

# **Manual of Prisons Department**

## **Government of Puducherry Jail department**

### **Chapter – 1**

#### **Introduction**

- The following seventeen manuals are published as required under section(4) (b) of the right to Information Act, 2005. As per the provisions contained in the said Act, all citizens have the right to information and therefore every Public Authority shall maintain all its records duly catalogued and indexed.
- The objective/purpose of this handbook is to secure access to information to citizens under the control of public authorities, in order to promote transparency and accountability in the working of every public, authority, the appointment of Information Officer and Assistant Information Officers.
- All the citizens of Indian can use this handbook.
- This handbook gives information on the Jail Department.
- Definitions:
  - ‘Inspector General of Prisons’ means an officer appointed as such by the Govt. under section 5 of the Prison Act-1897;
  - ‘Chief Superintendent of Jails’ means the head of the office of the Jail Department for the purpose of Rule 10-A of the Delegation of the Financial Power Rules, 1958 and such other rules made applicable in the Union Territory from time to time;
  - ‘Superintendent of Jail’ means a Superintendent of Jail concerned appointed under section 6 of the prison Act.1894;
  - ‘Jailor’ means Deputy Superintendent cum probation officer and Chief Executive Officer of the Jail who is immediately subordinate to the Superintendent;
  - ‘Assistant Jailor’ means Assistant Superintendent of Jail;
  - ‘Chief Head Warder’ ‘Head Warder’ and Gate Keeper means Principal Warder;
  - ‘Court’ includes any officer exercising civil, criminal or revenue jurisdiction;
  - ‘Magistrate, shall include every person exercising all or any of the power of a Magistrate under the code of criminal procedure;

- 'Medical Officer' a member of medical department appointed as a medical officer under section 6 of the prison Act.1894;
- 'Inmate' means any person kept in the prison;
- 'Prison or Jail' means a prison as defined under the prison Act.1894;
- 'Under Trial Prisoner' means a person who has been committed to prison custody; pending investigation or trial by a competent authority.

1.6 The contact person in case somebody wants to get more information on topics covered in the Hand Book as well as other information also is the Assistant Public Information Officer and Public Information Officer appointed under the Right to Information Act 2005. (Please see Chapter-8-Manual-7 for details)

## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 2 ( Manual-1 )**

##### **Particular of ORGANIZATION, functions and duties**

- The objective/purpose of the jail department/prisons is correctional administration of prisoner the under trial/convict prisoners/civil prisoners in accordance with law.
- In Central Prison, Pondicherry/Sub Jails, prisoners are engaged in creative and vocational activities so that their time is used purposefully during their confinement in jails this enables them to return to the society as normal citizens.
- After merger of Pondicherry in the Union of India, a Superintendent of Jails was appointed in 1967. In May,1969, the following Central Acts were extended to the U.T. of Pondicherry .

- 1.The Prison Act-1894.
- 2.T he Prisoners Act – 1900
- 3.The Identification of Prisoners Act 1920
- 4.The Transfer of Prisoners Act.1950
- 5.The Prisoners (Attendance in courts) Act.1955.

In exercise of the powers conferred by the various provisions of the above acts, the Administration framed two sets of rules VIZ Pondicherry Rules, 1969 and Pondicherry Sub Jail Rule, 1969 for the prisons Administration in the Union Territory of Pondicherry. Setting the administration of penal institutions in the Union Territory of Pondicherry on the pattern in vogue in Tamilnadu and rest of India , the rules came into force with effect from 01.05.1969.

- The Jail Department, Pondicherry is maintaining the following jails in the four regions of this U.T.

Pondicherry : One Central Prison

Karaikal : One Special Sub-Jail

Mahe : One Sub – Jail

Yanam : One Sub – Jail

The Jail Department is under the administrative control of the Home Department. Inspector

General of Prisons is the head of the Department. The Chief Superintendent of Jails, who is the Head of Office exercises control of all prisons in the Union Territory . He is assisted by one Superintendent of Jail in Central Prison, Pondicherry and Deputy Superintendent of Jail at Central Prison, and Special-Sub Jail, Karaikal. The Sub-Jail at Mahe and Yanam are managed by one Assistant Superintendent of Jail each. In respect of Karaikal, the Resident Medical Officer and for Mahe and Yanam Jails the Deputy Director, Health and Family Welfare Services of the respective regions act as the Superintendent of Jails.

- Rehabilitation of Prisoners

The prison management includes health, diet, training, recreation and rehabilitation of prisoners. The convict prisoners who are sentenced for rigorous imprisonment are entrusted with the prison labour works such as kitchen/cooking, office orderly work, dispensary orderly work etc. They are also engaged in Binding Unit, Tailoring Unit, Mat weaving Unit etc. Minimum wages are paid to the prisoners engaged for the same.

The prisoners are trained in the trade of mat weaving, cutting and tailoring and book binding unit available in the Central Prison. This is found useful for them in their rehabilitation after release. Periodical check-ups and medical facilities are made available to the prisoners through the Jail dispensary and Medical Officer of the Jail. They are also treated at the Government General Hospital if referred by the prison Medical Officer and at other higher medical institutions if referred by General Hospital , Puducherry. For recreation of prisoners Radio, Television, news papers, magazines etc. are provided. The Central Prison, Pondicherry is provided with one prison library for the utilization of the prisoners. Film/Video shows are also arranged frequently for the benefit of the prisoners.

The prisoners are being provided with hygienic diet, clothing and bedding as per the norms prescribed by the Pondicherry Prison Rules 1969. Security and discipline in the jails are well maintained. The prisons are kept clean and tidy .

The prison discipline as well as the daily routine of prisoners are governed by the provisions of the Pondicherry Prison Rules, 1969. The prisoners are eligible for remission of sentence granted on the basis of their good behavior, work and general response to various institutional activities. The prisoners are also released on emergency or ordinary parole leave to enable them to maintain contacts with their families on important occasions. Interview with their parents / relatives are also allowed as per of Judiciary rules and orders.

2.6 Prisoners are kept in custody in the Jail as per the sentences awarded by various courts and feeding them. It is also the duty of the Jail Department to look after their health and well being. The Jail Department is encouraging them to pursue higher education from the prison. We also provide employment through industrial trades like carpentry, mat weaving, cutting and tailoring and binding. These are found useful for their rehabilitation after release. They are paid wages for their work in the prison as per rules.

They are also provided with good health facilities in the Jail Dispensary. The Jail Department implements all directions/guidelines of the National Human Rights Commission, Judicial

authorities and Government with utmost care.

2.7 The Organization Structure Diagram at various levels is attached separately.

2.8 For enhancing the effectiveness of the functioning of the prisons, boards and committee as detailed in the chapter-7 (manual-6) are constituted.

2.9 For training, rehabilitation and correctional services, the participation/contribution of the Non Government Organizations may be utilized.

2.10 The Board of visitors and Advisory Boards are provided for.

2.11 The Addresses of the main office and other offices of this administration are as follows.

1. Central Prison,

Bi.184, J.N. Street ,

Pondicherry – 605 001.

2. Special Sub Jail,

No.5 Godown Street ,

Kariakal – 609 602.

3. Sub Jail,

Railway Station Road ,

Mahe – 673 310.

4. Sub Jail,

Jail Street,

Yanam – 533 464

2.12. Office Hours of the Jail Department is as follows:-

Morning Session – 8.45A.M. to 1.00 P.M.

Afternoon Session – 2.00P.M. to 5.45 P.M.

## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 3 (Manual-2)**

##### **Power and duties of JAIL officers and employees**

The Administrative Power/duties, functions and responsibilities Pertaining to the jail personnel are as show on bellow:-

**The Inspector General of Prisons** appointed under section 5 of the prisons Act, 1984 (Central Act IX of 1984) shall exercise under that section the general control and superintendence of all Jails in the Union Territory of Pondicherry. The Inspector – General of prison will be the Head of the department for the jail department and shall exercise all powers conferred on the head of the departments under various Financial Rules and other rules made applicable in the Union Territory . All officers in charge of sub-jails shall obey all orders issued by him. He is empowered under section 7 of the prisons Act to direct the removal of a prisoner from one sub-jail to another and to central jails or vice-versa. He shall inspect all the sub-jails in the Union Territory whenever possible recording the result of his inspection in the inspection registers.

**The Chief Superintendent of Jail** Central Prison, Pondicherry (herein after referred to as Chief Superintendent) shall exercise supervision and authority over all sub-jail and Central Prison in the Union Territory . The Chief Superintendent will be the head of office for the Jail Department, for the purpose of Rule 10-A of the Delegation of Financial Power Rules, 1958 and such other rules made applicable in the Union Territory from time to time, and shall exercise all powers derived from such delegation. All officers of sub-jails and Central Prison shall obey orders issued by him. He shall be the medium of communication between the Magistracy and the Government in all matters connected with the Sub-Jail and Central Prison. The annual budget prepared by the Chief Superintendent for expenditure of jails shall include provisions for sub-jail and he is empowered to sanction any sum within the allotment subject to general or special orders regarding his power of sanctioning expenditure. He shall inspect all sub-jail as many times as possible and record the result of his inspection in the inspection register. His shall review in the Annual Administration Report, The general conditions and management of jails. The chief Superintendent shall conduct yearly inspection of sub-jails (Account – others connected registers of convicts, cash accounts, store, etc.) in detail and report the result of the inspection of Government. He shall make all appointments on the sanctioned establishment of the sub-jails subject to the Recruitment Rules and any others rules in force.

**Superintendent of Jail** is responsible for general supervision over security and custody arrangement and the execution of all sentences of prisoners committed to his charges. He is responsible for planning, organizing, directing, guiding, co-coordinating, supervising and controlling all institutional programmes, activities and operations. He is responsible for inmate discipline and morale, classification of prisoners, training and treatment. The Superintendent of Jail shall make himself thoroughly acquainted with the prison Rules and the prisons Act and shall be responsible for the due carrying out of all such rules and statutory provisions. The

executive management of the jail in all matters relating to internal economy, discipline, labour, expenditure, punishment and control shall be vested in the Superintendent subject to orders of the Chief Superintendent of Jail and Inspector General of prisons and the rules sanctioned by the Government. As per Rule 53 (1) of the Pondicherry prison Rules, 1969 the Superintendent of Jail shall be responsible for the correct maintenance of the records prescribed in section 12 of the prisons Act, 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.

**Deputy Superintendent of Jail (Jailor)** is responsible for the enforcement of rules and orders, maintenance of discipline among prisoners and subordinate staff, daily inspections, execution of all orders regarding the labour of prisoners, supervision of guard, enforcement of terms of warrants and property in his possession, execution of medical officer's orders, maintenance of records, and general management of prison.

**Assistant Superintendent Of Jails (Assistant Jailor)** is responsible for searches, counting of prisoners, opening and lock up of prisons, preventive measures in emergency, physical training, maintenance of prisoners interviews and general Jail management. He also performs the duties of Jailor in his absence.

**Principal Warders** shall drill the warders in physical and musketry exercise and supervise the standing guard the mounting of sentries and relief. They will supervise the guards and maintain the account of Arms, Ammunition, uniform and other properties. They will assist the seniors in records and general management of Jail.

**Warders** are responsible for proper guard of prisoners, sanitation and hygiene, distribution of food, custody of tools and properties and supervision of work of prisoners.

**Police Guards**, under the control of Superintendent of Jail, are being engaged for guarding of the main gates of the prisons as per prison and sub-jail rules.

**Administrators and Magistrates** Subject to general control vested in the Inspector – General of Prisons and Chief Superintendent, the Administrators (Regional Administrators) of the respective region (Collector in respect of Karaikal Region ) shall exercise supervision of authority over the Sub- Jail within his jurisdiction. As per the Rule 27 of Sub- Jail Rule. The District (Judicial) and the First Class Magistrate having jurisdiction over the area in which the Jail is situated may also visit the Sub- Jail as frequently as possible and record their remark in the inspection register. The officers in charges of Sub- Jail shall obey all orders issued by him. The Administrator shall communicate with the Government on all matters connected with the sub-jail within his jurisdiction under intimation to the Chief Superintendent. Subject to sanction by the Chief Superintendent the Administrators are empowered to authorize the Superintendent of Sub-Jail of their jurisdiction to incur exceptional urgent and unforeseen expenditures within the powers of the Chief Superintendent. The Administrators shall inspect the Jail in his jurisdiction at regular intervals and shall record his remarks in the inspection register.

**The District Magistrate (Judicial)** and the First Class Magistrate having jurisdiction over the area in which the Jail is situated may also visit the Sub- Jail as frequently as possible and record

their remarks in the inspection register. The Superintendent of Sub- Jail shall carry out the direction of the District Magistrate and other Magistrates and report the face to the Chief Superintendent for his information and orders.

#### Financial Powers

The Financial Powers of Inspector General of Prisons (Head of Department) and Chief Superintendent of Jail (Head of Officer and Drawing and Disbursing Officer) are as detailed in the delegation of Financial Power Rules.



## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 4 (Manual – 3)**

##### **The rules, regulations, instructions, manuals and records for discharging functions**

- The Pondicherry Prison Rules, 1969
- The Pondicherry Sub-Jails Rules, 1969
- Prisoners Act, 1900
- Prisons (Attendance in courts) Act, 1955
- The Transfer of Prisoners Act, 1950
- Prisons Act, 1894
- The suspension of Sentence Rules
- The Probation of Offenders Act, 1958

The above said Rules and Regulations are framed to give guidance to the Officers and Employees of the Department. These Rules and Acts can be had from the Directorate of Stationary and Printing Pondicherry.

## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 5 (Manual – 4)**

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

There are Boards and Committees for advice regarding ways and means for improvement of quality of correctional services and levels of co-ordination between Administration of Justice, Police and Jail Administration. Members of public are welcome to give their complaints / suggestions through post /e-mail or in person. The performance of Jail department is also subject to scrutiny by member of UT Assembly during discussion on demand for grants and otherwise. The Chief Minister Mr. N. Rangaswamy is also Minister in charge of Jails.

Further detail in this regard are provided in Chapter – 7 (Manual – 6)

## Manual of Prisons Department

### Government of Puducherry Jail department

#### Chapter – 6 (Manual – 5)

#### A statement of the categories of Documents that are held BY THE department of under its control

Registers, Records and Returns that are held by the prison administration

Sl.No.	Category of the document	Name of the documents and its introduction	Procedure to Obtain the document	Held by under control of
1	Prison Registers	Superintendent's Order Book (Form No.I)	Being a security organization the details of the above said documents cannot be disclosed to the public	Superintendent of Jail of each region
2	Medical Officer's journal (Form No.II)	.		
3	Prisoners' Register (Form No.III)	.		
4	Admission and Release Register (Form No.IV)	.		
5	Register of Prisoners to the released/produced before Courts (Form No.V)	.		
6	Prisoners property register (Form No.VI)	.		
7	Prisoners cash property register (Form No.VII)	.		
8	Punishment Book (Form No.VIII)	.		
9	Inspection Register (Form No.IX)	.		
10	Register showing custody of keys (Form No.X)	.		
11	Superintendent's Journal (Form No.XI)	.		

12	Nominal roll of Convicts (Form No.XII)			
13	Nominal roll of under trial Prisoners Convicts (Form No.XII)			
14	Cash Record	<p>Bill Drawn Register</p> <p>cash Books</p> <p>Receipts Books and Stock Register of Receipts Books</p> <p>Register of Undisbursed pay Permanent Advance</p> <p>Register Remittance chalans</p> <p>Register of Duplicate Keys</p> <p>Register of Security Deposit</p> <p>Subsidiary Cash Book</p> <p>Register of Valuables</p> <p>Budget Check Register</p> <p>paid towards the Vouchers</p>	By applying in Form – A (See Sec-3)	Chief Superintendent of Jails
15	Establishment Records	<p>Service Books of employees</p> <p>pay bills and acquittance</p> <p>last pay Certificate</p> <p>contingent Bills with registers TA &amp; LTC Bills</p> <p>Tour Advance Register</p> <p>M.R. Bills</p>	Chief Superintendent of Jails	
16	Stock Records	<p>Stock Register of Dead Stock, Stationery, stamps, Furniture etc. stock Register of Tools and Plants</p> <p>Stock Register of Machineries and Equipments</p> <p>stock Register of Library</p>	Chief Superintendent of Jails / Superintendent of Jail	
17	Motor Vehicles	Log Books Fuel Indent Book	Chief Superintendent of Jails	
18	General	<p>Purchase File</p> <p>Stock File</p>	Chief Superintendent of Jails	

		Other Misc. Files		
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## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 7 (Manual – 6)**

##### **A statement of Boards, council, committees and others bodies constituted as its part**

As per Rules 5 and 6 of in Pondicherry Prison Rules, 1969 a **State Advisory Board for Correctional Administration** shall be constituted as follows:-

Chairman Minister – in – charge of Jail Department

Vice Chairman Inspector General of Prisons

Members (a) District and Sessions Judge

(b) Inspector General of Police.

(c) Director of Public Instruction.

(d) Director of Public works Department.

(e) Director of Health and Family Planning Services

(f) Director of Agriculture

(g) Director of Industries

(h) Director of social Welfare

(i) Superintendent of Jail

As per Rule of Pondicherry Prison Rule 1969, the following officers shall be ex-officio Visitors of the Central Prison, Pondicherry . These officers will confine their inspection to those branches of work on Administration of Jail only to the matters noted against them.

(a) District Magistrate (Independent) ! All matters relating to General

(b) District and Sessions Judge and ! Administration of Jail and Additional Sessions Judge  
Management of Jail

(c) District magistrate (Judicial) !

(d) Director of Public Works ! All matter relating to maintenance and repair to Jail Building

(e) Director of Health and Family ! All matters relating to Medical Administration, Health Sanitation and Dietary.

(f) Director of Agriculture ! All matters relating to Agriculture

(g) Director of Industries ! All matters relating to Industry

(h) Director of Public Instruction ! All matters relating to convict education, convict school, religious and moral education of prisoners.

(i) Health Officer of Pondicherry ! All matters relating to sanitation, Region general hygiene, water supply etc.

As per Rule 9 of the Pondicherry Prison Rules, 1969 the Government may appoint any person from among the following categories of persons to the non-official visitor of the Central Prison, Pondicherry :-

- Two members of the Legislature (MLAs & M.Ps)
- One Doctor practicing in the Pondicherry Region.
- One Lawyer practicing in the Pondicherry Region.
- One responsible person of Pondicherry Region.
- Two Lady Members or women Social workers.

As per rule 10 of the Pondicherry Prison Rules every non-official visitor shall be appointed for a period of two years and shall be eligible for reappointment on the expiry of the term of office. The District Magistrate (Independent) shall be the ex-officio chairman of the Board of Visitor. The Chairman shall convene the meeting of Board of Visitors.

Powers and Duties of the Visitors:- All visitors except who are required to confine their inspection to a particular branch of work on administration of Jail mentioned in Rule 8 of this chapter shall satisfy themselves that in the law and rules regulation the management of prisons and prisoners and duly carried out in Jail, to visit all parts of the Jail and to see all prisoners and to hear and inquire into any complaint that any prisoner may make to them. The visitor may call for and inspect any book or other records in the Jail. But no visitor may issue any order or instruction to any official of the Prison/Jail.

As per Rule N.278 & 279 (Chapter XVIII) of Pondicherry Prison Rules, 1969, an Advisory Board on Remissions for prisoners is constituted. The following is the composition of the Board.

i) District Magistrate (Independent) - Chairman

ii) District and Sessions Judge - Member

- Inspector General of Prisons - Member
- The Director of Social Welfare - Member
- Director of Health and Family Welfare Services. - Member
- One Member Legislative Assembly - Member
- A non-official member appointed by the Govt. - Member
- One Lady Member appointed by the Govt. - Member
- Superintendent of Jail, - Member Secretary

The reconstitution of above said Board is under process.



## Manual of Prisons Department

### Government of Puducherry Jail department

#### Chapter – 8 (Manual – 7)

#### The names designation and other particulars of the public information officers as on 01.03.2011

Name of the Public Authority: A. Rajarathinam  
Chief Superintendent of Jails

Assistant Public Information officers:

Sl.No.	Name	Desig-antion	STD Code	Phone No		Fax	E-Mail	Address
				Home	Office			
1	Dr. P. Udayakumar	Resident Medical Officer cum, Supdt. of Jail, Kkl.	04368		233886	-	-	General Hospital , Kkl.
2	Dr. Premkumar	Deputy Director, Health & Family Services cum, Supdt. of Jail, Mahe	0490	9447274656	2332227	-	-	General Hospital , Mahe.
3	Dr. Rajalingam	Deputy Director cum, Supdt. of Jail, Yanam.	0884	2321224	2323343	-	-	General Hospital , Yanam.

Public Information officers:

Sl.No.	Name	Desig-antion	STD Code	Phone No		Fax	E-Mail	Address
				Home	Office			
1	N. Jayagandhan	Supdt. of Jail	0413		2655662	-	-	Central Prison, Pondy.

Department Appellate Authority:

Sl.No.	Name	Desig-antion	STD Code	Phone No		Fax	E-Mail	Address
				Home	Office			
1	A. Rajarathinam	Chief Supdt. of Jails, Puducherry	0413		2655663	-	-	Central Prison, Pondy.

## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 9 (Manual – 8)**

##### **Procedure followed in decision Making Process**

All the decisions regarding admission of the prisoners and their maintenance up to their discharge from the prisons are being taken by the Superintendent of Jail with the assistance of his subordinates under the overall supervision of the Chief Superintendent of Jails in accordance with the provisions contained in the Prison Rules & Acts and as per the directions of the Judiciary.

The details of Rules and Acts based on which decisions are being taken by the Officers and Staff of the Jail Department are furnished below:-

- The Pondicherry Prison Rules, 1969
- The Pondicherry Sub-Jails Rules, 1969
- Prisoners Act, 1894
- Prisons (Attendance in courts) Act, 1955
- The Transfer of Prisoners Act, 1950
- Prisons Act, 1894

The relatives and friends of the Prisoners who are willing to see them can apply for permission in the prescribed form, which is issued free of cost. Permissions to see the prisoners are being given to them as per rules.

From Monday to Friday

Morning – 08.45 am to 10.45 am

Evening – 02.00 pm to 05.00 pm

Saturday

Evening – 02.00 pm to 05.00 pm

In Case of doubt on legal matters, the matter is being referred to the Direction or Prosecutions and the Law Department.

The Chief Secretary to Government is the Administrative Secretary to the Jail Department while IG Prisons is the operational head of Prisons. As regards conditions of prison term of prisoners judiciary is the final authority. Chief Superintendent of Jails is the Chief Executive of all Jails in this U.T.

## Manual of Prisons Department

### Government of Puducherry Jail department

#### Chapter-10 (Manual-9)

#### Directory of Officers

Central Prison, Pondicherry

Sl.No	Name of Officer Tvl	Designation	STD Code	Office Phone No.	Fax	E-Mail	Office Address
1	Pankaj Kumar Jha	Inspector General of Prisons	0413	265566 3		IG Prisons @ Puducherry.co m	Prison Head Quarters, Kalapet, Mathur Road, Puducherr y.
2	A. Rajarathinam	Chief Superintenden t of Jails	0413	265566 3	0413- 265566 0	-	Central Prison Kalapet, Mathur Road, Puducherr y.
3	N.JAYAGANDA N	Superintenden t of Jail	0413	265566 2	-	-	Central Prison Kalapet, Mathur Road, Puducherr y

## Manual of Prisons Department

### Government of Puducherry Jail department

#### Chapter-11 (Manual-10)

**The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in regulations.**

Central Prison, Pondicherry

Sl.No.	Name	Designation	Monthly Remuneration	Compensatory Allowance	The procedure to Determine the remuneration as given in the regulation.
1	S. Vasudeva Rao, I.P.S.	IG Prisons	Rs 38,036	Nil	As per Govt. orders
2	A. Rajarathinam	Chief Superintendent of Jails	Rs 19,303	Nil	do
3	N. Jayagandan	Superintendent of Jails(1).	Rs 15,743	Nil	do
4	Vaccant	Dy. Supdt. of Jails (1)	Rs 10,400	Nil	do
5		Asst. Supdt. of Jails (2)	Rs 11,408	Nil	do
6		Principal warders (9)	Rs 6,945	Nil	do
7		Warders (59)	Rs 6600 (approx)	Nil	do
8		Casual warder (7)	Rs 198/- per day	Nil	do

**Manual of Prisons Department**

**Government of Puducherry Jail department**

**Chapter 12 (Manual – 11)**

**The budget allocated to each agency (Particulars to all plans, expenditure report)**

Year 2006 – 07 (Plan) (Rs in Lakhs)

Non - Plan		
01	Salaries	18.69
02	O.T. (Over Time)	1.31
03	T.E. (Traveling Expenses)	0.20
04	O.E. (Office Expenses)	9.80
Total		30.00

Non - Plan (2006 – 07) (Rs in Lakhs)

Non - Plan		
01	Salaries	67.65
02	Wages	8.09
03	O.T. (Over Time)	3.06
04	T.E. (Traveling Expenses)	1.20
05	O.E. (Office Expenses)	6.95
06	P.S. (Professional Service)	0.90
07	O.C.(Other Charges)	32.15
Total		120.00

**Manual of Prisons Department**

**Government of Puducherry Jail department**

**Chapter – 13 (Manual – 12)**

**The manner of execution of subsidy programme**

There is no subsidy programme attached to the Jail Department and therefore the particular in this regard is nil.

**Manual of Prisons Department**

**Government of Puducherry Jail department**

**Chapter – 14 (Manual – 13)**

Particulars of recipients of concessions permits or authorizations granted by it. There is no concession, permit or authorizations granted/issued by the Jail Department.



## **Manual of Prisons Department**

### **Government of Puducherry Jail department**

#### **Chapter – 15 (Manual – 14)**

##### **Norms set by the jail department for the discharge of its functions**

All the activities / programmes of the Jail Department are strictly in accordance with the provisions contained in the Prisons Rules and Acts and as per the directions / order of the Judiciary and therefore no separate norms / standards are fixed by the Jail Department for the discharge of its function.

**Manual of Prisons Department**

**Government of Puducherry Jail department**

**Chapter – 16 (Manual – 15)**

**Information available in an electronic form**

Information as given in this website.

**Manual of Prisons Department**

**Government of Puducherry Jail department**

**Chapter – 17 (Manual – 16)**

**The particulars of facilities available to citizens for obtaining information.**

Information about Jails can be obtained by any citizen under RTI Act subject to exemptions provided.

# Manual of Prisons Department

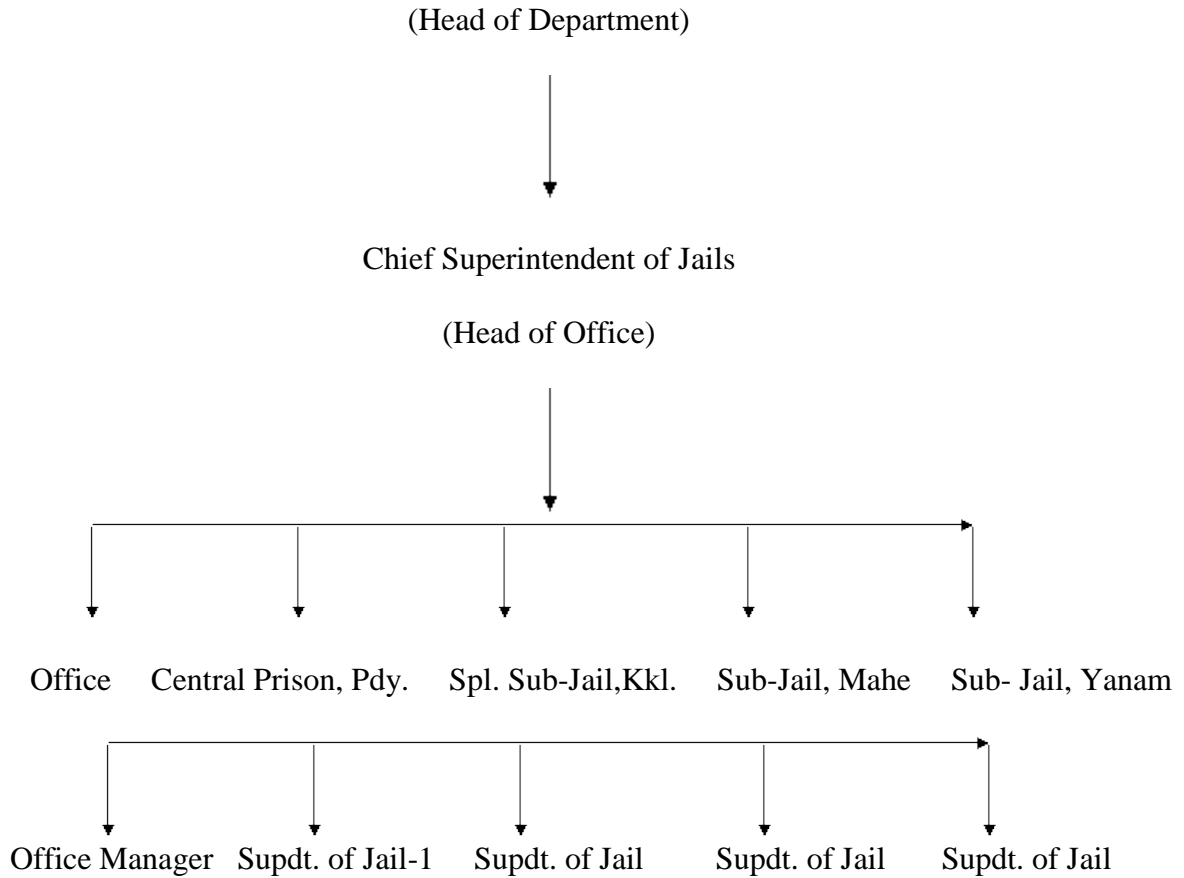
## Government of Puducherry Jail department

### Chapter – 18 (Manual – 17)

#### Other useful information

Relatives and friends of the Prisoners usually approach the officers and staff for permission for seeing the inmates. Permission is given for the same, as prescribed in the rules, on an application in the prescribed form.

Inspector General of Prisons



Assist – 3	Dy. Supdt. of Jail – 1	Dy. Supdt. of Jail – 1	Asst. Supdt. of Jail – 1	Asst. Supdt. of Jail – 1
LDC – 1	Asst. Supdt. of Jail – 5	Asst. Supdt. of Jail – 1	Principal Warder – 1	Principal Warder – 1
Driver 3				

staff nurse 1	Principal Warder – 9	L.D.C. – 1	Male Warder – 3	Male Warder – 3
watch man - 1	Male Warder – 55	Principal Warders – 3		
Daily rated part time S/Asst. 1	- Female Warder - 3	Male Warders – 16		