed to civil prison , the Superintendent of the prison shall make personal enquiries about the food, habits and social background of the prisoners and decide in consultation with the Medical Officer of the prison , the class of diet which may be allowed to the prisoners.

392. Special diet on Pongal and Independence days.- All prisoners shall be issued with extra diet for pongal and independence days at a cost not exceeding Rs. 5 per prisoner.

G.O Ms. No.2D – 69 Home –A III , Dt. 23.4.93

393. Food to be cooked at main kitchen.- All food except that specially prepared for prisoners in hospital., 'A' class prisoners and civil prisoners, shall be cooked at the main kitchen.

394. Appointment of cooks.- Civil prisoners shall be allowed to cook for themselves. For all other prisoners ,paid cooks shall be employed. If necessary, convict cooks in the proportion of one cook to every 25 prisoners, or in Central Prisons one cook to every 50 prisoners, shall be appointed.

395. Duties of cooks.-

(1) The work of preparing grain or curry powder shall not be done by the cooks. They shall, however wash the rice and prepare the vegetables.

(2) The cooks shall be required to keep the kitchen clean and tidy and the cooking vessels, moulds, trays etc, scrupulously clean. They shall carry the cooked food to a central position, to be selected by the Superintendent where it shall be

inspected by the Superintendent or Jailor and then removed to the several blocks by convicts from these blocks and distributed to the prisoners under the supervision of the block warder.

396. Cooking vessels.- Aluminum pots shall be used for cooking. The cooked rice and wheat shall be moulded on slabs of stone or on platforms covered by aluminum trays made of metal with handles may be utilized to carry food.

397. Protection from flies.- All food shall be carefully protected from flies.

398. Allowance of fuel.- The maximum allowance fuel to A and B class prisoners shall be as prescribed in rule 387. The consumption of fuel shall, if possible, be kept below these maxima, but the thorough cooking of the food shall not be sacrificed in order to secure a small saving in fuel.

399. Eating and drinking vessels.-

(1) Every prisoner shall be provided with a set of an eating vessel, a drinking vessel and a kinnam , all items made of stainless steel.
Vessels shall be of a uniform material and pattern. Spoons may be supplied to such of the "A" class prisoners who ask for them while taking their food.

(2) "A" class prisoners shall be provided with three additional cups of 320 milliliters capacity each.

400. Daily Inspection of food. - The Superintendent and the medical officer shall exercise utmost vigilance in the supervision of the food supplies and all articles issued for consumption shall be inspected daily by the medical officer or in his absence, by the medical subordinate. The inspecting officer shall especially see that the ration of vegetables of good quality is issued and that any defect in quality is brought to the notice of the Superintendent.

401. Inspection of cooked food. - It is of the highest importance that the food shall be properly cooked, and that the full quantity should reach the prisoners. At least once a week the food, when cooked and ready for issue, shall be inspected without previous notice and its weight checked by the Superintendent and medical officer to see that it is properly prepared and that the full quantity is received by the prisoners. They shall note the result of this inspection in their journal.

402. Weighment of articles of food. - All articles of food issued for consumption shall be weighed daily by the Deputy Jailor, who shall be responsible that the proper quantity is issued for every prisoner. From time to time, the Superintendent shall check the issues of rations thus made. In weighing or measuring rations and food, metric weights and measures shall always be used and a proper set of scales, weights, and measures shall be maintained in every prison and shall be frequently tested by the Superintendent.

403. Disposal of complaint by prisoner. - if any complaint is made buy a prisoner regarding the quantity, quality, or cooking of the food, it shall be at once inquired into by the Jailor and the circumstances reported in his report book. If the complaint relates to the quantity of food received, the rations shall at once be weighed in the presence of the prisoner making the complaint.

404. Power to sanction change in dietary. - The Government may direct a change in the diet prescribed by the convicting courts in the case of individual prisoners. Otherwise, no change in the prescribed dietary of the whole or part of the prison shall be made except in unavoidable circumstances, example when prescribed food –stuffs are not available, in which event departures from the prescribed dietary shall be reported shall be reported to the Inspector-General. When a prisoner is not in the hospital, his diet may be changed or modified only by the Superintendent on the recommendation of the Medical Officer. In case this change of diet has to continue for more than a month, the concurrence of the Inspector-General shall be obtained by the Superintendent giving reasons for such continuance.

405. Control of hospital diet. - The diet of a prisoner in hospital shall be entirely under the Medical Officer' control and he may order such extras as he considers necessary, but he shall exercise such economy as is not inconsistent with the well-being of sick.

406. The ordinary hospital diets shall be as follows.- Scale of hospital diet for A and B Class prisoners (a) –Articles comprising the different heads of diet for day.

Spoon

Sago	115 grams
Sugar	60 grams
Rice	60 grams
Salt for Kanji Water	5 grams
milk	560 milliliters

Milk and Bread or Rice

Bread or rice	340 grams
Milk	1.120 milliliter.
Sugar	60 grams
Rice	60 grams
Salt (for Kanji water)	5 grams

Explanation: - (1) – When meat is recommended by the Medical Officer as extra diet, the weight of meat for the various diets shall be ordinarily issued exclusive of bone. An addition at the rate of 25 per cent

shall be made when meat is issued with bone. Other extras shall only be allowed on spoon and milk diets.

Explanation: (2).- Invalid diet (ingredients for one curry)

Vegetables – curry (liquid)
Vegetables and Chicken curry

Dhall	30 grams
Vegetables	60 grams on alternative days.
Potatoes	60 grams
Oil	10 grams
Tamarind	10 grams
Onions	10 grams
Salt	10 grams
Curry powder	10 grams
Chicken	115 grams. (added to the vegetables curry in the afternoon)

Explanation:- (3).- Ordinary diet (ingredients for one curry)

Vegetables	115 grams
Dhall	40 grams
Oil	10 grams
Curry powder	10 grams
Tamarind	10 grams
Onions	10 grams
Salt	10 grams
Chicken (thrice a week).	

(b) Tea will be provided to the `B' Class prisoner daily in the morning as per the scale oriented.

1. Milk 0.040 Lt
2. Sugar 0.010 Kg's
3. Tea Dust 0.008 Kg's
4. Gas 0.008 Kg's

G.O .Ms. No 785 Home (Pri, III) Dept., Dated 31.05.2007
G.O. Ms. No 1092 Home (Pri, III) Dept., Dated 31.122010

(c) Chicken curry will be provided to the `B' Class prisoners on Sunday Mid day as per the scale oriented.

Non-Veg.,

1. Chicken 0.115 Kg's
2. Pepper 0.0004 Kg's
3. Cumin Seed 0.005 Kg's
4. Garlic 0.002 Kg's
5. Chilly Powder 0.007 Kg's
6. Coconut 1/10 per head

Vegetarian

In lieu of Chicken the following will be supplied as per scale oriented. Rava Kesari, Potato Masala, Banana.

1. Rava 0.060 Kg's
2. Sugar 0.030 Kg's
3. Potato 0.100 Kg's
4. Chilly Powder 0.010 Kg's
5. Coconut 1/10 per Head
6. Chilly 0.003 Kg's
7. Banana 1 No.

G.O Ms. No 1139 Home (Pri, III) Dept., Dated. 25.11.2006

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CHAPTER - XXIII

CLOTHING AND BEDDING

407. Convicts to wear prison clothing. - Every convict under sentence of rigorous imprisonment or of imprisonment for life shall be required to wear prison clothing as prescribed in these rules and shall be supplied with prison bedding. Any prisoner of any other class shall be supplied with clothing and bedding if he requires it.

408. Material of prisoners clothing.-

(1) All male convicts, overseers and convict warders shall be provided with clothing of white Terry cotton material. All female convicts and life convicts shall be provided with clothing of blue colour Sarees, maroon Sarees, respectively.

G.O .Ms. No 1951 Home (Pri, V) Dept., Dated 11.08.1997
I.G's File No : 45660/R2/89

(2) Adolescent convict undergoing modified Borstal treatment in the Borstal School at Pudukkottai and the Central Prison, Salem shall be provide with clothing of white cotton material and Khaki shorts.

409. Clothing of 'B' Class Convicts.-

(1) The clothing of male '**B'** Class convicts, other than those referred to in rule 408 shall consist of a short jacket, short breeches and lungotie. These articles constitute a suit. No pocket or opening in the lining shall be allowed. Mohammedan convicts shall be supplied with trousers reaching to within 102 mm. above the ankle, in lieu of short breeches.

(2) The clothing of 'B' class adolescent convict shall consist of a white shirt, half arm with collar and two pockets, khaki shorts, white banian, white lungotie and handkerchief. These articles shall constitute a suit.

(3) The clothing of a 'B' Class female convict of a single cloth 5.50 mts, in length and 1.10 mts, in width without border and a ravikkai, provided that Muhammadan and Christian women shall be given the option of wearing, in lieu of a cloth, a petticoat (pavadai) and an upper cloth (dhavani) of the style usually worn by women of those classes, 366 mm. of material being allowed for each articles.

G.O .Ms. No 1951 Home (Pri, V) Dept., Dated 11.08.1997
I.G's File No : 45660/R2/89

(4) Male habitual convicts shall be required to wear short jackets with a circular piece of blue cloth 38 mm. in diameter stitched on the front upper lift side and

female habitual convicts a blue border 25 mm. wide on both edges of their cloths.

(5) The cloths supplied to female convicts not falling under sub-rules (3) and (4) shall have a green border 25 mm. wide on both edges.

(6) The clothing of star class prisoners shall be distinguished by means of a red star knitted on the front of the shirt in the centre.

410. Clothing of any category of prisoners not covered in these rules. - The clothing of any category of prisoners not covered in these rules shall be decided by the Inspector-General provide that the expenditure involved by such issue does not exceed the cost that would otherwise be incurred if the articles admissible under the rules are supplied to that class of prisoners to which the prisoner belongs.

411. Period clothing should last. - Every 'B' class male convict other than adolescent prisoners shall be provided with two suits and every 'B' class female convict and female life convict with Three cloths and two ravikais. Every convict shall also be provided with two towels, the measurements of which shall be 122 cm. in length and 61 cm. in width. A new jacket shall not ordinarily be issued more often than once in nine months and a new pair of breeches, or trousers in the case of Hindus and Muhammandan respectively. For females, a new cloth or a petticoat or upper cloth shall ordinarily last for nine months and a ravikkai for six month. A new towel may, if necessary, be furnished to each convict not often than once in nine months. * "Every female prisoner shall also be supplied with six napkins of 9 inches in length and 3 inches in breadth, made of roll cotton and fiber cotton (blue) or of ¾ meter during normal menstruation period, that is, for every month and six napkins of 9 inches in length and 3 inches in breadth, made of roll cotton and white mull cloth and elastic belt of ¾ meter during the period after delivery". Every 'B' class adolescent prisoner shall be provided with two suits a year.

G.O .Ms. No 1951 Home (Pri, V) Dept., Dated 11.08.1997
I.G's File No : 45660/R2/89

412. Clothing to female prisoners children. - Children allowed to stay with women prisoners shall be given suitable clothing as may be approved by the Superintendent.

413. Supply of articles to be worn as required by religion or custom. - Articles to be worn as required by religion like turban for Sikh, rasti for Parsee, thread for wearing Tali by women prisoners shall be issued in accordance with local customs, if so required by such prisoners.

Explanation: - Clothing of Sikh prisoners shall be as laid down in rule 286.

414. Clothing of prisoners confined in Open Air prisons.- Prisoners other than those confined in Open Air prisons put on extra-mural works shall be supplied with two sets of red coloured jackets and breeches once in every eighteen months in addition

to the two sets of white uniforms prescribed in rule 411. The period of supply of two sets of white uniforms supplied to these prisoners under rule 411 shall also be for eighteen months instead of nine months notwithstanding anything contained in rule 411. Prisoners confined in Open Air prisons shall be provided with white uniforms as prescribed in rule 411.

415. Clothing and bedding to be marked on issue. - The date of issue and the convict' number shall be marked indelibly on all clothing and bedding in use. Clothing and bedding marked for any particular class shall be issued only to prisoners of that class.

Explanation: The clothing shall be marked on the backside Lower end of apparel. Other garments shall be marked in such manner that the clothes may be easily identified. The identifying marks shall not be conspicuous.

416. Clothing of convict overseers. - Convict overseers shall be supplied with the following clothing annually namely:-

(i) Two white shirts and two pairs of shorts.
(ii) Two Glengarry caps made of white drill cloth.

417. Clothing of Convict warders. - Every convict warder shall be supplied with the following uniform annually, namely:

(i) Two white shirts and two pairs of shorts, made of better material than that ordinarily supplied to convicts:
(ii) One warm Kumbly Jacket;
(iii) One pair of brown canvas shoes
(iv) One slouch hat or pith hat
(v) Two pairs of khaki woolen socks
(vi) One pair khaki cotton putties.

Explanation: - Muhammadan convict overseers and convict warders be supplied with trousers in lieu of shorts.

418. Clothing and bedding of 'A' class male prisoners.- The following scale of clothing and bedding shall be supplied at Government expense to each of the male prisoners of 'A' class namely:-

Serial number	Name of article	Number	Period of wear and tear in months
(1)	(2)	(3)	(4)
1.	Half Sleeve Shirts	2	18
2.	Trousers Terry cotton	2	18

3.	Banians cotton	2	18
4.	Sandals pairs	2	18
5.	Towels (face)	2	18
6.	Towels (bath)	2	18
7.	Lungoties	2	18
8.	Comb	1	18
9.	Pillows	2	18
10.	Straw-mat	1	18
11.	Mattress	1	18
12.	Hand-kerchief	2	18
13.	Bed sheets	2	24
14.	Woollen blankets	1	24
15.	Mattress covers	2	24
16.	Pillow slips	4	24

G.O. Ms. No.2625, Home (prison) Department, Dated: 07.12.1988
(I.G. No.72823/R2/1988)

419. Clothing and bedding of 'A' Class Female prisoners.-

(1) The following scale of clothing shall be supplied at Government expense to each of the female prisoners of 'A' Class, namely:-

Serial number	Name of article	Number	Period of wear and tear in months
(1)	(2)	(3)	(4)
1	Sarees (superior) 5.5metres	3	18
2	Ravikais	3	18
3	Bodies	4	18
4	Towels	4	18
5	Hand-Kerchief	2	18
6	Sandals Pairs	2	18
7	7 Napkins as described in rule 411	6	One month
8	Comb (plastic)	1	18

(2) Bedding shall be supplied to female prisoners of the class at Government expense on the same scale as that prescribed for male prisoners in rule 418.

(3) A flannel Banian shall be issued on the 1st October and withdrawn on the 1st march. A sufficient supply of soap and changes of linen and towels shall be allowed at such intervals as the Superintendent may direct.

(4) In the case of female prisoners who do not adopt the mode of dress admissible under these rules, the Inspector-General may sanction any variation in the kind

of clothing and bedding required in individual cases, Provided that the expenditure involved by such a change does not exceed the cost that would otherwise be incurred if the articles laid down in the scale are supplied.

(5) A piece of blue cloth 25 mm. square shall be stitched on the front upper left side of the shirts and sarees issued to male and female habitual prisoners respectively of 'A'

420. Clothing of convicts attending courts.:- Convicts sentence in custody to a court either as a witness or as an accused person shall wear ordinary private clothing. For this purpose, the private clothing of convicts retained in prison under the provisions in Chapter XXV of these rules or tendered by friends or relatives shall be issued to the convict before proceeding to and withdrawn on his return from Court daily. In other cases, the Superintendent shall provide clothing of a kind suitable to the class to which the convict belongs.

421. Grants of remission for economy in wearing clothing .- No grant of special remission for economy in the wearing of clothing under rules 325 and 326 shall be made to the same convict oftener than once in twelve months. If a convict has kept clothing in good order and has not been reported for causing damage to it, he becomes entitled to the grant of special remission, this remission shall not, however, be indiscriminately dispensed.

422. Supply of extra clothing for Work.- Men employed on work which specially soils their clothing such as gardening, scavenging and the like, may, in addition to the ordinary scale of clothing, be supplied with an old suit for wear during working hours; convict cooks may be allowed blue aprons and blue suits with chef or caps.

423. Instructions regarding the wearing of clothing. - Convict employed on garden work and on active occupations in closed workshops, kitchens and the like do not ordinarily require wearing a jackets while at work. On the other hand, care shall be taken that at meal times, at inspections, and in cold weather all prisoners are properly clad. Prisoners shall not be allowed to wear wet clothes, and if they are kept standing about on cold morning, the Cumbly shall be worn crossed over the body like a plaid.

424. Issue of Kumbly hoods. - Cumbly hoods of an approved pattern may, at the discretion of the Superintendent, be issued to prisoners on extra mural labour.

425. Issue of woollen jacket.- Woollen jackets may be issued to prisoners during the cold months. Old Cumblies may be utilized as belly bants for uniform and sick prisoners.

426. Issue of extra clothing to invalids. - Extra clothing and bedding shall be issued to the sick, aged or infirm on the recommendation of the Medical Officer.

427. Issue of sandal to prisoners. - The sanction of the Deputy Inspector-General of prisons is necessary for issue of sandal to prisoners.

428. Supply of bedding to 'B' class prisoners.- The bedding of 'B' class prisoners shall consist of two bed sheets or a bed sheet and a Cumbly in cold weather, a blue cotton carpet irrespective of the season and a pillow with cover. The blue cotton carpet shall be of 183 cm. in length and 76cm. in breadth. The pillow shall be 61 cm. in length and 35cm. in breadth stuffed with coir fiber. A bed sheet shall last for three years and the blue cotton carpet for five years. The pillow shall last for three years and the pillow cover for nine months. No prisoner shall be allowed to wear his bed sheet while at work.

429. Charge of clothing store. - The Assistant Jailor shall be in-charge of the clothing store and shall be held responsible for all clothing and bedding. He shall be allowed a sufficient number of prisoners to enable him to have the clothing frequently moved cleaned and exposed to the sun and air. Due attention shall be paid to having all clothing washed thoroughly before being placed in stock.

Explanation: When part worn clothes are supplied to the prisoners they shall be thoroughly fumigated and boiled in hot water to exterminate bugs, fleas and the like. The treatment of clothing and bedding used of patients suffering from infectious or contagious diseases shall be as laid down in Chapter XXXVIII.

430. Repair and inspection of clothing and bedding. - A fixed day weekly shall be appointed for the repair of clothing. At the weekly parades of prisoners the Superintendent shall pay special attention to the clothing and bedding and shall satisfy himself that each man's kit is complete and in proper condition.

431. Disposal of unserviceable clothing;- Unserviceable clothing shall be struck off the Register in form 16 under the initials of the Superintendent once a month and utilized for the cleaning of lamps, carbines or machinery and for polishing the finished goods in the carpentry workshop. It shall also be used in the paper making industry. If the accumulation is in excess of these requirements these clothing shall be sold after it has been torn or cut into small pieces to the paper units of the Khadi and village Industries Board.

432. Disposal of clothing of discharged prisoners. - Prison clothing shall not be given to discharged prisoners and care shall be taken that prisoners on release surrender their full outfit. Clothing so received shall if fit for further use be thoroughly washed, repaired, if necessary and taken into stock, the remaining shall be brought in to stock in the condemned clothing register in Form No.16.

433. Submission of clothing and bedding indents.- Indents for the clothing and bedding likely to be required during next six, nine or twelve months shall be

prepared in duplicate in form No. 52 or 53, as the case may be and submitted to the Deputy Inspector-General of prisons for sanction.

No clothing or bedding shall be issued from the manufacturing department of any prison except upon an indent passed by the Deputy Inspector-General of prisons and no clothing or bedding shall be purchased in the local market except in very special circumstances and with the sanction of the Inspector-General .

434. Supply of hand fans. - The Superintendent of prison shall incur expenditure for the provision of hand fans made of palmyrah leaves to prisoners and inmates during the period commencing from the 1st March and ending with the November of the every year within the ceiling prescribed by Government from time to time.

435. Chapter not to apply to prisoners under simple imprisonment –

Nothing in this chapter applies to prisoner under sentence of simple imprisonment. The supply of clothing to civil and undertrial prisoners is provided for a chapters XXXVIII and XXXIX respectively.

* *

CHAPTER - XXIV

CONVICT LABOUR AND PRISON INDUSTRIES

436. Classes of labour and scale of tasks. - All prison labour shall be divided into three main classes namely hard, medium and light. The scale of tasks, arranged according to these classes, shall be as in Appendix XIV.

437. Selection of employment for convict.-

(1) When the Medical Officer has certified the class of labour for which a convict is fit, the Classification Committee shall determine the particular employment to which such convicts shall be put if it is found that the initial allotment of work was not suited to the abilities of a prisoners, the Classification Committee shall consider the question of re-allotment of work.

(2) Sick and convalescent prisoners shall be exempted from work as per recommendations of eh Medical Officer.

(3) Women prisoners during pre-natal and post-natal periods shall be exempted from work as per the recommendations of the Medical Officer.

(4) All prisoners who are classed as fit for medium or light labour only shall, once a month, be produced before the Classification Committee with the recommendations of the Medical Officer so as to examine them with a view to their re-classification if necessary. Such changes shall be recorded first by the Jailor in the History Ticket and signed by the Superintendent and then copied by the Chief remission clerk in the remission sheet. If nay prisoner passed for hard labour subsequently becomes permanently unfit to perform it, such case shall be placed before the Classification Committee with the remarks of the Medical Officer and the revised labour to which the prisoner is fit shall be similarly recorded by the Jailor in the History ticket and signed by the Superintendent.

(5) In allocating labour, requirements of the institution for prison services shall be considered on priority basis. Other assignments for work and production shall be given the next preference according to the requirements. Such adjustment shall always be made at the discretion of the Superintendent as may be necessary from time to time.

(6) Possibilities of employing prisoners, especially long tamers and lifers, in different sections with a view to impart multiple skills, shall be considered so as to increase their chances of entering an occupation or trade after their release.

438. Allowances for social status.- The tasks including conservancy work shall be allotted at the discretion of Classification Committee with due regard to the capacity of the prisoners, his education, intelligence and aptitude and so far as may b practicable with due regard to his previous habits.

439. Frequent change of work to be avoided.- Frequent change of work, except on medical grounds shall be avoided, but the same form of hard labour shall not be

indefinitely exacted and sedentary work shall as far as circumstances permit, be occasionally changed for work involving more general movement.

440. Facilities at the working places. - The following facilities may be provide at places where prisoners work namely;-

(a) Protection from heat, cold, rain, dust, smoke, fumes, gases and chemicals;
(b) Adequate ventilation and light;
(c) Drinking water;
(d) Urinals and latrine facilities
(e) Washing facilities
(f) First-aid facilities.

441. Labour not to be exacted on certain days.-

(1) No prisoners shall ordinarily be required to perform any labour other than such as may be necessary of the conduct of the internal management and domestic economy of the prison or to meet any call of emergency, on any of the following days, namely, Sunday, Christmas day, Good Friday, Mahatma Gandhi' Birthday, Ramzan, Pongal, Deepavali, Ayudha Puja, Bakrid, Independence Day, republic Day, May Day, Tamil New Years Day and any day declared by the Government to be a public Holiday under the Negotiable instruments Act, 1881 (C.A. xxvi/81).

In rule 441 (1) the word "Mahasivarathiri" was ordered to be omitted.
May Day and Tamil New year day are declared by the Government to be a public Holiday under the Negotiable Act 1881 (CA XXIV/of 1881).

G.O. ***Ms. No.395, Home (prisons.V) Department, dated: 09.03.1993***
(I.G's No.48073/W3/1991)

G.O. Ms. No.1445, Home (prisons.III) Department, dated 28.08.1992)
(I.G's No.48073/W3/1991)

G.O. Ms. No.2448, Home (prisons) Department, dated: 17.11.1988
(I.G's No.11309/W3/87, dated: 15.12.1988)

(2) No Jewish prisoner shall be required to labour on Saturday; the Jewish New Year (two days) the day of Atonement; the first and last days of the Feast of Tabernacles (Two days each); the feast of the Passover (four days) and the feast of Pentecost (two days) Provided he elects to labour on Sundays and other holidays referred to in the above sub-rule.

(3) On days on which labour is not exacted from convicts, those not employed on any domestic or other duties connected with the management of the prison shall be locked in wards or cells, unless there is reason to leave them outside on account of recreational or cultural activates or if they are otherwise engaged in

washing their clothes and the like as admissible under rule 222. In any case, there shall be proper vigilance to ensure that none is misusing the holidays.

(4) The Inspector-General may, with the previous sanction of Government, exempt all or any particular class of prisoners, from labour on any day or days other than those specified in sub rules (1) and (2) of this rule.

442. Shifts for prisoners doing night duty.-

(1) Excepting prisoners working in the kitchen during night hours and those doing night patrol work inside the barracks and hospital, prisoners shall not be required to work after lockup. Prisoners working in the kitchen during night hours shall not ordinarily be required to work in the subsequent day shift.

(2) Prisoners during night patrolling inside the barracks shall not be required to do more than two hours patrol duty at one time. Rotation of patrol duty shall be so arranged that the prisoners doing night patrolling get enough rest.

443. Restriction of employment on public works. - No convict shall be employed on public works other than prison buildings without the special sanction of Government.

444. Conditions of employing convict on public works.-

(1) The employment of convict on large public works shall be permitted only when the works are so large and concentrated and are likely to last so long a time as to justify the erection of such accommodation as would be required for the exercise of same sanitary care and the enforcement of the same system of discipline, penal labour and classification as are exercised and enforced in Central Prisons.

(2) Convict shall not be drafted to public works where from conditions of climate, their regular employment out of doors is not possible throughout the greater part of the year, and those so drafted shall be only men selected for this class of work on due consideration of their physical fitness and of the sentence passed on them. In selecting men for this form of labour or for transfer with a view to employment on public works, the Superintendent shall be most careful that convicts sentence are in thoroughly good health and strength.

445. Convict not to be employed on certain works. - Unless with the special sanction of Government, the employment of convict on local or municipal roads or works or any other form of work except such as is performed on the prison premises and for prison services, is prohibited.

446. Employment of convict with free labourers. - Convict shall not be employed in association with free labourers, with the exception that skilled workmen may be engaged as foremen of instructors on public works or in other industries.

447. Restrictions on extramural employment of convicts.

(1) Without the sanction of the Inspector-General, no convict shall at any time be employed on any labour outside the walls of the prison, or be permitted to pass out of the prison for the purpose of being so employed.

Unless a prisoner who falls within rule 236(1) of TNPRM Vol. II has undergone not less than 3 years of sentence excluding remission and if the unexpired portion of the sentence still to be undergone exceeds 5 years excluding remission.

G.O. Ms. No. 848 Home (Pri. V) Dept., Dated 31.03.1987

(a) Unless he has undergone not less than one-fourth of the substantive term of imprisonment to which he has been sentenced;
(b) If the unexpired terms of substantive sentence, together with imprisonment (if any) awarded in lieu of fine, still to be undergone exceeds two years:
(c) If any other charge or charges are pending against him or he has to undergo a period of police surveillance on the expiry of his sentence
(d) If he is a resident of foreign territory; and
(e) If he is a member of a wandering or criminal tribe or is of a bad or dangerous character, or has at any time escaped or attempted to escape from lawful custody.

(2) In every case in which a convict is employed on any labour outside the walls of the prison, or is permitted to pass out of the prison for the purpose of being so employed, it shall be subject to the condition that the Superintendent has sanction his employment outside the prison and recorded the fact of his having done so in the prisoners history Ticket.

Explanation: (1) When there are more prisoners eligible for employment outside the prison than are actually required, casuals and men with the shortest unexpired terms should be selected in preference to others.

Explanation: - (2) This rule shall not apply to Borstal Schools for which special rules have been framed

Explanation: (3) The Deputy Inspector-General of prisons may exercise the powers of the Inspector-General of prisons for the purpose of this rule.

Explanation: - (4) –Rule 668 deals with employment of convicts on dangerous work.

448. Prisoners on extramural work. - Isolated employment of prisoners while on extramural labour is strictly prohibited. Prisoners working on extramural work must work together in gangs. The Official in charge of the gang shall be

responsible to see that they are subject to the same discipline as when employed inside the prison.

449. Female convicts not to work outside female enclosure. - No female convict shall under any pretext be employed outside the female enclosure of any prison.

450. Tasks for females, adolescent and convicts attending School: - Female prisoners shall ordinarily be employed in cooking or in the preparation of articles of food, such as pounding, husking, or shifting grain and the like, but shall not be employed in grinding grain except as a punishment. Whenever possible they shall be given instruction in needlework such as knitting and the like and such other domestic industries as will be useful to them after release. The task to be imposed on any female or adolescent convict shall not exceed three fourths of the tasks for hard labour prescribed in respect of adult male convict. In estimating the tasks for adolescent and for other prisoners attending school, the time occupied in instruction and physical training shall be deemed to be occupied in labour for the purpose of sub-Inspector-section (1) of section 35 of the prisons Act, 1894 (Central Act IX of 1894).

451. Allotment of labour in cases not generally provided for.-

(1) When any form of labour not specified in the table of tasks as prescribed in Appendix III is performed by any convict, or the form of labour is mentioned but a definite task is not given, the Classification Committee shall, with due regard to the Capabilities of the convict fix what they consider to be a fair task when this admits of being done.

(2) Whenever a convict declared fit for hard labour, is for unavoidable causes employed on a form of labour which is classed as medium or light, the task may, under the directions of the Classification committee be increased to an extent which in their opinion the convict is capable of performing within the stipulated working day.

Provided that ordinarily no convict passed as fit for hard labour shall be placed on medium or light labour and no convict passed as fit for medium labour shall be placed on light labour, so long as labour, of the description he is declared capable of performing, is available.

(3) The form of labour and the amount of the task, together with every change of work shall be noted on the History Ticket of every convict against the initials of the officer responsible for making the entry.

452. Time to be given to acquire skill.- Whenever a convict is given work to perform which requires skill, and with which he is unacquainted, or imperfectly acquainted, he shall be allowed a reasonable time to acquire the necessary knowledge and expertness (with due regard to his intelligence and capabilities), before a full task is enacted from him. The task he is set to begin with and every

subsequent increase shall be noted in the History Ticket against the initials of the Superintendent or Jailor.

Explanation.- The time taken to acquire skill of any kind necessarily depends on the nature of the work, and the intelligence of the convict, and varies from a few days in the case of simple industries, to several months in the case of expert weaving or carpet making and the like. As a rule, a small task to begin with shall be increased at intervals of a week or fortnight according to circumstances.

453. Watch on the work after assignment .- After the assignment of work to prisoners who have a sentence of six months and over, the prisoners conduct and work shall be closely watched by the instructor or Jailor in charge and record, made in his History Ticket in the appropriate place. For this purpose, he may secure information from the subordinates in addition to his own. The History Ticket of every prisoner shall be scrutinized by the Classification Committee once in three months so that any change of work or treatment could be effected, if necessary.

454. Factors to determine standard task: - While fixing standard task, the following factors shall be taken into consideration namely:-

(i) Conditions of equipment, tools and implements of productions;
(ii) Type and quality of raw materials;
(iii) Content and analysis of the product or job;
(iv) Specification, pattern and quality of the Product;
(v) Labour and skill required for the product of job;
(vi) Break-up of separate operations involved in the product of job;
(vii) Determination of the needs of each operations;
(viii) Estimate of number of man-hours needed for each operation
(ix) The average ability of a prisoner shall be taken in assessing the standard task rather than the average ability of a worker outside. Charts shall be displayed in workshops indicating prescribed task, for the guidance of the prisoners and staff members.

455. Inspection of work places. - The Superintendent shall, along with the Medical Officer, periodically inspect the factories, workshops, and areas where prisoners are required to work to ensure that minimum standards are properly maintained. Superintendent shall record the result of his inspection in his journal.

456. Compensation to prisoners who meet with occupational injuries, death etc.-

(1) In case a prisoner while employed in a prison job or task, in spite of having taken all reasonable precautions meets with an accident resulting in physical or mental disability, or serious injury or death, or loss of health due to occupational diseases as certified by the Medical Officer of the prison, suitable compensation as may be decided by the Government shall be paid to the prisoner or to his dependents as the case may be. The amount of compensation

to be paid shall be in accordance with the rates specified in Schedule I to the Workmen' Compensation Act, 923 (Central Act VIII of 1923).

(2) The Superintendent shall in such a case submit a report in Form XVI prescribed in rule 24 of the Tamil Nadu Workmen's Compensation Rules 1924 with his recommendations to the Inspector-General. The Inspector-General shall forward the report of the Superintendent with his recommendation to the Government for orders.

457. Supply of tobacco, beedies or cigarettes.- **Omitted.**

G.O. Ms. No 1372 Home (Pri. Vii) Dept., Dated 21.12.200

458. New industry to receive Inspector-General' sanction. - No new industry shall be started in any prison without the previous sanction of the Inspector-General.

459. Disposal of prison manufactures.-

(1) The first Object to which prison industries shall be devoted is the supply of prison requirements. When these are satisfied, prison industries shall be adopted as much as possible to meet the requirements of other Government departments of this State and these departments are bound to obtain articles which they require from prisons provided that the articles supplied by the prison are of the same quality and available at the same price as the prevailing in the open market. It is only when these sources of employment are exhausted that prison industries shall be devoted to producing articles for general sale, and if any prison industry is only when these sources of employment are exhausted that prison industries shall be devoted to producing articles for general sale, and if any prison industry is proved seriously to injure nay local trade, it shall be discontinued in favor of some other kind of employment.

Explanation: - (1) Cloth manufactured in the Weaving mills of the Central Prison at Coimbatore and the boots and sandals manufactured in the boot and Sandal workshop of the Central Prison at Vellore shall be used only for consumption by Government departments of this State and not for the purpose of a trade or business of any kind carried on by or on behalf of the Government of Tamil Nadu.

Explanation:- (2) For the obligations of State Government departments in the matter of prison industries the procedure laid down in the Tamil Nadu Financial Code Volume I and the orders of Government issued from time to time shall be referred to.

460. Advice on Technical matters. - The officers of the Department of industries shall furnish free of cost, when called upon to do so, any expert advice that may be

required by prison on technical matters of equipment and management of industries.

461. Purchase from prison obligatory on consuming Departments.- The purchases from prisons of textiles of all kinds, certain articles of furniture, sandals and miscellaneous articles of stationery shall be obligatory on consuming departments of Government in the order of preference or otherwise as may be ordered by Government from time to time.

462. Specifications of articles to be standardized. - Specifications of articles required by consuming departments of Government shall be standardized in consultation with the Director of Industries and shall not be changed without the sanction of Government.

463. Committee to decide difference of opinion as to standard. - In all cases of difference of opinion as to whether an article is up to the required standard, or not, a committee shall be convened consisting of a representative of the consuming department, one of the prison Department, and a referee with technical knowledge of the manufacture of the article in question; the opinion of the expert officer of the Department of industries shall be final.

464. Uniforms of Government Department Officers. - Departments of Government which require articles of uniform to be made up for their officers shall give prisons the first preference of contracts for making them up from materials supplied.

465. All connected work to be done. - If the prison Department undertakes the making up of uniforms for Government departments in any year, it must be prepared to do all the work required of it, so that the other departments concerned may not be put to the necessity of having to pay more on their orders by dividing them between prisons and private contractors.

466. Standing price list to be compiled.- The Inspector-General shall cause standing price list of all prison made articles likely to be required by all consuming departments to be compiled, revised from time to time and circulated to all heads of departments for in formations.

467. Intimation of requirements by consuming departments. - Consuming departments of Government shall intimate their requirements sufficiently in advance at the beginning of the official year.

468. Selection of Industries. - Prison industries shall be as far as possible concentrated so that the whole supply of any single article shall be produced in a single prison and not distributed among several. Multifarious industries in a single prison are objectionable and in each prison one large industry shall, if possible be developed, and every effort made to provide the best available instruction in up-to date

methods of labour so as to enable the prisoner to command a living wage on release.

469. Prison labour to supply prison needs. - Every advantage shall be taken of convict labour in executing repairs or new works, and no articles for prison use which the prisoners can manufacture shall be purchased in the local market.

470. Performance of menial officers. - All menial offices in the prison shall, as far as possible be performed by convicts.

471. Restriction of number of convicts empowered as menials. - The proportion of prisoners employed as prison servants, namely cooks, barbers, water carriers, scavengers and the like and hospital attendants shall not exceed ten per cent of the total number of prisoners in prison except during epidemics when the number may be increased on the requisition of the Medical Officer, the action taken being duly report for the sanction of the Inspector-General.

472. Sweepers and water carriers fro official quarters.-

(1) A small number of convict sweepers and water carriers, which shall in no case exceed eleven including one convict officer not below the rank of overseer, may under the written orders of the Superintendent, be detailed to scavenge and keep clean, and to assist in supplying water to the quarters occupied by subordinate prison officials, residing on prison premises. The duties performed by this gang shall be restricted to.-

(i) Sweeping the compound;
(ii) Removal of filth, an
(iii) Supply of water;

(2) Gardening or cooking in any form, boiling of water or any other domestic service beyond the mere delivery of water is prohibited.

(3) No water carrier shall be permitted to enter the house of any subordinate official, but shall deliver the water at the door, and no sweeper shall be permitted to enter any part of the house, other than the bath room or latrine, and then only for such limited period as may be necessary to enable him to perform his duties. No prisoner shall be left at the quarters when the gang is removed.

(4) The Superintendent shall be responsible that the number of convict employed under sub rule (1) of this rules is fixed at the minimum number requisite and that the employment of the gang is restricted to such definite hours of duty as are absolutely necessary for the performance of the work.

(5) Except as permitted by this rule, no prisoner shall at any time be employed by any officer of the prison or other person on private work of any kind, except such as may be carried on in the ordinary course of any prison industry, with the knowledge and permission of eh Superintendent and subject to the payment of the full charges for such work.

473. Employment of prisoners as clerks. - The employment of prisoners as clerks in the prison office or store –rooms is prohibited. A convict orderly, or sweeper, may be employed, but care shall be taken that no prisoner is given any form of clerical work or allowed access to any prison papers or records. Prisoners able to read and write English allowed access to any prison papers or records. Prisoners able to read and write English shall not be employed as convict orderlies in the prison office or any of the storerooms.

474. Charge for public Works department, the branch press, Chennai. - Prison labour, such as that supplied to the Public Works Department shall normally be charged for the value of prison labour at local rates based on the actual outrun and not the maintenance charges of the prisoners shall be the bases of adjustment.

475. Wage Earning Scheme. - In a prison where the wage-earning scheme is introduced, the procedure as prescribed in rules 476 to 487 shall be followed.

476. Wage not a right. - Wages cannot be claimed as a matter of right by prisoner. Wages are incentive granted to prisoners for the performance of prescribed quantum of work in the prescribed manner and time, satisfactorily.

477. Eligibility for employment.-

(1) The following prisoners shall be eligible for employment under the wage-earning scheme, namely:

(i) All prisoners sentenced to rigorous imprisonment for not less than three months;

(ii) All prisoners sentence to simple imprisonment for three months or more and who opt to work; and.

(iii) Prisoners who are physically fit and found totally fit for hard labour by the Medical Officer and also by the Classification Committee shall be included, subject to the terms contained in clauses (i) and (ii) above.

(2) The following prisoners shall not be eligible for employment under the wage-earning scheme namely:

(i) Such of the prisoners who may be declared unfit for inclusion on account of other factors at the discretion of the classification committee.

(ii) Political prisoners and other prisoners who are not expected to work under the rules. Sick and infirm prisoners; and.

(iii) Prisoners undergoing such prison punishments as to prevent them from any employment.

G.O. Ms. No 2010 Home (Pri, III) Dept, Dated 16.09.1988

478. Training.- Prisoners selected for employment under the wage earning scheme shall be given preliminary training in particular trades for a period of three months and "they shall be paid wages as applicable to unskilled labourers till the Classification committee reclassify them to the next category'

G.O. Ms. No 1372 Home (Pri, III) Dept, Dated 21.12.2000

479. Classification.-

(1) For the purpose of payment of wages. The prisoners shall be classified into 3 categories for the purpose of labour as defined below:-

(i) 'Skilled' means those employed on work which involves either physical or mental or both kinds of skill in its execution and cannot be accomplished by ordinary labour with proficiency without sufficient skill.

(ii) 'Semi-skilled' means those engaged on task which cannot be performed by untrained hands but which can be executed with some training and practice, but dies not require any strict standard of precision.

(iii) 'Un-skilled' means those engaged on task which does not require any skill or training.

(2) Classification of each prisoner eligible for employment, on various industries and trades allocated to each prison shall be made in accordance with the categories by the Classification Committee for the purpose of payment of gratuity in accordance with the nature of work on which the prisoner is employed.

(3) The task shall always be fixed at a fairly high level.

(4) If the prescribed task of the standard quality is not accomplished, the prisoner shall not be eligible for wages.

480. Amount and the method of payment of wages.-

(1) The wage for skilled, semi-skilled, and unskilled shall be as fixed by Government once in five years for the full task.

(2) The wages shall be paid to workers of various categories on the basis of the task prescribed in Appendix III.

Illustration: (1)- A daily task sheet in Form No. 122 shall be dept for noting the particulars of each prisoners, such as the nature of task on which employed, the standard task prescribed, the task actually done and the wages earned. Entries shall be daily made in these sheets by the foreman concerned which shall be duly attested by the Assistant Jailor concerned. It shall be the personal responsibility of the Additional Superintendent to ensure that this is done every day.

Illustration (2) - For works spread over for more than one day which are incapable of satisfactory measurement until completion

(example making a table), entries shall be completed as soon as the item of work is over.

481. Utilizing wages earned.-

(1) The prisoner who is under the wage earning scheme shall be given the discreation to have his earnings at his credit or to have it sent to his next of kin outside the prison , if he exercises his option to have his earnings at his credit, he shall be given the option to revise his direction at any time infavour of sending his total or part of his earnings to his next of kin.

(a) Wages earned, by the prisoners shall be apportioned shall follows:-

(i) 50 per cent of wages earned shall be deducted for the prisoners shall be apportioned as follows:-

(ii) 30 per cent of the wages earned shall be credited to the prisoners Cash Property Account; and

(iii) 20 per cent of the wages shall be credited to prison Fund to be paid to the victims.

G.O. M.s No. 1372 Home (pri., V) Dept., Dated 21.12.2000

(2) The prisoners shall be permitted to draw for purchase of articles required for his personal use such as, soap, oil, etc, not exceeding a sum of Rs. 10 per month. The list of the Articles required shall always be got approved by the Superintendent.

G.O. M.s No. 683 Home (pri., V) Dept., Dated 05.08.2002

(3) No prisoners shall be permitted to transfer his earning at credit to another prisoner.

(4) If the wages earned by the prisoners are not credited into his Cash property Account due to administrative reasons on release of the prisoner, he shall be informed in him after the amount is drawn and credited into his account. After the amount is drawn and credited into his account, it shall be sentence to him, by Money Order, to the address given by the prisoner, at the time of his release. The Jailor shall be responsible to see that the wages due to the prisoner on his release is sentence to the correct address, as furnished by the prisoner at the time of his release and also care shall be taken that there is no misuse or abuse of this process."

482. Acknowledgement to be obtained.- Signature or if illiterate, the thumb impression shall be obtained of every prisoner in the respective registers every time the earnings in prison are credited at the end of every week and acknowledgement should also be obtained for every disbursement.

483. Utilization of prison labour under the Wage Earning Scheme.-

(1) Prison labour shall be utilized under the scheme for-

(i) The essential and maintenance service in prisons shall not exceed 10 per cent of the prison average strength;

(ii) The production of articles required for use of all the consuming departments and the public;

(iii) The agricultural activities on farmlands attached to prisons including dairy. Poultry and horticulture;

(iv) The erection and repair of all prison buildings and for operation of materials for the same; and

(v) Any other work which the Inspector-General may direct.

(2) The prisoners engaged in maintenance service excluding convict warder shall be rotated once in a quarter into the manufactory section.

(3) The prisoners may be given work throughout the year so that they can earn sufficient wages to achieve the objective of reformation and rehabilitation."

G.O. M.s 1372 Home (Pri. V) Dept, Dated. 21.12.2000

484. Duties of technical staff. - The technical instructional staff shall be responsible-

(i) To ensure the achievement of the monthly target in his respective industry.

(ii) To control and supervise production at all stages with regard to consumption of raw materials according to the prescribed scale as well as quality.

(iii) Maintenance of task boards and bring to the notice of the Jailor any person who has not done the prescribed task; and

(iv) To guide and train prisoner allotted to each work or trade under his charge.

485. Duties of the Jailor and the Additional Superintendent with regard to Wage Earning Scheme.-

(1) The Jailor shall be responsible for the following, namely:-

(i) Allotment of task to each prisoner in respect of each industry and maintenance of task boards and daily verification of task done by each worker and incorporation of the aggregate task done by each prisoner once a week in his number roll for the purpose of payment of wages;

(ii) Supervision of production of all stages, including consumption of raw materials in accordance with the specifications and the scale prescribed;

(iii) Daily supervision over the work of technical personnel engaged in respect of each industry; and

(iv) Inspection and passing of finished products before they are sentence to the stores from the factory.

(2) The Additional Superintendent shall verify and be responsible for the proper maintenance of the records connected with the scheme and for its proper implementation. The overall responsibility shall rest with the Superintendent.

486. Maintenance of accounts and records.-

(1) At the end of the month, the wages earned by each prisoners shall be worked by the Accountant. He wages earned shall be abstracted in the wages register in form No. 123.

(2) The total earning of the prisoner shall be carried over from the wages register into his personal ledger accounts shall be kept in separate volumes for 100 entries and the index shall be according to convict number. In April of every year, fresh ledgers shall be opened. After the postings the task sheets shall be bundled ledgers shall be opened. After the postings the task sheets shall be bundled ledger wise and filed carefully which shall be subjected to both internal and Accountant Generals audit.

(3) "The total amount of monthly wages as per column wise total of the wages register shall be drawn from the Treasury in fully vouched contingent bill. The amount shall be drawn in three parts, namely, 30 per cent of wages payable to the prisoners, 20 per cent of the wages to be credited to the prison Fund and 50 per cent of the wages to be credited under the receipt head of the Department towards up-keep of prisoners by book adjustment.

(4) In view of the large amount involved, the balance in the prisoners cash property register shall be reconciled with the Treasury once every month and the Accountant shall be responsible for its proper reconciliation under the supervision of he Additional Superintendent.

(5) The 30 per cent of wages payable to the prisoners shall be credited into the personal Deposit Account maintained by the Superintendent .

(6) The 20 per cent of the wages deducted for being credited to the prison Fund shall be credited into the separate personal Deposit Account for the payment of victim compensation."

(7) "The 50 per sent of wages deducted towards the upkeep of prisoners shall be credited into the department receipts";

G.O. M.s 1372 Home (Pri. III) Dept, Dated. 21.12.2000

487. Head of Account.-

(1) The expenditure on account of wages to prisoners under the wage earning scheme towards their services to the Maintenance and Manufacturing Department shall be met from the provision under "2056.00: Jailor -101-jails .I Non-plan AE. Wage Earning Scheme to prisoners. 02 wages (DPC No.2056.00. 101. Ac 0204.)

(2) The recovery towards up-deep of prisoners may be credited under the head of account "0055.00-Jails. -501 Services and service fees. AA Jails (Other than approved schools) 01 head of Convict. DPC No. 0056. 00. 501 AA 0100:.

In appendix III, for the expression "(See rule 451)", the expression "(See Rules 451
and 480 (2)" shall be substituted.

G.O. Ms. No 1372 Home (Pri, III) Dept, Dated 21.12.2000

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CHAPTER - XXV

PRISONERS PROPERTY

488. Disposal of property other than money:- The property other than money delivered with or found on prisoner on admission, or subsequently sentence to him through the Superintendent shall be dealt with according to the following provisions namely:

(a) Prohibited articles such as tobacco, snuff, opium, ganja any other drug or liquor, obscene pictures or literature shall be destroyed;
(b) Perishable articles shall be sold and the proceeds credited to prisoners cash property;
(c) If the clothing of a prisoner is so damaged or filthy as not to be worth keeping, or fit for sale, it shall be destroyed.
(d) If the Medical Officer considers that, there are objections from the sanitary point of view to the retention of a prisoners clothing, or if a prisoners on admission is suffering from any infectious or contagious disease, the clothing shall, under the written direction of the Medical Officer, be destroyed.
(e) 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, be sold on confirmation of the sentence or expiry of the time allowed for appeal and the proceeds dealt with under rule 492 provided that should the prisoner be required to attend a court as a witness or as an accused, his clothing shall not be disposed off until no longer required in this connection.
(f) In other cases, the clothing of a prisoner sentenced to rigorous imprisonment as also the excess or surplus clothing of an 'A' class prisoner if it is not possible to return the same to the friends or relatives of the prisoner, shall be washed, tied up in a bundle and stored. The Superintendent may issue 14 grams of washing soda to each prisoner on admission and on discharge to wash his clothing.
(g) Metal vessels and other non- perishable and bulky articles shall be included in the clothing bundle. Jewelry or other valuable property shall be made up into a separate packet which shall be sealed by the Assistant Jailor in the presence of the Superintendent and the prisoner.
(h) Every packet and bundle shall be labeled with the number and name of the prisoners to whom it belongs, together with the date of release, and shall be kept by the Assistant Jailor arranged according to the date of release or number. He shall be responsible for the safe custody of the articles entrusted to him till they are returned to the prisoners on their discharge.
(i) Only such property shall be kept as can be conveniently stored. If livestock or cumbersome articles, such as charpoys and the like are brought or sent to the prison for the prisoner, they shall be handed over to the prisoner' friends or relatives, if the prisoner so desires otherwise they may be sold and the proceeds credited to prisoners cash property

489. Periodical verification of prisoner's valuable property.- The Superintendent shall verify the prisoner's valuable property in the custody of Assistant Jailor not less than once in three months and even frequently if necessary.

490. Responsibility of all prison officers.- All prison officers are liable, in view of rules, 20 (3) and 126, to make good any loss to Government occasioned by failure to comply with these rules or neglect of duty in connection therewith. This direction applies to articles of civil stores also.

491. Grant of permission to receive property from outside. - The Superintendent shall always use his discretion properly to grant permission to the prisoner to receive any property from outside.

492. Disposal of money. - Cash property found on the person of prisoners at the time of their admission to prison shall be remitted into the Treasury to be credited to a personal deposit account opened after following normal procedure in the name of the Superintendent of the prison concerned vide item 12 of part IV of Appendix 19, Tamil Nadu financial Code Vol.II. Repayments which it is not found convenient to make from the personal deposit account shall be made from the permanent advance of the prison in the first instance. It is the responsibility of the Accountant or Office Manager to ensure that there is no delay in the remittance of prisoner's cash property and it is not utilized for other purposes. The permanent advance may be recouped when found necessary by drawing a cheque for the amount disbursed on the personal deposit account at the Treasury in Form No.32.

493. Maintenance of accounts.-

(1) There shall be a separate cash book in form 5 of the Tamil Nadu Treasury Code for accounting the cash of prisoners received on admission and on subsequent occasion by money order or from thee relatives of he prisoners.

(2) There shall be a separate individual ledger book called "Prisoners Cash Property Register" in Form No. 124 for convicted prisoners for maintaining day to day cash transactions of each prisoner separately. A similar individual ledger book shall also be maintained separately for the undertrial prisoners. These registers shall be signed by the Superintendent while checking cashbook. Every day's balance in the prisoner's cash /property as accounted for in its cashbook shall be indicated in the abstract for the Main Cash book also.

(3) The Superintendent shall maintain an Abstract Register of prisoner's Cash Property in Form No. 125 for operating the prisoner's cash property. It shall be written as and when transactions take place and checked and initialed by the Superintendent invariably along with the cashbook. At the close of every month, an abstract shall be drawn, checked and signed by the Superintendent.

(4) The Treasury Schedules shall be obtained by 10th of each on month and the balance shown in the treasury Schedule and the Abstract Register of Prisoner's Cash Property shall be reconciled. The difference, if any, shall be brought to the notice of the Treasury officer and got reconciled.

(5) The prisoner's cash property shall also be reconciled for the financial year with reference to the individual ledger account. The Abstract Register of prisoner's cash property and the Treasury Schedules before 15th April and a certificate of reconciliation shall be submitted to the Inspector-General.

494. Deposit of cash or prisoners in the Bank account.- Prisoners of all classes may deposit their cash property in the post Office Savings Bank Account or Fixed Deposit or Savings Bank Account of any one of the Nationalized Banks if they so desire subject to the following conditions, namely:

(i) The amount to be deposited shall not be less than Rs. 100 (rupees one hundred only) for Savings Bank Account either in a Post Office or Nationalized Bank and in the case of fixed deposit in a Nationalized Bank, the amount shall be in multiples of hundred only :

(ii) Forms presented by the prisoner for the withdrawal of money from the above said savings bank account or fixed deposit account shall be countersigned by the Superintendent or the Additional Superintendent of the respective prison; and

(iii) Withdrawal of money from savings bank account by the prisoners shall be permitted only once in a month

495. Record of prisoners property. - An entry shall be made in the proper column of the admission Register, in Form No. 125 describing the property delivered with or found on a prisoner on admission, or that may be afterwards received upon his account such entry shall specify the nature of the property, the number or quantity and the approximate value of each item. In respect of jewellery, nature of articles, its weight and cost shall be noted and signed by the prisoner and also the Superintendent. If any property is sold under rule 488, the amount of the proceeds shall be entered to the prisoner's credit in the Register, the actual money being dealt with under rule 492.

Explanation: (1) The genuine value of each article must be shown. So much description of an article as will facilitate identification and prevent pilferage must be given namely whether shirt is cotton or silk, white or colored and the like.

Explanation: (2) Remuneration paid to prisoners for extra labour with reference to rule 480 (4) and wages earned under the wage earning scheme

need not be entered in the Convict Register. Such earnings shall be shown in Form No.124.

496. List of property to be read over to prisoner.- When a prisoner on admission is brought before the Superintendent for verification, the latter shall check whether all money, jewellary, clothing and property brought with or found upon the prisoner have been duly entered shall be read over to the prisoner have been duly entered in the Admission Register in form No. 125 in the manner above provided. These entries shall be read over to the prisoner in the presence of the Superintendent and his property shall at the same time be shown to him. If the entries and articles are acknowledged to be correct, the prisoner shall be required to sign or impress his left thumbprint in the Admission Register in token thereof. The Assistant Jailor shall also initial the entry in token of having received the property into his charge.

497. Disposal on transfer or release of prisoner. - On the transfer or release of a prisoner all property entered as is in the Admission Register shall be shown to him in the presence of the Superintendent and if he admits that it is correct, he shall be required to sign or impress his left thumb print in the Register in token thereof, and, if he is to be released, the property shall be then and there made over to him. If he is to be transferred, the Superintendent shall see that the property is correctly described in the list to be sentence with the prisoner under rule 590 and if it includes valuables, the Superintendent shall have it securely sealed up in his presence for delivery to the officer in charge of the escort. On the transfer of a prisoner, all the property shall be sent with him.

498. Circumstances when money or property of a prisoner may be delivered to his relatives or friends.- The Superintendent may at his discretion, make over money or property belonging to a prisoner to whomsoever such prisoner may indicate provided that no property shall be made over which the prisoner himself will need on release. Whenever property is made over to others at a prisoner's request, a receipt for the property shall be taken and the prisoner's signature or left thumb impression consenting to the arrangements shall be recorded in the admission Register in form No. 126.

499. Use of Private Cash. - Civil prisoners shall be allowed to draw on the money to their credit in the custody of the Office Manager or Accountant for purposes approved by the Superintendent.

500. Provision of clothing on release.- Whenever the private clothing of a prisoner has been destroyed or sold, he shall , on release be provided with a cheap cloth (not convict cloth) or in the case of 'A' class prisoners who are accustomed to European neck-tie. The value of the outfit supplied shall be deducted from any private money, other than batta, gratuity of subsistence allowance, belonging to the prisoner and if he has none or the amount is insufficient, the cost shall be debited

to Government. Any convict, whose circumstances require it, shall be supplied with suitable clothing free of charge.

501. Disposal of property of deceased prisoner and executed prisoner.- When a prisoner dies in prison his property shall be sent to the District Magistrate of the district or the Commissioner of Police in the City of Chennai, as the case may be, to which the prisoner belonged for disposal. The wishes expressed by any dying prisoner including the prisoner executed about his property together with full particulars shall be communicated to the concerned District Magistrate or the Commissioner of Police, Chennai as the case may be, to trace the relations of the deceased prisoner.

502. Disposal of escaped prisoners property. - The property of an escaped prisoner shall be retained for one year from the date of his escape. If he is not recaptured within the said period of one year, the Superintendent shall on completion of one year from the date of escape, cause a notice to be sent to the prisoner, by registered post acknowledgement due for claiming his property within a specified period unless the property is one of a value of Rs. 5 or less. If the owner does not claim his property within the specified time, the Superintendent shall sell the property in public auction. The other conditions contained in rule 838 (2) shall equally apply to the properties of the escapees.

503. Disposal of property found after original search.-

(1) Unauthorized property found on a prisoner on any occasion subsequent to the search to which he is subjected on admission shall be forfeited to the Government and the money, or the sale proceeds of any articles sold, shall be paid into the Treasury in full.

(2) The Superintendent may at his discretion award to the officer discovering the unauthorized property not more than one half of any sum of money so found or realized. The reward amount shall be separately drawn and paid to the concerned.

504. Transfer of property from one prisoner to another is prohibited. - (1) The transfer of money or any other private property from one prisoner to another for any purpose whatsoever is strictly prohibited.

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CHAPTER - XXVI

VISITORS

505. Board of visitors. - There shall be a Board of Visitors for each Central Prison and State prison for Women consisting official and Non-Official members. The functions of the Board of Visitors shall be-

(i) to visit the prison periodically;
(ii) to attend to requests of inmates pertaining to their care and welfare;
(iii) to help the administration in correctional matters;
(iv) to enter any observation in the visitors book about their visit to the prison.

506. Ex- Officio Visitors.-

(1) The following officers shall be ex-Officio visitors of the prisons in their respective jurisdictions namely;

(1) Collectors
(2) Sessions judges
(3) Assistant Sessions Judges
(4) Chief Judicial Magistrates
(5) Sub-Divisional Judicial Magistrates
(6) Metropolitan Magistrates
(7) Commissioner of Police, Chennai
(8) Director of Medical Services and Family Welfare, Chennai
(9) Director of Medical Education, Chennai
(10) Assistant Director of Public Health and preventive Medicine
(11) District Health Officers
(12) Municipal and Corporation health Officers
(13) District Educational Officers
(14) Director of Agriculture
(15) District Agricultural Officers
(16) District Employment officers
(17) Director of Animal Husbandry
(18) District Veterinary Officers
(19) Senior Fire Officer of the Town where a Fire Station is functioning or any other Fire Officer of higher rank having jurisdiction over the Fire Station in that town.
(20) Executive Engineer, North Presidency Division, Chennai.
(21) Executive Engineer, Public Works Department in the district.

The Collectors of the Districts and the Commissioner of Police in the City of Chennai shall be the chairman of the board of Visitors. The inspection of the Officers mentioned in items 1 to 7 shall extend to all matters relating to general administration and management of the prison in correctional matters and to the

requests of prisoners on their care and welfare and that of others to matters to which they are concerned in their official duties.

(2) The Honorary Secretary, Hindu Kusht Nivaran Sangh shall be ex-Officio visitor to the Central Prison, Vellore and his inspection shall extend to matters relating to the health of prisoners suffering from leprosy.

(3) The following officers of the Department of industries shall be ex-Officio visitors to the prisons noted against each and their inspection shall be confined to matters to which they are concerned in their official duties namely;

(i) The Director of Industries and commerce	All prisons in the State
(ii) The Inspector of Industrial Schools	All prisons in the State
(iii) The Principal, Government Textile Institute All prisons in the State Chennai.	All prisons in the State
(iv) The principal, Institute of Leather Technology, Chennai.	Central Prison, Vellore
(v) The Inspector of Factories	All prisons in the State
(vi) The Assistant Director of Industries and Commerce, Vellore	Central Prison, Vellore

(4) The Honorary Secretaries of the Committees of the Discharged prisoner's Aid Society shall be ex-Officio Visitors of the Prisons in their respective districts except the State prison for Women where women visitors alone are appointed. The Honorary Secretary of the Central Committee of the Tamil Nadu State Discharged prisoners Aid Society shall be ex-Officio visitor of the Central Prison, Chennai. These officers shall confine their inspection only to the works relating to after care and rehabilitation of discharged prisoners.

(5) The Government may nominate any officer in their service to be a visitor of all or any of the prisons in the State.

507. Appointment of Non-Official Visitors.-

(1) The Government may fix the number of persons as they may think fit to be non-official visitors in respect of any district for the purpose of visiting the Central Prisons and the sub-Jails.

(2) There shall ordinarily be ten non-Official visitors for the Chennai city and six for every other district of which two shall be lady members. There shall be three lady-non-official visitors solely for the State prison for Women.

(3) The Inspector-General shall, in consultation with the Superintendent of prisons. maintain a list of non-official visitors for every district including Chennai City and shall bring to the notice of the Government any short fall in the number of non-Official visitors when the term of any non-Official visitor is about to expire. The Government shall appoint non-official visitors and such appointment made by the Government shall be notified in the Tamil Nadu Government Gazette and intimated to the concerned Superintendents of prisons and the Superintendent of Sub-Jails through the Inspector-General and the Collector of the district concerned.

Explanation: - In the matter of appointment of non-Official Visitors, preference shall always be given to social workers and those interested in correctional work and also to psychiatrist, psychologists and sociologists. Government employees, if appointed as non-official visitors, shall not be deemed to be Government officers for the purpose of this rule.

(4) Every non-Official visitor shall be appointed for a period of three years and shall also be eligible for re-appointment subject to the condition that the total period of his appointment as non-official visitor shall not exceed three terms continuously.

508. Visits by Official and non-Official visitors.-

(1) The Chairman of the Board of visitors shall prepare the roster to give each visitor his due turn for weekly visits to the prison and to send out an intimation card to the concerned visitor on the visits to be made by him during the next week or so. The visitor shall visit on any working day during the course of the week. There shall also be quarterly meetings of the board of visitors on such day as the Chairman may decide which shall be attended by all official and non-official visitors. If possible the roster shall be prepared at the time of such meetings in consultation with the visitors.

Explanation: - The Roster for weekly visits and the attendance at the meetings of the Board shall not apply to officers having jurisdiction all over the State.

(2) Nothing in these rules shall prevent the visitors from visiting the prisons on dates other than those fixed by the Chairman of the Board.

(3) Except in exceptional circumstances, a visitor shall not visit the prison after lock-up or on Sundays.

509. Vacation of office by the non-Official Visitors and the appointment of a substitute. - A non-official visitor who is not able to attend to the duties assigned to him shall report the circumstances to the Chairman of the Board within a period of three months from the date of his last visit and in the event of his failure to report, he shall be regarded as having vacated office on the expiry of three months

from the date of his last visit. The Superintendent of the prison shall keep a watch over the attendance of all the none-official visitors and shall report to the Chairman and the Inspector-General about the absence, if any, of such members indicating the date from which they are absent, who shall, if necessary, arrange for the appointment of substitute.

510. Cancellation of the appointment of a non-official visitor. - The Chairman of the Board shall recommend to the Inspector-General for the cancellation of the appointment of a non-official visitor for adequate reasons to be recorded in writing and after affording ample opportunity to the visitor for explanation. The Inspector-General may place such cases before Government for orders, with his remarks.

511. Escort to accompany visitor. - The Superintendent shall arrange that every visitor to the prison shall be attended by some responsible prison officer, as well shall by an escort of two to four warders armed with batons. The escort and the officer accompanying a visitor shall withdraw out of hearing, but not out of sight, if required to do so by the visitor, when he is questioning a prisoner.

512. Powers and duties of Visitors.-

(1) It is the duty of a visitor to satisfy himself that the law and rules regulating the management of prisons and prisoners are duly carried out in prison ,to visit all parts of the prison and to see all prisoners and to give a patient hearing to any complaint that any prisoner may make to him. It is not the duty of a visitor to examine the correctness of convictions and sentences that are being undergone by prisoners.

(2) A visitor may call for and inspect any book or record in the prison. The Superintendent may, however, decline to produce any book or record for the inspection of any visitor if for reasons to be recorded in writing he considers their production undesirable.

(3) The Board of visitors shall meet at the prison, inspect all the buildings and prisoners, hear any complaints and receive petitions that may be preferred, inspect the prisoner's food and see that it is of good quality and properly cooked and examine the punishment book and satisfy themselves that it is up-to-date and that the procedure is properly followed. A copy of the list of questions as contained in Appendix IV to these rules shall be given to each visitor on appointment. Every visitor shall also be supplied with a printed pamphlet defining the duties of visitors.

(4) The Board of Visitors to a prison may visit the female portion of the prison collectively. Individual male visitors shall not be permitted to enter the female yard and the individual lady visitors to the male yard unless it is necessary to pass through it in order to reach the visiting yard. Lady Visitors shall have the

same powers and duties as male visitors except that their functions shall extend only to the female prisoners and the female yard.

513. Record to be made of inspection.-

(1) At the time of the visit to the prison by the Board of visitors, the Chairman shall enter his remarks in the Visitors book. A visitor shall also enter his remarks at the time of individual visit to the prison together with the date and hour of his visit. Such remarks shall include suggestions and be treated as confidential at all stages by all the concerned and shall not be communicated to prisoners. The Visitors book shall not be removed from the prison.

(2). No visitor may issue any order or instruction to any subordinate prison officer.

514. Disposal of complaints to visitor by prisoners. - The remarks recorded by a visitor in the Visitor' Book shall 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 submitted to the Inspector-General for orders. A copy of he Inspector-General's orders shall be communicated to the visitor who may then, if he thinks fit, address Government regarding the case.

515. Disposal of record made by visitor. – A copy of any remarks recorded by a visitor, together with the Superintendent' reply and a note of any action taken thereon, shall be communicated to the Inspector-General by name cover by the next day following the visit for suitable action. The Inspector-General may, if he considers necessary forward the correspondence for the information and orders of Government. A copy of the orders of the Inspector-General or the Government, if any, shall also be communicated to the visitor.

516. Officers of the Public Works Department to be admitted during business hours. - The Superintending Engineer of the Circle and the Executive and Assistant Engineers concerned of the Public Works Department together with their necessary in connection with the discharge of their official duties.

517. Probation officers authorized to enter for discharging their statutory Work- The officers of the Probation Department shall have free access to the prison on any day including Sundays and holidays between unlocking in the morning and lock-up in the evening in connection with the discharge of their official duties. They shall be afforded all reasonable facilities for their interview with the prisoners. The prison official or warder in attendance shall withdraw out of hearing, if required to do so by the Probation Officers.

518. Visit by the Members of Legislature and of Parliament. - Members of Legislature and Members of Parliament who intend to visit prisons and Borstal School may do so after obtaining the prior permission of the Government. Provided that only lady members may visit the State prison for Women.

519. Admission of Police Officers and the interrogation of prisoners by them.-

(1) Any Police Officer not below the rank of an Inspector of Police and any Police Officer authorized to investigate a cognizable offence committed in prison shall, for any purpose connected with the discharge of his duty as such Police Officer, be permitted to enter the prison at any time between unlocking in he morning and lockup in the evening. Such Police Officer shall be allowed full facilities to interview prisoners but only in the presence of a Jailor. Such Officer may take a Sub-Inspector of Police with him for assistance.

(2) Any Police officer not below the rank of Inspector of Police, who is in uniform and who produces a written authority from the Collector or Superintendent of Police of the district or Deputy Commissioner of Police in the City of Chennai, for the purpose, shall be permitted to enter the prison for the purpose of recognizing old offenders or for conducting operations for the identification of prisoners or for interviewing any prisoner during working hours on any week day. The identification or interview shall take place in the presence of the Jailor, who shall, if required to do so, keep at such a distance that he may not hear the conversation that takes place

(3) Any Police Officer not below the rank of he Assistant Superintendent of Police or Deputy Superintendent of Police, who is in uniform and who produces a written authority from the Collector or Superintendent of police of the district or Deputy commissioner of police in the city of Chennai, for the purpose, shall be permitted to interview any remand or convicted prisoner in a Central Prison or Borstal School during working hours on any week day for the purpose of examining the prisoner in a departmental enquiry defense as witness or a prosecution witness in he presence of the Jailor

G.O. Ms. No.463, Home (prisons) Department, dated: 21.03.1989
(I.G's No.62683/W3/88, Dated: 11.04.1989)

519A. Visit by the S.I. of police cadets as part of their training programme shall be permitted to visit the Central Prisons so as to acquaint themselves with the working of the prison.

G.O. Ms. No.123, Home (Pr.V) Department, dated: 02.02.1994
(I.G's No.62683/W3/88, dated: 21.02.1994)

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CHAPTER - XXVII

INTERVIEWS AND COMMUNICATIONS WITH PRISONERS

520. Reasonable facilities to be allowed for interviews and letters.-

(1) Every convicted prisoner shall be allowed reasonable facilities for seeing or communicating with his relatives, friends or legal advisers 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 relatives, friends or legal advisers, once or twice 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) The same facilities shall be allowed to every prisoner committed to prison in default of payment of a fine or furnishing security under chapter VIII of the Code of Criminal Procedure, 1973, (Central Act 2 of 1974.) to enable him to arrange for the payment of the fine or the furnishing of security.

521. Privileges Contingent on good Conduct.-

(1) In addition to the privileges referred to in rule 520 every convicted prisoner falling under class 'B' shall be allowed to have an interview with his friends and relatives once in a fortnight and to write and receive one letter a week during the term of imprisonment provided that the exercise often privilege shall be contingent on good conduct and may be withdrawn or postponed by the Superintendent for bad conduct. The conversation at the interviews shall be limited to private and domestic matters and there shall be no reference to prison administration and discipline, to other prisoners or to politics. The contents of all letters shall be limited to private matters and there shall be no reference to prison administration and discipline, to other prisoners or to politics. The number of persons who may interview a prisoner at one time shall ordinarily be limited to three. The special privileges accorded to 'A' Class prisoners are laid down in Chapter XV.

(2) Private postage stamps may be allowed to be purchased for affixing on letters addressed by prisoners to their relatives in foreign countries at their cost. If the prisoners have no cash property at credit, it shall be supplied at Government cost in deserving cases and at reasonable intervals at the discretion of the Superintendent. The prisoners shall not be allowed to misuse such privileges.

Explanation (1) **-** Every prisoner immediately on his admission shall be enquired into and on such enquiry, if he wants to inform his family of his committal to the prison, he shall be allowed to do so by providing him a post card.

Explanation: (2) A letter merely arranging an interview shall not be counted as a letter for the purpose of this rule.

Explanation: (3) A prisoner may with the permission of he Superintendent. substitute a letter with a reply for an interview or vice versa.

Explanation: (4) Prisoners shall not be allowed to correspond with prisoners in other prisons. If however, a prisoner has got his relatives in another prison, he may be permitted to write to them, subject to the restrictions contained in these rules.

522. Superintendent' discretion to grant privileges at shorter intervals.- The Superintendent , may at his discretion, grant interviews or allow the dispatch or receipt of letters at shorter intervals than provided in rules 228 (6) 359 and 521 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 near relative, or if the friends or relatives have come from a distance to see the prisoner and it would inflict undue hardship on them to refuse an interview or if the prisoner is nearing release and wishes to secure employment or for other sufficient causes, matters of importance, such as the death of a relative may also be communicated at any time by the friends or relatives of a prisoner to the Superintendent who will, if thinks it expedient, inform the prisoner of the substance of the communication.

523. Additional privilege. - Prisoners of all classes including convict officers shall be allowed, if they so desire, a special letter in order to inform their friends or relatives or their transfer from one prison to another. This shall be in addition to the letters allowed to them according to their classification or their rank as convict officers.

524. Prisoners allowed to sign a power of attorney. - Every convicted prisoner may be permitted at the discretion of the Superintendent to sign and attest a power of attorney or other statements concerning his properties. Prisoners other than newly convicted prisoners may be granted a similar privilege at the discretion of the Superintendent but in their case each such transaction shall be treated as an interview with reference to rules 228(6) 359 and 521.

525. Interview with prisoners in the same prison or in hospital outside the prison.-

(1) Subject to the provisions of rule 521, the Superintendent shall also permit interviews, between men and women prisoners confined in the same prison and between men prisoners in the Central Prison, Vellore Puzhal and Trichy and Women prisoners in the State prison for Women, Vellore, Puzhal and Trichy if for the purpose of such interviews men prisoners have to be sent out of the prison where they are detained, then they shall be sent under adequate escort. The provisions of this rule shall apply to A class prisoners also unless there is anything contrary to grant such permission

(2) The Superintendent shall also permit a prisoner, other than a condemned prisoner, to see a prisoner in a hospital outside the prison subject to the following conditions. Namely.

(i) The prisoner in the hospital shall be a relative and seriously ill;
(ii) The hospital shall be in the same station;
(iii) The prisoner shall be sent under warder escort;
(iv) The prisoner shall return to the prison immediately after seeing the prisoner in the hospital.

Provided that nothing contained in this rule shall apply to the prisoners under the preventive detention laws, prisoners who habitually commit offences punishable under sections 224, 376, 396, to 400, 402, 467, 471, 472, 489, 489A, 489B, and 489D of the IPC,1860 (Central Act XLV of 1860) and prisoners sentenced under those sections of the said code.

526. Superintendent permission for interviews required.-

(1) No convicted prisoner shall be allowed to have an interview or to receive or write a letter except with the permission of the Superintendent which shall be recorded in writing.
(2) Applications for interviews with prisoners may be oral or in writing, at the discretion of the Superintendent. If the prisoner is not entitled to have an interview, the applicant shall be informed at once.

527. Interviews on prison Holidays. - Interviews shall not ordinarily be granted on Saturday Sunday and the other Government Holidays. The Superintendent shall under very exceptional circumstances, grant interviews on these days, the reasons being recorded in the Jailor's report book.

528. Time for interviews. - The Superintendent shall fix the days and hours at which all interviews shall be allowed and no interviews shall be allowed at any other time except with the special permission of the Superintendent. A notice of the Interview hours shall be posted outside the prison.

529. Place of Interview. - Every Interview shall take place in a special part of the prison appointed for the purpose, if possible at or near the main gate;

Provided that Interview with female prisoner shall if practicable, take place in the female enclosure;

Provided further that if a prisoner is seriously ill, the Superintendent shall permit the Interview to take place in the prison hospital and a condemned prisoner shall ordinarily be interviewed in his cell:

Provided also that the Superintendent may, for special reasons to be recorded in writing, permit an interview to take place in any part of the prison.

530. Prevention of a passage of prohibited articles during interview . – Screens or wire mesh partition shall be put up, if necessary, between the prisoners and the prisons interviewing them, to prevent the passage or introduction of any prohibited articles between them. In the interests of the security and safety of prisoners in order to prevent any

530 A. In the interests of the security and safety of prisoners and in order to prevent attempt on the lives of the prisoners, partition with fiber glass or any other transparent material may be put up between the prisoners and the prisons interviewing the prisoners."

G.O. Ms. No.1346, Home (prison.V) Department, dated: 22.02.2002
(I.G's No.59571/AB1/93)

531. Interview to take place in the presence of a "prison Officer/Intelligence Officer." -

(1) Every Interview with a convicted prisoner shall take palace in the presence of an experienced prison officer, who shall be responsible that no irregularity occurs and who shall be so placed as to be able to see and hear what passes and to prevent any article being passed between the parties. The Lady Deputy Superintendent, the Matron, the Assistant Matron, or a female warder shall be present at Interviews of female prisoners.

G.O.Ms.No.910, Home (prison V) Department, Dated 27.9.2002
(A.D.G.P. No. 32496/CS2/99 Dated 29.11.2002)

(2) In respect of an interview with any fundamentalist, terrorist or militant prisoner including a remand prisoner or under-trial prisoner or a prisoner detained under various Acts, if a specific request is made by the Special Investigation Team/ Intelligence Officer shall take place in the presence of such Special Investigation Team/ Intelligence Officer along with an experienced prison Officer. The prison Officer shall be responsible that no irregularity recurs and he shall be so placed as to be able to prevent any prohibited article being passed between parties. The Lady Superintendent, Matron, Assistant Matron or a Female warder shall be present at the time of every interview of any female prisoners.

G.O.Ms.No.198, Home (prison V) Department, Dated 22.02.2002
(A.D.G.P. No. 32496/CS2/99 Dated 29.11.2002)

532. Foreign Nationals-Communications with or Visit to-

(1) If any foreign national is committed to the prison or to custody pending trail or is detained in any other manner, the Superintendent shall without any delay inform the Ministry of External Affairs; govt. of India New Delhi, the Government and the Consulate /Mission concerned.

(2) The Superintendent shall, without any delay, inform the Government whenever Consulate Officials of foreign countries seek permission to visit the nationals of the States they represent who are in prison custody or detention for purpose of conversing with them and arranging for their legal representation. Only on receipt of orders from the Government permitting such visit, the Superintendent shall permit such consulate officials to visit such nationals.

(3) The above right is merely the right of interview and not of private interview and does not include the right to inspect the accommodation of a national of a foreign State who is in prison, custody or detention and is subject to the general regulation regarding interviews in prisons.

533. Termination of Interview: - Any Interview may be terminated at any moment if the prison officer present considers that sufficient causes exists. In every such case, the reasons for terminating the interview shall be reported at once for the orders of the senior prison officer present in the prison.

534. Duration of Interview. - The time allowed for an Interview shall not ordinarily exceed half an hour, but may be extended by the Superintendent at his discretion.

535. Search before and after Interview: - Ever convicted prisoner and every unconvicted criminal prisoner shall be carefully searched before and after an Interview

536. When Superintendent may refuse Interview: - A Superintendent may refuse to allow any Interview to which a prisoner would ordinarily be entitled under these rules, 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, but in every such case, he shall record his reasons for such refusal in his journal.

537. Withholding of letters and their disposal.-

(1) No letter shall be delivered to or sent by a convicted prisoner until the Superintendent has satisfied himself that its transmission is unobjectionable. No letter written in cypher shall be allowed. The Superintendent may withhold any letter which seems to him in any way improper or objectionable or may erase any improper or objectionable passages. If a letter is written in a language of the State but cannot be satisfactorily translated in the prison concerned, it shall be sent to some other officer for translation in accordance with such arrangements as may be made from time to time by the Inspector-General, subject to the approval of the Government in the case of any arrangement by which letter shall be sent outside the prison Department. . If a letter is written in a language not ordinarily current in the State, it shall be sent for translation to the Criminal Investigation Department, Chennai A slip marked Urgent- No unnecessary delay in examination shall be allowed to occur shall be attached to any letter sent outside the prison for translation.

(2) If a letter is addressed to a prisoner who is not entitled under the rules to receive it, it may, unless the Superintendent determines to communicate it under rule 522 be withheld under intimation to the prisoner and kept in the Superintendent's custody until the prisoner is entitled to receive it or 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.

538. Convicts may keep letters, if allowed.- A convict may retain any letter which has been delivered to him with the authority unless the Superintendent otherwise directs or may ask that it be kept for him.

539. Supply of writing materials and other facilities;-

(1) Writing materials including service post cards shall be supplied in reasonable quantities to any convicts, who has permission to write a letter and all letters be written at such time and place as the Superintendent am appoint. A fixed day of the week, preferably, Sunday, shall be set apart for letter writing. Service postage stamps shall be provided for prisoner's letter.

(2) 'A' Class prisoners shall be allowed to purchase writing materials at their own expense. All papers and notebooks used by them should be page numbered by the Superintendent for purposes of check and to prevent secret correspondence.

540. Exclusion from privileges.- Any prisoner who abuses any privilege relating to the holding of an interview or writing of letters or other communications with any person outside the prison shall be liable to be excluded from such privileges for such time and may be subjected to such further restrictions as the Superintendent may impose,

541. Facilities to be granted unconvicted Criminal prisoners and civil prisoners in the matter of Interviews and letters.-

(1) Unconvicted criminal prisoners and civil prisoners shall be granted all reasonable facilities at proper times and under proper restrictions for interviewing or otherwise communicating either orally or in writing, with their relatives, friends, and legal advisers.

Provided that in respect of accuser or undertrial prisoners under Terrorists and Disruptive (Prevention) Activities Act 1987 (Central Act 28 of 1987) the relatives and friends, who desire to interview them, shall produce a certificate from the concerned village administrative Officer or Member of Legislative Assembly of the Constituency concerned as to the residence and relationship to such accused or undertrial prisoners.

(2) Every interview between an unconvicted prisoner and his legal adviser shall take place within sight but out of hearing of a prison official. A similar

concession shall be allowed by the Superintendent in the case of an interview with any near relative of the unconvicted prisoner.

(3) When any person desires an interview with an unconvicted criminal prisoners 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 advisor of the prisoners with whom he seeks an Interview and that he has legitimate business with him.

(4) Any bonafide confidential written communication prepared by an unconvicted criminal, prisoner as instructions to his legal advisor may be delivered personally to such legal advisor or to his authorized nominee without being previously examined by the Superintendent. For the purpose of this rule, the term, 'legal advisor' means a legal practitioner within the meaning of Legal practitioners Act, 1879 (Central Act XVIII of 1879)

(5) Civil prisoners may see their friends relations and legal advisors at such time and under such restrictions as the Superintendent may appoint and the presence of a prison officer shall not be necessary. No visitor shall be allowed to take within the prison any sweet meats or other eatables without the express permission of the Superintendent.

542. Communications from a prisoner who is a member of the State Legislature or of Parliament.- All communications addressed by a prisoner who is a member of the State Legislature or Parliament, to the Speaker or Chairman of he House of which he is a member or to the Chairman of Committee (including a committee on Privileges) of such House or of a joint committee of both houses of the State Legislature or of Parliament, as the case may be, shall be immediately forwarded by the Superintendent of the prison to the Government so as to be dealt with by them in accordance with the rights and privileges of the prisoner as a Member of the House to which he belongs.

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CHAPTER - XXVIII

APPEALS BY PRISONERS

543. Facilities for Appeal shall be explained- All relevant rules about appeals and the facilities available in the prison for preparing and sending them shall be explained to the prisoners on admission by the Welfare Officer.

544. Welfare Officer shall record the desire of the prisoner to prefer an appeal.- The Welfare Officer shall ascertain whether the prisoner desires to prefer an appeal or not and record it in the convict register and the history ticket. The prisoner shall be required to sign or obtain his left thumb impression on them in token thereof. This shall be verified and confirmed by the Jailor and the Superintendent or Additional Superintendent, at the time of prisoner's Physical verification.

545. Superintendent to forward petitions of Appeal :- Under section 383 of the Code of Criminal procedure 1973 (Central Act 2 of 1974), an appellant who is in prison may present his petition of appeal and the documents accompanying it to the Superintendent who shall thereupon countersign and forward them at Government cost to the proper Appellate Court. All such appeals shall always be sent by Registered post.

546. Application for copy of Judgment. - If the copy of the judgments is not received by the prisoner, the Superintendent , shall immediately address the Court on his behalf in form no. 54 for supply of the transcript of the judgment appealed against. In the event of any such transcript of the judgment being sent to the prison authorities for delivery to the prisoners by the appellate, revisional or other Court, the official concerned shall with quick despatch, get it delivered to the prisoner and obtain written acknowledgement thereof from the prisoner. If before the receipt of the transcript of the judgment, the prisoner had been transferred to another prison or to the custody of any other officer the transcript of the judgment shall on receipt, be forwarded without delay to the Superintendent of such prison or such officer as aforesaid. Reminder for copy of judgment shall be sent every week.

Explanation: **-** In High Court Official Memorandum No. Roc. 21/79, F1 dated 5th March 1979 all the Judicial Officials have been directed to furnish to prison authorities a free transcript of the judgment when sentencing a person to prison term for delivery to the prisoner.

547. Prisoners to be assisted in appealing.-

(1) Where the prisoner seeks to file an appeal or revision every facility for exercise of that at right shall be made available by the Superintendent. If a prisoner desires to appeal and declares that he has no friends or relatives or agents who can make an appeal for him, he shall if he can write, be provided with writing materials and allowed to write his own petition of appeal.

If he cannot write, the Welfare Officer, or another prisoner shall write the petition or appeal at his dictation. The Superintendent shall not be obliged to give assistance in the preparation of appeals or prisoners who omit to give notice of their intention to appeal before the period of limitation has expired. A prisoner whose petition of appeal is written for him shall be given full opportunity of expressing himself and his case shall, as far as possible be recorded in his own words. Printed forms of appeal petitions shall not be used.

Explanation: **-** The provisions of rule 912 which are applicable to petitions for special Leave to appeal to the Supreme Court on behalf of the condemned prisoners, shall also apply to such petitions on behalf of other convicts.

(2) The Superintendent shall communicate a list of prisoners of the following categories to the Deputy Counsel of Tamil Nadu State Legal Aid and Advice Board for the provision of legal aid and assistance to them, namely:

(i) Undertrial prisoners who are old and infirm including women who are pregnant or have babies to be nourished.
(ii) Undertrials who have spent exceeding 3 months in prisons and have no means to engage a counsel.
(iii) Persons arrested on Suspicion under section 41 of the Code of Criminal procedure, 1973 (Central Act 2 of 1974) who have been in prison beyond a period of 15 days.
(iv) Undertrials who the Superintendent has reasons to think have not completed 18 years of age and who should ordinarily be kept away from adults.
(v) Any convicted prisoner who has already filed an appeal through prison authorities as provided in the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) and given in writing his desire to avail free legal aid. The Superintendent shall also supply to the Duty counsel information regarding this appeal along with a copy of memorandum of appeal, if available.
(vi) Prisoners of the members of their family requiring legal assistance in civil or Criminal Matters.

(3) Information regarding seeking of legal aid may be passed on by the Superintendent to the Duty Counsel if the concerned prisoner has given in writing his desire to avail of free legal aid. If the Duty counsel so desires, he may Interview the prisoner with regard to these matters.

548. Exclusion of time taken in obtaining copy of judgment.-

(1) The date on which a prisoner expresses his intention to appeal shall be entered in the appropriate space in this History Tickets, and the time intervening between that date and the date on which the copy of judgment is delivered to the prisoner shall be treated as the time requisite for obtaining a copy of the order or sentence appealed against within the meaning of section 12 of the

Limitation Act, 1963 (Central Act 36 of 1963) (2) the period allowed under the limitation Act 1963 (Central Act 36 of 1963)

(2) The period allowed under the limitation Act 1963 (Central Act of 1963) for appeal to the different Courts are as follows:

Description of appeal	Period of limitation	Time from which period begins to run
(1)	(2)	(3)
Under the Code of Criminal procedure 1973 (Central Act 2 of 1974)		
(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.	Thirty days	The date of the sentence
(b) from any other sentence of any order not being an order of acquittal		
(i) to the High Court	Sixty days	The date of the sentence or order.
(ii) to any other Court	Thirty days	The date of the sentence or order.

(3) In order to enable Appellate Courts to calculate the period of limitation prescribed for criminal appeals by the limitation Act, 1963 (Central Act 36 of 1963) , every appeal petition shall be endorsed with the following notice, initialed by the Superintendent namely:

"the period requisite for obtaining a copy of the order appealed against to be excluded from the period of limitation under section 12 of limitation Act, 1963 (Central act 36 of 1963) Was…. Days:

549. Delay in preparing petition to be noted. - If any delay has occurred in preparing the appeal or revision petition after the receipt of the copy of judgment, a note of such delay shall also be made on the appeal or revision petition.

550. Maintenance of appeal register by the Welfare Officer .- The Welfare Officer shall maintain an appeal register in form No. 120 and place it before the Superintendent or Additional Superintendent as frequently shall necessary. In each case from the date on which the prisoner expresses his desire to appeal till the date of receipt of the order of the appellate Court disposing of the appeal all such dates on which action is taken during the entire process such as date on which requisition for judgment copy is sent, the date of receipt of judgment copy; the date of delivery of

the judgment copy to the prisoner or the other nominated party, date of receipt of appeal from the prisoner and the like shall be entered in the appeal register and got attested by the Superintendent or Additional Superintendent .

The Superintendent or Additional Superintendent shall ensure that there is no delay in the process of disposing of appeal petitions and the Welfare Officer is directly responsible to the Superintendent or Additional Superintendent in these matters. After forwarding the appeal petitions, the appellate Court shall also be reminded as follows:

Sessions Court	- Once in 15 days
High Court or Supreme Court	- Once in a month

551. Notice of the date of hearing shall be communicated to the prisoner: - When notice of the date of hearing is received, it shall be communicated to the convict who shall affix his left thumb impression or signature on the notice. The notice shall then be attested by the Superintendent or Additional Superintendent and returned to the appropriate Court

552. Personal appearance of the prisoner in the appellate court.- When a notice to show cause why a prisoner's sentence should not be enhanced is received from the appellate Court, the prisoner shall be asked whether he wishes to apply for permission to appeal in person before the court concerned and if the prisoner wishes to appear in person, the Superintendent shall forward his application to the Court for orders and arrangements shall be made for the personal appearance of the prisoner in the court if such permission has been granted by the court.

553. Appeal procedure with regard to persons convicted by Court Martial. - No appeal lies from a sentence passed by a court martial but a person convicted by a Court martial under the Army Act, 1950 (Central Act XLVI of 1950) has a right to submit one petition only, against the judgment or sentence, for disposal by the highest authority to whom he is authorized to apply. His legal rights to submit a petition and the authority to whom it is addressed. Appeals or petitions addressed to the Government of India or to any civil authority shall be forwarded to the Central Headquarters for disposal.

554. Record of the result of appeal.-

(1) In every case in which a sentence is modified on appeal or reversed, the Superintendent of prisons concerned in which the appellant is confined, on receiving the warrant prepared by the Appellate Courts in terms of the order passed, shall inform the prisoner of the decision of the appellate court and make a note in the history ticket and the other connected records. The sentence shall be accordingly corrected and the revised dates of release shall be entered and got attested by the Jailor and the Superintendent or Additional Superintendent.

(2) In every case in which a sentence is confirmed on appeal, the Superintendent of prisons shall receive information to this effect from the Appellate Court. The confirmation of sentence or appeal shall be entered in the History Ticket and other connected records and got attested by the Jailor and the Superintendent or additional Superintendent.

555. communication of appellate orders.- On receipt of an order disposing of an appeal, the purport there of shall be communicated to the prisoner concerned in the presence of the Superintendent who shall enter on the order a certificate to the effect that it has been so communicated. Whenever a prisoner has been transferred before the receipt of orders on his appeal, such orders shall be forwarded without delay to the Superintendent in which prisoner is confined.

556. Record of appellate order. - The order and judgment of the Appellate Court, the copy of the original judgment and other connected records shall be filed and kept along with the prisoner's warrant.

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CHAPTER – XXIX

PETITIONS TO GOVERNMENT FROM PRISONERS OTHER THAN THOSE WHO ARE UNDER SENTENCE OF DEATH

557. Permission to petition to Government. - Every prisoner shall be permitted to submit petition to Government to the appropriate authorities through proper channel concerning his problem.

558. Facilities for preparing petition: - Every prisoner shall be provided with required writing materials and also be given adequate facilities to enable him to prefer petition to Government or other appropriate authorities, should he desire to do so.

559. Preparation and submission of petition:-

(1) The petition may be drafted by the prisoner himself or by his friends or relatives or legal advisors in the latter case and for this purpose he shall be permitted to communicate by letter or interview with such persons as he may desire to consult.

(2) If a prisoner cannot write and has no friends or relatives who are able and willing to help him, the petition shall be drawn up by the another prisoner at the prisoner's own direction. The prisoner may, if he so desires also seek the help of Welfare Officer for the preparation of his petition and the Welfare Officer shall draft the petition without any additions or deletions to what the prisoner desires to state. The Welfare Officer shall, if necessary, contact the Tamil Nadu Legal Aid and Advice Borad and obtain their aid for drafting the petition of the prisoners.

560. Authentication a submission of Petition:-

(1) Every petition whether prepared inside or outside the prison shall after counter-signature by the Superintendent, be forwarded with the nominal roll and such other papers as may be necessary, to the Inspector-General for transmission to Government:

Provided that where a petition is prepared in a language other than Tamil by or on behalf of a prisoner or where petition is prepared in Tamil by prisoner addressed to appropriate authorities outside the State of Tamil Nadu, the petition shall invariably be accompanied by an English translation of it.

(2) In case where a prisoner in his petition assigns his state of health as a reason for remission of sentences, a detailed report drawn up by the Medical Officer shall accompany the petition containing information on the following points namely;

(i) Condition of health;

(ii) Probability of life of the prisoner being seriously endangered by prolonged imprisonment;

(iii) Whether the life of the prisoner is likely to be prolonged if he be set at liberty.

(3) Every petition drafted for and on behalf of a prisoner by another prisoner or by his friend, relative or agent shall be signed by the prisoner or his left thumb impression affixed if he is an illiterate provided that the prisoner fully understands its contents. The Welfare Officer shall be responsible to ensure that the prisoner fully understands the contents of his petition before singing it or affixing on it his left thumb impression as the case may be. Every such petition singed by a prisoner or affixed with his left thumb impression shall invariably be submitted through proper channel and not through any other person who drafted the petition for and on behalf of the prisoner.

561. Copy of judgment to accompany petition: - Every petition shall be accompanied by a copy of the judgment passed in the case and if an appeal has been lodged and decided, a copy of the judgment of the appellate Court shall also accompany it.

***Explanation:* -** Copies of judgment are supplied free of cost on application to the Courts concerned.

562. Warrant to accompany petition of military prisoner: - Every petition from a military prisoner convicted and sentence by Court martial shall be accompanied by a copy of the warrant on which the prisoner was committed to prison.

563. Method of submitting petitions:-

(1) Every petition shall be submitted on foolscap paper folded lengthwise and properly numbered and docketed.

(2) Every petition shall be submitted with a separate covering letter.

564. Maintenance of Register of Petitions: - A separate register shall be maintained in form No.95 in each prison to record the particulars of petitions received from and on behalf of the prisoners and the nature of action taken on each of them. In this Register particulars of petitions referred by the prisoners relating to grant of suspension of sentences, remission of sentences, transfer from one prison to another and other miscellaneous matters relating to their welfare shall be legibly recorded. This register shall be maintained in the Remission Section of the concerned prison. The date of disposal of each petition shall be indicated in this register and the entries made in this regard as be duly attested in ink either by the Superintendent or by the Additional Superintendent who shall ensure that there is no delay in the disposal of the petition. The Inspector-General at the time of his inspection of the prison , shall inspect this register also to satisfy himself that it is properly maintained and prompt action taken for disposal of the petitions registered therein.

565. Communication of orders on petitions:- The orders passed on every petition to Government shall be communicated to the prisoner concerned, in the presence of the Superintendent or Additional Superintendent or Jailor , as soon as practicable,

after their receipt, and the purport of them, with the date of communication shall be recorded their receipt, and the purport of hem, with the date of communication shall be recorded on the History Ticket and also in the appropriate column of he Convict Register.

566. Procedure for forwarding second petition to Government: - In case the petition to Government has been rejected, a second petition of the same prisoner on the same subject shall not be forwarded unless in the opinion of the Superintendent, it contains further information or material warranting its reconsideration.

567. Not to apply to prisoners sentenced to death. - The rules in this chapter shall not apply to petitions for clemency from prisoners sentenced to death. Those petitions shall be dealt with in the manner prescribed in rule 913.

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CHAPTER – XXX

TRANSFERS

568. Grounds, reasons and circumstances or transfer: - Prisoners may be transferred from one prison to another fro the following reasons namely:-

(i) For custody and treatment in a suitable institution in accordance with the classification, procedure;

(ii) For attendance in Court for the purpose of standing trial, or giving evidence.

(iii) On medical ground:

(iv) On humanitarian grounds, in the interest of their rehabilitation;

(v) For post- release vigilance by the police;

(vi) For providing essential services;

(vii) On grounds of security, expediency or any other grounds; and

(viii) For other special reasons, if any.

569. Home State.

(1) In the case of displaced persons who originally belonged to Pakistan, the State of their adoption shall be treated as their home State;

(2) In the case of a prisoner who has long ceased to have any link with the State of his birth and is domiciled in the State where he is imprisoned and his close relatives live, the later state may be treated as his home State for the purpose of transfer. This shall be ascertained from his antecedents or by enquiries regarding his relatives and the like before deciding to transfer him.

570. Powers of Inspector-General.-

(1) The Inspector-General subject to the order and under the control of the Government is authorized to sanction the transfer from one prison to another within the State of such prisoners as are referred to in section 29 of the prisons Act, 1900 (Central Act III of 1900) except those under sentence of death.

(2) The powers to transfer any prisoner under sentence of death from one prison to another shall vest with the State Government.

571. Transfer of sick prisoners:-

(1) No prisoner who is in hospital shall be transferred except for the benefit of his health.

(2) When the Medical Officer is of opinion that the transfer of a sick prisoner to another prison is likely to lead to his recovery, or materially to prolong his life, he shall forward a brief statement of the case to the Superintendent , mentioning the prison to which a transfer is desirable. The Superintendent shall submit the case to the Inspector-General for orders.

(3) The Superintendent shall, on the requisition in writing of the Medical Officer, supply extra diet, clothing and bedding to prisoners about to be transferred. Medicines with instructions for their use shall, if necessary be supplied to the officer in-charge of the escort.

(4) The Medical Officer shall be responsible to see that all hospital entries are made up to date in the Medical case sheet at the time of transfer of the prisoner.

(5) No prisoner who is incapable of ordinary hard labour on account of age, sickness or infirmity shall be recommended for transfer unless under special circumstances.

572. Transfer pending appeal. - The prisoners shall not ordinarily be transferred until the expiry of the period allowed for appeal, or until the result of their appeal is known.

573. Prisoners convicted in the same case.- Prisoners convicted in the same case may be transferred to different prisons, if, in the opinion of the Superintendent, such transfer are absolutely essential in the interests of discipline and maintenance of order in the prison.

574. Transfer of habitual prisoners: - The Superintendent shall report for the orders of the Inspector-General any case in which he considers the transfer of a habitual prisoner from the prison desirable on the ground that the prisoner has been previously confined therein, or is otherwise familiar with the locality and surroundings; but habitual prisoners shall not as a matter of course, be transferred on these grounds.

575. transfer of adolescent prisoners:- The adolescents in the age group of 18 to 25 , other than those dealt with under section 8 of the Tamil Nadu Borstal Schools Act, 1925, (Tamil Nadu Act V of 1926) ,and confined in Central Prisons shall be transferred to the Adolescent Centre of the Borstal School, Pudukottai, under the orders of the Inspector-General and re-transferred to the prisons of their origin if they happen to remain in the Borstal school at the time of attaining the age of 25 years.

576. When Inspector-General's sanction is not necessary: - The sanction of the Inspector-General is not necessary in the following cases, namely.

(i) Transfer of prisoners required to give evidence or to undergo trial for an offence in another state;

(ii) Enroute prisoners

***Explanation.* -** Copy of intimation regarding transfer of the above prisoners shall however be submitted to the Inspector-General.

577. Transfer of prisoners convict by civil Courts of competent jurisdiction on reciprocal basis.- Every prisoner convicted by civil court of competent jurisdiction in a State other than the State of his origin not being native of the State in which he is undergoing imprisonment may be transferred to his State of origin, if his unexpired portion of sentence is not less than three months at the time of his transfer, either to the prison in the district to which he belongs or to the prison nearest to his native place. In the case of any such prisoner to be transferred to his State, the Superintendent of Police of the district to which the prisoner belongs shall declare that the prisoner was a native of that district in Tamil Nadu prior to his conviction in the other State where the prisoner is confined.

In the case of any such prisoner to be transferred to another State, the Superintendent of the concerned prison in Tamil Nadu State where such prisoner is confined shall send the nominal roll and the written declaration of the prisoner in duplicate which shall contain detailed and correct address of the prisoner and his relatives in the other State namely the State of origin, to the Inspector-General Tamil Nadu, who shall, after ascertaining from the Inspector-General of the other state, the name of the prison in the state of origin to which the prisoner has to be transferred, issue orders for the transfer of the prisoner.

Exp***lanation:- (i)*** Due regard shall be paid to the wishes of a prisoner before transferring him to his home state, unless there are adequate reasons against it, for instance, his being out of mind or obstreperous or an aged parent requiring his transfer so that he may be able to see him during the last days and the like,

Explanation: - (ii) The transferring State shall bear the cost of transfer of the prisoner and the cost of maintenance of the prisoner shall be borne by the state of his origin from the date he is received in the prison in the State of origin.

Explanation:(iii) Gratuity earned by the prisoner in the prison up to the date of transfer shall be sent along with the prisoner to the prison in the State of origin of the prisoner to which he has been transferred.

578. Transfer of prisoners convicted by Court martial overseas or in India on reciprocal bases. - Every ex-military prisoner convicted by a Court martial overseas or India and confined in a prison other than his State of orgin to a prison in his State of orgin . The Superintendent of the prison in which the prisoner is confined shall send immediately after admission, the nominal roll and written declaration of the ex-military prisoner in duplicate to the Inspector-General , Tamil Nadu who shall, in consultation with the Inspector-General of the State of origin decide the prison to which, such a prisoner shall be transferred according to the area to which the prisoner belongs and issue orders transferring such prisoner to the respective prison in other States. In the same manner, the Inspector-General

Tamil Nadu shall also entertains the requests of prisoners of Tamil Nadu confined in the prisons to which such prisoners shall be transferred after proper verification by the Superintendent of Police of the district to which the prisoner belongs.

Explanation; - (i) Ex- military prisoners should be transferred immediately to their State of origin irrespective of their unexpired portion of sentence.

Explanation; - (ii) All ex-military prisoners of Tamil Nadu shall be confined in Central Prison, Chennai.

Explanation;(iii) The cost of maintenance of ex-military prisoners shall be borne by the States of their origin from the date they are received in their prisons and the cost of transfer should be borne by the Central Government; from the Defense Service Estimates.

579. Transfer of prisoners prior to release.- Every habitual prisoner, police registered prisoner or prisoner ordered to pay a fine or to notify residence subsequent to release, or to undergo imprisonment in default of furnishing security to keep the peace or be of good behavior prisoner certified to be a mental defective, female and juvenile prisoner shall, one clear week before the date of the expiry of his substantive sentence, if confined in a prison other than the prison nearest his home, be transferred to the prison nearest his home for purposes of release. The prisoners so transferred shall be confined in the outer quarantine block of he receiving prison and released there from. The release list referred to in rule 627 shall, however, be sent by the Superintendent of the transferring prison to the Superintendent of Police of the district in which the prisoner will be released one month prior to his transfer to the prison nearest his home. This rule is subject to the condition that the prison to which it is proposed to transfer the prisoner is on or near the route which he would ordinarily take to his home and contains accommodation for his reception. The provision of this rule may be relaxed in the case of prisoners willing to receive help from the local Discharged prisoner's Aid Society on release and habitual and police registered prisoners who are lepers.

580. Transfer of prisoners belonging to other States.-

(1) As a general rule police registered criminals, not being natives of the State in which they are undergoing sentence shall be removed, without regard to their wishes in the matter at any time if they are sentence to three months, or less, and two months before their release if they are sentenced to more than three months, either to the prison of the district to which they belong or to the prison nearest to their native place, provided that such prison is declared by the State Government concerned as the receiving depot for prisoners removed from the State of Tamil Nadu. A prisoner sentenced to more than three months shall be transferred to a prison in his home district earlier than two months if he is willing or if there are adequate reasons requiring such transfer. All such cases shall mentioned above shall ordinarily be intimated by the police to the

Superintendent of prison in the form of a police Registered slip. When a police Registered slip is received, the detail to be filled in at the prison shall be completed and the slip attached to the prisoner's warrant and sent with him to any prison to which he may be transferred. At the same time an entry of the letters "P.R.T." signifying Police Registered prisoners for transfer shall be made in red ink in the Convict Register and Register of prisoner to be released. The Superintendent shall forward to the Inspector-General a nominal roll of such prisoner with an application for his transfer one month before the date on which the transfer is to be affected in accordance with the rules. The Inspector-General is authorized to order the removal of such prisoner as required above and shall pass a formal order sanctioning the transfer in consultation with the Inspector-General of the state and with the consent of that Government to which the prisoner is to be removed. On the death or escape of a police registered prisoner, the Police Registered Form attached to his warrant shall be returned to the Superintendents of Police of his district with an endorsement showing the date his death or escape. Similarly, any prisoner whose detention in a prison of he State in which he is undergoing sentence is deemed inexpedient may be removed with the previous consent of the Inspector-General of the State and the Government of the State and the Government of that State to which it is proposed to remove him.

(2) Natives of Assam convicted in the State for smuggling opium or cocaine and confined in prisons in this State shall be transferred at any time not exceeding two months prior to their release, to the prison nearest to their native place, the prison to which the prisoner is to be transferred being decided in consultation with the Inspector-General of that State. The Superintendent shall, three months before the date of the release of every such prisoner, submit his nominal roll, in quadruplicate to the Inspector-General Tamil Nadu who shall in consultation with the Inspector-General of Assam, sanction the transfer and at the same time inform the Inspector-General of police and also the Excise Bureau of Assam, furnishing them with a copy of the nominal roll. Before applying for sanction for the transfer, the Superintendent shall verify through, the Deputy Inspector-General of Police, Criminal Investigation Department, Assam, the statement of the prisoner regarding his native place. If the prisoner's statement is found to be incorrect, the matter should then be referred to the Deputy Inspector-General of Police, Railways, and Criminal Investigation Department, Chennai for further verification.

(3) Police Registered prisoners for transfer or briefly P.R.T. Prisoners belonging to Jammu and Kashmir, Nepal and Bhutan shall be transferred to the prisons in India nearest to their native places, at any time not exceeding two months prior to their release, the prisons to which they are to be transferred being decided in consultation with the Inspector-General of prisons of the respective State and also after verification of he facts. Intimation regarding release of P.R.T. Prisoners belonging to Jammu and Kashmir shall be sent direct to Jammu and

Kashmir Government. In the case or P.R.T. Prisoners belonging to Bhutan and Nepal, such intimation shall be sent to the Government of these States through India' political Officers or the Indian Embassy, as the case may be.

581. Transfer during epidemics. - Prisoners shall not be transferred while cholera or any other epidemic disease is present in either the transferring or receiving prison. Transfer along a route where cholera or any other epidemic disease is prevalent, shall as far as possible, be avoided.

582. Grounds of re-transfer to be stated.- When a prisoner has been transferred for any special reason by the Inspector-General, the Superintendent shall, when proposing his re-transfer, bring to notice the special reason for which the original transfer was made. There shall not be any suppression of facts.

583. Police to escort prisoners.-

(1) The duty of escorting prisoners rests with the Police Superintendent who shall endeavor to reduce the calls upon the police as far as possible by transferring prisoners in batches. Prisoners shall no ordinarily by despatched so as to reach the prison of destination on any of the recognized holidays for prisoners mentioned in rule 441 (1) if such a contingence is likely to arise due to unavoidable circumstances, the Superintendent of the transferring prison shall forward a written request to the Superintendent of the receiving prison. The Superintendent of the receiving prison shall, however, entertain such admission on holidays even in the absence of any such request, but bring the irregularity to the notice of the Inspector-General.

(2) The authorities at the transferring prison shall, as far as possible, avoid sending prisoners of different categories interview the same batch. However, if circumstances make this unavoidable, they shall give clear instructions to the officer-in-charge of the escort to prohibit communication amongst such prisoners.

584. Application for escort.- When prisoners are to be transferred, the Superintendent shall apply to the Superintendent of Police sufficiently in advance, for the requisite guard, intimating the number prisoners and the date and hour of their intended despatch.

585. Precautionary measures.-

(1) Full details of the following type of prisoners shall always be supplied before hand to the police by the Superintendent of the transferring prison namely;

(I) prisoners with sentence of five years and above
(II) prisoners whose conduct in prison is bad or who have been found to be dangerous;
(III) prisoners involved in similar serious offences;

(IV) prisoners sentenced under section 224, Indian penal code, (Central Act XLV of 1860) and those who are known to have escaped or attempted to escape at any time.

(2) The District Collector, Superintendent of Police and the Superintendent of prison shall be informed in advance while prisoners who are likely to attract public attention and cause stir are under transfer.

586. Provision of Female Warder: - When a female prisoner is transferred, a female warder shall accompany her. The presence of a female warder does not relieve the responsibility of the Police for the safe custody of prisoners in transit.

587. Intimation of prisoners transferred to be given._ The Superintendent shall furnish the officer in charge of the escort with a memorandum showing the number of prisoners despatched their state of health, the route they are to take, and the date of despatch. He shall also intimate the Superintendent of the receiving prison, the number of prisoners to be transferred, the date of departure and probable date of arrival well in advance, and if necessary, by telegram.

588. Procedure prior to transfer:- The Superintendent shall, before transferring a prisoner, verify all the entries regarding him in the manner provided by rule 616 ands certify on the back of the warrant, the number and date of the order directing the transfer and the date of transfer.

589. Disposal of prisoner's property.-

(1) On the transfer of a prisoner, his property shall be dealt with as required by rule 497. The Jailor of despatching prison shall then cause a list to be made in triplicate, in form No. 43 of the property as entered in the counterfoil. The duplicate and triplicate forms, the former signed by the Jailor of the despatching prison together with the property shall be made over to the officer in charge of the escort for conveyance to the receiving prison, where the duplicate list shall be retained and filed. The triplicate shall be signed by the Jailor of the receiving prison and handed over to the officer in charge of the escort.

(2) If it is found that there is any discrepancy in the cash or Jewellery or property, immediate notice of the same shall be given to the Superintendent of the despatching prison who shall institute an enquiry into the matter.

590. Documents to accompany prisoner:-

(1) The following documents relating to each prisoner transferred shall be given to the officer in charge of the escort to be delivered to the Superintendent of the receiving prison namely:-

(I) His original warrant or warrants duly endorsed.

(II) A copy of the committing Courts judgment, if available, the order of any appellate Court and any order of Government on petition made by the prisoner;

(III) A nominal roll in form No. 46,
(IV) His History Ticket
(V) His remission sheet, if any;
(VI) His medical case if he is transferred on medical grounds;
(VII) Duplicate and triplicate list of all private property belonging to the prisoner.
(VIII) A list of clothing, bedding and other Government property sent with him.

(2) The total amount of remission earned by every transferred prisoner up to the end or preceding month shall be endorsed on his History Ticket, remission sheet and on the warrant and the entries shall be signed by the Superintendent . The Jailor of the transferring prison shall be responsible that the above information is duly and correctly supplied and that all documents to accompany the prisoners are correctly sent.

591. Prisoners to be searched before dispatch. - Every prisoner shall be searched in the presence of the Jailor before despatch.

592. Supply of food and clothing on journey.-

(1) Every prisoner, during transit, shall be allowed to wear his private clothing and shall be provided with prison bedding, eating and drinking vessels and dietary. Whenever the private clothing as supplied on release under rule 500.

(2) When the journey to be made is short, sufficient supply of rations shall be given to the Police Officer in charge, for distribution at a suitable time. In other cases, the warder or Police Officer in charge shall be furnished with funds sufficient to purchase the prescribed dietary.

593. Duty of the escorting officer:-

(1) The Officer in charge of escort shall see that prisoners do not communicate with outsiders and have no opportunity of obtaining forbidden articles including cash from their friends or relatives while in transit. During the transit period, the prisoner shall not be allowed to handle any cash jewellery or other private property excepting his private clothing.

(2) If any breach or neglect of duty on the part of the officer in charge of escort is noticed, the Superintendent of the receiving prison shall send a report to the Inspector –General.

594. Not to be admitted enroute to Central Prisons. - Prisoners in transit shall not be admitted in Central Prisons.

595. Custody of females and juveniles. - During transit, female and juvenile prisoners shall be separated from adult male prisoners.

596. Search during transit. - Male prisoners shall be searched by the officer in- charge of the escort daily during transit.

597. Transfer by-rail or water.-

(1) prisoners shall ordinarily be transferred by rail where facilities for travel by rail exist. The fares of prisoners and of the warder, if any, in-charge shall be included in the railway warrant prepared by the Police Department. The accommodation to be provided shall be of the lowest class in the case of 'B' Class prisoners and first class, in the case of 'A' Class prisoners.

Explanation:- 'A' Class prisoners, if escorted singly, shall be permitted to travel, if they so desire in any class of accommodation higher than that which is permitted to them at their own expense which shall include any extra cost on account of the escort accompanying them. Such request may be rejected at the discretion of the escort party, if it is otherwise, not desirable.

(2) When prisoners are to be transferred by rail, timely notice shall be given to the Police of the intended date and hour of despatch with a view to make suitable arrangements with the railway authorities for their safe custody in transit and for the provision of the necessary accommodation.

(3) Subsistence allowance shall be paid to the prisoners at the following rates namely:

'A' Class and special class remand and under-trial prisoners be paid at Rs.20 per prisoner per meal.

'B' class and ordinary remand and under-trial prisoners be paid at Rs. 15 per prisoner per meal'

G.O. Ms. No. 1269 Home(Pri., V) Dated. 28.08.2007

598. Transfer by road.-

(1) Whenever convicts are transferred by road, the line of route and place of halt for each day shall be laid down before hand by the Superintendent in communication with the Police authorities and, if necessary with the Chief Judicial Magistrate.

(2) All able- bodied prisoners transferred by road shall be required to walk, if necessary, for want of proper conveyance and in the case of sick, aged or infirm prisoners, it shall be left to the discretion of the escort party to provide a suitable conveyance of their choice and to take note of the health condition of the prisoner. No prisoner shall ordinarily be allowed to march more than 24 Kilometers in 24 hours.

(3) When women prisoners are taken from one prison to another on transfer, they shall be provided with conveyances where the distances to be traveled by them exceeds 1.6 km. Conveyances may also be provided for shorter distances in cases in which for reasons of health, custom or other valid reason failure to make such provision would cause undue hardship to them.

599. Procedure if prisoner falls sick. - If a prisoner becomes sick on the road as to be unable to continue his journey, he shall be taken to the nearest hospital or lock-up or to any place where there is a public dispensary, for treatment by the Medical Officer, and a report of the circumstances shall be made to the Superintendent of the despatching prison and of the prison to which the prisoner was traveling.

600. Procedure in case of death of a prisoner in transit. - When a prisoner dies in transit from one prison to another, the Officer-in-charge of the escort shall at once report the circumstances to the nearest Executive magistrate who shall enquire into the case and submit his report direct to the Inspector-General and shall arrange for the disposal of the body. The officer –in-charge of the escort shall also intimate at once the fact of death of the prisoner in transit to the Superintendent of the prison to which the prisoner was being transferred and of the transferring prison who shall inform the deceased prisoner's relatives of his death.

601. Procedure if prisoner escapes.- If an escape occurs in-route, intimation shall at once be given by the Officer-in-charge of the escort to the authorities of the neighborhood in which the escape occurs to enable them to take steps for the recapture of the prisoner. The Superintendent of the prison to which the convict was about to be taken and of the transferring prison shall also be informed of the escape; and the latter shall take the prescribed measures for the prisoner's re-apprehension. The prisoner who escaped in transit shall on recapture be sent to the prison where he was originally being transferred.

602. Admission of transferred prisoners. - On arrival at the receiving prison, the usual procedure for the admission of prisoners shall be observed. The Superintendent shall satisfy himself that the correct number of prisoners has been received and that they have been properly dieted and cared for en-route.

603. Verification of lists accompanying prisoners:- When the Superintendent of the receiving prison has satisfied himself that the prisoner's documents and property have been correctly received, he shall countersign the memorandum referred to in rule 587 and the triplicate copy of the list of property referred to in rule 589 and shall return them together with any clothing issued at Government cost under rule 592 (1) and other Government issued property belonging to the transferring prison.

604. Return of clothing and the like. - If no warder accompanied the prisoners. The clothing or the like shall be returned by rail, parcel or otherwise, provided that it shall be unnecessary to return the clothing of a prisoner transferred singly.

605. Facilities in the matter of letter writing. - Special facilities for writing welfare letters before and after transfer may be extended to prisoners at the discretion of the Superintendent.

606. Remission or suspension of sentence to the convicts transferred to prisons outside State.-

(1) When persons are convicted by any Court they are under the responsibility of the Government of the state in whose jurisdiction they are convicted and sentenced. Transfer of prisoners from the State of conviction to their home State does not deprive the state of conviction of ultimate authority of custody or remission of sentence vested in them with regard to the prisoner. The prisoners are to be regarded as undergoing sentences during absence from the prison in the state of conviction;

(2) Ordinary remission which is prescribed for the purpose of controlling the work and conduct of a prisoner, shall be granted by the Superintendent of the prison in which he is confined, in accordance with the scale laid down in the Prison Manual of the state. But any special remission for which a scale is not provided for in the Prison Manual of the State, government remission or other remission under section 432 of the Code of Criminal procedure, 1973 (Central Act 2 of 1974) shall be as sanctioned by the appropriate Government. The appropriate Government for ordering remission or suspension of sentence under section 432 of the Code of Criminal procedure, 1973, (Central Act 2 of 1974) is the Government of the State where the prisoner was convicted. In the case of conviction for offence relating to a matter to which the executive power of the Union extends, the "Appropriate Government" is the Central Government.

(3) When it is considered desirable to release a transferred prisoner before he completes his term of sentence inclusive of remission earned and sanctioned under section 432 of the ?code of Criminal Procedure, 1973 (Central Act 2 of 1974) is required, his case with the necessary documents shall be sent to the Inspector-General who shall forward it with his recommendations along with the recommendations of the Advisory Board, if any, to the Inspector-General of the state of conviction for obtaining orders of that State Government. In the case of court-martial, prisoners or others convicted for offence relating to matters to which the executive power of the Union extends, the orders of the Central Government shall be obtained.

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CHAPTER -XXXI

RELEASES

607. The Superintendent shall arrange for a pre-release programme. - The Superintendent shall arrange for a pre-release programme which is meant for (i) re-orienting the inmate about his responsibilities and social obligations; (ii) re-affirming the need for self-respect; (iii) setting in an attitudinal preparation for smooth return and re-adjustment to the inmate's family and community life; (iv) preparing the inmate for his conditional release and for his post-release adjustment.

608. Pre-release preparation.-

(1) The pre-release programme shall preferably be conducted on every Sunday or as frequently as may be possible for a period of one month, by assembling all the prisoners due for release the next month and lecturing to them on common subjects, some of which are indicated below:

(a) Health and mental hygiene;
(b) Family planning
(c) Conditions and requirements of living in the society; likely problems and realities which the inmate may have to face after release and how to face them;
(d) The economic problem, job opportunities; working of the Employment Exchange;
(e) Suitably advising them to get admitted in the After Care Home for Males;
(f) Budgeting and balancing family income;
(g) Proper use of leisure, utilization of facilities and resources available in the society (e.g.) libraries, night schools, vocational guidance centers and vocational training institutions;
(h) Dangers of drinking, gambling, bad companionship, general diseases and the like
(i) Informal discussions aiming at group guidance; individual counseling and guidance. Either the Superintendent or any other prison official shall conduct the programme. The Local Regional Probation Officer shall have his turn on a day in consultation with the Superintendent.

609. Prisoners suffering from acute or dangerous diseases.-

(1) No prisoner who is certified by the Medical Officer as unfit for travel shall be released from the prison against his will on the expiry of sentence, but shall be detained in prison hospital until the Medical officer considers that he can be safely released. Such events shall be recorded in the Superintendent' order book.

(2) A prisoner discharged from prison, if suffering from any contagious or dangerous disease, shall ordinarily be removed to the nearest hospital until he is in a fit state to be sent home. In case removal would endanger his life, the

prisoner may, but only with his own consent, be detained in the prison hospital such events shall be recorded in the Superintendents order book.

610. Assistance to the prisoners to be released.-

(1) The Welfare Officer and the social worker shall meet the prisoner desiring to meet them and render such help as are possible.

(2) The Superintendent, After Care Home shall also meet such prisoners in Central Prison, Chennai and explain to them the benefits they will derive by joining the After Care Home, Puzhal.

(3) If any member or representative from the Discharged prisoners' Aid Society is willing, he may also be permitted once in a month to give pre-release advice to prisoners and explain to them the help that the Discharged prisoners Aid Society will render after their release, if approached.

611. Names of convicts due for release be read out at parade. - The names of convicts for release during any month, as recorded in the register, shall be read out by the Jailor at a general parade to be held on the last day of the preceding month, and any complaint of omission shall be at once inquired into by the Jailor and, if necessary brought to the notice of the Superintendent.

612. Completion and verification of accounts relating to prisoners. - The Jailor shall see that all accounts such as prisoners private cash property, gratuity and wages relating to the prisoners are properly verified and completed by the respective officers on the day previous to the release of the prisoner.

613. When the date of release falls on a prison holiday. - Should the date on which a convict is entitled to release fall on any of the prison holidays referred to in rule 441, he shall be liberated on the preceding day, an entry to that effect being made in the Convict register and on the warrant.

614. Treatment of telegraphic orders of release.- No action shall be taken on a telegram directing the release of a prisoner, unless it has been sent by a Commissioner and Secretary to Government or the Register of the High Court. If doubt is felt as to genuineness off a message, a telegraphic enquiry shall be made.

615. Treatment on order of High Court. - When an order of release is received direct from the High Court under rule 264 of the Criminal Rules of Practice by the Superintendent or officer in charge of the prison, the prisoner or prisoners concerned shall be released immediately without waiting for the receipt of the formal warrant of release from the lower Court. The same procedure shall be followed in cases where sentences are reduced or modified by the High Court and where, as a result of such reduction or modification, a prisoner is due for immediate release.

616. Procedure prior to releasing convict:-

(1) On the day of release, the convict's state of health and weight shall be recorded by the Medical Officer in the Convict Register and the convict's personal marks of identification shall be duly verified by the Jailor. The convict shall then be produced before the Superintendent or Additional Superintendent together with his warrant, the Convict Register, his History Ticket, the register of prisoners to be released and diary of convicts released and the amounts paid to them and his private clothing and other private property, if any,

(2) The Superintendent or Additional Superintendent shall compare the entries in the warrant with those in registers, and shall satisfy himself that they agree and that the sentence passed on the prisoner has been duly executed. He shall then sign the endorsement for release on the warrant, certifying to the execution of the sentence and the date of release and shall affix his initials together with the date in the proper column of the convict Register.

(3) The procedure laid down by rule 497 shall then be carried out and the gratuity, batta and subsistence allowance to which the prisoner is entitled shall be paid to him in the presence of the Superintendent or Additional Superintendent.

(4) On receipt of the orders of Government directing the release of a prisoner under rules 632 or 633, the prisoner shall be placed before the Medical Officer for examination before effecting the actual release and the Medical Officer shall certify that the prisoner's state of health continues to be same as it was when his case was originally recommended to Government, justifying his release under rule 632 or 633. if the Medical Officer considers that the condition of the prisoner, on the day of receipt of the orders of release, does not justify his release under rule 632 or 633 as originally recommended, he shall issue a certificate to that effect to the Superintendent of prison who shall not release the prisoner but forward the certificate to the Inspector-General for transmission to Government .

617. Issue of release certificate. - Each released prisoner shall be given a certificate of release showing details such as date and time of release from prison, if it is required by the prisoner.

618. Time and method of release: - Every convict to whom prison clothing has been issued shall be required to wash it clean on the morning of his release and every prisoner shall be given the usual food before release .ordinarily, prisoners shall be released as soon as possible after the mid-day meal or earlier if the train to their homes starts earlier. All prisoners shall be release at the prison gates. No prisoner shall be released after the lock up of the prison.

619. Compliance with orders for release of prisoners:- If an order for the release of a prisoner otherwise than on medical grounds is received before 5 p.m., or on any of the prison holidays referred to in rule 441 it shall be acted upon forthwith. If such

an order is received after 5 pm on any day, whether it is a prison holiday or not, it shall be acted upon on that day itself if possible and in any event on the morning of the next day.

620. Release of prisoner in Superintendents absence. - If an order for the unconditional release of the prisoner is received at the prison before 5 p.m and in the absence of the Superintendent, the prisoner shall be released by the Additional Superintendent. In his absence he shall be released by the Jailor. They shall strictly carry out the procedure laid down in rule. The Jailor shall not sign the endorsement on the warrant but shall put up the same with convict Register before the Superintendent or Additional Superintendent for signature next day.

621. Grant of traveling expenses.-

(1) Subject to the provisions contained in sub-rule (6) every 'A' or 'B' class prisoner and every inmate of a Borstal School whose destination, after release is on or near a line of railway shall be supplied with a railway ticket of the second class to the station nearest his home or (ii) at which he was convicted or (iii) to the Station nearest to the place at which he is to be employed after release, as the Superintendent may decide.

Provided that if they desire to travel by a higher class, they shall be allowed to do so provided they themselves pay all additional expenses

Provided further that a ticket shall not be issued to an Indian Military prisoner to the place at which he was convicted, if his regiment is for the time being quartered there unless such place happened to be his home.

(2) When a journey has to be made by boat or steamer, the prisoner shall be provided with a passage or passage money to the halting place nearest his destination at the lowest rate.

(3) The payment of subsistence allowance for 'A' and 'B' class prisoners shall be at the rates specified in serial number 23 of the delegation of financial powers to Superintendent in part x of the Tamil Nadu prison Manual volume III subject to the following conditions namely:

(i) The term "Indian Military prisoners" is intended to include all military prisoners who are not enlisted out of India

(ii) A Railway warrant is available for the day of issue only, except when, for special reasons the Superintendent maker it available for the day following.

(iii) For the purposes of this sub-rule 24 kilometers by road shall be regarded as a full day's journey.

(iv) For the provision of conveyances to released women prisoners, rule 962 shall apply.

(4) Where facilities exist for travel by bus in respect of the whole or any portion or road journey of more than 8 kilometers the released prisoners shall be paid the bus fare. Provided, that when the distance of the journey by bus is over 80 kilometers which can be covered partly by rail and partly by bus, the prisoners shall be given a warrant for the railway journey and bus fare for the road journey of over 8 Kilometers.

(5) Convicting courts shall note in the warrant of commitment wherever necessary, the following particulars namely.

(i) The distance that will be covered by bus from the nearest prison or railway station to the bus stand nearest to the prisoner's place of residence.

(ii) The distance from the bus stand nearest to the prisoner's place of residence to his place of residence; and

(iii) The amount of bus fare.

(6) In the case of prisoners released on bail pending appeal, the issue of railway warrant, payment of bus, boat or steamer fare and the payment of batta and subsistence allowance shall be restricted only to such prisoners as are not possessed of sufficient cash property to meet their traveling expenses and for whom no amount necessary to meet the traveling expenses has been received, subject to he following conditions namely.

(i) Only the difference between the amount required for their traveling expenses and the amount of cash property actually held by them shall be paid; and

(ii) Such payments may be entirely in cash in cases where the amount is not enough to cover the issue of a railway warrant for the railway journey.

622. Prisoners unable to walk. - Sick prisoners on release, if unable to travel on foot, shall be provided with conveyance charges as may be necessary. In such cases, their families shall be informed of the date of release and about their sickness and asked to receive the prisoners on release at the prison gates.

623. Return of warrant to Court:- On the release of a convict, the warrant under which he was confined shall within 36 hours be returned to the Court from which it was issued with the certificate referred to in rule 616 stating the manner in which the sentence has bee executed, or the reasons such as remission, pardon, reversal of the sentence (with the number and date of any orders of any orders of Government or any Court authorizing the same) why the convict has been discharged from custody before his sentence had fully expired. The date of the return of the warrant shall be recorded in the convict register. The endorsement shall be in the following form namely:

"I hereby certify that the sentence passed on the prisoner named in this warrant has been executed according to law and that he has this day been released from custody on appeal or expiry of sentence or bail, he having earned day's remission.

prison.

Dated, 20.

Jailor / Additional Superintendent / /Superintendent

Explanation:- (1) Warrants of commitment of prisoners sentence by (j) General Court- Martial (ii) Summary general Court – Martial or (iii) District Court –Martial Should be sentence to the judge, Advocate-General in India and those of prisoners sentenced by (iv) Summary Courts martial to the Officer commanding the unit in which the Court was held after the sentence have been executed. The discharge certificates of these prisoners shall be delivered to them at the time of their release.

Explanation: (2) In case of release on bail, reversal or modification of the sentence, the warrant of commitment shall be returned to the original court through the Appellate Court except in case of order issued by the High Court.

Explanation: (3) In a prison where there is an Additional Superintendent, the release endorsement shall be signed by him.

624. Return of warrant of prisoners undergoing more than one sentence: - When a convict has to undergo two or more sentences under different warrants, each warrant shall except where an order under section 356 of he code of Criminal Procedure, 1973 (Central Act 2 of 1974) has been made against the convict, be returned to the court immediately on expiry of a sentence to which it relates. The warrant of commitment on which an order under section 356 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) is entered shall not be returned to the committing court until such time as the prisoner has undergone all the sentence under different warrants and has been served with the copy of the order of the Court for Notification of his residence and any change of, or absence from such residence under section 356 of he Code of criminal procedure, 1973. (Central Act 2 of 1974)

625. Return of warrant of a prisoner who dies.- The warrant of a prisoner who dies in prison shall be returned to the Court within 36 Hours of his death with an endorsement certifying to the date and cause of death.

626. Return to warrant of commitment for trial. - Warrants of commitment for trail shall, as the trial is over, be returned to the committing Magistrates with an endorsement signed by the Superintendent, in one of the following forms as may be applicable namely.

(1) prisoner was acquitted and discharged by the Court this day.

(Or)

(2) prisoner was convicted this day and is now in my custody under a warrant of the Court sentencing him to

(Or)

(3) prisoner died in prison on the of (state cause of death)

Explanation: When a prisoner is acquitted in Court, a formal warrant of release, is not usually sentence to the Superintendent.

627. Intimation to police of impending release: - Not later than the 15th of each month, the Superintendent shall send to the Superintendent of police of the district in which the prison is situated a list of-

(1) prisoners registered for shadowing (PRS) in accordance with police standing order no. 800 Volume 1.

(2) prisoners who have to notify residence under section 356 of code of Criminal procedure 1973. (Central Act 1974)

(3) Those imprisoned under the bad livelihood sections, who will be released during the following month, in Form No.56, and a similar list shall also be sent to the Superintendent of police of any other district in which the prisoners homes may be situated, or in which they may have been convicted. When necessary, a supplemental list containing the names of prisoners admitted after the 15th of each month and who will be released during the following concerned. The name of the probable railway station of destination shall be given against the name of each convict who is expected to travel by train. As regards prisoners transferred for release to the prisons nearest their homes rule 579 shall apply...

Explanation: -Rule 294 of Criminal Rules of Practice and Civilian orders, 1958 deals with notification of residence and change of residence by released convicts.

628. Release of a prisoner coming under the Finger print Rules. - When a prisoner coming under the Finger print Rules is to be released conditionally, his finger prints and impressions shall first be taken by a duly qualified finger print expert before the prisoner is allowed to leave the prison premises.

630. Report to police of convict's deaths. - At the end of each month, the Superintendent shall forward to the Superintendent of police or in the case of the Central Prison, Chennai, to the Commissioner of Police, Chennai, a list in form no. 57 of all convicts who died in the prison during the month. If a deceased convict belongs to or was convicted in a district other than that in which the prison is situation his roll shall be sent to the Superintendent of Police concerned.

631. Release of blind or decrepit prisoners:-

(1) In all cases of complete and incurable blindness not caused by any act of the prisoner in order to procurer release, or of decrepitude or other incurable infirmities, such as advanced pulmonary tuberculosis, which he is confined, a report recommending the release of such prisoner may be submitted by the Superintendent to the Inspector-General. This report shall state the amount of remission earned by the prisoner, the date on which he would be released in the ordinary course, details of his conduct in prison, and of periods spent in hospital or on the convalescent gang, together with information as to the prisoner's home, and relatives likely to receive him and with such other remarks as may appear necessary. It shall be accompanied by a nominal roll in Form No.46 and by a report by the Medical Officer on the state of the prisoner's health.

(2) If the case appears to be suitable one for submission to Government, the Inspector-General shall forward the report and its enclosures to the Collector of the district in which the prisoner's home is situated or in which the prisoner's relatives reside or in the case of the City of Chennai to the Commissioner of police and shall inquire whether he sees any objection to the conditional release of the prisoner. At the discretion of the Inspector-General, the case may be submitted for the orders of Government.

632. Release of sick prisoners:-

(1) If the Medical Officer considers (i) that any prisoner is dangerously ill and that his illness, whether caused by imprisonment or not, will be so aggravated by further imprisonment as to render his early death likely; and (iii) that the prisoner will have a reasonable chance of recovery, if released, he shall record a certificate in the following form namely:

"IAB. Hereby certify that convict No. (Name) is in my opinion dangerously ill, suffering from (name of disease). His illness has not been caused or aggravated by any acts committed by him in order to procure release, and I sincerely declare that in my opinion he is likely to die if he remains in confinement, but that he will have a reasonable chance of recovery if he is released" In order to be accepted by Government, the certificate must strictly be in accordance with the terms of this rule. To it, the Medical Officer shall append a full statement of the medical case and of the reasons which lead him to the belief expressed in the certificate.

(2) The Superintendent shall at once consult the Collector of the district to which the prisoner belongs, about the desirability of releasing the prisoner and then forward the papers to the Inspector-General for submission to Government together with a nominal roll of the prisoner showing the amount of remission earned and any remarks relevant to the case the Superintendent may desire to add. A certificate to the effect that the Superintendent has satisfied himself that

the convict will, if released, be suitably cared for, shall accompany the other documents.

633. Release of prisoners in danger of death.-

(1) If the Medical Officer considers that any prisoner is in danger of death from sickness not due to infectious diseased and that there is no hope of recovery within or without the prison, he shall record a certificate in the following form namely:

"I.AB hereby certify that convict No., name
Is in my opinion, in danger of death from sickness not due to infectious disease. There appears to be no chance of his recovery within or without the prison"

In order to be accepted by the Government, the certificate must be strictly in accordance with the terms of this rule. To it, the Medical officer shall append a full Statement of the medical case and of the reasons which lead him to the belief expressed in the certificate.

(2) If the Superintendent and the Medical officer consider it desirable to give such prisoner the comfort of dying at home, the Superintendent shall at once consult the Collector of the district to which the prisoner belongs about the desirability of releasing the prisoner and then forward the papers to the Inspector-General for submission to the Government together with a nominal roll of the prisoner showing the amount of remission earned if any, any remarks relevant to the case, the Superintendent may desire to add. A certificate to the effect that the convict will, if released by suitably cared for by his friends or relatives shall accompany the document.

(3) Great care shall be exercised in recommending release of prisoners under this rule and the report to the Government shall contain full particulars showing that on humanitarian grounds the balance of advantage lies in allowing the prisoner to die at home. In such cases, the nature of medical relief which the prisoner is likely to be able to command at his home is an important consideration which should not be overlooked.

(4) All release under this rule shall be counted as death in the statistical records of the prison.

(5) All references under this rule shall be treated especially urgent at all stages by the officers concerned.

634. Release of security prisoners on Medical grounds.- If a prisoner detained solely under a sentence of imprisonment in default of furnishing security to keep the peace or for good behavior is so seriously ill as to be likely to die, whatever the term of his unexpired sentence, the Superintendent shall refer the case

immediately to the District Magistrate or the Chief Judicial Magistrate, as the case may be, of the district in which the prisoner was ordered to give security, who should exercise the discretion allowed to them by section 123 of he code of Criminal procedure, 1973 (Central Act 2 lf 1974) to release the prisoner.

635. Conditions to release on grounds of health .- In the absence of instructions to the contrary, every release from prison on medical grounds under rules 631 and 632 shall be subject to the condition that the prisoner agrees and subscribes to the conditions set forth in form No. 60. This from shall be printed in English and in the language of the district to which the prisoner belongs. The prisoner shall sign copies of the form both in English and in the language of his district and the copy signed in the latter language shall be delivered to him on his release, the English copy being retained in the prison . The prisoner shall be instructed to produce his copy of the form of release when reporting himself to the police authorities but it shall not then be taken from him. A prisoner released from prison situated in a district other than that in which he wishes to reside, shall be handed over to the police of the district in which the prison is, for escort to the district where he proposes to reside. Where the prisoner, undergoing special treatment in a civil hospital under rule 636 is released directly from that hospital without returning to prison custody, the condition contained in form No. 60 shall be subscribed to by the prisoner before such officer or Magistrates as the Government shall direct in their order of release. The Officer before whom Form No. 60 is signed shall forward the English copy to the Superintendent of the prison from which the prisoner was temporarily released.

636. Conditional release for treatment outside hospital.-

(1) If, in the opinion of the Medical Officer , a convicted prisoner requires special treatment in a hospital outside the prison or in an asylum as defined in the Indian Lunacy Act, 1912 (Central Act IV of 1912), which is likely to lead to his recovery or materially to prolong his life, he shall certify to the necessity of transferring the prisoner to such hospital or asylum, record a full statement of the case and forward it to the Superintendent who, after getting order from the Inspector-General, shall send the prisoner to such hospital or asylum subject to the prisoner or any relative or friend of the prisoner executing a bond in from No.59. The Medical Officer shall exercise utmost care in recommending prisoners for treatment outside hospital or asylum.

(2) This from shall be in English and in the language of the district. The prisoner, or his relative or friend, as the case may be, shall sign two copies, of which one shall be retained in the prison and other delivered to the person concerned for production before the Officer in charge of the hospital or asylum where the prisoner is to undergo treatment and again on his discharge from the hospital or asylum before the Superintendent of the prison in which he was originally confined. Before removing the prisoner, the Superintendent of the prison shall inform the Superintendent of the hospital or asylum of the removal and

relatives or friends of the prisoner and then shall make necessary arrangements to send him to the hospital or asylum for treatment. The prisoner shall be provide, if necessary with railway warrants for his journey to and for, subsistence allowance and bus fare. The railway warrant, subsistence or any other allowances for the return journey may be sent to the officer in charge of the civil hospital or asylum to be delivered to the prisoner on discharge. At the time of removal from the prison, the prisoner shall be provided with private clothing which shall be withdrawn on his re-admission. If the Medical Officer considers the case so serious as to provide attendant, women prisoners shall be provided with women attendants.

(3) In the case of prisoners of dangerous type who are sent to civil hospital or asylum for special treatment, a regular police guard shall be arranged. Such a prisoner shall be sent to the civil hospital or asylum only after ascertaining from the authority concerned that separate accommodation is available. In an emergent case, necessitating the immediate removal of a sick prisoner to a civil hospital or asylum, in which a delay in sending the prisoner, to such an institution is in the opinion of the Medical Officer of the prison, likely to prove fatal, the prisoner shall be sent without delay to the civil hospital or asylum and the authority concerned shall make the best possible arrangements irrespective of the fact that separate accommodation is or is not available in the hospital or asylum.

(4) In the case of dangerous woman prisoner who is sent to a civil hospital or an asylum for special treatment and accommodated in a separate room, two women warders for chaperonage, one for duty by day and the other for duty by night, shall be employed irrespective of the number of prisoners in that room. They shall be in addition to the usual male police guard. When for want of separate accommodation, a dangerous women prisoner has to be admitted in a female general ward, she shall be guarded by for temporary women warders, two by day and two by night, and not by the regular male police.

***Explanation:* -** The disposal of bodies of prisoners dying in civil hospital shall be subject to the provisions of rule 774.

(5) The release of a prisoner who is in an outside hospital shall be done by the Medical Officer in charge of the hospital, on receipt of necessary intimation from the Superintendent of prison concerned. If necessary, the patient may be kept in a ward, other than the prison ward if he is willing to continue treatment.

637. Discharged prisoners Aid Society.-

(1) The Discharged prisoners Aid Society in Chennai and its branches located in the district head quarters are mainly non-official in Character, but receive official assistance and support. The prison officers including the officers in the

Probation branch shall taken an active part in advancing the aims and objects of the Society.

(2) The Honorary Secretary and the Agent of the local society shall have free and reasonable access to all prisoners whose sentences are about to expire, for the purpose of ascertaining their needs and plans for the future with a view to deciding the assistance required, if any, in each case.

(3) The Superintendent shall give the honorary secretary of the local society at least a month' notice of the impending release of prisoners selected for help and patronage and affords every facility to the Secretary or the Agent to interview prisoners for this purpose.

(4) A record shall be carefully maintained of all prisoners assisted by the Society and an analysis of the cases assisted incorporated in the Superintendent' Annual Report.

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CHAPTER – XXXII

EMERGENCIES

638. Situations to be handled on emergency basis. - The following situations shall be handled on emergency basis namely:-

(I) Escapes;
(II) Out-break;
(III) Riot;
(IV) Strike;
(V) Hunger-strike (individual or mass);
(VI) Assault
(VII) Suicide;
(VIII) Accidents
(IX) Fire
(X) Epidemic
(XI) Food poisoning
(XII) Over-crowding
(XIII) Failure of water supply, electric power lighting arrangements, essential prison services like conservancy and plumbing; and
(XIV) Non-supply of foodstuffs or raw material resulting in breakdown of prison routine.

639. Measures for prevention and control of emergency situations. - It is the responsibility of the Superintendent to take sufficient measures for as are indicated below for preventing and controlling emergency situations,

(I) Demarcation of an out-of bound area around the perimeter wall of the prison;
(II) Adequate guarding and security measures and periodical inspection thereof;
(III) System of through searches;
(IV) Proper maintenance of prison building and premises
(V) Proper custody of tools and equipment;
(VI) Proper control over movement of prisoners;
(VII) Timely segregation of prisoners who are instigators or of bad character and are potential risks to prison discipline;
(VIII) Prompt and strong but considerate handling of all discipline problems;
(IX) Attending to care and welfare requirements of prisoners
(X) System of good discipline
(XI) Careful handling of plant and equipment
(XII) Accident preventive measures
(XIII) Fire preventive measures
(XIV) Fire fighting equipment at all vulnerable points

(XV) Good environmental and institutional sanitation and hygiene
(XVI) Proper procedure of quarantining of newly admitted prisoners
(XVII) Segregation of prisoners suffering from contagious diseases
(XVIII) Proper storage and inspection of articles of food-stuffs;
(XIX) Observance of the required minimum standards in kitchen and canteen operations service of food and eatables;
(XX) Periodical inspection of plant equipment, emergency operations, etc.

640. Equipment for emergencies.-

(1) Each prison shall be properly equipped with the following articles to meet various types of emergencies namely:-
(i) Fire fighting equipment;
(ii) Emergency lighting arrangements like electric torches, gaslights, kerosene lamps and oil torches;
(iii) Search lights;
(iv) Steel helmets;
(v) Canes;
(vi) Tear gas equipments;
(vii) Water hoses;
(viii) Telephones and inter- Communication system;
(ix) Arms and ammunition;
(x) Ladders, axes, knives, ropes, chains, alarm, siren and alarm indicators;
(xi) First Aid kit;
(xii) Video Camera/ Digital Camera/any other electronic equipment for photography.

(2) The Superintendent shall obtain necessary sanction of the Inspector-General for the purchase of articles referred to in sub-rule (1) above.

(3) It shall be the responsibility of the Superintendent of the prison to ensure that the articles referred to in sub-rule (1) above are kept in good condition always for use in emergency.

(4) The Superintendent may at his discretion videograph the ordinary and special events, which required to be video graphed outside or inside the prison. The video Cameras to taken may be produced in any Courts of law. NHRC or any other authority or Government Institution as an evidence to file a case against the prisoner or officer or for any other purpose unless or otherwise specially ordered to retain the said cassette for longer period for any specific purpose to be used as evidence in the Courts of law or any other proceedings, the said video cassette shall be preserved for a minimum period of 6 months for further reference.

G.O. No. 1447, Home (Pr, V) Dept., Dated 16.10-2007.

641. General instructions for handling emergencies. - The general instructions to be followed in handling emergencies shall be as follows:-

(i) Giving of immediate first aid to the injured;

(ii) Cordoning off of the affected area and immediate action to prevent the spreading of trouble to other areas;

(iii) Quick intimation to all authorities concerned;

(iv) Report to authorities concerned for instructions or help, if necessary;

(v) If the Superintendent is absent at the time of occurrence, immediately on receiving the information, he shall visit the prison and take suitable measures for controlling the emergency. Wherever there is an Additional Superintendent, he shall also be informed and he shall visit the prison and assist the Superintendent or take command in the absence of the Superintendent and handle the situation;

(vi) Use of control measures, such as, handcuffing or locking of prisoners, segregating rowdy element, mob dispersal and the like;

(vii) Tightening of all security measures according to the requirements of the situation;

(viii) Mustering all possible help for effective handling of the emergency;

(ix) Obtaining all necessary assistance from the District Collector, Police and Fire

I. Escape

642. Alarm to be given of escape.-

(1) A siren or an alarm gong or bell capable of being heard at the quarters of the subordinate officials shall be kept at or near the main gate of every prison, and at every place where prisoners in large numbers are employed. In the latter case, the sound of the siren or gong shall be sufficiently penetrating to be heard at the main gate.

(2) The signal that assistance is urgently needed, owing to an escape or attempt to escape shall be the blowing of a whistle, to be followed by the sounding of the bugle and striking of the alarm gong. If the alarm gong is not originally sounded at the main gate, it shall be repeated there.

643. Attempt at escape. - Should any prisoner attempt to escape, the guard or sentry shall at once raise the alarm if the help of other guards is essential to prevent the prisoner's escape. He shall at the same time take all necessary steps to prevent the prisoner's escape. The armed guard shall be ready at a moment’s notice to prevent any combined attempt escape.

644. When an escape takes place from an extramural gang.-

(i) On the alarm being sounded owing to an occurrence outside the prison, the officer in charge of the standing guard at the main gate shall forthwith despatch as many warder as he can spare to the Assistance of the escort giving the signal. The remaining warders on assembling shall act as the senior officer present may direct.

(ii) The warder in charge of an outside gang from which a prisoner has escaped shall, after sounding the alarm, collect rest of the gang, detach one of his escort, if available to follow the escaped prisoner and march the gang back to the main gate of the prison where he shall report the escape to the senior officer on duty.

645. Duty of Jailor. - Upon a report of an escape being received, the Jailor or senior officer on duty shall –

(1) Despatch a party of sufficient strength to search the locality in which the escape occurred; and
(2) Inform of the escape to the Superintendent and the Additional Superintendent who shall take suitable follow up action with reference to these rules.

646. Escape during night. - If the escape takes place during nighttime and there is possibility of the prisoner still being inside the prison, search shall be made with torchlights inside the prison.

647. Duty of Superintendent. - The Superintendent shall give prompt notice of the escape, accompanied by a Normal roll in Form No. 46 giving personal and descriptive marks of the escaped prisoner, to the nearest police station, to the nearest Executive Magistrates and to the District Magistrates. He shall also send immediate intimation by telegraph to the police near the prisoner's home, and if the prisoner belongs to a district other than that in which he is confined, to the Magistrates of the former district or in the case of Chennai City, to the Commissioner of police.

648. Report to Inspector-General. - If a prisoner escapes, the Superintendent or in his absence the Additional Superintendent or Jailor shall immediately convey the message over phone to the Inspector-General and in his absence to the next officer available in the headquarters followed by a detailed report within 24 hours from the time of escape. A copy of such report shall also be sent to Government. The report shall contain the information as to the time and circumstances under which the escape had occurred, whether the prisoner has been recaptured and if not, the measures taken to recapture him. As and when escape is recaptured, a further report shall be sent to the Inspector-General.

649. Publication of escapes. - Notice of the escape of prisoners and of the rewards offered for their recapture shall be published in the District Gazette, if so ordered by the Inspector-General.

650. Power to sanction rewards. - The powers of the Inspector-General of prisons to sanction rewards are set out in item 18F of Appendix 14 to the Tamil Nadu Financial Code Volume II.

651. Reward to prisoner preventing an escape.- All cases in which prisoners prevent an escape, either by giving warning of any plot or preparation, or by seizing a prisoner attempting to escape, or otherwise, shall be brought to the notice of the Inspector-General, with a view to a reward being conferred.

652. Punishment of conduct facilitating an escape: - Every officer of the prison through whose assistance, connivance, or neglect, an escape takes place shall be prosecuted under sections 222, 223, or 225 A of the Indian penal Code (Central Act XLV of 1860) unless very extenuating circumstances are present, or unless the Superintendent considers the evidence insufficient to procure a conviction, when the case shall be submitted to the Inspector-General for orders.

653. Procedure on recapture.-

(1) The recapture of the prisoner shall be informed to all concerned to whom the intimation on the escape of the prisoner was originally sent.

(2) A recaptured prisoner may be received back into prison on his original warrant.

654. Procedure regarding disposal of warrants of escaped prisoners. - The warrant of a prisoner who escapes from prison shall be retained in the prison for a period of ten years from the date of his escape. If he is not recaptured within that period, it shall be returned to the committing Court with an endorsement that the prisoner escaped from the prison ten years ago and has not been recaptured.

II OUTBREAKS

655. Alarm to be sounded on outbreak. - In the event of an outbreak or disturbance, the prison official present at the scene of occurrence shall raise the alarm by blowing his whistle when it shall be duty of the warder staff to blow their own whistles. Upon this signal being given, or when news of an outbreak or disturbance is otherwise received, the alarm shall be sounded, on the bugle or siren and the bell or gong at or near the main gate shall be rung when it shall be duty of every prison official who is outside the prison to proceed at once to the guard room and arm himself with baton. A messenger shall be sent by the senior officer present to the Superintendent, Additional Superintendent and Jailor if they are absent, and to the lines if necessary to summon very available man.

656. Procedure when alarm is sounded. - Upon the alarm being given, the reserve guard shall arm themselves with rifles loaded with ball ammunition and fixed bayonets and stand outside the prison in readiness. The main gate sentry with their or other warders shall be posted between gates and unless the prisoners are actually threatening the main gate, the rest of the force available shall enter the prison armed with batons and proceed at the double to the scene of the disturbances. If the prisoners are threatening the main gate, it must be defended until the guard is strong enough to enter and drive the prisoners back. The armed

reserve guard shall not enter the prison or arrive at the scene of the disturbance until specially sent by the officer in command.

657. Duty of convicts on hearing alarm.- It shall be the duty of every convict immediately upon the alarm being given, to run at once to previously selected places of security, usually the nearest sleeping barrack, where they shall be as far as possible locked in by the warders inside the prison. Prisoners should be warned that neglects of this rule shall render them liable to be treated as participating in the outbreak and to be fired on.

658. Method of quelling disturbances:

(1) On reaching the scene of disturbance, the guard shall proceed to quell it by means of baton charge or by the use of tear gas, if available, as the officer in command may decide, action being first directed to preventing any attempt to escape, to isolating the rioters from other convicts, and to rescuing any prison officer who may be in danger. If the disturbance is accompanied by violence to any prison official or by a combined attempt to be out of the prison, or of any yard or enclosure, the officer in command shall warn the prisoners that they will be fired upon if they do not submit. If circumstances permit of the delay, this warning shall be given three times. If the prisoners do not submit or the outbreak or disturbance cannot be quelled by the means referred to above, the officer in command may summon the reserve guard and open fire on the refractory prisoners, but shall stop firing as soon shall they cease resistance or submit. Only minimum force necessary shall be used in all circumstances.

(2) On arrival of the Superintendent or Additional Superintendent their orders shall prevail and all officers from the rank of Jailor and below shall act as per their orders.

(3) Prison officials shall not attempt to disperse a mob outside the prison, unless the prison staff is threatened.

(4) Enquiries on incidents like assaults on prison officials shall conducted by the Superintendent or such other officer as the Inspector-General may direct.

659. Defense of main gate. - The main gate sentry and the additional warders posted between gates shall defend the main gate. If prisoners cannot be driven back by other means than by opening fire. Firing shall be resorted to after due warning. The firing shall be stopped as soon as the prisoners are driven back.

660. Disturbance within wards. - If the disturbance occurs within the wards, as at night, the available force shall enter the prison armed with batons and shall proceed at the double to the yard gate, when a party shall be detached to enter the ward and quell the disturbance the remaining force remaining at the yard gate.

661. Treatment of extramural gangs. - Gangs which are outside the prison when the alarm is sounded shall be at once collected and halted under the charge of their escort until the disturbance is over, the convict being made to sit down close together. If situation permits, these gangs shall be taken in and locked up in a ward with a view to release the warders in charge of the gang for other duty.

662. Rehearsal of procedure on alarm. - It is of importance that, if an outbreak occurs, every man shall know precisely what he has to do and with this object an alarm parade shall be held once in two months or often in each prison, at which the procedure laid down in the foregoing rules shall bareheaded as accurately and as promptly as possible. It shall be especially impressed on convict that the alarm being given, they must run at once to the assigned place of security, failing which they shall be held to be taking apart in the disturbance and shall be liable to be fired on. No arms shall be taken inside the prison during practice alarm parades. The Superintendent shall record in his journal the fact of alarm parade having been held and whether the rehearsal was satisfactory.

III. ACCIDENTS AND SUICIDES

663. Procedure when unnatural death occurs.-

(1) Whenever a sudden or violent death or a death from suicide has taken place in a prison, immediate notice shall be sent to the Superintendent and the Medical officer, and the body shall, if life be extinct, be left in the position in which it was found, pending inspection by these officers.

(2) Should it be uncertain that death has occurred, measures shall be at once taken to restore animation and for this purpose the body may be removed, immediately on its discovery, from the position in which it was found.

(3) In the case of prisoner found suspended by a rope or any other like material and if there is reason to suppose that life is not extinct, or the point is doubtful, the body shall be at once raised to relieve pressure, pending the cutting or untying of the rope, or any other like material and laid gently on the ground; all measures shall be taken to restore consciousness, without waiting for assistance, which however shall be called without delay. Rule 982 clause (4) shall also apply.

664. Intimation to enquiring Magistrates and Police Officers:-

(1) Intimation of all deaths, including the deaths of children who reside with female prisoners, occurring from whatever cause in the prisoners in History Ticket State of Tamil Nadu shall be sent to

(a) The nearest Magistrates empowered under sub-section (4) of section 174 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) to hold inquests;

(b) The Officer in charge of the police station having jurisdiction who is required to make a preliminary investigation.

(2) The body of the deceased prisoner or the deceased child of the female prisoner shall be kept for the Inspection and orders of the officer holding the inquests. No prison officer shall be a member of panchayat formed to express an opinion as to the cause of death of any prisoner or deceased child of the female prisoner.

665. Post-mortem examination.- A post-mortem examination shall be carried out by the Medical Officer in respect of all cases of death of prisoners or their children who reside with them occurring inside the prison premises or in prison hospitals or in transit from one prison to another or from the prison to the outside hospital. A full report on the circumstances of the death shall be sent by the Superintendent without any delay to the Inspector-General for submission to the Government with this report, shall be submitted the reports made by the police and Magistrate, the nominal roll, copies of Judgments, the reports required by section 15 of the prisons Act, 1894 (Central Act IX of 1894) and the deposition of witnesses. Documents in languages other than English shall be accompanied by an English translation.

666. Custody of articles used for suicide.- Knives and tools used in work sheds and barbers or tailors implements shall be counted over and locked up by the warders at the close of work. Well ropes shall be properly secured or locked up, and wells protected so as to prevent persons falling or throwing themselves in. Care shall be taken that nothing that may be used for suicidal purposes is left about in the prison.

667. Precautions against the prisoners with apparently suicidal tendencies. - Prisoners with apparently suicidal tendencies shall be carefully watched and not left alone in a cell.

668. Employment of convicts on dangerous works.- When prisoners are employed in blasting well sinking, excavations, or other work of a dangerous character, it shall be the duty of the officer conducting the work to take every reasonable precaution to guard against accidents. In blasting operations, no convict shall be employed to fire the charge. In excavations, the side shall be sloped or cut in steps.

669. Custody of poisons. – Poisonous drugs and drugs inducing drowsiness, surgical instruments and other similar things shall not be left within the reach of prisoners. The word "Poison" in large printed characters shall be affixed to every receptacle containing any poisonous drug. All these shall be kept under lock and key, and the key shall not be entrusted to a prisoner.

670. Precaution against drowning. - A strong rope and grappling irons shall be kept in the guardroom of every prison, to be at hand in case of accidents in wells.

IV. FIRE

671. Prevention of fires.-

(1) Special care shall be taken to use kerosene and gas lights in any office room or storeroom. Even in the maintenance of eclectic lights, any leakage shall be immediately brought to the notice of Jailor for immediate rectification.

(2) All staff in charge of offices and stores shall go round the offices and storerooms before they are closed for the night and shall satisfy themselves that everything is safe.

(3) Fires shall be used in the workshops in properly constructed fireplaces and the senior officer who locks up the prison shall satisfy himself, before leaving, these fires are extinguished. The concerned senior technical staff of the section shall also be responsible in this regard.

(4) No burning coal or wood or other fuel used in kitchen shall be allowed to be taken out. Those in charge of kitchen shall be responsible for any violation.

(5) There shall be fire hydrants and fire fighting equipment (sand and water buckets, etc) in all parts of the prison and especially at all vulnerable points as may be decided in consultation with the District Fire Officer.

(6) Electric installations in the prison shall be inspected at fixed intervals.

(7) In extramural camps an open institutions, precautions shall be taken such as provision of large supply of water and fire fighting equipment ready at hand.

(8) Fire drill, fire fighting, safety measures and evacuation shall be held once in a quarter and all staff members and prisoners shall participate in it.

(9) In the event of fire breaking out in the prison by day or night, the alarm shall be given as laid down in rule. 655.

(10) Each Superintendent shall draw up instructions adopted to his prison, showing, precisely the respective duties of all members of the prison establishment on an alarm of fire being given, and he shall at least once in six months practice the staff in the fire drill thus laid down.

(11) In the event of an accident resulting in an injury to a prisoner or a member of staff on duty (a) medical attention to the injured shall be given and (b) inquiry shall be immediately held and statements of the injured prisoner or member of the staff and other witnesses shall be recorded.

(12) On an outbreak of fire, immediate information to the fire brigade shall be sent. Till help from the fire brigade is received, very attempt to quell the fire shall be made.

(13) Steps shall be taken to ensure that fire does not spread to other points of the prison and the lives of prisoners and of member of the staff are not endangered.

(14) The Superintendent shall take such action as he thinks fit to save life and property.

V. THE TREATMENT OF EPIDEMICS

672. Chief epidemic diseases and precautions to be taken against them.-

(1) The chief epidemic diseases which are likely to occur in prisoner are – cholera, enteric fevers, gastroenteritis, small pox, chicken pox, measles, mumps, influenza, cerebrospinal, meningitis, pneumonia, plague, beriberi, scurvy and epidemic dropsy.

(2) When epidemic disease is present in the vicinity of a prison, communication between the staff and the infected locality shall be, as far as possible, prevented and special care shall be taken that arrangements to meet an outbreak are complete.

673. Removal to segregation shed. - Every prison shall be provided with two permanent segregation sheds outside the prison walls. On the occurrence of a case or suspected case of cholera, or other infectious disease, the patient shall not be taken to hospital, but shall be immediately removed to one of these sheds while in the other shed, all orderlies and scavengers attending on the case shall be strictly isolated, and on no pretext allowed to enter the prison or communicate with other prisoners until all risk of infection is over. If possible, the prisoners shall be removed to an infectious diseases hospital outside the prison

674. Treatment of prisoners after contact with infection:- All prisoners employed in cleansing a ward in which a case of suspected infectious disease has occurred, or who have been in contact with the patient, shall be detained under medical observation in a separate building, in a manner that was effectually prevent their mingling with other prisoners who have not been so employed, special care being taken that they bathe and feed apart and that their excreta are separately collected and disinfect and before removal.

675. Disposal of prison officers clothing, if infected.- If there is any reason to think that the clothing of any warder or other prison officer is likely to have been polluted by any cholera discharge, it shall be at once withdrawn from use and disinfected.

676. Treatment of infected barrack. - The barrack in which a case occurs shall be immediately vacated, and the inmates kept together and not distributed among the other prisoners. The vacated barrack shall be thoroughly disinfected.

677. Vaccination or inoculating of prisoners, prison personnel and their family members.- Whenever a case of epidemic disease occurs, the Medical Officer shall at once arrange for vaccination or inoculation, as the case may be, of all prisoners and of prison personnel, with all the members of their families.

678. Accommodation of patient: - All over-crowding must be strictly avoided both in the hospital and in every cell and ward. If the epidemic, be severe, it may be desirable to give up the hospital to epidemic cases, removing all other cases to any temporary hospital that can be improvised in a ward or work shed, should there be no better place available. Slight cases of colic or ordinary diarrhoea shall also be treated separately and not admitted to hospital until the characteristic symptoms of cholera and prison diarrhoea have disappeared.

679. Sterilization of drinking water. - The drinking water shall, on the recommendation of the Medical officer, be thoroughly boiled. Firewood shall be made available for the purposes to the minimum extent necessary, not exceeding 300 grams than this. Care shall also be taken that sufficient appliances are provided and there is adequate control to ensure efficient boiling.

680.Boiling of water.- If it becomes necessary, owing to the prevalence of epidemic disease, to boil the drinking water, the Superintendent and Medical officer shall be responsible that the boiling is thorough and that to this end sufficient fuel is issued and sufficient apparatus provided and that a responsible officer deputed to Superintendent the boiling.

681. Observation of healthy prisoners. - The general condition of the prisoners shall be carefully watched, in order to detect incipient cases. During the night, any man attacked by premonitory symptoms shall be immediately removed for treatment. Convict officers shall be required to report at once any sign of sickness, and a prisoner visiting the latrine often than usual shall be placed under observation.

682. Sanitation of latrines. - Scrupulous attention shall be paid to the state of the latrines. If the dry system involving manual conservancy has to be adopted, covered buckets shall be used whenever possible. The latrine shall be washed with 1 in 100 saponified cresol orizal. Latrines shall also receive residual sprays with DDT once in a month.

683. Treatment of hospital floor. - The floor of the segregation hospital shall be washed or sprinkled liberally with two per cent saponified cresol orizal lotion.

684. Disposal of deject.- The dejecta shall be placed in a vessel with a close fitting cover containing an equal part of 4 per cent cresol orizal lotion, kept for two hours, and then buried. The dejecta can also be incinerated with saw dust or paddy husk or kerosene.

685. Attention to persons of prisoners: - Special attention to the cleanliness of prisoners and their clothing shall be enforced. The water used for washing shall not be allowed to remain within the prison walls.

686. Treatment of clothing and bedding. - The clothing and bedding of the inmates of an infected ward shall be either immersed for 30 minutes in boiling water, or stepped in carbolic or cresol lotion 2 percent strength and then dried and returned to them after they have bathed. Hospital clothing and bedding used by infected patients shall be burnt.

687. Disposal of infect corpse.- The body of a person who has died of an infectious disease shall be entirely wrapped in a sheet saturated with carbolic or cresol lotion of two percent strength and buried with the least possible delay.

688. Report to Inspector-General._

(1) The first occurrence of a case of cholera shall be at once, reported to the Inspector-General by telegram and this shall be supplemented on the same day by a written report, stating the circumstances of the case and the measures taken to arrest the progress of the diseases.

(2) Every subsequent case up to the third shall likewise be reported by telegram to the Inspector-General and on the occurrence of the second case, the Superintendent shall submit a report stating at the same time whether he proposes large scale segregation of prisoners within the prison premises, if so, what measures to that end have been taken and, if not, for what reasons such segregation is considered unnecessary. If the Inspector-General is known to be absent from headquarters, the substance of this report shall be telegraphed to him.

689. When disease shall be deemed epidemic.- If within one week after the occurrence of the first case of cholera, three or more cases occur, it shall be concluded that the disease has assumed an epidemic form.

690. Rules generally applicable to epidemics. - The above rules relate especially to the treatment of cholera but are also applicable to other out- breaks or epidemic diseases. Such as small pox and plague, in these cases, the necessity for segregation is equally important. In outbreaks of typhoid fever the changing of the water supply is of the first importance.

691. Daily return during epidemic. - Whenever epidemic sickness prevails in a prison, a daily return in form no. 89 shall be furnished to the Inspector-General. In this

return the Medical Officer shall briefly note the progress of the epidemic, the measures he is taking to arrest it, and any information he may consider of importance. a copy of this return shall also be sent to the Director of Medical services and Family Welfare, the Director Of Medical Education and the Director of Public Health and preventive Medicine, Chennai.

692. Special epidemiological inquiry.- The Inspector-General in consultation with the Director of Public Health and preventive Medicine may call for an epidemiological inquiry or report from the Superintendent whenever he considers such a course advisable. A copy of the inquiry or report shall be furnished to the Director General of health Services, New Delhi.

VI. HUNGER-STRIKES

693. Procedure to be followed in cases of hunger strikes.-

(1) Prisoners who go on hunger-strike shall be warned that no redress of any alleged grievance shall be allowed as long as the strike continues and that they are liable to any prison punishment or to prosecution under section 52 of the prison Act 1894 (Central Act IX of 1894)

After sufficient warning and before the refusal to take food has adversely affected them, and if any other punishment appears unlikely to deter them, they may be prosecuted under section 52 of the prisons Act, 1894 (Central Act IX of 1894). The usual concession in the matter of interviews and letters of such prisoners shall be restricted to members of the legal profession only. If any such prisoner proposes to engage a member of the legal profession or nay member of the legal profession volunteers to represent such a prisoner, a vakalat shall be executed by the prisoner in favour of the member of the legal profession and only that member alone shall be permitted to interview the prisoner in this regard. In the event of mass hunger strike by prisoners, the Superintendent shall permit reasonable number of members of the legal profession to interview such prisoners. For easy identification, these members of the legal profession should be in their formal dress and give the requisition for interview in their letterheads. The rules relating to interviews in their letterheads. The rules relating to interviews and communication with prisoners in chapter XXVII however shall be adhered to in such cases.

G.O.Ms.No.751,Home(Pr,V)Department,dated:16.05.97.
(I,G, NO, 85960/PS2/93 dated 10.07.1997).

(2) In case of mass hunger- strike which amounts to mutiny, the prisoners shall be isolated as far as possible from each other and other prisoners.

(3) When prosecutions are instituted under section 52 of the prisons Act, 1894 (Central Act IX of 1894), the proceedings shall be held within the prison and shall be begun and completed with as little delay as possible.

694. Forcible feeding of prisoners on hunger strike.- It is the duty of the prison authorities to do what they reasonably can to keep prisoners in their charge in health, and to save them from death. Where therefore, on account of hunger strike a prisoner is likely to cause his own death, the Medical Officer may in his discretion, at such stage as he thinks fit, direct that the prisoner be forcibly fed, if in his opinion it is the only means of keeping him alive. Forcible feeding shall not be attempted with unnecessary violence. Until the stage at which forcible feeding is necessary is reached, food approved by the Medical Officer shall be regularly placed at the side of the hunger striker for his consumption and shall be renewed periodically.

695. Daily report to Government: - The Medical officer shall furnish daily reports in form No. 127 on the health condition of the prisoner who is on hunger strike to the Superintendent who shall forward it to Government with copies to the Inspector-General, the Collector and the Superintendent of Police concerned.

VII. OVERCROWDING

696. Overcrowding shall be reported to the Inspector-General.- If prison become over crowded, the Superintendent shall take suitable action as he thinks necessary for accommodating all the prisoners properly duly reporting the Circumstances leading to overcrowding to the Inspector-General. Any other matter pertaining to overcrowding shall always be referred to the Inspector-General for orders.

697. Measures to relieve overcrowding. - As soon as any number of prisoners in excess of the available accommodation is received in any prison or hospital, the Superintendent shall submit an immediate report to the Inspector-General with a statement of the measures which he proposes to adopt to relieve the overcrowding, and such temporary arrangements as he thinks best shall be at once adopted for this purpose.

698. Location of prisoners in sheds or. - Prisoners in excess of the accommodation shall not, except as a temporary measure, be placed in work sheds or verandahs, but shall be located in sheds or tents inside or outside the prison. The Superintendent shall always obtain prior sanction whenever necessary for incurring expenditure in this regard and shall ensure economy in every aspect.

699. Other emergencies. - Suitable action shall be taken according to the requirements and in case of other emergencies; the Superintendent shall report the circumstances to the Inspector-General wherever necessary.

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CHAPTER – XXXIII

MEDICAL ADMINISTRATION

700. Medical administration. - Medical administration is one of the most important matters affecting prison management. The Medical Officer shall give his careful attention not only to the treatment of the sick but to every matter connected with the health of the prisoners and the hygiene of the prison and nothing will count more to the credit of the Medical Officer of prison than success in keeping down the sickness and death rate in prison under their care. They shall help in eradicating malingering by reporting to the Superintendent.

701. Examination of prisoners complaining of illness. - Every prisoner complaining of illness, or appearing to be ill, shall be sent to the prison hospital for immediate examination and further treatment by the Medical Officer or, in his absence, by the Medical subordinate.

702. Visit by the Welfare Officer. - Prisoners in prison hospital shall be visited by the Welfare Officer who shall render help to the prisoner for writing letters to relatives and friends as permissible under the rules.

703. Medical treatment of sick prisoners. - Every prisoner suffering from any active disease shall be brought under medical treatment, either as an out-patient or an in-patient, and his name shall be recorded in the Register of out-patients in form No.81 or in the Register of inpatients in form No. 80 as the case may be.

704. Supply of Medicines of Hospital outside. - Where a prisoner is undergoing special treatment in an outside hospital, the Superintendent shall provide, without delay, any medicine prescribed by the Medical officer of an outside hospital which is absolutely necessary and not available at the said hospital.

705. Detention of a prisoner for observation. - A prisoner may be detained for observation in the hospital for 24 hours without being brought on to any register, if his disease has not been diagnosed, but after that period, whether disease is diagnosed or not, his name shall be entered in the proper register, The number of prisoners detained under observation shall be recorded in the Hospital Roll in form No. 84 and their treatment in the prescription book in Form No. 85. If the Medical officer finds a prisoner to be malingering, he shall at once report the fact to the Superintendent for punishment.

706. Medical Officer to supervise treatment of out-patients.-

(1) The Medical Officer shall daily inspect the outpatients register, and shall order the admission to hospital of any outpatient, if necessary. At least, once a week, the Medical Officer shall examine all outpatients.

(2) Only trifling ailments shall be treated outside the hospital, and the Medical Officer shall be responsible that all other cases of sickness are admitted into hospital. In no circumstances shall cases of dysentery be treated as outpatients.

707. Medical subordinate to treat outpatients. - Subject to the foregoing provisions, the examination and treatment of outpatients may be conducted by the Medical subordinates.

708. Medical Officer to treat sick in hospital. - The treatment of the sick in hospital is the personal duty of the Medical Officer and shall not in any circumstances be delegated by him to any subordinate. If, in his absence, the Medical Subordinate takes any action in the treatment of the sick, he shall, report the action taken in his report Book to the Medical Officer.

709. Medical Officers daily visit. - The Medical Officer shall daily visit all prisoners in hospital and under observation and shall decide whether any prisoner shall be admitted into or discharged from hospital.

710. Record of sick in hospital. - The number of sick in hospital shall be daily recorded in the Hospital roll of Sick in form No. 86. Their treatment and diet shall be recorded in the case sheet in [Form No.87 (1)]

711. Maintenance of case –book.-

(1) In addition to these records, there shall be maintained in every hospital a casebook in Form No.86 in which the history of every case, admitted into hospital shall be recorded.

The Casebook is intended to be a contemporaneous record or diary of each prisoner's symptoms, treatment and diet; all entries in it shall, therefore, be direct and the practice of keeping notes, to be afterwards copied into the casebook, is prohibited.

(2) The entries in the casebook will usually be made by the Medical Subordinate as symptoms appear or treatment is applied, though the Medical Officer will add notes of his own observations, orders, etc. the Medical Officer shall see the casebook daily and initial the entries regarding each case in token of having seen them.

(3) As a general rule the entries in the casebook shall be made day by day, but in chronic cases, where there is little or no change from day to day, the Medical Officer may, by entry in his own hand in the casebook, record that daily entries are unnecessary.

712. Control of hospital diets. - The dietary of prisoners in hospital is entirely under the control of the Medical officer who may either keep the prisoner on the ordinary prison diet of his class, or may place him on one of the regular hospital dietaries, or may order any modification of the prison or hospital diet, or any extras he may think necessary according to the scales of diet prescribed, if any, under the rules.

713. Indent for hospital diets. - An indent in form no. 88 showing the number of hospital diets of each class and extras required, shall be sent not later than 9 a.m. daily to the officer in charge of rations and care shall be taken that diets and extras reach the prisoners promptly. Emergent indents may, in cases of urgency, be sent at any hour of the day, but shall be avoided except in cases of necessity.

714. Preparation of hospital diets. - Hospital diets requiring special preparation shall be cooked in hospital kitchen, and the Medical Officer shall examine these diets frequently and satisfy himself by weighment that the full quantities of the prescribed articles are present, and that they are will cooked. Rice may be cooked in the main kitchen.

715. Precaution regarding milk. - Special care shall be taken with such articles such as milk as are liable to be adulterated or stolen. Fresh milk shall be used, when it can be obtained, in preference to tinned milk; it shall be frequently tested to ensure that it is pure, and should not be accepted if the specific gravity is below 1.025.

716. Supply of hospital clothing and bedding.-

(1) Every prisoner shall on admission to hospital be supplied with hospital clothing and bedding his convict clothing and bedding being withdrawn, and returned to him on his discharge from hospital. Care shall be taken that clothing and bedding are changed sufficiently often for purposes of cleanliness, and that in infective cases all clothing and bedding are thoroughly disinfected.

(2) Every patient in hospital shall be provided with a proper mattress and a pillow and with white sheets.

(3) The prisoners in prison hospitals, who are not habitual and who have had no prison punishments previously shall be permitted, at the discretion of the Superintendents, to sleep outside the prison hospital under proper guard without detriment to their health and on medical recommendation.

(4) If any epileptic is placed in a cell, there shall be no raised masonry berth, but he shall be provided with a mat of a thicker pattern and shall sleep on the floor.

717. Segregation of infectious cases. - Every case or suspected case of infectious disease shall immediately be segregated and the strictest isolation shall be maintained until the Medical Officer considers it safe to discontinue the precautions. The Medical Officer shall give written instructions as to the cleansing, disinfecting or destroying of any infected clothing or bedding, and shall satisfy himself that they are carried out.

718. Segregation of prisoners in the prison hospital.-

(1) Cases of dysentery diarrhoea shall be treated in a separate ward, if possible. All loose stools of such patients shall be disinfected and destroyed by fire and all wards, beds, bedding, clothes and latrine vessels used by them shall be thoroughly disinfected.

(2) Prisoners suffering from venereal diseases shall be segregated.

(3) All cases of pulmonary tuberculosis shall be segregated in special wards. All necessary precautions shall be taken to guard against spread of infection to other prisoners.

(4) All prisoners suffering from malarial fever shall be segregated and provided with mosquito nets.

(5) All Cases with abnormally enlarged spleen shall have boundaries marked on the skin and they shall be provided with some distinctive clothing. Care shall be taken that the spleen is not hurt.

(6) Minor infectious diseases such as scabies mumps, measles, chicken pox, etc., must on no account be neglected. Segregation for the full period must be enforced. Cases of scabies need not, as a rule be admitted into hospital, but segregation shall be enforced.

(7) Prisoners showing signs of lunacy shall not, if they are dangerous, noisy, or filthy, be kept in the hospital, but they shall be kept in the separate cell.

(8) In some case, it shall be well for prisoners in hospital to have some employment. Light work shall, therefore, be provided for them but no task shall be exacted.

(9) Wherever necessary, cases of inmates shall be referred to specialized medical institution with the prior sanction of the competent authority.

719. Indent for clothing and bedding.- The quantities of clothing and bedding required for hospital use shall be reported in good time by the Medical Officer to the Superintendent who shall include them in the general indent in form No.52 or form No.53. as the case may be of prison clothing submitted for sanction by Inspector-General

720. Indent for other articles. - For articles other than diet, clothing and bedding, the Medical Officer shall indent by letter or by entry in his journal.

721. Local purchases of medicines.-

(1) In cases of exceptional illness and in order to meet extra ordinary demands, the Superintendent of Central Prisons, the State prison for Women and the Borstal School, Pudukkottai on the recommendations of the Medical Officer of the prisons and Borstal Schools are authorized to purchase locally from a firm that quotes the lowest price after calling for quotations of medicines which are not supplied by the Medical Stores Depot and are not also available direct from the other specified soures, upto a limit of Rs.100 (Rupees one hundred only) per month, provided that the officer satisfies himself that there is budget provision to cover the cost of such purchases. The Inspector-General is empowered to exercise similar power up to a limit of Rs.2,000 (Rupees two thousand only) per month for any one prison or Borstal School. Such purchases shall in no case result in unnecessary stocking and it is the responsibility of the Superintendent to use his discretion properly and to economies the expenditure.

(2) In case of medicines where the validity is about to lapse, the Medical Officer after proper assessment shall, well in advance and in consultation with the Superintendent of prisons and the Inspector-General arrange for their disposal to the best advantage of Government and in no case the medicines so purchased be allowed to deteriorate and become ineffective. In the same manner hospital equipments not required for use in prison shall also be disposed off

722. Placing indents for the supply of medicines. - The Medical Officers in prison shall forward necessary indents for the supply of medicines to the Medical Stores Depot and other sources specified from time to time through the Superintendent of prisons and the Inspector-General duly countersigned by the latter. Such indents shall be the proper assessment of requirements for a year and reach the sources well in advance before the commencement of the year and to give sufficient time for effecting supplies. The indents shall be so prepared to restrict the purchase of medicines from the local market to the barest minimum admissible and to avoid unnecessary stocking. Supplementary indents shall also be forwarded wherever necessary. In all cases, the matter shall be pursued till the receipt of the medicines indented for. In case of delay the matter shall be reported to the Inspector-General for suitable action.

723. Stock verification of medicines, instruments etc., by the Superintendents of prisons.- The Superintendent of prisons shall conduct physical stock verification of medicines, instruments and the like in the prison hospitals annually in the first week of January. They shall also make surprise stock checking of medicines, medical appliances and the like in the prison hospitals. All differences between the actual weighments and quantities with those shown in the stock books shall be reported to the Inspector-General through the District Medical Officer concerned.

724. Stock verification of medicines and medical appliances.-

(1) The Medical Officer shall for himself conduct annual stock verification of medicines. Medical appliances and the like in July every year and report the differences to the Inspector-General through the Superintendent of prisons or Borstal school. He shall also make surprise checks at least once a month and record the differences in the report book, and intimate the fact to the Superintendent of prisons or Borstal School for necessary action.

(2) There shall also be annual stock verification of those stores either by the Deputy Inspector-General or the Accounts Officer.

725. Appointment of attendants, selection and training of nursing orderlies. - For the purpose of attendance of the sick, a few well conducted convicts of some education and long sentence shall be selected by the Superintendent , in consultation with the Medical Officer and trained as nursing orderlies. A brief syllabus for the training to be undergone shall be drawn up as a guide to the Assistant surgeons who, under the direction of the Medical Officer, shall be responsible for conducting the course

of training. The number of convicts employed as nursing orderlies shall be ordinarily, in the proportion of one for every ten patients. In times of epidemic sickness, and other emergencies, this proportion may be increased and special orderlies may be allowed for very serious cases or for bedridden patients. Convict nursing orderlies, who perform their duties satisfactorily,

726. Appointment of hospital menials. - The Superintendent shall detail a sufficient number of well-conducted convicts to perform the menial duties of the hospital. Such convicts shall be under the orders of the Medical Officer.

727. Case sheet. - Over every occupied bed shall be placed a case sheet and temperature chart in form Nos. 87 (i) and 87 (ii) showing the required particulars, and in every case of fever, entries shall be made in the temperature chart.

728. Bathing and labour of patients. - Prisoners who are not too ill shall be required to bathe daily, at such time as the Medical Officer may direct.

729. Disinfection of Wards. - A ward or a cell in which a case of infectious disease has occurred or been treated shall be immediately disinfected or disinfested thoroughly using disinfectants or disinfectants as prescribed in Appendix V.

Explanation: **-** The disinfection or disinfestations shall be carried out under the personal direction of one of the Assistant surgeons to be nominated by the Medical Officer. The Assistant Surgeons shall be responsible for a thorough and proper disinfection or disinfestations of the ward or cell.

730. Hospital to be clean. - Every hospital shall be kept scrupulously clean and well ventilated. The walls of the hospital shall be scraped and white washed once in six months, and oftener if necessary.

731. Proper place for washing. - A proper place for washing and boiling the soiled hospital or other clothing and sheets shall be provided and blankets and work clothing shall frequently be boiled.

732. Procedure on death of a prisoner.-

(1) In the event of death of any prisoner, the Medical Officer 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 cause of death, and in every case in which death appears or is likely to have been the result of an offence punishable under the Indian Penal code (Central Act XLV of 1860) he shall make a complete and regular postmortem examination of the body of the deceased. In the event of several deaths resulting from any prevailing epidemic, a postmortem examination shall be made in one or more cases to be selected by the Medical Officer.

(2) Whenever the mortality in the prison during a month exceeds one per cent per annum, he shall record in the monthly return, an explanation of the cause of such excess of mortality. In cases of unusual mortality, he shall make a special report on the subject for transmission to the Government through the Inspector-General.

(3) The provisions of sub-rule (1) shall mutatis mutandis apply to the case of a death occurring amongst the officers of the prison while employed on duty at or within such prison.

(4) The record required by section 15 of the prisons Act, 1894 (Central Act IX of 1894) shall be made by the Medical Officer in the casebook.

733. Treatment of malingerers. - If the Medical Officer is of opinion that a prisoner is malingering, he shall at once report the fact to the Superintendent. Treatment for other than curative purpose is strictly prohibited.

734. Treatment of prisoner discharged from hospital. - Every prisoner on discharge from hospital shall be put to labour or placed on the "Invalid Gang," as the Medical Officer may direct.

735. Composition of Invalid gang. - The invalid gang shall consist of-

(i) those who from age or bodily infirmity are physically and permanently incapacitated from the performance of hard or medium labour; these will be permanent members of the gang.

(ii) those who have been discharged from hospital as convalescent, but are temporarily unfit to perform hard or medium labour;

(iii) men who, though not permanently incapacitated for labour, nor lately discharged from hospital, nor labouring under any active disease, are generally out of health. This class shall contain all convicts passed as if for light labour only, prisoners exhibiting scorbutic or malaria scorbutic gums, those found to be steadily falling in weight, and those who anaemic.

736. Treatment of invalid gang. - Prisoners on the invalid gang shall be given some light work suited to their strength and shall as far as possible be kept together for purposes of diet and observation, both by day and night, a register of them shall be kept in Form No. 82 and no prisoner shall be placed in discharged from this gang without the permission of the Medical Officer. They shall be examined daily by the Medical Subordinate, and once a week by the Medical Officer.

737. Special dieting of prisoners not in hospital. - The Medical Officer may recommend any special diet for any prisoner of the invalid gang, for reasons to be recorded in

the journal and such recommendations shall not be made a matter of routine and every prisoner, not being a patient in hospital, who receives special diet on medical recommendation shall be brought on the invalid gang register. If in his absence, the Medical Subordinate recommends the issue of such special diet, he shall report to the Medical Officer for his approval. Such issue of special diet shall always be in lieu of ordinary diet to which the prisoner is otherwise eligible and if it is continued for more than a fortnight, it shall be reported to the Inspector-General. The Medical Officer owns the responsibility to economies the expenditure on this account and shall exercise utmost possible care in recommending special diet to the prisoners.

738. Return of death of prisoners transferred on ground of health. - If any prisoner other than a prisoner suffering from tubercle who is transferred for the benefit of his health dies within three months of his transfer, of the disease on account of which he was transferred, or if he dies of tubercle at any time, his death shall be borne on the returns of the transferring prison. But if he dies on a different disease or after the lapse of three months; the casualty shall be borne by the receiving prison.

***Explanation:* -** Rule 571 governs transfer on medical grounds and Rule 631 to 636 governs release on medical grounds.

739. Vaccinations of prisoner on admission.-

(1) Every prisoner admitted to prison shall be vaccinated, on admission or as soon afterwards as possible, unless-

(i) He shows clear evidence of being protected again small-pox either by having suffered from the disease, or by previous vaccination, or

(ii) He is undergoing a sentence which will detain him in prison for a period not exceeding one month.

(2) The Medical Officer may, at his discretion dispense with vaccination or revaccination in any case in which he may consider it undesirable or unnecessary.

(3) Every prisoner admitted to a prison shall be inoculated against typhoid on admission or as soon afterwards as possible. Other protective inoculations such as inoculations against cholera, and the like shall be given whenever the Medical Officer considers such inoculation necessary in the interest of the health of the prison population.

740. Vaccination Register: - A vaccination Register in from No.63 shall be maintained and the particulars of those vaccinated shall be entered in it. When failure is not attributed to immunity arising from previous vaccination or from smallpox, the operation shall be repeated. All attempts to render the operation unsuccessful shall be brought to the notice of the Superintendent.

741.. Medical examination of the members of the staff.- Medical examination of the members of the staff may be provided at least once a year regularly in consultation

with the Superintendent of the prison. Reports at least once a year regularly in consultation with the Superintendent of the prisons. Reports of such medical examination shall be kept in the office of the Superintendent.

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CHAPTER – XXXIV

SANITATION

I. ACCOMMODATION AND VENTILATION

742. Capacity of ward to be inscribed near door.- Near the door of every ward the number of cubic and superficial meters which it contains, and the number of prisoners which it is capable of accommodating shall be recorded. No prisoners in excess of the accommodation thus fixed shall be confined in any ward.

743. Minimum allowance of superficial and cubic area in wards. - (1) Every prisoner in a ward shall be allowed not less than 4.18 square meters of ground space and 16.8 cubic meters of breathing space. The height of the walls of a ward shall not be less than 396 centimeters and in calculating the allowance of cubic meters per man, no account shall be taken of any air space above 396 centimeters.

744. Minimum dimensions of a cell. - The dimensions of every cell built shall be 366centimetres x 244 centimeters x 396 centimeters high. It shall be ventilated by an iron grated door in front 198 centimeters x 76 centimeters and by two windows 122 centimeters x 61 centimeters one being placed above the door and the other on a level with it on the back wall. There shall also be a recess for night urinals.

Explanation:- For the purpose of these rules, a cell means any compartment intended to accommodate a single prisoner only, while a ward means a compartment for the accommodation of more than one prisoner.

745. Accommodation in hospital. - The minimum floor area and cubic space which shall be allowed fro each patient in hospital is 1,646 superficial centimeters and 22.4 cubic meters respectively.

746. Responsibility for preventing overcrowding. - The Superintendent and the Medical Officer shall be respectively responsible that no prisoners in excess of the authorized accommodation are confined in any ward or in hospital. The lock-up Register in from No. 12 shall show the maximum accommodation of every ward, so that the Superintendent may be able to judge at a glance whether any ward is overcrowded or not

747. Ventilation of wards and workshops.-

(1) The Superintendent and the Medical Officer shall pay special attention to the ventilation of the sleeping wards. In all cases, care shall be taken that there is sufficient lateral, as well as roof ventilation. As the condition of the atmosphere breathed by prisoners can only be judged by visiting the sleeping wards several hours after prisoners have been locked up, the Superintendent and the Medical

Officer shall at all seasons and at uncertain intervals visit the prison at night to satisfy themselves that the ventilating arrangements are adequate, and that the prisoners have not obstructed the means of ventilation with a view the warmth. The results of these visits shall be recorded in their respective journals. The additional Superintendent shall also be deputed for the purpose.

(2) Every possible arrangement shall also be made for-thorough ventilation of the sleeping wards during the day as many hours of free ventilation are required to remove the organic matter which adhere to the walls and which is but slowly oxidized. It is absolutely necessary that the bedding shall be removed out of the barracks for several hours daily. Efficient ventilation is essential in workshops. There must be sufficient light in every work shed to enable workers to see clearly without any effort. In work sheds where prisoners work with their legs in a pit, care shall be taken that such pits are damp-proof.

748. Walls to be colour-washed or white- washed.- The exterior of prison buildings shall be colour washed and the interior white-white-washed from time to time, as my be necessary. The interiors of barracks, wards and cells, in which prisoners are confined, shall ordinarily be whitewashed to a height of 3.05 meters from the ground twice a year.

749. Names of blocks to be shown: - The names and numbers of the blocks and other important buildings and enclosures shall be shown upon them in a conspicuous and suitable position. The date of white- washing shall also be shown in distinct figures.

750. Planting of trees.

(1) Grass shall be grown and trees planted and kept neatly trimmed in or near the prison wherever practicable. Ornamental garden shall also be maintained in each prison to have salutary effect on the minds of prisoners. Trees shall not be planted too close to walls and buildings so as to prevent their being used for escape.

(2) After each rainy season the inner and outer sides of the perimeter wall and wards shall be rubbed down and pathways inside the prison compound shall be picked up and relaid. Where the paths are made of tarmac the uneven surface shall be leveled properly.

751. Works and repairs. - Prison buildings including quarts for the staff in prison premises are mostly in charge of the Public Woks Department. No additions and alterations shall be undertaken without the orders of the Inspector-General and no plan or estimates shall be obtained by the Superintendent without the sanction of the Inspector-General. The Public Works Department shall be entirely responsible for the construction of petty works and current and special repairs in connection with prison buildings, borne on their registers. All minor works of the nature of construction with prison buildings, borne on their registers. All minor works of the

nature of construction or of repairs to water channels or temporary petty construction shall be carried out by the Department out of departmental budget grants. Prison labour shall be utilized for such works.

II CONSERVANCY

752. Responsibility of all Officers .- It is the duty of all prison officers to pay special attention to conservancy, and official and non-official visitors are expected to satisfy themselves that it is properly carried out

752A. Responsibility of health Officer: - The Municipal Health Officer, District health Officer or the Health Officer of the Corporation as the case may be shall visit the Central Prisons under his jurisdiction once in a month and offer his suggestions in respect of sanitation.

753. Prison area to be kept clean.- The prison area shall be cleaned daily and shall be kept free from all jungle and weeds, accumulations of broken bricks, manufacturing refuse and the like. No cook-room refuse shall be permitted to be thrown on the ground, nor shall rubbish of any kind be allowed to accumulate in or near the prison.

754. Prohibition of cases pools and drains. - Cess pools and drains for sewage are prohibited in or near a prison.

755. Precaution against malaria. - Allow hollow ground, and especially stagnant pools, near prison shall be filed up. The drainage of the ground round about the prison, shall be carefully attended to and where necessary drainage cuts shall be made, with a view to prevent accumulation of water.

756. Medical officer to approve drainage. - The Medical Officer shall bring to notice any defects in the drainage within or about the prison and his not doing so shall be considered poof of his being satisfied with it.

757. Injurious conditions in neighborhood of prison: - If anything that might injuriously affect the health of a prison occurs or is about to occur in its neighborhood, it shall be reported to the Inspector-General. The construction of public latrines, sewage drains or the like near a prison is objectionable and measure shall be taken to prevent it

758. Proper maintenance of latrines.-

(1) Until flush latrines are provided covered latrines on the dry earth system, with partitions dividing the seats shall, when practicable, be provided in each enclosure of the prison. The floor when not of stone or cement shall be of rammed earth, on which 76 or 102 m.m of loose soil shall be spread. This loose

soil shall be frequently renewed. The seats shall consist of single blocks of stone.

(2) Doors shall be provided in the latrines to ensure privacy when the prisoners are using them. Inside cells also, where a flush out latrine is provided, there shall be a wall at least 3 feet high so that the prisoner using it is not visible to the other prisoners in the cells.

(3) Each seat shall be provided with separate receptacles for urine and faecal matter. A sufficiency of dry earth shall be provided and every prisoner shall be required to cover his excreta with a scoopful of it. No water shall be allowed inside in a latrine, but water for personal ablution and a place for washing shall be provided outside.

(4) Provision shall be made for a sufficient supply of dry sifted earth in every latrine, and a stock shall be kept in reserve under cover. The earth to be used must be dry and finely powdered. The more sandy, the less efficacious it is for conservancy purposes.

759. Cleaning of latrines. - The latrines shall be thoroughly cleansed morning and evening and, if necessary, in the middle of the day. Night soils and urine shall be removed in covered iron receptacles from the latrines and shall be passed out of the prison by means of an ejector and not through the main gate. Sweepings and cookhouse refuse shall be disposed of separately from night soil.

760. Sanitation in wards and cells.- Every sleeping ward and cell shall be provided with receptacles for urine and faecal matter, the former being half-filled with water. These receptacles shall be placed on an impervious surface. A receptacle for dry earth shall also be provided, and every prisoner shall cover his excreta with a scoopful of it. The receptacles shall be pained occasionally with coal tar and smeared with crude oil.

Explanation: Rules 259 and 283 deal with particulars as to the removal, cleaning and replacing of receptacles.

761. Disposal of night soil and other refuse.-

(1) Where sufficient land exists, the night soil shall be buried in trenches 46 centimeters deep 61 centimeters broad and of sufficient length to contain the night soil of one day. These trenches shall be prepared at least 24 hours before use so that they remain freely exposed to the atmosphere and sun light. The soil removed from the trench shall be pulverized by a mallet so that no lumps exists. The night soil shall be filled into a depth of 229 centimeters and no more; and the trench filled in with the broken-up earth sufficiently above the surrounding ground to allow for subsidence. The process is to be continued from day to day till the plot is finished when it must be left fallow for at least

six months by which time the night soil will become innocuous. In dealing with urine, the trenches shall be filled with 229 centimeters of pulverized mould first the urine is added to the point of saturation, then the trench is filled in as for night soil. The land shall be plotted out beforehand.

(2) The earth with which night soil trenches refilled shall be tightly rammed and if flies become numerous in any prison, the Superintendent shall at once personally take steps to ascertain whether they are coming from these trenches by netting them with muslin for a few days. If it is found that flies are coming from there, more attention shall be paid to the method of disposal of night soil. As a further prevention against flies, sheets of soil sacking may be tightly fastened over the recently closed trenches and covered with layer of earth.

(3) All refuse from the cook-house not fit as food for cattle shall be disposed of in the same way as night-soil, but sweeping and dry garbage must be thrown into a manure pit on prison land as far from the prison as possible. An alternative method of disposal of refuse is to render it harmless by burning it in a suitable incinerator.

(4) Urine when not trenched in the manner described in sub-rule (1) above shall be disposed of in the garden separately from night soil. It shall be diluted and thinly scattered, as otherwise, it becomes offensive and is injurious to plant life from its stimulating properties.

762. Precautions against polluting water-supply- Care shall be taken that night soil and urine are not applied where they can be a danger to the drinking water-supply. The disposal of night soil and urine must always be strictly controlled and should be placed under the supervision of a responsible office.

763. Selection of source of water-supply.-

(1) The sources from which the drinking water is derived shall be carefully selected and protected from pollution. In selecting sources of supply for drinking water, it shall be remembered that the deeper the well the less is the probability of contamination and in protecting wells, it shall be borne in mind that all dangerous impurities come from above, either down the mouth of the well or by percolating of polluted surface water.

(2) Wherever Corporation or Municipal or Panchayat or Township or Cantonment water supply exists, arrangements shall be made to connect the prison with it.

764. Maintenance of drinking water wells.-

(1) The mouth of every drinking water well shall be completely closed in, and the water shall be raised by a pump. The surface immediately surrounding the well shall be covered with a sloping cement platform with a drain round it to carry off split water, and the well shall be lined to a sufficient depth to render the tube impermeable.

(2) Every well shall be cleaned out once a year, and the date on which this is done a shall be recorded.

(3) Once a week, the depth of water in each drinking water well shall be tested and a record of the results maintained.

765. Filtration of water.-

(1) Water intended for drinking may be filtered or not, according as the Inspector-General, on the advice of medical and sanitary authorities, may direct.

(2) No sewage drains or effluent drains from mills and factories or other public nuisance which shall affect the health of the prisoners should be allowed near any prison.

(3) There shall not be any seak pit for sanitary privies within radius of 15 meters of any ring well or tube well.

766. Drawl of water: - Distribution of clean water is of paramount importance. Buckets used for drawing water for domestic purpose shall be used for no other purpose, water vessels, barrels, tanks and reservoirs shall be frequently cleaned out, and the water drawn by means of a tap, and the lid fastened down after it is filled.

767. Supply of drinking water.-

(1) Suitable arrangements shall be made to supply every inmate of a ward and cell with a sufficient quantity of fresh drinking water in closed vessels for day as well as night use. It shall be the responsibility of the warder on duty to see that the pots are filled with drinking water before the prisoners are locked up.

(2) Prisoners at work shall be supplied with an adequate quantity of drinking water. If water is to be stored, it shall be done in covered receptacles which must be thoroughly cleaned out daily;

768. Analysis of water.-

(1) Samples of the water in use for domestic purposes in every prison shall ordinarily be submitted to the Director King Institute, Chennai twice yearly, for both chemical and bacteriological examination.

(2) In the event of an outbreak of epidemic disease in any prison which there is reason to believe might be due to contamination of the water-supply, or if in the opinion of the Medical officer a special and immediate examination of the drinking water is necessary, he should communicate his opinion by wire to the director of Public Health and Preventive Medicine and that officer shall make his own arrangements to obtain the necessary samples for analysis.

(3) The Director, King Institute, Chennai shall in due course; forward a copy of his report of analysis, through the Director of Public health and preventive Medicine and that officer shall make his own arrangements to obtain the necessary samples for analysis.

***Explanation:* -** The manner of preparing and despatching samples of water for analysis shall be as laid down the rules in Appendix VI.

769. Disinfection of wells.- When there is reason to believe that any of the wells from which drinking water is obtained is a source of danger, it shall be treated at intervals of three days with permanganate of potash as may be deemed necessary and in consultation with the local Health Officer.

770. Provision of water to staff Quarters. - Provision of adequate supply of wholesome water shall be made for the residential quarters of staff. The conditions on the cleanliness of water shall equally apply.

IV BURIAL OF THE DEAD

771. Disposal of corpses.- The body of any prisoner including that of a child residing with female prisoner who dies in a prison shall be disposed as follows:-

(1) If there is reasonable chance of a prisoner's or child' relatives or friends reaching the prison within 24 hours of death and if suitable arrangements for the preservation and safe-keeping of the dead body can be made, the body may be kept for 24 hours so that the relatives or friends may take delivery of the body or be present at the time of disposal of the body. If there is no chance of relatives or friends reaching within 24 hours, the prison authorities shall dispose of the body in accordance with clause (3). The delivery of a body to relatives or friends shall be subject to the conditions that there shall be no public demonstration of any nature in regard to its removal. The Superintendent of the prison shall conduct an identification test to ensure that the dead body is the body of the particular prisoner and satisfy that the marks of identification mentioned in the convict register tally with those in the dead body and furnish a certificate to that effect before the body is handed over to the relatives or friends or otherwise disposed of. In any case, the body shall not be handed over or otherwise disposed of before the inquest and the post-mortem examination are conducted in accordance with the rules 664 and 665.

(1-A) In case the next of kin of the deceased prisoner express his inability to meet the cost of transport of the dead body and make a written request to transport the dead body at Government cost, the Superintendent of the prison concerned may, in deserving cases, at his discretion, arrange for the transport of the dead body to the place of the last known residence of the prisoner or to that of the applicant, as the case may be, at Government cost at the rate of Rs.3/- per kilometer subject to a Maximum of Rs.750.

G.O. Ms. No. 388, Home (prison –Visitor), 1st March, 2004- published in Tamil Nadu Government Gazette, Part III, Section 1 (a) Issue No. 11, page 20, dated 24th March, 2004.

(2) The bodies of Muhammadan and Christian prisoners who die in prisons and those of Hindu prisoners who die in Central Prison, Chennai and which are not made over to friends or relatives, may be handed over to Khazis, Christian priests and the Chennai Hindu Sevak Sangh, Chennai respectively, for burial cremation as the case may be, subject to the conditions laid down in Sub-rule (1) and to the condition that there shall be no public demonstration in regard to the removal of the bodies of prisoners connected with any political movement.

(3) The bodies of Indian prisoners not disposed of under clause (1) or clause (2) shall be wrapped in a new cloth and buried in the prison burial ground.

Explanation: - The provision contained in rule 938 shall also apply.

772. Registration of birth or death in prison:-

(1) The Jailor shall send intimation in respect of birth or death in a prison, in writing to the Register of the locality appointed for the purpose under the Registration o Births and Deaths Act, 1969 (Central Act XVIII of 1969).

Explanation: - The following officers specified in column (1) of the Table below have been appointed as Registers for the local area specified in the corresponding entries in column (2) thereof as per Notification IV issued with ***G.O Ms. No.559, Health and Family Planning Department, dated the 15th March 1977*** under subsection (1) of section 7 of the Registration of Births and Deaths Act, 1969 (Central Act XVIII 1969).

THE TABLE

Officer	Local area
(1)	(2)
Sanitary Inspector (v)	Registration Divisions in Corporation of Chennai
Health Assistant	Registration Divisions in Corporation of Chennai
Health Assistant	Registration Division in Municipality, Municipal Township
Executive Officer /health Assistant/ Sanitary	Town Panchayat
Village headman of the biggest Revenue village of the Panchayat	Village Panchayat
Health Assistant	Village Town Panchayat in Shencottah taluk in Kanyakumari district.
Health Inspector/health Assistant /Sanitary Inspector	Cantonment
Estate Manager; Plantation Manager	Estate /Plantations.

(2) Deaths of all prisoners whose fingerprints have been taken and if known in prisons, shall be intimated immediately to the Finger Print Bureau.

(3) When a Military prisoner dies in the prison, immediate report thereof shall be given to the Commanding Officer who sent him to the prison.

(4) When a foreign prisoner dies in the prison immediate report shall be sent to the District Magistrate of the district and the Inspector-General for further communication to Government. The Government shall inform the Embassy or the appropriate authority about the death of the Foreign prisoner.

(5) Where a woman prisoner dies in prison and leaves a child behind, notice shall at once be sent to the District Magistrate of the district who shall make arrangements for further care of such child as may be deemed fit.

(6) Where a convicted prisoner dies in prison his warrant shall be retuned to the court from, which it was issued with an endorsement certifying the cause and date of death. Where a remand or an undertrial prisoner dies in the prison, the Court or Courts in which the case or cases are pending, against the deceased shall immediately be informed of the fact of death in writing.

773. Recording of death. - Entries relating to the death of a prisoner shall be made in the concerned registers and in the History Ticket in detail and in the Hospital records. All records relating to the death of a prisoner shall be preserved for a period of not less than two years.

774. Disposal of the dead bodies of prisoner dying in civil Hospital or asylum.-

(1) When a prisoner dies in a civil hospital, the Superintendent of that hospital may in consultation with the Superintendent of the prison hand over the body of the prisoner, who had died in the Hospital to his relatives or friends, if claimed. .if, however the relatives or friends of not claim the dead body of the prisoner, the Superintendent of the hospital may treat the deceased prisoner as a destitute and dispose of the dead body through the municipal authorities.

(2) The disposal of the dead bodies of prisoners dying in civil hospitals shall be subject to the condition that there shall be no public demonstration in regard to the removal of the bodies connected with any political movement and in the case of bodies of prisoners who are treated as destitute, their disposal through municipal authorities shall be subject also to the provisions of the Tamil Nadu Anatomy Act, 1951 (Tamil Nadu Act XVIII of 1951).

(3) Unclaimed bodies of prisoners dying by natural causes and of those executed in (1) The Central Prison, Tiruchirappalli (2) The Central Prison, Vellore (3) The Central Prison, Madurai (4) The Central Prison, Palayamkottai, (5) The Central

Prison Chennai and (6) The Central Prison, Coimbatore shall be sent respectively to he Medical colleges at (1) Thanjavur, (2) Vellore , (3) Madurai, (4) Tirunelveli (5) Chennai and (6) Coimbatore for anatomical purposes.

Explanation: **-** The term "civil hospital shall also mean an asylum as defined in the Indian Lunacy Act, 1912 (Central Act IV of 1912).

775. The prison burial ground.-

(1) There shall be an enclosed burial ground attached to every prison to be used only for the burial of prisoners.

(2) The site selected for the burial ground shall not be in the immediate vicinity of any city, town or of village or of the prison itself; it must not be near any source of drinking water used either by the prison or the free population; that the prevailing wind does not blow from it towards the prison and that sufficient ground must be secured to last for at least fifteen years.

(3) The burial ground shall be kept clean and tidy and free from jungle and the graves shall be disposed in regular rows, so as to economies space, but not too close together. The growth of grass about the graves is to be encouraged; the grass being kept trimmed quick growing trees such as the casuarinas should be planted about the cemetery.

(4) No grave shall be less than 183. c.m. deep, ordinarily one grave shall always be kept ready for use. However, on occasions when it is considered necessary, arrangements shall be made to keep more than one grave ready for use. In filling a grave the earth must be well pressed down to protect the body from the depredations of wild animals and it shall be heaped up 31 c.m. above the surrounding ground. Heavy stones or thorns if procurable shall be placed on the top. The provisions contained under section 284 of the Tamil Nadu District Municipalities Act, Panchayat Act, 1958. (Tamil Nadu Act XXXV of 1958) or similar provision contained in any other law for the time being in force governing the local area shall be observed.

(5) The Superintendent and the Medical Officer shall visit the burial ground from time to time and see that it is kept in proper order.

(6) Crematories must always be closed by a fence.

(7) Each grave shall be marked with a piece of wood, metal or stone on which the prisoner's number and the year of death shall be recorded.

CHAPTER – XXXV

THE PRISON GARDEN AND FARM

776. Raising crops in the prison land. - As far as possible, the rations required for prisoners shall be raised on prison grounds. If it is not possible, reasons shall be recorded and next preference shall be given to, such of the crops shall be raised on the prison grounds.

777. Garden to supply all vegetables. - In particular, vegetables required for prisoners consumption shall be grown in the prison garden, and the Jailor or the Deputy Jailor if he is in charge of the garden shall be responsible that this is done. The aim shall be to utilize the available prison gardens to the best advantage to grow more vegetables and to avoid purchase of vegetables from outside when it is not achieved, the explanation for the failure shall be recorded by the Jailor in his report book and submitted to the Superintendent. An extract of it shall also be sent to the Inspector-General of prisons.

778. Charge of garden. - A first or second grade warder of the locality who knows gardening shall be placed in immediate charge of the gardens and may be specially recruited for the purpose if otherwise qualified. In the bigger prisons this warder shall be exempted from night duty.

779. Cultivation of garden. - The prison garden shall be kept clean free from weeds and under growth and as far as possible under cultivation. It shall be enclosed, by a thick hedge, preferably of aloes, or a high wall sufficient to prevent prisoners from seeing over and to hinder escapes.

780. Whole land shall be brought under cultivation. - Whole of the prison land between the outer and inner walls as well as outside the prison walls that may be available for cultivation shall be cultivated to the best advantage.

781. Utilization of all prison lands. - All spare lands shall also be utilized for growing grain, fodder for the cattle or the fuel or such other crops suitable for cultivation, No prison lands shall be left unutilized unless it is incapable of being put to any use.

782. Employment of prisoners. - The number of prisoners employed for the cultivation of vegetables and condiments for prison use shall not exceed ten percent of the total average strength. If more are employed, the Jailor shall be required to show a reasonable profit by the sale of vegetables in relation to the number of prisoners employed in excess of ten per cent.

783. Water supply to garden. - All available sources of water supply in prison gardens shall be utilized to the extent necessary. The main irrigation channels shall be built

of stone or brick and leakages shall be promptly repaired. It is the responsibility of the Jailor and the Superintendent to take necessary steps to install bore wells, wherever necessary. It shall be a continuous process to bring it to the notice of the Inspector-General all such place fit for cultivation and to submit suitable proposals to facilitate regular water supply in all parts of the prison lands and till all such lands are brought under cultivation.

784. Planting of tamarind trees. - Tamarind trees shall be planted inside the prison, if space is available, and on the prison grounds.

785. Nursery. - The nursery shall be located on the best land which is not likely to remain damp or water logged. It shall be within a reasonable distance from the source of water and shall be hedged from the rest of cultivation.

786. Improved method should be adopted. - As far as possible improved methods of cultivation shall be adopted and the use of modern tools and implements encouraged in all prisons.

787. Advice of Agriculture Department may be obtained. - For eradicating plant diseases and use of insecticide and other matters connected with gardening and farming, the advice of the authorities of Agriculture Department shall be obtained by the Superintendent.

788. Maintenance of prison lands and accounting procedure for the coops cultivated therein. - All available lands shall be laid out into plots of convenient size which shall be serially numbered. There shall be a Garden and plot Register in Form No. 94 with not less than two pages duly allotted to each plot. The details of each plot such as its areas, the date of sowing, quantity of seeds utilized, progress in the growth and total quantity harvested shall find place in its page so as to assess the position at a glance. Such details shall be recorded as and when the new crops are sown in every season. Jailor shall periodically visit the prison gardens and an assessment shall be made on the expected yield which shall be recorded in the Jailor's report book. The vegetables and grains which are grown in the garden shall be properly accounted for in the Garden and Plot Register before they are handed over to the Deputy Jailor where it shall be brought on into Ration Stock Register for issues to prisoners. The Jailor shall satisfy himself that all the quantities grown in the lands are brought into stock. Proper precautions shall always be taken against loss or misuse and a responsible officer shall always be present at the time of harvest. If there is any short fall in the output, the Jailor shall record the reasons for himself in his report book and submit it to the Superintendent. The Superintendent shall also visit the garden once in a week and record the fact in his journal.

789. Storage of seeds. - The Superintendent shall see that seeds are gathered for future use from fully developed, disease free and properly maintained plants. Before

storing them in airtight cases or bottles, they shall be dried in the shades for three or more days as may be necessary.

790. Dairy.-

(1) There shall also be a dairy in each prison where a sufficient number of cows may be maintained to supply whatever milk is needed in the prison, provided that it is economical to do so and that sanitary arrangements can be complied

(2) There shall be a periodical assessment of the running of the dairy and if such a review shows any loss and the maintenance of such a dairy is found to be not economical, it is the responsibility of the Superintendent to improve the dairy with the sanction of the Inspector-General. If there are no improvements, it is always open to the Superintendent to close down the dairy under the orders of Inspector-General of prison and resort to purchase of milk outside provided such purchase is economical than to maintain a dairy.

(3) Scale of diet for the dairy animals shall always be regulated in consultations with the Department of Animal Husbandry and under the orders of the Inspector-General, if the feeding charges are found uneconomical when compared to the yield, the matter shall be immediately brought to the notice of the Inspector-General who shall deal with such maters expeditiously.

791. Duty of the prison staff.- It is the duty of the Superintendent and others concerned not merely to observe complete integrity in matters specified in this chapter, but also to be constantly watchful to see that the best possible value is obtained for all the expenditure incurred and to guard scrupulously against every kind of wasteful expenditure.

792. Conduct of auction of animals. - The Superintendent, after obtaining the approval of the Inspector-General shall cull out particular animals and accept the highest bid provided it is advantageous to Government and higher than the book value of the animal. In cases where the highest bid for a particular animal is lower than the book value, the Superintendent shall accept the bid amount after obtaining the written opinion and the recommendation of the rate by the Assistant Director of Animal Husbandry of the locality on the reasonableness of the highest bid. The Superintendent, at his discretion, shall permit the additional Superintendent, where there is such a post and the Jailor, where there is no Additional Superintendent, to conduct the auction of the animals subject to confirmation by him.

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CHAPTER – XXXVI

OPEN AIR PRISONS

793. Definition.- "Open Air prison" means any place so used permanently or temporarily under any order of the State Government for the detention of prisoners under section 3 of the prisons Act, (Central Act IX of 1894).

794. Open Air prisons: - The following are the Open Air prisons in the State namely:-

(i) Singanallur in Coimbatore district.
(ii) Salem (attached to the Central Prison, Salem)

Explanation: **-** The prisons at Singanallur in Coimbatore and in Salem are essentially in the nature of gardens annexed to the nearest Central Prison.

795. The Objects of open Air prisons. - The objects of Open Air prisons are

(i) To relieve congestion in walled prison.
(ii) To train prisoners in proper methods of agriculture for their future rehabilitation;
(iii) To make prisons self- sufficient in agricultural production;
(iv) To give a certain amount of freedom on trust to well behaved prisoners: and
(v) To further the principles of minimum custody and treatment.

796. Eligibility.- The following prisoners are eligible for confinement in the Open Air prisons provided they are willing to work in such prisons namely:-

1) Casual and Star Class prisoners;
2) prisoners who are residents of he State;
3) prisoners having good physical and mental health between 21 and 55 years of age.
4) prisoners with good conduct and emotional stability;
5) prisoners having good family ties;
6) prisoners having fixed place of abode or fixed place of occupation;
7) Prisoners who have undergone three years of sentence excluding remission, but not having more than five years to serve, excluding remission; and; **Omitted.**
8) Lifer prisoners who have undergone three years of sentence excluding remission, but not having more than five years to serve, excluding remission; and; **Omitted.**

G.O.Ms.No.501, Home (prison 5) Department, Dated 04.06.2003
(A.D.G.P. No. 34939/PW2/98 Dated 13.06.2003)

9) prisoners who were previously agriculturists or having agricultural background;

Provided that preference shall be given to those who have availed of he release on leave without breach of conditions.

797. Non-Eligibility. - The following prisoners shall not be normally eligible for confinement in the Open Air prisons namely:_

(1) Known habituals.
(2) Prisoners who have been awarded three or more major punishments for prison offences during the last two years prior to the order of selection.
(3) Prisoners having any case pending in a court.
(4) Prisoners having previous history of serious mental illness or any other disease which may be aggravated in the open condition.
(5) Prisoners convicted and sentenced for offences under section 121, 121A, 122, 123, 124A, 125, 126, 128, 129, 130, 131, 132, 133, 134, 135, 366, 392, to 402, of the Indian Penal Code. (Central Act XLV of 1860)
(6) Escapees and those who have tendencies to escape.
(7) Hired and professional murderers.
(8) Prisoners who have been transferred from an Open Air prison to a closed prison.
(9) Women prisoners
(10) Political prisoners
(11) 'A' Class prisoners
(12) Prisoners considered to be dangerous and notorious in character.
(13) Prisoners convicted of an offence showing depravity of mind.
(14) Any other prisoners or category of prisoners whom the Inspector-General considers unfit for being sent to an Open Air prison.

798. Transfer to Open Air prison.-

(1) The Classification Committee in the transferring prison shall thoroughly screen the case of each prisoner on the following points before recommending prisoners for being transferred to Open Air prisons Namely:

(i) Health (physical and mental) fitness for requirements of living in open conditions.
(ii) Behaviours and conduct in the institution.
(iii) Progress in work, vocational training, education and like matters;
(iv) Inclination towards agriculture;
(v) Group adjustability;
(vi) Character and self-discipline;
(vii) Extent of institutional impacts (Whether the inmate has reached peak points of training and treatment)
(viii) Whether the inmate can be further helped in the institution and whether he will benefit by training and treatment in Open Air prison;
(ix) Whether the inmate is getting institutionalized;
(x) Sense of responsibility; and;
(xi) Fitness for being trusted under open conditions;

(2) It shall be the responsibility of the Superintendent of the transferring prison to ensure that the prisoner proposed for transfer is qualified for confinement in the Open Air prison.

800. Working pattern. - The prisoners confined in Open Air prisons shall be permitted to work in the open space just as agricultural labourers do in villages. They shall stay in the dormitories during nights.

801. Extra concessions.-

(1) The prisoners in Open Air prisons shall be eligible for the following additional amenities over and above those ordinarily admissible to the 'B' Class prisoners under the rules namely:-

(i) 100 grams of extra rice per day;

(ii) 30 grams of gingerly oil once in 10 days;

(iii) 4 beedies per day. **Omitted.**

G.O.Ms.No.683, Home (prison 5) Department, Dated 05.08.2002

(iv) Wages at the rate of Rupees Two per day.

(v) One pair of chapels per year and

(vi) One iron cot.

(2) The prisoners in Open Air prisons shall be eligible for one days' remission for a days' work and two days, for good conduct per month in lieu of remission eligible to the prisoners in Central Prisons under rule 313.

(3) The prisoners of Open Air prisons shall be encouraged to maintain their family contacts. The Superintendent may use his discretion in granting the facility of additional letters and interviews according to the merits of each case.

802. Lockup and unlock up. - The unlock up and lockup in the Open Air prison shall be so arranged that the prisoners work in the fields from 6.00a.m. To 6.30.p.m. with intervals from 8.00a.m. To 8.30 am. For breakfast and 12.30.pm. to 3.00 p.m for lunch and rest. They shall not in any case, be unlocked before 5.30 am and they shall not remain outside after 7.30 p.m.

803. Security. - Security arrangements in Open Air prisons shall be so established that the possibility of escape gets minimized and a sense of security prevails in the neighboring community.

804. Application of rules. - Except in so far as they are inconsistent with the rules in this chapter, all the rules in these Rules shall apply to prisoners confined in the Open Air prisons

805. The Superintendent and the Medical Officer and the Subordinates:-

(1) The Superintendent of the nearest Central Prison shall be the Superintendent of the open Air prison and shall visit the Open Air prison as frequently as may be

necessary but not less than twice in a week. He shall perform all the duties of the Superintendent of the Central Prison in respect of Open air prison under his control. He shall be equally responsible for the proper administration of the Open Air prison. Not less than twice in a week and also at times when felt necessary to attend on the sick in times of emergency.

Explanation: - The nomination of Medical Officer will be made by the Director of Medical Education or the Director of me services and Family Welfare, as the Case may be depending upon the place where the Open Air prison is located.

(2) The number of guarding and other staff employed in the Open Air prison shall be regulated from time to time according to the actual requirements under the specific orders of the Inspector-General of prisons and the Government.

806. Assessment of yield.-

(1) The Superintendent shall assess the growth of the plants and the expected probable yield and record his views in the Garden and Plot Register in Form No.94 as frequently as possible. If necessary, the Superintendent shall also depute a responsible officer of the Central Prison for proper assessment and report at frequent intervals.

(2) The Superintendent or a responsible Officer of the Central Prison deputed by the former, shall be present at the time of harvest until the articles are brought into stock and properly accounted for. The quantity in the yield shall also be recorded in the Garden and Plot Register in form No. 94 and the reasons for variation between the earlier assessment and the actual yield shall also be properly accounted for and recorded.

807. Disposal of produce.- The vegetables, grains and the like grown in the lands shall be properly accounted for and disposed of as may be ordered by the Inspector-General and Government from time to time

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CHAPTER – XXXVII

PROCUREMENT OF RATIONS

808. Method of procuring Rations and the contractors deposits.-

(1) Ration Articles, other than those raised on prison ground shall be purchased following the procedure laid down in the Tamil Nadu Financial code Volume I unless it is otherwise ordered by Government. This procedure shall also apply to articles other than the rations required to be purchased by the maintenance section in a prison or Borstal School.

(2) (i) In all cases in which a contract is made for the Supply of articles of rations, it shall be in form No. 40 and sealed samples showing the quality of the articles, to be supplied shall be annexed to the tender and the agreement as well.

(ii) Whenever practicable and advantageous, contracts shall be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons shall be recorded.

(3) In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

(4) Even in cases where a formal written contract is not made, no order for supplies shall be placed without at the lease a written agreement as to prison.

(5) The contractor shall be required to deposit a sum of money equal to 10 per cent of the total value of the contract as security for its due fulfillment.

Provided that in the case of contractors whose total value of supply of articles exceeds one lakh in a financial or calendar year and in the case of approved contractors, the I.G. of prisons at his discretion shall permit the payment of security deposit at 5% of the total value of he contract. Provided further that in respect of service contractors no such discretion shall be exercised by the I.G.

(6) Payment of security amount shall be strictly in accordance with the provisions of the Tamil Nadu Financial Code, Volume I. The contractors shall be required to purchase and deliver the Government paper themselves or else the contractors' written consent to the purchase of Government paper shall be obtained if the contractor is unwilling to take the risk of loss due to fluctuation in the value of Government paper, the security deposit shall be paid into the treasury as a revenue deposit.

(7) In the case of large contracts and approved contractors, the Inspector-General of prisons, at his discretion can permit the payment of security deposit at 5 per cent of the total value of contract and the said 5 per cent shall not be less than Rs. 2,000 in which case it shall be restricted to Rs. 2,000- EMD 2% and SECURITY 10%

(8) The provisions in rules 180 to 186 apply to contractor's deposits also.

(9) A register showing the amount of security deposited by each contractor shall be maintained in Form No.42.

809. Delivery of Articles.- Dealers from whom purchases are made shall be required to deliver the articles purchased at the prison in such quantities and at such times as may be required and payment shall be made on delivery or as soon after as possible.

810. Procedure on dealer' default.-

(1) If a dealer, whose offer has been accepted, fails to supply the article in accordance with the terms agreed on, the article shall be purchased in the open market at the prevailing market tares at the risk of the defaulting dealer, who shall be liable for any difference between the price which he offered and that ultimately obtained. To render a defaulting dealer responsible for the purchase of the articles which he has failed to supply, the purchase must be made in the open market, and the sum for which he is liable shall be the difference between the price at which he agreed to supply and that prevailing in the open market at the time his supply should have been made.

(2) The terms and conditions of the contract if any shall always be invoked to deal with a contractor in the case of his failure to execute the contract as entered into.

811. Purchase of perishable articles: - Articles which are perishable shall be purchased depending on the requirement. The articles other than those which are required to be supplied by the dealers at the prison premises shall be purchased by a suitable member of the prison establishment. It is not necessary that he should be entrusted with money, as the bills can be presented monthly at the prison and paid. Such daily purchases shall be, as far as possible, avoided.

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CHAPTER -XXXVIII

UNDER-TRIAL PRISONERS

812. Treatment of approvers.- When an undertrial prisoner has been admitted by the Court as an approver, he shall be kept separate at all times from, and prevented from communicating with, other prisoners concerned in the same case. When an approver is detained in custody under section 306 (4) (b) of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) pending the termination of the trail in which he is concerned by the court of Sessions or High Court, the Jailor shall be responsible that the prisoner is not over detained.

813. Warrant of detention. - Undertrial prisoners shall be admitted on separate warrants signed and sealed by competent authority. There shall be separate warrant or order for every prisoner even if two or more prisoners have been jointly accused.

814. Admission hours.-

(1) Undertrial or remand prisoners shall be admitted during usual working hours of the prison. After lock-up no undertrial prisoner shall be admitted except female offenders and prisoners in whose case identification parade is to be held. Prisoners received after the lock-up hour shall be confined in a separate place specially earmarked for such purpose.

(2) If undertrial prisoners are likely to reach the destination after lock-up hour, the transferring prison or sub-jail or the police or military officials shall send advance intimation to the receiving prison.

(3) It is the duty of every prison officer to Endeavour to ascertain whether an undertrial prisoner has been previously convicted and such information as is available shall be immediately forwarded to the Superintendent of Police or the Commissioner of Police, as the case may be, for necessary action.

815. Classification.-

(1) Undertrial or remand prisoners shall be of two classes, namely special and ordinary. The former class shall consist of those who be special status, education and habit of life have been accustomed to a superior mode of living Courts shall make the initial recommendations for classification in the special class to the District Magistrate by whom the recommendations shall be approved or reviewed. Prisoners recommended for classification in the special class shall be tentatively treated as belonging to that class until the orders of the concerned District Magistrates approving or reviewing the recommendations are received.

***Explanation:* -** The provisions regarding classification of undertrial prisoners who have taken part in violent agitation against the State are contained in rule 226 (4)

(2) If an undertrial prisoner desires to make representation against the classification awarded to him, he may be allowed to prefer his representation to the authorities concerned.

816. Treatment of persons detained under section 122 (2) of code of Criminal Procedure, 1973. - An accused person detained under section 122 (2) of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) must be treated as an undertrial prisoner until his case has been decided by the Sessions Court or High Court.

817. Prisoner's children. - Children of female undertrial prisoners up to six years of age shall be admitted if suitable arrangements for their care cannot be made outside.

Explanation: rules 963 to 965 shall apply as regards treatment and welfare of the children admitted into the prison along with their mothers.

818. Undertrial and remand prisoners exempt from labour.-

(1) No undertrial and remand prisoner shall be required to labour and nothing in Chapter XXIV shall apply to such prisoners.

(2) Willing undertrial and remand prisoners be brought under wage earning scheme and paid wages classifying them as unskilled labourers.

(3) The undertrial and remand prisoners other than those willing to do labour shall be kept confined to their blocks and opened only for bathing latrine, meals, medical treatment and for production before court and blocks shall be opened one after another in a staggering manner so that there is no scope for them to assemble at a time.'

G.O Ms. No. 281, Home (Court-II), April 4 2006- Published in Tamil Nadu Government Gazette, part II, Section 2, Issue No. 19, Page 180, dated May 17, 2006,

819. Supply of food to undertrial and remand prisoners: - If an undertrial or remand prisoner has not been in the prison previously, it is the duty of the police or military escort of to see that the undertrial or remand prisoner is given food before he is taken to the prison, if he is likely to arrive too late for the meal. If the police or military escort reports that the undertrial or remand prisoner has not been supplied with food, prison authorities shall make necessary arrangements for the issue of food to him. In case the undertrial or remand prisoner is admitted after the meals have been served, or after the lock-up, he shall be issued diet as per prescribed scale.

820. Transfer of and undertrial or remand prisoner on emergency or on administrative grounds. - During an emergency or on administrative grounds, the Inspector-General is authorized to transfer undertrial or remand prisoners from one prison to another within the State, provided that if a prisoner is transferred to a place outside the jurisdiction of the court concerned, prompt intimation shall be sent to the Court. The prisoner shall be produced before the court on the due date.

G.O. Ms 12., Home (Pri., V) dept., Dated 04.01.2001.

821. Application of other rules.-

(1) The provisions of rule 847 apply to unconvicted criminal prisoners equally with civil prisoners, except that the former are not exempt from handcuffs. They shall be allowed to purchase or receive from outside the prison, raw rations for cooking their food inside the prison, clothing, bedding and other necessaries and to supplement at their own expense the prison supply of diet, clothing and bedding. Where food is supplied at the cost of the prison, the diet provided for 'A' class non- labouring convicts shall be given to undertrial or remand prisoners of the special Class and that provided for 'B' class non –labouring convicts, to undertrial prisoners are inadequately clad or are unable to obtain clothing from outside, outside, suitable clothing other than prison dress shall be provided by the prison.

G.O. Ms. No 683 Home (Pri., V) Dept., Dated 05.02.2002

(2) Undertrial or remand prisoners may also be allowed to obtain oil for toilet purposes at their won cost subject to the condition that the concession is not abused and that the oil is received only at the particular hour prescribed by the Superintendent.

(3) The castle threads of undertrial or remand prisoners belonging to the Brahmin or other thread-wearing castes, the "Lingam" of Lingayat undertrial or remand prisoners and the thali or wedding ring of undertrial prisoners shall in no case be removed. They shall also be allowed to wear Rudrakshamalai and the like on their persons according to their religious customs provided that these shall not pose security or physical danger to themselves or others.

(4) Soap nut, washing soda and washing soap on the scale allowed to 'B' class prisoners in rules 262,292 and 950 may be given to any undertrial or remand prisoner who is unable to provide himself with washing materials.

822. Convict officers not to guard undertrial or remand prisoners: - The rules relating to the guarding of prisoners by convict officers shall not apply to undertrial or remand prisoners.

823. Hair cutting.-

(1) Undertrial or remand prisoners shall not be allowed to cut or shave the hair on their heads or faces, or in any way to alter their personal appearance so as to make it difficult to recognize them. They shall not, however, be prevented from

changing their cloths provided that their appearance is not thereby materially altered when they are presented for identification in the prison or when went to Court for trail. They may also be permitted to wear shoes. When the Medical officer deems it necessary on the ground of dirt or vermin, the hair of an undertrial or remand prisoner may be cut, but it shall not be cut closer than is necessary for the purposes of health and cleanliness.

(2) A prisoner who has been more than a month in prison may, if he so desires it, have his hair or beard suitably cut. He may also be shaved provided it does not so alter his appearance as to make identification difficult.

824. Identification parade by the police.-

(1) The police shall give intimation to the Superintendent of prison of cases in which identification of undertrial or remand prisoners is to be carried out and shall give full description of growth of hair, moustache, beard and the like which the undertrial or remand prisoners had at the time of arrest.

(2) Test identification shall be held and their appearance shall not be allowed to be changed materially

(3) Only such police officers as have been authorized by the District and sessions judge or Magistrate shall be allowed to interrogate an undertrial prisoner while in prison custody, such interviews shall be held in the presence and within hearing of a prison officer.

825. Use of books.-

(1) They shall be allowed the use of such books as are in the prison library. They shall also be allowed to provide at their own cost, such books as the Superintendent may approve.

(2) Special class undertrial or remand prisoners shall further be permitted, if they desire, to purchase at their own cost, the Newspapers, magazines, and periodicals allowed to A class convicts. Books (other than those from the p library), newspapers, magazines and periodicals, shall, if considered necessary, be censored by the Superintendent before issue.

826. Other privileges. - In the matter of other privileges, special class undertrial or remand prisoners shall be treated in the same way as 'A' class convicts and undertrial or remand prisoners of the ordinary class shall "B" class convicts, subject to the rules and orders for the time being in force.

***Explanation:* -** Rules regulating interviews and communications in Chapter XXVII shall apply to undertrials.

(a) Provided that every undertrial prisoner who is arrested and detained in prison for having taken part in any agitation shall be allowed to have interview with any member of legislative assembly or Ex., member of Parliament , with the written permission of the Superintendent.

G.O.Ms No. 1538 Home(Pr.,V) Dated 08-12-2012

(b) Provided that the undertrial prisoners shall have one interview a day with their relatives subject of the maximum of three in a weeks and the numbers of persons to be interviewed at a time shall not exceed three. The count set of the undertrial prisoners to called may have responsible number of interviews as required at the discretion of the Superintendent.

G.O.Ms No. 980 Home(Pr.,V) Dated 06-09-2000.

827. Release of female undertrial or remand prisoner:- As far as possible, female undertrial or remand prisoners shall be handed over to their relatives after release. If this is not possible, she shall be sent to her home as laid down in rule 961.

828. General Discipline.-

(1) Undertrial or remand prisoners shall not be subjected to more restraint than is necessary for their safe custody, the maintenance of discipline and the enforcement of prison rules. They may be permitted to work in their yard if they desire it, but shall not be employed outside it.

(2) They shall not be kept in their cells by day, but any undertrial or remand prisoner who wishes to remain in his cell shall be allowed to do so.

829. Classification and segregation of undertrial or remand prisoners: - As far as possible, undertrial or remand prisoners shall be confined each in separate cell. Apart from their segregation from other classes of prisoners the undertrial yard shall also be divided, if possible, into separate divisions, so that prisoners who have been in prison before, shall be separated from those committed for the first time, adolescent from adult offenders, and special class from the ordinary class.

830. Cleansing of apartments and bedding .- Undertrial or remand prisoners shall be required to keep their yards, wards, cells and bedding clean but shall not be compelled to perform duties of a degrading nature. For these duties and other necessary purposes, convicts may be admitted to the undertrial yard in charge of prison official, who shall prevent any communication between the convicted and the undertrial prisoners.

831. Handcuffing.-

(1) Undertrial prisoners shall not be normally handcuffed except;-
  (a) prisoner involved in serious and violent offences
  (b) prisoners having notorious or dangerous background
  (c) Violent, aggressive and refractory prisoners; and
  (d) prisoners who have previously escaped or are suspected of having escape risks.

(2) Handcuffing of undertrial prisoners may be done at the discretion of the officer in charge of police escort.

(3) No undertrial prisoner shall be handcuffed when he is produced before the Court except with the permission of the Court.

832. Production before Court:-

(1) The duty of ascertaining the time at which a prisoner committed to the Sessions is to be produced before the Sessions Court, and of providing the necessary escort for this purpose, rests with the police.

(2) The Superintendent is responsible for the production in Court, at the appointed time, of a prisoner remanded pending a magisterial inquiry or trial, and shall make suitable arrangements with the Police for the provision of the necessary escort. When possible, a prisoner shall be conveyed to and from the Court in a special conveyance

(2A) If a prisoner remanded pending a magisterial enquiry or trial refuses to attend the Court at the appointed time or resists endeavour to produce him or attempts to evade his production before the Court such minimum force as may be considered necessary by the Superintendent may be used to encounter such resistance of the accused so as to produce him before the Court which has directed the production of the accused.

G.O.Ms.No.1708, Home (prison V) Department, Dated 13.11.1996

(3) A receipt in Form No.60 shall be obtained from the senior police officer of the escort whenever a prisoner, whether committed to the Sessions or under remand, is made over to the charge of such police officer for production in Court.

(4) The police are responsible for the safe custody of any prisoner committed to their charge under the preceding sub rule, till he is returned to the prison or discharged from custody in due course of law. It is for the police to decide whether such prisoner shall be handcuffed or not.

(5) When an undertrial or remand prisoner has to be brought back to the prison even in the event of his acquittal or discharge, the senior police officer of the escort should be informed of the fact and the receipt in form No. 61 Substituted.

(6) When female undertrial or remand prisoners are taken from Court to prisons or vice versa, they shall be provided with conveyance where the distance to be traversed by them exceeds 1.6k.m. Conveyances may also be provided for the shorter distances in cases in which, for reasons of health or custom or other valid reason failure to make such provision would cause undue hardship to them.

833. When undertrial or remand prisoner is sick. - Whenever an undertrial or remand prisoner is sick and the Medical Officer certifies the prisoner's inability to attend

the Court, he shall not be produced before the Court. In such an event, a report shall be forwarded to the Court along with the Medical Certificate.

834. Articles and cash are not allowed to be taken while going to the court. - While going to the Court, the undertrial or remand prisoner shall return all prison articles issued to him. Excepting cloths on his person and papers pertaining to his case the undertrial or remand prisoner shall not be allowed to carry any other articles with him. In case the undertrial or remand prisoner wants to take his cash for legal purposes, the same shall be forwarded to the Court through the police escort. This amount may be utilized by the undertrial or remand prisoner under orders of the Court for purposes like legal defense, cost of copies and the like. The disposal of this amount shall be certified by the police and the prisoner in the appropriate column of the register in form no.43. Under no circumstances, shall undertrial or remand prisoner be allowed to carry cash or valuables if any, on his person.

835. When an additional case is pending.-

(1) When an additional case is pending against a prisoner, the following action shall be taken namely-

(a) Entries of additional cases shall be made in red ink on the remand warrant in appropriate columns of undertrial register and Court diary;

(b) Intimation shall be sent to the Court concerned about pending case stating whether the prisoner is on bail or not in connection with that case;

(c) Intimation shall be sent to police escort.

(2) In the case of an undertrial or remand prisoner having two cases pending against him, for which he is not on bail, an endorsement in red ink shall be made each time he is sent to the Court .

836. Production of undertrial or remand prisoners in other States.-

(1) When an undertrial or remand prisoner is required to be sent to another State for trial, the State from where the undertrial or remand prisoner is sent shall arrange for the escort. Travel and other incidental expenses of the escort and of the undertrial prisoner shall be borne by the requisitioning State.

837. Production of undertrial or remand prisoners before court in civil suit proceedings.- Unless ordered by the Sessions judge, no undertrial or remand prisoner shall be produced before Court for civil suit proceedings.

838. Roll to accompany prisoners;-

(1) When undertrial prisoners are sent to a Court for trial, a nominal roll showing their number, names and a list of property, if any, with a blank column for disposal, shall accompany them. The manner of disposal will be filled in by the court, over the initials of the judge or Magistrate, and the roll returned to the Superintendent. When prisoners who have properties are released either on bail or discharged directly from the Court concerned, the Court shall inform the prisoner on his release by it that he should claim the properties from the

Superintendent of the prison concerned within three months from the date of release and the fact of such communication should be certified by the Judge or Magistrate on the nominal roll itself that he has informed the accused as above. When an undertrial prisoner has to be brought back to the prison even in the event of his acquittal or discharge, the facts shall be prominently noted in red ink in the nominal roll for the information of the Court. When a prisoner is acquitted after trial by a Sessions Court, it is not necessary that a formal warrant of release should be sent to the Superintendent. The Expenditure incurred on the conveyance of such prisoners to and from the courts is debitable to charges fro police custody, but if railway or bus warrants are issued, the entire cost of such warrants is debitable to the police department.

(2) Undertrial prisoners released from the Court shall clime from the Superintendent of the prison concerned their property including cash, if any, held in the prison within three months from the date of their release from the Court. If a prisoner does not claim his property within the specified period of three months, the Superintendent shall cause a notice to be sent to the prisoner by registered post with acknowledgment due, for claiming his property within specified period unless the property is of value of Rs. 50 or less according to the prevailing market rate. If the owner does not claim his property within the specified time, the Superintendent of the prison shall sell the property in public auction. In case the owner of the property claims the property on or before the date of the sale, the property shall be handed over to him. If, however, the property is not claimed within the specified period, the property shall be handed over to the highest bidder by the Superintendent, where the value of the property exceeds Rs. 1000 and above, according to the prevailing market rate, the Superintendent shall, before giving effect to the sale, obtain orders of the Inspector-General for confirmation thereof. The sale proceeds of the unclaimed properties of prisoners in public auction shall be remitted to Government.

Explanation: The procedure prescribed in this rule shall be followed for the disposal of the unclaimed personal properties of the convicted prisoners also, if released from the Courts, when the period exceeds three months.

839. Periodical review of undertrial prisoners: - There shall be a periodical review of all cases of undertrial prisoners by the Superintendent of prison on the period of detention inside the prison before 10th of every month.

840. Prevention of undue detention. - Whenever undertrial prisoners are unduly detained in a prison, the Superintendent shall address the District Magistrates or the sessions Judge concerned with a view to the speedy disposal of their cases or the exercise by them of he power of releasing the prisoners on bail. If prolonged

detention continue, even after the attention of these offices has been drawn to it, the matter shall be reported to the Inspector-General, who shall if necessary bring it to the notice of Government.

841. Recording in visitors' book. - Undertrial prisoners who are unduly detained in a prison may represent their cases to the visitors who shall record their views in the visitors book and the Superintendent of the prison shall take follow up action as may be deemed necessary.

842. Food arrangement during trial.-

(1) Every prisoner who has to be sent to Court shall be given packed food for lunch and if he returns late after 10 p.m. or returns next morning, as the case maybe, then he shall be fed by a subsistence allowance by the escort party at the following rate:-

'A' Class and Special Class remand and under –trial prisoner – Rs. 20

'B' Class and Ordinary remand and undertrial prisoner – Rs. 15.

(2) The following shall be the feeding time of the prisoners who is attending Court of transit.

Breakfast between 6.00 a.m. and 8.00 a.m
Lunch between 1.00 p.m and 2.00 p.m
Dinner between 8.00 p.m and 10.00 p.m

843. Release on bail. - On receipt of a warrant of a Court directing the release on bail of an undertrial or remand prisoner, he shall be at once released and his property shall be made over to him.

844. Superintendent to report if undertrial or remand prisoner seriously ill._

(1) If an undertrial prisoner is seriously ill, the Superintendent in addition to intimating the relatives, shall also report the fact to the Court accompanied by a medical statement of the case, in order that, if the Court sees fit, the prisoner may be released on bail.

(2) The Superintendent may transfer any such undertrial or remand prisoner to a hospital outside the prison in anticipation of the orders of he Court where the Medical officer considers such transfer absolutely necessary in order to conduct a surgical operation or otherwise.

(3) Where guarding of such prisoners in an outside hospital has to be arranged, the procedure laid down in rule 636 shall be followed.

845. Maintenance of me sheets.- The Medical Officer shall maintain a Register in form 48 (ii) for the undertrial or remand prisoners seeking any medical treatment, their condition on admission and injuries if any found on them shall be specifically noted in the said Register by the Medical Officer.

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CHAPTER -XXXIX

CIVIL PRISONERS

846. Civil prisoners to form Separate category. - Civil prisoners shall form a separate category for purpose of confinement and they shall be segregated from the undertrial prisoners and the convicted prisoners.

847. Application of Rules. - No civil prisoner shall be compelled to work against his will and nothing in chapter XXXIV applies to such prisoners. The provisions of chapter XXII and XXIII do not refer to any civil prisoner who is able to supply his food, clothing and bedding, and such of the provisions of chapter XVII as are incompatible with exemption from labour and prison clothing are similarly inapplicable. With these exceptions, all the foregoing rules in these Rules shall apply to civil prisoners.

848. Clothing to be Clean. - Civil prisoners who supply their own clothing and bedding shall be required to dress themselves properly. Thorough cleanliness shall also be insisted on and the Superintendent may decline to allow any clothing or bedding to be introduced into the prison or used until it is, in his opinion clean.

849. Scale of supply of clothing and bedding: - When clothing and bedding is not provided by a Civil prisoner or by the decree-holder, so much as may be necessary shall be supplied at Government cost. The scale of clothing and bedding for a civil prisoner shall be two cotton clothes or one cotton suit consisting of trousers and coat, one cotton carpet, one bed sheet and in the cold months, one woolen Cumbly:

850. Disposal of clothing supplied by decree holder. - Whenever articles of clothing and bedding are supplied for the use of a civil prisoner at the cost of the decree holder, the latter shall be given an opportunity of taking possession of them within one month from the date of the civil prisoner's release. If there be no such claim within a month they may be sold or destroyed.

851. Bathing facility. - Civil prisoners shall bathe at such times as the Superintendent may fix.

852. Restrictions of supply of food from outside.- The supply of food to civil prisoners from outside the prisoner shall be raw ration only and shall be subject to the following restrictions namely:-

(1) It shall be admitted only between such hours after examination by the Superintendent or by any officer authorized by the Inspector-General in this behalf and shall be cooked inside the prison at such places as the Superintendent may prescribe.

(2) It shall be subject to such restrictions for the prevention of unnecessary, unsuitable and unduly luxurious articles of food as the Superintendent may impose.

(3) No civil prisoner shall be allowed to receive consume or use liquor or intoxicating drug, unless prescribed by the Medical Officer on medical grounds and in accordance with the provisions contained in the Tamil Nadu prohibition Act, 1937 (Tamil Nadu Act X of 1937) and the rules made there under,

853. Supply of food on medical grounds. - If the Medical Officer recommends, on medical grounds, any food which a civil prisoner is unable to provide, such articles shall be supplied to him by the Superintendent at Government cost.

G.O. Ms. No. 683 Home (Pri., V) Dept.,. Dated. 05.08.2002.

854. Supply of food by prison. - Civil prisoners unable to provide their own food, for whom subsistence allowance is not paid and civil prisoners whose subsistence allowance has not been paid and who are detained over a Sunday or other prison holidays under rule 864 shall receive food at Government cost in accordance with the scale of diet admissible under the rules for civil prisoners according to their grades of classification. Civil prisoners shall be permitted to cook their own food at such place as the Superintendent may direct and to use their own cooking eating and drinking vessels.

855. Utilisation of charitable donations. - All Charitable donations and bequests of money or money or other approved articles received inside the prison for the benefit of civil prisoners shall be distributed with by the Superintendent to secure compliance, the specific conditions or directions imposed by the donors if they are not contrary to prison rules and such of those articles which are liable to damage by keeping shall be distributed as soon as possible after receipt.

856. Provision of Books and amenities.-

(1) Civil prisoners shall be allowed the use of books in the prison library and to provide at their own cost such books and newspapers or to engage in such harmless indoor games like carom, chess and the like or other means of occupations as the Superintendent considers unobjectionable.

(2) The rules contained in Chapter XXVII entitled "Interviews and communications with prisoners" which regulate interviews and communications shall apply to the civil prisoners as well.

857. Release on grounds of illness.-

(1) In accordance with section 59 of the Code of Civil Procedure, 1908 (Central Act V Of 1908), a civil prisoner may be released from prison.

(a) By the Government on the ground of the existence of any infectious disease; or ground of his suffering from any serious illness.

(b) By the committing court or any Court to which that Court is Subordinate, on the ground of his suffering from any serious illness.

The period of imprisonment of a civil prisoner thus released and rearrested shall not in the aggregate exceed that prescribed in section 58 of the cod of Civil Procedure, 1908 (Central Act V of 1908).

(2) If it is desired to move the Government or the Court under the preceding rule, the Superintendent shall, without delay, forward direct to Government, or to the Court, as the circumstances may require, a report from the Medical Officer showing the nature of the illness of the civil prisoner and a nominal roll in Form No.46 with particulars of the amount of the decree and the name of the creditor.

A copy of the communication sent in this regard to Government or Court shall also simultaneously be submitted to the Inspector-General by the Superintendent. There after the Superintendent shall await the orders of the Government or the Court, as the case may be.

(3) Pending receipt of orders from Government or the Court, the civil prisoner shall, if suffering from an infectious disease, be segregated inside the prison, and if the means of segregation within the prison are not available or the disease is of a particularly infectious character, he shall be provided with accommodation outside the prison and such temporary establishment as may be necessary for his custody and treatment shall be entertained in anticipation of the sanction of the Inspector-General

(4) In case of serious illness or where operative skill is required, the Superintendent may, in anticipation of the sanction of the Court remove such prisoners to outside hospital for treatment. Temporary establishment as indicated in sub rule (3) may be provided for the safe custody of the prisoner, in anticipation of he approval of he Inspector-General until orders are passed by the Court concerned, A brief statement of the cases and a certificate as to the necessity for the transfer shall be furnished to the Inspector-General forthwith.

858. Condition for detention. - No Civil prisoner shall be received into a prison unless the preliminary payment of the monthly subsistence allowance, cost of conveyance for his journey and feeding charges during transit form the civil prison to his usual place of residence according to the rate mentioned in the Court' warrant of committal, has been made, and no civil prisoner shall be detained when the time limited for any subsequent payment lapses without its being duly made.

859. Transfer from one prison to another. - If for the convenience of the State, a civil prisoner is, after commitment to the civil prison appointed under section 55 of the Code of Civil Procedure, 1908 (Central Act V of 1908) for his detention transferred

from that prison to another, he shall be released direct from the prison in which he finds himself at the expiry of the period of detention. As regards the subsistence allowance and journey fare for the return journey in such cases, the amount already collected from the decree holder for the purpose, and which would have sufficed had he been released at the original place of detention, shall be utilized and the balance, if any, met by Government. The escort of the civil prisoner form one prison to another shall be carried out by the regular warder establishment.

860. Scale of subsistence Allowance.-

(1) The monthly scales of subsistence allowance for civil prisoners are fixed by Government form time to time under section. 57 of the code of civil Procedure, 1908 (Central Act V of 1908).

(2) On medical or other special grounds to be recorded in each case, the Court may order such increased allowance as it may thing fit, and may from time to time cancel or modify such order.

861. First payment of subsistence Allowance. - The first payment of the monthly subsistence allowance fixed by the Court shall be for such portion of the current month as remains unexpired when the civil prisoner is committed to prison. This payment shall be made to the proper officer of the committed Court and shall be transmitted to the Superintendent.

862. Subsequent payment of Allowance.- Subsequent payments of the monthly subsistence allowance shall be paid to the Superintendent by the detaining creditor by monthly payments in advance before the first day of each month [order XXI, Rule 39, code of Civil procedure, 1908 (Central Act V of 1908] and each payment shall be the full amount due for the ensuing month or for as many days less than a month as the civil prisoner may have to be detained to complete the full period of his imprisonment. Payment by installments shall not be permitted

863. Latest date for payment of allowance. - If any monthly payment of the subsistence allowance is not received by the Superintendent in advance before the first day of each month and if it is afterwards tendered, it shall be refused. Every payment shall be made during ordinary business hours, and money tendered after lock-up or on Sundays or other prison holidays shall not be received until the next working day.

864. Release of civil prisoners other than on medical grounds or by transfer.-

(1) Under section 58 of the Code of Civil procedure, 1908 (Central Act V of 1908), a civil prisoner shall be immediately discharged from prison;-

(i) On the amount mentioned in the warrant of committal being paid to the Superintendent; or

(ii) On the detaining creditor omitting to pay the monthly subsistence allowance in accordance with the two last preceding rules; or

(iii) On the term of imprisonment as limited by the same section being fulfilled; or

(iv) On an order of the court.

Provided that Superintendent and Jailor are not required to accept payment of the amount mentioned on the warrant of committal or to release civil prisoners on an order of a court after lock up or on Sundays or other prison holidays;

Provided further that in the case of the subsistence allowance paid by a detaining creditor becoming exhausted on a Sunday or other prison holiday and not being renewed, the civil prisoner shall not be released on the preceding day under rule 613 but on the following Monday or working day, as the case may be.

(2) In cases of non-payment of the monthly subsistence allowance in the prescribed manner, the civil prisoner shall be produced before the Superintendent on the morning of the first working day of the month for which the monthly subsistence allowance has not been duly paid. The Superintendent shall satisfy himself by examining the entries, in the Civil prisoner's Register, by checking those entries with the entries relating to the civil debtors batta in the cash book and by questioning the Office Manager or Accountant that the monthly subsistence allowance has not been duly paid, and shall then release the civil prisoner.

865. Subsistence allowance to be excluded from debt.-

(1) The amount disbursed by decree holder for the subsistence of a civil prisoner in prison may not be included in the amount for which the civil prisoners detention is ordered. If in any warrant such amounts are found to be so included, the warrant shall be returned to the Court for amendment. Money disbursed by the decree-holder for the civil prisoner's subsistence between arrest and admission to prison may, however, be included in the amount for which his detention is ordered.

(2) Each payment of subsistence allowance shall be entered in the Civil prisoners Register in form no. 8 together with the date of receipt. If the civil prisoner supplies his own food, the amount of subsistence allowance shall be made over to such persons outside the prison as he may indicate; in other cases, the staple articles of diet as required by the civil prisoner shall be supplied from the prison supplies at cost rates the costs thereof being adjusted as abatement under 'dietary' charges' in respect of different classes of prisons under the relevant head of account and the balance shall be paid in daily installments to the civil prisoners who shall arrange with a prison officer deputed for the purpose to purchase such extra articles of ration, and the like as he may require.

The Jailor shall be responsible for seeing that the civil prisoners are not charged excessive rates for such supplies.

866. Disposal of money on release of civil prisoners:-

(1) On the discharge of a civil prisoner any amount paid to the Superintendent under clause (i) of the first proviso to section 58 of the Code of Civil procedure, 1908 (Central Act V of 1908) , shall be forwarded to the committing court.

(2) The unexpended balance, if any, of the first payment of subsistence allowance forwarded by the committing court with the civil prisoner shall be returned to the Court, but any balance of subsistence allowance subsequently received at the prison from the decree-holder in the suit shall be refunded direct to the said decree-holder.

867. Escorting.- The duty of escorting civil prisoners to or from any Civil Court belong to the Nazarat establishment of such Court, and shall not be imposed on the police or on the warder establishment, except in the city of Chennai.

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CHAPTER - XL

POLITICAL PRISONERS

868. Definition of political prisoners;-

(1) Any one who, for the purpose of furthering any political cause or for any general public benefit and not for his personal advantage, contravenes the law and thereby is detained or is sentenced to imprisonment for an offence without either instigating or abetting in the commission of any act involving using of force or violence and without having acted either dishonestly or fraudulently and without causing loss or damage to any property and his speech and action have been throughout non-violent shall be called a political prisoner and classified as a political prisoner.

Explanation: - The expression "dishonestly and fraudulently" will have the same meaning as is given in sections 24 and 25 of the Indian Penal Code (Central Act XLV of 1860)

(2) All such political prisoners, on their conviction, shall be classified as "A" class prisoners and undertrial political prisoners shall be placed in "Special Class"

Provided that in all acts of omission or commission to the political prisoners except Members of parliament of legislative assembly, former Members of Parliament or Legislative Assembly, or Legislative Council, if any ingredient or common law such as Indian penal code, 1860 (Central Act XLV of 1860) the Code of Criminal Procedure, 1974 (Central act 2 of 1974) or any other criminal law is involved shall be placed in "B" class or treated as ordinary prisoners.

869. Classification of convicted political prisoners:-

(1) The High Court, Sessions Judges, Additional Sessions judges, Assistant Sessions Judges, Chief Judicial Magistrates, Chief Metropolitan Magistrate, Metropolitan Magistrates, Sub Divisional Judicial Magistrates, Judicial Magistrates of the first Class (the last two through the Chief Judicial Magistrates) in cases tried by them originally or in any other case, the District Magistrates shall make the initial recommendation for classifications of convicted political prisoners in Class "A" to the Government by whom those recommendations shall be confirmed or reviewed.

(2) Prisoners recommended by Court for classifications "A" shall be tentatively treated as belonging to the class recommended till the orders of Government confirming or reviewing the recommendations are received.

870. Classification of undertrial political prisoners;-

(1) Court shall make the initial recommendation for classification of undertrial political prisoners in the special class to the chief Judicial Magistrate in the

mofussal or the Chief Metropolitan Magistrate in the city of Chennai, as the case may be, by whom the recommendation shall be approved or reviewed.

(2) Such prisoners recommended for classification in the special class shall be tentatively treated as belonging to that class until the orders of the Chief judicial Magistrate or the Chief Metropolitan Magistrates concerned approving or reviewing the recommendation is received.

(3) Prisoners detained or sentenced to imprisonment for participating in the agitation for Protecting Tamil language shall also be placed in the special class or classified as "A" class prisoners respectively and they shall be provided with all amenities that are admissible to those classes of prisoners.

(4) Political prisoners not classified on their conviction as "A" class prisoners and the undertrial prisoners not placed in special class shall be treated as "B" class prisoners and ordinary class undertrial prisoners respectively.

871. Police verification.-

(1) Notwithstanding anything contained in the above rules, the competent authority may before making their recommendation to Government for classification of prisoners, refer the cases for report to the appropriate police authorities to assess whether the prisoner's case falls within the purview of the conditions prescribed in the rules for classification as such. The Chief Metropolitan Magistrates in the City of Chennai shall consult the Commissioner of Police.

872. Segregation of political prisoners. - The political prisoners so classified as "A" class prisoners on their conviction and the undertrial prisoners placed in "Special Class" shall be completely segregated from other prisoners and lodged preferably in a separated building or in camp prison outside the main prison as a temporary arrangement, apart from segregating the convicted political prisoners from the undertrial, subject to availability of suitable accommodation.

873. Treatment. - Political prisoners on their classification as "A" class prisoners shall be entitled to all privileges accorded by the Government to that class of prisoners. "Special Class" undertrial political prisoners shall be treated in the same way as "A" Class political prisoners subject to the rules and orders for the time being in force.

Provided that the said political prisoners shall be entitled to the privileges as to accommodation, clothing, bedding and furniture subject to their availability.

G.O. Ms. No. 1169, Home Dept, Dt. 11-5-85.
I.G. No. 28799/S4/85

874. Representation. - Any such prisoner who desires to make representation against the classification awarded to him shall be allowed to prefer his representation to the appropriate authority.

875. Application of other rules. - Except in so far as they are inconsistence with the rules in this Chapter, all the rules in these rules shall equally apply to the Political prisoners, wherever necessary.

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CHAPTER – XLI

PRISONERS SENTENCED TO SIMPLE IMPRISONMENT

876. Application of remission and labour rules.-

(1) Prisoners sentenced to simple imprisonment shall not ordinarily be governed by the rules in chapters XIX, XX and XXIV.

(2) Such of those prisoners of this class who elect to do work and who are provided with work and who complete such work to the satisfaction of the Superintendent shall be allowed the scale of diet and wages admissible under the rules contained in chapter XIX which is liable for forfeiture for any prison offence committed by them.

Provided that prisoners who, having elected to do work desire to discontinue to do the work, shall do so after giving notice in advance to this effect to the Superintendent.

(3) No penalty shall be imposed on a prisoner sentenced to simple imprisonment who has elected to work for neglect of work or short work or refusal to work other than reversion to non-labouring class or removal from the work system or both. On such reversion or removal, he shall be restored to his original category.

877. Disciplinary restrictions.-

(1) Prisoners sentenced to simple imprisonment shall clean their own wards and wash their own clothing and shall keep their clothing and bedding neatly arranged and folded. They may be compelled to cook their own food or the food of other prisoners sentenced to simple imprisonment, provided they belong to class shall accustomed in their own houses to perform such duties.

(2) They shall not be compelled to perform menial duties for others, nor shall they be compelled to perform any duties of a degrading character.

(3) They shall remain during the day in the part of the prison assigned to them and shall not wander about the prison, nor enter the labour yards or work sheds.

878. Exercise.- Prisoners sentenced to simple imprisonment who are not doing any work may be allowed to take walking exercise or any other physical exercise within the prison for not more than an hour in the morning and an hour in the evening if the Medical Officer considers it advisable.

879. Hair-cutting and clothing ;- Prisoners sentenced to simple imprisonment shall be permitted to retain their hair as worn on admission and it shall not be cut closer than is necessary for the purposes of health and cleanliness. They shall be allowed

to wear their own clothing, which, if insufficient, may be supplemented by prison clothing:

Provided that military prisoners who are sentenced to simple imprisonment shall not be allowed to wear military uniform while in prison.

880. Ban on wearing symbols of political party.- Prisoners sentenced to simple imprisonment under no circumstances shall be allowed to wear or display in any manner a symbol or thing of a political party on their body, clothing, bedding or otherwise.

881. Application of other rules.- In All other respects, the rules herein contained shall apply to the prisoners sentenced to simple imprisonment but they shall, as far as possible be kept separate from other convicted prisoners.

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CHAPTER – XLII

PRISONERS SENTENCED TO SOLITARY CONFINEMENT

882. Method of executing sentence :- A prisoner sentenced to solitary confinement shall be placed in a separate cell, as far as possible, out of sight and hearing of what is going on outside. He shall be so confined for the periods laid down in section 74 of the Indian penal Code (Central Act XVL of 1860) and such periods shall not be broken except upon the recommendation of the Medical Officer.

883. Calculation of term. - A sentence of imprisonment for a year and day, of which three months shall be undergone in solitary confinement, though legal under section 73 of the Indian penal code (Central Act XLV of 1860) cannot be executed under section 74 of the said code because not more than eighty- four days of solitary confinement can be inflicted in any one year, and the Superintendent shall inform the Court accordingly. A similar discrepancy occurs if a prisoner is sentenced to four months imprisonment of which one is to be solitary, or to seven months imprisonment of which two are to be solitary. The execution of solitary confinement need not be postponed until the expiry of appeal time.

884. When two sentences are imposed. - When a prisoner is sentenced to imprisonment under two separate warrants, of which the second alone awards any period of solitary confinement, the solitary confinement shall not be executed during the duration of the first-term of imprisonment. Similarly, if the term of solitary confinement under one warrant is too long to be executed completely during the term of imprisonment awarded under that warrant, the balance shall not be carried out during any subsequent term of imprisonment undergone under a second warrant.

885. Restriction in similar prison punishment. - A period of cellular or separate confinement awarded shall a prison punishment under the prisons Act 1894, (Central Act IX of 1895) shall not be carried out in continuation of a period of solitary confinement forming part of a judicial sentence.

886. Medical examination;- No prisoner shall be placed in solitary confinement as a judicial punishment until the Medical Officer has certified in form No. 55 that he is in a fit state of health to undergo the said punishment.

887. Search of prisoner and cell. - Every prisoner before being placed in solitary confinement shall be thoroughly searched and any article which it is considered dangerous or inexpedient for him to retain shall be removed. Both the cell and the person of the prisoner shall be carefully searched daily so long as the solitary confinement continues.

888. Ticket outside cell-door. - Outside the cell- door of every prisoner undergoing solitary confinement a ticket showing the particulars mentioned in Form No. 51 shall be suspended.

889. Exercise. - **Prison**ers undergoing solitary confinement shall be permitted to take such exercise in the open air inside the prison as the Medical Officer shall consider to be necessary for their health.

890. Airing of bedding. - The bedding of prisoners in solitary confinement shall be taken out of the cells during the day and exposed to the sun and air for as long a period as the weather permits.

891. Occupant to clean Cell. - Prisoners in a solitary confinement shall keep their respective cells scrupulously clean.

892. Guarding. - A warder or convict warder shall be on duty continuously throughout day and night to guard the cell where any prisoner is undergoing solitary confinement and every such prisoner shall be inspected whenever the officer on guard is changed.

893. Removal in case of sickness. - In case of sickness, immediate notice shall be given to the medical Subordinate on duty who shall visit the cell without delay and examine the prisoner. If necessary , the Jailor may cause such prisoner in solitary confinement to be removed to the hospital, reporting his action to the Superintendent in his report book for the day which he is required to lay before the Superintendent with reference to rule 39.

894. Record of confinement. - On each occasion a prisoner undergoes solitary confinement as a judicial punishment, the Jailor shall note on the reverse of the prisoner's warrant and also on his History Ticket the date on which the prisoner was placed in the cell, the date on which he was removed and the number of days he spent in such confinement. The entries thus made by the Jailor in the warrant and the History Ticket shall bear his initials with date and they shall also be duly attested by the Additional Superintendent or the Superintendent, as the case may be with initial and date.

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CHAPTER – XLIII

PRISONERS SENTENCE TO DEATH

895. Search of prisoners. - On admission, a prisoner sentenced to death shall be thoroughly searched in the presence of the Jailor. A female prisoner under sentence of death shall be searched by the Lady Deputy Superintendent, the Matron or the Reserve Assistant Matron, or by a female warder. Every article of private clothing shall be taken away from him as well shall all other articles of every description, whether money, jewellery or otherwise, and he shall be supplied with a suit of convict clothing. He shall also be supplied with pot, plate and mug of thin light aluminum, and woollen blanket for the purpose of spreading and covering.

896. Medical examination. – On the admission of prisoner under sentence of death, the Medical Officer shall take the height, weight and neck measurement. The prisoners shall also be medically examined and the Medical Officer shall record his observation in the Medical Report book. He shall enquire every deserving female prisoner under sentence to death, whether she is pregnant or otherwise and get her statement recorded and signed.

897. Confinement in a condemned Cell.-

(1) The prisoner shall then be removed to one of the condemned cells. The Jailor shall inspect the cell before the prisoner is placed in it, and shall satisfy himself of its fitness and security. No prisoner under sentence of death shall be placed in a cell having only a wooden door, and if there is an external wooden door in addition to the grated door, it shall be kept open. Prisoners other than those sentenced to death shall not be kept in this yard.

(2) A cell door ticket in form No. 97 shall be maintained in duplicate for every prisoner sentenced to death, of which one shall be suspended outside the cell of the respective prisoner and the other shall be in the custody of the Welfare Officer. All the developments shall be recorded according to the columns, and got initialed by the Superintendent or Additional Superintendent and Jailor.

***Explanation:* -** A prisoner shall be considered to be under sentence to death only when such sentence has become final conducive and indefensible which cannot be annulled or a voided by judicial or constitutional procedure. Till then a prisoner who is awarded the punishment shall not be prisoner under sentence of death. Therefore, such prisoner shall be treated as an ordinary prisoner and afforded all facilities including diet, interview, communication, clothing, bedding and others applicable to prisoners in class "B" shall laid down in the rules.

G.O . MS NO. 124,HOME (PRISONER.V) DEPT., DATED 02..2.94.

898. Removal of a condemned prisoner to the prison or any other hospital.-

(1) Condemned prisoners shall not be removed to the prison hospital for treatment without the sanction of the Government. The Superintendent may however, order the removal of the prisoner to the prison hospital in anticipation of sanction, provided the Medical officer of the prison certifies that the prisoner is in danger of death and requires treatment in the prison hospital. A condemned prisoner removed to a prison hospital shall b e segregated from all other prisoners in the hospital and a special guard of three second grade warders shall be deputed to watch the prisoner continuously by the day and night.

(2) The Superintendent may also order the removal of a condemned prisoner to any hospital for X ray examination, in anticipation of the sanction of the Government, if the medical Officer considers that such an examination is necessary.

899. Provision of guard. - When the prisoner is placed in the condemned cell, a special guard of three-second grade warders shall be deputed to watch him continuously day and night. No. Convict Officer shall be employed for this purpose.

900. Precautions against suicide. - The sentry shall be equipped with a regulation baton. He shall not be armed with a firearm, bayonet or a sword or any sharp weapon. The sentry shall be posted in front of the grated door of the cell. The warder for the time being on duty shall always keep the prisoner in view. To enable him to do this by night, an electric light shall be so fixed or a lantern shall be so placed as to throw a good light into the cells. The keys of the handcuffs, if any are imposed, shall be kept by the Jailor. The keys of the cell door shall be kept by a first-grade warder by day and by the patrolling officer by night, so that they may be able to enter the cell without delay in case of an attempt at suicide. The key of a lock used on a condemned cell shall not be capable of opening any other lock in the prison. If an attempt to commit suicide by the prisoner is noticed, the sentry on duty shall raise alarm for help and enter the cell.

901. Source of guard. - The ordinary warder establishment shall be sufficient to furnish the special guard over a condemned prisoner, but if absolutely necessary. Extra men may be entertained with the sanction of the Inspector-General of prisons. As far as possible, the duty of guarding a condemned prisoner shall be entrusted to permanent warders, the extra temporary men being placed on less responsible duties.

902. Restrictions on communication with prisoner: - The special guard shall allow no one to approach the condemned cell or communicate with the prisoner except the Superintendent, the Medical Officer, the Jailor or a visitor of the prison, the convict servants who attend on the prisoner, and such other persons as may be authorized in writing by the Superintendent.

903. Supervision of guard. - The first grade warder on duty during the day and the patrolling officer during the night shall visit the sentries posted over the condemned cells frequently at uncertain hours. They shall at once report to the Jailor, for communication to the Superintendent any irregularity or suspicious conduct on the part of the prisoner.

904. Guard over several condemned prisoners: - When two or more condemned prisoners are confined at distance apart, a separate guard shall be placed over each; but where the cells are adjoining, it shall be sufficient to post a single guard over every six cells.

905. Daily search of prisoner

(1) Every morning and evening the Jailor shall carefully search the prisoner under sentence of death with his own hands, examine his cell, his handcuffs if any are imposed, and shall satisfy himself that hey are sound and secure, and that the prisoner has no concealed weapon or any article which may be dangerous in his possession. The result of his examination shall be entered in his Report Book. He shall also record daily his observation of such prisoner.

(2) The prisoner shall also be thoroughly checked every time the contingent of guards on duty is changed in the presence of the guard commander.

906. Handcuffing. - A prisoner under sentence of death shall not be handcuffed unless he is so violent as to be dangerous to the guard or to himself. If it is deemed necessary to handcuff the prisoner, the reasons for such action shall be reported to the Inspector-General.

907. Diet

(1) Prisoners under sentence of death shall be allowed the diet prescribed for 'A' Class prisoners, but when the death sentence imposed on a condemned prisoner is commuted or reduced to life imprisonment or imprisonment for a period to be determined by appropriate authorities they shall, from that time, be given diet, treatment and other facilities applicable to 'B' class prisoners.

(2) A condemned prisoner's food shall be given to him after examination by, and in the presence of, the Jailor.

908. Exercise: - Every prisoner under sentence of death shall be allowed such exercise in the open air every day under strict and careful watch as the Medical Officer may consider necessary.

909. Facilities to be extended. - The following facilities shall be extended to the prisoners sentenced to death namely:-

(a) Books for reading. - Condemned prisoners who can read shall be provided at their request with a supply of such books as are in the prison library. Subject to the control of Superintendent, they shall also be allowed to purchase at their own cost, or obtain from their relations or friends any other books which they may wish for, provided the Superintendent may, in deserving cases, purchase books for the prisoners at the expense of Government.

(b) Supply of tobacco. - condemned prisoners on request shall be given betels, and provided the Medical Officer of the prison finds no objection to their supply from the point of view of health. **Omitted**

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(c) Admission of visitors. - All reasonable indulgence shall be allowed in the matter of interview with relatives, friends and legal advisers. It shall be the duty of he religious teacher of his persuasion attached to the prison to visit the condemned prisoner daily and if he expresses a desire to see any other approved religious minister, endeavours shall be made to comply with this request. The prisoner shall remain in the cell at the time of interview. The Jailor shall be present during the interview.

(d) Payment of to and fro transport charges to the nearest relatives for visiting before execution.- the Superintendent of all Central Prison including the Superintendent, State prison for Women shall sanction the actual to and fro transport or conveyance charges to travel within the State of Tamil Nadu either by road or by train by the lowest available class by the shortest available route to not exceeding five close relatives, namely, father, mother, wife, husband, son, daughter, full brother, and full sister of the prisoner who are under sentence of death so as to enable them to come and see such prisoners before their execution if they express a desire to that effect.

Provided that such sanction shall be restricted for only one occasion.

910. Provision of legal aid. - The Welfare Officer shall render all possible help to the prisoners under sentence of death with the nearest taluk or District Legal Aid committees for preparation of appeals and mercy petitions.

911. Date of execution.- When a sentence of death is confirmed by the High Court, the Court of Session will issue a warrant to the Superintendent of prison with reference to section 413 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) fixing the date of execution, which will be not less than twenty-one days nor more than twenty-eight days from the date of receipt by the Sessions Court of the orders confirming the sentence of death. If the date fixed by the Court be a rcognized holiday for prisoners the execution shall take place on the next working day. The warrant shall be accompanied by a copy of the High Court' judgment which shall be at once communicated to the prisoner, after translation if necessary.

912. Appeal to Supreme Court.-

(1) The Superintendent shall immediately on receipt of a warrant for execution consequent on the confirmation by the High Court of the Sentence of death, inform the convict concerned that if he wishes to appeal to the Supreme Court or to make an application for special leave to appeal to the Supreme Court under any of the relevant provisions of the Constitution of India, he shall do so within the period prescribed in the Supreme Court Rules, 1966.

Explanation:- (1) If sentence of death has been passed on more than one person in the same case, and if intimation is received from, or on behalf of only one or more but not all of them of an intention to appeal to the supreme Court or to make an application for special leave to appeal to the supreme Court, the execution of the sentence shall be postponed not only in the case of the person or persons from or on whose behalf such intimation has been received but also in he case of the other persons or person from whom or on whose behalf no such intimation has been received.

(2) As per order XXI, rule 2 of the Supreme Court Rules, 1966 in a case involving a sentence of death, an application for special leave to appeal shall be lodged in the Supreme Court within sixty days from the date of refusal of certificated by the High Court or within sixty days from the date of the judgment, final order or sentences, sought to be appealed from as the case may be, provided the Supreme Court may for sufficient cause shown extend the time.

In a case involving a sentence of death, the application for a certificate by the High Court for preferring an appeal to the Supreme Court shall be lodged in the High Court within sixty days from the date of the judgment, final order or sentence sought to be appealed from.

(3) The procedure governing the submission of petitions of special leave to appeal to the Supreme Court and the documents to accompany them, are contained in Supreme Court Rules 1966.

Explanation: - Resort shall be had to the rules for the time being in force governing the subject.

913. Intimation of Submission of petition.- The Superintendent shall immediately on receipt of intimation of the dismissal by the Supreme Court of the appeal or the application for special leave to appeal to it lodged by or on behalf of the convict, in case the convict concerned has made no previous petition for mercy, inform the Convict concerned that if he desires to submit a petition for mercy, it shall be submitted in writing within seven days exclusive of the date on which the convict has been informed by the Superintendent. The petition for mercy shall be addressed to the Governor of Tamil Nadu and the President of India.

Explanation: **-** In cases where no appeal to the Supreme Court or no application for special leave to it, has been lodged by or on behalf of the convict, the said period of seven days shall be counted from the date next after the date on which the time allowed for an appeal to the supreme Court or for lodging an application for special leave to appeal to it expires. On expiry of such time, if the convict has made no previous petition for mercy it shall be the duty of the Superintendent of the prison to inform the convict that if he desired to submit a petition for mercy, he shall do so in writing within seven days exclusive of the date of such intimation.

914. Where no mercy petition is submitted to Government: - If the convict does not elect to submit such petition within the period laid down in the last preceding rule, the Superintendent shall intimate the fact to Government and the execution shall take place on the date already fixed by the Court of Session.

915. Where convict petitions to Government: - If the convict submits such petition within the period prescribed by rule 913, the Superintendent of the prison shall forthwith dispatch it to the commissioner and Secretary to 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 Government on the petition. Both the letter and the cover of the letter shall bear in red ink the words "Petition for Mercy" and shall be marked "Urgent."

916. Reminder for orders. - If no reply is received within fifteen days from the date of the despatch of the petition from the prison, the Superintendent of the prison shall telegraph to the commissioner and Secretary to Government, Home Department drawing attention to the fact, but he shall in no case carry out the execution before the receipt of the Government' formal orders by post.

917. Submission of late petitions. - If the convict submits a petition after the expiry of the period prescribed in rule 913, the Superintendent of the prison shall at once 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 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 at once 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 the contrary are received.

918. Fresh date if necessary to be fixed. - Immediately on receipt by the Superintendent of an intimation to the effect that the petition for mercy received under rule 913 has been forwarded to the President of India, Superintendent shall if necessary, fix a fresh date for the execution of the sentence, which, shall, however, not be less than

fourteen days after the receipt of the orders of the Government, but shall in no case be earlier than the date already fixed.

919. Interval before execution. - The Superintendent shall in every case allow seven full working days excluding public holiday to elapse between receipt of the orders of the President of India and the execution. The condemned prisoner shall be informed immediately after the receipt of the orders of the President of India, when he is to be executed.

920. Taking photograph of condemned prisoners. - The Superintendent shall arrange for taking photograph of condemned prisoners about to be executed in cases where the condemned prisoner expresses a desire that his photograph should be taken and the relatives of the condemned prisoner do not meet the cost.

921. Exceptional circumstances may be reported.- 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, to anything in the foregoing rule report the circumstances by telegraph to the State Government and ask for their orders and to defer execution till they are received.

922. Confirmation of telegrams to be awaited. - The Superintendent shall at once repeat back to the commissioner and Secretary to Government, Home Department all telegrams communication orders to him regarding petitions for mercy by way of acknowledgement of their receipt. He shall act only upon formal orders of Government received by post.

923. Execution to be stayed if prisoner found insane.-

(1) If a prisoner under sentence of death, such sentence having been either passed by the High Court or confirmed by it, is suspected to be insane the Superintendent shall keep him under observation of the Medical Officer in the condemned cell and submit a report to the Government on his mental condition together with a nominal roll in Form No. 46.

(2) If the prisoner is certified to be not insane by the Medical Officer of the prison after observation, the Superintendent shall submit a report without delay to the Government for orders.

(3) If the prisoner is found to be insane after observation the Superintendent shall as soon as the certificate in form 3 of Schedule I to the Indian Lunacy Act, 1912, (Central Act IV of 1912) has been signed by the Medical Officer, submit it together with a medical history sheet in form A appended to the rules of Criminal lunatics in Part III of the Tamil Nadu prison Manual volume III to Government for orders. The execution of the prisoners shall in all cases be stayed pending orders of Government

***Explanation: (i)* -** The Medical officer may avail the services of a specialist in this regard.

Explanation: (ii) The physical examination including serological tests and the observation of the convict shall be without the convicts knowledge.

***Explanation: (iii)* -** The Superintendent shall also collect any information sought by the Medical Officer and the specialist about the convict through the police or Probation Officer and place it at his disposal.

924. Where female prisoner found pregnant. - Should a female prisoner sentenced to death be found to be pregnant the fact shall be certified to by the Medical Officer and shall be noted by the Superintendent on the Warrant, which shall (after a copy has been taken) be returned to the Sessions Judge for the orders of the High Court, under section 416 of he Code of Criminal procedure 1973 (Central Act 2 of 1974)

925. When pregnancy is alleged. - If a female prisoner sentenced to death declares herself to be pregnant, and the Medical Officer is unable to certify to the truth or otherwise of the statement, he shall record the fact in writing, and also record the interval of time necessary to enable him to satisfy himself on the point. The statement shall be attached to the warrant and forwarded to the Sessions judge, a copy being kept for record.

926. Orders of Government to be taken. - When the execution of a female prisoners has been suspended under either of the two last preceding rules, it shall not afterwards be carried out without the orders of Government, for which the Superintendent shall apply through the Inspector-General.

927. Prisoner's attendance as witness. - When the evidence of a convict under sentence of death is required, the Court, shall take it at the prison and shall not require the convict' attendance in Court. But if the presence of the convict is required by a Sessions or High Court for the Purpose of taking additional evidence under section 391 of the code of Criminal procedure, 1973 (Central Act 2 of 1974) the prisoner's attendance may be required.

928. Place of execution. - All executions shall take place at the prison to which the warrant is directed, unless expressly ordered otherwise. They shall usually be carried out in a special enclosure attached to or within the walls of the prison.

929. Hour of execution, presence of Officers and spectators.-

(1) Every execution shall take place on a day which is not a public holiday and as soon as after day break as possible. The Superintendent additional Superintendent , Jailor and the Medical Officer as well as an Executive Magistrates or at the Central Prison, Chennai , the Deputy Commissioner of Police, shall be present at all executions. If the prisoner so desires the Minister

of his faith may be allowed at the discretion of the Superintendent to be present at the place and time of execution subject to the requirements of security and prison discipline.

(2) Relatives of the prisoner or other prisoners shall not be allowed to witness the execution. The Superintendent may permit persons who are conducting research work such as social scientists, Psychiatrists, to be present at the time of execution. The Superintendent's discretion shall prevail in all matters relating to grant of permission to witness execution. As a matter of general policy, other persons shall not be permitted to be present.

(3) Prisoners of all categories shall be kept locked up until the execution is over.

930. Preparation of mechanical appliances.-

(1) A manilla rope, 25mm. in diameter (obtainable from the Central Prison, Chennai) shall be used for execution purposes and at least three such ropes, in serviceable condition, shall be maintained in every prison where executions are liable to take place.

(2) The gallows shall at all times be ready for use and shall be carefully examined on the last working day before an execution, to ensure that everything is in proper working order. It shall be ascertained that the pit is sufficiently deep to be well clear of the convict's feet after the drop has fallen.

(3) The ropes to be used shall be tested a week before the date fixed for an execution and (with the other requisites such as pinioning straps) shall be then securely locked away in a place of safety till required.

(4) The rope shall be tested by fixing one end to the crosstree of the gallows and the other end to a weight one and a half times the weight of the prisoner to be executed. This weight shall then be dropped from the crosstree and the height of the drop shall be equal to that proposed to be given to the prisoner

(5) Every detail in connection with an execution shall receive the personal attention of the Superintendent, Jailor and Medical Officer.

931. Scale of drop. - The following scale of drop shall be adopted, namely:

For a prisoner weighing under 44.450 kilograms-1.98 meters.
For a prisoner weighing under 57.150 kilograms-1.83 meters.
For a prisoner weighing under 69.850 kilograms-1.98 meters.
For a prisoner weighing under 69.850 kilograms-1.52 meters.

Provided that the Medical Officer' opinion shall be sought whether any change is necessary. If owing to any physical peculiarity of the prisoner, the Medical Officer

is of opinion that the drop shall be increased or decreased, effect shall be given to the Medical Officer' opinion.

932. Security of prisoner.-

(1) The condemned prisoner's wrists shall be handcuffed behind his back before he leaves his cell, from which he shall be conducted to the scaffold under a guard of not less than four warders in charge of a responsible Officer.

(2) A cotton black cap with flap shall be put in the prisoner's face just before he enters the gallows-enclosure. The prisoner shall not be allowed to see the gallows.

933. Provision of armed guard. - A guard of warders not less than ten strong, armed with muskets and with ball cartridges in their pouches shall be mustered in front of the gallows to repulse any attempt at rescue. If the prison establishment is small, the Superintendent of police of the district may be asked to furnish this guard.

934. Reading of warrant and identification. - Before the condemned prisoner leaves the cell the Superintendent shall read the warrant aloud in English, and it shall be translated into the language known to the prisoner by the Jailor or other prisoner officer. The Superintendent and Jailor shall identify the prisoner by a reference to the prison registers as the individual named in the warrant.

935. Duties of executioner.-

(1) The duty of the executioner shall be-

(a) To place the prisoner exactly under the part of the beam to which the rope is attached;

(b) To see that arms are then pinioned behind his back and his ankles are strapped together.

(c) To put the rope round the neck quite tightly, the knot or metal eye being just in front of and below the angle of the jaw, so as to run up behind the ear when the prisoner falls and receives the jerk. Care must be taken to adjust the rope so that the part to which the metal eye belongs shall pass in front of the throat. The noose shall be kept tight, having adjusted by means of a stiff leather washer on the rope. The flap of the cap shall hang in front free from the rope;

(2) The Superintendent shall see that the rope round the neck by the prisoner is adjusted properly and the knot placed in the proper position;

(3) These operations shall be done simultaneously and as quickly as possible. On completion of all these operations, the Superintendent shall give a signal on seeing which the executioner in charge shall push the lever to let down the trap door.

936. Examination of Body. - The body shall hang for half an hour and shall then be examined by the Medical Officer. It shall not be taken down till the Medical Officer declares life to be extinct.

937. Disposal of body.-

(1) The body of an executed prisoner may be made over to the relatives or friends of the deceased if claimed by them, unless there are special reasons to the contrary in any particular case.

(2) If no relatives or friends of the executed prisoner claim the dead body, the body of the executed prisoner shall be disposed of in the prison burial ground according to the religious requirements of the concerned executed prisoner.

938. Certificate of execution. - When the sentence has been executed, the Superintendent shall return the warrant to the Court from which it issued with an endorsement in the following form over his signature certifying the manner in which the sentence has been carried out, namely:

" I hereby certify that the sentence of death passed on…….. by the Court of Sessions and confirmed by the High Court has been duly executed and that the said…….. was accordingly hanged by the neck until he was dead at…….. on the ……...

I further certify that the body of the said remained hanging for half an hour, and that the Medical officer in attendance certified to the complete extinction of life prior to its removal and that it was afterwards interned in the prison burial ground or made over to relatives or friends, as the case may be or sent to Medical college for anatomical purposes and that no accident, error, or other misadventure accrued during the execution"

***Explanation:* -** Disposal of corpses shall be made as laid down in Rule 771.

939. Money rewards. - Money rewards, at the rate of Rs. 10per condemned prisoner, shall be made for the services of a warder assisting at executions.

940. Execution to be reported.-

(1) The Superintendent shall immediately after the execution of the condemned prisoner, report to the commissioner and Secretary to Government, Home Department by express telegram, the date and fact of execution of the prisoner with the number and name of the prisoner and also the number of the judgment of the Sessions Court.

(2) The Superintendent shall also send to the Government and to the Inspector-General post copies of the telegram with the nominal roll in Form No. 46, of the prisoner.

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CHAPTER – XLIV

FEMALE PRISONERS

941. Female prisoners shall be handled by women staff. - All matters pertaining to female prisoners shall be handled by women staff members.

942. Confinement of female prisoners.-

(1) Female prisoners sentenced to imprisonment for more than one month or sentenced to death shall be confined in State prison for Women at Vellore. Puzhal and Trichy, Female remand and undertrial prisoners and those sentenced to imprisonment for one month and below by the Courts at Vellore, Puzhal and Trichy shall also be confined in these prison.

(2) In other places, female remand and undertrial prisoners and those sentenced to one month and below shall be confined in the female Subordinate-jails shall the case may be.

(3) If adequate facilities do not exist for proper segregation of convicted female prisoners in the Female Sub-Jails, female prisoners who need to be segregated from others shall be transferred to the State prison for Women, Vellore, Trichy and Puzhal irrespective of the length of their sentence. The Superintendent in such a case shall forward a nominal roll in form No. 46 and obtain post sanction of Inspector-General.

943. Classification and segregation of female prisoners: - Female prisoners shall, as far as possible be classified and separated not only the unconvicted from convicted but also adolescents from older prisoners, habitual from non-habitual and prostitutes and procuresses from others.

944. Restrictions of female-to-female enclosure.-

(1) No female prisoner shall on any pretext, leave or be permitted to leave or be removed from the enclosure set apart for females, except for release, transfer or attendance at Court, or under the orders of the Superintendent for any other special purpose.

(2) Every female prisoner authorized to leave the female enclosure under sub rule (1) shall ordinarily be accompanied by The Lady Deputy Superintendent, Matron, Assistant Matron or a female warder from the time she leaves the enclosure till she returns to it or quits the prison premises.

945. Photographing, finger printing, etc. of female prisoners;- Work pertaining to photographing, measuring, finger and foot printing of female prisoners and the likes shall preferably be conducted by women police in the presence of the lady Deputy Superintendent or Matron. When women police is not available, such work

shall be done with the assistance of female warders. In this case also it must be taken in the presence of lady Deputy Superintendent or Matron.

946. Exclusion:-

(1) No adult male shall enter or be permitted to enter the female ward of any prison by day unless he has a legitimate duty to attend to there, and is accompanied by the lady Superintendent, lady Deputy Superintendent, Matron, Assistant Matron or a female warder while he remains therein and no adult male shall enter it at all by night except in an emergency and he shall then enter a distinct report of his visit with the reason and hour thereof, in his report book. When the Subordinate concerned does not himself maintain a report book, he shall make an early report of the circumstances to the lady Deputy Superintendent or the Jailor as the case may be, with the view to its being recorded in their respective report books.

(2) Warders acting as escorts to visitors and officials shall remain outside the enclosure

947. Precautionary measures during emergency. - In times of serious emergencies, and for the performance of legitimate duties for which women staff members are not available, such men staff members may be allowed to enter the areas where female prisoners are kept as shall be specifically permitted by the Superintendent or Additional Superintendent or Jailor . As soon as the emergency is brought under control or the work is over, all men staff member shall be withdrawn. All such events shall be in variably recorded in the Jailor's report book by the Jailor and in the journal by the Superintendent

948. Night inspection. - Night inspection rounds shall be taken only by women officers and women staff members.

949. Locks of female enclosure. - The locks of the enclosure and compartments where female prisoners are confined shall be different from those in use in other parts of the prison, so that the keys of the latter may not open the former.

950. Treatment of hair- The hair of a female prisoner shall not be cut without her consent, except on account of vermin or dirt or when the Medical Officer deems it requisite on the ground of health and cleanliness. The hair of such prisoner shall not be cut closer than necessary for the purpose of health and cleanliness. They shall each be provided with 7 grams of gingerly or coconut oil daily for dressing the hair and one cake of toilet soap per month for bathing. They shall also be supplied with a comb each and be allowed the use of a looking glass, one in each cell and one or to in each ward, being provided therefore.

951. Facilities. - Female prisoners shall be allowed to wear plastic bangles and mangalasutra (Tali) as per local customs. If necessary, female prisoners shall be supplied four plastic bangles each at Government cost if she is so willing to wear

them. Kum-Kum or vermilion shall also be supplied in accordance with local customs at Government cost. Other articles shall be removed and kept along with their personal properties if any. The properties left over with the prisoner of this class shall be recorded in the convict register and verified at the time of their release from prison.

952. Handcuffing. - Female prisoners shall be liable to be handcuffed as a means of restraint under the same conditions, as male prisoners.

953. Medical aid to female prisoners:-

(1) As far as possible, female prisoners shall be examined by a lady Medical officer on admission and afterwards. If no such facilities exist, or in times of emergencies, there shall be no objection for the men Medical Officers to attend on the female prisoners and the other cases shall always be referred to the headquarters hospital.

(2) Every female prisoner shall be examined by the Medical Officer or the Assistant Surgeon once a month. The observations of the Medical officer shall be recorded in the Medical sheet.

(3) If the Medical Officer has reason to believe that any female prisoner in pregnant, the Medical Officer shall report the matter to the Superintendent who shall immediately forward a report to the Inspector-General with the nominal roll in Form No.46 and the medical case sheet of the female prisoners.

(4) When a female prisoner admitted in prison is certified by the Medical Officer to be pregnant, the fact shall be reported to the Inspector-General with particulars on the date of admission, term of sentence and duration of pregnancy. The probable date of delivery and the date of release shall also be reported to the Inspector-General.

(5) Gynecological examination shall be conducted and pre-natal and post-natal care shall be taken according to requirements of each case.

954. Births in prisons shall be registered. - Birth in prison shall be registered in the local birth registration office and particulars entered in the birth register as per law applicable to registration of births. As far as circumstances permit, all reasonable facilities for naming rites of children born in prisons shall be extended.

955. Application of rules. - Except in so far as they are inconsistent with the rules in this chapter, all the rules in these rules shall apply to female prisoners.

956. Vocational Training projects.- The following features shall be kept in view while organizing vocational training projects for female prisoner namely (1) domestic and home sciences (2) Mother craft, (3) dye work, (4) sewing, (5) needle work, (6) embroidery, (7) knitting and tatting, (8) home decorating (9) toy making (10)

artificial flower making, (11) tailoring and cutting, (12) bread making, (13) basketry, (14) spinning, (15) handloom weaving, (16) wool weaving, (17) soap hosiery, (18) cane and bamboo work, (19) paper craft, (20) pottery, (21) ceramics, (22) stationery articles, (23) wax making , (24) crayon and candles, (25) slate pencils, (26) chalk sticks, (27) fiber work, (28) painting and drawing, (29) local handicrafts and cottage industries, (30) bee-keeping, (31) flower gardening, (32) kitchen gardening, (33) poultry and (34) preservation of fruits and vegetables.

957. Female prisoners shall not be employed on extra-mural work. - Female prisoners shall, as far as possible, be employed on such work according to their wish and as will be useful to them after release. They shall not be employed on extramural work.

958. Recreational activities. - The following shall be kept in view while organizing recreational activities for female prisoners, namely:
Indoor games like draughts and carom, outdoor games according to local customs, group music, community and folk dances, dramatics, films, arts and crafts.

959. Menial duties. - The menial duties connected with female yard shall be carried out by female prisoners and all refuse shall be placed at stated hours outside the yard to be removed by male convicts.

960. Educational programme. - The Superintendent shall as far as possible organize the following educational programmes for females prisoners, namely:-

(a) Literacy projects;
(b) Education in domestic and home science.
(c) Health education, pre-natal and post-natal care, family planning.
(d) Social education...

961. Release of female prisoner: - Female prisoners who are released, timely notice shall be sent to her relations or friends to enable them to attend at the prison and receive her. If no relatives or friends appear on the day of release, she shall be sent to her home in charge of female warder.

962. Provision of conveyances. - Female prisoners who are released from prison shall be provided with conveyances may also be provided for shorter distances to be traversed by them exceeds 1.6 kilometers. Conveyances may also be provided for shorter distances in cases in which, for reasons of health, or custom, or other valid reasons, failure to make such provision would cause undue hardship to them.

963. Prisoner's Children.-

(1) A child up to six years of age shall be admitted to prison with its mother if it cannot be placed with relations or otherwise properly provided for. Children born in prison may remain with their mothers up to six years of age, if they

cannot be otherwise suitably placed. The Medical Officer shall determine the age of children not born in prison.

(2) No child shall be admitted into or retained in prison if it has attained the age of six years. On a child becoming disqualified for further retention, notice shall be given to the District Magistrates with a view to his making arrangements to place the child with its relatives, if possible, during the imprisonment of the mother. Should the relatives be unable to support it, or should the District Magistrate unable to discover any relative willing to take charge of it, he shall select trustworthy persons to undertake such charge, and shall see that the child is properly taken care of, a moderate sum being allowed by the District Magistrates for the Maintenance of the child. In the city of Chennai, the commissioner of police shall perform the duties required of the District Magistrate under this rule.

(3) The nursing women prisoners be supplied with half a litter of milk and the Children who are less than one year accompanying the women prisoners be issued baby food like Glaxo, or Amul based on the recommendation of the Medical officer.

***Explanation:* -** The following rules apply to children of female prisoners as well namely:

Rule 387 for dietary of female prisoners.
Rules 409 and 419 for clothing of female prisoners.
Rules 579 for transfer of female prisoners before release.
Rules 924, 925 and 926 for treatment of pregnant female prisoners sentenced to death.

964. Welfare of the children of the female prisoners in prison: - There shall be a crèche and a nursery attached to the State prison for Women, Vellore, Puzhal and Trichy where the Children of the female prisoners shall be looked after. Children within the age of 3 shall be allowed in the crèche and those of above 3 years and up to 6 years shall be treated in the nursery. There shall be supporting staff such as Chief Ayah and Ayahs, the strength of which shall be regulated according to the requirement form time to time to take care of these children. The food for the children shall be cooked in a separate kitchen.

965. Articles to the children of the Female prisoners:- Children in the crèche and nursery shall be provided with the articles specified in column (1) of the Table below at the scale specified in Column (2) against each:-

THE TABLE

Name of the articles	Scale of supply per child
(1)	(2)
Gas for hot water	10 grams per day.
Coconut oil for combing hair	5 grams per day
Gingerly oil for head bath	5 grams per fortnight
Soap nut powder for head bath	10 grams per fortnight
Toilet soap	Half a cake per month
Toilet powder (Baby' Johnson)	¼ tin per month
Towel	2 per year
Comb	2 per year

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CHAPTER – XLV

ADOLESCENT PRISONERS

966. Segregation of adolescent prisoners. - So long as a male prisoner under the age of twenty one is detained in any prison, measures shall be taken to enforce the requirements of section 27 (2) of the prisons Act, 1894 (Central Act EX of 1894), both by day and by night so as to prevent any communication between him and any prisoner of another class.

967. Diet and discipline. - Every adolescent convicted prisoner shall-

(a) If he has attained the age of puberty receive the diet prescribed for convicts under sentence of rigorous imprisonment;
(b) If he has not attained the age of puberty receive the diet provided for convicts sentenced to simple imprisonment;
(c) Be exercised for one hour daily, either by drill, marching, or gymnastic exercise; and
(d) If the length of his sentence and other circumstances admit of it, be taught some trade or handicraft.

Explanation: Time occupied at exercise and at school shall be deemed to be occupied at labour for the purposes of section 35 (1) of the prisons Act, 1894. As regards tasks of adolescent convicts rule 450 shall apply.

968. Application of rules. - Except where they are inconsistent with the foregoing provisions, all rules herein apply to adolescent prisoners. An adolescent prisoner refusing or neglecting to learn the lessons or to perform the tasks prescribed shall be held to have committed an offence under section 45 of the prisons Act, 1894 (Central Act IX of 1894). However, section 46 of the prisons Act, 1894 (Central Act IX of 1894) apples to such prisoners reduction of diet shall be avoided in their cases.

969. Transfer to Borstal School. - The nominal roll of every suitable male prisoner under the age or twenty-one shall be submitted to the Inspector-General with a view to the transfer of the prisoner to the adolescent centre attached to the Borstal School. Pudukottai, for the treatment of adolescent prisoners.

970. Notice of release. - Timely notice of the date of release of every adolescent prisoner shall be sent to his parents, relatives or friends, as the case may be, to enable them to attend at the prison to receive him.

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CHAPTER - XLVI

LUNATICS

The rules made by the Government under the Indian Lunacy Act 1912. (Central Act 4 of 1912), together with supplementary instructions issued by the Government from time to time for the guidance of officers administering the Act shall also be observed.

971. Classification of lunatics.-

(1) Lunatics in prison may be divided into five classes, namely:

(i) Persons alleged to be lunatics and detained under observation under the provisions of section 16 of the Indian Lunacy Act, 1912 (Central Act 4 of 1912)

(ii) Prisoners who have become insane after their conviction and admission to prison

(iii) Prisoners incapable of making their defense owing to unsoundness of mind and detained under sections 328 and 330 of the Code of Criminal procedure 1973 (Central Act 2 of 1974) pending transfer to the Institute of Mental Health, Chennai.

(iv) Prisoners who have been tried for a criminal offence and found to have committed the act alleged but who have been acquitted on the ground of having been insane when the act was committed and who are detained under section 335 of the Code of Criminal Procedure 1973 (Central Act 2 of 1974) either permanently or pending transfer to the Institute of Mental Health, Chennai;

(v) Recovered criminal lunatics;

(2) Prisoners falling within clause (i) of sub rule (1) above are termed civil lunatics, while prisoners falling within clauses (ii) to (v) of sub rule (1) above are criminal lunatics;

972. Medical history of civil lunatics to be sent to prison: - Whenever an alleged civil lunatic is sent by a court to a prison for observation, the Court shall send with him a medical history sheet in Form No. An appended to the Rules for Criminal Lunatics in Part III of Tamil Nadu prison Manual, Volume III. Omitting the Supplementary headings and in this sheet all the available information regarding the lunatic shall be given.

973. Maximum period of detention of a civil lunatic. - The maximum period for which any person alleged to be a lunatic can be detained for observation by order of a Magistrates under section 16 of the Indian Lunacy Act, 1912 (Central Act of 4 of 1912) is 30 days from the date on which he was first brought before the Magistrate; but each order given by the Magistrate for such detention can only cover 10 days and must be renewed as soon as that period expires. If the maximum period of 30

days expires before an order for the transfer of the alleged lunatic to the Institute of Mental Health, Chennai or his release is received, the Superintendent shall immediately address the local police authorities and request them to produce the alleged lunatics before the Magistrate under whose warrant he was received with a view to orders being passed for his release or transfer to the Institute of Mental Health, Chennai. If no such order is received within a week, the Superintendent shall report the matter to the Inspector-General

974. Medical observation in psychiatric annexe of the District Hospital and Procedure to be followed where a prisoner becomes insane.-

(1) In the event of any prisoner showing signs of insanity, which, in the opinion of the Medical Officer, are not feigned, the Superintendent shall send such prisoners to the Psychiatric annexes of the district hospital for medical observation if such facilities are available. If there is no such annexe, the prisoner shall be placed under observation in the prison and action pursued as may be deemed necessary. Such supposed lunatics shall be carefully watched both day and night to prevent them from committing suicide or injuring themselves.

(2) If any prisoner becomes insane, a report of his case shall immediately be submitted to the Inspector-General with a view to Government being moved to order his removal to the Institute of Mental Health, Chennai under Section 30 of the prisoners Act, 1900 (Central Act III of 1900). The insane prisoner, may however be removed to the institute of Mental Health, Chennai in anticipation of the issue of the Government order of removal as son as the certificate in Form 3 of Schedule I of the Indian Lunacy Act, 1912 (Central Act 4 of 1912) has been signed by the Medical Officer.

(3) The report shall be accompanied by a nominal roll of the prisoner in Form No. 46 a certificate of the Medical Of in From 3 of Schedule I of the Indian Lunacy Act, 1912 (Central Act 4 1912) and a medical history sheet in Form No. A. appended to the Rules for Criminal lunatics in Part III of Tamil Nadu prison Manual, Volume III and the documents referred to in rule 590.

Explanation: (1) Rule [923] deals with for transfer of a prisoner under sentence of death subject to confirmation by the High Court who become insane in prison.

Explanation: - (2) As per Section 39-A of the prisons Act, 1894 (Central Act IX of 1894), the Superintendent has powers to send a convicted criminal prisoner to an asylum for special treatment.

975. Procedure when the alleged lunatic is an undertrial .- If an alleged lunatic is an undertrial prisoner, the Superintendent shall report the circumstances to the trying or committing Magistrates for necessary action under section 328 of Code of

Criminal Procedure, 1973 (Central Act 2 of 1974). If the Magistrates orders section 330 of the Code of Criminal Procedure, 1973 Central Act 2 of 1974) that the person shall be detained in prison custody, the Superintendent shall inform the Inspector-General and forward to him the necessary documents. Thereupon, the Inspector-General shall move the Government for the issue of an order under section 30 of the prisoners act, 1900, (Central Act III of 1900), for the removal of the prisoner to the Institute of Mental Health, Chennai as soon as accommodation is available, pending the availability of such accommodation in the institute of Mental health, Chennai, the Inspector-General shall order the retention of the prisoner in the prison itself with necessary precautionary measures duly taken to avoid any untoward incident . In cases of emergency, the Inspector-General may also order the transfer of the prisoner to the Institute of Mental Health, Chennai in anticipation of Government orders, provided that accommodation is previously assured by the Superintendent of the Institute of Mental Health, Chennai.

976. Prisoners confined under certain provisions of the Code of Criminal Procedure, 1973.- Prisoners confined under section 330 or 335 of the Code of Criminal procedure, 1973 (Central Act 2 of 1974) shall be dealt with in accordance with the orders which Government or the Court, as the case be may pass on their case.

977. Medical certificate to accompany.- When any prisoner confined under sections 330 and 335 of the Code of Criminal Procedure 1973 (Central Act of 1974) is transferred to the Institute of Mental Health, Chennai under orders of Government or of a Court, the Medical Officer' certificate in From 3 of Schedule I to the Indian Lunacy Act, 1912 (Central Act 4 of 1912) shall be sent with him, in addition to the other documents prescribed by the Indian Lunacy Act, 1912 (Central Act 4 of 1912) and the rules made there under:

Provided that in the case of persons judicially acquitted on the ground of insanity, but not insane when sent to the Institute of Mental Health, Chennai, no certificate in Form A appended to the rules for Criminal Lunatics in Part III of Tamil Nadu Prison Manual Volume III shall be necessary.

978. Certificate under section 337 of the Code of Criminal Procedure, 1973.- When a prisoner confined in a prison under section 330 of the Code of Criminal procedure, 1973 (Central Act 2 of 1974) is certified to be capable of making his defense, the prisoner shall be sent ,together with the certificate made under section 337 of the said Code and a medical history of the Case, which shall include information as to his conduct while in prison, to the Magistrates or Court before whom or which he is to be tried, in view to the Magistrates or Court appointing a time for inquiry or trial.

979. Half yearly return. - On the 10th of January and 10t of July of each year the Superintendent shall forward to the Inspector-General a report in Form No. 108, on the lunatic prisoners confined in his prison under sections 330 and 335 of the Code of Criminal Procedure, 1973. (Central Act 2 of 1974). The Inspector-General

shall submit a consolidated return to Government by the 1st February and 1st August, respectively, each year. The names of lunatics dying during the half- year shall be entered in the return, the cause of death being stated. When no lunatics remain in confinement on the above dates, a nil return shall be submitted.

980. Transfer of a recovered criminal lunatic to the Central Prison:- The Superintendent, Institute of Mental Health, Chennai in anticipation of the orders of Government and on prior intimation to the Inspector-General, transfer a recovered criminal lunatic to the Central Prison from where he is sent, to undergo the unexpired portion of his sentence. The Inspector-General shall thereupon move the Government for their orders in respect of his re-transfer, retention and treatment in prison which include premature release of such prisoner on medical grounds on the basis of the recommendation made by the Superintendent , Institute of Mental health, Chennai.

981. Occupation to be provided. - A Criminal lunatic believed to have recovered shall, if possible, ordinarily be given some employment with or without wages and with such amount of liberty as the Superintendent may think safe in consultation with the Medical officer.

982. Special precautions in confining lunatics.-

(1) Whenever a person is suffering from or is under observation for, insanity, he shall be confined in a cell and placed under the charge of guard both day and night.

(2) The first grade warder or patrolling officer, for the time being, on duty, if within easy call, or if not, the warder or convict warder in actual charge, shall be provided with the key of the cell in which the lunatic or person under observation is confined.

(3) On the occurrence of any incident which may lead the sentry on duty to suspect that its person contemplates suicide, or when help is otherwise needed such Officer shall raise the alarm by blowing his whistle.

(4) On the arrival of assistance, or before, if the circumstances call for it, the cell door shall be opened and such measures taken as may appear to be necessary.

(5) The sentry on duty (in case there is more than one person in his charge) shall keep on the move, visiting each prisoner at short intervals, and shall not leave his beat till properly relieved. If necessary, from sunset to sunrise he shall carry a lighted lantern.

(6) As far as circumstances will allow, all insane persons and those under observation for insanity shall be kept in contiguous cells near he hospital and under the orders of the Medical Officer, and shall be allowed only such clothing

as, while sufficient in amount for purpose of health and decency, is least likely to be used for the commission of suicide.

Explanation: - Three men are sufficient to supply a continuous guard day and night. Each man should do two hours duty at a time, and not more than one man shall be absent at any time and then only with the permission of the first grade warder or other senior officer on duty, in whose presence each change of sentry shall be made.

983. Precautions on transfers.- No lunatic shall be transferred to the Institute of Mental Health, Chennai until he Medical Officer of the prison has examined him and has certified in Form No. 55 that he is in a fit state of travel. Every precaution shall be taken by the Superintendent and Medical Officer to ensure that the lunatic is properly cared for whilst in transit to the Institute of Mental Health, Chennai.

985. Food. - The Superintendent shall see that sufficient food for the lunatic's consumption during the journey is sent with him or that the escort is provided with sufficient funds to purchase food and with clear instructions as to what to purchase.

986. Procedure in case of illness. - The escort shall be distinctly instructed that if the lunatic falls ill or refuses food enroute, he shall be taken to the nearest hospital to treatment.

987. Female to accompany female lunatic. - Every female lunatic, when sent to the Institute of Mental health, Chennai shall be accompanied by female warder attendant, or relatives, in addition to the usual escort.

988. Property of lunatic. - When a prisoner is sent to the Institute of Mental Health, Chennai all property in the prison belonging to him shall be sent with him and a receipt for the same obtained.

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CHAPTER – XLVII

LEPER PRISONERS

989. Submission of case to Inspector-General:- On the admission to a prison of any male convict suffering from leprosy, his nominal roll shall be submitted to the Inspector-General together with his medical case sheet in (Form No. 62) to arrange for his transfer, if necessary, to the Leper Annexe at Central Prison, Vellore.

990. Order of Transfer. - Order of Transfer. - If a convict sentenced to imprisonment for more than a month and up to imprisonment for life is suspected to be suffering from leprosy, he shall be transferred to the Leper Annexe in the Central Prison, Vellore, which shall be a central clearing station for the purpose. Prisoners immediately on transfer to this prison shall be thoroughly examined and certified to be suffering from leprosy before they are retained in the leper Annexe at Central Prison, Vellore if found free from the disease, they shall be returned to the prisoner from which they were received.

991. Arrangement for Treatment.-

(1) There shall be a Leprosy Physiotherapy Technical attached to Central Prison, Vellore Solely to attend on leper prisoners and he shall perform his duties under the direction of the Medical Officer of the prison or in his absence, under the Assistant Surgeon.

(2) A team of specialists from the Christian Medical College, Vellore or of any other Voluntary agency shall also be permitted to visit the Central Prison, Vellore for treating the leper prisoners.

(3) The Superintendent shall always obtain prior written orders of the Inspector-General for permitting such private agencies to visit and to attend on such leper prisoners.

(4) While treating the leper prisoners by the specialists from the Christian Medical College or from any other private agency, if there are deserving cases needing plastic surgery or any other similar effective treatment, the Superintendent shall always bring it to the notice of the Inspector-General of prison for necessary financial sanction.

(5) The remand and undertrial prisoners suffering from leprosy shall also be treated suitably on their admission in the respective prisons.

992. Segregation in lieu of transfer. - A leper prisoner in any prison other than in the Leper Anexe in the Central Prison, Vellore, shall always be segregated completely from other prisoners.

993. Other Precautions. - Any cell or other building occupied by a leper prisoner shall be thoroughly disinfected and the walls scraped and while washed and the floor if, of earth, renewed before it is used for any other purpose. Clothing and bedding used by a leper prisoner shall never be re-issued to another prisoner under any circumstances but they shall be totally destroyed.

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CHAPTER – XLVIII

THE GENERAL DEPARTMENT

994. Maintenance of cash chest;-

(1) Every prison shall be provided with a general cash chest, in which shall be kept all monies belonging to Government (Except in certain cases money belonging to the manufactory) and all the documents of value other than those mentioned in rule 184.

(2) The Accountant or Office Manager shall keep the key of the chest and shall be responsible for the correctness of its contents. In the State prison for Women, Vellore the Lady Deputy Superintendent shall perform this duty. No private monies shall be kept in the cash chest and all cash dept in the cash chest and all cash kept therein must be on his cashbook which he shall maintain himself.

995. Cash Book.-

(1) A Main Cash Book in Tamil Nadu Treasury Code from 5, a Permanent Advance Disbursement Register in Tamil Nadu Treasury Code Form 89 and an Undisbursed Pay Register in Tamil Nadu Treasury Code from 20, shall be maintained by the Accountant or office Manager for the record of all cash transactions connected with the General Department of the prison. Cash transactions relating to the manufactory Department, shall be dealt with as provided in rule 1029. The cash Book, Permanent Advance Disbursement Register and Undisbursed Pay Register of the State prison for Women, Vellore shall be in the custody of the Lady Deputy Superintendent and she shall be responsible for their proper maintenance.

(2) A subsidiary Cash Book in Form No. 5 of the Tamil Nadu Treasury Code, Volume II shall be maintained in respect of non- Governmental transactions like Cumulative Time Deposit, Recurring Deposit, Life Insurance, etc.

(3) Every receipt and disbursement of money shall be entered in the concerned Cash Book or other register on the date on which it occurs;

(4) The receipts and disbursement shall be balanced and submitted to the Superintendent daily. The provision contained in subsidiary rule 2 (a) of Treasury Rule 2 (a) of Treasury Rule 11 of Tamil Nadu Treasury Code, volume I shall be followed. The balances in the Cash Book, Permanent Advance Disbursement Register and Undisbursed pay Register shall be abstracted daily, in the cash book (Tamil Nadu treasury Code form 5) as shown below:-

Balance shown in Cash Book.
Balance shown in acquaintance rolls of register of Undisbursed pay etc.

Balance of he Permanent Advance shown in Contingent register permanent
Total Book Balance
Cash Balance ascertained by counting (The book balance of cash shall be exhibited both in words and figures.)

(5) The balance shall be daily signed by the Accountant or Office manager in token of its correctness, and before doing so, he shall satisfy himself by actual examination of the cash on hand that the balance and cash correspond, and that the items shown in the abstract are correct.

996. Check by Superintendent: - Once a week, or oftener, the Superintendent of Central Prisons including the Superintendent, State prisons for Women, shall examine the Cash Book, permanent Advance Disbursement Register and Undisbursed pay Register, check the entries in them by the vouchers, test the correctness of the balance by comparison with the actual cash in the cash chest and sign the book and register in token that he has satisfied himself as to their accuracy. A similar procedure shall be followed when transfer of charge of the prison occurs and both relieved and relieving officers shall then sign the Cash Book. The Cash balance of the Accountant or Office manager or Assistant (Store Keeper) shall be verified daily and the fact recorded in the Main Cash Book at the same time.

997. Entry of fully vouched contingent bills: - Each payment shall be entered in the receipt column of the Cash Book with details. The Bill shall be quoted by its date and general character, as bill for telephone charges. Ration articles and the like Full details of payment shall be given in the payment column.

998. Entries regarding civil prisoners: - Receipts and disbursements on account of civil prisoner's diet shall be entered in a lump. The amounts received can be checked by reference to the Register of civil prisoners and all sums disbursed shall be supported by vouchers.

999. Permanent Advance. - Articles 94 to 98, 103 to 107 and note under clause (5) of Article 153 of Tamil Nadu Financial Code Volume I and Subsidiary Rules 18 (a) 19 and 32 under Treasury Rule 16 of the Tamil Nadu Treasury Code, Volume I shall be followed for the grant of permanent advances and the utilization of such advances for contingent expenditure in prison.

1000. Small payments made. - All unforeseen expenditure to be incurred urgently shall alone be made form the permanent advance.

1001. Large payment made. - Payments of Rs.500 and above shall be made either by drawing the amount from the Treasury on fully vouched contingent bills by getting a draft or cheque and handing it over to the person to whom it is due or if payable at another station, by means of a demand draft in favour of any nationalized bank as may be required by the party.

1002. Receipts not to be spent.- No expenditure shall be met from money received from the sale of manufactures, garden or farm produce, or any other Government property, which must be paid into the Treasury in tact as per Treasury Rule 7 (4) (1) and Subsidiary Rule 4 under Treasury Rule 10 of the Tamil Nadu Treasury Code Volume I.

1003. Draft to equal actual requirements.-

(1) Money shall not be drawn from the treasury until it is required for disbursement. The practice of drawing sums in addition to, and in excess of the permanent advance, for payment of ration or other special charges and of keeping these in hand, as a separate and unauthorized permanent advance, is prohibited.

(2) If Prompt payment is found later to be impracticable, the drawn shall immediately be refunded into the Treasury. The provision contained in Articles 39 and 94 of Tamil Nadu Financial Code, Volume 1 shall apply.

1004. Receipt for payment:- A separate receipt and where there is more than one each head of change involved, separate receipts under each head of charge, shall be taken for every disbursement made, and all receipts shall be countersigned by the Superintendent after he has satisfied himself that they are genuine. No receipt signed by a subordinate except for his won salary, shall be accepted.

1005. Method of drawing money:-

(1) A fully vouched contingent bill in Form No.58 of Tamil Nadu Treasury code, volume II shall be used to draw money from the treasury for any purpose except establishment, traveling allowances, petty construction and repair and prisoner's private property. Each item of expenditure must be placed under the appropriate subhead and detailed head in accordance with the classification given in rule 1028.

(2) The memorandum of the budget appropriation at the foot of the fully vouched contingent bill shall be filled in to show the available unexpended balance of the sanctioned appropriation.

1006. Pay bills. - In every prison two separate bills namely, one for the self-drawing officers and the other for other officers shall be used for drawing the salaries.

1007. Pay of temporary establishment: - When temporary establishment is sanctioned by the Inspector-General, each separate sanction shall be renewed from time to time as may be necessary.

1008. Traveling allowances. - Traveling allowances shall be drawn by Superintendent from the Treasury on Forms 43 and 52 of the Tamil Nadu Treasury code, Volume

II in accordance with the provisions of the Tamil Nadu Traveling Allowance Rules.

1009. Building expenditure.- Expenditure debitable to petty construction and repair shall be drawn from the Treasury on a bill in form No. 59 of the Tamil Nadu Treasury Code, Volume II Within the appropriation and for the work sanctioned by the Inspector-General from time to time. A copy of such order sanctioning the work shall accompany the bill to be presented to the Treasury. The specimen form of estimate for work of petty construction and repairs shall be as in Form No. 63.

1010. Expenditure on manufactures. - Expenditure on account of manufactures shall be drawn form the Treasury on bill in Form No.58 of the Tamil Nadu Treasury Code Volume: II.

1011. Authority for payments. - No expenditure shall be incurred without authority. All charges on account of establishment shall be in accordance with the scale sanctioned by Government or, in the case of temporary establishment, by Government or the Inspector-General.

1012. Method of procuring materials.-

(1) In the case of large purchases of a materials required for work carried out by Superintendent under "Petty Constructions and Repairs", tenders should be called for by advertisement, or a circular latter of inquiry sent to the Chief producing firms.

(2) All purchases shall be made after full inquiry, in the cheapest market, and after being fully satisfied that the rates are reasonable with reference to the prevailing market rates for the articles so purchased and it shall be the responsibility of the Superintendent to ensure that there is no wasteful expenditure on any account. This equally applies to all the materials to be purchased by all the sections in a prison.

1013. Norms for purchasing ration articles.-

(1) The Superintendent shall also refer to the Inspector-General if the rate approved either by Government or the Inspector-General is found to be in excess of the market rate at the time of purchase and await further orders.

(2) The Superintendent shall take proper care while procuring the ration articles, taking into consideration the population of the institution and purchase only the actual requirements. Unnecessary stocking of ration articles is prohibited.

(3) In incurring any item of expenditure, the Superintendent shall take note of the provisions contained in Articles 3 and 4 of the Tamil Nadu Financial code, Volume I and act accordingly.

(4) As soon as the articles are brought into stock, the Superintendent shall immediately arrange to get the bills from the suppliers. Where a due date is prescribed to submit the bill and if the bill is not received before that date, the supplier shall be reminded. Such of the bills including invoices received from prison and other Government departments shall be serially numbered as and when received and settled in the same order unless there is reason to settle any bill or invoice earlier. Preference shall always be given to such of the bills where any discount is allowed.

1014. Other powers of sanction.-

(1) All purchases of rations and fuel within the budget allotment may be made by the Superintendent on his own responsibility and without other powers of sanction.

(2) All regular recurring charges on account of such items as cattle fodder, oil for lighting, seeds for garden may be paid by Superintendent without other powers of sanction.

(3) Charges admissible in accordance with a fixed tariff or scale, such as batta, and the like to discharged prisoners, gratuity, rail and other charges in connection with transfers, service postage and telegrams, municipal taxes, water-rates and the like may be incurred in accordance with the authorized scale and rules.

(4) The following petty items, although neither regular recurring expenditure nor admissible under a fixed scale, may be purchased by Superintendent subject to the limits imposed in sub rule (5) below, but recourse shall not ordinarily be had to the market for any article which can be made in the prison namely:-

Earthern or metal pots and plates, cooking utensils, frames for moulding puddings, sifters, baskets, sacks, ropes, bandage cloth, coconut oil, sulphur soap , needles, thread, bees wax, scissors, brooms, brushes and baskets, earthen or wooden pots or tubs, bamboos for carrying tubs, sulphur for fumigation, chunam for conservancy proposes, ropes, fuel for boiling water, cloth for released prisoners, chimneys, wicks and burners for lanterns, wooden and metal tickets, marking nut, white lead or paint for marking cloths, umbrella, shaving or hair cutting charges hones and charges for sharpening razors, combs for prisoners, soaps, minor repairs to articles of warders' equipment, execution ropes and caps, books and slates for education, matches and shelves and repairs to office furniture.

(5) Previous sanction of the Inspector-General is required for the purchase of-

(a) Any article manufactured in India costing more than Rs.50 each;

(b) Any article costing more than Rs.50 chargeable to tools and plant under the head "15 Tools and Plant" and livestock under the head "26. Other charges – 2. Live- Stock."

(c) Coal- tar, clocks, including repairs, cuscus tatties, furniture, or other article for office used hurries unless the cost is less than Rs. 50.

(d) Clothing or bedding for prisoners;

(e) Uniform or equipment for prison establishment.

Provided that the Deputy Inspector-General shall accord sanction for the propose of items under clauses (a) and (d) and for the purchase of DDT powder and phenyle required for the prison.

1015. Closing of monthly accounts: - All charges are treated for account purposes as being incurred within the month in which the money to meet them is drawn, as per Article 102, Tamil Nadu Financial Code, Volume I. The Charges incurred each month should therefore be drawn from the Treasury during the same month. To enable this to be done, the accounts shall be closed some days prior to the end of the calendar month usually on the 25th. In stations where there is only a sub – Treasury, or in months when the last two or three days are holidays, it may be necessary to close the accounts earlier. The accounts relating to the month of march each year, however, shall be closed on the last working day of that month and all charges incurred shall be paid and drawn before the Treasury accounts for that month are closed so that the charges incurred in one official year are not allowed to stand over for payment from the grant for the succeeding official year as per Articles 38 and 39, Tamil Nadu Financial Code, Volume I.

1016. Preparation of abstract bill.-

(1) When the accounts are closed, a fully vouched contingent bill, including all expenditure incurred up to the date of closing the accounts and not previously drawn from the Treasury, shall be prepared and presented for payment. In respect of gratuity, batta, subsistence allowance and cost of conveyance, a certificate shall be attached to the bills in which the expenditure is recouped, that it is in accordance with the scales prescribed

(2) Before signing the fully vouched contingent bill, the Superintendent should see that the amount of the bill is early entered in words in such a way as to make subsequent alterations impossible.

1017. Date of closing Treasury to be ascertained. - Superintendent shall ascertain early in each month the date on which the accounts of the Treasury or Sub-Treasury will close. The prison accounts shall then be made up at a date so much in advance as to enable the fully vouched contingent bill to be prepared and cashed before the Treasury or Sub –Treasury account close for the month. On the detailed bills, the date on which the Treasury accounts closed shall be noted.

1018. Verification of charges.- The disbursing officer's Return of Expenditure, Liabilities and Receipts shall be prepared in Form No.33 on the first working day of each calendar month and the Assistant concerned shall be sent to the Treasury

office for reconciliation with the Treasury figures. The form shall be prepared as per provisions contained in paragraph 83 of the Tamil Nadu Budget Manual, Volume I. Amounts short drawn, if any, shall be shown in the statement as refunds. After verifying the charges, a certificate of verification shall be recorded and the return forwarded to the Inspector-General together with a statement of variations noticed, if any, not alter than the 25th of the following month to which it relates.

1019. Submission of vouchers. - Agreeably to Subsidiary Rule 18 under Treasury Rule 16 of the Tamil Nadu Treasury Code Volume I, the Superintendent shall in support of every charge of more than Rs.100 submit to the Inspector-General direct duplicate copy of vouchers signed by the person to whom the payment was made. The first bill in each year on account of rent shall be supported by the Executive Engineer's certificate for the instructions regarding the preparation and submission of vouchers, subsidiary rules 1, 2 and 32 and instructions 25 and 26 under Treasury Rules 16 and subsidiary Rules 2 and 3 under Treasury Rule 32 of the Tamil Nadu Treasury Code, Volume I shall apply.

1020. Arrangement of vouchers.- The duplicate copy of vouchers and receipts in support of the charges should be stitched together in the order in which the entries they support appear in the bill and shall be forwarded to the Inspector-General direct, accompanied by a memorandum or docket specifying the bill or bills to which they relate.

1021. Monthly statements to be submitted. - With the vouchers referred to in rule 1020 shall also be submitted to the Inspector-General direct in Form no. 30 not later than the last day of the succeeding months.

(a) (1) A statement showing the number of prisoners dieted daily.

(2) A diet roll statement showing all rations issued to prisoners during the month.

(3) A stock statement showing receipts, issues, wastage and balance of each article of rations, together with the prescribed certificates.

(4) A consolidated statement showing in detail the expenditure incurred under all other Subordinate-heads and detailed heads of account.

(5) A certificate that the amount of road batta, subsistence allowance, conveyance charges and gratuity paid to released prisoners during the month was in accordance with these rules.

(6) A statement showing the value of articles of rations, if any, issued to civil prisoners from the ration stock.

(7) A statement showing the expenditure incurred under "Petty Construction and repairs"

(8) A statement giving details of expenditure on each work of petty construction and repair during the month. The progress of the work shall also be noted therein.

(9) A certificate relating to adherence to contract rates, if any, securing of contracts for all articles, recoveries made from suppliers on account of excessive wastage, and adjustments carried out as ordered in the objection statements.

(10) List of vouchers accompanying the bill.

Explanation:- (1) Copies of all traveling allowance bills encashed during the month, the date of encashment noted in each case, and the certificate required by article 82 (a) Tamil Nadu Financial code Volume I, Shall be attached to Form No.30

(b) A detailed statement of manufactures in Form No.70.

1022. Date of submissions. - Duplicate copy of the vouchers, receipts and statements shall be submitted so as to reach the Inspector-General not later than the last day of the succeeding month to which they relate.

1023. Register No. 40. - The establishment and contingent register in prisons shall be maintained in Form No. 34. The Instructions for the maintenance of the establishment and contingent register are contained in Articles 103 to 105 Tamil Nadu Financial Code Volume I.

1024. Treatment of budget grants. - The procedure regarding control of appropriations in the budget, application for additional appropriation and surrender of funds is laid down in chapters VIII, IX, and appendix F of the Tamil Nadu Budget Manual. The Superintendent shall us submit reports of surrenders of funds and applications for additional appropriations to cover the expenditure in the year to the Inspector-General before 15th January or earlier, if so required.

1025. Register No. 39. - The Acquittance Roll which shall be in Form No.88 of the Tamil Nadu Financial Code, Volume II, is a list of the Subordinate establishment of the prison with the pay of each member. Every officer shall affix his signature to the roll each month in token of having received the amount shown as due to him and if it exceeds Rs. 20 shall affix a revenue stamp and sign his name across it. After the roll has been singed by all officers to whom salary is due, it shall be singed by the Superintendent, furnishing a certificate that the transactions were checked in accordance with Treasury rule. 32.

1026. Use of Railway Warrants. - The Railway Warrant in Form No. 36 is to be used when prisoners are sent by train form one prison to another. Or on release, when they have to travel by train. The following instructions shall be observed namely:

(1) Subject to the provisions contained in Rule 621 (6) The Superintendent shall issue to each released convict who has to travel by rail a Railway Warrant entering therein the prisoner's name in full, the place and date of departure,

the station to which the is to travel, and the date of departure, the station to which he is to travel and the date for which the warrant is available.

(2) The convict shall be instructed to present the Railway Warrant to the Station Master who shall provide the necessary passage.

(3) When a transfer has to be made and a railway or bus journey is necessary, a railway or bus warrant is issued by the police, and the prison Superintendent has only to enter the number of prisoners in the warrant and countersign it. The police department shall bear the entire Cost of railway or bus warrants.

(4) After the close of each month, the Superintendent shall prepare a statement showing the details of Railway Warrants issued and the charges incurred thereon and settle the claims of the Railways immediately on receipt of the bills.

1027. Use of Credit Note. - The Credit Note in Form No.l37 is for whenever stores of any kind are consigned by rail from one prison to another prison or to another Government department. It shall not be used for consignments to private parties. Clause (4) of rule 1026 applies mutatis mutandis to settlement of such claims.

1028. Classification of expenditure. - All prison expenditure is classified, for purpose of departmental and financial control as follows:

Head of Account charges.

256. A. Jails.

AB.Jails-I-Non –plan

AA. Jails (other than sub-jails)

01. Salaries
    1. Pay
    2. Dearness Allowance
    3. Medical charges
    4. Other Allowances
02. Wages
    1. Contingent staff
03. Travel Expenses
04. Office expenses
    1. Telephone charges
    2. Other contingencies
06. Rent, Rates and Taxes, Royalty
08. Advertising, Sales, and Publicity Expenses
15. Tools and Plant.
17. Maintenance
    1. Petty construction and repairs
19. Materials and supplies
    1. Maintenance of cows.
    2. Maintenance of Agriculture farm and use of chemical fertilizers.
    3. Purchase of Raw materials and implements.

26. **Other charges**

1. Transport of prisoners
2. Livestock
3. Medical and sanitary
4. Other items- Charges voted.
5. Cost of suits.

27. Clothing and equipment

29. Dietary Charges

AE. Wage Earning Scheme to prisoners

02. Wages

Head of Accounts for Receipts

056. Jails

AA. Jails-Services and Service fees.

01. Jail (other than Approved Schools)

1. Hire of convicts
2. Recoveries of Transportation charges etc.
3. Charges recovered fro mother Governments
4. Collection of payments for services rendered
5. Miscellaneous

AB. Jails-Sale of Manufactures

01. Jails (Other than Approved Schools)

AC Jails-Other receipts

0.1 Jails (Other than Approved Schools)

1. Rents of Buildings
2. Recoveries of over payments
3. leave salary contribution
4. Sale proceeds of dead stock, waste paper and other articles, the cost of which was met from office contingencies.
5. Miscellaneous.

Advisory Board. Jails-Deduct Refunds.

01. Jails (Other than Approved Schools)

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CHAPTER – XLIX

THE MANUFACTURING DEPARTMENT

1029. Manufactory to be kept separate: - In every prison there shall be a manufacturing department distinct from the general department and with distinct registers, accounts and returns. Neither manufactory receipts nor charges shall be entered in the general cashbook.

1030. Duties of Store Keeper. - In all prisons and Borstal Schools, the raw materials required for manufactures, manufactured articles and all books and accounts relating to this departments shall be in the custody of the Storekeeper in charge of stores who may have one or more Assistants to help him. Wherever there is an additional Assistant, one Assistant shall be in charge or raw materials known as Storekeeper (Raw Material Stores) and the other shall act as Storekeeper (Manufactured Articles Stores) in charge of manufactured articles. In that case, the Storekeeper (Raw material Stores) shall be in charge of cash and the connected books. In Central Prison, Comibatore, thee shall be separated Assistant in charge of cash who shall be known as Accountant.

1031. Adherence to budget allotment. - The budget appropriation for manufactures shall be communicated to Superintendent at the beginning of each official year by the Inspector-General. No Superintendent shall without previously obtaining an extra appropriation exceed the amount provided. When the sanctioned appropriation is found insufficient timely application shall be made to the Inspector-General for a further sum with an explanation of the requirement, otherwise a Superintendent who exceeds the annual appropriation will be held responsible for the excess expenditure.

1032. Purchase of raw materials.-

(1) Superintendent may incur expenditure (up to the budget allotment) in the purchase of raw materials, but they are expected to exercise discretion in their dealings and to avoid the accumulation of unnecessary stocks.

(2) Along with the indent, a note containing the following details explaining the necessity for purchases shall be prepared by the Storekeeper (Raw Material Stores) and submitted to the Superintendent who shall verify their correctness before approving the indents namely.

(a) The stock of finished materials on hand to comply with the firm orders of the consuming departments.

(b) The quantum of raw materials required for the manufacture of articles to comply with such firm orders.

(c) The stock of raw material on hand;

(d) If the Superintendent intends to hold stock of finished materials the possibility of disposing them shall also be a factor.

(e) The Superintendent need not necessarily go in for purchase of costly raw materials if the goods can be manufactured with the raw materials at a lower cost.

(f) Whether such of the raw materials are included in the approved data or whether there is the absolute need for such articles if the manufacture is to be processed on estimates.

Explanation :(i) - Stocking of finished materials shall not be the criterion for the purchase of raw materials.

Explanation:- (ii) If the orders for the supply of prison –made articles are not encouraging in view of the rising competition for such supplies, the Superintendent shall restrict the production to the level of keeping the prisoners engaged and imparting them intensive training with the available technical staff. Such contingencies shall always be reported to the Inspector-General for his orders.

Explanation :(iii) - The source of purchase as prescribed by the Government or the Inspector-General shall always be adhered to, when it is found to be economical.

Explanation: - (IV) In case of any doubt or whatsoever, the matter shall always be referred to the Inspector-General.

(3) All purchases shall be made, after full inquiry, in the market where the prices are found to be cheapest as far as practicable, in the case of purchases the procedure laid down in Article 125 of Tamil Nadu Financial Code Volume I. shall be followed unless and otherwise ordered by Government or the Inspector-General. At the time of settling contract and the like for purchases, letter of enquiry shall be addressed to the Chief producing firms and also all the approved contractors of the department and there shall not be any indiscrimination in sending letter of enquiry to all the concerned. Frequent petty purchases shall be avoided. Sufficient stocks shall be purchased at the cheapest seasons and generally, the transactions shall be carried on in a business like manner. Prompt payment shall be made for articles purchased and discount secured.

(4) As regards timber required for the Prisons Department contracts shall be settled for the purchase of timber from outside following the procedure laid down in Article 125 of Tamil Nadu Financial Code, Volume I and also orders issued from time to time.

(5) The Inspector-General shall invite tenders for the supply of raw materials and the like required for the manufactory sections of the prisons and Borstal School by public advertisement or otherwise. Contract shall be in form No. 40

and sealed samples of the article to be supplied shall be annexed to the agreement.

Explanation: The Inspector-General shall maintain a list of approved contractors of all the institutions under him. Such lists shall be reviewed by Inspector-General and made up to date once-in two years, before 30th September. The Superintendent of each prison and Borstal School shall also maintain a separate list for his institution.

1033. Sanction to special charge. - The following charges require the previous sanction of the Inspector-General or of the Government, namely:-

(1) All charge on account of establishment including contingent establishment.

(2) Any charge for purchases of raw materials, live stock, tools or plants in excess of Rs. 750 per mensum subject to an annual ceiling of Rs. 9, 000 by the Superintendent of Central Prisons, the Superintendent State prisons for women and Borstal School.

1034. Supply of timber.-

(1) There shall be a Timber Purchase Committee I each institution consisting of the following officials, namely:-

(1) Superintendent of the Central Prison or the Borstal School.
(2) The District Forest Officer at the concerned district head quarters or his nominee;
(3) The forest utilization officer, Chennai, or his nominee in the case of Central Prison, Chennai;
(4) The concerned Jailor in a Central Prison and the Deputy Superintendent in Borstal School, Pudukkottai.
(5) The Sore keeper (Raw Material Stores)
(6) The concerned carpentry Foreman.

(2) The Superintendent of the institution shall fix a date for the supply of timber and also intimate the date to the Forest Department representative well in advance and send another intimation after the consignment is received so the at the Purchase committee shall meet within 48 hours. The Superintendent shall as far as possible ensure that the timber is not passed in the absence of the Forest Department's nominee. In his absence, it shall be the responsibility of the Superintendent to ensure that only the timber of the prescribed specifications is accepted which he shall have the technical opinion of the Carpentry Foreman.

1035. Examination of raw materials:-

(1) Raw materials received in to prison shall be examined by the Superintendent before being handed over to the storekeeper concerned who shall be jointly

responsible with the Superintendent that their quality and quantity are correct.

(2) The Superintendent shall examine and record the details of articles received and passed in the Purchase Book in Form no. 93.

1036. Record or raw materials: - When raw materials are taken over by the Storekeeper (Raw Materials Stores) he shall enter it at once in the stock book in form No. 64. Before payment is made format received, the Superintendent shall satisfy himself that it has been brought to account in the stock book and that the price charged corresponds with the rate entered therein.

1037. Issue of raw materials:-

(1) All raw materials shall be issued from stores on an indent in Form No. 72 signed by the foreman, or warder in charge of the workshops, where the materials are required and countersigned by the Jailor. These indents shall be filled by the Storekeeper concerned.

(2) The cloth fort stitching garments by the Tailoring Workshops shall be issued both in terms of length and weight.

(3). Indents for raw materials shall be made daily, if necessary, or at short intervals as required and shall be passed by the Jailor, it shall be the responsibility of the Jailor to avoid issuing large quantities of materials, in excess of immediate needs, and prevent accumulation of stock in workshops.

1038. Indent forms. - Indents shall be bound together in books of a certain number, which shall be noted on the cover. Each indent and counterfoil shall bear a serial number, and the counterfoils shall be carefully preserved by the foreman or the warder in-charge of the workshop.

1039. Entry in stock book.- When raw materials are issued, the Store-keeper (Raw Materials Stores) shall enter the details in the appropriate column of the stock-book and shall strike the balance of he stock remaining.

1040. Jailor to examine articles manufactured.- The manufactured articles completed each day shall, before they are delivered to the Store-keeper concerned, be examined by the Jailor , who shall be responsible that they are of good workmanship and up to the sample, if any, or the required standard, shall the case may be. If there is any defect, the Jailor shall bring it to the notice of the Superintendent, who shall enforce responsibility against the Forman, Warder, in Charge of the workshop. Convict overseer or Convict workman. The Superintendent shall also be responsible for the quality of the products. He shall examine them during the process and at the time of his visits to the workshops.

1041. Record of manufactured articles. - As manufactured article are received from the workshops, the Jailor shall enter the receipt of these items in columns (1) to (3) of

the Transit Register in form No 73. The Storekeeper concerned shall then enter the number and weight of articles received on the right hand portion of the indent until the whole of the raw material issued is accounted for, reference to the indent being given at the same time in column (4) of the Transit Register. The Store-Keeper concerned shall also at once enter particulars of the articles received in the stock book of manufactured article is Form No. 65, reference being given in like manner to the page of the stock book in column (5) of the Transit Register. It may not be possible to ensure that the manufactured article entered as a set-off against raw materials issued have been made with that identical issue but, if raw materials are thus regularly accounted for, it shall be easy to check the outstanding balance in the workshops and the number of indents not satisfied.

Explanation: (i)- This procedure shall not be applicable to the Central Prison, Coimbatore where the issue of raw materials and the receipt of manufactured articles are accounted for in a running account in respect of weaving and dyeing industries.

Explanation: (ii) In the case of cloth, the stitched garments and tailor cuttings shall be weighed to compare with the issue weight.

Explanation: (iii) – It shall be the responsibility of the factory Manager in Central Prison, Coimbatore to ensure that before passing running indents, that such indents are correctly prepared and are not in excess of ordinary requirements and all such raw materials so issued are properly set off in the form of manufactured articles. If necessary, he shall work out the actual requirements in raw materials for the manufacture of certain quantity of cloth of different varieties and see that the raw materials are issued within the permissible limit. He shall also watch the movement of each consignment of raw materials issued for a particular purpose at the various levels of process by making suitable arrangements with the technical personnel in the mill, till such raw materials are fully set off in the form of finished goods and ensure that the articles under process at various levels are sufficient enough to complete the Manufacture of article for which they were issued and any short fall or whatsoever shall always be brought to the notice of the Superintendent

1042. Record of wastage in conversion and subsequent recovery.-

(1) When an indent in Form No. 72 is finally closed in full satisfaction of the quantity of materials issued thereon, the wastage resulting from its conversion into manufactured article shall be distinctly set out on the right hand portion thereof and subsequently entered against the identical issue in its proper column in the Stock-book of raw materials in Form no. 64, the Superintendent

and the Store-keeper initialing the indent at the same time in token of such closure.

(2) The Jailor shall be responsible that the wastage calculated represent what actually occurred and that it is not raised to the maximum when it is in reality lower, while the Superintendent shall not only satisfy himself of its correctness, but also of the fact of its entry in form No. 64.

(3) The Superintendent shall likewise be responsible (1) that all wastage in excess of the maximum permissible percentage as stipulated for in the agreement in Form No. 40 is regularly recovered form the contractor either when the payment for supplies in next made or when the amount of the security deposit is returned to him, and (ii) that the dates of payment and recovery are noted at the time in he appropriate columns of Form No.64 under his initials.

(4) If for good and sufficient reasons to be recorded in writing, raw materials have to be purchased otherwise than by contract, any excess over the maximum percentages of wastages ordinarily allowed shall be made good by he officers who may be responsible.

1043. Record of issue of manufactures. - All sales or issues of manufactured article shall be entered in the appropriate columns of the Stock Book in Form No. 65. They shall also be entered in Daybooks of Sales as prescribed in rule 1050.

1044. Weekly check by Superintendent: - Once in a week or oftener Superintendent, the shall check all indents and their counterfoils with the entries in the stock-book of raw materials, and shall satisfy himself that all issues have been made only on a countersigned indent and a corresponding counterfoil. At the same time, he shall check the entries of manufactured article on the right hand portion of the indents with those in the Stock-book of manufactured articles and shall satisfy himself that they correspond. He shall also satisfy himself that the issues of raw materials are accounted for by the entries of manufactured article and shall initial the books in token of having checked them as prescribed. The Superintendent shall similarly check all issues noted in the Stock book of manufactured article with the passes and with the Day Book of credit sales or the Daybook of realization, as the case may be.

1045. Superintendent' monthly checks of materials in workshops. - At the end of each month the Store Keeper (Raw Materials Stores) shall make out a list in Form No. 74 of all indents of raw materials which have not yet been satisfied by the receipts of manufactured articles. This list shall, after being checked by the Jailor to see that it is correct and complete, be submitted to the Superintendent who shall satisfy himself by personal examination of the Transit Register and the stock of raw materials in the workshops that there is sufficient material to satisfy the indents. He shall also see that no undue delay occurs in the completion of the manufactured articles for which raw materials have been issued. If any such

unsatisfied indent is carried over to the list for more than one month, the Superintendent shall personally see to its completion before the close of that month.

1046. Register No. 52.- The Store-Keeper (Manufactured Articles Stores) shall maintain a Register of orders for Execution in the Manufactory Department in form No. 75 in which shall be recorded all orders including articles to be manufactured for stock. It shall be produced for the Superintendent's initials whenever fresh entries are made therein. An extract from this Register shall be hung up in each workshop, so that the Foreman or warder –in-charge may know in that orders he has to complete. The Superintendent shall examine this Register once in a fortnight and shall satisfy himself that no undue delay occurs in the execution of orders and that they are carried out as far as possible in the order in which they are received or booked.

Explanation: - (i) The Superintendent shall poorly use his direction in deciding the quantum of manufactured articles proposed for stocking which shall be restricted to the standardized items only.

Explanation: - (ii) The list of such standardized articles shall be got approved by he Inspector-General of prison.

Explanation: (iii) The Inspector-General shall always distribute among the institutions under him the orders of the consuming departments for the supply of prison made article according to the circumstances of each case.

1047. Agreement upon sample. - No contract for the supply of article to a Government Department shall be entered into until a sample has been obtained. If there is any doubt of the prisoner's ability to make article equal with the sample, no contract shall be entered into until a prison-made sample has been approved by the Department requiring the supply.

1048. Committee to examine police articles:-

(1) Manufactured articles for the police Department shall, before being sent form the prison, be examined by a Committee under the rules in Appendix VII. The article shall be supplied to the police Department in accordance with the said rule.

(2) One per cent wastage of leather in the manufacture of boots or shoes from out of all the cut components except in the case of "Toe caps" purchased from the Government Footwear Unit, Perambur shall be allowed. The wastage in the manufacture from out of the "toe caps" purchased from the above centre shall be two per cent.

1049. Packing and dispatching. - The manufactured articles shall be examined and checked properly to ensure as to the quality and quantity before they are despatched to the Government departments. The packing and despatching shall be attended to by the packer clerk under the supervision of the Store Keeper (Manufactured Articles Stores) in the absence of packer clerk; it shall be attended to by the storekeeper himself. If the purchasing department deputes an official for the purpose, he shall be permitted to do so.

1050. Pass for articles removed from prison: - No manufactured articles shall be soled or removed from the prison except on a pass (printed and serially numbered) initialed by he Superintendent and Jailor. In urgent cases, the Jailor' initials alone may, if the Superintendent permits, suffice, but the pass shall be subsequently submitted to he Superintendent for his initials at the first opportunity. The pass shall be presented at the gate to the Gate Keeper who shall thereupon permit the articles in question to be taken out and shall retain the pass as a voucher. The Store Keeper (Manufactured Articles Stores) Shall prepare the pass to accompany all articles issuing form the Manufacturing Department which are to leave the prison and shall post the entries at the same time in the Day book of Credit sales in Form no. 67 or the day book of realizations in Form No. 68 as the case may be. These entries shall be daily verified by the Superintendent by comparison with the gate passes, and the initials of the verifying officer appended in token of the correctness of the entries.

1051. Settlement of prices. - The cost of production of articles manufactured in prisons shall be arrived at as follows:-

(1) In the case of articles the manufacture of which requires no elaborate machinery, the cost shall include-

(a) The cost of raw materials (to be fixed at the nearest round figure on the 1st April and only to be revised when the replacement value varies by ten per cent) inclusive of allowance for waste and for incidental charge such as cost of carriage and of dyeing or bleaching materials.

(b) Five percent of the cost of raw materials for depreciation on account of plant and renewals, which may be reduced by the Inspector-General in individual cases to not less than two and a half percent for special reasons to be recorded by him. Plant shall include any transport or share of transport used for collection of raw materials.

(c) The value of convict labour worked out at fifty paise per head for skilled labour and twenty five paise per head per day for unskilled labour.

(2) In the Case of articles manufactured by power driven machinery, the cost shall include-

(a) Cost of raw materials issued (to be fixed at the nearest round figure on the last April and only to be revised when the replacement value varies by ten per cent);

(b) Cost of convict labour (so added to the data that it shall produce fifty paise per head per day for skilled labour, and twenty five paise per head per day for unskilled labour);

(c) Supervision charges to cover the cost of staff directly employed in the industry and proportionate charge of pay and allowance of Assistants and Junior Assistant who are solely employed for the Manufactory department;

(d) Store charges to cover running expenses, power and office expenses;

(e) Wear and tear to cover the Cost of depreciation of machinery shall be charged at five percent of the cost of raw materials in respect of all the machinery, except the textile machinery at Central Prison, Coimbatore, for which the rate shall be two and a half per cent.

(f) Depreciation at two per cent on the value of buildings which have been specially erected for the industry;

(3) The price of an article originally fixed shall not be altered if some raw materials issued for its manufacture are returned as unused provided that the difference between the price fixed in the first instance and the actual prison arrived at after taking into account the cost of raw materials actually used does not exceed five per cent.

1052. Percentage on account of profit.-

(1) The sale price of prison–made articles shall be fixed by adding a percentage to the cost of production, as defined in rule 1051 on account of "profit." The percentage to be added to the cost of production to arrive at the sale price shall be -

(a) ten per cent of the cost of raw materials and labour in the case of article supplied to State and Central Government departments including prison department local Bodies Panchayat Unions, Electricity Board and Corporations.

(b) Fifteen per cent of the cost of raw materials and labour in the case of article supplied to private parties.

Explanation: - (i) In the Central Prison at Coimbatore and Vellore, the selling rate of such of the articles that are manufactured by power driven machinery, other than textiles, shall be fixed by adding (i) ten per cent of cost of raw materials and labour in the case of supplies made to State and Central Government

Departments including the prison Department, Local Bodies. Panchayat Union, Electricity Board and Corporations only (iii) fifteen percent of the cost of raw amt and labour in the case of supplies to others, including private consumers.

Explanation:- (ii) In the case of textiles manufactured at Central Prison, Coimpatore, by power driven machinery the selling rate shall be fixed by adding (1) five per cent of cost of cost of raw materials and labour in the case of supplies made to State and Central Government departments including prison Department, local Bodies, Panchayat Union, Electricity Board and Corporations and (ii) ten per cent of the cost of raw Materials and labour in the case of supplies to others including private consumers.

Explanation: - (iii) Government official who are required to provide themselves with uniforms at their own cost may be supplied, on indents countersigned by the Deputy Inspector-General of prison, with prison- made drill-white or khaki at the rates charged to Government departments provided that the supplies are indented for making uniform for the personal use of the officers concerned ant that the quantity indented for is not in excess of ordinary requirements.

(2) The Inspector-General shall enhance the percentages mentioned above in respect of any particular prison. When necessary, so that the excess of the value of the estimate total turnover for the year over the cost of production shall be equivalent to five percent on the capital employed, and he may revise the percentage mentioned above in respect of any particular prison when he considers it desirable to do so, provided that he shall not reduce them below the rates on the basis of which, the excess of the value of the estimated total turnover for the year over the cost on production will be equivalent to five percent the capital employed. Capital employed includes besides the original cost of machinery, tools and other plant and building specially erected, the working capital required for purchase of materials, for contingencies, wages and salaries. As sales are occurring throughout the year, the working capital may be taken as half the total annual cost of raw materials, plus average charges for wages and salaries of special staff if any, power and other contingencies. Where the market rate for any article is above the prison cost of production plus "Profit" as fixed above, it shall not be sold to dealers and private consumers at less than the market rate.

(3) In the event of dispute as to price of article supplied to the Departments of Government, the decision of an Expert officer of the Department of Industries nominated by the Director shall be final.

1053. Revision of price fixed: - If on account of long storage or for any other cause, e.g. competition for orders from a Central Department, it is found necessary to revise the sale price of an article once fixed in accordance with rule 1052 (2) the Superintendent shall submit a report to the Inspector-General explaining fully the reasons for the revision and obtain his sanction for the disposal of the articles at the revised price.

1054. Authority for payments.-

(1) Petty Expenditure on account of manufactures may be paid by the Store Keeper (Raw Materials Stores) who, for his purpose, shall be furnished with a small sum form the permanent advance. This shall be accounted for in the manufactory Cashbook in Form No. 31. Large payments shall be made by the Superintendent in accordance with rule 1001. the Superintendent shall once a week, or oftener, check the cash-book and verify the balance shown therein by an examination of the actual cash in hand, in the manner prescribed in rule 996 initialing the book at the same time in token that he has satisfied himself as to its accuracy. This procedure shall be followed when transfer of charge of the prison occurs and both relieved and relieving officers shall then initial the cashbook.

(2) In the Central Prison, Coimbatore, permanent advance allotted to the Manufactory section shall be in the custody of an Assistant known as Accountant and he shall account for it in his cashbook. The Accountant shall also be responsible for the maintenance of proper accounts in respect of all cash received in his section.

1055. Register No.-53. - The Manufactory Cash Book is a record of the transactions connected with the manufactory permanent advance and of the drawings and payments made on account of the manufactory department. It shall be maintained in form No. 31 as in the case of the cash or permanent advance book in use in the general department. The total of the permanent advance and any subsequent sums drawn whether to recoup it or not, shall be entered in the receipt column and all payments in the disbursement column. The balance shall be struck both in figures and words daily.

1056. Cash drawings. - All drawings of cash for manufactory purposes shall be on fully vouched contingent bills under the Tamil Nadu Treasury Code, Volume II. The provisions of rules 1005 and 1055 apply to these drawings.

1057. Entry of receipts. - All receipts shall be divided into two classes, namely, those received in cash and by transfer of credit through the Treasury. In the case of receipts in cash, the entries in the monthly statement referred to in rule 1050 (3) under the subheads such as "Scale, of Jail Manufactures." "Hire of convicts" and "Miscellaneous" shall be the totals of the transactions of the month falling under these designations. In the case of receipts by adjustment through the Treasury,

every transaction shall be shown in detail and shall be supported by he chalan so adjusted by the supplied officer.

1058. Payments to be receipted. - On the payment of any sum due to the manufactory, a receipt in Form No. 77 signed by the Superintendent or Jailor shall be given or sent to the person making payment. This form shall be bound in books of 50 forms each, in triplicate one below the other and machine numbered.

1059. Disposal of cash received.-

(1) Every sum in cash received on account of the manufactory department shall be entered at once in the Daybook of realizations in Form No. 68 and the Superintendent shall satisfy himself that this is done before signing an acknowledgement for the same.

(2) No sum exceeding the security deposit of the Assistant (Raw Materials Stores) shall be retained by him and he shall be held responsible for the correctness of he manufactory cash. Any sum in excess of this amount shall be remitted into the Treasury at once or, if this is hot possible on any day, be deposited in the Treasury on the next working day.

Explanation: - The provisions of this sub rule shall mutatis mutandis apply to the accountant of the manufactory section in the Central Prison, Coimbatore.

(3) The usual form of chalan, showing in detail the major, minor and detailed heads to which the money is to be credited in the accounts, shall be sent with money to the Treasury and the Treasury officer' receipt obtained. Certified copies of the receipted chalans shall be forwarded to the Inspector-General with the monthly statement of manufactory charges and receipt, the originals being retained at the prison.

1060. Payments by book adjustments.-

(1) In case of transactions between the service departments of the same Government where manufacturing or production or supply of articles or repair operations are involved and the existing principles require settlement, the adjustments might be done away with, if the cost of the services or supplies is for Rs. 250% or less in each case.

(2) In respect of transactions for amount in excess of Rs.250 payment shall be made by cash and by adjustment through the Treasury raising necessary debit to the supplied officer and credit to the prison Department. The supplying prison shall forward to the officer supplied within a week after dispatch of the goods, an invoice in triplicate in Form No. 71. The supplied officers shall send to the Treasury Officer or Pay and Accounts Officer, as the case may be, the adjustment bill supported by chalans in quadruplicate for payment by transfer credit to the head of account indicated in the chalan. The

Treasury Officers or Pay and Accounts Officers, as the case may be, shall retain the original copy of the chalan and send the duplicate and the triplicate copies to the supplied officers who shall keep the duplicate copy for their records and send the triplicate copy to the supplying Officers and the fourth copy to the Accountant-General, Tamil Nadu along with the bill in support of the adjustment. The first copy of the chalan shall bear the words "Treasury copy," the second copy "supplied officer' copy" the third copy "supplying officers copy" and the fourth copy "Accountant-General' copy." The words "By Adjustments" shall also be indicated in each of the copies of the chalan. The Adjustment bill shall be in a particular colour so as to immediately distinguish it form a bill prescribed for payment by cash.

(3) The Treasury officers or the Pay and Accounts Officers, as the case may be, shall treat the adjustment bills on par with bills for cash payment and take prompt action to carry out adjustment in the accounts within seven days from the receipt of the adjustment bills in the Treasury or Pay and Accounts Offices, as the case may be.

(4) The Departmental Officers shall present the adjustment bill in the Treasury or Pay and Accounts office, as the case may be, without any delay. The supplying department shall be responsible for realizing the credit by ensuring that the supplied officer presents the bill for adjustment without any delay. Any delay in presenting the bill for adjustment shall be brought to the notice of Government in Finance Department by the Superintendent of prison or Borstal School, as the case may be, through the Inspector-General. The supplied department shall be responsible for getting the adequate appropriation in time to make payment to the supplying department. It shall be the responsibility of both the supplying and the supplied departments to reconcile the departmental figures with the figures in the Treasury account every month to ensure that all adjustment bills prepared by the Department have been included in the Treasury accounts.

(5) On receipt of the triplicate chalan from the supplied officers, the Superintendents of prisons shall make necessary entries in the register of inter and intra departmental supplies in Form No. 69 and treat the dues as settled. They shall also include this amount as having been settled in the monthly statement of manufactory charges and receipts enclosing the certified copies of the adjusted chalan, the triplicate copies being retained in the prison.

1061. Inter-prison supplies.-

(1) For the proper classification of accounts, inter-prisons supplies shall be broadly classified as follows:-

(i) from the General Department to the Manufacturing department in the same prison and vice versa;

(ii) form the General Department in one prison to the Manufacturing Department of another prison and vice versa;

(iii) from the General Department in one prison to the General Department of another prison;

(iv) from the manufacturing Department in one prison to the manufacturing Department in another prison

(2) The payment towards supplies mad in clauses (i) and (ii) of sub rule (1) shall be made by adjustment through Treasury as per the procedure laid down in rule 1060.

(3) Except in case of supply of saleable finished goods from the manufacturing Department, the credit head shall be "256 –A, jails –AC. Jail manufactures –I-Non-plan. AB. Deduct Amount transferred to Maintenance-Manufacturing Departments of jail (other than Approved Schools) 23 inter Account Treasury "and in he case of former, it shall be "056.AB. Jails-Sale of Jail Manufactures-01. Jail. (Other than Approved Schools)", In the case of supplied prisons, the expenditure shall always be debited under the respective head to which such categories of he articles belong according to he classification:

(4). The payment towards supplies made in clauses (iii) and (iv) of sub rule (1) shall be made by adjustment in eh books of the Inspector-General to whom the countersigned invoices shall be forwarded before 10th of the succeeding month. The fact of necessary adjustment having been made shall be communicated to the Superintendents of prisons concerned. In such cases, the supplied prison shall deduct from the appropriation and the supplying prison shall correspondingly add to the appropriation. Such an arrangement shall be acted upon like abatement of charges, but it shall not alter the budgetary requirements of the prisons involved.

(5) Such inter prison supplies shall always be made with the sanction of the Inspector-General except in cases, such as supply of manufactured cloth to the manufacturing departments of the other prison for stitching of police garments, prisoners clothing and the like. Necessary entries shall be made in the Register of Inter and Intra-departmental supplies in From No.69.

1062. Register No.46. - When articles are sold on credit, they shall be entered in the Individual Ledger of Credit Sales in Form NO.66. Each purchaser shall be allotted a separate page, and the ledger shall contain an alphabetical index of the person, firms or departments, as the case may be, doing credit business with the prison.

1063. Restriction on credit sales.-

(1) Credit sales shall not be allowed except to such private firms and such classes of Government officers other than prison officials and private individuals as the Inspector-General may approve. Otherwise, the cash payment system shall be followed for taking delivery of the manufactured articles.

(2) To every private firm, Government officer and private individual to whom credit is allowed, as per sub rule (1) above, a bill in Form No. 78 showing the details of the sum due and signed by the Superintendent shall be forwarded within a week after dispatch of the goods. No further credit shall ordinarily be allowed till the bill pending, if any, is settled.

(3). In the case of supplies made to local bodies such as Corporations, Panchanyat Unions and Municipalities, the Shall us send to the Accountant General a Quarterly statement of the arrears due from each local body to enable the accountant General to issue instructions to the Treasury Officers or pay and Account officer concerned for effecting the necessary recoveries.

1064. Statement of charges and receipts.-

(1) A statement of manufactory charge and receipt in Form NO; 70 shall be submitted to the Inspector-General in accordance with rule;

(2) This statement shall account for all expenditure connected with the manufactory section dully classified under the different heads of account detailed hereunder and also the article supplied by Public Department other than the prison Departments under the adjustment system and for all receipts. All Charges shall be supported by vouchers or receipts.

256.A. jails – Ac Jail Manufactures

I. Non-plan

AA. Jails (Other than Approved Schools)

01. Salaries
02. 02. Wages
1. Wages for contingent staff
03. Travel expenses
06. Rents, Rates and Royalty
15. Machinery and equipment
1. Purchase
3. Maintenance
4. Tools and plants
16. Motor Vehicles
19. Materials and supplies

1. Weaving Industry
2. Dyeing Industry
3. Tailoring Industry
4. Carpentry Industry
5. Carpentry Industry

6. Boots Industry
7. Phenyl Industry
8. Paper And Binding Industry
9. Other Miscellaneous Industries

26. Other charges

AB. Deduct- Amount transferred to Maintenance – Manufacturing departments of jails (other schools)

23. Inter Account transfers wage earning scheme.
AC. Wage Earning Scheme to prisoners.

26. Other Charge
1. Wages to prisoners.

1065. Stock taking:-

(1) The Superintendent shall take stock of the whole plant, raw materials and manufactured goods and shall satisfy himself that every item is correctly entered and accounted for on the credit and debit side of books and that the stock and cash accounts are correct in every particular, before 31st December every year. A certificate in the following form shall then be entered in the Superintendent' order book and a cop[y of it shall be forwarded to the Inspector-General not later than the 15th January namely:-

"I hereby certify that I have carefully examined the Manufactory accounts of the prison, and the stock in hand of raw materials, manufactured goods, plant, etc,. Together with the several register and books relating thereto and I have found them to be correct except in the particulars specified.

Date: Superintendent
Station: Central Prison /Borstal School

(2) Before taking stock, raw materials shall not be issued from the stores (from about the 10th to 15th of December) and the stock of raw materials in the workshops shall be worked up and the manufactured articles brought into store for inclusion in he stock taking. Any materials remaining in the work sheds at the end of the year shall be brought into store and accounted for in the stock-books before the annual accounts are closed, re-issues taking place on and after the 1st January. Outstanding due to and by the prison shall, as far as possible, be adjusted before the close of the year. During the period of stocktaking, convict labour may be employed in cleaning the workshops, repairing loom, machinery, and the like. The issue of raw materials during the month of December shall be suitably restricted so that the entire machinery are left free for cleaning them at the time of stock verification.

(3) In Central Prison, Coimbatore, the Superintendent shall, after stopping the issue of raw amt, take stock of the raw materials under process in the workshops, the quantum of raw materials issued during the year, the finished materials received from the wok-shops during the period and shall satisfy himself that the issue of raw Materials during the year is fully justified and the quantity of raw materials under process is sufficient enough for the manufacture of finished goods to set off the remaining quantity of raw materials issued during the year. The quantity of raw amt under process at the time of stock verification during the previous year shall also be taken note of. Such a procedure shall be followed at the stock verification by the Deputy Inspector-General of prisons also.

(4) After stocktaking any depreciation in the value of raw materials of manufactured articles or loss from any cause, shall be reported to the Inspector General with particulars of the circumstances and the value of the articles.

(5) After sock-taking and along with the certificate referred to above a separate statement shall also be submitted to the Inspector-General showing all old stores of raw materials and manufactured articles remaining in stock for over a year with their quantities, numbers, values, dates of purchase or manufacture and reasons for accumulation. A copy of this statement together with the orders passed by the Inspector-General shall be produced before the auditors for scrutiny.

1066. Register No.59. - A Stock Book of manufactory plant shall be maintained in From No. 26 and the provisions of rule 1095 shall mutatis mutandis apply to it.

1067. Statement of out-standing.- At the end of every month, the Store-keeper (Manufactured Articles Stores) shall make out and present for the Superintendent' orders a statement in Form No. 79 showing outstanding due to and by the manufactory department of the prison. Not later than the 15th January, 15 April, 15 July and 15th October of each year, fair copies of the statement for the Quarters ending December, March, June and September preceding respectively shall be submitted to the Inspector-General. Sums payable for book adjustment by transfer of credit shall be grouped separately from sums payable in cash. Information shall be given as to the steps which have been taken or which it is proposed to take to recover all longstanding amounts.

1068. Quarterly progress reports. - The progress Report of manufacturing operations in Form No. 76 shall be submitted quarterly by every prison which undertakes work for Public Departments and others, so as to reach the office of the Inspector-General not later than the 30th of the month succeeding the quarter to which it relates.

1069. Half-yearly return of industries. - Not later than the 15th March and 15th September Each year, the Superintendent shall submit to the Inspector-General a statement in from No. 116 showing particulars of each of the industries carried on in the prison during the half year preceding.

In order to assess the performance of each production units in the prisons in terms of time schedules and fulfillment of targets, supply of manpower units of work, standards and specifications, progress of production shall be maintained in each production unit.

G.O.M.s No 2626 Home (Pri., V) dated 03.12.1980

Explanation: - Rule 1113 deals with instructions for compiling Annual Statement IV showing the assets of the manufactory department for the year.

1070. Duties of Factory Manager, Central Prison, Coimbatore.- So far as the manufactory department of the Central Prison, Coimbatore is concerned, the duties of Jailor referred to in the rules in this chapter shall be performed by the Factory manager in Addition to his own duties.

1071. Stores and Stock account.-

(1) At the end of march every year, the Superintendent of all Central Prisons State prison for Women, Borstal School, Pudukottai, Open Air prisons and Special Sub Jails, shall submit stock and stores account not later than 31st May, in the prescribed forms separately for the following to the Inspector-General for consolidation and transmission to the Accountant-General under intimation to Government. The figures in the statement shall be supported by the necessary schedules.

1) Civil stores;
2) Clothing and bedding'
3) Ration articles
4) Medicines;
5) Tools and plants;
6) Raw materials
7) Manufactured articles ;and
8) Dairy

(2) The following certificates shall be furnished by the Superintendent in the Statement of stores and stock account namely:

(i) Certificate that the figures given in the stock statement represents substantially correct statement of facts;
(ii) Certificate that the stock on hand in respect of all the articles was not in excess of the requirements;

(iii) Certificate that the stock was verified by the Superintendent and also by the Jailor, Deputy Inspector-General of prisons and the Accounts Officer from time to time in accordance with rules laid down in the these Rules and stock verification statement submitted to the Inspector-General.

(iv) Certificate that all the issues were made on authorized indents;

(v) Certificate that the articles of manufacture enumerated above are in good condition and are really saleable and represent realizable assets to Government.

(vi) Certificate that the articles of raw materials enumerated in the statement are in good condition and fit for use in, manufactory process and represent realizable assets to Government.

(vii) Certificate that the ration articles enumerated in the statement are in good condition and fit for consumption.

(viii) Certificate that the excesses and shortages accounted for in stores and stock account as shown in the statement have been taken to respective register and accounted for in quantity and value.

(3) The Superintendent, Deputy Inspector-General of prisons and the Accounts Officer shall ensure that all the articles are properly verified as to their condition and certificate recorded. Furnishing of certificate shall not be treated as a routine matter.

(4) The Superintendent shall obtain certificate from the Medical Officer of the hospital duly recorded either in hospital statement of medicines or separately to History Ticket effect that the articles of medicines have been verified and found correct as shown in the statement and that there are no time-barred medicines; if there are time-barred medicines at any time, a list of such medicines shall be obtained. This list of time-barred medicines shall contain details as to the date of purchase, quantity purchased, utilized, balance and date when time barred, and the like,

(5) In regard to excesses and shortages accounted for in the statements, the number and date under which sanction is accorded shall be noted at the bottom of the statement. If the total excesses and shortages shown in the statement is sanctioned in more than one reference, number and date and total amount of each sanction order shall be furnished. If there is still any excess or shortage for which sanction is not obtained, stock verification statement in duplicate for such variation shall be submitted along with the statements of stores and stock accounts for according sanctions. A note to this effect shall also be made in the statement concerned.

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CHAPTER – L

REGISTERS

1072. List of Registers. - The following register and looks shall be maintained in all prisons in so far as they may be applicable, namely:-

I. Report and Order Books.-

1. Visitor's Book
2. Superintendent's Journal
3. Me Officer's Journal
4. (I) Jailor's Report Book
   (ii) Chief Head Warder's Report Book
   (iii) Lady Deputy Superintendent' Report Book
   (iv) Assistant Surgeon' Report Book
   (V) Psychologist' Report Book
   (Vi) Social Worker's Report Book
   (Vii) Welfare Officer's Report Book
5. Superintendent's Order Book.

II. General Register:-

6. Convict Register
7. Register of undertrial prisoners
8. Register of civil prisoners
9. Register of prisoners to be released
10. Diary of Convicts released and the amounts paid to them
11. Register of petitions form prisoners.
12. Register of convicted prisoners sent to Court
13. General abstract of all classes of prisoners
14. Lock-up Register of all classes of prisoners
15. Labour Register
16. prisoner's punishment Book
17. Clothing and Bedding Registers
18. Conduct book
19. Register or Warders Uniform received and issued
20. Ammunition Register
21. Ball Practice Register
22. Defaulter Book
23. Monthly Census Register
24. Register of persons other than prisoners and Warders and articles passed through the main Gate
25. Register of prisoners and warders in charge of prisoners passed through the main gate.
26. Stock book of Civil Stores
27. Garden and Plot Register

28. Register of Security Deposits by official and contractors.
29. Stock Book of Stationery
30. Stock book of Forms
31. Personal Register
32. Distribution Register

III. Ration Registers:-

33. Purchase Book
34. Stock Book of Rations
35. Diet Roll.

IV. Financial Registers

36. Office manager' Cash book
37. Undisbursed Pay Register
38. Permanent Advance Register
39. Acquittance Roll
40. Establishment and Contingent Register
41. Cheque Book for Personal Deposit
42. Subsidiary Cash Register

V. Manufactory Register:-

43. Purchase Book
44. Stock book or Raw Materials
45. Stock book of Manufactured Articles
46. Individual Ledger of Credit Sales
47. Day book of Credit Sales.
49. Register of intra and intra departmental supplies
50. Transit Register
51. List of unsatisfied Manufactory Indents
52. Register of Orders for Execution in the Manufactory Department
53. Manufactory Cash Book
54. Undisbursed Pay Register
55. Permanent Advance Register
56. Acquaintance Roll
57. Cheque Book for Realization
58. Register of Contingent Charges
59. Stock book of Manufactory Plant

VI. Medical Register:-

60. Register of In-Patients
61. Register of Out-Patients
62. Invalid gang register
63. Vaccination Register
64. Hospital roll
65. Prescription book

66. Case Book
67. Historical Register
68. Laboratory Register

1073. Maintenance of other register.-

(1) The Register and forms shall be maintained in the forms appended to these Rules.

(2) Every Officer shall maintain an up to date list of all accounts, registers and files entrusted to his custody or assigned to him.

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CHAPTER – LI

REGISTER OF THE GENERAL DEPARTMENT

1074. Register Numbers. - 1-6

I. REPORT AND ORDER BOOKS

Directions for the maintenance of the following register mentioned in Column (1) of the table below shall be as in the rule mentioned in column (2) and the Form shall be as mentioned in column (3) of the said Table.

Register Number	Rule Number	Form Number
(1)	(2)	(3)
1	513	1
2	20(10)	2
3	91	3
4	52(2)	4
	98	
	115	
	116	
	117	

1075. Superintendent's Order Book. - In the Superintendent's Order Book (Register No.5) in From No. 5 the Superintendent shall record all orders and minutes which he may make relating to the management of the prison. The book shall be circulated to all Subordinates, concerned, each of whom shall add his initials against the instructions in acknowledgement that he has seen and understood them.

II. GENERAL REGISTER

1076. The Convict:-

(1) This register (Register N.6) in Form No is to be maintained in every prison where convicts are liable to be entered. Every convict's name, with the particulars as indicated by the various headings, shall be entered in it as soon as possible. The entries in columns 12, 13 and 26 to 28 are to be made by or under the control of the medical Officer, and the other entries by or under the control and responsibility of the Jailor.

Column 13. - The manner of recording marks of identification is contained in Appendix I.

(iv) Column 15. - this column shall be filled up only in the case of persons imprisoned in default of furnishing security under section 110 of Code of Criminal Procedure, 1973 (Central Act 2 of 1974) or convicted under chapter

XII, XVI, XVII, and VXIII of the Indian Penal Code, who had previously been convicted under any of these Chapters or under section 110 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974)

(V) Column 26. Weight is to be recorded in grams without fractions. If a convict is weighed in clothes, their weight must be deducted.

(vi) Column 31. - Particulars of the nature and value of all property in the prison belonging to a convict are to be entered in this Column.

(vii) Column 33. - The initials in this column place the responsibility for the correctness of the entries on the Superintendent or Additional Superintendent and Jailor, who accordingly should check each item personally.

(2) If a convict undergoing imprisonment is sentenced for another offence or ordered a further period of imprisonment for failure to furnish security, a new register number is not to be given to him. Necessary additions are to be made in part C in red ink under the initials of the Superintendent or Additional Superintendent and Jailor

(3) When a convict is released on bail or escapes or leaves the prison temporarily, an entry to that effect is to be made in column (29) but columns (30) and (33) are not to be closed. If he be re-admitted, he is not to be given a new register number, but any necessary alterations are to be made in part C under the initials of the Superintendent or Additional Superintendent and Jailor.

1077. Register of undertrial prisoners: - This Register (Register No.7) In Form No.7 is to be maintained in every prison where undertrial prisoners, whether remanded by a Magistrate or awaiting, or undergoing trial before a Sessions Court are admitted. The entries in columns (1) to 15) and (19) to (21) are to be made at the time of admission, those in columns (19) and (20) either on admission or on receipt of property as the case may be, and those in columns (15) to (18) as soon shall the information is available (ii) entries in columns (9), (10), (14) and (15) are to be made by or under the control of the Medical Officer, and the other entries by or under the control and responsibility of the Jailor .

(iii) Column (1), (5) and (10). - The entries in these Columns are to be made in the same way as in the corresponding Columns of the Convict Register.

(iv) Column (13) – Only the crime with which the accused is charged is to be noted and the crime of which he is actually convicted is to be entered in the Convict register.

(v) Column (19). - Property removed from the prisoners at the time of admission or subsequently is to be entered.

1078. Register of Civil prisoners: - This register (Register No.8) in From No. 8. Shall be dept in every prison in which civil prisoners are received. The instructions given regarding columns (1), (5), (10) and (19) of the Register of undertrial prisoners apply to the corresponding columns of this register. Columns (8) to (11) shall be filled up by the Medical Officer: the remainder by or under the control of the Jailor.

1079. Register of prisoners to be released.-

(1) This register (Register No. 9) in Form No.9 shall be dept by the Jailor. As the dates of release of certain convicts are determined by the amount of remission they earn, and under rule 1085, the Chief Remission Clerk is responsible for the correct date of their release being intimated to the Jailor, it is unnecessary to enter these convicts in his register.

(2) On the admission of a convict sentenced to less than three months, an entry of his register number shall be made in the Register of prisoners to be released under the date on which his sentence will expire. If the term of imprisonment be subsequently altered the original entry shall be scored through with red ink under the Jailor' initials and a new entry made under the revised date of release.

(3) If a prisoner is sentenced to imprisonment with fine and to a further term in default of payment, his number shall be entered on the date on which his substantive sentence expires and the alternative date of release, supposing the fine to remain unpaid, shall be entered in red ink under his register number. If the fine be paid in full before the expiration of the term of substantive imprisonment, the alternative date shall be struck out under the Jailor' initials, but if only a portion of the fine is paid, the alternative date shall be corrected, according to the amount of fine paid. If on the expiration of the term of substantive imprisonment, the fine or any portion thereof remains unpaid, the prisoner's number shall be entered under the date upon which he will be entitled to release in default of the fine.

(4). On the expiration of his sentence or on his discharge form any cause, a line in red ink shall be drawn through his number and the cancellation initialed.

1080. Diary of convicts released and the amounts paid to them. - This register (Register No. 10) in Form No. 10 shall be maintained by one of the Remission Clerks. It is a list of the register numbers and names of prisoners released during each day of the month, with particulars of their villages, and of the road batta, subsistence allowance or gratuity if any payable. It shall be prepared from the Convict Register, Register of prisoners to be released and Remission Sheets. On the

release of a prisoner, the entry relating to him in the Diary of Convicts released and the amounts paid to them shall be initialed by the Jailor and Additional Superintendent or Superintendent.

1081. General Abstract of all classes of prisoners. - The general abstract (Register No.13) in Form no. 11 shall be written up on the morning after the day to which it relates. It shall be initialed daily by the Superintendent.

1082. Lock-up Register of all classes of prisoners:-

(1) This register (Register No. 14) in Form no. 12, shows the manner in which each ward, block, etc, was occupied during the night, so that over –crowding of any building may be at once observable.

(2) At lock-up, the Jailor shall note down on a slip or memorandum the number of prisoners locked-up in each ward and block of cells. The following morning the numbers shall be entered in the lock-up Register, which shall be initialed daily by the Superintendent.

1083. Monthly Census Register No.23.-

(1) For the average numbers required for the compilation of Annual Statement No. XVII annexed to the Annual Administration Report, a census of the prison population shall be taken at the end of each month.

(2) In order to ascertain the figures in each sentence period for Statement No. XVII the prisoners shall be paraded with their tickets. If the census is correct, the tickets can be withdrawn classified and counted. The Average figures for the year is obtained by dividing the total monthly figures by 12.

(3) The annual average of prisoners shall be intimated to the Medical Officer not later than the 5th of January of each year for inclusion in the Annual Sick Returns.

(4) Criminal lunatics confined under section 335 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) must be excluded from the monthly census, because they are not under detention for any definite period.

1084. Labour Register.-

(1) From the labour Register (register No. 15) in From No. 13. is compiled the monthly return showing employment of convict and Annual Statement No. XII in the Administration Report. In column A shall be included only such form of labour as is unproductive and not employed for the purposes of any manufacture. Convicts employed on a mechanism which supplies the motive power fro loom. Presses, etc., shall be shown under the head of the industry affected e.g. if the looms produce police drill, the convict shall be entered in the appropriate Sub-column of column I.

(2) All convict employed on preparation of articles for prison use or consumption must be entered in column F and 9n column I, convict employed on "Manufacture" proper alone must be entered. Column Judges will be blank except in a prison solely employed on Public Works. Convicts whose labour is supplied to contractors carrying out Public Works estimates for prison buildings shall be entered in column H, and not treated as supplied to private individuals.

(3) In deciding whether convict shall be entered in column G prison repairs, or in column H. Alterations and additions to prison buildings, the Superintendent must be guided by the following definitions, namely:-

(i) Repairs include all works carried out periodically such as white washing and works which consist primarily and essentially in the renovations or renewal of existing buildings or parts of buildings such as replacing tiles, wood-work, etc,.

(ii) Additions and alterations include all new buildings, additions to buildings complete re-constructions of existing buildings, alterations (not being merely renewals) in existing buildings, and generally all departmental works which are not either periodical repairs or mere renewals.

(4) The Labour Register shall be filed in daily by the Subordinate in charge of it as soon as the prisoners have been sent to work; the particulars required being obtained from the rough distribution statement maintained under rule 263.
On Sundays and holidays only such convict servants and convict officers on work on those days shall b e shown. In the Monthly Statement No.V (From No. 104) which relates solely to working days, convict employed on Sundays and holidays shall be omitted. The register shall be initialed daily by the Superintendent or Additional Superintendent and Jailor.

Explanation: - The Superintendent shall by an order in writing in Form No. 5 determine the Officer by whom the General Abstract, the lock-up register, and the Labour Register shall be kept.

1085. Remission sheets.-

(1) A remission sheet in Form No. 14 (i) or 14 (ii) shall be maintained for every convict to whom the Remission system applies. The chief Remission Clerk shall post in sheets immediately on admission of the prisoner all remissions admissible under the rules in advance. Similar advance postings shall also be made as and when prisoners are promoted or appointed as prison servants, nursing Orderlies, etc. Deductions in remission for failure on the part of the prisoner to fulfill the rules on work and conduct shall be made then and there.

Explanation: - In the case of prisoners already admitted in prisons, the balance of remission earned after deducting any remission forfeited shall be struck as on a given date and the remission likely to be earned thereafter till the end of the probable date of release, added to this balance. Thereafter, the date of release shall be worked out as for a new prisoner as mentioned above.

(2) At least once a month the Superintendent or Additional Superintendent shall examine the Remission sheets and satisfy himself that entries are up to date and correct. Remission sheets relating to prisoners unconditionally released or who died shall be removed and preserved as provided in rule 1135. (3)

(3). In the first week of each month the Chief Remission Clerk shall examine every Remissions sheets to ascertain whether any convict will, when credited with remission likely to be earned in the interval, become entitled to release in the next following month. A list of such prisoners shall then be made out, with the amount of gratuity earned by each.

1086. Prisoners punishment Book.- The entries to be made in the prisoners Punishment Book (Register No. 16) are laid down In section 51 of the prisons Act, 1894 (Central Act IX of 1894)

The book shall be maintained in Form No. 15 under the immediate supervision of the Superintendent by the Jailor or some other Subordinate deputed in writing in the entry of the particulars relating to a prisoner and his offence when not entered by the Jailor himself, must be with his cognizance, while those of the punishments and dates of award shall be in the Superintendent own handwriting. In ordinary cases, reports against prisoners shall be made direct in this book, but in the cases of serious offences against prisoners shall be made direct in this book, but in the cases of serious offences against discipline, the entries may have to be copied from the Jailor report book (See Rule 39-C)

1087. Clothing and Bedding Register. - Two clothing and Bedding Registers (Register No.l7) in Form No. 16 one relating to new, the other to part-worn clothing, shall be kept by the Assistant Jailor. Each register shall show the receipts of clothing, bedding etc, on the upper page and on the lower, the issues and the register numbers of the prisoners to whom clothing has been issued. The entries on both pages shall be totaled monthly, and the balance remaining in store ascertained. A the end of each month the Superintendent or Additional Superintendent shall check the balances, satisfy himself that the entries are correct, and sign the books in token of their correctness.

1088. Registers of letters received and dispatched. - Every letter received shall be numbered and distributed to the concerned sections through the Distribution Register (Register No. 32). Every litter received shall similarly be entered in the

personal Register (Register No.31) of he concerned section and the currents disposed of as per District Office Manual.

1089. Stock books of Stationery and Forms. - These books (Register Nos. 29-30) shall be maintained in accordance with rule 38 of the Rules regulating the supply and consumption of Stationery and Printed forms and shall be kept by the Head Clerk in the Forms shown in Appendices H and I to Stationery Rules. Each Book shall contain an index and shall occasionally be checked by the Jailor and once in a year at the time of annual verification of stores by the Superintendent.

1090. Conduct Book. - This book (Register No.18) in Form No. 17 shall contain a complete record of all offences committed by Subordinate officers and the punishments imposed for them as well as the annual report of the Superintendent on their conduct and character. Reports of an ordinary nature against warders, including those in the same form shall also be maintained for every member of the warder establishment and when he is transferred, it shall be sent with him.

1091. Register of warders Uniform received and issued. - This register (Register No.19) in Form No. 18 shall be kept by the Chief Head Warder (Arms), who shall be responsible for its regular and correct maintenance. The entries shall be totaled monthly, and a balance struck when any issue is made.

1092. Ammunition Register. - This Register (Register No.20) in Form No. 19 shall be maintained by the Chief head Warder (Arms), and shall be initialed by him and the Superintendent whenever receipts or issues of ammunition occur.

1093. Ball Practice Register; - A register (Register No.21) in form No. 20 of ball practice shall be kept by the Chief Head Warder (Arms). The percentage of points scored to the total number possible shall be worked out after each practice and initialed by the Chief Head Warder (Arms) and Superintendent.

1094. Main gate Registers:- Main-gate Register (Register Nos. 24 and 25) shall be kept in Form Nos. 21 and 22 and shall be checked by the Jailor and the Superintendent daily, who should satisfy themselves that the entries are correct and initial the books in token thereof .

1095. Stock- Book of Civil Stores. - A sock-book of all civil stores (Register No.26) live-stock and dead stock. Other than those belonging to the Manufacturing Department, shall be maintained in form No.26. It shall contain an index and shall show all receipts, disposals and balances remaining. Early in April of each year, the balances shall be verified by the Jailor and checked by the Superintendent or Additional Superintendent and a decoction of 5 percent for wear and tear shall be written off from the value of each article. When the full value has been deducted, the articles shall be still retained on the register until finally condemned and

written officer under the orders of the Inspector-General, but no value shall be shown against them.

Explanation: - The 5 per cent depreciation for wear and tear shall be calculated annually on the original value of the articles and not on the value shown at the close of the previous year.

1096. Garden and Plot Register: - this register (Register No. 27) in From No. 94 shall be maintained by the Assistant Jailor in charge of gardens. After gardens are inspected by the officer, the Assistant Jailor shall immediately put up the register and get the details recorded. The Assistant Jailor shall also make a note of his own as and when necessary.

1097. Register of petitions from prisoners and Register of convicted prisoners sent to Courts:-

(1) This register (Register No.11) Form No. 95 shall be maintained to record the particulars of the petitions received from and on behalf of the prisoners and the nature of action taken on each of them. The Chief Remission Clerk shall maintain the register and make entries on receipt of the petitions and send them to the concerned for being dealt with. They shall account for the petitions to the Chief Remission Clerk who shall who watch the disposal of such petitions and keep the register up-to-date at all stages

(2) This register (Register No.12) in Form No.98 shall be maintained by the Remission clerk in charge of Court attendance by prisoners and he shall enter the details of prisoners sent to Court. He shall watch return of such prisoners, the disposal of their cases and keep register up-to-date.

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CHAPTER -LII

RATIO REGISTER

THE STOCK BOOK OF RATIONS

1098. Register No.34.-

(1) A new stock book of ration in Form No.27 shall be opened commencing form the 1st April of every year in which the closing balance of the previous book shall be carried forward and initialed by the Superintendent or Additional Superintendent as the case may be in token of having verified and found them correct.

(2) A separate page or set of pages in sequence of the stock-book of rations shall be devoted to each article, and when a fresh page becomes necessary, a reference to it shall be made at the foot of the closed page, as well as in the index.

(3) Un-cleaned ragi, cleaned ragi and ragi flour shall be dealt with separately, but the pages allotted to them shall be continuous for the purpose of easy comparison. The same rule shall apply to other articles, such as cholam and the materials for curry powder which have to be cleaned or prepared prior to issue.

(4) The wastage to be entered in column (13) of the stock-book shall be arrived at by deducting the quantity of the cleaned or prepared articles received back into store from the quantity of uncleaned or unprepared articles issued. At the end of each month, a balance shall be struck to ascertain that the receipt plus the wastage are equal to the issues.

(5) The Deputy Jailor or Steward Assistant, as the case may be, shall be responsible that the wastage represents what was ascertained by actual weighment, and not an assumed percentage, while the Superintendent shall not only satisfy himself of its correctness but also of the fact of its entry Form No. 27.

(6) The directions in sub-rules (3) and (4) of rule 1042 shall apply mutatis mutandis to articles of rations also.

(7) Once a quarter, the Jailor shall take stock of all articles of rations and compare them with the balance shown in the stock-book and record the result in his report book. All differences shall be reported to the Inspector-General for orders. Once in a month or often the Superintendent shall, without notice, check by actual weighment the balance of some of the articles of rations and compare the result with the balance shown in the stock-book. Any excess

found shall be brought on the book. All differences between the actual weighments and the quantities shown on the stock-book shall be reported to the Inspector-General for orders. A certificate in the following form shall then be drawn up by the Superintendent and a copy of it forwarded with the above report to the Inspector-General not later than the 31st January in each year, namely:-

"I hereby certify that I have examined the stocks of all articles of rations by actual weighments together with the several entries in the stock book relating thereto, and that I have found them as noted in the accompanying statements." (8) Errors in the Stock-book affecting totals or balances shall be corrected in red ink and explained at the foot of the page. But all extra or short issues from the stores due to undetected wrong calculations, or the like, in indents, shall be specially brought to notice in the monthly bills by an explanatory note in the diet statements concerned for the orders of the Inspector-General in the objections statements.

DIET ROLL

1099. Register No. 35.-

(1) The issues of articles of rations from store, as shown in column (11) of the stock-book shall be checked by means of the Diet Roll which shall be in form No. 28. This diet roll shall be carefully maintained and it is not sufficient to rely on mere calculation of the diet scales by the aggregate number of prisoners in prison, as the numbers of special and hospital diets constantly fluctuate.

(2) The Deputy Jailor or Steward Assistant shall not make any issue of rations form his stores except on indents in form No.29 which is for issues to the general kitchen and Form No. 88, which is for those made to the hospital duly initialed by a responsible officer.

(3) All foodstuffs and firewood shall be issued, correctly at fixed and suitable hours.

The issues in Form No.29, for each of the three meals shall be made separately and the number to be dieted shall provide for the known population in prison at the time of the preparation of the indent (excluding patients in hospitals, civil prisoners and any undertrial prisoner receiving food from outside sources) after allowing for admissions and disposals since the preparation of the previous indent, or expected to occur before distribution of the meal for which the particular indent is made.

(4) The Jailor shall be responsible that the calculations are properly and accurately made by some Subordinate other than the Deputy Jailor or Steward Assistant.

The latter shall, before complying with indents, duly satisfy himself as to the correctness of the quantities to be issued.

(5) The foils of the kitchen indents shall be produced when the diet roll and stock-book are checked by the Superintendent and finally file in the Jailor' Office.

(6) The kitchen warders shall procure the necessary information as to the number of prisoners of each class each barrack or yard from the warder in-charge, in order to regulate the distribution in the slate maintained for this purpose.

1100. Payment of Bills.-

(1) Bill Submitted by suppliers shall be checked with reference to the counterfoils of the receipts for the articles supplied and shall be passed for payment if found correct. The original of the bill shall accompany the fully vouched contingent bill to the Pay and Accounts Office or Treasury, shall the case may be for passing and the duplicate copy attached to the monthly return due to the Inspector-General.

(2) Daily purchase of rations shall be avoided. If they have to be made, a list of the articles, with the quantity of each, shall be maintained.

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CHAPTER – LIII.

MEDICAL REGISTERS AND FORMS

1101. Prisoners only to be entered. - Only the case of sick prisoners shall be entered in any of he prescribed Medical Register. If any prison official receives treatment, a separate record may be kept of his case, or a supplementary register may be opened.

1102. Register Number 60. - In the Register of inpatients in From NO. 80 referred to in rule 703 the prescribed details in respect of every prisoner under observation or treatment for more than 24 hours who in not placed on the outpatient or the Invalid Gang Register shall be recorded. The in-patient register shall be maintained under the control and responsibility of the Medical Officers who shall himself enter the name of the patient' disease in accordance with the revised nomenclature of diseases employed in the monthly return of sick prisoners.

1103. Register Number 61. - In the out patients' register in Form NO. 81 referred to in rule 703 the prescribed details of all prisoners under treatment for such trifling ailments shall do not render admission o hospital necessary, shall be entered.

1104. Register no. 62. - In column (5) of the Invalid Gang Register in From No. 82 a reference to the page of the hospital Register shall be entered, if the prisoner has been recently discharged from hospital.

1105. Register no. 64. - The Hospital Roll of Sick, Diets and Extras in Form No. 84 shall be initialed daily by the Medical officer and from it shall be prepared the Daily Hospital indent in Form No. 88 for diets and extras.

1106. Register No.65. - Every prescription issued for prisoners under observation shall be entered in the prescription Book in Form No. 85. The prescriptions for outpatients and prisoners on the convalescent gang may be entered in separate books. In the same form. Both the register number and name of every prisoner shall be entered.

1107. Register No.67. - An Historical Register, containing such information concerning the prison from a medical point of view as may be useful to succeeding Medical Officers, shall be maintained in Form No.128 by the Medical Officer.

1108. Submission of sick statement. - The Annual Sick Statement No.VII in Form No. 119 shall be submitted to the Inspector-General so as to reach him not later than the 20th of January following the year to which they relate. They shall be compiled by or under the supervision of the Medical Officer to whom the Superintendent shall supply such figures as are necessary to enable him to complete the

statement. The Annual Sick Returns shall be accompanied by a narration of the sanitary condition pertaining to that year.

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CHAPTER – LIV

STATISTICAL AND OTHER RETURNS

1109. Monthly returns. - The following monthly returns shall be forwarded so as to reach the Inspector-General not later than the 10th of the succeeding month namely:

(1) General summary showing the distribution of prisoners of all classes in form No. 99

(2) Statement No. I (Judicial) with an appendix showing the number and disposal of convicts form No. 100

(3) Statement No. II (Judicial) showing the religion, age and previous occupation and state of education of convicts admitted in Form No.101

***Explanation:* -** A list of occupations classified for this purpose is contained in Appendix VIII.

(4) Statement No. III (Judicial) showing the convicts admitted classified according to number of convicts with Appendix in form No. 102.

(5) Statement No IV: - . (Judicial) showing the offences committed by convicts and the punishments inflicted in Form No. 102

(6) Statement No. V (Financial) showing the employment of convicts in Form No. 104.

(7) Statement No. VI showing the number and disposal of undertrial and civil prisoners in Form No. 105

(8) Statement No. VII showing the detention of undertrial prisoners in Form No. 106

(9) Statement No. VIII showing the condition of the convicts released in Form no. 107

1110. Calculation of daily average.-

(1) The daily average of all classes of prisoners during the month is obtained by adding the total lock-up figures of each day and dividing by the number of days in the month. The aggregate obtained by this method will occasionally differ slightly from the total of the average of the several classes separately, but shall nevertheless be adopted.

(2) The daily average of all classes, or of any class, during a year is obtained by adding together the daily figures for the year and dividing by 365 or in leap year 366.

1111. Half –yearly return.- Report of lunatic prisoners confined under sections 330 and 335 of the Code of Criminal Procedure 1973 (Central Act 2 of 1974) in Form No. 108 shall be submitted to the Inspector-General so as to reach him not later than the 10th January and 10th of July each year.

1112. Annual returns. - The following returns shall be submitted so as to reach the Inspector-General' office not later than 20th January in each year namely:

(1) Annual Statement No.I (Judicial) showing convicts admitted according to length of sentence, in Form NO. 109,

(2) Annual Statement No.II (Judicial) showing escapes and recaptures of convicts in form No. 1110.

(3) Annual Statement No. III (Financial) showing expenditure in guarding and maintaining prisoners in form No. 111.

(4) Annual Statement No. IV (Financial) showing the result of the employment of convicts in Form No. 112.

(5) Annual Statement No .V (Financial) Comparative Statement of manufactures in Form No. 113.

(6) Annual Statement No. VI (Financial) showing expenditure on prison buildings in Form No. 114.

(7) Annual Statement No. VIII (Vital) showing sickness and mortality among prisoners in Form No.115.

(8) Annual Statement No. VIII (Vital) Showing admissions and deaths from chief diseases amongst convicts in form No. 116.

(9) Annual Statement No. IX showing working of the remission system in Form No.117.

(10) Annual St NO. X showing visits of official and non-Official visitors in Form No. 118.

Explanation: - (1) – The statement comprise three groups of separate submission to the Inspector –General as follow-.

Group I	-	Items (1), (2), (9) and (10)
Group II	-	Items and (8)
Group III	-	Items (3) to (6) inclusive

Explanation: - (2) – The Superintendent of the Central Prisons, Coimbatore and Vellore, may submit their annual statement No. IV (Financial) so as to reach the office of the Inspector-General not later than the 25th February in each year.

1113. Instructions for compiling annual statements. - The following instructions are to be observed in the compilation of the statements (enumerated) in rule 112, namely:

(1) Annual Statement No. I. - Criminal lunatics detained under section 335 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) who though classified as convicts in the Monthly Returns, are not under definite sentence, and convicts recaptured or recommitted to prison during the current year whose escape or release on bail occurred within the same year, shall be excluded from statement No.. 1

A note shall beaded to Statement No.1 stating how many lunatics confined under section 335 of the code of Criminal Procedure, 1973 (Central Act 2 of 1974) have been excluded from it, and furnishing particulars of their sex, religion, age previous occupation and state of education.

(2) Annual Statement No.II. - This statement shall be prepared in December and forwarded to the Superintendent of Police for verification prior to dispatch.

(3) Annual St No. III. (1) House-rent in lieu of quarters should be shown under "Establishment." (ii) The cost of temporary guards employed on account of cholera shall be included under Sanitation and not under "Establishment." (iii) Traveling allowances drawn by Groups A and B officers shall not be included in this Statement (iv) The value of articles supplied to the prison by transfer of credit through the Treasury and by book adjustment through the Inspector-General during the year shall be entered in red ink under the subheads and detailed heads to which the supplies relate (V) At the foot of the Statement, note shall be added showing:

(a) The quantity (in gram) and value of vegetables supplied to prisoners from the prison garden during the year.

(b) The value of vegetables sold to the public and remitted into the Treasury during the year.

(c) The amount realized during the year by the sale of led and unserviceable articles, not belonging to the Manufactory department, and remitted into the Treasury under Receipt column "Miscellaneous" as well as particulars of the Sub-heads and detailed heads under which the several sum should be adjusted.

(d) The value of previsions and fuel remaining in stock on the date on which the accounts were closed for the year.

(vi) The value shall be indicted both in figures and words:

(vii) With Statement No.III a Statement of valuation of the stock of each articles of rations on hand as ascertained by actual weighment, with the quantity and the rate noted, shall be submitted. The recorded entries in the stock-book of the quantities to be accounted for shall also be noted. To this statement, a certificate in the following form shall be appended namely

"I hereby certify that the quantities of articles of ratios as set down in the foregoing valuation Statement have been arrived at by me by actual weighment of stocks on hand on the dates noted and that their values have been estimated in accordance with the rates last paid for them and in the case of articles raised on prison land in accordance with the current market rates. I also declare that the entries in the stock-book as given above have been verified by me"

(4) Annual Statement No VI. A note shall be made on this Statement of the value of any work done by the prison Department for the Public Works Department in the execution of public works connected with the prison, and any certificate obtained from the Executive Engineer as to such value shall be attached to the Statement.

(5) Annual Statement No. VII. Column (5) is intended to show the highest number of prisoners admitted in the hospital during the year for each class of prisoners (Convict, Undertrial and civil) Separately, and not the number of each class confined on the day in which the total number admitted in the hospital was highest. Special attention shall be paid to the correct working of the ratios in this Statement.

1114. Statement of assets and liabilities._ All the Government servants in the prison Department shall furnish statements of assets and liabilities as required in rule 7 (3) Tamil Nadu Government Servants Conduct Rules, 1973.

1115. Certificate of verification of civil store.-

(1) A certificate relating to the Superintendent' check of civil stores, office furniture including livestock, in the prison as referred to in rule shall be furnished so as to reach the Inspector-General by the 10th April annually. This certificate shall embrace all civil stores without exception. Periodical number shall be assigned to this annual return by the Inspector-General. The Certificate shall be in the following form, namely:

"I herby certify that e have carefully examined the stock in hand of civil stores together with the several register and books relating thereto and that I have found them to be correct except in the particulars specified"

(2) Application for sanction to sell by public action or to write officer unserviceable civil stores and office furniture shall be submitted in duplicate giving

information as to (i) Name of article, (ii) Cost of Purchase, (iii) Date of Purchase, (iv) Present book value (v) whether the articles is repairable, and (vi) How the articles is proposed to be disposed of. On receipt of the orders of the Inspector-General, articles returned as unserviceable shall be disposed of by public auction or otherwise utilized or written officer as the case may be.

1116. Forecast of works. - Not later than the 1 Statement June, each year, a forecast of the works which it is proposed to be carried out by the Public works Department under "New works:" and "Repairs" during the ensuing official year, shall be submitted to the Inspector-General. Works and repairs not included in this forecast shall not be subsequently sanctioned within the official year unless clearly of an urgent nature. The forecast shall therefore, be made after careful examination of the prison buildings. On the other hand, no wok or repair shall be included in it unless clearly necessary and ordinarily no new work shall be entered unless it has received the previous approval of the Inspector-General

1117. Stationery Indents. - Stationery is supplied by the Director of Stationery and Printing, Chennai on indents passed by the Inspector-General. Such indents shall be submitted so as to reach the Inspector-General' office not later than the 1 Statement October each year and for indents for foreign stores not later than the 1 Statement June, each year.

1118. Charges incurred on prisoners belonging to other States. - Statement showing the numbers of prisoners belonging to other States and imprisoned in the Tamil Nadu prisons and the Charges incurred on their account for guarding and maintenance shall be prepared annually for each calendar year in form No. 19 and shall be forwarded so as to reach the Inspector-General not later than the 15th January each year. Separate statements shall be prepared in respect of each state. The procedure for the submission of the statement of claims to the Government is laid down in L.R. clause (viii) and L.R. 2 (a) of Appendix III, Tamil Nadu Account Code, Volume I.

1119. Indent for ammunition.- An indent for ammunition in form No. 129 Shall be forwarded not later than the 1 Statement December of each year to the Superintendent, Central Prison, Chennai who shall compile and submit to the Inspector-General of prisons not later than the 1 Statement January following, a consolidated Indent for the whole department. The annual scale of ammunition allowed is

(A) For Practice-

For Warder Staff		
According to number of Warder Staff	Round Ball	75
(Per head per annum)	Round Blank	10
For Jailors Deputy Jailors and Assistant Jailors		
According to number of officers		
(Per head per annum)	30 Rounds (9mm pistol ammunition)	

(B) For Service-

For Warder Staff		
According to number of weapons		
(Per annum)	Round Ball	40
	Round Blank	40
	Round Buck shots	40
For Jailors, Deputy Jailors and Assistant Jailors-		
According to number of weapons		
(Per annum)	30 Rounds	
	(9 mm pistol (ammunition)	

1120. Other returns. - Returns other than those mentioned in these rules as specified by the Inspector-General and prescribed by the Government shall also be prepared and sent to the authorities to whom such returns are due. The Superintendent shall always obtain prior approval of the Inspector-General when there is need for furnishing a return direct to any officer of the other department.

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CHAPTER – LV

CORRESPONDENCE AND RECORDS

1121. Nominal Roll to accompany reference. - Every reference made regarding a convict whether for disposal by the Inspector-General or for submission to Government shall invariably be accompanied by a nominal roll of the convict in Form No. 46.

1122. Prohibition of Erasers. - Erasers in prison register are strictly prohibited. If a correction in necessary to the entry made therein, the original entry shall be neatly scored through and the corrected entry made in red ink, and initialed and dated by the officer responsible for the maintenance of the register. Pencil entries and signature or initials impressed by a stamp are also strictly prohibited.

1123. Initials to be dated. - In every case in which the Superintendent, Additional Superintendent, Jailor or other prison Officer is required to initial nay register or book, the initials shall be accompanied by the date on which they were actually entered in the register.

1124. Proper maintenance of files registers and records.-

(1) The rules in the District Office manual shall be followed in the offices in prisons in respect of correspondence, maintenance of records, register and their destruction. The office Manger shall be the section head in respect of all branches for the purpose of supervision and for checking the Personal Register and other connected register as per the District Office manual Except where a different procedure is ordered by the Superintendent Inspector-General or Government. The Superintendent shall be the Head of Office for the purpose of this rule and be responsible for the proper maintenance of files and other records by the Subordinates and to comply with the rules contained in the District Office Manual. If so ordered by the Superintendent, The additional Superintendent shall also exercise supervision over the functions of the office staff and attend to the correspondence and checking of personal Register and other register.

(2) The stock and other register, other than those mentioned in the District Office Manual, shall be maintained by the staff in the different sections in the prison in accordance with these rules. Such register shall be submitted on the due dates to the officers for check up as laid down in these rules and also on such other dates as may be ordered from time to time.

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CHAPTER – LVI

PRESERVATION AND DESTRUCTION OF RECORDS

1125. Classification of records. - Al prison registers, returns, letters and records of every description shall, for purposes of preservation or destruction, be classified under seven heads:

A. Those to be preserved permanently
B. Those to be kept for 35 years
C. Those to be kept for 12 years
D. Those to be kept for 6 years
E. Those to be kept for 5 years
F. Those to be kept for 3 years
G. Those to be kept for 2 years

Explanation(1) – A regards the period from which retention shall run in the case of register and other books, the provisions contained in Article 326, Tamil Nadu Financial Code, Volume I shall apply.

Explanation:-(2) – For preservation of service books in the case of gratuity and of Government Servants dismissed, discharged or resigned, the provisions contained in Article 326, Tamil Nadu Financial Code, Volume I shall apply

1126. Arrangements of records. - Each of the e\seven classes of records shall be so arranged as to make it easy on the proper date to select those which have to be destroyed, and if possible each class shall be dept separate from the other. Government orders, the Tamil Nadu Government Gazette and circulars of the Inspector-General shall be bound annually.

1127. Disposal of correspondence. - The Superintendent shall exercise his discretion as to the classification of letters and correspondence, except in regard to documents bearing on the following subjects, which shall be permanently preserved namely, standing orders, important public works and manufactures, the acquisition and when the prisoner is not recaptured. The bundles to be permanently preserved shall be marked with a colored slip of paper and placed in the receptacle for permanent records. For further instructions, the provisions contained in article 326, Tamil Nadu Financial Code, Volume I and also the District Office Manuals shall apply.

1128. Permanent records. - The following are the records in Class A, which shall be permanently preserved namely:

- Superintendent's order book
- Convict Register.
- Diary of convicts released and the amounts paid to them.
- Stock-book of civil stores

FINANCIAL

Office Manager' Cashbook, Permanent Advance Disbursement Register and Undisbursed Pay Register.

Subsidiary Cash Register.

Records connected with expenditure on projects, schemes, or work not completed, although beyond the period of limitation.

Records connected with expenditure which is within the Statute of limitation.

Records connected with claims to service and personal matters affecting persons in the service.

Orders and sanctions of a permanent character, until revised.

Pension case.

Service Book including leave accounts attached thereto: - Till death.

MANUFACTORY DEPARTMENT

Daybook of Credit Sales

Daybook of Realizations.

Store-Keepers Cash book, Permanent Advance Disbursement Register and undisbursed Pay Register.

Subsidiary Cash Register.

Stock book of manufactory plant.

MEDICAL

Cash book.

Historical Register

Register of currents received and issued.

Laboratory Register.

GENERAL

The printed annual Administration report of the prison Department and Government Order thereon.

Circulars of the Inspector-General

Proceedings of Government

Office copies of pay Bills.

Tamil Nadu Government Gazette.

1129. Records to be preserved for 35 years. - The following are the records in Class B which shall be preserved for 35 years and then destroyed. Namely:

FINANCIAL

Books of establishment.

Pay bills and aquittance rolls where these are maintained separately of Government servants for whom no establishment returns are submitted or no service books are maintained.

1130. Records to be kept for twelve years. - The following are the records in Class C, which shall be preserved for twelve years and then destroyed, namely:

Administration Reports and Returns of prisons;
Medical Officers Administration Reports and Returns.
Visitors Book.
Superintendent' Journal.
Medical Officer' Journal.
Jailor' Report Book.
Report Books of the Lady Deputy Superintendent and the female Chief head Warder.
Register of undertrial prisoners
Register of civil prisoners
Register of prisoners to be released
prisoner's punishment Book.
Defaulter Book.
Register of petitions from prisoners
Garden and plot Register.

RATIONS

Purchase Book.
Stock-book of Rations.
Diet Roll.

MANUFACTORY DEPARTMENT

Purchase Book.

Stock-Book of Raw Materials
Stock- Book of Manufactured Articles.
Individual Ledger of Credit Sales.
Transit Register

MEDICAL

Hospital Register of In-Patient
Hospital Register of Outpatients.
Invalid Gang Register
Vaccination register
Hospital Roll
Prescription Book.
Assistant Surgeon' Report Book
Case sheet.

GENERAL

District Gazettes

1131. Records to be preserved for six years. - The following are the records in Class D, which shall be preserved for six years and then destroyed, namely:

FINANCIAL

Pay bills of Government servants other than those mentioned in rule 1129 and acquittance rolls for pay and allowances (other than Traveling Allowances) when maintained separately.

1132. Records to b kept for five years: - The Following are the records are in Class E, which shall be preserved for five years and then destroyed, namely:

General abstract of all classes of prisoners
Lock-up Register for all classes of prisoners
Monthly census.
Labour Register
Register of prisoners sent to Courts
Clothing and Bedding Register
Stock-Book and ledger of Stationery and Forms.
Register of articles of uniform received and issued to Warders
Ammunition register
Ball practice Register
Main Gate Register
Register of orders for execution in the Manufactory Department.
List of Unsatisfied manufactory Indents.
Office copies of all monthly, quarterly, half yearly and annual returns and statements.
Counterfoils of indents;
Register of contingent Expenditure

Detailed Budget Estimates.
Mortality Return of prisoners

1133. Record to be kept for three years. - The following records in Class F shall be preserved for three years and then destroyed, namely:

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1134. Records to be kept for two years. - The following are the records in Class Guard, which shall be preserved for two years and then destroyed, namely:

- Certificate of Admission of prisoners into prison
- Nominal Rolls of convicts.
- History Ticket of convicts unconditionally released or who died.
- Indents for prison and Hospital Clothing.
- Medical Officer' certificate of fitness to undergo solitary confinement.
- Vouchers for cash payments below Rs. 25
- Reports of delivery of charge of office of Superintendent
- Statement of monthly progressive Expenditure and Correspondence relating to discrepancy in figures.

1135. Special rules for disposal. - The following papers shall be disposed of in the manner shown opposite each, namely:

(1) Notice of Appeal Proceedings of Courts of Appeal and orders of Government on petitions from prisoners.	To be filed with prisoner's warrant and retained as long as the warrant is in force.
(2) Warrants for the Production of prisoners under the prisoners (Attendance in Courts) Act, 1955(Central Act XXXII of 1955)	To be destroyed on the final disposal of the case.
(3) Remissions Sheets	To be retained in the prison for a period of one year after the unconditional release, death or transfer of the prisoner to whom they relate.
(4) Records relating to the property of convicts	To be retained for one year after the prisoner's death or disposal.

1136. List of records destroyed. - A list of the records destroyed shall be maintained by the Record Clerk or the Junior Assistant in charge of Records Section and the sanction of the Superintendent obtained before the destruction of any record.

APPENDIX - I

INSTRUCTIONS FOR THE RECORDING OF MARKS, SCARS, AND OTHER MEANS OF IDENTIFYING INDIVIDUALS

(SEE RULE 205)

1. In order to give a description of any person sufficient to distinguish him, and make it evident to any other person that he is the individual described, it is usually necessary to note several points. The more uncommon any peculiarity is to mankind in general, the more characteristic it becomes of the individual, and therefore the more valuable as a means of identification. If a manufactured for instance is said to have his face pitted with the small pox marks, it is clear that he must be one of a limited number of people, as the majority are not so marked, but this is to enough to identify him, so long as many persons disfigured by smallpox are to be seen.. if it is added that he is blind in one eye, the number of people who combine the two peculiarities would be small, and if it were said that he were blind in the left eye, it would be rendered still smaller, while if he was further described as having a scar the size of a rupee on the back of his right hand or had lost the last joint of his left-thumb and was 178 cm. high, it is clear that the individual would be so well defined that any person found to combine all these peculiarities would without much doubt be the individual described. Therefore, the larger the number of peculiarities noted, the more accurate the description, and the more uncommon they are to men in general, the smaller the chance of making mistakes in identification.

2. The cut, shape or materials of clothing the colour of the hair or skin and similar attributes, though helpful in certain cases, are ordinarily not of much value, as they are too general and can be stimulated, and it is better to depend on attributes that are less common and cannot be copied.

3. It is not necessary to measure every mark and sear on the person. It will suffice if three or more of the most prominent and permanent are recorded, provided that their positions are accurately given. Care must be taken that the marks selected are permanent, at least so far as it is possible to judge.

4. the following brief instructions as to the manner of recording marks of identification are laid down for general guidance, namely:

   Marks and scars- These to be of value must be permanent. Their size, shape, locality and probable cause (if known) should be stated, together with their direction and distance in inches from a fixed point.

   The fixed points usually taken are-

   (a) For the head and face-the corners of the eyes or mouth, the ears or nostrils whichever may be most convenient for purposes of measurement.

(b) For the neck- the seventh or prominent vertebra at the back or Adam's apple at the front.

(c) For the arms- the point of the elbow.

(d) For the hands –the tip of the middle line.

(e) For the front of the body – the navel and middle line.

(g) For the legs – the middle of the bend of the knee.

(3) In measuring marks on the front as well as on the back of the body, an imaginary line is drawn down the centre of the body. Scars will be denoted as being either to the right or left of this line, above or below the navel (and below the seventh vertebra on the back.)

(4) To measure the distance of scar on the trunk of the body from the given point, it will first be necessary to ascertain its distance fro Chennai horizontal direction to the right or left of the imaginary line. The next step will be to measure the distance from the point where these imaginary vertical and horizontal lines intersect to the navel. If the scar is anywhere on the imaginary line, it will only be necessary to give the distance above or below the navel localize it.

(5) (i) it should invariably be stated whether the mark is on the right or left limb and, if so, whether it is on its interior, exterior, anterior or posterior surface.

Example-

(a) Burn circular in shape, 31 mm in diameter, 127 mm from navel and 76 mm to left median line.

(b) Longitudinal scar on back 76 mm long in the middle, pointed at both ends direction up and out, 178 mm from seventh vertebra and 64 mm to right of median line.

(c) Burn irregular in shape exterior right thigh, 127 mm from bend of knee at its nearest point.

(ii) During the examination, a person should be made to stand up right, with hands down and palms turned forwards. The entries about the marks can be considerably abbreviated without becoming unintelligible and should not be unnecessarily lengthy.

(6) Deformities of any kind should always be recorded. The following are the principal.

(a) head- hair, lip, loss of or injury to an eye, squint misshapen ears, nose or skull, loss of teeth.

(b) body-Loss of or supernumerary fingers or toes, webbed fingers, loss of a limb or part of a limb, immovable joints, wasted muscles.

(7) In addition to marks, scars and deformities, any peculiarity which may specially distinguish the individual under examination may prove, useful, such as unusual heath, a stammer in speech, peculiar gait or attitude and the like.

(8) To give a complete list of all the points that may possibly prove of value as means of identification would be impracticable. The examiner must use his common sense, and not such points as are likely to be most useful.

APPENDIX - II

PROPER CLEANING AND PREPARATION OF RATIONS

(See Rule 388)

DIRECTIONS FOR THE CLEANING AND PREPARATION OF THE CHIEF ARTICLES OF RATIONS.

Rage- A. Cleaning. - The first object, in dealing with this grain, is to remove both the siliceous outer envelope or husk and also the dust, sand and stones with which ragi is always mixed. Three processes are necessary to accomplish this and none of them should be omitted, viz.

Pounding. - The grain as received from the merchant is dried if at all damp, and then thoroughly pounded in a mortar. This process detaches the outer envelope or husk from the grain.

Winnowing. - The pounded grain is then winnowed, the primitive Indian method of shaking the grain gently out of a basket being generally followed. Much of the husk and some of the finer sand is carried away by the breeze in this process.

Washing. - The pounded and winnowed grain is taken to a tub three quarters full of clean water. One man holds a basin nearly full of water with its rim just above the surface of the water in the tub and having some large pebbles lying at the bottom. By a horizontal circular monitions of the basin, he imparts a wave to the water, the upper layers of which fall over the rim of the basin. As he does this, another man pours the pounded grain into the basin in a small steady stream. Everything except the gravel is carried over with the water into the tub below, the gravel only falling to the bottom of the basin. The pebbles in the basin secure the gravel. As the tub becomes filled with the grain, it should be well stirred, so that all husk, damaged grain and other matters lighter than water rise to the surface. The water is then poured officer and fresh clean water is poured on the grain in the tub and the stirring repeated until the water again gets muddy, when it is poured off as before. This process is repeated until the water remains perfectly clear. This takes generally between five and six changes of water. The clear water is then poured off, the grain removed from the rub in baskets through which all-remaining water drains away and finally the grain is spread out on a clean masonry platform and Welfare Officer dried in the sun. The platform must be enclosed by a low masonry wall 61 to 76 cm high, in order to prevent sand from being blown by the wind over the cleaned gain.

B. Grinding.- The ragi, when cleaned, should be taken to the store-room, reweighed, and the actual loss in cleaning ascertained and recorded in the Stock-book, before it is issued for grinding. The grinding is usually done with country grinding stones. These

stones should be placed on wooden trays on raised stands, so that dust and dirt, may not become mixed with the flour. The lower stone must be firmly fixed in the tray and the upper some must have an iron pin securely driven into it near its circumference. On this, pin the driving handle which rotates the some, works. Prisoners should not be allowed to turn the stone except with the aid of the driving handle. The upper stone must be heavy enough to crush the grain; if it wears down on one side, the pin should be shifted so as to alter the point of greatest friction. The feedhole through which the grain falls between the two stones should be large enough to allow sufficient grain to pas through without the top stone being lifted. The fineness of the flour falling into the tray will show whether the mill is grinding efficiently.

C. Sifting. - The finer the particles to which the grain is reduced, the better for cooking and easy assimilation. The outer coat of the grain resists the action of heat and digestion and must, therefore, be ground fine. It contains mineral salts of value and should not, therefore, be entirely rejected. The sieve should be made of fine wire-gauze netting. The "tailings" or portions of the flour which will not be passed through the sieve should be separated and sent back to the Grinding Room to be again passed through the mills. This should be done a third or fourth time, if necessary. There will, then be little loss in the process of grinding and sifting.

D. Cooking- Ragi is either baked into cakes, or boiled into a more or less fluid, gruel or kanji or boiled into pudding of the consistency of a firm jelly. Baking does not effect so thorough a cooking of the grain as boiling, and is therefore, unsuitable except during the moisture periods of the year when evaporation is slight and food is found to agree best when given in a dry form. Ordinarily, the ragi for the early morning meals issued in the form of kanji and for the midday and evening meals in the form of puddings. In making ragi-kanji and for the midday and evening meals in the forms a dough and then is put into boiling water and the whole boiled together for from 15 to 30 minutes. It is essential that no further water shall be added after the kanji has been taken off the fire. It should be regarded as a general rule that each 28 gms. Of flour should yield 227 Gms, good thick kanji, not watery in appearance and yielding a jelly like mass when it cools.

The cooking of ragi for the midday and evening meals is conducted much in the same way, but a less quantity of water is requisite. About 3 litters should be allowed for every 454 Gms. Of flour. Thorough stirring is of the first importance and care,

therefore, should be taken that the pots are not too full, for stirring then becomes difficult, and that two broad stirrers (not merely round sticks.) are used. The flour should be gradually put into the water by one cook while another mixes it as it falls; if it is all put in a mass or the stirring is not properly done, lumps of flour will appear in the puddings. The ragi should be boiled for from 30 to 60 minutes and no desire for economy in fuel should be allowed to interfere with the thorough cooking of the food. When cooked, the ragi should be ladled out while still hot, into moulds placed, either on a polished stone surface, or on trays made of aluminum, sheet iron, or galvanized iron. No wooden surface is suitable.

The divisions of the moulds must be the same distance apart so that all puddings are the same size. Every 28 Gms. Of flour should yield a minimum weight of 113 Gms. Of pudding, proportion rising to 28 to 127 Gms. Or 28 to 142. The puddings thus made firm, break with a well-defined line of cleavage and do not show water glistening on the edges. There will generally be a few extra puddings, as it is difficult to boil; several hundred gms of flour with a perfectly exact result.

Cholam- A. Cleaning. - This being a large grain is generally free from sand than ragi and the processes of cleaning are simpler.

1. Pounding. – Cholam is pounded in a mortar like ragi. The grain should not be broken. If it is tamped to facilitate the removal of the husk, it must be thoroughly dried afterwards.
2. Winnowing. - The husk is removed by winnowing. No washing follows as fermentation is set up if the gain is allowed to become damp.

B. Preparing and Cooking. - Cholam is not ground but is broken by being pounded in a mortar. When being pounded, the practice of damping the grain, (a favorite Indian habit) should be prohibited, as the damp grain acquires a rancid smell. Care must be taken that cholam is broken fine enough to be properly cooked. In cooking, much the same process is followed as with ragi. Care must be taken that the cooks do not add hot water to the kanji. Cholam boils to a larger bulk than the smaller grain, and very gam of flour should be required to give five grams of boiled pudding.

Dhall. Several kinds of pulse are covered by the term Dhall, including the pigeon pea, the Lab-lab bean and the Soya- bean. There appear also to be local varieties of the Pigeon pea, but all appear to be suitable for consumption, though some may require longer cooking than others. Dhall forms a highly important item of the dietary. As it furnishes almost its whole nitrogenous element. It requires very thorough cooking to be digestible.

In most Dhall there is a large amount of sand and dirt which should be removed by winnowing. The complete removal of the husk is difficult, it can only be thoroughly accomplished by handpicking, but much can be done by careful pounding and winnowing. The Dhall should be issued with the curry and not separately as a dry and indigestible ball.

Oil.- The oil- ration should be issued to the kitchen at the latest hour possible, and should then be tempered and added to the curry in the presence of a responsible officer, is should not be left in the sole custody of the cooks and kitchen warder.

Tamarind, curry stuff, onions and salt. - The only efficient check on these articles is periodical and unexpected weighment at the kitchen.

Vegetables. - Care must be taken that sufficient allowance is made for the wastage caused by removing skins and other refuse.

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Typesetting By
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