

## CHAPTER XVI

**MANAGEMENT OF PRISONS, MAINTENANCE OF  
RECORDS AND OFFICE PROCEDURE***SECTION I : STATUTORY RULES*

[Government Notification, Home Department No. RJM-1058-(vi) XVI,  
dated 10th June 1970]

In exercise of the powers conferred by clauses (10) and (28) of Section 59 of the Prisons Act, 1894 (IX of 1894), in its application to the State of Maharashtra and of all the powers enabling it in that behalf and in supersession of the rules relating to the management of Prisons and maintenance of records in force in any part of the State, the Government of Maharashtra, hereby makes the following rules, namely :—

Short title and  
commencement.

1. (i) These rules may be called the Maharashtra Prisons (Management of Prisons and Maintenance of Records) Rules, 1970.

(ii) They shall come into force on the 1st day of July 1970.

Working hours  
of prisoners.

2. (i) Every prison shall remain open daily from sunrise to sunset. The office of a prison shall remain open from 8 a. m. to 12 noon and 2 p. m. to 6 p. m. except on Sunday and Holidays as may be prescribed by Government.

(ii) Except the Jail guards, the prison staff including the Superintendent shall attend to their duties for not less than seven hours daily except on Sundays and Holidays. The jail guards shall attend to their duties for not less than eight hours daily including the night duty.

(iii) The working hours of the Deputy Superintendent, Jailor, Clerks, Medical Staff and Technical Staff shall be fixed by the Superintendent and shall be recorded in Register No. 12 (Form I). The working hours shall be so fixed that at least one Jailor and one Medical Officer or a Compounder remains on duty from the time of unlocking of the prison till its lock-up and that at least one clerk remains on duty during the working hours of a prison referred to in sub-rule (1). No Jailor, Clerk, Medical Officer or Compounder shall leave the main gate of the prison on any ground unless he has personally ascertained and satisfied himself that his reliever has resumed duty and is present either inside the prison or, as the case may be, in the prison office.

\*(iv) (The Superintendent shall attend the prison not later than 8.30 a. m. on every working day, and on Sundays and holidays whenever special circumstances render, if necessary for him to do so, and satisfy himself that every thing there at is in order.

Provided that, in the case of two or more consecutive holidays, the Superintendent shall visit the prison at least once in every two such holidays at any time convenient to him.)\*

3. Where the Superintendent is unable to attend the prison on any day, he shall give timely intimation of his absence to the next Senior Executive Officer and shall, as soon as possible, submit a report of his absence to the Inspector General, in case he is a Superintendent of Central Prison, and in other cases to the Deputy Inspector General (Regional).

Superintendent to give intimation of his

4. The Superintendent shall fix the number of Jailors required to be present for the daily opening and locking-up of the prison. The Senior Jailor shall see that the number of Jailors so fixed attend the prison.

absence.  
Opening and locking-up of

5. The jail guards on day duty shall be mustered in the morning and those on night duty in the evening by the Subhedar or Jamadar who shall report the result to the Senior Jailor.

prison.  
Mustering of Jail

6. (i) Where any subordinate Officer of a prison is unable to attend to his duties due to illness or any other cause, he shall give or send immediate report in writing to the Superintendent through his next immediate superior officer who shall make necessary arrangement to carry out the duties of the absentee. If the absence is due to illness, the Medical Officer may be instructed to examine and report about the likely duration of such absence.

guards.  
Prison staff to give intimation

(ii) Where any subordinate officer of a prison is summoned by a court, he shall at once given notice thereof to the Senior Jailor who shall enter the information in the Jailor's Report and shall make such arrangements as may be necessary for the performance of the duty of such officer during his absence.

7. Senior Jailor, Head Clerk and Medical Officer shall not leave the prison without the permission of the Superintendent.

of their absence.  
Absence of Senior Jailor etc. from prison.

Submission of  
periodical  
returns.

8. A list of the periodical returns to be submitted by each jailor and clerk with the dates on which they are due for submission shall be placed on the table of the Superintendent and copies thereof (one each) on the tables of the Senior Jailor and the Head Clerk who shall see that the returns are submitted on the due dates. If the submission of any of the returns is delayed beyond the due date, the explanation of the Jailor or, as the case may be, of the clerk responsible for the delay shall be obtained and submitted to the Regional Deputy Inspector General or the Inspector General with the remarks of the Superintendent thereon.

9. *Following Registers shall be maintained at every prison—*

- (1) Register of Under Trial Prisoners.
- (2) Register of Private property of Convicted Criminal Prisoners.
- (3) Register showing the description of Convicted Criminal Prisoners.
- (4) Release Diary of Convicted Criminal Prisoners.
- (5) Remission Register.
- (6) Register of punishments inflicted on prisoners.
- (7) Register of Escapes.
- (8) Register of Visitors.
- (9) Register of prisoners sent to Courts under the Prisoner's Act, 1900.
- (10) Register of Appeals.
- (11) Employment Register.
- (12) Diet Register of Prisoners.
- (13) Grain Store Register.
- (14) Register of grinding and wastage account.
- (15) Store Requisition and Receipt Book (Dietary).
- (16) Ledger of States Journal.
- (17) Ledger of raw materials.
- (18) Ledger of manufactured articles.
- (19) Prison Cash Book.
- (20) Register of Contingent Charges.
- (21) Receipt Book.
- (22) Factory Contingent Register.
- (23) Factory Cash Book.
- (24) Store Requisition and Receipt Book (Contingencies).

- (25) Money Order Book.
- (26) Garden Register.
- (27) Register of daily manufacture of articles showing the expenditure of raw materials.
- (28) Ledger of raw materials.
- (29) Register of Manufactured Articles.
- (30) Store Requisition Book.
- (31) Muster Roll.
- (32) Clothing Register for Prisoners.
- (33) Sales Journal.
- (34) Register of daily manufacture of articles showing the expenditure of raw materials.
- (35) Factory Order Book.
- (36) Store Requisition Book.
- (37) Lock up Register.
- (38) Gate Register.
- (39) Medical Officer's Journal.
- (40) Register of prisoners showing particulars of health.
- (41) Register of Sick.
- (42) Convalescent Register.
- (43) Register of extra diet to prisoners in and out of hospital.
- (44) Requisition Book for Hospital.

10. *Superintendent responsible for maintenance of registers, etc.*—The Superintendent shall—

- (1) satisfy himself that necessary entries including those relating to monetary transactions, are duly made in the registers and books daily,
  - (2) see that the cash balance tallies with that shown in the cash book,
  - (3) take necessary action for the recovery of the amount due to the prisoner,
  - (4) see that necessary securities are duly deposited with him by the prison officials and contractors,
  - (5) remit to the treasury the money received in the prison office for being credited to Government account at least once a week or as often as may be necessary so as to avoid accumulation of a sum of money exceeding Rs. 300 in the prison chest.
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## APPENDIX

## FORM I

[ See rule 2 (iii) ]

Order Book of the Superintendent of the Prison for the Year  
19 .

No. and date		Orders of Superintendent	Reports of Jailor etc. on Superintendent's orders
1		2	3

## SECTION II : NON-STATUTORY RULES

[Approved by Government Letter, Home Department No. RJM-1058  
(VI)-XVI, dated 19th September 1970]

In supersession of the orders and rules and practices relating to working and management of prison office which are in force in any part of the State, the following non-statutory rules are framed which should be brought into force with effect from 1-11-1970.

### WORKING AND MANAGEMENT OF A PRISON OFFICE

1. The office of a prison should remain open from 8 a. m. to 12.00 noon and from 2.00 p. m. to 6 p. m. except on Sundays and the Holidays. The Superintendent should arrange to keep the prison office open on Sundays and holidays at least for two hours from 10.00 a. m. to 12.00 noon so that urgent and immediate work can be attended to.

Working hours  
of prisons.

- (a) The following sections should be organised in prison office :—
- (i) Mail branch
  - (ii) Judicial section
  - (iii) Canteen section
  - (iv) Dietary section
  - (v) Industries section
  - (vi) Establishment section
  - (vii) Building section
  - (viii) Registry branch
  - (ix) Confidential
  - (x) Miscellaneous section and
  - (xi) Accounts Branch (when sanctioned by Government);

Office  
Organisation.

*Note.*—Prison Superintendent should issue detailed standing orders regarding which items should be included under each section).

(b) Distribution of work among the staff shall be decided by the Superintendent of prison and an office order showing the distribution of work shall be maintained in the Superintendent's order book. A Jailor or a clerk should be put in charge of each section or branch, whose responsibility will be to ensure that the registers to be maintained by the officials working in his section are written correctly and are always kept upto date and that returns and other periodicals are prepared correctly

and submitted to the authority concerned on the due dates. The section head should record a report in Register No. 13 on every Monday to the effect that all the concerned registers and other records have been maintained upto date in every respect and that they are also checked regularly, by the officials concerned. Omissions or lapses, if any, in this regard should also be recorded in Register No. 13 while recording the weekly report. Specimen of report is given in Appendix I.

Opening of

(c) (i) Covers addressed to the Superintendent or the Deputy Superintendent by name should be sent to him unopened forthwith. If the Superintendent or the Deputy Superintendent is absent or on, tour or leave, such covers should be sent to the Senior Jailor or other officer who is looking after his work.

(ii) Confidential covers addressed to the Superintendent or the Deputy Superintendent by name or by designation should be sent to him forthwith unopened.

(iii) All other tapal should be opened by the Superintendent and/or by Deputy Superintendent (where there is one) tapal should, be, stamped with an office stamp bearing the name of the office, date of receipt and the inward number by the clerk working in the mail branch of the prison office.

(iv) All Government communications and those from the Inspector General of Prisons, Deputy Inspector General of Prisons (Hd. Qrs.), the Regional Deputy Inspector General of Prisons and any other important and urgent communication should be submitted to the Deputy Superintendent (where there is one) and the Superintendent for perusal immediately.

Tapal  
Marking of  
Tapal

2. (i) All the Tapal opened and stamped should be marked to the clerk or the jailor or other official, according to the subject matter of the communication or according to the reference given in the communications wherever feasible. When there is a doubt about the proper allocation of receipt, Superintendent or the Deputy Superintendent should be consulted in the matter,

(ii) While marking the Tapal, it should be seen that enclosures mentioned in the communications are attached. If it is noticed that enclosures are not attached to any communications, mention thereof shall be made on the communication by the marking clerk over his dated initials.

(iii) A chart showing all the subjects dealt with by each clerk or jailor or other official should be maintained by the clerk working in the mail branch of the prison office.

(iv) The marking and sorting of Tapal should be simultaneous process.

(v) All the marked letters should be entered in the inward register by the clerk working in the mail branch, a fresh series of number should be started on the 1st of January every year. These running serial numbers should be entered on every communication at the appropriate place. The date should be mentioned prominently in the inward register before starting registration of Tapal every day. Tapal from Government, Inspector General of Prisons/Deputy Inspector General of Prisons should be entered in red ink. After the receipt of Tapal which is entered in the register, it should be distributed immediately to the clerk, jailor or other official concerned who should acknowledge receipt of such communications.

(vi) Confidential and secret letters should be stamped and registered in a separate inward register by the Jailor who is entrusted with this work by the Superintendent. He should personally hand over the confidential letters to the clerk or Jailor concerned and secret letters to the Senior Jailor and obtain receipt from the official concerned for each such communication in the last column of the inward register against the relevant entry or entries concerned.

(vii) Reference about legislative Assembly questions should be entered in a separate register which will be in-charge of the Superintendent.

(viii) Wireless messages, telegrams and immediate communications should be registered in the register on priority basis and personally handed over to the concerned official without delay.

3. (i) *Perusal in the first instance.*—After receipt of Tapal, the clerk, Jailor or other concerned official should read them one by one and sort them out according to priority. Immediate and urgent receipts should be dealt with first but care should be taken to see that other receipts do not lie unattended to for a long time.

Action on  
Receipts.

(ii) Enclosures should also be checked and if found short or missing, it should be brought to the notice of the section head, who should issue necessary instructions.

4. (i) All letters received should be entered in the worksheet whether received for action, information or for any other reason whatsoever. The work sheet should be maintained in the prescribed form (Appendix II).



(ii) The following items should be treated as receipts for the purpose of the work sheet.

- (a) All official and unofficial communications received and diarised.
- (b) Resubmission cases received back from officers.
- (c) Reminders.

(iii) After a receipt is disposed of, an entry regarding the date of disposal should be made in the work sheet. In the remarks column, brief notes about disposal should be kept.

Weekly abstract  
of worksheets.

5. A weekly abstract of arrears in the form (Appendix III) should be prepared and shown personally to the Deputy Superintendent, (where there is one) or to the Superintendent, on Monday morning, after it is scrutinized and initialled by the section head concerned.

Method of  
disposal.

6. (i) All letters from private parties, where replies are not expected to be given within a week, should be acknowledged immediately.

(ii) In case, the reply is called for by a particular date, but when it is not possible to do so, an interim reply should be sent on or before the specified date explaining the cause or inability to reply by specified date. In order to facilitate the submission of the reply or interim reply by the specified date, a brief note, indicating to whom and on what subject reply is to be sent, should be recorded in a separate register which should contain datewise pages for a year (Appendix IV).

Arrangement of  
Daftar.

7. The clerk, jailor or other official concerned, should arrange his files and papers pertaining to his table in the following categories :—

- (i) Immediate papers which need to be disposed of within two days,
- (ii) Urgent papers which need to be dealt with within four days,
- (iii) Current papers to be arranged in chronological order and classified weekwise in three folios as under :—

- (a) Papers pending over one week ;
- (b) Papers pending over two weeks ;
- (c) Papers pending over three weeks ;
- (iv) Confidential papers (if any),
- (v) Standing orders,
- (vi) Papers to be sent to the record room,
- (vii) While arranging the papers, care should be taken to see that old references in the folio remain on the top.

(viii) When there are many urgent and immediate references, they may be taken for disposal according to the nature of priority. After disposing of urgent papers and references over two weeks, the references pending over one week should be taken for disposal. On every Monday, classification of references should be changed by transfer of references upto one week to over one week's folio and so on. This would help the official concerned to know the position of the arrears pending and facilitate in preparing weekly worksheet.

Await files

8. The official dealing with correspondence should sort out all the cases in await *i. e.* cases which have not been finally disposed of, and arrange them separately in a chronological order according to the await dates. He should send the reminders on the await cases except the cases which are to be reminded on specified dates.

Periodical reports

9. The official concerned should collect all the files pertaining to the reports and returns on his table and arrange them periodwise. There should be two parts for each file, part I should contain only orders and instructions regarding reports and returns and it will be a permanent record. Part II should contain periodical reports received and their disposal. This will be a record to be destroyed after a prescribed period of preservation.

Standing order file.

10. It is necessary for the staff members to know the rules and contents of the Government Resolutions, executive instructions and circular orders issued by the Deputy Inspector General of Prisons and/or by the Inspector General of Prisons from time to time. Head of each section *i. e.* judicial, factory, canteen, dietary, industries, establishment, building and miscellaneous should maintain separately a collection of rules, orders and executive instructions pertaining to the subjects dealt with in his section. He should also bring it up to date. In addition to the standing orders pertaining to establishment matters, head clerk should maintain a collection of rules, orders and executive instructions on miscellaneous subjects except on matters pertaining to medicines, hospital equipment etc., the standing order files on which subject should be maintained by the compounder. These standing order files will help the official concerned in disposing of cases or in maintenance of registers or in preparation of returns/report without delay and in the desired manner from the quality point of view. The collection of rules, orders, and instructions should be maintained subjectwise with proper index.

Papers to go to  
record.

11. (i) Whenever await cases are closed, they should be taken out from await files and kept separately. The closed files which are kept for day-to-day references should also be kept in this folio. The official concerned should see that closed files and closed registers which are not required of and on for reference purposes are sent to the record room in accordance with the detailed instructions given in the A. B. C. D. list. This will give enough space for arranging current files on his table and also facilitate arrangement of the current jail registers. A list of closed files, papers and registers sent to the record room should be maintained in prison office.

(ii) "D" class papers should be kept with the clerks, jailors or other officials concerned for a period of one year, arranged in separate bundle for each month. These papers should not be sent to the record room but destroyed as per standing orders after a period of one year.

12. (i) The calendar of returns and other periodicals to be prepared and sent by the jails to the offices of the Deputy Inspector General and Inspector General of Prisons is given in appendix-V. The Superintendent should ensure that the returns and other periodicals are prepared and sent to the authority concerned on the due dates.

(ii) A list of the periodical returns to be submitted by each jailor and clerk with the dates on which they are due for submission, shall be placed on the table of the Superintendent and copies thereof (one each) on the tables of the senior jailor and head clerk who shall see that the returns are submitted on the due dates. If the submission of any of the returns is delayed beyond the due dates the explanation of the clerk responsible for the delay shall be obtained and submitted to the Regional Deputy Inspector General or the Inspector General of prisons with the remarks of the Superintendent thereon.

(iii) The registers, mentioned in column 2 of Appendix-VI should be maintained and checked punctually in the manner indicated in columns 3 and 5 of the said appendix by the concerned members of the ministerial and executive establishments as the case may be.

(iv) The Superintendent as head of the institution, is responsible for the proper maintenance of all the registers and records which will be attended to as laid down in sub-clause (iii) above. He should, therefore, exercise a surprise check at intervals and ensure that there is no default either in the maintenance or in the checking of those registers. Defaults, if

any, noticed at the time of such surprise checks, should be properly dealt with.

13. (i) The Superintendent should ensure that the office work and registers are always kept up to date. He should inspect the registers and other records, in the last week of every month and ensure that the registers and other records are maintained correctly and regularly by the officials concerned and that they are carefully scrutinized and signed punctually by the authorities concerned. He should take prompt action to set right the defects and mistakes of commissions and omissions if any, are noticed in his monthly inspection of the prison office. He should simultaneously obtain explanation of the party or parties responsible for the defects and mistakes which should be sent to the— Regional Deputy Inspector General of Prisons or the Inspector General of Prisons, as the case may be together with his own remarks thereon for initiating disciplinary action against the defaulting party or parties concerned.

(ii) In the first week of January, April, July and October a report on the findings of the monthly inspection should be sent to the Regional Deputy Inspector General of Prisons by the Superintendents of District Prisons and by the Principal of the Borstal School and to the Inspector General of Prisons by the Superintendents of Central Prisons, Principal, Jail Officers' Training School and by the Regional Deputy Inspectors General of Prisons. These quarterly reports should cover the following points:—

(a) Whether the registers are written correctly and regularly according to the prescribed schedule.

(b) Whether the entries in the registers are carefully checked and scrutinized and signed regularly by the authorities concerned.

(c) Whether the returns and other periodicals are compiled correctly according to the standing orders on the subject and sent to the authorities concerned on due dates of submission.

(d) Whether standing order files are maintained properly and kept up to date by the official concerned.

(e) Whether the current office record is properly preserved.

(f) Whether destruction of the old record is done according to the period prescribed in the A. B. C. D. list of records.

## APPENDIX I

[ See rule 1 (b) ]

*Specimen of report to be recorded in registers No. 13 by section heads*

1. "The following registers are maintained in" section.

(a)

(b)

(c) .

(d)

etc.

2. Registers at Sr. Nos. are maintained up-to-date in every respect and they are checked also regularly by the officials concerned.

3. Registers at Sr. Nos are in arrears for which Sarvashri are responsible.

4. Details of omissions and lapses noticed in the registers are as under :—

Register No.	Nature of omissions and lapses
1. ...	
2. ...	
3. ...	
4. ...	
5. ...	
etc. ...	

Signature of section head.

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## APPENDIX II

[ See rule 4 (i) ]

**Form of Work Sheet**

Sr. No.	Subject under disposal	Date of submission	Remarks

## APPENDIX III

[ See rule 5 ]

**Abstract of Work Sheet**

Name.....

Number of cases outstanding at the beginning of the week.

Number of cases received on—

Monday	...
Tuesday	...
Wednesday	...
Thursday	...
Friday	...
Saturday	...
Total for week	...
Total receipts	...
Number of cases outstanding at the end of the week	...
Balance disposed of during the week	...
Details of outstanding : —	
Upto one week	...
Upto two weeks	...
Upto three weeks	...
Over three weeks	...

### Control register for timely submission of reports, replies to immediate and urgent cases

Sr. No.	Ref. No. and Date	Subject	To whom reply to be sent	Branch or section concerned	Remarks of the section head about action taken	Initials of the section head concerned
1	2	3	4	5	6	7

*Note.*— In case an interim reply is given, indicate here the date by which final reply is proposed to be given and also state here as to whether necessary notes about this case are made on the relevant page of this register.

# APPENDIX 'V

[ See rule 12 (I) ]

List of returns and periodicals to be submitted by the Superintendents of Prisons to the Regional Deputy Inspector General of Prisons or to the Inspector General of Prisons as the case may be.

Sr. No.	Name of return or periodical	Date when due
1.	Weekly Accommodation return	...
1.	Cash balance report	Every Saturday.
2.	Return of sick prisoners	On 1st of each month.
	Statement 'B' of articles supplied to other Government Departments	On 4th of each month.
		... To reach the Accountant General's Office before 5th (with accepted invoices) and copy to the I. G. of Prisons.
4.	Surprise check reports of cash balance	On 10th of each month.
5.	Labour and Financial return	On 15th of each month.
6.	Judicial return with accompaniments	Do.
7.	Memorandum of factory and other payments into treasury	Do.
8.	Detailed prison manufacture bill and adjustment bill	10th of each month.
9.	Detailed contingent bill and adjustment bill	10th of each month.
10.	Statement of expenditure along with liability statement	10th of each month.
11.	Statement of receipts	20th of each month.
12.	Progress reports of pension cases in form 'B'	10th of each month.
13.	Grain statement and provisioning vouchers	Do.
14.	Stock verification report (grains, canteen and factory articles)	1st of each month
15.	Expenditure incurred in connection with the detention of persons under the "Preventive Detention Act" at the instance of other States.	...
16.	Extract from official visitors book	On 1st of each month. Any special remarks made by the visitor to be submitted immediately.
17.	Canteen statements	10th of each month.



# APPENDIX 'V' —*contd.*

Sr. No.	Name of return or periodical	Date when due
1	2	3
18.	Extract from Medical Officer's journal	... 1st of each month.
19.	Return of physical training and parade	... Do.
20.	Return on literacy classes	... 10th of each month.
21.	Proceedings of monthly staff meeting	... 1st of each month.
22.	Films exhibited by the Director of Publicity	... Do.
23.	Supply position of textile articles to other Government Departments	... 10th of each month.
24.	Stock position of yarn	... 15th of each month.
25.	Collection of material regarding working of P. D. Act, 1950	... 5th of each month.
26.	Losses statement	... 15th of each month.
	<b>QUARTERLY</b>	
27.	Recruitment to Public Service	... 5th of January, April, July and October every year.
28.	Employment of ex-army state force personnel in Government Service	... 5th January, April July and October every year.
29.	Report on interviews and letters withheld from prisoners	... 1st of January, April, July and October.
30.	National Savings Certificates purchased by prisoners	... 1st of January, April, July and October.
31.	Stock verification reports on R. M. and M. A.	... 10th of February, May, August and November.
32.	Statement of prisoners who escaped from prisons and police custody.	... 10th of January, April, July and October.
	<b>HALF YEARLY</b>	
1.	Return on Securities of Officials	... 1st January and 1st July.
2.	List of Government servants due for retirement on super annuation during the next year.	... 15th January and 15th July.
3.	Report regarding political refugees	... 1st January and 1st July.
4.	P. P. C. and U. T. C. returns	... 1st April and 1st October.
5.	Statement of wages account	... Do.
6.	Stock verification report on D. S. M. A., R. M. (Hospital, D. S. etc.)	... 10th May and 10th October.

7. Statement of unserveable dead stock
8. Statement of prisoners who were granted special remission for the half year ending 30th June and 31st December.
9. Sports played by prisoners with outside teams

Do.

5th July and 5th January.

10th January and July.

**YEARLY**

1. Return showing the number of vacancies filled in by appointment of backward class candidates.
2. Progress achieved in representation of backward class
3. Report of Army personnel serving under State Government
4. Report on purchase of immovable property by Government servant
5. Annual establishment return
6. Annual budget estimates Part I-A, I-B., II-A and for receipts
7. Four monthly revised budget estimates under 056 and 256
8. Eight monthly revised budget estimates under 056 and 256
9. Nine monthly revised budget estimates under 056 and 256
10. Report for surrender of grants
11. Yearly statement of expenditure and receipts with reasons for variations between sanctioned grants and actual expenditure and for sanctioned estimates for receipts and actual receipts.
12. Accounts of stores (Part I) for the financial year i. e. ending 31st March
- Account of stores (Part II) for the year ending 31st December.
13. Accounting procedures (statement of central assistance) grant of increase in pay and D.A.
14. Annual Administration Report
15. Annual return of sick prisoners
16. Acknowledgment of P. A. (to Accountant General and I. G.)
17. Indent of forms to be sent to Manager, Prison Press
18. Indent of stationery to the Director of Printing and Stationery

5th February.

10th February.

15th January.

5th of February.

5th January.

10th September.

15th September.

15th December.

15th January.

15th January.

15th May.

15th May.

15th February.

10th April.

1st February.

10th January.

1st April.

15th October

15th January.

**ONCE IN THREE YEARS**

15th December.

1. Triennial Indent of special forms

*Note.*—Omissions of returns and periodicals if any, may please be pointed out to the I. G. Prisons immediately.

# APPENDIX VI

[ See rule 12 (iii) ]

## Maintenance and checking of Registers in the prescribed forms kept by various section at Prison

Sr. No.	Jail form No. and description	When to be written	By whom to be written	when to be checked	Which officer should check		Inspection by Dy. Superintendent	Superintendent of district and central prison
					First check	Second check		
1	2	3	4	5	6	7	8	9
<b>I JUDICIAL SECTION</b>								
1.	<i>Jail form No. 1.-U. T. registers.</i>	Daily or whenever there is a fresh admission.	Clerk.	Daily or whenever entry is made.	Jailor incharge of U. T. work.	Senior Jailor	Once a week.	Once a fortnight
2.	Diary of U. T. prisoners.	Daily or whenever there is a fresh admission.	Clerk.	Daily or whenever a fresh entry is made.	Jailor incharge of U. T. work.	Senior Jailor	Once a week.	Once a fortnight
3.	<i>Jail form No. 1-A.-Cash Register of U. T. prisoners.</i>	Daily or whenever there is a fresh admission.	Orderly officer, where there is no orderly officer, U. T. Clerk or other concerned clerk as would be specified by the Superintendent.	Daily or whenever a fresh entry is made.	Jailor incharge of U. T. work.	Senior Jailor	Once a week.	Once a fortnight
4.	<i>Jail form No. 2.-Prisoner's property register.</i>	Daily or whenever there is a fresh admission.	Orderly officer where there is no orderly officer, judicial Clerk.	Daily or whenever a fresh entry is made.	Jailor incharge of Judicial section as would be specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight
5.	<i>Jail form No. 2-A.-Prisoner's property register.</i>	Daily or whenever there is a fresh admission.	Orderly officer where there is no orderly officer, judicial Clerk.	Daily or whenever a fresh entry is made.	Jailor incharge of Judicial section as would be specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight
6.	<i>Jail form No. 3.-Convicted prisoner's register.</i>	Daily or whenever there is a fresh admission.	Clerk concerned.	Daily or whenever a fresh entry is made.	Jailor incharge of Judicial section as would be specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight

7. <i>Jail form No. 4.</i> —Release Diary.	Daily or whenever there is a fresh admission.	Clerk concerned.	Daily or whenever a fresh entry is made.	Jailor in-charge of the work as would be specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight.
8. <i>Jail form No. 6.</i> —Remission Register.	Whenever there is fresh admission and also before 5th January and July every year <i>vide</i> rule 20 (4) of the Remission System Rules, 1962.	Clerk concerned.	Whenever fresh entries are made as mentioned in col. 3.	Jailor in-charge of the work as would be specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight.
9. <i>Jail form No. 7.</i> —Punishment Register.	Whenever a prison offence is committed.	Jailor concerned.	Whenever a fresh entry is made.	Senior Jailor.	Superintendent	Once a week.	Once a fortnight.
(Note.—The Superintendent should himself fill in the relevant col. of Reg. No. 7 about punishment awarded for the offending prisoners).							
10. <i>Special form No. JL-88.</i> —Escape Register.	Whenever escape of a prisoner takes place.	Jailor concerned.	Whenever there is a fresh report.	Jailor as would be specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight.
11. <i>Jail form No. 92.</i> —Register of Petitions to High Court.	Whenever a petition is presented by a prisoner for being sent to High Court/Supreme Court.	Clerk concerned.	Weekly.	Jailor in-charge of the work as specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight.
12. <i>Jail form No. 132.</i> —Register of appeals preferred by convicts.	Whenever an appeal petition is presented by a convict.	Clerk concerned.	Weekly.	Jailor in-charge of the work as specified by the Supdt.	Senior Jailor	Once a week.	Once a fortnight.
13. <i>Jail form No. 23.</i> —Sales Journal.	Daily or whenever articles are sold.	Canteen Clerk.	Whenever there is a fresh entry.	Canteen Jailor.	Dy. Supdt. or Supdt. if there is no Dy. Supdt.	Once a week.	Once a fortnight.
<b>II CANTEN SECTION</b>							
14. <i>Jail form No. 17.</i> —For Canteen.	Whenever amount is to be withdrawn from Treasury or whenever abstract bill is to be given to contractor supplier.	Steward—Where there is no Steward head clerk/where there is no head clerk senior clerk.	Whenever there is a fresh entry.	Jailor In-charge of Canteen.	Dy. Supdt. or Supdt. if there is no Dy. Supdt.	Once a week.	Once a fortnight.

**APPENDIX VI—contd.**

Sr. No.	Jail form No. and description	When to be written	By whom to be written	when to be checked	Which officer should check		Inspection by Dy. Superintendent	Superintendent of district and central prison
					First check	Second check		
1	2	3	4	5	6	7	8	9
15.	<i>Canteen Cash Book</i>	Whenever there is a cash transaction.	Steward/where there is no steward Head Clerk/where there is no Head clerk/Senior Clerk.	Whenever there is a fresh entry.	Jailor in charge of canteen.	Dy. Supdt. or Supdt. if there is no Dy. Supdt.	--	Once a fortnight.
16.	<i>Jail form No. 26.—For Canteen</i>	Daily.	Canteen Clerk.	Daily	Canteen Jailor.	Dy. Supdt. where there is no Dy. Supdt., Senior Jailor.	--	Once a fortnight.
17.	<i>Jail form No. 27.—Register of Daily manufacture of articles in the canteen</i>	Daily.	Canteen Jailor.	Daily	Senior Jailor.	Dy. Supdt./Supdt.	--	Once a fortnight.
18.	<i>Jail form No. 28.—For canteen Ledger of R. M.</i>	Daily.	Canteen Clerk.	Daily	Canteen Jailor.	Dy. Supdt. where there is no Dy. Supdt. Senior Jailor.	Once a week.	Once a fortnight.
19.	<i>Jail form No. 29.—For canteen Ledger of M. A.</i>	Daily.	Canteen Clerk.	Daily	Canteen Jailor.	Dy. Supdt. where there is no Dy. Supdt. Senior Jailor.	Once a week.	Once a fortnight.
20.	<i>Jail form No. 31.—For canteen store requisition and receipt book.</i>	Whenever requisitions are made and when articles are received.	Canteen Jailor.	Whenever requisitions are made and when articles are received.	Senior Jailor.	Dy. Supdt./Superintendent.	--	Once a fortnight.

21. Muster rolls of prisoners	On every working day.	Technical personnel and where there is no technical personnel by the factory amaldar or sepoy incharge of the section. Agricultural officer/Field Kamgar/Amaldar incharge of Prison service/or other concerned official.	Daily.	Jailor concerned.	Factory Manager/where there is no Factory Manager, Factory Jailor/Senior Jailor (for wage sheets pertaining to maintenance services and agriculture.)	Once a week.	Once a fortnight.
22. <i>Special I. G. 83.</i> —Wage sheets.	On every working day.	Concerned Jailor.	Daily.	Jailor concerned.	Factory Manager/where there is no Factory Manager, Factory Jailor/Senior Jailor (for wage sheets pertaining to maintenance services and agriculture.)	Once a week.	Once a fortnight.
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214							
III DIETARY SECTION							
23. <i>Jail form No. 5.</i> —Employment Register.	Daily	Clerk	Daily	Jailor In-charge etc.	Senior Jailor	Once a week.	Once a fortnight.
24. <i>Jail form No. 8.</i> —Garden Register.	Daily	Clerk	Daily	Agricultural Officer/where there is no Agricultural officer, Field kamgar.	Senior Jailor	Once a week.	Once a fortnight.
25. <i>Jail form No. 15.</i> —Diet Register.	Daily	Clerk	Daily	Steward/Where there is no steward Head Clerk/where there is no Head clerk, senior clerk.	Senior Jailor	Once a week.	Once a fortnight.

**APPENDIX VI—contd.**

Sr. No.	Jail form No. and description	When to be written	By whom to be written	when to be checked	Which officer should check			Inspection by Dy. Superintendent	Superintendent of district and central prison
					First check	Second check	7	8	9
1	2	3	4	5	6	7			
26.	<i>Jail form No. 31.</i> —Store Requisition and receipt book.	Whenever an article is requisitioned and when it is received.	Store keeper/Ration Clerk.	Whenever an article is requisitioned and when it is received.	Senior Jailor.	Superintendent.	--	--	
27.	<i>Jail form No. 163.</i> —Grain Store Register.	Daily	Ration clerk	Daily	Steward/where there is no steward Head Clerk/where there is no head clerk, senior clerk.	Senior Jailor	Once a week	Once a fortnight.	
28.	<i>Jail form No. 164.</i> —Register of grinding and wastage account.	Daily	Ration clerk	Daily	Steward/where there is no steward Head Clerk/where there is no head clerk, senior clerk.	Senior Jailor	Once a week	Once a fortnight.	
29.	<i>Jail form No. 184.</i> —Register showing the receipt of vegetables and milk.	Daily	Clerk	Daily	Agricultural Officer/where there is no Agricultural Officer Field kangar.	Senior Jailor	Once a week	Once a fortnight.	

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**IV. INDUSTRIES SECTION**

30.	<i>Jail form No. 23.</i> —Sales Journal.	Daily or whenever jail-made articles are sold or supplied.	Jailor in-charge.	Whenever there is a fresh entry.	Factory Jailor/Manager	Dy. Supdt./Supdt.	--	Once a fortnight.	
31.	<i>Jail form No. 24.</i> —Factory Contingent Register	Whenever amount is to be withdrawn from treasury or when abstract bill is to be given to contractor/Supplier.	Steward/where there is no Steward Head clerk /where there is no head clerk Senior clerk.	Whenever there is a fresh entry.	--	Supdt.	--	Once a month.	

32. <i>Jail form No. 25</i> — Prison factory and extramural labour account cash book.	Whenever there is a cash transaction.	Steward/where there is no Steward Head clerk /where there is no head clerk Senior clerk.	Whenever there is a fresh entry.	Jailor	Dy. Supdt./ Supdt.	--	Once a month.
33. <i>Jail form No. 26</i> —Ledger of sales journal and cash book.	Whenever Jail made articles are sold on the credit and when amounts are recovered.	Clerk	Whenever there is a fresh entry.	Jailor	Factory Manager/ factory Jailor.	--	Once a month.
34. <i>Jail form No. 27</i> — Register of daily manufacture of articles showing the expenditure of R. M. Articles.	Daily or whenever any work order is completed.	Factory Jailor	Whenever there is a fresh entry.	Factory Man- ager/Factory Jailor	Dy. Supdt./ Supdt.	--	Once a month.
35. <i>Jail form No. 28</i> —Ledger of R. M.	Daily or whenever any work order is completed-when article of R. M. is received.	Clerk	Whenever there is a fresh entry.	Factory Man- ager/Factory Jailor	Dy. Supdt./ Supdt.	--	Once a month.
36. <i>Jail form No. 29</i> —Ledger of M. A.	Daily or whenever any work order is completed.	Clerk	Whenever there is a fresh entry.	Factory Man- ager/Factory Jailor	Dy. Supdt./ Supdt.	--	Once a month.
37. <i>Jail form No. 30</i> —Factory order book.	Whenever an order is placed for manufacturing an article in the prison factory.	Factory Jailor	Whenever there is a fresh entry.	Factory Manager/ where there is no factory manager factoryJailor.	Dy. Supdt./ where there is no Dy. Supdt./ Supdt.	--	Once a month.
38. <i>Jail form No. 31</i> —Factory store requisition and receipt book.	Whenever an article is requisitioned and when it is supplied.	Factory Jailor	Whenever there is a fresh entry.	Factory Manager/ where there is no factory manager factory Jailor.	Dy. Supdt./ where there is no Dy. Supdt./ Supdt.	--	Once a month.



[illegible]

43. Cash book of staff family welfare fund.	Whenever there is a cash transaction.	Hon. Cashier who will be appointed by the Supdt.	Whenever a fresh entry is made.	Steward or Head Clerk.	Dy. Supdt./ Supdt.	--	Once a month.
44. Cash book of prisoner's welfare fund.	Whenever there is a cash transaction.	Steward / where there is no steward head clerk/where there is no head clerk, Sr. Clerk.	Whenever a fresh entry is made.	Steward or Head Clerk.	Dy. Supdt./ Supdt.	--	Once a month.

#### VI. HOSPITAL SECTION

45. <i>Jail form No. 32.</i> — Medical officers' daily Journal.	Daily	M. M. S. O.	Daily	C. M. O./M. O. where there is no C. M. O.	Supdt.	--	Once a month.
46. <i>Jail form No. 33.</i> — Register of prisoners showing particulars of health.	Daily	Compounder	Daily	M. M. S. O.	C. M. O./ M. O.	Once a week	Once a fortnight.
47. <i>Jail form No. 34.</i> — Register of sick.	Daily	Compounder	Daily	M. M. S. O.	C. M. O./ M. O.	Once a week	Once a fortnight
48. <i>Jail form No. 35.</i> — Convalescent register.	Daily	Compounder	Daily	M. M. S. O.	C. M. O./ M. O.	Once a week	Once a fortnight
49. <i>Jail form No. 36.</i> — Register of extra diets to prisoners in and out of hospital.	Daily	Compounder	Daily	M. M. S. O.	C. M. O./ M. O.	Once a week	Once a fortnight
50. <i>Jail form No. 37.</i> — Hospital requisition book.	Whenever any article <i>i. e.</i> sugar, sweet oil etc. is required from prison store for use in prison hospital or whenever any article ( <i>i. e.</i> eggs, sweet limes, s o u r i m e s , plantains, milk, mutton, butter etc.) is required for being issued to prisoners as extras.	Compounder	Whenever there is fresh entry	M. M. S. O.	C. M. O./ M. O.	Once a week	Once a fortnight

APPENDIX VI—*contd.*

Sr. No.	Jail form No. and description	When to be written	By whom to be written	when to be checked	Which officer should check		Inspection by Dy. Superintendent	Superintendent of district and central prison
					First check	Second check		
1	2	3	4	5	6	7	8	9
51.	<i>Jail form No. 91.</i> —Morning report book.	Daily	Compounder	Daily	M. M. S. O./C. M. O.	Senior Jailor	Once a week	Once a fortnight.
<b>VII. MISCELLANEOUS SECTION</b>								
52.	<i>Jail form No. 11.</i> —Gate register.	Daily	Gate keeper ( <i>Note.</i> — Orderly officer if there is one, should daily check and certify entries in this register).	Daily	Store keeper Steward/ Factory Jail-or/ Factory Manager/ Senior Jailor/and other concerned officers.	Senior Jailor should check this register once a week	Once a fortnight	Once a fortnight.
53.	<i>Jail form No. 12.</i> —Supdt.'s order book.	When necessary	Supdt.	Whenever necessary	--	--	--	--
54.	<i>Jail form No. 13.</i> —Jailor's report book.	Daily	Jailor	Daily	Senior Jailor	Supdt.	--	Once a fortnight
55.	<i>Jail form No. 14.</i> —Visitor's book.	Whenever official or non-official visitor pays visit to the Jail	Visitor concerned	Whenever necessary	Senior Jailor	Supdt.	--	Once a month
56.	<i>Jail form No. 21.</i> —Clothing register	Monthly	Jailor	Monthly	Senior Jailor	Superintendent	--	Once a month
57.	<i>Jail form No. Spl. J.L. 90.</i> —Dead stock register.	Whenever there is a fresh purchase of dead stock articles	Clerk	Whenever there is a fresh entry and also in May/November every year.	Jailor	Senior Jailor	Once a fortnight	Once a month