

CHAPTER XII

STAFF CONCESSIONS AND REWARDS

SECTION I : Nil

SECTION II: NON-STATUTORY RULES

(Framed under Government Resolution Department, No. RJM. 1058 (IX)-IV, 31st March 1964 and brought into force with effect from 1st June 1964.)

1. Every Superintendent, Deputy Superintendent and Jailor Group-I shall be entitled to employ one Jail Guard (not above the rank of Naik) as personal orderly provided that no extra staff is appointed on this account. They may also utilise the services of such Jail Guards in the spare time of such guards for private work including domestic work, provided such guards are willing to do the work and are paid adequate remuneration for such work.

Employment of Jail Guards as personal orderlies by Officers.

2. The Medical Officer shall attend on all prison officials and their families who reside on the prison premises. Medicines required for the treatment of Prison officials and their families shall be supplied from the Prison Store.

Free Medical aid to Jail Staff and families.

3. Articles of furniture which are surplus to the Jail requirements may be hired out to the Jail staff for their private use on a monthly rental basis. The hire rate should be fixed by the Superintendent in consultation with the Executive Engineer and shall be recovered in cash from the salaries of the staff concerned every month and credited to "056-Jails-Jail Manufactures."

Hire of surplus articles of furniture by Jail Staff.

4. All articles to be so let out shall be branded with the initial letter of the Prison and shall be recorded in a register to be maintained specially for this purpose. It shall be occasionally seen by the Senior Jailor that the articles hired out are not damaged by the users.

The cost of damage that may be caused to the furniture shall be recovered from the parties concerned.

5. All members of Jail Department may, if they so desire, take advantage of (like other members of the public) facilities such as purchase of the produce of the Jail Factories, Bakery, Dairy and Garden, repairing of household kit, laundering their clothes, tinning their utensils etc. provided this involves no concession in the value charged.

Jail Employees may avail of services rendered by Jail factory and purchase Jail products.

Facility of credit to Jail Employees.	6. They may be granted the maximum credit limit of 3 months to settle the bills of articles purchased from Jail factory, garden and dairy.
Recovery of old arrears of Bills from Jail Employees.	7. The Senior Jailor shall in the first week of each month make a report in Register No. 13 as to what outstanding are due over 3 months and shall obtain orders of the Superintendent (in writing) to effect recovery of the amount overdue in a lump sum from the pay of the parties concerned to be paid on the first working day of the following month.
Guarding staff to get commission for sales of jail products in certain circumstances.	8. The members of the guarding staff who sell Jail made articles in their spare time out of duty hours and outside the Jail premises, may be given by the Superintendent commission at a rate not exceeding 6¼ per cent to be fixed and revised from time to time according to circumstances of the value of the goods sold : Provided the total sales so effected by the member amount to Rs. 100 or more in a month: Provided further that the amount of sales effected on Jail premises are not taken into account.
Grant of rewards to Jailors and Jail Guards by Inspector General.	9. (i) The Inspector-General of Prisons may sanction to *(all Jail Employees) rewards not exceeding Rs. 15 per individual for meritorious acts of an exceptional nature, provided the sanction of Government is obtained whenever the total amount of the rewards in a particular case exceeds Rs. 50. The Inspector-General can incur expenditure on this account upto a maximum limit of Rs. 1,500 per annum. (ii) The Inspector General of Prisons may, subject to the conditions mentioned above, sanction rewards to persons other than Jail employees for reaprehension of a escaped prisoner.
Family welfare fund.	10. This fund shall be called “the Maharashtra State Prison Staff Family Welfare Fund” for the benefit of all the members of the staff of Prison Department. The rules for the management of the Fund are as under:—
Object.	(a) The fund is intended to give relief in cash or in kind to the members of the staff and their families in emergent and unforeseen difficulties.
Extent and Membership.	(b) The benefit of the fund shall extend to all the members of the staff of the Maharashtra State Prison Department. A member of the staff will cease to be its member when he ceases to be in service of the Prison Department.

* Substituted by Government Corrigendum, Home Department, No. SCR/1068/36677-IV dated 3rd August 1968.

The fund will be raised as shown below:—

Sources

Monthly subscription shall be recovered at the following from officers and all staff members including Class IV Government servants :—

Subscription.

	Rate of monthly subscription	
	Rs. Ps.	
(1) Inspector General of Prisons	...	8-00
(2) All other class I Officers	...	5.50
(3) Class II Officers	...	3-00
(4) Class III and Class IV Government servants in the pay range—		
Upto Rs. 75	...	0.50
Rs. 76 and above but below Rs. 101	...	0.65
Rs 101 and above but below Rs. 151	...	0.75
Rs. 151 and above but below Rs. 201	...	0 90
Rs. 201 and above but below Rs. 271	...	1.00
Rs. 271 and above	...	2.00

(ii) Voluntary donations.

(iii) Interest accruing from investment of the balance of the Fund.

(iv) Benefit performances by cinema or the theatrical companies or other sources sanctioned by the Inspector General in each case subject to the rules framed by Government for acceptance of donations.

(v) Government contribution.

(d) (i) The monthly subscriptions shall be deducted at the scale specified above, from the salary or leave allowance of every member of the Jail staff by the officer disbursing the pay every month and shall be handed over to the honorary Cashier to be selected by “the Inspector General of Prisons, Dy. Inspector General of Prisons (Regional). The Principal or the Superintendent”, as the case may be, out of the staff-members to maintain accounts of the Fund.

* Added by Government Resolution, Home Department, No. MIS/64610/13101-XVI, dated 6th June 1972.

Added *vide* G. R., H. D.. No. RJM-0174/15-XVI dated 8-11-1974 and 28-3-1975.

The Inspector General may sanction an honorarium upto *(Rs. 10) per month to any cashier if it is considered that the work is heavy enough to justify such payment.

(ii) Recoveries from other resources shall be similarly accounted for.

(e) The accounts of the Funds shall be maintained and written regularly by the Honorary Cashier and it will be the duty, as the case may be, of the Personal Assistant to the Inspector General of Prisons, (the † Personal Assistant to the Inspector General of Prisons (Regional), The Principal†,) the Dy. Superintendent at Central Prisons where there is any or the Superintendent to ensure that the accounts are properly and regularly maintained. †

(f) Amount collected at Prison Offices or in the offices of the Regional Deputy Inspector General shall be remitted either by the insured post or Demand Draft regularly not later than 5th of every month in the name of Inspector General of Prisons, Poona.

(g) Amounts so recovered and collected in Inspector General's office should be credited into a personal ledger account specially opened for this purpose or in such account as Government may direct from time to time. President and one of the Joint Secretaries are authorised to administer the fund jointly.

(h) The Accounts shall be checked by departmental Auditor along with the Jail accounts and they shall also be subjected to audit by the Auditor of the Out-side Audit Department of Accountant General's Office.

(i) The fund is mainly intended for the benefit of Class III and IV Government servants of the Maharashtra Prison Department but members of higher classes are not debarred from the benefit of the Fund.

(j) (i) There shall be a Central Committee in Inspector General's Office consisting Inspector General as its President and the following as its members:—

- (1) †Deputy Inspector General Head Quarters—**Vice President.**
- (2) Dy. Inspector General of Prison Western Region.
- (3) Dy. Inspector General of Prison Central Region.
- (4) Dy. Inspector General of Prisons Eastern Region †

* Substituted by Government Resolution, Home Department, No. MIS-5162/64610/13101-XVI, dated 6th June 1972.

† Substituted *vide* G. R. H. D. No. RJM-0174/15-XVI dated 8th November 1974.

** Added *vide* G. R. H. D. No. RJM-0174/15-XVI dated 28th March 1975.

§ Added *vide* G. R. H. D. No. MIS-1076/71-XXVI-3, dated 0th January 1977.

(5) Principal, Jail Officers' Training School.

(6) Superintendent, Yeravda Central Prison.

(7) Two Joint Secretaries from Inspector General's Office, one of whom should be the Senior Office Superintendent and the other to be nominated by the Inspector General from the staff members of his office.

(ii) (a) The Committee shall meet at least twice a year and oftener if considered necessary by the President. The relief may generally be provided out of the fund on items mentioned below. However, the Central Committee in Inspector General's office may sanction amounts out of the Fund for such other items as are not covered by this sub-clause but are considered fit for being provided for, from the fund :—

(1) Aid for the education of specially deserving children of the staff (Particularly the lower staff).

(2) Relief in accidents/and unexpected sudden calamity.

(3) Relief in cases of premature/sudden deaths.

(4) Medical relief in very special and deserving cases.

(5) Any other educational and/or Welfare scheme that can in the opinion of the Central Committee be financed from the Fund.

(b) † The Central Committee may invest unspent balances of the Fund in some of the approved securities of the State or Central Government or in new investment schemes of the small savings which have been declared as Trustee Securities having regard to the best interest of the Fund and the purpose for which the fund is established.†

*(iii) Relief provided under circumstances enumerated at Sr. 1 to 5 above will be on non-refundable basis.

(iv) Loans for purchase of school and college books, payment of school and college tuition fees, and purchase of uniforms for school going children of members of the Fund may be granted from the Family Welfare Fund to its members by the Chairman of the Local Committee of the Fund in consultation with the members of the Local Committee, at reasonable rate of interest to be fixed by the Central Committee from time to time.

†-† Added by Government Resolution, Home Department No. MIS/5162/64610/13101-XVI, dated 6th June 1972.

- Substituted by Government Resolution. Home Department, No. MIS/51610/13101-XVI, dated 6th June 1972.

The rate of interest to be charged for such loans shall not, however, in any case, exceed 6¼ per cent. Loans for the above mentioned purposes may be sanctioned having regard to (i) purpose for which loan is applied for (ii) availability of funds and (iii) repayment capacity of the applicant. The amount of loan should not normally exceed one month's pay of the applicant. However, loan to the extent of two months' pay of the applicant may be sanctioned in exceptional cases. The loans should be recovered from the pay of the members in monthly equal instalments not exceeding ten. After repayment of the loan, interest should be recovered in one instalment.

(v) The Deputy Inspector-General of Prisons (Head Quarters) Deputy Inspector-General of Prisons in charge of Region ; Principal, Jail Officers' Training School, Principal, Borstal School, Kolhapur and Superintendents of Prisons should each keep in hand cash not exceeding the amount indicated against them in the table below, from the Family Welfare Fund as permanent advance for granting loans to meet medical requirements of staff working under them. Such loans should be sanctioned in consultation with the members of the respective local committees of the Family Welfare Fund. The amount of such loans should be recovered in suitable instalments which should not exceed six under any circumstances. The amount of loan should not exceed two months pay of the applicant. The interest on such loans should be charged at such rate as may be specified by the Central Committee, which should not in any case exceed 6¼ per cent.

Sr. No.	Designation	Amount to be kept on hand as per amount of permanent advance
		Rs.
1	The Deputy Inspector General of Prisons (Head Quarters) and Deputy Inspector General of Prisons in charge of the Region.	500
2	The Superintendent of Central Prisons	... 500
3	The Superintendent of District Prisons, Class I and Principal, Bostal School	300
4	The Superintendent of District Prison. Class II	... 100
5	The Superintendent of District Prisons, Class III	... 75
6	The Principal, Jail Officer's Training School, Yeravda	... 200

(k) The funds of monthly subscriptions collected at all prisons will be pooled together in Inspector-General's office. The funds collected from other sources will also be pooled together, provided that 50 per cent of the donations and income from dramatic and other performances secured by a particular Prison will be generally spent towards the benefit of members of the staff of that office concerned.

(1) *(i) Each Office shall make an annual budget of its requirements and sent it to the Inspector-General of Prisons along with the Prison Office budget. The Inspector-General of Prisons will make allotments within the available funds in consultation with the Central Committee. The details of distribution and expenditure out of the allotments so made shall be done by the concerned Head of the office/Institution who will spent the allotment according to the advice of the local Committee constituted at his offices/institutions under rule (ii) below:—

(ii) Local Committee shall be constituted at each office/institute under the Prison Department, consisting of three to six members (including the Head of Office/Institution who will be the Chairman), representing each category of the staff working at the office/institution, provided the Chairman of the Local Committee at the office of the Inspector-General of Prisons may be the Deputy Inspector-General of Prisons (Head Quarters). The representatives of each category of the staff shall be elected by the ballot system in the first week of January every year.

(iii) The Chairman of the Committee will have a casting vote. He shall usually be guided by the advice of the majority of the members of the Committee. He may override the advice for reasons to be recorded and reported to the Inspector-General of Prisons for his information.

(iv) The Chairman shall convene meetings of the Committee every month, minutes of every meeting shall be recorded in the bound book and signed by the Chairman and all the members present.*

†(m) deleted.

* Substituted by Government Resolution, Home Department No. MIS/5162/64610/13101/ XVI, dated 6th June 1972.

† Deleted by Government Resolution, Home Department No. MIS/5162/64610/13101/ XVI, dated 6th June 1972.

‡(m) The Inspector-General of Prisons shall submit a report to Government indicating the balance in the Fund at the beginning of financial, the amounts collected, the amounts disbursed and invested during the year, and the balance at the end of the year.‡

FORM

(Rule 4)

Register showing the details of articles of furniture hired out to the Prison Staff

Sr. No.	Date	Name of the staff member and his designation	Name of article	No. of articles hired out	Rate of hire charges per number per month	Page No. of Register No. 26 where account of amount due and received is maintained	Initials of Factory Manager or Factory Jailor
1	2	3	4	5	6	7	8

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FORM No.

(Rule No. 7)

Receipt Book of for Prison, 197

Sr. No. and Date 1	Report 2	Orders of the Superintendent 3	Compliance report 4