

## **FORMAT FOR PRISON VISIT OF NHRC**

*“Crime is the outcome of a diseased mind and jail must have an environment of hospital for treatment and care \_ Mahatma Gandhi”*

### **I. INSTITUTIONAL FRAMEWORK**

**1.01 Name of the State:**

**1.02 Name of the Prison:**

**1.03 Type of Prison:**

Type of jail - (Tick the one)	Central jail	District jail	Sub jail	Women jail
	Borstal school	Open jail	Special jail	Others

**1.04 Sanctioned capacity and Occupancy rate of Prison:**

S.No	Prisoners	Sanctioned Capacity	Actual Number of Prisoners	Occupancy Rate (in %)
1.	Male			
2.	Female			
3.	Third Gender			
	<b>TOTAL</b>			

**1.05 Profile of Prisoners (based on categories)**

S. No.	Classification of Prisoners	General	OBC	SC	ST	Total Numbers
i.	Male					
ii.	Female					
iii.	Third Gender					
	<b>Total</b>					

**1.06 Types of Prison Inmates as on \_\_\_\_**

<b>Types of Inmates</b>		<b>Number of Inmates</b>	<b>Percentage Share</b>
<b>Convicts</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>Under- Trails</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>Detenues</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>Others</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>Total</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		

### 1.07 Domicile of Inmates-

Types of Inmates	Domicile			
	Belong to State	Belongs to other State	Belongs to other Country	Total
Convicts				
Undertrials				
Detenue				
Others				
<b>TOTAL</b>				

### 1.08 Religion of Inmates-

Types of Inmates	Hindu	Muslim	Sikh	Christian	Others	Total
Convicts						
Undertrials						
Detenue						
Others						
<b>TOTAL</b>						

### 1.09 Inmates admitted during the annual year\_\_\_\_\_

Name of the Prison	Number of inmates admitted during the <u>annual year</u>			
	Male	Female	Transgender	Total

### 1.10 Indian Prisoners in Jails by Sex and Age-groups \_\_\_\_

Inmates	(Indian)	Convict	Under trials	Detenues	Others	TOTAL
18-21 Years	Male					
	Female					
	Transgender					
	Total					
21 – 30 Years	Male					
	Female					
	Transgender					
	Total					
30 – 50 Years	Male					
	Female					
	Transgender					
	Total					
50 Years & Above	Male					
	Female					
	Transgender					
	Total					
Total (All Age Groups)	Male					
	Female					
	Transgender					
	Total					

**1.11 Number of Women Prisoners with Children \_\_\_\_**

<b>S.no</b>	<b>Women Prisoners with Children</b>	<b>Total Number</b>
<b>1.</b>	<b>No. of Convict Women Prisoners with Children</b>	
	<b>No. of Children</b>	
<b>2.</b>	<b>No. of Undertrial Women Prisoners with Children</b>	
	<b>No. of Children</b>	
<b>3.</b>	<b>No. of Detenuess Women Prisoners with Children</b>	
	<b>No. of Children</b>	
<b>4.</b>	<b>No. of Other Women Prisoners with Children</b>	
	<b>No. of Children</b>	
<b>5.</b>	<b>Total No. of Women Prisoners with Children</b>	
	<b>Total No. of Children</b>	

### 1.12 Total Foreign Inmates in Prison as on \_\_\_\_

Foreign Inmates		Number
Convicts	Male	
	Female	
	Transgender	
	Total	
Under-Trials	Male	
	Female	
	Transgender	
	Total	
Detenues	Male	
	Female	
	Transgender	
	Total	
Others	Male	
	Female	
	Transgender	
	Total	
Total	Male	
	Female	
	Transgender	
	Total	

### 1.13 Distribution of Foreign Inmates by Age-group in the Prison as on \_\_\_\_

Category	CONVICTS	UNDER TRIALS	DETENUES	OTHERS	TOTAL (FOREIGNERS)
16 – 18 Years					
% Share					
18 – 30 Years					
% Share					
30 – 50 Years					
% Share					
50 Years & Above					
% Share					
Total					

**1.14 Sex and Age-group wise Foreign Convicts in Jails as on \_\_\_\_**

<b>Inmates</b>	<b>(Indian)</b>	<b>Convict</b>	<b>Under trials</b>	<b>Detenues</b>	<b>Others</b>	<b>TOTAL</b>
<b>16 – 18 Years</b>	<b>Male</b>					
	<b>Female</b>					
	<b>Transgender</b>					
	<b>Total</b>					
<b>18 – 30 Years</b>	<b>Male</b>					
	<b>Female</b>					
	<b>Transgender</b>					
	<b>Total</b>					
<b>30 – 50 Years</b>	<b>Male</b>					
	<b>Female</b>					
	<b>Transgender</b>					
	<b>Total</b>					
<b>50 Years &amp; Above</b>	<b>Male</b>					
	<b>Female</b>					
	<b>Transgender</b>					
	<b>Total</b>					
<b>Total (All Age Groups)</b>	<b>Male</b>					
	<b>Female</b>					
	<b>Transgender</b>					
	<b>Total</b>					

### 1.15 Prison Architecture

- i. **Location of the institution:.....**
- ii. **Area of the Prison:.....**
- iii. **Age of the building / Year of Establishment:.....**
- iv. **Total number of wards/Barracks.....**
- v. **Explain in detail about Open Prison, Semi-open Prisons and open colonies/campus\_\_\_\_\_**
  
- vi. **Briefly explain the religious discourse set-up in prison (if available)**
  
- vii. **Explain the set-up of segregation of different categories of prisoners, such as:**

Prisons/annex/Yards/Enclosures for: -		
a.	New Comers	
b.	Under-trial Prisoners	
c.	Women Prisoners	
d.	Young Offender	
e.	Transgender	
f.	Those suffering from infectious disease	
g.	Drugs and Substance abuse offender	
h.	High risk / Habitual Prisoners	
i.	Pregnant Prisoners / Lactating Mothers	
j.	Mentally ill	
k.	Terminally ill	



## II. INSTITUTIONAL PERSONNELS

### 2.01 Number of Prison Staff (Executing and Guarding):

S. No.	Prisons Staff	Sanctioned strength		Actual Strength	
i.	Superintendent of Prison				
ii.	Additional Superintendent of Prison				
iii.	Deputy Superintendent of Prison				
iv.	Assistant Superintendents				
		M	F	M	F
v.	Chief Head Warders				
vi.	Head Warders				
vii.	Warders				
viii.	Others Clerical staff				
	Total				

### 2.02 Welfare Units / Educational Personnel and Medical Personnel:

S. No.	Prison Staff	Sanctioned strength	Actual Strength
i.	Welfare Officer		
ii.	Law Officer		
iii.	Counselor/Psychologist		
iv.	Teachers		
v.	Physical Trainer Instructor		
vi.	Probation Officer		
vii.	Driver		
viii.	Sweepers		
ix.	Others		
	Total		

### 2.03 Medical staff:

S. No.	Prison Staff	Sanctioned strength	Actual Strength	No. of visits to the prison per week
i.	Chief Medical Officer/Medical Office/Health Officer			
ii.	Assistant Civil Surgeons			
iii.	Nursing Staff			
iv.	Pharmacist			
v.	Psychiatrist			
vi.	Counselors			
vii.	Multi-Purpose Health Worker			
	Total			

### 2.04 Regular Visitors

S. No.	Visitors	Annual number of visit	Last Visit
i.	Court / Commission		
ii.	N.G.O / Social Worker		
iii.	Special Rappoteur		
iv.	Intern		
vii.	Others		
	Total		

### 2.05 Please Explain

- a. Adequacy of Staff\_
- b. Steps taken to fill the vacancy\_
- c. Morale of the Personnel\_
- d. Jail Staff Training\_

Report:.....

### III. CUSTODIAL MANAGEMENT

**3.01** What are the procedures that are followed by the prison on admission of a prisoner?

Please elaborate.....

**3.02** **How** is the attendance of the prisoner recorded on daily basis?

.....  
.....

**3.03** **Awareness of Right and Duties**

S.No	Statements	
i.	Are the board/paintings containing the rights and duties of the prisoner available inside the prison so that they may follow the 'dos' and 'don'ts'?	Yes / No
ii.	Are the board/paintings containing the discipline guidelines for the prisoner available inside the prison so that they may follow the 'dos' and 'don'ts' and maintain discipline?	Yes / No
iii.	Are the board/paintings containing the daily routine of the prisoner available inside the prison so that they may follow the 'dos' and 'don'ts'?	Yes / No

**Report:**.....

#### IV. MAINTENANCE OF PRISONERS

##### 4.01 Food

4.01.1 Whether the weekly menu is shown on the board? Yes / No

4.01.2 Are the quality and quantity of foods inspected by the concerned authorities?

Yes / No

\*(Ch 4.08 I & III, Superintendent and Medical Officer as per the manual 2016)

a. *If No, which official inspects the food provided to Prisoners.....*

b. Number of inspections in a week. ....

c. Inspection report of food, please attach.....

4.01.3 Please elaborate on the following list\_

S.No.	Basic Facilities	
1.	Nutrition	
2.	Quality	
3.	Quantity	
4.	Fresh and hot	
5.	Canteen rates	
6.	Variety in food	
7.	Dietary requirement	
8.	Quality & Cleanliness of utensils	
9.	Quality of food for children of women inmates as per their requirement	

**4.01.4** Explain the provision of food ration (Please Attach the Menu):

- a. **Breakfast:**
- b. **Lunch:**
- c. **Snacks:**
- d. **Dinner:**

**4.01.5** Days in a week non-Vegetarian diet being served to prisoners (twice a week as per Model Prison Manual Ch. 6): - \_\_\_\_\_

- a. If YES, does the prison have different kitchen for vegetarian and non-vegetarian?

**4.01.6** Special provisions and diet for pregnant and lactating mother prisoners

**4.01.7** Are prisoners who observe fast receiving extra articles of food suitable for such fasts? (Ch. 6.11) Yes/No

- a. If yes, what food is served on such occasion.....
- b. If No, specify the reasons.....

**4.01.8** Management of Kitchen (Ch. 2.12.1) with Image representation:

- a. Location of the kitchen:
- b. Maintenance & Cleanliness, please elaborate.....
- c. Provision on wasted food, please elaborate: .....
- d. Is the fly / insect proof mesh kept on windows of kitchen to protect from fly?  
Yes / No
- e. Are there sufficient and clean space to store provision articles, vegetables, containers and cooking utensils etc?  
Yes / No

**4.01.9** Clean drinking water & supply of water (Ch. 6.83) with Image representation:

- a. Source of water supply to the prison-.....
  
- b. Filtration of water.....
  
- c. Supply of drinking water.....
  
- d. Safe drinking water.....
  
- e. RO system.....
  
- f. Is there adequate quantity of water supply in the Prison?                      Yes/No
  
- g. Provision on Rain water harvesting\_

**Report:.....**

**4.02 Clothing and bedding (Ch. 6.48 with Image representation:)**

**4.02.1** Whether proper prison clothes are provided to the convict prisoner during their admission into prison. Yes/No

**4.02.2** Whether clothing and bedding according to the climatic conditions are provided to the prisoners? (Ex: Winter clothes) Yes/No

Please, specify articles provided to\_

- i. Under-Trial Prisoners
- ii. Convict Prisoners

**4.02.3** History of suicide where prison's cloth is used in last 3 years?

Please specify\_\_\_\_\_

**4.02.4** Please elaborate on provision on washing \_

- a. Washing of clothes\_
- b. Washing of blankets\_
- c. Washing of sheets\_

**Report:.....**

#### **4.03 Sanitation Facilities (Ch. 2.10) with Please attach images**

##### **4.03.1 Please elaborate on sanitation facilities inside the prison**

- a. Number of toilets and bathrooms available in the prison .....
- b. Number of western type of toilets.....
- c. How many toilets have flushing facilities? .....
  
- d. Who cleans these toilets and bathrooms
  - i. Number of Cleaning Staff
  - ii. Specific duties of prisoners or part of Punishment
  
- e. Whether the inspection is done by any jail authorities? Yes / No

##### **4.03.2 Please elaborate on the following\_**

<b>S.No</b>	<b>Cleanliness</b>	
<b>i.</b>	<b>Pest Control</b>	
<b>ii.</b>	<b>Drains choking or clean drain</b>	
<b>iii.</b>	<b>Toiletries, soap, paste etc.</b>	
<b>iv.</b>	<b>Showers and taps in bathroom</b>	
<b>v.</b>	<b>Washbasin</b>	
<b>vi.</b>	<b>Seepages</b>	
<b>vii.</b>	<b>Leaking taps</b>	
<b>viii.</b>	<b>Toilet without flush facilities</b>	

##### **4.03.3 Whether adequate equipment is provided to cleaning staff?**

**Please Elaborate\_**

**Report:.....**



#### 4.04 Accommodation (with Image representation)

*Ch. 6.64- 'near the door of every ward the size of the room, and the number of prisoners it is capable of accommodating, shall be recorded'*

##### 4.04.1 Specification of Barracks

S. No.	Types of Barrack/Wards	Sanctioned Barracks for Prisoners	Actual Number of Barracks	Overcrowding (%)
i.	Male Prisoner			
ii.	Young Prisoner (age 18-21)			
iii.	Female Prisoner			
	Total			

Any Provision for Third Gender, Please Explain\_

##### 4.04.2 Please Elaborate on Ventilation of Barracks:

- a. Size of cells and barracks.....
- b. Ventilation space/windows.....
- c. Lighting, natural and artificial.....
- d. White-wash done.....
- e. Renovation and Maintenance .....
- f. Ceiling and Exhaust fans.....

**4.04.3 Please Elaborate on Cleanliness and Environment inside the Prison:**

<b>S.No</b>	<b>Cleanliness and Environment</b>	
<b>1.</b>	<b>Barracks generally</b>	
<b>2.</b>	<b>Mulaqat room</b>	
<b>3.</b>	<b>Mulahija wards</b>	
<b>4.</b>	<b>Kitchen and cooking area</b>	
<b>5.</b>	<b>Canteen</b>	
<b>6.</b>	<b>Corridors</b>	
<b>7.</b>	<b>Open areas</b>	
<b>8.</b>	<b>Overhead tanks cleanliness</b>	
<b>9.</b>	<b>Greenery – upkeep and additions</b>	
<b>10.</b>	<b>Garbage collection and disposal methods</b>	
<b>11.</b>	<b>Garbage Segregation</b>	
<b>12.</b>	<b>Foul Smell</b>	
<b>13.</b>	<b>Overflow</b>	
<b>14.</b>	<b>Sewage Condition</b>	

**Report:.....**

## **V. MEDICAL CARE**

### **5.01 Hospitals-**

**5.01.1** Type of hospital-

**5.01.2** Total number of beds in the hospital

**5.01.3** Whether there is a hospital inside the prison? Yes/No

**5.01.4** Whether medical dispensary available in prison? Yes/No

**5.01.5** Availability of ambulance in the prison hospital. Yes/No

If No, what is the other transportation during medical emergencies?

**5.01.6** Please elaborate on the channel of communication during medical emergency.....

### **5.01.7 Elaborate on the Facilities inside the Hospital\_**

<b>S.No</b>	<b>Hospital Facilities</b>	
<b>1.</b>	<b>Availability of Doctor</b>	
<b>2.</b>	<b>Availability of medicines / expiry date</b>	
<b>3.</b>	<b>Special patients – HIV, 1B</b>	
<b>4.</b>	<b>Nurse</b>	
<b>5.</b>	<b>Medical record on Computer also</b>	
<b>6.</b>	<b>Regular visits of specialists, ENT, dental, Eye etc</b>	
<b>7.</b>	<b>Stretchers</b>	
<b>8.</b>	<b>Mental health issues</b>	
<b>9.</b>	<b>Physically handicapped</b>	
<b>10.</b>	<b>Dispensary for minor problems (headache etc.)</b>	

**5.01.8** Number of full medical inspection of all prisoners

- i. At the entry in the Prison
- ii. once a month.....

**5.01.9** Number of full medical inspection of prison staff once a month.....

**5.01.10** What are the provisions to segregate case, or suspected case, of infectious disease?

**5.01.11** If prison has women prisoners, whether full-time or part-time gynaecologist appointed?  
Explain briefly,.....

**5.02** **Death in prison**

- a. Is the procedure as specified in Section 176 of Code of Criminal procedure followed after death of a Prisoner.....

**5.02.1** What procedures are following by the prisons during the following:

- a. On custodial deaths.....
- b. Post-mortem examination in cases of deaths incustody.....
- c. Medical examination of prisoners.....

**5.02.2** Number of custodial deaths in the prison in the last 3 years  
Specify the reasons for such deaths\_

### 5.02.3 Deaths of inmates in Prisons \_\_\_\_

Name of the Prison	Natural Deaths	Un-Natural Deaths	Cause Not Known	Total

### 5.02.4 Natural Deaths in Prisons during \_\_\_\_

Name of the Prison	Natural Deaths		
	Ageing	illness	Total Natural Deaths

### 5.02.5 Break-up of Natural Deaths (Illness) in Prisons during \_\_\_\_

Break-up of Natural Deaths (Illness) in Prisons_		Total Number
Illness	Heart	
	Lung	
	Liver	
	Kidney	
	HIV	
	Cancer	
	TB	
	Paralysis	
	Cholera/ Diarrhea	
	Schizophrenia with Epilepsy	
	Brain Hemorrhage	
	Intestine Perforation	
	Drugs/ Alcohol Withdrawal	
	Others	
	Total	

**5.02.6 Un-Natural Deaths of prisoners in Prisons during \_\_\_\_**

<b>Un-Natural Deaths of prisoners in Prisons</b>	<b>Number</b>
<b>Suicide</b>	
<b>Execution</b>	
<b>Murder by Inmates</b>	
<b>Deaths due to Assault by Outside Elements</b>	
<b>Deaths due To Firing</b>	
<b>Deaths due to Negligence / Excess by Jail Personnel</b>	
<b>Accidental Deaths</b>	
<b>Other</b>	
<b>Total Un-Natural Deaths</b>	

**5.02.7 Mode of Suicide by Prison Inmates during \_\_\_\_**

<b>Mode of suicide</b>	<b>Total number</b>
<b>Hanging</b>	
<b>Poisoning</b>	
<b>Self Inf. Injury</b>	
<b>Drug Overdose</b>	
<b>Electrocution</b>	
<b>Others</b>	
<b>Total</b>	

**5.02.8 Mode of Murder of Prisoners by Inmates in Jails during \_\_\_\_**

State/UT	Firing	Stabbing	In-Fighting/ Quarrelling	Others	Total

**5.02.9 Accidental Deaths of Prisoners in Jails during \_\_\_\_**

Accidental Deaths due to Forces of Nature		Total Number
Accidental Deaths	Snake Bite	
	Electrocution	
	Drowning	
	Accidental Fall	
	Burn Injuries	
	Road/ Train Accident	
	Drugs/ Alcoholic Consumption	
	Other	
	Total	
	Total Accidental Deaths	

**5.02.10 Have these deaths been investigated? If so, what are the finding and general observation?**

**Attach Report\_For Custodial deaths**

**5.02.11 What checks and safeguards have been adopted to prevent suicides of Prisoners?**

**5.02.12** Any criminal case inside prison in last 3 years?

Yes / No

How Many?

Elaborate briefly.....

**5.02.13** What measures are in place to prevent and control epidemic disease(like Covid-19)?

Explain in detail:.....

**5.02.14** Whether the prison maintains a Journal of the visits of Chief Medical Officer?

Yes / No

**5.02.15** Whether the Prison maintains medical registers other than jail manual?

Yes / No

**5.02.16** Whether proper health facilities were provided to female inmates having child (below 7 years).

Yes / No

**5.02.17** Whether the child is vaccinated time to time and given education as per Right to Education Act.....

Yes / No

**5.02.18** Whether inmates having Ayushman health card outside the prison, allowed for treatment in higher health care institutes?

Yes / No

**5.02.19** Medical test facilities available inside prison. please specify\_



**5.02.20** Serious illness – During serious illness is the following procedure followed?

- a. Certification of Medical Officer stating the inability of the prisoner to attend court.

Yes/No

- b. On the recommendations of Medical Officer, in the interest of the health of a prisoner, he/she should be transferred to a hospital outside prison.

**Report:**.....

### 5.03 Jail Breaks, Escapes & Clashes/Group Clashes in Prisons

#### 5.03.1 Details of Escapees during \_\_\_\_

State/UT	Judicial Custody		Escapees from Police Custody	Total Escapees	Re-arrested Escapees
	Escapees from inside Prison	Escapees from outside Prison			

#### 5.03.2 Jail Breaks - Number of incidences, injuries and deaths during \_\_\_\_

State/UT	Number of Incidence	Number of persons injured/killed					
		Injured			Killed		
		Inmates	Jail Personnel	Total	Inmates	Jail Personnel	Total

#### 5.03.3 Clashes/Group Clashes (with use of Firearm) - incidences, injuries and deaths during \_\_\_\_

State/UT	Number of Incidence	Number of persons injured/killed					
		Injured			Killed		
		Inmates	Jail Personnel	Total	Inmates	Jail Personnel	Total

**5.03.4 Clashes/Group Clashes (without use of Firearm) - incidences, injuries and deaths during \_\_\_\_**

State/UT	Number of Incidence	Number of persons injured/killed					
		Injured			Killed		
		Inmates	Jail Personnel	Total	Inmates	Jail Personnel	Total

**5.03.5 Clashes/Group Clashes (with use of Firearm + without use of Firearm) - incidences, injuries and deaths during**

State/UT	Number of Incidence	Number of persons injured/killed					
		Injured			Killed		
		Inmates	Jail Personnel	Total	Inmates	Jail Personnel	Total

## VI. CONTACT WITH OUTSIDE WORLD

*'Every Prisoner shall be allowed **reasonable facilities** for seeing or communicating with, his/her family members, relatives, friends and legal advisors for the preparation of an appeal or for procuring bail or for arranging the management of his/her property and family affairs He/she shall be allowed to have interviews with his/her family.'*  
(Ch. 8.01 of Model Prison Manual 2016)

**6.01.1** As per the Model Prison manual 2016, Ch. 8.05 privileges such as interviews with visitors, and of writing and receiving letters for prisoners in good conduct should be allowed by the Superintendent of Prisons.

Are the privileges being given as per the manual?

Yes / No

**6.01.2** Elaborate the kinds of communication facilities available for prisoners:.....

.....

**6.01.3** Time allowed for Communication with family members/outsider.....

**6.01.4** Does the prison maintain any record of visits of family members/outsider?

Yes / No

### **6.02 Foreign nationals**

**6.02.1** Does the prison commit foreign nationals?

Yes/No

**6.02.2** If yes, are the foreign national allowed to arrange for legal representation with the embassy in India as per Model Prison Manual 2016?

Yes/No

**6.03 Telephonic and electronic Communication:**

**6.03.1** Number Telephones in the prison.....

**6.03.2** Maximum time allotted to the prisoner for communication:.....(in minutes)

**6.03.3** Other Electronic Communication Devices available in the Prison (Virtual facility etc):

a. ....

b. ....

c. ....

**Report:.....**

## VII. EDUCATION AND VOCATIONAL TRAINING

### 7.01 Education of Prisoners (with image representation)

*‘The objective behind educational programmes in prisons may be to channelize prisoners’ energies into constructive and creative pursuits, instilling in them a sense of confidence and developing amongst them a social responsibility....’*(Ch. 14.04 Model Prison Manual 2016)

- i) As per Model Prison Manual 2016 Ch. 14.10, it should be made compulsory for each prisoner to sit in educational classed at least two hours in a day? Is the provision being followed?.....
- ii) The Institution (Prison) should liaison with Department of Education/ NIOS/IGNOU and other approved educational institutions for obtaining education material and other help.

#### 7.01.1 Please fill the following related details:

S. No.	Name of the Liaisoning institution	Details of the course	Number of Prisoners enrolled	Pass percentage
1.				
2.				

#### 7.01.2 Education Facilities inside the Prison:

S.No	Education Facilities	
i.	Is there a dedicated library in the prison for prisoners?	Yes/No
ii.	Number of teachers in the prison:	
iii.	Necessary equipment for education.	Yes/No
iv.	Are the services of prisoners used for educational purposes?	Yes/No
v.	Is there a functional library inside the prison premises?	Yes/No
vi.	Facilities for exam conduction?	Yes/No

**7.01.3 Details of Educational facilities for prisoners during \_\_\_\_**

State/UT	No. of prisoners benefitted by			
	Elementary Education	Adult Education	Higher Education	Computer Course

**7.02 Vocational training**

*According to Model Prison Manual 2016, Ch. 15.02 “Every State and Union Territory should have a clear policy for skill development programs and vocational training of prisoners. This policy should be incorporated in the Prison Manual/Rules.”*

**7.02.1** Does the prison run any vocational training program? Yes / No  
How many?

i. If No, how are the prisoners obtaining their Industrial training within the prison premises? Briefly explain.

ii. \_\_\_\_\_

iii. List out the Vocational training and skill development programmes currently running in the prison (includes programme for differently-abled).

\_\_\_\_\_

**7.02.2 Value of Goods Produced by Inmates during \_\_\_\_**

State/UT	Gross Value of Sale Proceeds / Earnings (In Crore )

### 7.02.3 Number of Prison Inmates Imparted Trainings under Vocational Course during

<b>Trainings</b>	<b>Total Number of Prisoner imparted training</b>
<b>Agriculture</b>	
<b>Carpentry</b>	
<b>Canning</b>	
<b>Tailoring</b>	
<b>Weaving</b>	
<b>Making of Soap and Phenyl</b>	
<b>Handloom</b>	
<b>Others</b>	
<b>Total</b>	
<b>% share of Total Vocational Trg.</b>	

### 7.02.4 Rehabilitation and Other Support to prisoners during \_\_\_\_

<b>State/UT</b>			<b>Total No. of Prisoners</b>
<b>Rehabilitation Support</b>	<b>No. of prisoners to whom financial assistance provided on release</b>	<b>Male</b>	
		<b>Female</b>	
		<b>Transgender</b>	
		<b>Total</b>	
<b>Other Support</b>	<b>No. of convicts rehabilitated</b>	<b>Male</b>	
		<b>Female</b>	
		<b>Transgender</b>	
		<b>Total</b>	
	<b>No. of prisoners to whom legal aid provided</b>	<b>Male</b>	
		<b>Female</b>	
		<b>Transgender</b>	
		<b>Total</b>	
	<b>Wages paid per day to convicts ( in Rs)</b>	<b>Skilled</b>	
		<b>Semi Skilled</b>	
		<b>Unskilled</b>	



### 7.02.5 NGOs working for the Welfare of Prisoners during \_\_\_\_

Welfare of Prisoners		
No. of NGOs working exclusively for Prison Reforms		
No. of NGOs working exclusively for Welfare of Women Prisoners		
Medical Counselling by NGOs	Male	
	Female	
	Transgender	
	Total	
Legal Counselling by NGOs	Male	
	Female	
	Transgender	
	Total	

### 7.03 Employment of Prisoners

**7.03.1** What is the source of employment for prisoners (includes all prisoners: men, women, transgender etc.) in prison?

**7.03.2** In a tabular format as below explain the work and income generation of the prisoners.

S.No.	Nature of work	Wages per day	Working hours in a day

**Report:.....**

## VIII. LEGAL AID FRAMEWORK

Article 14, 22 (1) and 39 A of the Constitution of India together stresses on the right of a prisoner for accessing legal aid/legal representation like all other sections in the society.

### 8.01 Jail visiting advocates

- i. Is the jail visiting advocates nominated for the prison? Yes/No
- ii. How many days a month do they visit? \_\_\_\_
- iii. Conditions of legal aid room and facilities \_\_\_\_
- iv. Legal awareness \_\_\_\_
- v. Record of jail visiting advocates \_\_\_\_

### 8.02 Legal Aid Clinic in every prison

Is the Legal Aid Clinic set up in the prison?			Yes/No
S.No.	No. of Lawyers	No of Paralegal volunteers	No of days in a week providing free legal services

### 8.03 Functioning of Under-Trial Review Committee

- Is the Under-Trial Review Committee headed by District Judge to identify under-trial prisoners who have completed half of the maximum period or maximum period of imprisonment provided for the said offence under the law set up in the district? Yes/No

If No, Why has this not been constituted? \_\_\_\_\_

#### **8.04 Legal Aid Facilities to Under-trial prisoners:**

**8.04.1** According to the Manual 2016, provisions for applications to courts seeking legal defence/aid should be permitted to the Under-trial prisoners. Please elaborate such legal aid provisions granted by the prison

---

**8.04.2** It has been brought to the notice of the Commission that in some prisons due to lack of availability of police escorts there is a delay in producing the prisoner before the court and subsequently delaying the date/process of hearing.

Does the problem persist in the prison? Yes/No

a. If Yes, state the reason \_\_\_\_\_

b. From which station/unit is the requisition for escort sought? \_\_\_\_

**8.04.3** Transfer, serious illness and death of an under trial prisoner should be immediately brought to the notice of the court.

Elaborate the following:

**8.04.4** Transfer-On what reasons are the under-trial prisoners transferred from the prison\_

- i. Intra-Prison.....
- ii. Inter-Prison.....
- iii. Inter-State.....

**8.04.5** Is there any problem of providing escort to under-trials for court appearance?

Please Specify\_

**8.04.6** Holding of Lok Adalat in Jail Premises. Please Explain\_

#### **8.04.7 Release (Ch. 24.53)-**

On receipt of bail bond or release order, an under trial prisoner should normally be released within four hours from the prison. Is the procedure of release duly followed as per the Manual and Prisons Acts, 1894?

Yes/No

If No, what are reasons for delay? \_\_\_\_\_

#### **8.05 Procedure for Appeal**

- a. Are the provisions under section 383 of Cr.P.C, 1972 which allows an appellant in prison to present petition/appeal exercised through the Superintendent of Prisons? Yes/No

- b. Explain other provisions in place for the procedure for appeal.

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#### **8.06 Remission**

How many prisoners have been granted remission under the following criteria from 2016 till now?

- a) Provisions under the Prisons Act, 1984
- b) Section 432 of the Code of Criminal Procedure
- c) Article 72 or 161 of the Constitution of India
- d) Ordinary Remission
- e) Special Remission
- f) What procedure is followed for remission of sentences of the inmates?

### 8.07 Parole and Furlough (Ch. 19)

*'Parole and furlough to inmates are progressive measures of correctional services.'*

- a. What kinds of Emergency Parole are granted to prisoners? Briefly explain specific eventualities.

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- b. Were the prisoners debarred or withdrawn the provisions of parole or furlough?  
Yes/No.

If yes, state few specific reasons:

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#### 8.07.1 Persons Released on Parole, Parole Absconders / Arrests \_\_\_\_ :

Status of Prisoners		Total Numbers
Released on Parole	Male	
	Female	
	Transgender	
	Total	
% share		
Parole Absconders	Male	
	Female	
	Transgender	
	Total	
% share		
Parole Absconders Arrested	Male	
	Female	
	Transgender	
	Total	
% share		

### 8.08 Pre-Mature Release (Ch. 20)

‘The primary objective underlying premature release is reformation of offenders and their rehabilitation and integration into the society, while at the same time ensuring the protection of society from criminal activities.’

As per the **Model Prison Manual, 2016** there is mention on the constitution of a State Level Committee to recommend premature release of life convicts in appropriate cases and the modified procedures/guidelines on premature release of prisoners issued by the National Human Rights Commission to the States/UTs.

- |     |   |        |
|-----|---|--------|
| i.  | Is there a State Level Committee constituted as per the Manual? | Yes/No |
| ii. | Is the procedure/guideline issued by the Commission followed?   | Yes/No |

If yes, Please elaborate the procedures followed:

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## IX. WELFARE OF PRISONERS

### 9.01 Mental Health – Counselling and Psychotherapy

‘Ch 17.02 of the Model Prison Manual 2016 states the need for initial classification of the prisoner and the study of individual matters as the starting point of all welfare programmes’

S.No.	Mental Health of the Prisoners	
i.	Are there professionally qualified counsellors engaged in the prison? If yes, How Many? Do they regularly visit prison?	Yes/No
ii.	Does the Prison maintain record of the reports of mentally ill patients?	
iii.	Number of prisoners with mental illness_	
iv.	How many custodial suicides have been reported in the prison from 2015 to 2020?	
v.	What suicide prevention measures are followed to avoid such incidents? Explain_	
vi.	What steps would be taken by the prison authorities on knowing that the prisoner is mentally challenged / unstable? Please Explain_	
vi.	Whether provision of mental health act followed?	

### 9.02 Recreational and other activities

As per the Manual, please list out sports and cultural activities available inside the prison\_

S.No.	Sports		Cultural activities
	Indoor Games	Outdoor Games	
a)			
b)			
c)			

#### 9.02.1 Please specify the details of the following\_

S.No	Recreational Activities	Number of session	Number of Participant enrolled
1.	Meditation		
2.	Yoga		
3.	Plays and Drama		
4.	Spiritual Upliftment		
5.	Counselling		
6.	Drug de-addiction		
7.	Vipassana		
8.	Art of Living		
9.	FM Section		
10.	Music		
11.	TV		
12.	Dance		
13.	Others		
14.	Festivals (Name Them)		



### **9.03 Non-Governmental Organisations**

- a. Are there any N.G.Os working in prison for welfare of prisoners?

Yes/No

How many?

Please specify the details of N.G.Os

<b>S.No</b>	<b>Name of the NGO</b>	<b>Objective of the NGO</b>

### **9.04 Prison Discipline**

- b. Punishment to prisoners

- Please cite the reasons of punishment to prisoners:
- Briefly elaborate on Punishment given to Prisoners:

### **9.05 Grievances Redressal System (Ch. 21.16)**

‘Voicing resentment/grievance is an elementary human instinct. If it is suppressed, it can lead to an aberrant frame of mind which will be detrimental to natural and healthy growth of body and mind.’

<b>S.No</b>	<b>Grievances Redressal Mechanism</b>	
<b>i.</b>	Number of Complaint box in the prison premises	
<b>ii.</b>	Is there a Committee formed under the Superintendent to monitor the grievances?	Yes/No
<b>iii.</b>	Does the District Judge visit the prison to hear grievances/requests?	Yes/No
<b>iv.</b>	Does the Superintendent perform inspections weekly of the prison?	Yes/No

### **9.06 After care and Rehabilitation (Ch. 22)**

‘The process of after-care and rehabilitation of offenders is an integral part of institutional care and treatment. After care services should be extended to all needy persons released from prisons, conditionally or unconditionally or on license.’

- a. As per the Manual 2016, a District Prisoner’s After Care and Rehabilitation Committee should be set up at district or state level to devise and develop mechanisms for rehabilitation of released convicts. Is the Committee constituted?

Yes/No

If yes, explain the after-care/rehabilitation measures followed:

- a. \_\_\_\_\_  
b. \_\_\_\_\_

If No, explain the reason : \_\_\_\_\_

### **9.07 Open / semi-open institution (Ch. 23)**

‘All Open and Semi-open institutions are intended to put into practice the contemporary ideology of reformation, correction and rehabilitation of convicted prisoners. This restores dignity of the individual and develops in him/her self-reliance, self-confidence and self-responsibility.’

Note : As per Manual 23.03, certain categories of prisoners are not eligible for transfer to any of the open situation.

- i. Explain the open institutional set up present in the prison:

\_\_\_\_\_

- ii. Are there a Selection/Classification Committee constituted for the purpose of selecting prisoners for confinement in any Open Prisons?

Yes/No

If yes, explain the composition \_\_\_\_\_

If No, what are the other procedures followed? \_\_\_\_\_

**Report:.....**

## X. CLASSIFICATION OF PRISONERS (Ch. 24, 25, 26 and 27)

**10.01** How are the prisoners classified based on the category of offences  
(Ex. Extremists, drug offenders, murderers, sick, young offenders etc.?  
Please specify...

### **10.02 Under-trial Prisoner**

a. What procedures are followed at the time of admission of under-trial prisoners?  
Please elaborate...

#### **10.02.1 Number of Undertrial Prisoners by Duration of Confinement:**

Duration of Confinement	Sex-wise	Number	Percentage Share (%)
Upto 3 Months	Male		
	Female		
	Transgender		
	Total		
3 to 6 Months	Male		
	Female		
	Transgender		
	Total		
6 to 12 Months	Male		
	Female		
	Transgender		
	Total		
1 to 2 Years	Male		
	Female		
	Transgender		
	Total		

<b>2 to 3 Years</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>3 to 5 Years</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>Above 5 Years</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		
<b>Total</b>	<b>Male</b>		
	<b>Female</b>		
	<b>Transgender</b>		
	<b>Total</b>		

**10.02.2 Please provide details of the following:**

Total numbers of UTPs who are :-		
<b>i.</b>	Provided with legal aid counsel	
<b>ii.</b>	Not provided with Legal aid and assistance	
<b>iii.</b>	Have engaged their own defence counsel	
<b>iv.</b>	Facing Long Trial and are behind bar due to non-appearance of the lawyer or frequent adjournments asked by their counsel:-	

### 10.02.3 Undertrials Released / Transferred during \_\_\_\_

Status of Undertrial Prisoners	Total Numbers
Released on Bail	
Acquitted (By Lower Courts)	
Released on Appeal (By Higher Courts)	
Transferred to Other States	
Extradited	
Other Releases	
Total	

### 10.02.4 Details on Section 436A Cr.P.C

*Section 436A stated that, Maximum period for which an under trial prisoner can be detained- Where a person has, during the period of investigation. inquiry or trial under this Code of an offence under any law (not being an offence for which the punishment of death has been specified as one of the punishments under that law) **undergone detention for a period extending up to one-half of the maximum period of imprisonment specified for that offence under that law**, he shall be released by the Court on his personal bond with or without sureties:*

*Provided that the Court may, after hearing the Public Prosecutor and for reasons to be recorded by it in writing, order the continued detention of such person for a period longer than one-half of the said period or release him on bail instead of the personal bond with or without sureties*

*Provided further that no such person shall in any case be detained during the period of investigation, inquiry or trial for more than the maximum period of imprisonment provided the said offence under that law."*

1. Total Number of under-trial Prisoners who are languishing in jails after completion of one half of the maximum period of sentence\_\_\_\_\_

**2. Please Specify the details:**

<b>S.No</b>	<b>Name of Prisoner</b>	<b>Time Period spent in custody</b>	<b>Maximum Period of Sentence</b>	<b>Reason for non-release</b>

**3. Status of Undertrial Inmates under Section 436A of Cr.P.C. as on \_\_\_\_**

<b>Name of the Prison</b>	<b>inmates eligible for premature release under Section 436A</b>				<b>Number of inmates released under Section 436A of Cr.P.C.</b>			
	<b>M</b>	<b>F</b>	<b>Tr.</b>	<b>Total</b>	<b>M</b>	<b>F</b>	<b>Tr.</b>	<b>Total</b>

### **10.02.5 Details on Section 151/107/116(3) Cr.P.C**

When a police arrests a person u/s 151 CrPC, it submits a report to the executive Magistrate u/s 107 CrPC, who initiates an enquiry. Many a time, the Magistrate orders judicial custody of the person u/s 116 (3) CrPC.

The intent of legislature was to empower the executive to order such detention only as a preventive measure under emergency circumstances and not for prolonged duration.

**1. Please specify the details of prisoners who are languishing in jail u/s 151/107/116(3) Cr.P.C for longer than a week.....**

**2. Please specify the details:**

<b>S.No</b>	<b>Name of Prisoner</b>	<b>Date of Remand to Custody</b>	<b>Designation of the Officer/Court who ordered Custody</b>

**3. Please specify the list of prisoners who spent longer than a week in a jail u/s 151/107/116(3) Cr.P.C during the calendar year:**

<b>S.No</b>	<b>Name of Prisoner</b>	<b>Date of Remand to Custody</b>	<b>Date of release</b>	<b>Designation of the Officer who ordered Custody</b>

**10.02.6 Please specify total number of prisoners languishing in jail even after grant of bail\_\_\_\_\_**

<b>S.No</b>	<b>Name of Prisoner</b>	<b>Date of order granting bail</b>	<b>Reason of non-release</b>

**10.02.7 Please specify the list of prisoners who were released on the order granting them bail during the calendar year**

<b>S.No</b>	<b>Name of Prisoner</b>	<b>Date of order granting bail</b>	<b>Date of release</b>	<b>Reason for delay</b>

**10.02.8 Please specify total number of prisoners languishing in jail even after acquittal\_\_\_\_\_**

<b>S.No</b>	<b>Name of Prisoner</b>	<b>Date of acquittal</b>	<b>Reason of non-release</b>



**10.02.9 Please specify the list of prisoners who were released from jail after completion of their sentence during calendar year**

S.No	Name of Prisoner	Date of acquittal	Date of release	Reason for delay, if any

**10.02.10 Please specify the information during calendar year (2017 to 2021) in regards with Under -Trial Prisoners\_**

- i. Total number of UTPs who have been provided with legal aid counsel\_\_\_\_\_
- ii. Total number of UTPs who have engaged their own defence counsel\_\_\_\_\_

**1. Please Specify the details:**

S.No	Name of Prisoner (Under-Trial)	Name of the Counsel	Date of release	Reason for delay, if any

**10.02.11 Please provide following details \_**

**A. Total numbers of UTPs whose Bail application is pending before-**

- i. Trial Court - \_\_\_\_\_
- ii. High Court - \_\_\_\_\_
- iii. Supreme Court - \_\_\_\_\_

**B. Total numbers of UTPs whose appeal against the conviction is pending before-**

- i. High Court \_\_\_\_\_
- ii. Supreme Court\_\_\_\_\_

- C. What measures are taken for the prisoners who cannot get bail because they are not in a position to provide surety and or bail bond.....?

**10.02.12 Detenues Released during \_\_\_\_**

Name of the Prison	Released on Completion of Detention Period	Released before Completion of Detention Period	Released on Bail	Other Releases	Total

**10.02.13 Types of Inmates Suffering from Mental Illness as on \_\_\_\_**

S.No	Convicts	Undertrial s	Detenues	Transferred to Other States	Others	Total

**10.02.14 Movement of inmates outside the jail premises during \_\_\_\_**

S.No	Visit of Inmates to Courts	Visit of Inmates for Medical Attendance	Inmates taken on remand, etc. during the period

### 10.03 Convict Prisoner

#### 10.03.1 Number of Convicts by Period of Sentence

S.No	Period of Sentence	Number of Convicts	Percentage Share
1.	Capital Punishment		
2.	Life Imprisonment		
3.	10 – 13+ Years		
4.	7 – 9+ Years		
5.	5 – 6+ Years		
6.	2 – 4+ Years		
7.	1 – less than 2 Years		
8.	6 Months – Less than 1 Year		
9.	Less than 6 Months		
10.	Total		

#### 10.03.2 Period of Detention of Convicts in Jails due to Non-payment of Fine Amount after Completion of their Sentence as on \_\_\_\_

S.no	Period of Detention of Convicts	Sex-wise	Number
1.	Below 6 months	Male	
		Female	
		Transgender	
		Total	
2.	6 months & above - Below 1 year	Male	
		Female	
		Transgender	
		Total	
3.	1 year & above - Below 2 years	Male	
		Female	
		Transgender	
		Total	

4.	2 years & above - Below 3 years	Male	
		Female	
		Transgender	
		Total	
5.	3 years & above - Below 5 years	Male	
		Female	
		Transgender	
		Total	
6.	5 years & above	Male	
		Female	
		Transgender	
		Total	
7.	Total Convicts	Male	
		Female	
		Transgender	
		Total	

**10.03.3 Convicts Released during \_\_\_\_:**

S.No	Released after Completion of Conviction Period	Released on Bail	Premature Release	Released on Appeal	Pardons	Transferred to Other States	Other Releases	Total

**10.03.4 Please specify the details:**

Total numbers of Convict Prisoners who are _		
i.	Have never applied for parole	
ii.	Not provided with Legal aid and assistance for their petition in High Court	
iii.	Not provided with Legal aid and assistance for their petition in Supreme Court	
iv.	Have completed one-half of the maximum period of punishment specific for their act of crime commission (not for the offence for which punishment of death has been specified	

**10.03.5 Please specify the details:**

S.No	Total Convicted Prisoners	Number of Employed Convicted Prisoners	Total Disposal of Amount

**10.03.6 Please specify the information during calendar year (2017 to 2021) in regards with Convict Prisoners\_**

- i. Total number of CPs who have been provided with legal aid counsel \_\_\_\_\_
- ii. Total number of CPs who have engaged their own defence counsel \_\_\_\_\_

**10.03.7 Please specify the details:**

S.No	Name of Prisoner (Convicted)	Name of the Counsel	Date of release	Reason for delay, if any

**10.03.8 Please provide the exact number of Death Row Convicts facing Capital Punishment as on the date:**

a. The Status of Legal aid assistance and advice (whether provided or not, if Yes success of mercy petition) to death convicts:\_\_\_

b. The time period of pendency of mercy Petition for the death row convicts:\_\_\_

c. Whether the prison follows any compensation scheme for the deceased?

Yes/No

Please specify\_\_\_

If yes, how the facilities of compensation are paid to the next of the kin of deceased?

Please specify\_\_\_

**10.03.9 Please specify the details:**

Total number of Death convict_		
<b>i.</b>	Who are languishing behind bar for more than 20 years:	
<b>ii.</b>	Who are languishing behind bar for more than 40 years and are never granted bail or parole:	
<b>iii.</b>	Who never filed appeal before Supreme court of India:	
<b>iv.</b>	Who <u>have never</u> filed appeal before the Supreme Court of India:	
	i. Special Leave petition-	
	ii. Review Petition	
	iii. Curative petition	
	iv. Mercy petition	
<b>v.</b>	Who have filed appeal before the Supreme Court of India:	
	i. Special Leave petition-	
	ii. Review Petition	
	iii. Curative petition	
	iv. Mercy petition	
<b>vi.</b>	Total number of Supreme Court death row convicts who have filed mercy petition but rejected by the President of India with time duration of pendency of the petition before rejection of the mercy petition:	

#### **10.04 Life Convicts**

**10.04.1** Total number of Life convicts who are languishing behind bar for more than 12 years and have:

- a. Granted Parole
- b. Never Granted Parole
- c. Applied for remission
- d. Not applied for remission

**10.04.2** Total number of life convicts who are not provided with legal aid and assistance to file appeal before\_

- a. The Supreme Court
- b. The High Court

#### **10.05 Differently able Prisoner**

S.No	Differently able Prisoner	Classification Prisoners	
		Under-Trial	Convict
i.	Male		
ii.	Female		
iii.	Third Gender		
	TOTAL		

**10.05.1** Whether any special facilities are provided to differently able prisoner in comparison to normal prisoners? Yes/No



**10.05.2 Any provision for differently able prisoners, Please Elaborate\_**

<b>S.No</b>	<b>Provision for Differently able Prisoners</b>	
<b>i.</b>	<b>Sanitation facilities</b>	
<b>ii.</b>	<b>Food table</b>	
<b>iii.</b>	<b>Separate accommodation facilities</b>	
<b>iv.</b>	<b>Ward / barrack</b>	
<b>v.</b>	<b>Vocational training programs</b>	
<b>vi.</b>	<b>OHRC guidelines followed or not_</b>	

**10.06 Women Prisoners**

**10.06.1** Whether any special facilities are provided to women pregnant prisoner?

Yes/No

**10.06.2** Are sanitary pads given free of cost to women prisoners?

Yes/No

**10.06.3 Any provision for Female prisoners, Elaborate\_**

<b>S.No</b>	<b>Provision for Differently able Prisoners</b>	
<b>i.</b>	<b>Sanitation facilities</b>	
<b>ii.</b>	<b>Food table</b>	
<b>iii.</b>	<b>Separate accommodation facilities</b>	
<b>iv.</b>	<b>Ward / barrack</b>	
<b>v.</b>	<b>Vocational training programs</b>	

## **XI. EXECUTION OF SENTENCES (Ch. 12)**

### **11.01 Please specify the details:**

<b>S. No</b>	<b>Statements</b>	<b>Yes/No</b>
<b>i.</b>	Is the sheet for a prisoner sentenced to death duly filled under the supervision of the Superintendent?	
<b>ii.</b>	As required by section 30 of the Prisons Act, the convict who is sentenced to death by the courts from the date of admission to a prison be confined in a cell in a special yard. Is the rule followed for such prisoners?	
<b>iii.</b>	Are the Jailors trained to note the psychological observations of prisoners sentenced to death?	
<b>iv.</b>	Is the prisoner sentenced to death allowed the following facilities? -Interviews with friends, relatives, legal advisors, religious priests/faith based head -Religious books/pictures	
<b>v.</b>	What is the Procedure followed for the disposal of dead body of the inmate? i. Family available ii. Family Not Available	

### **11.02 Appeal**

- In case of appeal or petition of mercy are the procedures for application to the courts, Governor/President, legal aid, mental & physical health evaluation, final meetings with family members being followed?

**Report.....**

## **XII. EMERGENCY AND DISASTER MANAGEMENT**

### **12.01 Security (Building)**

- a. Height of the Wall:
- b. Total Number of Prison Security personnel:
- c. Total Number of Prison Security personnel on duty at a time:
- d. Whether they are from State Police? If yes, which Wing of the police Department:.....
- e. Number of times the inspection or patrolling of the prison on daily basis:
- f. Number of active CCTV cameras in the prisons:.....
- g. Duration of CCTV footage preserved by the Prison authorities? .....
- h. Monitoring system of CCTV cameras.....
- i. Communication and Wireless systems available with the prison personnel:

**12.02** Elaborate in detail about response/ contingency plans of SOPs followed during emergency situations such as the Natural disasters, Prison escapes, outbreak/ riots, Epidemics, Hunger strikers, Overcrowding, Suicides, Accidents, and Fire.

**12.02.1 Are the following systems in place and regularly checked?**

**12.02.2 Does the Prison have SOPs on Natural Calamities?**

**If yes, Please attach in annexure**

**12.02.3 First Aid kits**

How often are the first aid kits replaced with the new ones? Yes/No

### 12.03 Disaster management

- a. Are the personnel trained for handling natural disasters? Yes/No

If yes, please explain the training process and the trainers

#### 12.03.1 Fire services

- a. How often are fire extinguishers checked? Yes/No

Whether Fire Alarm are available inside the Prison. Yes/No

How many?

- b. History of fire accident in last 3 year? Yes/No

How many? .....

Specify the reason, .....

Measure taken after that.....

- c. Are the water houses maintained and checked regularly ?.....

#### 12.03.2 Emergency response/QR Team

- a. Whether the Quick Reaction Teams formed in the prison to respond to emergency situation? If yes, how many members does it comprise? Yes/No

.....

.....

- b. Are the team trained for handling emergency situation? Explain the process of training.

.....

- c. Whether emergency bell are available inside the prison? Yes/No

#### **12.04 Alarm systems**

1. How many sirens are there and are these being regularly checked? Yes/No
2. Explain the number and type of alarm systems in a sentence\_\_\_\_\_

#### **12.05 Emergency communication systems**

- i. Number of Telephones.....
- ii. Are walkie-talkies available with all the members of the emergency response team? Yes/No
- iii. Is mock drill part of training (with regards to fire accidents, flood situation, prison escape, riots, hunger strike, suicides) for Prison staff? Yes/No  
How often are such drills organized?
- iv. Does the mock drill/training/guideline provided to prisoners in regards with natural disaster such as fire accident, flood situation and others? Please specify  
.....  
.....
- v. Quote an incident of emergency situation and explain the challenges or achievements, if applicable.  
.....  
.....
- vi. How overcrowding inside the barrack is dealt with?

**Report:.....**

### **XIII. PRISON ADMINISTRATION AND DEVELOPMENT**

#### **13.01 Staff Development (Ch. 30)**

‘A concerted approach towards staff development should be made an integral part of the legal framework that regulates prisons.’

##### **13.01.1 Recruitment:**

Mention the type of recruitments/intake followed to fill the manpower needs in the prison department for the following posts :

- a. Superintendent \_\_\_\_\_
- b. Deputy/Assistant Superintendent \_\_\_\_\_
- c. Chief Head Warders/Head Warders/Warders \_\_\_\_\_
- d. Psychologists \_\_\_\_\_
- e. Social Workers/Case workers \_\_\_\_\_
- f. Law Officer \_\_\_\_\_

##### **13.01.2 Staff Training, Training Institutions, Appointments:**

1. Briefly explain the trainings provided to the following staff and the training institutions :

<b>S.No.</b>	<b>Training imparted to the following staff</b>	<b>Duration of the training</b>	<b>Training Institution</b>
1.	Supervisory staff		
2.	Executive		
3.	Custodial		
4.	Security		

2. Tick the trainings that are imparted to the staff from the following table (Ch. 30.69 to 76) :

Physical training	Unarmed combat	Cane drill	Mob-dispersal	Gender sensitization
Prisoner Rights	Weapon training	Practical training in various branches	Short term course on aspects of Correctional Administration & Treatment Offenders	Vertical Interaction Courses (for prison officers)

### 13.02 Board of Visitors (Ch. 29)

According to the Model Prison Manual 2016, the state government shall constitute Board of Visitors comprising of Official and Non-official members at District and Sub-divisional level.

a. Is the Board of Visitors constituted? Yes/No

If No, State the reason \_\_\_\_\_

If yes, list the official members (designations) :

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

List of Non-official members (designation/name of the organization):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

b. Number of visits by the Members of the Board in a year : \_\_\_\_

c. Are the minutes of meeting recorded in the Visitors' Minute Book/inspection note register? Yes/No

**13.03 State advisory board (Ch. 32)**

i. Is there an Advisory Board constituted in the state to advise the State Government and the Prison Administration on matters relating to correctional work in prisons, rehabilitation of inmates and redressal of grievances of prisoners Yes/No

If Yes, list the constitution:

\_\_\_\_\_  
(Mention both the official and non-official members)

**13.04 Prisons Development Board (Ch 32.19-33)**

a. Is there a high powered Prisons Development Board set up in the state to improve and modernize the infrastructural facilities in prisons? Yes/No

If Yes, list the constitution. \_\_\_\_\_

b. Does the state publish its Annual Report every year (Ch. 32.24)? Yes/No

c. Has the State Prison Manual been updated in lines with the Model Prison Manual 2016? Yes/No



### 13.05 Prison Computerisation (Ch. 31)

‘The entire prison administration needs to be computerized so that databases can be accessed easily and managed more efficiently.’

#### 13.05.1 Explain the following in brief :

S.No	Statements	
i.	Whether the Prison management system (PMS) installed in the prison?	Yes/No
ii.	Whether the Prison management system (PMS) functional?	Yes/No
iii.	Are there tracking system of prisoners out on parole/furlough? If Yes, how are the tracking done? _____  If No, why is there no system as such? _____	Yes/No
iv.	Is there tracking/storage of information on prisoner once completion of sentence? If yes, how are the tracking storage done? _____  If No, why is there no system as such? _____	Yes/No
v.	Is there web based prison software that links courts and police stations? If yes, please elaborate the functioning? _____  If No, why is there a delay to installing/operationalize the software? _____	Yes/No
vi.	Are there video conferencing facilities for prison inmates with Image representation?	Yes/No

	<p>If Yes, how are the meetings organized and during what intervals? _____</p> <p>If No, why is there no facility as such?</p>	
<b>vii.</b>	<p>Is there a biometric access for in and out movements of inmates? If no, what are the other mechanisms followed: _____</p>	Yes/No
<b>viii.</b>	<p>Is there a provision of kiosk system in the prisons for benefit of prisoners to access their case details, date of hearing, appeal process etc.? If yes, please elaborate in short. _____</p> <p>If No, what are the other provisions? _____</p>	Yes/No

### **13.06 Integrated Criminal Justice System**

Ch. 31.06 – ‘As part of the Integrated Criminal Justice System (ICJS) implementation of all components of ICJS i.e. Prisons, Courts, Police Stations, prosecution offices and forensic laboratories need to share data as per the data sharing matrix in Annexure 12 of the Model Prison Manual 2016.’

**13.06.1 Please specify the details:**

S.No	Statements											
i.	<p>Is there a centralized database to record the details of prisoners? If yes, which of the following information in the table below is recorded?</p> <p>Tick the applicable ones.</p> <table border="1"> <tr> <td>Bail</td><td>Parole/ Furlough</td><td>Punishment</td><td>Remand</td><td>Transfer</td></tr> <tr> <td>Work Allocation</td><td>Income/ Wages</td><td>Court appeals/ production</td><td>Coun- selling</td><td>Release/Any Other?</td></tr> </table>	Bail	Parole/ Furlough	Punishment	Remand	Transfer	Work Allocation	Income/ Wages	Court appeals/ production	Coun- selling	Release/Any Other?	Yes/No
Bail	Parole/ Furlough	Punishment	Remand	Transfer								
Work Allocation	Income/ Wages	Court appeals/ production	Coun- selling	Release/Any Other?								
ii.	Is the Automatic PDR (Probable Date of Release) installed in the prison systems? If No, what are the other methods used to monitor the release date? _____	Yes/No										
iii.	<p>Are the following recorded as part of better visitor management?</p> <p>a. Keeping track of number of visitors</p> <p>b. Frequency of visits</p> <p>c. Details of contact/identity of visitors</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>										
iv.	Is there a Centralized Prisoners Registry that can be accessed by Law Enforcement Agencies? If no, why is the registry not operationalized yet? _____	Yes/No										

#### **XIV. RECOMMENDATION**

**Observation / Remarks / Recommendation / Grievances from the inmates / prison staff (If any) :.....**


**Date (s) of the visit:**  
**Place:**

**(Name)**  
**Designation**