



**MAHARASHTRA STATE**  
**PRISON DEPARTMENT**

**NOTE ON POINTS UNDER  
SECTION 4(1) OF RIGHT OF  
INFORMATION ACT 2005**

# INDEX

## Section 4(A) :- Obligations of Public Authorities.

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Functioning of Administration	Where available
1) Maharashtra Civil Services Rules	Government Book Depot, Charni Road, Mumbai-
2) Maharashtra Civil Services Rules (Appeal & Discipline) (Conduct) 1979	
3) Maharashtra Contingent Expenditure Rules	
4) Financial Rules	
5) Maharashtra Budget Manual	
6) Maharashtra Treasury Rules	

Functioning of executive Administration	
(a)	The Prisons Act, 1894
(b)	The Prisoners Act. 1900
(c)	The Transfer of Prisoners Act, 1950
(d)	Borstal Schools Act, 1929
(e)	Probation of Offenders Act of 1959
(f)	Habitual Offenders Act, 1959
(g)	The Prisoners Attendants in Court Act 1955.
(h)	The Civil Jails Act 1874.
(i)	Bombay Jail Account Manual

All these books will be made available for reading purpose in the prison office

**I) The Particulars of its organization, function and duties :-**

The prisons in Maharashtra State are constituted under the Prisons Act 1894. The main purpose of establishing the Prisons is to confine offenders committing offences under the existing laws and previous laws enacted from time to time. It is further implied that offenders are to be isolated for a certain period from general community with a view to ensuring security, peace and tranquility and further to plan a programme of treatment of offenders. The components of treatment may be counseling, guidance, re-education, training, The period of imprisonment, therefore need to be utilized for the treatment.

The functions, therefore, of the Prison Department can broadly be summarized as below:-

- (i) To maintain the prisoners and to Administer following Acts Viz.:-
  - (j) The Prisons Act, 1894
  - (k) The Prisoners Act. 1900
  - (l) The Transfer of Prisoners Act, 1950
  - (m) Borstal Schools Act, 1929
  - (n) Probation of Offenders Act of 1959 and Habitual Offenders Act, 1959
  - (o) The Prisoners attendants in court at 1955.
  - (p) The civil Jails Act 1874.
- (ii) To study the prisoners in relation to his criminal career and the factors contributing to the development of his criminal career. This study includes the study of socio-economic back ground of the prisoner, family conditions, modus-operandi, his contacts with neighbors, anti social elements his relationship with his family members, community school, neighbor-hood and this also includes as to how he developed these characteristics and later on developed into a criminal career.
- (iii) To prescribe programmes for him with a view to change his behavioral pattern and help programme and cooperate in the training and treatment etc. suggested.
- (iv) To provide opportunities for training in useful crafts and trades.
- (v) To plan for his post-release rehabilitation.
- (vi) To produce prisoners in the court for adjudication

In short, custody welfare, discipline training reformation, rehabilitation of prisoner are the important functions of the Prison Department.

**Administrative Dept. Govt. of Maharashtra Home Department.**  
**Head of Department Inspector General of Prison.**

<b>Regional Head</b>	<b>Average Population</b>	<b>Southern Region, Mumbai-8</b>	<b>Western Region Pune-6</b>	<b>Central Region Aurangabad</b>	<b>Eastern Region Nagpur</b>
1	2	3	4	5	6
<b>CENTRAL PRISONS (8+1)</b>	800 & More	1. Mumbai 2. Thane New-Mumbai (Proposed)	1. Yeravada 2. Kolhapur 3. Jail Officers Training School Pune	1. Nashikroad 2. Aurangabad	1. Nagpur 2. Amravati
<b>DISTRICT PRISONS (Class-I) (13)</b>	300 to 800	1. Kalyan 2. Byculla 3. Ratnagiri	1. Open Prison Yeravada Pune.	1. Open Prison Paithan, Dist. Aurangabad 2. Borstal School Nashik 3. Dhule 4. Open Prison Aurangabad Latur, D.P. (Proposed)	1. Akola 2. Bhandara 3. Chandrapur 4. Yevatmal 5. Wardha
<b>DISTRICT PRISONS (Class-II) (14)</b>	150 to 300	1. Alibag 2. Sawantwa-di 3. Mumbai District Female Prison (Byculla)	1. Satara 2. Sangli 3. Solapur 4. Visapur 5. Ahmednagar 6. Atpadi Open Colony, Sangli.	1. Parbhani Beed 2. Osmanabad 3. Beed 4. Nanded 5. Jalgaon Jalna (Proposed)	1. Buldhana Gadchiroli (Proposed)
<b>DISTRICT PRISONS (Class-III)</b>	Below to 150	J.J. Hospital Mumbai	Swatantrapur colony, Atpadi (Sangli) Kolhapur (City)		

**Budget grants are sanctioned by the Prison Department to  
Sub Jails 172 which are under the control of District Magistrate.**

Eastern Region Nagpur District	No. of Sub Jails	Western Regions Yerwada Pune – 6 District	No. of Sub Jails	Central Region Aurangabad District	No. of Sub Jails	Southern Region Byculla Mumbai District	No. of Sub Jails
Nagpur	4	Pune	9	Nasik	13	Thane	8
Amravati	4	Kolhapur	10	Aurangabad	4	Ratnagiri	7
Akola	3	Satara (Karad)	9	Dhule	3	Sindhudurg	5
Bhandara	1	Sangli	6	Latur	4	Raigad (Malad)	11
Chandrapur	3	Solapur	8	Parbhani	2		
Yevatmal	4	Ahmednagar (Shrirampur)	12	Beed	2		
Wardha	2			Nanded	5		
Buldhana	5			Osmanabad	3		
Gadchiroli	2			Jalgaon	1		
Gondiya	1			Jalna	4		
Washim	2			Hingoli	1		
				Nandurbar	4		
<b>Total</b>	<b>31</b>		<b>54</b>		<b>56</b>		<b>31</b>

**Information regarding sanctioned grants for the year 2004-2005**

No.	Budget Head	Rs. (In thousands)
1	Direction and Administration	20113
2	Central Prisons Including supplementary grants sanctions	277241
3	District Prisons Including supplementary grants sanctions	174639
4	Other Jails	6198
5	Discretionary grants for construction of work	350
6	Jail Manufactures	70875
7	Prison Reforms Scheme Centrally sponsored	273200
8	Development of Prison Industries (Plan)	895
9	Modernization of Prison Agriculture	1030
	<b>Total</b>	<b>824542</b>

**EDUCATION IN PRISONS :-**

Education is now a compulsory activity in all prisons. Additional posts of teachers required for organizing educational and cultural programmes in prisons have been created under Five Year plans. Regular classes from the first to tenth standard are held for prisoners. Swadaha classes, consisting of small groups have also been organized for prisoners studying from the first to the S.S.C. Standard, Prisoners are encouraged to pursue college education. Likewise they are encouraged to appear for English, Sanskrit and Hindi Examination conducted by the various educational organizations.

Vocational training in various industries is also given. The classes are organized in various prisons in carpentry, textile, tailoring and other trades. Vocational training classes are conducted twice a week and they are closely related to institutional work programme and the post of teachers required, therefore, have been created under Five Year Plan.

**COMPUTER TRAINING**

The prisoners at Yeravada Central Prison are being given Training in Computer know how by Navjeevan Mandal Pune. Also funds have been made available by Vidharbha statutory Board Nagpur for prisoners at Akola District Prison from which the computer Training is imparted to prisoners.

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**VIPASSANA CAMPS:-**

For rehabilitation of prisoners and as a part of Welfare Schemes of Government, Vipassana Camps for Prisoners on experimental basis was completed at following prisons on the lines of Nashik Road & Yeravada Central Prisons. Necessary grant of Rs.35,000/- was sanctioned for purchase of equipment in 1998-99.

(1) Nagpur (2) Kolhapur, (3) Aurangabad, (4) Thane, (5) Amravati, (6) Dhule, (7) Paithan, (8) Akola.

As per instructions of Inspector General of Prisons staff members have also been encouraged to attend the camps at different places where such camps are held.

**WOMEN PRISONERS :-**

Women prisoners are no exception to above and women prisoners are taking benefit of this training at female prison of Yeravada Central Prison in following Branches.

1) Tailoring 2) Textile 3) Lacework 4) Candles 5) Chalk making

**BOSTAL SCHOOL :-**

At the Borstal School, Nashik, vocational training programmes have been organised for the benefit of Borstal lads. Regular educational classes upto Xth standard are conducted. Necessary facilities to the lads, who desire to pursue their higher studies, are also extended to them. Classes for Hindi, Urdu etc. are also conducted. Similarly deserving students, who show an aptitude towards industrial training, are deputed for such training at the Local Industrial Training Institute. The results of the system of deputing the lads for Industrial Training Institute are encouraging. During 2003 – 2004 2 (two) lads were under going training in the Training Institute. Now there are 19 Borstal lads out of which two are availing training facilities at Industrial Training Institute, Nashik.

**OPEN PRISONS :-**

In order to save the lifer and long-term prisoners from the ill effects of confining continuously in closed prisons Open Prison at Paithan, Aurangabad and Open Institution at Yeravada and Open Colonies at Atpadi have been established and because of this some foundation for the development of new correctional approach, has been laid.

The prisoners who respond to programme, based on trust, responsibility are selected for being sent to these open institutions.

**KARAGRAH KARMCHARI BHAVAN. (K.K.BHAWAN)**

A building named Karagrah Karmachari, Bhavan's has been constructed on the grounds of Jail Officers Training School Yeravada, Pune-411006 to provide facilities like Rest-House and other facilities like Library and Recreation. Arrangements for Indoor-games, Reading Room. Yogasana and Gymnasium, provision of training to the families of staff for Handicraft has been proposed.

A hall measuring 120' x 60' has been built-up for religious ceremonies like marriages etc. A separate modern kitchen has also been provided. The facility is made available to the members of staff at a cheaper rate. The Hall is made available to private parties also on rent which is adding to the income of Prison Department. The expenditure towards maintenance of the building is met from this income.

- (1) Rs. 50/- (Fifty) lakhs have been spent on the building.
- (2) The other object is to provide accommodation. Meeting Hall to members of staff and other senior officers of staff coming from other stations who have to attend meetings at Head-Office and other Government work.
- (3) (2)Two suits for senior officers and 4 (four) for others officials and staff members have been built up. A reading room adjoining to it has also been built up. The Rest House is very helpful and useful to members.

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### **EDUCATION AND TRAINING OF JAIL STAFF :-**

Jail Officer Training School, Yerawada, Pune 6 has been established at Yerawada, Pune in 1955 to impart the practical as well as practical training on scientific officers and guarding staff.

The school is headed by the principal, who is appointed from the cadre of Superintendent of Central Prison and is assisted by Jailor, Instructors. Other Instructors and Ministerial staff. Lecturers from Pune University and Tata Institute of School Sciences, Mumbai are invited to deliver lectures to subjects like Law, Public Administration Sociology, Social Group work, social casework Techniques etc. Some of the officers and officials from the office of the Inspector General of Prisons also deliver lectures on jail Accounts and Budget.

The Course of officers is of one year's duration. The training is imparted in such way that the prison officers acquire adequate knowledge in criminology and other social science and also get practical experience in prison management. Emphasis is laid on practical work in every branch of the jails Administration. The Officer trainees are sent for study tour of correctional institutions in other states. They are also given revision course for 2 (two) months after every 3 years.

Training is also imparted to the newly recruited Jail Grads in service for a period of 5(five) months at this Institution and also give 2 months Revision course after every five (5) years.

Capacity at training school is 10 officers and 80 guards per years.

Training is also arrange to jail officers from other states like Gujarat, Goa And to officers from other Departments like prohibition, central Excise, Regional Transport office as per their request.

### **M.S.R.T.C.**

Maharashtra State Road Transport Corporation is transporting Prison Staff and Prison Officers and for that lump sum amount is usually paid to them by Book adjustment.

### **HARDENED PRISONERS :**

District Prison Class-I at Ratnagiri has been declared as Special Prison for admitting hardened type of prisoners who are not amendable to normal discipline in the prison and who need special type of treatment.

### **JUVENILE :-**

The offenders who fall within the age group of 18 to 23 years and who are not covered with Borstal Schools Act are sent to Jail, which is classified for juveniles. This jail is located at Dhule and known as Jails for Juveniles.

### **CHILDREN OFFENDERS :-**

Children offenders are sent to Borstal School, Nashik City.

### **OPEN PRISONS: -**

An experiment is made by transfer of prisoners who have given better performance and better prospects of rehabilitation to open prisons. The open prisons at Paithan, Yeravda and Aurangabad are earmarked for such prisoners.

### **OPEN COLONIES**

Open colonies have been established towards their final rehabilitation. The prisoners are allowed to stay with their families in these colonies. They earn their own living. There is on open colony at present located at Atpadi District Sangli.



**PRISON CANTEEN: -**

Most of prisoners are accustomed to bidies and tea, Experience has shown that if these are denied to a prisoner he becomes restless and irritable. It is also noticed that such prisoners commit petty jail offences to get these things but behave quite well if they are allowed to enjoy these small facilities. With this object a canteen run on self-supporting basis is provided at every central, special and district prison, class-I Running of canteen in jails is also one of the Jail Reforms recommended by the Jail Reforms Committee which was appointed in 1946. Various kinds of eatable articles such as potatowada, bhajiya, Chiwda, Laddoos, etc. are prepared and sold to prisoners on production of coupons according to their requests. Besides tea is prepared and sold to prisoners. Tobacco, Bidies, Soap etc. are available for sale in prison canteen. Majority of prisoners take the advantage of canteen in Central and District Jails everyday. The preparations are done by the inmates and they are paid wages for the work done.

**PRISON HOSPITALS: -**

In every central, district and special prison, there is a jail hospital under the management of the Medical Officer (i.e. Resident Medical Officer or the Civil Surgeon) approved by Government. M.M.S. Officer, Class-III Compounders and Nursing Orderlies assist Resident Medical Officer. Hospital Prison, Mumbai is set up under Section-3 (1) of the Prison Act of 1894 in one of the wards of J.J.Group of Hospitals, Mumbai with effect from 1.12.1977.

2. All border line cases i.e. which are not fit to be sent to the Mental Hospital but which shows signs of mental disorders are concentrated in one at Yeravada Central Prison Hospital for treatment. Deputy Superintendent, Mental Hospital also pays visits to the Nagpur Central Prison twice a week to examine the border line cases, Urgent cases, requiring immediate surgical or, other treatment, not available in the Jail Hospitals are transferred immediately to the Local Civil Hospital under intimation to Inspector General of Prisons.

3. At 17 Places posts of Medical Officers are sanctioned by Government.

At other places Medical Officers attached to the local Civil Hospitals act as visiting medical officers as there exists no independent Hospital for immediate treatment to the sick prisoners confined in these prisons.

**BORSTAL SCHOOL NASHIK**

The Borstal School, Nashik is established under section 4(1) of the Bombay Borstal School Act of 1929 for giving industrial training and correctional treatment to the young offenders in age group between 16 to 21 years, who are detained in the school for the purpose under section of the said Act. The school can accommodate (105).

**JAIL MANUFACTURE INDUSTRIES: -**

The purpose of imprisoning an offender being reformation and rehabilitation, emphasis is shifted from custody, control to training and treatment of the prisoner. The advances made in the behavioral sciences have made it possible, to change the attitude & approach of the prisoner towards life by specialized treatment now available through Psychiatrists, Psychological services, counseling crime and correction has undergone radical change. A criminal is also a human being first and criminal later on, commits crime because of circumstantial situations or socio-economic factors. It is, therefore, felt that unless a man particularly a prisoner is made aware of the contributing factors for criminal behavior or for commission of an offence and further to help him to combat with such situations and factors by providing him necessary equipment in the form of training and treatment, he is not likely to live an honest and respectable life after his release. Therefore, the prisons are no more custodial institution, but they have a definite role to function and to perform. Prisons, therefore, have to be equipped with the facilities, which can enable the prisoners to "Learn and Earn".

While he is undergoing his sentence, care is taken that he is not made conscience of his guilt, an attempt is made to make him to forget the offence he has committed the guilt he feels, when his mind is free, fresh & clean it is possible to emolen new ideas and constructive habits of honest and normal life. The success of training and treatment will mostly depend upon the opportunities provided and the manner in which he is deal with by the prison officials.

With this end in view, about 11 small-scale industries are organized. Every Central Prison, Dist. Prisons, Class-I and Borstal School, Nashik have such units. Prisoners get practical knowledge of the working of industries

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in various trades in which they work. This training helps them to earn their livelihood after their release established in various prisons.

**Following industries are running by Jail**

Name of industry	Production
1. Textile, Handloom & Power loom	Different type of cloth Chaddar, Satranji, Towels etc.
2. Carpentry	Different type of Wooden furniture, doors, windows, showcase, cupboards, tables, racks.
3. Smithy	Different type of iron furniture, doors, windows, showcase, cup-boards, tables, racks & utensils.
4. Tailoring	Different type of Uni-forms, mosquitoes, safari etc.
5. Leather	Chappals, Sandals, Shoes, Waist belts, sin guard
6. Bakery	Pav, Bread, Cake & all types of bakery articles
7. Paper industry	Note books, registers, file envelopes, card boards
8. Chemical industry	Soap, tooth powder, pheny, washing soaps etc.
9. Candle, Chalk, Motor servicing	Production of candles, motor servicing center
10. Laundry	All types of laundry work.
11. Others	Painting, Pencil, bags, school articles, black-boards, creative box, etc.

The Prison department is purchasing raw material, machinery, diet articles and other item as per policy fixed by finance dep't of Government of Maharashtra.

**PRISON AGRICULTURE: -**

Most of the jails have Agricultural land attached to them. It is being used for producing food-grains, vegetables, fodder and cash crops like sugar-cane. There is one (1) Agriculture Officer called Technical Officer (Prison Department) attached to the department with a view to organizing agricultural programmes in jails.

There are also field assistants or supervisors to ensure proper operation in the Agricultural Equipments like Diesel Oil Engine, Electric motors, and Pumps, which have been provided in some of the major jails where there is larger area for agriculture.

The table indicating land available and cultivable land at jails and yearly production is as under

	Hectors
Irrigated Area	148.63
Non-irrigated Area	121.87
Tree Plantation Area	218.43
Barran Area	119.71
<b>Total Area</b>	<b>608.64</b>

**II : - Powers and duties of its officers and employees, powers with Government.**

- 1) Grant of premature releases of life Prisoners.
- 2) Premature release of Prisoners on Medical Grounds.
- 3) Grant extension in furlough leave up to 120 days.
- 4) Grant remission to prisoners for extra ordinary work.
- 5) Grant remission on special occasion i.e. 15<sup>th</sup> August, 26<sup>th</sup> January, 2<sup>nd</sup> October, 14<sup>th</sup> April.
- 6) Suspend to sentence of convict, required for police investigation.
- 7) Transfer and release of mental Prisoners.
- 8) Transfer of Prisoners for open colony.
- 9) To modify the existing rules as and when required.
- 10) Declare temporary Prison as and when required.
- 11) Appointment of class – II and above posts.

**Powers to Inspector General of Prisons**

A) Appointment Transfer of Major Punishment.

- |   |  |
|---|--|
| 1) Executive Branch                                 | Jailor Gr. II                              |
| 2) Ministerial Branch                               | Sr. Clerks<br>Stenographer<br>Statistician |
| 3) Medical Branch                                   | Laboratory Technician<br>Male Nurse        |
| 4) Technical Staff                                  |  |
| 5) Physical Training Instructors Brail Instructors. |  |
| 6) Daftarband                                       |  |
| 7) Naiks  |  |
| 8) Peons  |  |

Promotion of Sr. Clerks, Head Clerks, Asstt. Office Superintendent, Office Superintendent, Jailor Gr. I, Other Technical Staff.

B) Sanction of rewards.

C) Sanction of leave of Central Prison Superintendent and regional Dy. I.G. of Prisons.

D) Sanction of House building advance, Scooter/Motor cycle Advance, Cycle Advance, Handloom Advance to staff working in Prison deptt.

E) Transfer of Prison employees within a state.

F) Grant of Advance increment to prison employee.

G) Sanction of Pension to staff working in his office.

H) Sanction of T.A. bills to his staff.

- 1) Special remission for extra ordinary work.
- 2) Transfer of prisoners.
- 3) Selection of prisoners for open prisons.

**Powers to Regional Head of Deptt. Dy. I. G. of Prisons**

- 1) Appointment of sepoy & matrons.
  - 2) Appointment of clerks, compounders, teachers, House masters.
  - 3) Promotion of Havildar.
  - 4) Promotion of Subheddar.
  - 5) Sanction of leave – Matrons, Sr. Matrons, Havildar, Subhedhar, Compounders, Teachers, Clerical Staff, Technical Staff, Jailor Gr. II, Jailor Gr. I, Superintendent Class – II and Superintendent Class – I.
  - 6) Sanction of Increment of Superintendent working under his control and staff working in his office.
  - 7) Sanction of pension of Superintendent working under his control and staff working in his office.
  - 8) Sanction of G.P. Fund.
  - 9) Transfer of Sepoy, Havildar, Subheddar, Clerks, Matrons, Sr. Matrons within his region.
  - 10) Sanction of rewards.
  - 11) Sanction of festival, tour and transfer advance to staff working in his office.
  - 12) Sanction of T.A. bills of Superintendent of prisons working in his region and staff working in his office.
- 
- 1) Sanction of furlough up to 15 days, maximum 60 days.
  - 2) Special remission.

**Powers to Superintendent of Prisons.--**

**Appointment**

Aaya	Superintendent Central Prison Dist. Prison Class – I Dist. Prison Class – II
Sweepers	Superintendent Central Prison Dist. Prison Class – I Dist. Prison Class – II
Mess Servant	Principal, J.O.T.S.

- 1) Sanction of Increment of Class – III and IV employee working under him.
- 2) Sanction of Pension staff working under his control.
- 3) Sanction of G. P. Fund.
- 4) Sanction rewards.
- 5) Sanction of tour advance & transfer advance to his staff.
- 6) Sanction of pay advance on transfer to his staff.
- 7) Sanction of festival advance to his staff.
- 8) Sanction of T. A. Bills to his staff.

- 1) Providing clothing, bedding and other utensils to prisoners.
- 2) Providing diet to prisoners.
- 3) Allowing interviews to all type of prisoners.
- 4) Allowing purchasing News papers, postal articles, bidi, cigarettes, bread, biscuits, fruits, medicines and others articles which are available in prison canteen.
- 5) Providing medical treatment to prisoners.
- 6) Payment of wages to prisoners for work done in prison.
- 7) Providing News papers at Government cost to prisoners.
- 8) Providing post card at Government cost to prisoners.
- 9) Sanction of ordinary remission to prisoners.
- 10) Convict prisoner to promote as convict watchman and convict warder.
- 11) Sanction of death parole to prisoners on account of death of near relative.
- 12) Providing facilities for entertainment to prisoners.
- 13) Providing facilities to prisoners for celebrate festivals in prisons.
- 14) Prisoners should be detained as per court orders.
- 15) Prisoners should be released as per court or Government orders.

**Punishment**

- 1) Cut of remission for misconduct.
- 2) Discontinue of canteen and interview facilities for misconduct.

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**III :- The procedure followed in decision making process including channels of supervision and accountability.**

The working of Prisons is divided into a three levels.

- A) One is Head of Department,
- B) Second is Regional Head.
- C) Third is Head of Office.

A) Head of Department :- The Inspector General of Prisons is head of Department. He is assisted by Dy. I.G. of Prisons (Head Quarter), Superintendent of Jail Industries, Superintendent of Textile Industries, Agricultural Officer, Accounts Officer, Dy. Engineer, Statistical Officer, Dy. Superintendent of Police (Vigilance). P.A. to I.G. of Prisons, Research Officer, O & M officer.

Thus there are ten desks in the office -

Office Superintendent, Assistant Office Superintendent, Head Clerk, Sr. Clerk and clerks are working under these officers.

B) The Prison department is divided in four region i.e. Southern Region, Mumbai Western Region Pune, Central Region Aurangabad, Eastern Region Nagpur. Government had declared them as region head. They are using Administrative powers and financial powers.

In these office Engineer, P.A. to Dy. I.G. of Prisons, Office Superintendent, Head Clerks, Sr. Clerks and Clerks are working.

C) The Superintendent of Prison is working as head of Office. A.O., Dy. Superintendent, M.O. Sr. Jailer, Additional St. Jailer, are working under the central of Superintendent.

Administrative Officer – The Government have sanctioned post of Administrative officer for some central prison. He is Incharge of Accounts and Establishment.

Dy. Superintendent – In some Central Prison the post of Dy. Superintendent have been created by Government. He is in charge of factory section. He is responsible for smoothes running of prison industries and he is also responsible for maintaining the accounts of factory.

Sr. Jailer – He is responsible for safe custody of prisoner. He is responsible for providing diet, clothing, untenciles, news papers, interview, canteen facilities, prison library facility.

Additional Sr. Jailer – He is responsible for prisoners admissions, release, production is court. He is responsible for prisoner private cash, jewelry and private property.

Medical Officer – He is responsible for providing medical facility to all prisoners.

**IV) The norms set by it for discharge of its function.**

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

The Inspector General shall also occasionally inspect a few subsidiary jails to enable him to be in touch with the general trend of administration therein.

During regular inspection, the Inspector General shall inter alia-

- (a) inspect all yards wards cells work sheds, store-rooms, kitchens and latrines, note their state of repair, their sanitary condition, the general security of the prison and consider whether the structural arrangements are in compliance with the requirements of the Act with respect to the separation of the different classes of prisoners.
- (b) examine the garden, ascertain the condition or water-supply and conservancy arrangements, see that sick prisoners are carefully attended to and ascertain that the food is of proper quality and quantity.
- (c) personally visit every prisoner, make a note of any circumstances of consequence connected with his physical condition adaptation of labour to his physique and class, condition and sufficiency of clothing, imposition of fetters, ascertain whether the provisions of the rules for granting remission furlough or parole are carried into effect, afford to a prisoner who so desires a reasonable opportunity of making any application or complaint and investigate and pass orders on matters relating to prison discipline.
- (d) inspect the guarding establishment and satisfy himself as to its proficiency in drill and musketry, inspect its arms and ammunition and test the ability of every prison executive officer of the upper subordinate establishment to drill the guard, closely scrutinize the arrangements for carrying out day and night watch and ward, and for the prevention and suppression of riots, and satisfy himself that the stationing of jail guards and convict officers is according to rules made in that behalf and effective.
- (e) compare with the rates obtained in the local markets the rate paid for contingent purposes and satisfy himself that economy is practiced in their use as well as in the use of all articles supplied by contract.
- (f) satisfy himself that all accounts and registers are maintained according to the rules for the time being in force, that proper arrangements are made for the safe custody of all records, and that the requirements of the Act and these rules are complied with ;\
- (g) See that accommodation is ample and that no over-crowding exists;
- (h) satisfy himself as to the general health of the prisoners;
- (i) examine the cases of youthful offenders to see if any of them may be transferred to a Borstal School.
- (j) He should personally examine the grievances of staff and prisoners and comply the same.
- (k) The Inspector General shall make a memorandum of his inspection, discuss the points raised therein as far as possible with the Superintendent, and shall hand it over to the Superintendent for compliance, and shall, on his next inspection visit, verify whether and how far the instructions given in the memorandum are complied with.

**Deputy Inspector General of Prisons**

The Deputy Inspector General of Prisons (Regional) shall inspect every year each of the [Central Prisons, District Prisons and Special Prisons] within his region except such prisons which the Inspector General proposes

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to inspect in that year. Such inspection shall be in respect of matters mentioned in the preceding rule. He shall also inspect some subsidiary prisons in order to keep himself in touch with their administration.

### **Superintendent**

The Superintendent shall -

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

(2) visit the prison and especially prisoners in cells and solitary confinement at least once every working day shortly after sunrise and in any case before 10 a.m. and also on Sundays and holidays, if necessary;

(3) visit the prison hospital frequently, and see that proper arrangements are made for the safe custody of the sick prisoners and others, and that discipline is maintained, as far as it is consistent with the medical treatment prescribed;

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

(5) invariably visit the women's prison or women's section of the prison every day at some convenient times, and see whether there is any complaint from any female prisoner. He shall keep a record of such visit in the Gate Register as in Form I of the women's prison or as the case may be, of the women's section of the prison and shall note the time of his visit and instructions, if any, in Superintendent's Order Book as in Form II;

(6) hold inspection parade of all prisoners in the prison either in one lot or in suitable batches in such a way that every prisoner at least once a week, gets an opportunity of putting up personally to the Superintendent any grievance or complaint about assault, or ill-treatment, or any request for additional interviews, or letters under rule 6 of the Maharashtra Prisons (Facilities to Prisoners) Rules, 1962;

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

(8) require every necessary precaution to be taken for preventing escape and shall cause a daily examination to be made of the doors, windows, bars and bolts and withdraw from use any locks, the keys of which have been lost, mislaid or tampered with.

(9) ensure the highest possible degree of cleanliness in every part of the prison and also with respect to the persons of the prisoners, their clothing, bedding and eating utensils;

(10) receive and enquire into a complaint or an application from a prison officer or a prisoner;

(11) see that all expenditure on account of the prison is met either from the permanent advance or money drawn on abstract bills from the Treasury and not from any private funds and shall not allow borrowing or lending from one head to another in the prison accounts unless supported by valid reasons to be recorded by him in Superintendent's Order Book as in Form II.

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

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

(14) be free to communicate with the Inspector General in all matters relating to the prison and apprise him of every occurrence of importance;

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

**Senior Jailor**

The Senior Jailor shall -

- (a) ensure safe custody of prisoners;
- (b) enforce discipline among subordinate officers and among prisoners;
- (c) frequently visit the extra-mural working parties and shall record each such visit in the Jailor's Report Book as in Form No.V ;
- (d) report to the Superintendent cases in which disciplinary action for any misconduct on the part of a prisoner or a subordinate officer may be necessary;
- (e) see that no ladder, planks, ropes, chains, implements, or materials of any kind, likely to facilitate escape, are left un-necessarily or are inadvertently exposed or without surveillance at any time in the yards and that all such articles as well as tools of all kinds when not in use are kept in their appointed places;
- (f) see that no rubbish is piled against any wall or allowed to remain in the yards and is immediately removed;
- (h) without delay, report to the Superintendent any fact or circumstances likely to affect the security of the prison and the health and discipline of the prisoners; and also bring to the notice of the Superintendent any fact or circumstance likely to affect the efficiency of any subordinate member of the establishment;
- (i) see that a list of prisoners sentenced to cellular confinement is forwarded to the Medical Officer daily whenever prisoners are sentenced to such confinement;
- (j) where there is no Agricultural Officer, be in charge of prison garden and be responsible for its proper maintenance and for ensuring a regular and economic supply of vegetables throughout the year, as far as may be possible;
- (k) subject to any orders of the Superintendent, assign from time to time to each of the Jail guards both inside and outside the prison wall appropriate duties in respect of the prison or prisoners either in the matter of guarding or otherwise;
- (l) frequently inspect every part of the prison, especially cells and see that they are clean and in order and that their security is effective and search or cause the prisoners to be searched at uncertain times, not less than once a week, and examine their clothing, bedding and see that they are in order and that no prohibited articles are hidden in the prison or possessed by any prisoner, and record the date, time and description of the barracks and cells searched, in the Jailor's Report Book.
- (m) visit all wards at least once a week and record such visits in his Report Book;
- (n) that every prisoner has his authorised quantity of clothing and bedding and that they are clean and in good order;
- (o) that he has read to prisoners the rules for rewards for good conduct; for granting remission and for punishments for commission of prison offences;
- (p) that all barracks and cells have been inspected daily during the week and found in order.

He is in-charge of canteen, Interview. He is in-charge of diet section & he is responsible for distribution of diet General supervision all over the Jailors & Other security staff.



- Factory Jailer :-**
- 1) He should maintained accounts of Factory.
  - 2) Place indent for Raw Material.
  - 3) Manufactured articles should be sold.
  - 4) Amount of Credit sales should be recovered immediately.
  - 5) He should see that the prisoners should be provided work.

**Head Clerks, Senior Clerks, Junior Clerks & Technical Staff.**

Submit periodical returns in time.

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

Immediate papers which need to be disposed off within two days.

Urgent papers which need to be dealt with within four days.

Attend the work regarding welfare of Prison staff and Prisoners.

Prison technical staff is giving vocational training to prisoners, which is helpful to them for their rehabilitation.

**Medical Staff :-**

Medical Officer, Compounder and Nursing Orderlies should attend sick prisoners immediately as and when required.

**V : - The rules, regulations, instructions manuals and records held by it or under its control or used by its employees for discharging its function.**

Staff of prison department is working under the control of Home Department (Prisons). Therefore the staff is working as per act, rules and orders issued by Government Home Department. The staff members and prisoner have to follow the act, rules and orders of Home Dept.

Staff working in prison department has to follow the General condition rules, leave rules, pay rules and all other rules framed by Government to other department also.

The registers required as per Treasury rules, Maharashtra Contingent expenditure rules, Budget Manual, Maharashtra civil services rules, Medical dept etc. are to be maintained.

The registers required to be maintained as per instruction issued in account manual of department.

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.

**WORKING AND MANAGEMENT OF A PRISON OFFICE**

1) The office of a prison should remain open from 8 a.m. to 12.00 noons 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 holiday's at least for two hours from 10.00 a.m. to 12.00 noon so that urgent and immediate work can be attended to.

a) The following sections should be organized 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 Governemnt);

[ Rule No. 430 B.J.M.]

**ABCD LIST OF JAIL DEPARTMENT****Note – H= To be filed in the I.G.'s office.****J= To be filed in the Jail office.**

S. No.	Document	Remarks and Instructions.	H	J
<b><u>Laws, Rules and General Administration</u></b>				
1	Council Questions	No separate classification. Deal with each in its comp. And class under item Nos.		
2	Acts, Departmental and District Manuals, Composition of Standing orders, books, law reports, Gazetteers, selections, printed A.R. Agriculture, Art, Veterinary Journals, Co-operation conferences and leaflets and the like	Enter in classified library catalogue nothing dates of receipt, cost, removal etc. (II)	A	A
3	All the above, when obsolete or superseded by new editions, and loose copies of Acts, when bound books substituted.	If needed by any other office they are not 'Obsolete'. In administrative office old Acts are needed for reference.	D	D
4	Bound Volumes of Gazetteers with statistics posted up-to-date. Composition of statistics or information of History Ethnology, etc., for Gazetteer or similar publications.	Until embodied in revised edition, or otherwise printed. Until completed and submitted for publication will be current paper. If there is delay in publication, file temporarily among A pp. when published.	A C	... ...
6	Trade price lists and catalogues of articles used in the Department such as tools, hardware paint, office appliances, stationery, tents.	Maintain a file and replace old ones by new: not replace.	C	C
7	Bombay Government Gazette, Part I.	Indexed annually by Government One complete set should be preserved by the I.G. The Prison Superintendents should preserve only those pages which contain notifications affecting their jurisdiction, including General Notifications (excluding leave, appointments, etc.) which are recorded by the A.G. (III)	A ...	... B
8	Bombay Government Gazette Part I-A (Local Bodies).	Do.	A	B
9	Bombay Government Gazette, Part II. (Miscellaneous Notices, Vital Statistics).		C	...
10	Bombay Government Gazette, Part III. (Prices, rain, season).	These are not necessary for Superintendents	B	...
11	Bombay Government Gazette, Part IV. (Bombay Acts.)	Until published as books.	A	A

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12	Bombay Government Gazette, Part V. (Bombay Acts.)	...	B	...
13	Bombay Government Gazette, Part VI. (Trade Returns).	...	C	...
14	Bombay Government Gazette, Part VIII. (S and T. Notices, etc.)	...	A	...
15	Bombay Government Gazette, Part VIII, IX, X. (Vern. and Acts).	Until published as books.	A	A
16	Bombay Government Gazette, Supplements.	...	Z	Z
17	Bombay Government Gazette, Extraordinary.	Always reprinted in the following ordinary gazette.	D	...
18	Bombay Government Gazette, Annual Index.	...	A	A
19	Gazette of India, all parts.	...	C	...
20	Memos. Advising the dispatch of Act, Books, Journals, etc., and all ancillary correspondences intimating no. of copies required, complaint of non-receipt, etc.	Note details on cate-catalogue (No. 23)	D	D
21	Distribution Memos. And receipt from Subordinate Officers for Acts, Books, Manuals, Press, Notes, etc., supplied.	Note details on catalogue or on copy kept by Superior Officer (II)	D	D
22	Circulation Memos. Covering any printed matters or report or pp. circulated to Subordinate officers.	Note fact of circulation on document itself (II)	D	...
23	Library Catalogue or Register. (G.R., R.D., 5376 of 2-6-11 ).	While in use, keep in Library. When old or disfigured recopy and file old Register (VII).	C	C
24	Library issue book or file of issue slips.	As above, but if no book is kept destroy the slips only after return of issues.	D	D
25	O.C. of charge report stating the condition of Library, Records and Dead Stock.	Endorse note below Catalogue or Register and keep no copy (II)	D	D
26	Charge reports of Libraries, etc., received from Sub Officer.	Head of Clerical staffs are responsible for library. (R. 684-03) I.G. has been invested with powers to write off missing books (F. P. VII, Rule 329).	B	B
27	Government Resolutions in all Departments.	Keep all notes of distribution or circulation on the filed copy and keep one or two spare copies (if likely to be needed) in the same file.	A	A
28	Press notes, proclamations and notifications (a) if published in Gazette or G.R. (b) If not published in Gazette or in a G.R.	Publish and distribute copies received, treat any surplus as.  Treat like G.R.	D  A	D  A

29	Circulars and standing orders received from Superior Officers (of A and D) classification, i.e., nature) including specimen forms.	Issuing Officer will classify and manualise, but if he omits.	Z	Z
30	O.C. of circulars issued to Sub. Officers with connected papers.	Even a D Circular for observance on a single occasion (visit of Hon. Ministers, etc.) may be kept in issuing office as a precedent. (VI)	Z	Z
31	Rulings and decisions of Government, I.G. of Superintendent communicated for guidance otherwise than by G.R. or Circular.	Whenever Manual or correction slip arrives instruct R. K. to put up case for reclassification (Z)	B	B
32	Do. Delivered upon local cases.	Will often be manualised, but until so treated, raise the classification of the case, so that it will be indexed.	B	B
33	Powers and duties of all classes of officers; (so far as decided by the I.G. or Government) such as authority to inspect, relative responsibility and subordination.	Until included in the Jail or other Manual.	B	...
34	O.C. of report on bills sent for opinion with statistics and report received from sub-officers for incorporation.	Unless subsequently printed in G.R. and after weeding (V).	B	C
35	Enquiries from other Districts or Offices as to our practice or opinion.	If the discussion leads to any orders we shall receive them (III)	D	D
36	Office copy of Adm. A Report with appendices.	Weed out (V) all pp. embodied in report and appendices, including explanations, corrections and discussions, ending in amendment of R. If received in print, keep, printed copy as.	B	B
37	Extracts from or duplicates of do. sent to other officers for information.	Preserve no separate office copy.	...	...
38	Office copy of information, Statistics, R. etc., submitted by Sub-Officers for incorporation in District or State Administrative Report.	...	...	C
39	Inspection Memos, issued for guidance of inspected office (including Departmental Audit Notes).	...	B	B
40	Inspection Memos. Issued for guidance of inspected office (including Departmental Audit Notes). O. C. in issuing Office.	Manualise any matter requiring general instructions.	C	C
41	Extracts from Official Visitors notes on Jails and correspondence thereon.	These are extracts from fixed Register Form No. 14.  If the discussions lead to important orders or decisions raise their classification according to subject, if not.	D  D	D  D

42	Errors for correction and explanations called for on inspection.	If explanation is satisfactory and no specific order is given otherwise class according to subject.	C	C
43	Discussion as to forms or accounts and returns and proceeding of all kinds.	Till manualised	B	B
44	Discussions on points of principles, interpretation, procedure of administration which do not result in the issue of any orders such as proceedings at a conference of District Officers or Superintendents.	If any orders issue, each separate case falls under 29 and 31. Many such discussions are specifically mentioned under the chapters in which they arise.	B	C
45	Correspondence on opening or abolition of Jails, such as declarations of Prisons under Prisons' Act.	Abolish gazetted and weed and preserve chief reasons.	A	A
46	Alteration of District or other Headquarters.	...	A	...
47	Advisory Boards for Jails and their recommendations.	Copies are sent to the I.G.P. for action.	B	C-I
48	Juvenile Boards for Prisons and their recommendations.	...	B	C-I
49	Question on above orders.	If the orders are not published in Gazette or G.R. treat like G.R.	A	A
50	Security Prisoners and correspondence on them.		B	C-I
51	Military Prisoners and correspondence on them.	...	C-I	C
52	Professional convicts and correspondence on them.	...	C	C
53	Correspondence on Political Refugee.	Returns of Political Prs. G. R., J. D., No. 5801,10-10-10 be treated as D. Pps.).	C-I	C-I
54	Out break of riots in Prisons and their dispersal.	Weed out important decisions and orders and preserve as.	B	B
55	Correspondence on fixation of scale of dietary to prisoners.	Till manualised	B	B
56	Leases or transfer of lands for use of Prisons	Weed out and preserve important decisions or orders.	A	A
57	Correspondence about grant of remission of sentence.	If the prisoner is released early, treat as D.	C-I	C-I
57	(A) Correspondence on transportation sentence inflicted on prisoners.	Weed out and preserve important papers.	B-15 Yrs.	B-15 Yrs.
58	Proposals for telephone connections for administrative objects.	If not embodied in G.R. or other preserved cases.	B	B
59	Correspondence on escape of prisoners from Prisons and in transit.	Rulings and decisions of Government or I.G. communicated in lieu of G.R. be preserved as.	B	B
60	Exhibition of magic –lanterns and films for education and recreation of prisoners and correspondence thereon.	(i) Returns and reports from the Jails be treated as. (ii) Weed out and preserve important decisions of Government of I.G.	D A	D A

61	Literacy classes for prisoners and correspondence thereon.	(i) As 60 (i) (ii) As 60 (ii)	D A	D A
62	Questions on Physical training to prisoners and guarding staff.	Weed out and preserve important decisions of Government or I.G.	A	A
63	Correspondence on award of punishment to prisoners.	Treat periodical returns as. Until manualized	D B	D B
64	Insane prisoners and correspondence concerning them.	...	C-I	C-I
65	Execution of condemned prisoners.	...	D2 Yrs.	D2 Yrs.
66	Correspondence on release of prisoners and lads in Borstal School, Dharwar, on (i) Parole and furlough.	In case of those who do not surrender at the end of the stipulated period, the classification should be raised to C.I.	C	C
67	Transfers of prisoners. (Inter-State, Jail to Jail and P.R.T.)	...	C	C
68	Nominal Rolls of B Class Prisoners.	...	D	...
69	Judicial Return (G.O., J.D., No. 2814-12-5-11) with accompaniments.	...	C	...
70	Memoranda of factory and other payments made into Government Treasuries.	...	C	C
71	D>Returns.	...	C	C
72	M. Os. Reports extract from Register No. 32.	...	D	...
73	Sick return and sanitary reports (G.R., J.D. No. 1451, 9-3-11) cases of sick prisoners and post-mortem notes (including sick and mortality among prisoners confined in lock-ups).	...	D2 Yrs.	D2 Yrs.
74	Cash-balance reports (G.R., J.D., No. 5801, 11-10-10).	...	D2 Yrs.	D2 Yrs.
75	Return of undertrial prisoners detained over 3 months.	...		D
76	Undertrial Warrants.	...		D2 Yrs.
77	Enquiries re: prisoners from outsiders and prisoners interview correspondence.	...	D	D
78	Statement of punishment awarded to prisoners.	...	D	D



79	Letters and interviews withheld from prisoners.	...	D	D
80	Return of annual Shooting and grant of prizes.	...	D	D
81	Report of epidemic outbreak in Prisons.	...	D	D
82	Discussion about starting of handloom and similar Jail industries.	All important orders and decisions of Government or I.G. should be preserved as A.	Z	Z
83	Employment of convicts on various works and questions thereon.	Do.	A	A
84	Tenders for supply of provisions to Prisons and Headquarter Sub-Jails and sanctions thereto.	...	C	C
85	Exhibition of Jail made articles (at various shows) and correspondence thereon.	The Prison Superintendent has full correspondence as the Jail made articles are in his custody. Weed out all and sort;  (i) Historically and administratively interesting report or abstract.  (ii) Accounts of recoveries and expenditure.	...  B  ...	...  B  C
86	A, B, C, D lists of records to be preserved or destroyed.	Till manualised	A	A
87	Office order book for record and correspondence system.	...	A	A
88	Indexes of records and of filed pp. (A or B).	The record room itself is not part of such other branches of the office, but a separate branch under "Administration."	A	A
89	Lists of old pps. now sorted and some (B or C) destroyed and the residue freshly indexed.	Do not in future prepare, but if they do exist anywhere.	D	D
90	Loss or damage to records or current documents and their replacement.	After settlement, note in Index or other suitable place.	D	D
91	Issue books or slips for records and all correspondence about their returns.	Keep carefully as current till records are recovered, then.	D	D
92	Applications for copies or searches and all ancillary pps.	...	D	D
93	Receipt books, Treasury receipts for comparing fees and cost of pp. M.O. and V. P. P. vouchers, etc.	...	D	D

94	Inward and outward correspondences register or case (Madras system) registers or (Maxwell) file register 1915 onwards.	Since in future all A and B pps. will be indexed we shall not require these Regers. For tracing them.	B	B
95	Inward and Outward correspondences register or case (Madras System) Registers or (Maxwell) file Register for 1914 and earlier years.	Destroy unconditionally when 30 years old.	...	...
96	Register of receipt and dispatch (P.R.B.)	P. Rs. themselves are dealt with under their departmental heads.	C	C
97	New Indexed Docket Sheet Office System: (i) Docket Sheet Register. (ii) Indexes. (iii) Special Registers.  (iv) Periodicals, permanent file of Standing Orders and forms. (v) S. I. File.	Vide 91 above Vide 91 above According to the nature of cases entered therein. Current till revised or reconstructed then.  According to the contents C & D cases should be noted on the jacket.	A A ... C ...	A A ... C ...
98	Peon's hand local delivery book.	...	C	C
99	Post and Telegram Dispatch Book or Daily Despatch lists.	...	C	C
100	Account of Service Stamps (Including telegrams) from A (R-855/24-20-1-25)	Carry forward any and standing orders.	C	C
101	Consolidated abstract of Service Stamps form B (Do.)	...	C	C
102	Indents and all pps. about supply of Service Stamps.	Enter all orders and note all supplies and issues in account book (II)	D	D
103	Misuse of Service Stamps.	Enter all orders and note all supplies and issues in account book (II)	D	D
104	Returns and Reports (in or out) as to state of work (e.g. unanswered references, disposed files, pending cases, progress in sorting records)	Each such R. Supersedes its predecessor.	D	D
105	Progress reports (in or out) particular cases.	When any work such as manufacture of Jail made articles or sorting of old records is taken up the whole subject constitutes a case. If the progress reports are sent the first and the last (showing the total work completed and dates) should be kept noted on case. All others can be weeded out (V).	..	..

<b>Tours</b>				
106	Tour programmes of I.G. or other officers (issued or received) and intimation from other Departments regarding their visits.	Records of touring are in Administrative Report.	D	D
107	Instructions about post and telegrams.	..	D	D
108	General arrangements about window delivery and post bags.	...	C	C
109	O.C. of Diaries in despatching office and F.C. in receiving office.	Do not use diaries as substitute for case correspondences (I) for obtaining orders or reporting matters.	C	C
110	O.C. of Diaries in other Dists. Or officer received in transit only.	Retain no copy	C	C
111	Complaints about supply of provisions or carts to touring officers.	May be entirely trivial or involve important principles (VI).	Z	...
112	Fixation of cart rates.	...	B	..
113	Enquiries about distance for T.A. purposes.	(III)	D	D
114	T.A. Bills with acquaintances.	A.G. has F.C. (as paid voucher)	C	C
115	Bills or Memos sent for consolidation into T.A. Bill of Prison or Huzur Est.	After audit period.	D	D
<b>Accounts, Dead Stock and Stationery for Jail Officers only.</b>				
116	Dead or live stock Register including (Jail instruments) and tools.	In current use (VII)	C	C
117	Purchase or transfer of dead stock, sanction allotments, bills etc. (including live stock)	Enter in Register with sufficient particulars (II)	D	D
118	Sales, loss or write off of D.S.	Enter in Reqr. With sufficient particulars (II)	C	C
119	Annual statement of expenditure on imported stores (due 15th May to Government direct-G 5673-15)	If not blank.	C	C
120	Charge reports, notes as to dead stock or periodical certificates.	See 26 above, No. o.c. needed in dispatching office.	B	B
121	Annual or quinquennial detailed report on dead stock, in receiving office.	Do. (II)	D	...
122	Model indents for stationery and forms.	Till modified or superseded.	A	A
123	Stationery and forms receipt, issue and balance Registers (N.B. Stationery includes all consumable stores)	G-2367-23 and 1538-24 (J).	C	C

124	Indents for stores, stationery or forms.	For return of boxes to Yeravda and nail extractors see-R. 2663-10,9840-11.	C	C
125	Purchase of News-papers, Journals, Books.	Enter in library list, if necessary.	C	C
126	Sanctions to local purchases of stationery.	Now practically extinct except for newly created officer in the first year.	..	..
127	Advices of dispatch of Stationery packing accounts from the A.G.	Embodying in Regr. Or O.C.of indent form.	D	D
128	Indents and Memos of requirements of stationery and forms from Sub-Office.			
129	Six monthly report on purchase of textiles.	..	C	C
130	Press orders and local printing (under sanction of Director of Printing).	After payment and audit.	D	D
131	Insertion of advertisements in News-papers or Gazette.	Weed out of case and destroy after insertion.	D	..
132	Register of contingent charges.	Transfer any contingent voucher to 138.	C	C
133	Accounts of Expr. Of fixed (un-audited) contingencies.	(App. E-D. CAC. 8th Edn.)	C	C
134	O.C. of detailed bill.		C	C
135	Vouchers (if not sent with bill)	Must be marked "cancelled".	C	C
136	O.C. and F.C. of Memos. Or bills submitted to Superior Office for consolidation.	After disposal	D	D
137	Monthly statement of progress of expr. Under all heads (both O.C, & F.C.).	..	D	D
138	Permanent advance register.	..	C	C
139	Alahida Wahi, Hathia rozmel or Tabawahi, unofficial deposit Register for undisbursed pay, allowances, etc.	..	C	C
140	Annual acknowledgement of P.A.in receiving office.	No. O.C. required in dispatching office.	C	C
141	Extract of A.G.'s objection statement and O.C. of replies.	(Vide accounts 16)	C	C
142	Budget note book.	(Vide accounts 17)	C	C
143	Printed Budgets or inward Memos communicating grants and distribution memos issued to Sub-offices.	Note or keep with the Regr. Of charges concerned till expiry of period for which valid.	D	D

144	Contracts & agreements or counterpart agreements with farmers or agents for monopolies or licensed shops.	So long as the contract etc. is in force keep pp. As current (stamped bonds, securities etc. should be placed in the safe).  As soon as the contract ends even if renewed by fresh contract file pp. As	C	C
145	Agreement with contractors till terms are fulfilled and thereafter.	..	C	C
146	Note of auction conditions.	Keep with case pp.	C	C
147	Memos. Of bids deposits and refunds thereof.	Weed out of case pp. When filed under 147 (V).	D	D
148	Solvency certificates received.	Do.	D	D
149	Taluka enquiries as to solvency and Register of Certificates issued,	...	C	C
150	Notices of advertisements of contracts, sales, auctions, notices of elections, epidemics etc. received from other Dist. Or office and ancillary pp.	After publication and expiry of period (III)	D	D
<b>II. Establishment</b>				
1	Discussions of orders about strength of fixed est. Scales of pay fixed T.A. and local allowances, extent of duties and distribution of sazas i.e. area etc.	Weed well, usually final G.R. supplies.	B	..
2	Entertainment of temporary establishment, including Foreign Service.	Neither these pps. Include appointment of individuals.	B	..
3	Statement showing the strength of Extra-establishment required at the Prisons (G.R. H.D.No. 4893-III-9.7.1925)	...	D 2 yrs.	D 2 yrs.
4	Certificate of age and nationality for I.C.S. State Service, etc.	(Must be used within limited period).	C	C
5	Applications of candidates.	Current file, till either accepted or rejected, then.	D	D
6	Register of passed candidates.	...	D	..
7	Intimations of appointment & postings of GOs.	Do not keep after disposal.	D	D
8	Appointment of non-gazetted ministerial, or menial officers (including guarding staff).	Enter in S.B.	D	D
9	Training Classes for clerks etc.	...	C	C
10	Service Books.	Are current records so long as officers serve, then if not handed over to heirs (R-3792-01).	C	C

11	Civil Surgeon's certificate.	Attach to first pay bill.	..	..
12	Employment and training of upper branch probationers and State Service Probationers, etc.	..	C	..
13	Permission to appear for Departmental obligatory examination, including language, etc. failures, exemptions extensions of time etc.	Note and concentrate results in S.B. before filing.	D	..
14	Conduct of examinations, time-tables, lists of candidates etc.	..	D	...
15	Tables of results of examinations, time-tables, lists of candidates etc.	If gazetted. If not, then	C B	.. ..
16	Charge reports.	Either filed by A.G. or noted in S.B. vide Adm. 25, 26 and 123.	..	..
17	Postings, transfers, promotions (including increment certificates) reversions etc.	Do not file till posted in S.B. and gradation lists.	C-I	C-I
18	Efficiency bars.	Do	C	C
19	Gradation lists of all kinds, in office in which they are maintained.	Entries should be attested keep as current till fresh one prepared, file (VII)	C	C
20	Gradation lists of all kinds in office to check which are communicated.	(After receipt of fresh one)	D	D
21	Permission to accept outside work or remuneration.	Note in S.B.	C	..
22	Permission to acquire landed property or invest in Co-operative Societies etc.	Note in S.B.	C	..
23	Return of landed property sent to Government.	Abstract into S.B.	D	..
24	O.C. of landed property sent in Sub-Office.	Kept till next is submitted.	D	D
25.	Security Bonds.	Keep in the safe custody as current so long as in force then.	D	D
26	Annual report of solvency of sureties.	After next return is received.	D	D
27	Alleged defalcation, misconduct, fines reduction of all classes of officers.	Either summaries into S.B. and class D or preserved as B.	Z	Z
28	Jail enquiries as to	...	C	C
29	Recovery of defalcated sum from sureties.	...	C	C
30	Transfers to Foreign Service	Weed out all but final orders of Government etc. embodying essential facts and see that S.B. is attested by A.G. and sent to officer.	B	...

31	Loans of Government Servants (on payment) to Railway, Municipal or other bodies.	Enter facts in S.B.	C	...
32	Dismissals, invalidings and resignations, discharge on reduction, etc	....	C	...
33	Supply of arms and ammunition to prisons and correspondence relating thereto.	Preserve important orders and decisions as. Correspondence D.2 D2 Periodical supply as yrs. Yrs.	A	A
34	O.C. of absentee statement of Jailors (Group II and III) and Establishment. Etc.	A.G. keeps for 35 years	C	C
35	Report of clearance of stock of drugs.	...	D	D
<b>Pay and allowances:</b>				
36	Sanction to advances for tentage, house building, Motors, Ponies, Cycles, etc. advances on transfer etc.	Advance like tentage Motors, etc., require Government sanction.	C	...
37	Papers relating to allowances tentage, conveyance, house rent, compensation and the like.	...	C	C
38	Eligibility of condition of subscriptions to G.P.F. and nomination of beneficiaries (not standing order)	Orders will be noted in the A.G's Office	C	C
39	Sanctions to advances of G.P.F.	Communicated to Treasury and quoted on voucher.	C	C
40	Indents for Peons' clothing and guarding staff and pp. relating to its periodical supply.	...	C	C
41	Register of clothing issued	(VII)	C	C
42	Enquiries about grain or other rates from other Districts.	(III)	D	D
43	Salary bills of gazetted and Quasi Gazetted Officers	(F.3038-18- applied to paid vouchers)	...	...
44	Salary slips and leave salary certificates.	...	C	C
45	O.C. of pay bills of any pensionable establishment with acquaintance rolls, if separate (T.F. 8)	Every person must be shown in the Establishment return and have S.B. Preserves for.6 years for Government Servants for whom annual est. returns and records of services are maintained.	C	C
46	O.C. of paybills or muster rolls of temporary or non-pensionable establishment.	For Superior Government Servants Keep for 35 years whether names are not shown in the est. returns and no S.B.s are maintained	B	B
47	Honoraria and deputation allowance for special work.	Note in S.B. if non gazetted.	C	...

48	Rewards for guarding staff for special work, such as quelling of disturbances or tracking of prisoners trying to escape from the Jail custody.	Note in S.B.	C	C
49	Last pay Certificates		D	D
50	Leave of all kinds except casual.	Enter in S.B. and file after termination	D	D
51	Leave Account.	Kept with S.B. current so long as the officer is in service then.	C	C
52	Casual Leave Register.	(VII)	D	D
53	All Pps. About casual leave.	After note in register	D	D
54	Note of attachment of salary by Civil Courts.	Note in S.B. keep current till satisfied then	D	D
55	Service of summons on employees	Returned to Court III.	D	D
56	Recovery of Bhatta of Government servants.	After credit into Treasury	D	D
57	O.C. of annual report of est. as it stands on April 1 <sup>st</sup> .	A.G.keeps for 35 years.	C	C
58	Annual statement of gazetted officers attaining 55 years.	Returned to A.C. through the I.G.	...	...
59	Annual statement of Non gazetted officer (60 years) with reports of sub-officers on the extracts sent to them.	...	C	...
<b>Pensions</b>				
60	Pensions, gratuities etc. refused.	...	C	...
61	Grant of Pensions and verification of service and all other preliminary papers.	File only after the PPO is issued.	C	...
62	Cases in which invalid pensions have been taken.	...	B	...
63	Gratuities.	Whether granted or refused.	C	...
64	Extra-ordinary pensions	Just as ordinary.	C	...
65	Commutations of pensions.	R 10130, F. 1523-14	C	...
66	Commutation agreements.	Till fulfilled	...	...
67	Heirs of deceased pensioners. (all other pension papers belong to Treasury)	...	C	...



<b>III Accounts</b>				
<i>Budget</i>				
1	O.C. of Budget estimates of Prisons and sub-Jails with their schedules and appendices (statement of new and unusual items)	All the estimates will be dealt with, consolidated and filed in I.G.'s Office although the Jails have to be consulted	C	...
2	All notes, information and correspondence regarding Budgets from sub-Offices or other branches.	After incorporation Some may be worth keeping till next year to help prepare next budget.	D	...
3	Correspondence with A.G. or I.G. as to Budgets unless ending in a general instructions or rule (vide Adm. 29 above)	...	D	...
4	Printed budgets received from A.G. or other officers communicating grants.	(Vide Adm. 146 above) Distribute and keep in use for re-appropriation etc., till expiry of financial year. Then.		
5	Periodical statement of expenditure under primary units under several major heads sent to Government or controlling officers	...	C	C
6	Re-appropriation correspondence extra grants and surrenders.	At the end of the financial year.	D	D
7	Fixation of contract grant	...	C	C
8	(i) Office copies of Schedule of G.P.F. (ii) Final withdrawal from G.P.F.	...	C	C
9	Final withdrawal from G.P.F. by personal other than subscribers.	...	B	...
10	Correspondence subsidiary of the above.	...	C-I	C-I
11	Authorities for payment including powers of attorney.	Go in original with voucher.	...	...
12	Specimen signatures.	Keep with register so long as officer is serving then	D	D
13	Correspondence regarding Railway warrants, bills for electric energy, telephone calls, etc.	...	D	D
<b>General Accounts and Audit</b>				
14	Report of compliance on the audit note	If explanation is satisfactory and no specific order is given otherwise class according to subject.	C	C

15	A.G's audit of Jails.	...	B	B
16	Objection Statements from A.G. and O.C. of replies.	...	C	C
17	Grain Statement	...	C	C
18	Canteen Statements.	...	C	C
19	Stock Verification Report.	...	C	C
20	Expenditure incurred on detenues of other states.	...	C	C
21	Outstanding returns	...	D2 yrs.	D2 yrs.
22	P.P.C. reports	...	D2 yrs.	D2 Yrs.
23	Statement of adjustment with Prisons and Jails.	...	D2 yrs.	D2 Yrs.
24	Store account	(B.J.M. Rule 1234)	C	C
25	Estimates of Prison clothing and bedding.	...	D2 yrs.	D2 Yrs.
26	"B" Statement showing articles supplied to Government Departments.	...	C	C
27	Detailed prison Manufacture bills.	...	D2 yrs.	D2 yrs.
28	Extra diet statement	...	C	C

**STATEMENT A**

**Statement showing the difference in classification of official records as prescribed under B.J.M. Rule 1236 (a) to (g) compared with the classification according to the A.B. C. D. Lists by Mr. Anderson.**

Sr.No.	Description of papers	Period of preservation as per B.J.M. rule 1236 (a) to (g)	Classification as per A.B.C.D. Lists H.J.	Remarks
1	All printed reports and resolution, etc., issued by Government.	Permanent	A A Or B B	As regards report they are not of class A vide Adm. Report as C pp. and G. Rs. as A (vide Adm. 40 and 29)
2	All circulars issued by the I.G.	Do	Z Z	Vide Adm. 91.
3	All Correspondence	Do		The term is not clear.
4	Inward and Outward Registers.	15 years	B B A A	Vide Adm. 52 and 53.
5	Government gazette...	Do		Separate Classification for different parts of the B.G.G. and for different offices, vide Adm. 7 to 21.

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6	Adm. Reports of Superintendents.	10 years	C	Vide Adm. 40
7	Contingent bills	Do	C C	Vide Adm. 85.a, 86.
8	Budget Estimates	5 years	D	Vide Try. 2.
9	Establishment Return.	Do	C C	Vide Est. 57.
10	T.A. Bills	2 years	C C	Vide Adm. 68
11	Stationery Indents	Do	C C	Vide Adm. 79
12	Peon's Delivery Book.	Do	D D	Vide Adm. 55
13	Railway requisition	Do	D D	Vide Adm. 102
14	Report on epidemic disease.	Do	D D	Vide Adm. 102.
15	Annual acknowledgement reports on P.A.	Do	C	Vide Adm. 91.

vii) **The 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;**

A Board of Visitors for each prison appointed as per Maharashtra Prison Manual 1979 Chapter XV-

Board of Visitors may at the time of their visits make a note of the number of prisoners confined in undertrial yards and their respective periods of detention, and may make a report in the Visitors' Book about the cases of undertrial prisoners which appear to have been unduly delayed beyond the prescribed period of three months.

All the members of visitor board may, as far as possible –

- a) Inspect the barracks, cells, wards, worksheds and other buildings of the prison,
- b) Ascertain whether –
  - i) Considerations of health, cleanliness and security are attended to,
  - ii) Proper management and discipline are maintained in every respect,
- c) Examine –
  - i) The registers of convicted and undertrial prisoners.
  - ii) The punishment book.
  - iii) Other prison registers containing entries relating to prisoners.
  - iv) The prison accounts containing entries relating to prisoners,
- d) Hear and attend to all representations and petitions made by prisoners or see and question any prisoner out of hearing, but not out of sight, of the jail officer,
- e) Direct, if deemed advisable, that any such representations or petitions including appeal and mercy petitions withheld by the Superintendent under rules in force be forwarded to the State Government,
- f) Enter in the Visitors Book,-
  - i) The date and hour of the visit,
  - ii) Any remarks as to the result of the inspection,
- g) Call for from the jail record any book wherein entries relating to prisoners are made and inspect it unless the Superintendent for reasons to be recorded in writing refuses to allow such inspection on the ground that it is not desirable so to do in the public interest.
- h) Working of Advisory Board,
 

With a view to reviewing sentence of a prisoner, there is constituted an Advisory Board, at

  - a) Bombay Central Prison, Sane Guruji, Road, for prisoners confined in the prisons in Greater Bombay.
  - b) Each Central Prison, for prisoners confined therein.
  - c) Such other prisons as may be specified by the State Government.

(ii) Cases of prisoners eligible for review no reviewed by Advisory Board. as the Inspector General of Prisons may specify in that behalf.

Greater Bombay, the Advisory Board shall consist of the Chief Presidency Magistrate, the Commissioner of Police, Greater Bombay. The Superintendent, Bombay Central Prison, and three non-official members nominated by the State Government. The Chief Presidency Magistrate shall be the President of the Board, and the Superintendent, Bombay Central Prison, Sane Guruji Road, shall be its Member-Secretary.

Elsewhere, the Advisory Board shall consist of the District Magistrate, the Sessions Judge, the Deputy Inspector General of Police of the Range at a Central Prison and the Superintendent of Police of the District at any other prison and the Superintendent of Prison and three non-official members

nominated by the State Government. The District Magistrate shall be the President of the Advisory Board and the Superintendent of the Prison shall be its Member-Secretary.

The appointment of the three nominated members under rule 4 shall be made for a period not exceeding three years, preferably from amongst.

- a) Members of the State Legislature, or
- b) Social scientist or social workers interested in correctional work, in prison administration and in prisoner's welfare generally.

Provided that, the State Government may, at any time without assigning any reasons terminate the appointment of any nominated member before the expiry of the period of his appointment.

The Advisory Board shall meet every six months to review the sentences of non-habitual offenders

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

A Board of Visitors for each prison appointed as per Maharashtra Prison Manual 1979 Chapter XV-

Board of Visitors may at the time of their visits make a note of the number of prisoners confined in undertrial yards and their respective periods of detention, and may make a report in the Visitors' Book about the cases of undertrial prisoners which appear to have been unduly delayed beyond the prescribed period of three months.

All the members of visitor board may, as far as possible –

- i) Inspect the barracks, cells, wards, worksheds and other buildings of the prison,
- j) Ascertain whether –
  - iii) Considerations of health, cleanliness and security are attended to,
  - iv) Proper management and discipline are maintained in every respect,
- k) Examine –
  - v) The registers of convicted and undertrial prisoners.
  - vi) The punishment book.
  - vii) Other prison registers containing entries relating to prisoners.
  - viii) The prison accounts containing entries relating to prisoners,
- l) Hear and attend to all representations and petitions made by prisoners or see and question any prisoner out of hearing, but not out of sight, of the jail officer,
- m) Direct, if deemed advisable, that any such representations or petitions including appeal and mercy petitions withheld by the Superintendent under rules in force be forwarded to the State Government,
- n) Enter in the Visitors Book,-
  - iii) The date and hour of the visit,
  - iv) Any remarks as to the result of the inspection,
- o) Call for from the jail record any book wherein entries relating to prisoners are made and inspect it unless the Superintendent for reasons to be recorded in writing refuses to allow such inspection on the ground that it is not desirable so to do in the public interest.
- p) Working of Advisory Board,
 

With a view to reviewing sentence of a prisoner, there is constituted an Advisory Board, at

  - a) Bombay Central Prison, Sane Guruji, Road, for prisoners confined in the prisons in Greater Bombay.
  - b) Each Central Prison, for prisoners confined therein.
  - c) Such other prisons as may be specified by the State Government.

(ii) Cases of prisoners eligible for review by Advisory Board (being prisoners confining prisons for which no advisory board is constituted) shall be reviewed by such Advisory Board as the Inspector General of Prisons may specify in that behalf.

Greater Bombay, the Advisory Board shall consist of the Chief Presidency Magistrate, the Commissioner of Police, Greater Bombay. The Superintendent, Bombay Central Prison, and three non-official members nominated by the State Government. The Chief Presidency Magistrate shall be the President of the Board, and the Superintendent, Bombay Central Prison, Sane Guruji Road, shall be its Member-Secretary.

Elsewhere, the Advisory Board shall consist of the District Magistrate, the Sessions Judge, the Deputy Inspector General of Police of the Range at a Central Prison and the Superintendent of Police of the District at any other prison and the Superintendent of Prison and three non-official members nominated by the State Government. The District Magistrate shall be the President of the Advisory Board and the Superintendent of the Prison shall be its Member-Secretary.

The appointment of the three nominated members under rule 4 shall be made for a period not exceeding three years, preferably from amongst.

- a) Members of the State Legislature, or
- b) Social scientist or social workers interested in correctional work, in prison administration and in prisoner's welfare generally.

Provided that, the State Government may, at any time without assigning any reasons terminate the appointment of any nominated member before the expiry of the period of his appointment.

The Advisory Board shall meet every six months to review the sentences of non-habitual offenders

**IX : - Directory of Jail Officials in Maharashtra State 2005**

Sr No	Name and Designations Shri.	Complete Office Address with Pin-Code	Telephone Numbers				Name & Type of Prison	Remar ks
			S.T.D. Code	Office	Fax	E-Mail Address		
1	<b>S.B.Sawarkar</b> Spl. Inspector General of Prisons	Inspectorate of Prisons, M.S. Central Building Pune-411001.	020	26125180	26123563	Inspecto r General Of Prisons_ Pune	-	-
2	<b>D.J.Choudhari</b> Dy. Inspector General of Prisons (Head Quarters)	-do-	020	26123011	26123563	DIG_ HQ_ Prisons_ Pune	-	-
3	<b>Madhav Karve</b> Dy. Inspector General of Prisons.	Dy. Inspector General of Prisons, Western Region, Yerwada, Pune-411 006.	020	26694528	26694528	-	Regional Offices	-
4	<b>R.K.Sahay</b> Dy. Inspector General of Prisons	Dy. Inspector General of Prisons, Central Region, Aurangabad- 431 001.	0240	2381048	2381048	-	-do-	-
5	<b>Sandeep Bhisnoi</b> Dy. Inspector General of Police (Prison)	Dy. Inspector General of Prisons, Southern Region. Byculla,, Mumbai- 400008.	022	23074508	23074508	-	-do-	-
6	<b>Dr.B.K.Upadhyay</b> Dy. Inspector General of Prisons	Dy. Inspector General of Prisons, Eastern Region, Wardha Road, Nagpur- 440012.	0712	2248844	2248844	-	-do-	-
7	<b>Smt.Swati Sathe</b> Principal	Principal, Daulatrao Jadhav Jail Officer's Training College, Yerwada, Pune 411006.	020	26692417	-	-	Training College	-
8	<b>Y.D.Desai</b> Superintendent	Superintendent, Aurangabad Central Prison Aurangabad- 431001	0240	2381051 2391964	-	-	Central Prisons	-
9	<b>J.S.Naik</b> Superintendent	Superintendent, Mumbai Central Prison, Sane Guruji Road, Mumbai 400011	022	23077372 23096998	--	-	-do-	-

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10	<b>R.T.Dhamne</b> Superintendent	Superintendent, Yerwada Central Prison, Yerwada Pune 411006	022	26694819 26692663	-	-	-do-	-
11	<b>V.V.Shekdar</b> Superintendent	Superintendent, Nagpur Central Prison Wardha Road, Nagpur 440012	0712	2461413 2459813	-	-	-do-	-
12	<b>W.D.Burkule</b> Superintendent	Superintendent, Amrawati Central Prison, Near Police Head Quarters Wadala Road, Amrawati- 444001	0721	2662083	-		-do-	-
13	<b>K.V.Mahure</b> Superintendent	Superintendent, Nashik Road Central Prison Dasak Pachak Road, Nashik 422001	0253	2461576	-	Superin- tendent Central Prison_ Nashik Road	-do-	-
14	<b>S.N.Chavan</b> Superintendent	Superintendent, Thane Central Prison, Near Kalva Bridge, Thane 400601.	022	25434862	-	-	-do-	-
15	<b>V.S.Kamble</b> Superintendent	Superintendent, Kolhapur Central Prison (Kalmba) Kolhapur 416007.	0231	2324319	-	-	-do-	-
16	<b>R.V.Kamble</b> Superintendent	Superintendent, Byculla District Prison, Mirza Galib Road, Mumbai 400008.	022	23088133	-	-	-do-	-
17	<b>S.W.Khatavkar</b> Superintendent	Superintendent, Dhule District Prison, Near S.T.Stand, Dhule 424001	02562	235044	-	-	-do-	-
18	<b>S.C.Pawar</b> Superintendent	Superintendent, Akola District Prison, Near Civil Hospital, Akola 444001	0724	2435005	-	-	District Prisons Class-1	-
19	<b>D.K.Bangar</b> Superintendent	Superintendent, Ratanagiri Special Prison, Ratanagiri 415612	02352	222370	-	-	-do-	-
20	<b>A.K.Kadu</b> Superintendent	Superintendent, Yavatmal District Prison, Nagpur Road, Yavatmal 445001	07232	244326	-	-	-do-	-

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21	<b>V.V.Shekdar</b> Superintendent	Superintendent, Bhandara District Prison, Bhandara 441904	07184	252258	-	-	-do-	-
22	<b>B.M.Bhosale</b> Superintendent	Superintendent, Open District Prison Paithan, Dist.Auarangaba d	02431	223049	--	-	-do-	-
23	<b>U.T.Pawar</b> Superintendent	Superintendent, Open Prison, Yerwada, Pune 411006.	020	26694051	--	-	-do-	-
24	<b>S.A.Mahale.</b> Superintendent	Superintendent, Chandrapur District Prison, Near Patel High School, Chandrapur 442401	07172	250703	-	-	-do-	-
25	<b>V.D.Bendre</b> Superintendent	Superintendent, Kalyan District Prison Dist.Thane Kalyan 421301	0251	2314580	-	-	-do-	-
26	<b>K.V.Mahure</b> Principal	Principal, Borstal School Nashik, Sharanpur Rd, Nashik 422001	0253	2572765	-	-	-do-	-
27	<b>W.D.Burkule</b> Superintendent	Superintendent, Wardha Dsistrict Prison, Wardha-442001	07152	240162	-	District Prisons Class-II	-	-
28	<b>G.K.Gutte</b> I/c Superintendent	Superintendent, Parbhani District Prison, Jintur Road, Parbhani- 431401	02452	231339	-	-do-	-	-
29	<b>A.S.Rajput</b> Superintendent	Superintendent, Beed District Prison, Beed- 431112.	02442	222370	-	-do-	-	-
30	<b>A.C.Rane</b> Superintendent	Superintendent, Alibag District Prison, Collector Office Road, Alibag-402101	02141	222052	-	-do-	-	-
31	<b>R.U.Gaikwad</b> Superintendent	Superintendent, Solapur District Prison, Solapur- 413001	0217	2625709	-	-do-	-	-
32	<b>S.L.Kulkarni</b> I/c Superintendent	Superintendent, Visapur District Prison, Ahmednagar- 413703	02487	254302	-	-do-	-	-

MAHARASHTRA PRISON DEPARTMENT, PUNE  
Information Officer Shri. Satish Patil Ph. No. 020 26127906  
Asstt. Information Officer Shri. V.V.Sagade Ph. No. 020 26127906

33	<b>S.D.Thool</b> Superintendent	Superintendent, Jalgaon District Prison, Mahabad Road, Jalgaon	0257	2228697	-	-do-	-	-
34	<b>G.S.Mate</b> Superintendent	Superintendent, Nanded District Prison, Mill Gate Road, Nanded-431601	02462	234104	-	-do-	-	-
35	<b>D.B.Shigate</b> I/c Superintendent	Satara District Prison, Satara- 415001	02162	233850	-	-do-	-	-
36	<b>S.T.Markad</b> I/c Superintendent	Superintendent, Sangali District Prison, Sangali- 416416	0233	2371216	-	-do-	-	-
37	<b>P.D. Bhalerao</b> I/c Superintendent	Superintendent, Osmanabad District Prison, Tuljapur Road Osmanabad- 431501.	02472	222250	-	-do-	-	-
38	<b>A.L.Wadar</b> Supeintendent	Superintendent, Ahmednagar District Prison Ahmednagar 414001	0241	2344789	-	-do-	-	-
39	<b>M.H.Patil</b> Superintendent	Superintendent, Buldhana District Prison Buldhana 443001	07262	242314	-	-do-	-	-
40	<b>R.B.Pawar</b> Superintendent	Superintendent, Kolhapur District Prison (City) Kolhapur- 416002	0231	2540315	-	-do-	-	-
41	<b>S.D.Kamalkar.</b> Superintendent	Superintendent, Sawantwadi District Prison, Sindhudurg- 416513	02363	272045	-	-do-	-	-
42	<b>V.M.Kamble</b> Superintendent	Superintendent, Open Colony Atpadi, Dist.Sangli- 415301	02343	220080	-	-do-	-	-
43	Inspectorate of Prison M.S.Pune	Control Room	020	26125878	-	-	-	-

**Note-** At present the Sub-Jails are under the administrative control of respective Collectors of Revenue Department.

MAHARASHTRA PRISON DEPARTMENT, PUNE  
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**X : - The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

Monthly remuneration is paid to prison employees in the following pay scales fixed by the Govt. Beside the employees are paid dearness allowance house rent, city compensation allowance as per prescribed rules.

**DESIGNATION AND PAY SCALE OF THE EMPLOY WORKING IN PRISON DEPARTMENT**

Sr. No	Name of the Designation	Pay scale
1	Inspector General of Prisons	18400-500-22400
2	Dy. Inspector General of Prisons	16400-450-23000
3	Superintendent, Central Prison	12000-375-16500
4	Superintendent, District Prison Class I	10000-325-15200
5	Superintendent, Dist. Prison Cl.II/Dy.Suptd.	7450-225-11050
6	Jailor Group I	6500-200-10500
7	Jailor Group II	5500-175-9000
8	Subheddar (Male / Female)	4500-125-7000
9	Havildar (Male / Female)	4000-100-6000
10	Sepoy (Male/Female)	3050-75-3950-80-4590
11	Driver	3050-75-3950-80-4590
12	Psychologist	10000-325-15200
13	Psychiatrist	10000-325-15200
14	Medical Officer	8000-275-13500
15	Compounder	4500-125-7000
16	Nursing Orderly	3050-75-3950-80-4590
17	Male Nurse	3050-75-3950-80-4590
18	Agriculture Supervisor	5000-150-8000
19	Agriculture Assistant	4000-100-6000
20	Teacher	4000-100-6000
21	P.T.Instructor	5500-175-9000
22	Textile Foreman	5500-175-9000
23	Weaving Supervisor	4500-125-7000
24	Weaving Instructor	4500-125-7000
25	Black Smithy Supervisor	4000-100-6000
26	Black Smithy Instructor	4000-100-6000
27	Chemical Supervisor	4000-100-6000
28	Head Master	5000-150-8000
29	Laboratory Technician	4500-125-7000
30	Milling Supervisor	4000-100-6000
31	Turner	4000-100-6000
32	Fitter	4000-100-6000
33	Machine Instructor	4000-100-6000
34	Leather Supervisor	4000-100-6000
35	Leather Instructor	4000-100-6000
36	Carpentry Supervisor	4000-100-6000
37	Carpentry Instructor	4000-100-6000
38	Bakery Instructor	4000-100-6000
39	Tailoring Supervisor	4000-100-6000
40	Tailoring Instructor	4000-100-6000
41	Cutter Master	4000-100-6000
42	Sawyer	4000-100-6000
43	Jobber	4000-100-6000
44	Knitting & Weaving Instructor	4000-100-6000
45	Hosiery Supervisor	4500-125-7000
46	Warper	4000-100-6000
47	Masonry Instructor	4000-100-6000

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48	Galicha & Panja dari Instructor	4000-100-6000
49	Supervisor Preparatory	4000-100-6000
50	Mechanic-cum-Electrician	4000-100-6000
51	Braile Instructor	4000-100-6000
52	Lacquer Instructor	4000-100-6000
53	Printing Instructor	4500-125-7000
54	Paper Supervisor	4000-100-6000
55	Paper Instructor	4000-100-6000
56	Deputy Engineer	8000-275-13500
57	Superintendent of Jail Industries	8000-275-13500
58	Research Officer	8000-275-13500
59	Law Officer	7450-225-11500
60	Technical Officer (Prison Agril.)	6500-200-10500
61	Superintendent of Prison Textile	6500-200-10500
62	Dy. Superintendent of Police	8000-275-13500
63	Statistical Officer	3500-200-10500
64	Accounts Officer	6500-200-10500
65	P.A./O. & M./Administrative Officer	6500-200-10500
66	Office Superintendent	5500-175-9000
67	Asstt. Office Superintendent	5000-150-8000
68	Sr. Clerk (Supervisory)	4000-100-6000
69	Sr. Clerk (Lower Grade)	4000-100-6000
70	Asstt. Auditor	5500-175-9000
71	Clerk	3050-75-3950-80-4590
72	Statistician	4000-100-6000
73	Stenographer (Higher Grade)	6500-200-10500
74	Stenographer (Lower Grade)	5500-175-9000
75	Stenographer (Jr. Grade)	4000-100-6000
76	Steno-Typist	4000-100-6000
77	Typist	4000-100-6000
78	Jr. Engineer	5500-175-9000
79	Sr. Asstt.	4000-100-6000
80	Police-Sub-Inspector	8000-275-13500
81	Investigator	4500-125-7000
82	House Master	4000-100-6000
83	Aya	2550-55-2660-60-3200
84	Cook	2610-60-2910-65-3300-70-4000
85	Mess Servant	2550-55-2660-60-3200
86	Daftarband	2610-60-2910-65-3300-70-4000
87	Naik	2610-60-2910-65-3300-70-4000
88	Xerox Machine Operator	2610-60-2910-65-3300-70-4000
89	Peon	2550-55-2660-60-3200
90	Sweeper	2550-55-2660-60-3200

Executive staff is provided clothing allowances & washing allowances.

The staff working at prison level for security when it is not possible to sanction weekly off they are sanctioned weekly off they are sanctioned weekly compensation allowance as per Govt. H.D. Resolution No. – ILD 3274/225/PR-I Dt. 31/8/1979 “It for any reasons, it is not possible to give a jail guard his weekly off, he should be compensated by the grant of an allowance equivalent to the daily allowance permissible to him under the prevalent rules.”

The staff working at prison level security purpose have work more them 8 hours they are paid extra daily allowance at following rates.

- 1) Guarding Staff - Rs. 15/-
- 2) Jailor Gr. I & Gr. II - Rs. 18/-

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**XI :- The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports of disbursements made;**

Government Home Department No- BGT-1005/2056/2005-2006/BOD-1

Dated – 13<sup>th</sup> April 2005 Grant

“2056-Jails”

**Demand No. B-5**

**(Rs. In thousands)**

<b>Controlling Officer</b>	<b>Detail Head</b>	<b>Estimated Provision 2005-2006</b>
Inspector General of Prisons, Pune.	001 Direction & Administration (00) (01) Inspectorate of Prisons (Non-Planned) [2056 0017] [Charged] [2056 0026] [Voted]	
	01 Salaries	18174
	03 Travel Expenses	1280
	05 Office Expenses	970
	06 P.O.L.	674
	07 Rents, Rates & Taxes	11880
	20 Other Charges [Charged] [Voted]	---- 2500
	21 Maintenance	106
	30 Motor Vehicles	----
	41 Grant-in-aid	90
	54 Computer Services	50
	Total –(00)(01) Inspectorate of Prisons [Charged] [Voted]	---- 35.724

**(Rs. In thousands)**

<b>Controlling Officer</b>	<b>Detailed Head</b>	<b>Estimated Provision 2005-2006</b>
Inspector General of Prisons, Pune.	101 Jails (00)(01) Central Jails (Non-Planned) [2056 0151] [Charged] [2056 0035] [Voted]	
	01 Salaries	192308
	02 Wages	10300
	03 Travel Expenses	1377
	05 Office Expenses	1471
	06 P.O.L.	485
	07 Rents, Rates & Taxes	1050
	20 Other Charges [Charged] [Voted]	50 40000
	21 Maintenance	36
	31 Tools & Plants	100
	51 Diet Charges	80000
	54 Computer Services	50
	Total –(00)(01) Central Jails [Charged] [Voted]	50 327177

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(Rs. In thousands)

Controlling Officer	Detail Head	Estimated Provision 2005-2006
Inspector General of Prisons, Pune.	(00)(02) District Jails (Non-Planned) [2056 0162] [Charged] [2056 0044] [Voted]	
	01 Salaries	131302
	02 Wages	4120
	03 Travel Expenses	1090
	05 Office Expenses	1244
	06 P.O.L.	--
	07 Rents, Rates & Taxes	1801
	20 Other Charges [Charged] [Voted]	50 13097
	21 Maintenance	--
	31 Tools & Plants	75
	51 Diet Charges	40026
	54 Computer Services	50
	Total -(00)(02) District Jails [Charged] [Voted]	50 192805

(Rs. In thousands)

Controlling Officer	Detail Head	Estimated Provision 2005-2006
Inspector General of Prisons, Pune.	(00)(03) Other Jails [2056 0053]	
	01 Salaries	764
	03 Travel Expenses	17
	05 Office Expenses	105
	20 Other Charges [Charged] [Voted]	-- 425
	51 Diet Charges	5250
	Total -(00)Other Jails [Charged] [Voted]	-- 6561
	Schemes in the Five-Year Plan [Planned] (00)(04) Development of Prison Industry [2056 0062]	
	32 Machinery & Equipment	2630
	Total -(00)(04) Development of prison Industry [Planned]	2630
	(00)(06) Modernization of Prison Agriculture [20560106] [Planned]	
	32 Machinery & Equipment	870
	Total -(00)(06) Modernization of Prison Agriculture [Planned]	870

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**XII : - The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Grants for Sports fund, Family Welfare Fund and Prisoners Welfare Fund are sanctioned from grants in Aid.

Prisoner Welfare Fund	60,000/-
Family Welfare Fund	25,000/-
Sports Fund	5,000/-

**FAMILY WELFARE FUND :**

The Government is contributing to this Fund is Rs. 25,000/- and prison employees are also contribution to the said fund.

The fund is intended to give relief in cash or in kind to the member of the staff and their families in emergent and unforeseen difficulties

- 2) Aid for education.
- 3) Relief in unexpected calamity.
- 4) Relief in sudden death.
- 5) Educational or welfare scheme sanctioned by the central committee.

**PRISONERS WELFARE FUND :**

The fund is intended to give aid to prisoners in various items of corrective activities in the jails such as education, recreational vocational training etc. during the period of imprisonment and also to give aid to individual prisoners for equipment for trade and for clothing at the time of release etc.

The prisoners first raised the fund in the year 1961 from the voluntary contributions from the prisoners, donations from the public, collections from the entertainment programmes staged. Government is also contributing towards the fund. During the year 2004-2005 Rs. 60,000/- contributions has been sanctioned by the Government.

**SPORTS FUND :-**

The fund is created to provide an amount required to meet the expenditure in connection with various sports activities for the benefit of members of the prison staff and their families. It was first raised in the year 1959 by way of contribution from the staff and with effect from 1<sup>st</sup> April, 1975 Government has started contributing some grants per annum towards this fund. Government contributes an amount of Rs. 5,000/-.



**XIII :- Particulars of recipients of concessions, permits or authorizations granted by it.**

The Prison department is no way concerned in granting any concessions or permits of authorisation.

**XIV : - Details in respect of the information, available to or held by it reduced in an electronic form:**

The information of prison department is yearly published in performance budget book and statistical information book. These books are published for Government use only.

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

Facilities regarding reading room or library will be made available to citizen during following working hours for information.

- |  |  |
|--|--|
| 1) I. G. of Prisons Office<br>Central Building Pune.           | 10.00 A.M. to 17.30 P.M.                             |
| 2) Dy. I.G. of Prisons<br>Mumbai, Aurangabad,<br>Pune, Nagpur. | 10.00 A.M. to 17.30 P.M.                             |
| 3) Prisons Level   | 09.00 A.M. to 13.00 P.M.<br>16.00 P.M. to 18.00 P.M. |

**XVI Following officers are appointed as Information Officer, Asstt. Information Officer and Appellant Authority.**

Maharashtra Information Act-2005  
To appoint Public Information Officer,  
Asstt. Public Information Officer,  
And Appalling Officer .

No. EST/MIA/2005/Desk-1

Pune-1

Date - 04/10/2005

**ORDER**

For bringing transparency in the Administration Government have formed Right to Information Act 2005. In implementing the rules and regulations under this Act Government in G.A.D. must have to create the posts of Information Officer & Asstt. Information Officer as per circular No. /2005/P.K. 190/05/P Dated – 6/8/2005.

As per the provisions laid down under rule 5(1) and (2) of the said Act the following employees are hereby designated as Information Officer, Asstt. Information Officer and Appalling Officer in the Prison Department for each Prison office.

**Public Information Officer**

Sr. No.	Public Information Officer	Name of Post	Jurisdiction	Phone No.	Email	Appealing Officer
1	2	3	4	5	6	7
1	Shri. S.S. Patil.	Law Officer	Inspector General of Prison, Maharashtra, Pune - 1	020-26127906		Dy. Inspector General of Prison,(H.Q.)
2	Smt. N. K. Jadhav	Personal Asstt.	Dy. Inspector General of Prison W.R. Yeravada Pune – 6	020-26694528		Dy. Inspector General of Prison, Pune.
3	Shri. Akashe D. M.	Personal Asstt.	Dy. Inspector General of Prison S.R. Mumbai	022-23074508		Dy. Inspector General of Prison, Mumbai
4	Shri. Parate D.L.	Personal Asstt.	Dy. Inspector General of Prison C.R. Aurangabad	0240-2381048		Dy. Inspector General of Prison, Aurangabad
5	Shri. B. R. Ninave	Personal Asstt	Dy. Inspector General of Prison E.R. Nagpur	0712-2248844		Dy. Inspector General of Prison Nagpur
6	Shri. Pathrikar. P. O.	Jailor Gr. I	D.J.J.O.T.C. Yeravda Pune 6	020-26692417		Principal
7	Shri. K. R. Dhongade	Dy. Superintendent	Yeravada Central Prison	020-26692663		Superintendent
8	Shri. R. N. Parde.	Dy. Superintendent	Mumbai Central Prison	022-23096998		Superintendent
9	Shri. S. B. Choure	Jailor Gr. I	Thane Central Prison	022-25346380		Superintendent
10	Shri. A. G. Bhulume	Jailor Gr. I	Aurangabad Central Prison	0240-2381051		Superintendent
11	Shri. S. Y. Karnik	Dy. Superintendent	Nashik Road Central Prison	0523-2465276		Superintendent
12	Shri. S. L. Chane	Jailor Gr. I	Nagpur Central Prison	0712-2461413		Superintendent
13	Shri. D. G. Pawar	Jailor Gr. I	Amravati Central Prison	0721-2662083		Superintendent
14	Shri. B. B. Pawar	Jailor Gr. I	Kolhapur Central Prison (Kalmba)	0231-2324219		Superintendent

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15	Shri. C. S. Shivale	Jailor Gr. I	Kalyan District Prison	0251-2314580		Superintendent
16	Shri. K. V. Mahure	Principal	Borstal School Nashik	0253-2572765		Principal
17	Shri. R. V. Kuklare	Jailor Gr. I	Open District Prison Paithan	02431-223049		Superintendent
18	Shri. R. K. Sali	Jailor Gr. I	Dhule District Prison	02562-235044		Superintendent
19	Shri. S. N. Kingare	Jailor Gr. I	Akola District Prison	0824-2435005		Superintendent
20	Shri. C. R. Nagare	Jailor Gr. II	Bhandara District Prison	07184-252258		Superintendent
21	Shri. K. T. Dabir	Jailor Gr. I	Byculla District Prison	022-23088133		Superintendent
22	Shri. S. K. Chavan	Jailor Gr. II	Special Prison Ratnagiri	02352-222370		Superintendent
23	Shri. B. R. More	Jailor Gr. I	Yavatmal District Prison	07232-244326		Superintendent
24	Shri. S. S. Shelke	Jailor Gr. I	Vardha District Prison	07152-240160		Superintendent
25	Shri. S. S. Navale	Jailor Gr. I	Open District Prison Yeravada	020-26694059		Superintendent
26	Shri. F. F. Shaikh	Jailor Gr. I	Chandrapur District Prison	07172-250703		Superintendent
27	Shri. S. L. Kulkarni	Jailor Gr. I	Visapur District Prison	02487-254302		Superintendent
28	Shri. S. T. Markad	Jailor Gr. I	Sangali District Prison	0233-2371216		Superintendent
29	Shri. D. B. Shingate	Jailor Gr. I	Satara District Prison	02162-233850		Superintendent
30	Shri. P. D. Bhalerao	Jailor Gr. I	Usmanabad District Prison	02472-222250		Superintendent
31	Shri. D. K. Gutte	Jailor Gr. I	Parbhani District Prison	02452-231339		Superintendent
32	Shri. S. N. Mundhe	Jailor Gr. I	Solapur District Prison	0217-2625709		Superintendent
33	Shri. I. N. Pawar	Jailor Gr. I	Buldhana District Prison	07262-242314		Superintendent
34	Shri. A. L. Wadar	Superintendent	Ahamadnagar District Prison	0241-2344789		Dy. Inspector General of Prison, Pune
35	Shri. Rane A. C.	Superintendent	Alibag District Prison	02141-222052		Dy. Inspector General of Prison, Mumbai
36	Shri. A. S. Rajput	Superintendent	Bid District Prison	02442-222370		Dy. Inspector General of Prison, Aurangabad
37	Shri. S. D. Kamalkar	Superintendent	Sawantwadi District Prison	02363-272045		Dy. Inspector General of Prison, Mumbai
38	Shri. S. S. Walekar	Jailor Gr. I	Nanded District Prison	02462-234104		Superintendent
39	Shri. S. D. Thule	Jailor Gr. I	Jalgaon District Prison	0257-2228697		Superintendent
40	Shri. R. B. Pawar	Superintendent	Kolhapur Dist. Prison (City)	0231-2540315		Dy. Inspector General of Prison, Pune
41	Shri. M. N. Kamble	Liaison Officer	Open Colony Atpadi	02343-220080		Dy. Inspector General of Prison, Pune

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42	Shri. S. S. Dehankar	Jailor Gr. I	Bhaikula Ladies Dist. Prison	022-23078133		Dy. Inspector General of Prison, Mumbai
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**Asstt. Public Information Officer.**

Sr. No.	Asstt. Public Information Officer	Name of Post	Jurisdiction	Phone No.	Email
1	2	3	4	5	6
1	Shri. V.V. Sagade	O.& M. Officer.	Inspector General of Prison, Pune 1	020-2612709	
2	Shri. Sudam Jagdale	I/C Office Superintendent	Dy. Inspector General of Prison, W.R. Yeravada Pune	020-6694528	
3	Shri. Rane P. D.	Asstt. Office Superintendent	Dy. Inspector General of Prison, S.R. Mumbai	022-23074508	
4	Shri. Wagh A. D.	Asstt. Office Superintendent	Dy. Inspector General of Prison, C.R. Aurangabad	0240-2381048	
5	Shri. Ghokale M. S.	Asstt. Office Superintendent	Dy. Inspector General of Prison, W.R. Nagpur	0712-2248844	
6	Shri. M. D. Patil	Jailor Gr. II	D.J.J.O.T.S. Yeravada Pune 6	020-26692417	
7	Shri. Achme S. V.	Jailor Gr. I	Yeravada Cental Prison.	020-26692663	
8	Shri. K. P. Jadhav	Jailor Gr. I	Mumbai Cental Prison.	022-23096998	
9	Shri. Jagtap C. G.	Jailor Gr. I	Thane Cental Prison.	022-25346380	
10	Shri. B. K. Bagade	Jailor Gr. II	Aurangabad Cental Prison.	0240-2381050	
11	Shri. V. S. Kapde	Jailor Gr. I	Nashik Road Cental Prison.	0523-2465276	
12	Shri. D. N. Jadhav	Jailor Gr. II	Nagpur Cental Prison.	0712-2526413	
13	Shri. D. B. Pawar	Jailor Gr. II	Amravati Cental Prison.	0721-2662083	
14	Shri. Khandare V. G.	Jailor Gr. II	Kolhapur Cental Prison (Kalmba)	0231-2324219	
15	Shri. A. B. Borase	Jailor Gr. II	Kalyan Distret Prison.	0251-2314580	
16	Shri. N. K. Patil	Senior Clerk	Borstel School Nashik	0253-2572765	
17	Shri. S. A. Gite	Jailor Gr. II	Open Dist. Prison Paithan	02431-223049	
18	Shri. B. M. Kale	Jailor Gr. II	Dhule Distret Prison.	02562-235044	
19	Shri. B. S. Pohare	Jailor Gr. II	Akola Distret Prison.	0824-2435005	
20	Shri. B. B. Chavan	Junior Clerk	Bhandara Distret Prison.	07184-252258	
21	Shri. S. N. Gaikwad	Jailor Gr. II	Byculla Distret Prison.	022-23088133	

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22	Shri. J. B. Mishra	Jailor Gr. II	Ratnagiri Special Prison.	02352-222370	
23	Shri. V. J. Divate	Clerk	Yevatmal Distret Prison.	07232-244326	
24	Shri. A.B. Divekar	Clerk	Wardha Distret Prison.	07152-240160	
25	Shri. M. S. Wachal	Jailor Gr. II	Open Distret Prison Yeravada	020-26694059	
26	Shri. A. S. Kadam	Jailor Gr. II	Chandrapur Distret Prison.	07172-250703	
27	Shri. Anil Bangar Sampatrao	Jailor Gr. II	Visapur Distret Prison.	02487-254302	
28	Shri. Chavan D.D.	Secior Clerk	Sangli Distret Prison.	0233-2371216	
29	Shri. S. S. Kadam	Jailor Gr. II	Satara Distret Prison.	02162-233850	
30	Shri. G. B. Chate	Clerk	Usmanabad Distret Prison.	02472-222250	
31	Shri. S. J. Daberao	Clerk	Parbhani Distret Prison.	02452-231339	
32	Shri. R. N. Kale	Jailor Gr. II	Solapur Distret Prison.	0217-2625709	
33	Shri. S. S. Ingale	Clerk	Buldhana Distret Prison.	07262-242314	
34	Shri. Thakur B. M.	Senior Clerk	Ahamadnagar Distret Prison.	0241-2344789	
35	Shri. S. R. Nayar	Clerk	Alibag Distret Prison.	02141-222052	
36	Shri. V. S. Kamble	Clerk	Bid Distret Prison.	02442-222370	
37	Shri. Naik S. S.	Clerk	Sawantwadi Distret Prison.	02363-272045	
38	Shri. Umak D. M.	Clerk	Nanded Distret Prison.	02462-234104	
39	Shri. Koshti R. V.	Senior Clerk I/o	Jalgaon Distret Prison.	0257-2228697	
40	Shri. Shinde J. M.	Senior Clerk	Kolhapur Distret Prison.(City)	0231-2540315	
41	Shri. M. N. Kamble	Superintendent	Open Colony Atpadi	02343-220080	
42	Smt. Tadvi S. B.	Jailor Gr. II	Byculla Ladies Distret Prison.	022-23088133	

### Appealing Officer

Sr. No.	Appalling Officer	Name of Post	Jurisdiction	Phone No.	Email	Subordinate Public Information Officer
1	2	3	4	5	6	7
1	Shri. D.J. Choudhary.	Dy. Inspector General of Prison, Pune 1 (H.Q.)	Inspector General of Prison, Pune 1	020-2612709		Shri. S. S. Patil
2	Shri. M. K. Karve	Dy. Inspector General of Prison, Pune	Dy. Inspector General of Prison, W.R. Yeravda Pune	020-6694528		Smt. N. K. Jadhav
3	Shri. Sandip Bishnoi	Dy. Inspector General of Prison, Mumbai	Dy. Inspector General of Prison, S.R. Mumbai	022-23074508		Shri. Akashe D. M.
4	Shri. R. K. Sahay	Dy. Inspector General of Prison, Aurangabad	Dy. Inspector General of Prison, C.R. Aurangabad	0240-2381048		Shri. Prate D. L.

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Information Officer Shri. Satish Patil Ph. No. 020 26127906  
Asstt. Information Officer Shri. V.V.Sagade Ph. No. 020 26127906

5	Shri. B. K. Upadhayay	Dy. Inspector General of Prison, Nagpur	Dy. Inspector General of Prison, W.R. Nagpur	0712-2248844		Shri. B. R. Ninave
6	Smt. Swati Sathe	Principal	D.J.J.O.T.S. Yeravada Pune 6	020-26692417		Shri. Pathrikar P. A.
7	Shri. R. T. Dhamane	Superintendent	Yeravada Cental Prison.	020-26692663		Shri. K.R. Dhongade
8	Shri. J. S. Naik	Superintendent	Mumbai Cental Prison.	022-23096998		Shri. R. N. Parde
9	Shri. S. N. Chavan	Superintendent	Thane Cental Prison.	022-25346380		Shri. S. B. Choure.
10	Shri. Y. D. Desai	Superintendent	Aurangabad Cental Prison.	0240-2381050		Shri. A. G. Bhulume
11	Shri. K. V. Mahure	Superintendent	Nashik Road Cental Prison.	0523-2465276		Shri. S. Y. Karnik
12	Shri. V. V. Shekdar	Superintendent	Nagpur Cental Prison.	0712-2526413		Shri. S. L. Chane
13	Shri. W. D. Burukule	Superintendent	Amravati Cental Prison.	0721-2662083		Shri. D.G. Pawar
14	Shri. V.S. Kamble	Superintendent	Kolhapur Cental Prison (Kalmba)	0231-2324219		Shri. B. B. Pawar
15	Shri. V. D. Bendare	Superintendent	Kalyan Distrcet Prison.	0251-2314580		Shri. C. S. Shovale
16	Shri. K. V. Mahure	Principal	Borstel School Nashik	0253-2572765		Shri. K. V. Mahure
17	Shri. B. M. Bhosale	Superintendent	Open Dist. Prison Paithan	02431-223049		Shri. R. V. Kuklare
18	Shri. S. W. Khatavkar	Superintendent	Dhule Dist. Prison.	02562-235044		Shri. R. K. Sali
19	Shri. S. C. Pawar	Superintendent	Akola Dist. Prison.	0824-2435005		Shri. S. N. Kingare
20	Shri. V. V. Shekdar	Superintendent	Bhandara Dist. Prison.	07184-252258		Shri. C.R. Nagare
21	Shri. R. V. Kamble	Superintendent	Byculla Dist. Prison.	022-23088133		Shri K.T.Dabir
22	Shri. D. K. Bangar	Superintendent	Ratnagiri Special Prison.	02352-222370		Shri S.K.Chavan
23	Shri. A. K. Kadu	Superintendent	Yevatmal Dist. Prison.	07232-244326		Shri B.R.More
24	Shri. W. D. Burkule	Superintendent	Wardha Dist. Prison.	07152-240160		Shri S.S.Shelke
25	Shri. U.T. Pawar	Superintendent	Open Dist. Prison Yeravada	020-26694059		Shri S.S.Nawale
26	Shri. S. A. Mahale	Superintendent	Chandrapur Dist. Prison.	07172-250703		Shri F.F.Shaikh
27	Shri. S. L. Kulkarni	I/c. Superintendent	Visapur Dist. Prison.	02487-254302		Shri S.L.Kulkarni
28	Shri. S. T. Markad	I/c. Superintendent	Sangli Dist. Prison.	0233-2371216		Shri S.T.Markad
29	Shri. D. B. Shingate	I/c. Superintendent	Satara Dist. Prison.	02162-233850		Shri D.B.Shingate
30	Shri. P. D. Bhalerao	I/c. Superintendent	Osmanabad Dist. Prison.	02472-222250		Shri P.D.Bhalerao
31	Shri. D. K. Gutte	Superintendent	Parbhani Dist. Prison.	02452-231339		Shri D.K.Gutte
32	Shri. R. U. Gaikwad	Superintendent	Solapur Dist. Prison.	0217-2625709		Shri S.N.Mundhe
33	Shri. M. H. Patil	Superintendent	Buldhana Dist. Prison.	07262-242314		Shri I.N.Pawar

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34	Shri. M. K. Karve	Dy. Inspector General of Prison, Pune	Ahmednagar Dist. Prison.	0241-2344789		Shri A.L.Wadar
35	Shri. Sandip Bishnoi	Dy. Inspector General of Prison, Mumbai	Alibag Dist. Prison.	02141-222052		Shri A.C.Rane
36	Shri. R. K. Sahay	Dy. Inspector General of Prison, Aurangabad	Beed Dist. Prison.	02442-222370		Shri A.S.Rajput
37	Shri. Sandip Bishnoi	Dy. Inspector General of Prison, Mumbai	Sawantwadi Dist. Prison.	02363-272045		Shri. S. D. Kamalkar
38	Shri. G. S. Mate	Superintendent	Nanded Dist. Prison.	02462-234104		Shri M.S.Walekar
39	Shri. S. D. Thul	I/c. Superintendent	Jalgaon Dist. Prison.	0257-2228697		Shri. S. D. Thul
40	Shri. M. K. Karve	Dy. Inspector General of Prison, Pune	Kolhapur Dist. Prison.(City)	0231-2540315		Shri. R. B. Pawar
41	Shri. M. K. Karve	Dy. Inspector General of Prison, Pune	Open Colony Atpadi	02343-220080		Shri. M. N. Kamble
42	Shri. S. S. Dehankar	Jailor Gr. I	Byculla Ladies Dist. Prison.	022-23088133		Smt.S.B.Tadvi

Over-ruling the said provisions or supplying false information or non-cooperation with the public, the all officers were eligible for punishment. Head of Office should brought these orders to the notice of all concerned Officers/employees.

Sd/-  
**(S.B.Sawarkar)**  
Inspector General of Prisons,  
Maharashtra State, Pune.1.

To  
Dy.Inspector General of Prisons (All)  
Superintendent, Central/District Prison (All)  
Principal, D.J.J.O.T.C., Yeravda, Pune/Borstal School, Nashik.  
Superintendent, Open District Prison Paithan  
Liaison Officer, Swatantrapur Open Colony, Atpadi, Dist.Sangli  
Desk Officers (All) in I.G.'s Office, Pune.1.

Copy submitted to the Principal Secretary (A. & S.)(Prisons), Govt. of Maharashtra, Mantralaya, Mumbai 400 032.

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Information Officer Shri. Satish Patil Ph. No. 020 26127906  
Asstt. Information Officer Shri. V.V.Sagade Ph. No. 020 26127906

**XVII :- Furlough and Parole to Prisoners :**

(1) A prisoner, who is sentenced to imprisonment for a period exceeding one year but not exceeding five years, may be released on furlough for a period of two weeks at a time for every year of actual imprisonment undergone.

(2) A prisoner, who is sentenced to imprisonment for a period exceeding five years may be released on furlough for a period of two weeks at a time of every two years of actual imprisonment undergone.

Provided that a prisoner sentenced to imprisonment for more than five years but not to imprisonment for life may be released on furlough every year instead of every two years during the last five years of his unexpired period of sentence :

Provided further that a prisoner sentenced to life imprisonment may be released on furlough every year instead of every two years after he completes seven years' actual imprisonment.

A prisoner may be released on parole for such period as Competent Sanctioning Authority in case of serious illness, or death of any member of the prisoner's family or of his nearest relatives or for any other sufficient cause.

**Types of Remission**

**Remission may be granted as hereinafter provided as a matter of concession only and not as of right**

Sr. No.	Types of Remission	Category of Prisoner	Scale of Remission		
1	Ordinary	1) Convict Overseers 2) Night Watchman 3) Prisoner Working on Conservancy Job	9 Days ( Rule 8) 8 Days ( Rule 8) 7 Days ( Rule 8 ) 10 Days ( Rule 8 )		
2	Annual Good Conduct Remission	All Prisoners (Subject to Rule No. 6)	30 days in year ( Rule 12 )		
3	Special Remission	All prisoners (Subject to Rule No. 14)	As per G. R. Dt. 25/3/1981 powers delegated to ( Rule 13-16 ) :		
			Sr. No.	Authority	Days
			1	Government	120
			2	I. G. P.	90
			3	D. I. G.	60
4	State Remission	All Prisoners (Subject to Rule No. 14)	As per Government Orders (Rule 18)		

5	Open Jail	1) Prisoners sentenced to life imprisonment & prisoners sentenced to more than 14 years on aggregate. 2) Prisoners sentenced to more than 5 years & up to 14 years 3) Other Prisoners	Chapter II, Maharashtra Open Prisons Rules, 1971, Rule No. 7, 30 days for a calendar month.  30 Days for a calendar month.  20 Days for a calendar month.  15 Days for a calendar month.
6	Open Colony	1) Prisoners sentenced to life imprisonment & prisoners sentenced to more than 14 years in aggregate. 2) Prisoners sentenced to more than 5 years & up to 14 years 3) Other prisoners	Chapter III, Maharashtra Open Colony for temporarily Released Prisoners Rules 1971, Rule No. 9  60 Days for a calendar month.  40 Days for a calendar month.  30 days for a calendar month.

**GUIDELINES FOR PREMATURE RELEASE OF PRISONERS SENTENCED TO LIFE IMPRISONMENT OR TO DEATH PENALTY COMMUTED TO LIFE IMPRISONMENT AFTER 18<sup>TH</sup> DECEMBER, 1978.**

CATEGORISATION OF CRIME	Period of Imprisonment to be undergone including remissions subject to minimum of 14 years of Actual Imprisonment including Set-off period.
1	2
<b>1) MURDERS RELATING TO SEXUAL MATTERS OR ARISING OUT OF RELATIONS WITH WOMEN DOWARY DEATHS AND OTHER FORM OF BRIDE KILLING ETC.</b> a) Where the convict is the aggrieved person and has no previous criminal history and committed the murder in an individual capacity in mement of anger and without premeditation. b) Where the crime as above is committed by the aggrieved person with premeditation.  c) Where the Crime is committed against the aggrieved person without premeditation. d) Where the crime is committed against the aggrieved person with premeditation. e) Where the crime is committed with exceptional violence or with perversity.	22 years.  24 years.  24 years 26years. 28 years
<b>2) MURDERS ARISING OUT OF LAND DISPUTE FAMILY FUEDS, FAMILY PRESTIGE &amp; SUPERSTITION.</b>  a) If the offence is committed in an individual	

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<p>capacity and without premeditation and the prisoner has no previous criminal history.</p> <p>b) Crime committed as above with premeditation or by a gang.</p>	<p>22 years</p> <p>24 years.</p>
<p><b>3) MURDERS FOR OTHER REASONS</b></p> <p>a) Where a murder is committed in the course of quarrel without premeditation in an individual capacity and where the person has no previous criminal history.</p> <p>b) As at (a) above but with premeditation or by a gang.</p> <p>c) Murders resulting from trade union activities and business rivalry.</p> <p>d) Murder committed with premeditation and with exceptional violence or perversity.</p>	<p>22 years</p> <p>24 years</p> <p>26 years</p> <p>26 years.</p>
<p><b>4) MURDER FOR POLITICAL REASONS</b></p> <p>a) Murders arising out of political rivalry and political interest without premeditation.</p> <p>b) Murder arising out of political rivalry and political interest with premeditation.</p> <p>c) Murders committed in pursuance of a political philosophy and as a means to acquire political powers as by terrorist or extremist groups.</p>	<p>24 years</p> <p>26 years</p> <p>30 years</p>
<p><b>5) MURDERS BY PROFESSIONAL CRIMINALS</b></p> <p>a) Murders committed by dacoits and robbers in the act of committing dacoities and robberies.</p> <p>b) Murders committed by gangsters, contract killers, smugglers; drug traffickers, racketeers, bootleggers, gamblers, flesh traders and those indulging in other terms of organised crime in furtherance of their criminal activities.</p>	<p>26 years</p> <p>28 years</p>
<p><b>6) ESCAPERS</b></p> <p>a) Prisoners who have escaped from lawful custody while undergoing imprisonment or who absconded while on parole or furlough.</p>	<p>28 years</p>
<p><b>7) DEATH SENTENCE COMMITTED TO LIFE IMPRISONMENT.</b></p> <p>a) Prisoners in whose cases death sentence has been committed to life imprisonment.</p>	<p>30 years.</p>

<p><b>8) PERSONS GUILTY OF OFFENCES NOT INVOLVING MURDER, WHO ARE SENTENCED TO LIFE IMPRISONMENT.</b></p> <p><b>a) Persons sentenced to life imprisonment for offences like (a) offences against the State (Chapter-VI) IPC, (b) Abetment of Mutiny (Sec.131,132 IPC), (c) Offences against public justice (Sec.222 &amp; 225 of IPC), (d) Offences in respect of Coinage, Stamps (Sec.252, 238, 225 of IPC) etc.</b></p>	<p><b>30 years.</b></p>
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**Punishment :**

For the purpose of these rules punishments specified in section 46 shall be classified minor as follows, namely :-

**(a) Minor –**

- (i) Formal Warning,
- (ii) Change of labour,
- (iii) Forfeiture of remission earned not exceeding five days,
- (iv) Forfeiture for a period not exceeding three months of the grade or class of all or specified prison privileges.
- (v) Temporary reduction from a higher to lower grade class and exclusion from the privilege of earning wages for a period not exceeding three months.
- (vi) Separate confinement for not more than fourteen days.
- (vii) Cellular confinement for not more than seven days.

**(b) Major-**

- (i) Hard labour for a period not exceeding seven days in the case of as convicted criminal prisoner not exceeding seven days in the case of a convicted criminal prisoner not sentenced to rigorous imprisonment.
- (ii) Forfeiture of remission earned, exceeding five days,
- (iii) Forfeiture of grade, privileges, and referred pay for a period exceeding three months,
- (iv) Exclusion from the privileges admissible under the remission, furlough or parole system either indefinitely or for a specified period,
- (v) Exclusion from the privilege of earning wages for period exceeding three months.
- (vi) Indefinite reduction from a higher to lower grade or class,
- (vii) Separate confinement for a period exceeding fourteen days, but subject to the provision of sub-section (1) of section 48 where the period exceeds one month,
- (viii) Cellular confinement for period exceeding seven days,