CHAPTER IX
GOVERNMENT OF PRISONS AND APPOINTMENT OF JAIL OFFICERS

[Rules under section 59 (10) of the Prisons Act for the government of prisons and for the appointment of all officers appointed under the Act]

SECTION I.—THE INSPECTOR-GENERAL

242. Subject to the Accounts and Financial Rules for the time being in force, the Inspector-General shall exercise full and general control over all expenditure of the Jail Department for which budget provision has been made, provided that the expenditure incurred on—

(a) public works,
(b) the supply of stationery and
(c) the supply of medical stores

shall be regulated in accordance with the special rules in that behalf made by the Provincial Government.

243. Subject to the reservations mentioned in the preceding rule, all monthly and other bills for jail expenses of every description shall be submitted to and audited by the Inspector-General.

244. No contract other than a petty contract relating to the supply to jails of food, clothing, etc., shall be made by any officer other than the Inspector-General, without the sanction of the Inspector-General. Petty contracts shall be understood to mean any contracts for supplies not exceeding a month's requirements.

245. The Inspector-General is authorized to sanction in case of necessity, and subject to budget provision, temporary appointments on pay not exceeding Rs. 30 per mensem for clerical staff, and Rs. 50 per mensem for executive staff, for periods not exceeding one year.

Exception.—Except where expressly provided for in these rules the employment of any temporary establishment is not permissible without the previous sanction of the Inspector-General of Prisons.

246. Whenever circumstances may render it advisable to offer a reward in excess of Rs. 25 for the re-apprehension of an escaped prisoner, the Inspector-General is empowered to sanction payment of such a reward not exceeding Rs. 250. The sanction of the Provincial Government shall be obtained for the payment of a reward in excess of Rs. 250.
247. The Inspector-General may purchase in the local market any one article of European manufacture, or any number of articles of the same description, not exceeding Rs. 250 in value, except articles of a kind supplied by the Controller of Stationery. He may also sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case.

248. The Inspector-General is authorized to sanction small rewards for special services as, for instance, to matrons or midwives for attending confinement cases in jails, preservation of great coats by warders beyond the usual period of six years, special efficiency in drill, etc.

249. Every Jailer, Deputy Jailer, Assistant Jailer, Assistant Superintendent, Matron, Teacher, Tent Master, Carpenter and Mechanic shall be appointed by the Inspector-General. No Officer appointed by the Inspector-General shall be dismissed or removed by any subordinate authority. The Inspector-General may direct the supersession, reduction, suspension, removal, dismissal or the transfer from one jail to another of any jail subordinate and may punish any such subordinate with any one or more of the punishments hereinafter specified.

250. The Inspector-General shall exercise the powers of a magistrate of the 1st class within the limits of every jail in his jurisdiction.

251. The Inspector-General shall inspect every jail in the province at least once a year—

(a) he shall inspect all yards, wards, cells, workshops, store-rooms, kitchens and larrines, noting their state of repair, their sanitary condition, the general security of the jail, and how far the structural arrangements permit of due effect being given to the requisitions of the Prisons Act with respect to the separation of the different classes of prisoners;

(b) he shall examine the garden, enquire into the water-supply and conservancy arrangements, shall see that the sick are carefully attended to, and ascertain that the food is of proper quality and quantity;

(c) he shall personally see every prisoner then in confinement in the jail, noting any circumstances of consequence connected with his physical condition, adaptation of task to physique and class, condition and sufficiency of clothing, employment of letters, progress under the remission rules, and awards under the punishment rules, and shall afford, to such as desire it, a reasonable opportunity of making any application or complaint, investigating and passing orders on all those relating to jail discipline;

(d) he shall inspect the warder establishment and satisfy himself as to its proficiency in drill and musketry, inspect its arms and accoutrements, and test the ability of every jail officer of the upper subordinate establishment to drill the guard. He shall closely
scrutinize the arrangements for carrying out day and night watch and ward, and for the prevention and suppression of riot, and shall satisfy himself that the disposition of the paid and convict officers is as prescribed and the most effective possible;

(e) he shall compare, with the rates obtaining in the local markets, the rates paid for contingent purposes, and shall satisfy himself that economy is practiced in their use as well as in the use of all articles supplied by contract;

(f) he shall satisfy himself that all accounts and registers are maintained according to the rules in force for the time being, that proper arrangements are made for the safe custody of all records, and that due regard is paid to all requirements of the Prisons Act and the rules framed thereunder;

(g) he shall see that accommodation is ample and that no overcrowding exists;

(h) he shall satisfy himself as to the general health of the jail;

(i) he shall examine the sentences of juveniles and adolescents to see whether some other form of punishment could not have been inflicted by the courts and also to see that short sentences have been duly brought to the notice of the District Magistrate.

On the completion of the inspection of any jail, he shall record, in the visitors' book, a memorandum of the state in which he found the jail, the manner in which it is administered, the extent to which officers appear familiar with their charges, etc., together with any suggestions he may wish to make and any orders he may issue to the Superintendent. A copy of any part of this memorandum which deals with matters which should, in the opinion of the Inspector-General, be brought to the notice of the Government shall be forwarded by the Inspector-General to the Provincial Government with any remarks the Superintendent may have offered.

252. In the absence of any direction to the contrary the Inspector-General shall be the channel of communication between the Government and all Superintendents and other officers of the Jail Department.

253. He shall submit to the Government annually, as soon after the commencement of the year as possible, and not later than the 20th March, a detailed report of the jail administration for the previous calendar year, giving statistics of the prisoners in such forms as may be prescribed by the Government together with any necessary comments thereon, and his remarks on every point of jail management. In his annual report the Inspector-General shall briefly state what inspections he made in the course of the year, and what was the general result of such inspections. The report shall not exceed in length 20 printed pages (octavo size).
254. In the absence of the Inspector-General from Nagpur, the Superintendent of the Nagpur Central Jail may be appointed Deputy Inspector-General of Prisons and shall, in all emergent cases, exercise all or any of the powers of the Inspector-General.

SECTION II (a).—THE DIRECTOR OF PUBLIC HEALTH

255. The Director of Public Health, in addition to his functions as an official visitor of all jails, shall be a consultative officer on all subjects connected with the general hygienic and sanitary arrangements of jails, and is expected to offer his advice freely to the Inspector-General. Should there be a difference of opinion on an important point of hygienic or sanitary management, the Inspector-General shall refer the case for the orders of the Provincial Government.

SECTION II (b).—THE INSPECTOR-GENERAL OF CIVIL HOSPITALS

256. Medical subordinates will be entirely under the control of the Inspector-General of Civil Hospitals. Compounders will be appointed and dismissed by the Medical Officers of the jails. No compounder can be dismissed without a departmental enquiry held in accordance with the procedure laid down in Book Circular No. I-13. Any appeal against an order of punishment must be submitted in writing to the Inspector-General of Civil Hospitals through the Superintendent of the jail. Other rules relating to the appointment, promotion, etc., of compounders will be found in Chapter XI of the Central Provinces and Berar Medical Manual.

SECTION II (c).—THE COMMISSIONERS OF DIVISIONS

257. Commissioners of Divisions shall visit the jails and sub-jails within their jurisdictions when inspecting the district or sub-divisional headquarters.

SECTION III.—THE DISTRICT MAGISTRATE

258. In case of emergency the District Magistrate may himself assume charge of a District or Subsidiary Jail, and shall immediately report the fact to the Inspector-General of Prisons.

259. The District Magistrate shall, in all matters affecting the discipline of jails, be subject to the control of the Inspector-General, and shall report to him all important steps which he seems proper to take.

260. The Superintendent of a District or Subsidiary Jail shall carry out the orders of the Magistrate, but if such orders are contrary to the standing orders of the department, the Superintendent shall inform the District Magistrate before carrying them out. Correspondence on ordinary matters of routine will be carried on direct between the Superintendent and Inspector-General; but when of an unusual or important nature it will pass through the District Magistrate.
261. The District Magistrate or his senior assistant shall visit the jail at his headquarters once a fortnight but the former shall visit it himself at least once a month, unless unavoidably prevented by absence on tour or other similar causes, in which case he shall visit it at least once a quarter.

Where the jail is situated at the headquarters of a subdivision, the Sub-Divisional Officer will pay the above visits and the District Magistrate shall visit the jail when inspecting the sub-divisional headquarters—

(1) The Borstal Institute, Narsinghpur, is considered to be a jail for purposes of this rule.

(2) The primary purpose of such visits is to keep a check on disposal of cases and to avoid detention of undertrial prisoners and youthful offenders for long periods. If the visiting officer finds that the case against any undertrial prisoner or youthful offender is apparently delayed and such prisoner has been detained unduly long, he shall record remarks to that effect in the visitors’ book. A copy of the remarks shall be forwarded officially by the Superintendent of the Jail to the District Magistrate for action as in sub-paragraph (3) and to the Inspector-General of Prisons, Central Provinces and Berar, for such action as may be deemed fit.

(3) The District Magistrate on receipt of such copy should obtain the record of the case and take suitable action to expedite the trial.

262. When the District Magistrate is absent on tour from headquarters, the officer in charge of the station for the time being shall perform the duties of the District Magistrate with regard to the jail, subject to any instructions which the District Magistrate may give. Such officer shall append to his signature in the visitors’ minute book the words “in charge of the station during the absence of the District Magistrate”.

263. When the duties of the Superintendent of a district or subsidiary jail necessitate his leaving the station, or if from any other cause, such as illness or absence on casual leave, he is unable at any time to supervise the jail, the Assistant Surgeon in charge of the Main Hospital shall, subject to the approval of the Deputy Commissioner, hold executive and medical charge of the jail; but if it is considered inconvenient in any particular case for the Assistant Surgeon to take charge, the Deputy Commissioner may appoint the senior executive Assistant or Extra-Assistant Commissioner at headquarters to the executive charge and the Assistant Surgeon in charge of the Main Hospital to the medical charge of the jail, reporting the fact to the Inspector-General of Prisons.

264. If the Superintendent of a Central Jail is about to proceed on casual leave, or, if from any other cause, such as illness, he is unable to discharge his duties, the District Magistrate, or, if the District Magistrate considers it preferable, the senior executive Assistant or Extra-Assistant Commissioner at headquarters shall exercise temporarily all the powers and duties of the Superintendent. The District Magistrate shall report the facts to the Inspector-General of Prisons.
SECTION IV.—SUPERINTENDENTS OF JAILS


266. Commissioned Medical Officers who elect to serve in the Jail Department are given the option of reverting from the department at any time within the first two years of their service in it.

267. The Central Jails at Nagpur and Jubbulpore shall ordinarily be supervised by officers who are in whole-time charge.

268. (1) The following scale of consolidated pay has been sanctioned for officers of the Indian Medical Service in whole-time charge of a Central Jail:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Service in rank</th>
<th>Basic pay in rupees</th>
<th>Overseas pay if drawn in rupees</th>
<th>Service in years</th>
<th>Year of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant</td>
<td></td>
<td>Rs. 650</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(1) During first three years’ service as Captain.</td>
<td>Rs. 150</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) With more than three and less than six years’ service as Captain.</td>
<td>150</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(iii) With more than six years’ service as Captain.</td>
<td>25</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(iv) During the first three years’ service as Major.</td>
<td>30</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(v) With more than three and less than six years’ service as Major.</td>
<td>25</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(vi) With more than six years’ service as Major.</td>
<td>30</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(vii) Until completion of 1,650 twenty-three years’ total service.</td>
<td>15</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(viii) During twenty-fourth 1,750 and twenty-fifth years’ service.</td>
<td>25</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ix) After completion of 1,850 twenty-five years’ total service.</td>
<td>15</td>
<td>1862-1935</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(x) When selected for in 2,000 crossed pay.</td>
<td>25</td>
<td>1862-1935</td>
</tr>
</tbody>
</table>

269. Notes—(i) Until the completion of twenty-three years’ total service basic pay is regulated according to rank and service in rank (columns 1 and 2) which owing to the accelerated promotion may be in advance of the time-scale of promotion. Overseas pay is regulated solely with reference to length of total service (column 6).
269. All Superintendents of Central Jails, the Superintendents of the Rainpur, Amraoti and Akola District Jails and the Superintendent, Borstal Institution, Narsinghpur, who live in Government buildings attached to the jails or in quarters specially provided close to the jail, are exempt from the liability to pay rent. The grant of house-rent, when quarters are not provided, is contingent on the Superintendent providing himself with a residence within a distance convenient for the purposes of his duties at the jail, and approved by the Inspector-General of Prisons.

270. House-rent allowance not exceeding Rs. 100 a month is sanctioned to officers of the I.M.S., undergoing training for the Jail Department in the Central Provinces and Berar, subject to the condition prescribed for Superintendents of Jails in paragraph 269 above.

271. Whole-time Superintendents shall be appointed by the Provincial Government after consulting the Provincial Public Service Commission for the charge of the District Jails at Raipur, Amraoti and Akola. They shall be specially selected from the cadre of Assistant Surgeons in the Medical Department or from the cadre of Jailors. The pay of the former shall be Rs. 500—25—750 and of the latter Rs. 400—25—650. Where a non-medical Superintendent has been appointed the local Civil Surgeon or a selected Medical Officer shall receive an allowance of Rs. 100 per mensem for the medical charge of the Jail.

A whole-time Superintendent for the Borstal Institution, Narsinghpur, shall be appointed by the Provincial Government after consulting the Provincial Public Service Commission. The pay of the post shall be Rs. 400—25—650.

The revised time-scales of pay for whole-time Superintendents of Jails shall be as follows with effect from the 10th December 1931:

<table>
<thead>
<tr>
<th>Status</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole-time Superintendents of</td>
<td>300—25—450</td>
</tr>
<tr>
<td>District Jails—Non-Medical</td>
<td></td>
</tr>
<tr>
<td>Whole-time Superintendents of</td>
<td>250—25—600</td>
</tr>
<tr>
<td>District Jails—Medical</td>
<td></td>
</tr>
</tbody>
</table>

The revised time-scale of pay for the Superintendent, Borstal Institution, Narsinghpur, shall be Rs. 300—25—450 with effect from the 11th April 1932.

Note.—In respect of the above four posts of Superintendents and subject to the exceptions in regulation 8 of the Public Service Commission (Limitation of Functional) Regulations, 1937, the Public Service Commission shall be consulted on disciplinary matters.
272. In the case of all other District Jails, the Civil Surgeon C. P. Govt. of the district will hold executive and medical charge and will receive a duty allowance in accordance with the following scale:

<table>
<thead>
<tr>
<th>Class of District Jail</th>
<th>Duty Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class</td>
<td>Rs. 150 per mensem.</td>
</tr>
<tr>
<td>Second class</td>
<td>Rs. 100 do.</td>
</tr>
<tr>
<td>Third class</td>
<td>Rs. 75 do.</td>
</tr>
<tr>
<td>Fourth class</td>
<td>Rs. 50 do.</td>
</tr>
</tbody>
</table>

Note 1.—No portion of the allowance mentioned in the above paragraph shall be granted to an Assistant Commissioner or Extra-Assistant Commissioner placed in executive charge of a District Jail during the absence of the Superintendent of Civil Surgeon.

Note 2.—The Assistant Surgeon in charge of the Main Hospital, or the Assistant to the Civil Surgeon placed in medical charge of a Jail during the Jail Superintendent's absence on leave, other than casual leave, will be granted special pay equal to one-third of the special pay attached to the post of the Superintendent of the Jail.

273. The rate of pay for a whole-time Superintendent of a Central Jail, other than an officer of the Indian Medical Service, shall be Rs. 600—25—900/950—50—1,100 with an efficiency bar at Rs. 900.

The revised scale of pay of Non-Indian Medical Service Medical Superintendents of Central Jail shall be Rs. 450—25—500—50—1,000 with effect from the 30th August 1933.

Note 1.—When a whole-time Superintendent of a District Jail or a Senior C. P. Jailor is appointed to hold charge of a Central Jail, he will draw pay at a rate of Govt. Appts. Rs. 100 above his substantive pay in the regular line.

Note 2.—When a permanent Civil Surgeon of the Central Provinces Medical Service is placed in independent charge of a Central Jail, he shall be placed on the time-scale of pay of Rs. 450—25—500—50—1,000 at a point Rs. 100 in excess of his substantive pay proper as Civil Surgeon.

Note 2.—The pay of a Civil Assistant Surgeon or an officiating Civil Surgeon of the Central Provinces Medical Service, when appointed to hold charge of a Central Jail, should be fixed on the time-scale of pay of Rs. 450—25—500—50—1,000 at a point Rs. 100 in excess of his substantive pay as Civil Assistant Surgeon in the regular scale subject to the minimum of Rs. 450. In the cases where the substantive pay as Civil Assistant Surgeon plus Rs. 100 may not fit in with a stage in the higher scale of pay for non-I.M.S. Medical Superintendents of Central Jails, the officiating pay should be fixed at the stage next below the sum of substantive pay plus Rs. 100 and the difference should be granted as personal pay to be merged in future increments.

274. The subsidiary Jails shall be supervised, as collateral charges, ordinarily by the Civil Surgeons of the respective districts, and a duty allowance of Rs. 20 per mensem shall be allowed for such charge.

275. Before any officer who has not had previous service in the Jail Department is appointed a whole-time Superintendent of a Central or District Jail, the Provincial Government may direct that he shall undergo a period of training which may extend to six months under a selected Superintendent of a Central Jail. In any case no officer will be appointed permanently as a whole-time Superintendent until the Inspector-General of Prisons has satisfied himself that the officer has acquired a good practical knowledge of the duties of a Jail Superintendent. For this purpose an officer on appointment shall be considered to be on probation for a period which shall not exceed two years.
Duty allowance to Civil Surgeons for holding charge of District Jails, other than Rupee, Annapurna and Akola District Jails.

<table>
<thead>
<tr>
<th>Class of District Jail</th>
<th>Allowance in Rupees per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class District Jail</td>
<td>500 do.</td>
</tr>
<tr>
<td>Second class District Jail</td>
<td>400 do.</td>
</tr>
<tr>
<td>Third class District Jail</td>
<td>300 do.</td>
</tr>
<tr>
<td>Fourth class District Jail</td>
<td>200 do.</td>
</tr>
</tbody>
</table>

Note 1.—No portion of the allowance mentioned in the above paragraph shall be granted to an Assistant Commissioner or Extra-Assistant Commissioner placed in executive charge of a District Jail during the absence of the Superintendent of Civil Surgeon.

Note 2.—The Assistant Surgeon in charge of the Main Hospital, or the Assistant to the Civil Surgeon placed in executive charge of a Jail during the Jail Superintendent's absence on leave, other than casual leave, will be granted special pay equal to one-third of the special pay attached to the post of the Superintendent of the Jail.

273. The rate of pay for a whole-time Superintendent of a Central Jail, other than an officer of the Indian Medical Service, shall be Rs. 450—25—800—30—1,100 with effect from the 30th August 1933.

Note 1.—When a whole-time Superintendent of a District Jail or a Senior C.P. Jailor is appointed to hold charge of a Central Jail, he will draw pay at a rate of Rs. 104 above his substantive pay in the regular line.

Note 2.—When a permanent Civil Surgeon of the Central Provinces Medical Service is placed in independent charge of a Central Jail, he shall be placed on the same scale of pay of Rs. 450—25—800—30—1,100 at a point Rs. 104 in excess of his substantive pay proper as Civil Surgeon.

Note 3.—The pay of a Civil Assistant Surgeon or an officiating Civil Surgeon of the Central Provinces Medical Service, when appointed to hold charge of a Central Jail, should be fixed on the higher scale of pay of Rs. 450—25—800—30—1,100 at a point Rs. 104 in excess of his substantive pay as Civil Assistant Surgeon in the regular line subject to the minimum of Rs. 450. In the cases where the substantive pay of Civil Assistant Surgeon plus Rs. 104 may not fit in with a stage in the higher scale of pay for non-I.M.S. Medical Superintendents of Central Jails, the officiating pay should be fixed at the stage next below the sum of substantive pay plus Rs. 104 and the difference should be granted as personal pay to be merged in future increments.

274. The subsidiary Jails shall be supervised, as collateral charges, ordinarily by the Civil Surgeons of the respective districts and a duty allowance of Rs. 20 per mensem shall be allowed for such charge.

275. Before any officer who has not had previous service in the Jail Department is appointed a whole-time Superintendent of a Central or District Jail, the Provincial Government may direct that he should undergo a period of training which may extend to six months under a selected Superintendent of a Central Jail. In any case no officer will be appointed permanently as a whole-time Superintendent until the Inspector-General of Prisons has satisfied himself that the officer has acquired a good practical knowledge of the duties of a Jail Superintendent. For this purpose an officer on appointment shall be considered to be on probation for a period which shall not exceed two years.
276. (1) Superintendents shall make themselves thoroughly acquainted with all Acts, regulations, rules and orders relating to jails, and shall be responsible for the due observance thereof and for the execution of all sentences of prisoners committed to their charge.

(2) Every order of a Superintendent shall be subject to revision by the Inspector-General.

277. Whole-time Superintendents of Jails are allowed to engage in private practice provided that, in the opinion of the Provincial Government, it does not interfere with their official duties.

278. The Superintendent shall hold an enquiry touching every offence committed or alleged to have been committed by a prisoner, and punish such offence in accordance with the provisions of the law and rules in that behalf. He shall record with his own hand all orders for punishment, and shall see that the punishment is carried into effect provided that, when required by these rules, the Medical Officer shall have previously certified that the prisoner to be punished is fit to undergo it.

279. The order for punishment of any offence not punished by whipping must be entered by the Superintendent in the prisoner's history-ticket, and may thence be copied by a subordinate into the punishment register; but in every case in which whipping is inflicted, the Superintendent shall himself make the necessary entries in the punishment register. Against the entries in the punishment register relating to each punishment the Superintendent and Jailor shall affix their initials as evidence of the correctness of the entries. If the offender be a convict officer, the letters C. O. shall be inserted in the remarks column.

280. The Superintendent shall visit the jail daily, as soon after sunrise as possible, when his first duty shall be to release time-expired convicts with due observance of the rules regarding return of their private property and the grant of subsistence allowance for the journey to their homes. If he is unable from sickness or any other cause to visit the jail on any weekday, he shall record the fact of his absence and its cause in his order book. He shall inspect the whole jail premises at least once a week. Superintendents of Central Jails shall visit their jails at night after lock-up at least once a fortnight, and Superintendents of District and Subsidiary Jails at least once a month. They shall satisfy themselves that the guarding is being properly performed and that everything is in order.

281. The element of surprise in night visits is essential. The night visits should, therefore, not be postponed till the very last day of the fortnight or of the month as the case may be. It should also be noted that guards are more likely to become slack after 11 p.m. than before that hour. The night visits, therefore, should be paid after 11 p.m. With a view,
In the case of contracts for the supply of grain or raw materials or other articles for the jail, the Superintendent shall verify from the Deputy Commissioner the solvency of the contractor before the contract is entered into by himself or by the Inspector-General of Prisons on behalf of Government. If the period during which the articles are to be supplied exceeds one year he shall repeat the verification annually during the currency of the contract.

286. The Superintendent of every jail shall prescribe in writing in his order book, the division of labour allotted to each of his subordinates, especially to those employed in the jail office, so that the responsibility for errors in the jail records and for any other dereliction of duty, may be fixed with precision and without dispute. In District Jails, other than 1st class, it should be specifically stated what office work the Jailer and Assistant Jailer shall respectively perform, but no such order shall relieve a Jailer of the responsibility of ensuring that the work in the jail office, whether done by himself or by his assistants, is properly and punctually conducted.

287. In Central Jails and first class District Jails an additional jailer of junior rank is appointed to assist the jailer, and he shall perform such duties under the orders of the senior jailer as the Superintendent may prescribe. These duties shall be laid down in writing by the Superintendent in his order book, and shall be copied by the junior jailers into the note-books which they are required by paragraph 456 to keep.

288. In appointing the duties of the senior and junior jailers under the above rule, the Superintendent shall be careful to define them accurately in writing, so that the responsibility of each may be fully understood and enforced.

289. The Superintendent shall report to the Inspector-General, as they occur, all serious breaches of jail discipline, escapes, recaptures, suicides, deaths or serious injury to prisoners from accidental causes, and to both the Inspector-General of Prisons and Director of Public Health any outbreak of epidemic disease or unusual sickness, and the measures taken to prevent the spread of the disease.

290. He shall keep a constant and careful watch over the jail receipts and expenditure; he shall promote all possible economy in every department and carefully examine all demands and indents before sanctioning or submitting them for sanction; he shall frequently satisfy himself that the registers and books are written up; that daily entries are made in the day books, and that outstanding dues are not allowed to remain unrealised, and he shall initial the last entry in each book he examines and shall record the result of his examination in his order-book. He shall be held responsible for any defalcations on the part of the jail establishment if it be shown that such defalcations were rendered possible by neglect on his part of this or any other rule laid down for his guidance.

291. He shall see that at the proper season, when grain is cheapest, a sufficient quantity of each kind of grain required for prisoners' consumption is stored for use until the next season.
for annual storage; that proper arrangements are made for storage and preservation of the grain; that grain so stored is of good and wholesome quality. He shall also satisfy himself by frequent inspection of the accounts and of the prisoners’ food before and after cooking, and by weight of the food after distribution, that the prisoners obtain their full rations properly cooked.

292. He shall check the balance of money in the cash chest with that shown in the cash-books twice a month and record the fact and the date of such verification in the latter under his signature. The "Factory" and "Maintenance" cash-books should be examined simultaneously so as to preclude the possibility of a transfer of funds from one account, to recover any deficiency in the other.

293. In order to prevent any loss of revenue by defalcation, the Superintendent shall check daily the receipts of money realized and entered in the various registers and books with those shown in the cash books, and satisfy himself that the moneys have been duly entered in the cash books. He will date and sign the registers and books to indicate that he has checked them.

294. He shall every six months, as soon as possible after the 31st March and 30th September of each year, examine all stores, machinery, plant, tools, raw material, manufactured articles, live-and dead-stock appertaining to the jail, and satisfy himself that he has on the premises stock and plant equivalent to the balance shown in the accounts on those dates. After each examination he shall submit to the Inspector-General a certificate showing the result thereof. He shall also frequently inspect all stock and other property of Government in the jail.

295. Store remaining in stock for over a year should be considered as surplus unless there is any good reason to treat them otherwise. These surplus stocks should be inspected by the Superintendent half-yearly in the case of perishable goods and once a year in the case of others. After inspection the Superintendent should submit a report to the Inspector-General and apply for sanction to the sale of the surplus or obsolete stores and to the writing off of their value.

296. On change of Superintendents, the relieving officer shall, before taking over charge, satisfy himself that the cash balances, permanent advance and accounts are correct; also, as far as possible, that all stock (both general and manufactory), machinery, plant and tools shown by the accounts to be in stock are forthcoming; that the registers have been written up to date; and that sanction has been obtained for all the establishment employed; and shall report to the Inspector-General that he has done so. The responsibility of the relieved officer shall not cease till this is done.
297. (1) The Superintendent, if not also Medical Officer of the jail, shall visit the jail hospital frequently and shall carry into effect, or cause to be carried into effect, all written directions given by the Medical Officer, in regard to the proper segregation of prisoners suffering, or believed or suspected to be likely to suffer, from any infectious or contagious disease. He shall, whenever necessary, and without delay, take all reasonable measure for cleansing and disinfecting every place at any time occupied by any such prisoner and for washing, disinfecting, by fumigation or otherwise, or destroying, as may be most expedient, all wearing apparel, bedding or other articles which are infected or foul or may be believed or suspected to be infected or foul.

(2) He shall carry into effect the written requisitions of the Medical Officer as to the supply of any additional bedding or clothing, or alteration of diet for any prisoner, or with respect to any alteration of discipline or treatment in the case of any prisoner whose mind or body may appear to require it.

(3) He shall daily visit every prisoner confined in a cell for more than 24 hours.

(4) Where the Superintendent is also Medical Officer of the jail, he will enter any such instructions which he may give as Medical Officer in the Jail Order Book for the guidance of the jailer.

298. The Superintendent shall regularly visit and supervise the jail garden and satisfy himself that all necessary measures are being taken therein for the purpose of cultivating and producing an ample and continuous supply of vegetables, condiments and antiscorbutics, for consumption by the prisoners; that the land included in the garden is kept in proper order and free from weeds; that the trenching of filth and refuse from the jail is effectually and duly conducted; that stable litter and other manure is suitably disposed of and that the premises generally are maintained in good sanitary condition.

299. The Superintendent shall accompany the Inspector General on his inspection of the jail.

300. The Superintendent shall not permit any prisoner or prison officer to be employed in any private capacity either for himself or any other person except under the following circumstances. A small gang of sweepers and water-carriers shall, under the charge of a paid warder, visit all the quarters occupied by jail officials, except the Superintendent's house, twice a day. Each house shall be cleaned and supplied with water by the gang.

301. He should see that no officials employ prisoners in attending to animals which do not belong to Government. The employment of prisoners as house servants of any description, such as sweepers or water-bearers, is strictly prohibited.
302. The Superintendent shall submit punctually to the Inspector-General all such yearly and other returns, statements, bills and vouchers as, from time to time, may be prescribed. As soon as possible after the close of each year, and not later than the 21st January, he shall furnish the Inspector-General, through the District Magistrate and the Commissioner of the division, with a report in which all matters of importance relating to the jail statistics and administration for the year shall be noted. The length of this report is limited as follows:—

**Central Jails**

- Superintendent's report: 5,000 words
- Deputy Commissioner's note: 750
- Commissioner's note: 500

**District Jails**

- Superintendent's report: 3,000
- Deputy Commissioner's note: 500
- Commissioner's note: 300

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**SECTION V.—MEDICAL OFFICERS OF JAILS**

303. The duties of the Medical Officer embrace every matter connected with the health of the prisoners, their treatment when sick and the hygiene of the jail.

In this connection see sections 13, 14, 15, 24 (2), 26, 35, 38 and 30 of the Prisons Act.

304. Before a Superintendent of a Central Jail avails himself of casual leave, he should report to the Commissioner of the division (through the Deputy Commissioner) the period of such leave and the date of his departure. He should also report the date of his return to duty. The grant of leave to a Superintendent of a Central Jail who is also a Medical Officer should be intimated to the Inspector-General of Civil Hospitals.

305. Civil Surgeons or Civil Assistant Surgeons who are C.P. and also Superintendents of District or Subsidiary Jails, whole-time Superintendents of District Jails and the Superintendent of the Borstal Institution, Narsinghpur, will forward their requests for casual leave through the Deputy Commissioner, who, if he agrees, will forward the application to the grant of the leave, will be responsible for arranging for the charge of the jail during the absence of the Superintendent.
306. In urgent cases, i.e., when there is not time to refer to the Head of the Department and the leave appears to be urgently required and adequate arrangements can be made, the Deputy Commissioner may grant casual leave to all officers administratively subordinate to him, reporting at once to the Head of the Department concerned.

307. The Medical Officer shall visit the jail daily, and every part of it at least once in every week, and oftener in times of sickness. He shall inspect all the prisoners in the jail once a week at the general parade or at their work, and shall satisfy himself that no prisoner is employed on any work for which he is unfit. He shall see that the prisoners are clean in person, free from disease and provided with adequate clothing and bedding. He shall also see that the prisoners losing weight are paraded apart from others, so that their cases may receive special attention.

Any recommendations or instructions relating to the prisoners generally or to a gang or body of them, or to any matter affecting the medical administration of the jail generally shall be entered by the Medical Officer in his minute book.

308. The Medical Officer shall examine every prisoner on the day of his arrival at the jail, or at latest upon the following day and shall record, or cause to be recorded, in the proper register, the age, state of health, and weight of each prisoner. He shall also record, or have recorded, both in the admission register and on each prisoner's history-ticket, the class of labour for which he considers the prisoner fit, and if the prisoner be not fit to do a full task of such labour, he shall state what proportion of the full task he can do. He shall also record, or cause to be recorded, in the proper register the state of health and weight on discharge of every prisoner released.

309. The Medical Officer shall, as soon as conveniently may be after admission to jail, vaccinate or cause to be vaccinated, every healthy convict who is not protected against smallpox, unless in any case he considers such vaccination undesirable or unnecessary.

310. In the event of a prisoner's death (whether under trial or not), the Medical Officer shall see, and, if necessary, examine the body of the prisoner, so as to enable him to certify to the fact and the cause of death. When there is any doubt regarding the cause of death, a regular post mortem examination of the body shall be made by the Medical Officer, and he shall record in the case-book a full account of the appearance then observed and a statement of the cause of death as thereby disclosed, together with any other remarks he may wish to offer. In the event of several deaths from any prevailing epidemic, a post mortem examination should be made in one or more selected cases. The prisoner's hospital bed-head ticket (with temperature chart, if any) shall also be kept and not destroyed for two years.
311. The Medical Officer shall visit the patients in hospital daily as soon after sunrise as he can conveniently do so. This duty shall not be delegated to any subordinate. He shall also examine prisoners complaining of illness, and admit them, if necessary, to hospital or, if it seems suitable, recommend any variation of diet, or that he may be placed on light labour or exempted from work. In cases of malinger ing he shall at once report the guilty person to the Superintendent for punishment, or, if he is himself the Superintendent, punish him.

312. The Medical Officer may order any addition to or alteration of diet for the sick, special gangs, convalescents, the aged, and infants. He shall satisfy himself that the food of the prisoners is of good quality and properly cooked, that the vegetables issued are of the kinds prescribed, and that the weight of the vegetables reported as supplied is correct. He may substitute two chitaks of meat, fish or a nutritive equivalent of dahi (exclusive of whey) four times a week, for one chatak of dal, in the regular diet scale whenever he may consider the change necessary. For special reasons to be stated by him in writing in his minute book, he may, at such seasons as he thinks necessary, discontinue the issue of dal, substituting for it dahi, fish or meat of equal nutritive value.

313. He shall examine all prisoners previously to being removed to any other prison, and no prisoner shall be removed from one prison to another unless the Medical Officer certifies, on the nominal roll, that the prisoner is fit for transfer. He shall detain in the jail hospital, after expiration of sentence, any prisoner labouring under any acute or dangerous distemper, until, in his opinion, he may safely be discharged. The death of any prisoner so detained shall not be included in the jail statistics of deaths.

314. The Medical Officer shall, at least once in every week, inspect every part of the jail and the premises belonging or attached thereto, and shall satisfy himself that nothing exists therein which is likely to be injurious to the health of the prisoners, that the system of drainage is satisfactory and in good working order, that the water-supply is pure and unpolluted, and is not liable to pollution from any source; that adequate precautions are taken against overcrowding in wards, cells and other compartments, and that the ventilation and cleanliness of barracks, wards, cells and other compartments, work-sheds, latrines and the like are duly provided for and attended to. He shall also frequently inspect the cook-houses and test the weight and quality of the rations both before and after cooking. He shall report to the Superintendent any matter which, in his opinion, demands attention.

315. The Medical Officer shall visit the jail garden and see that it is maintained in good sanitary condition.
316. The Medical Officer shall occasionally inspect the burial-grounds of the jail and shall satisfy himself that they are maintained in a satisfactory sanitary condition.

317. (1) The Medical Officer shall, in the event of the appearance of epidemic disease of any kind among the prisoners or staff of the jail, be responsible that all measures and precautions which may be necessary or expedient to meet the emergency and prevent the spread of the disease, are promptly taken, and that the rules and orders regulating such matters are fully enforced.

(2) Immediately upon the appearance of any case of infectious disease or any disease which is likely to assume an epidemic form, the Medical Officer shall report the fact to the Superintendent for the information of the Inspector-General and the Director of Public Health, together with any recommendations which he may think fit to make with a view to prevent the spread of the disease and otherwise deal with it.

318. The Medical Officer shall duly observe and comply with all directions issued by the Inspector-General as to the duties which he is to perform and the manner in which he is to perform them. He shall furnish such periodical, statistical and other information and reports, in respect of sickness and mortality amongst prisoners, the sanitation of the jail and other matters pertaining to his duties, as may from time to time be prescribed by the Inspector-General in that behalf.

319. The Medical Officer shall—
(a) submit for the sanction of the Inspector-General a yearly indent in the prescribed form for medicines and medical stores;
(b) keep or cause to be kept a proper account of medicines, instruments and appliances which shall be available at any time for the check or inspection of his stock;
(c) satisfy himself that poisons are kept separate from other medicines, properly labelled and under lock and key;
(d) from time to time examine the medicines kept in store to assure himself that they are in a fit condition for use;
(e) regularly check the account of bazaar medicines, and
(f) be responsible that all European medicines, instruments and appliances debited to the jail and all bazaar medicines and medical stores charged in the jail accounts are faithfully and solely expended in the service of the jail. Orders for diet and all other articles required in the medical department shall be signed by the Medical Officer.

320. He shall examine all candidates for employment as subordinate officers of the jail, who may be sent to him for that purpose, and certify whether they possess the necessary mental
and physical qualifications to perform the duties likely to be required of them.

321. The Medical Officer shall attend all jail officials and see para. their families who reside on the jail premises. He may, how-352. ever, depute the Assistant Medical Officer to attend all slight cases among the subordinate officials. Medicines required for the treatment of jail officials and their families shall be supplied from the jail store. Articles of extra diet and medical comforts judiciously necessary for sick warders by the Medical Officer may be paid for from jail contingencies and charged in the monthly detailed contingent bill against the head “Sick diet and extras for patients—Hospital charges”. Applicants for leave on medical certificate shall be examined and their cases reported on by the Medical Officer.

He shall bring to the notice of the Superintendent any facts respecting the causes of illness that may be of importance in enabling him to determine as to the fitness or otherwise of a subordinate for continued employment in the jail service.

322. He shall ordinarily correspond with the Inspector-General, through the Superintendent, on any matter connected with the jail or prisoners.

SECTION VI.—MEDICAL SUBORDINATES

323. The selection of Assistant Medical Officers for jail employ will be made by the Inspector-General of Civil Hospitals, who has the power to appoint, punish, grant leave (other than casual leave) to, or remove them. As a rule, no Assistant Medical Officer should be posted to jail employ until he has completed at least two years’ service. Those attached to Central and District Jails for whole-time duty shall draw the pay of their grade and the allowances and rewards sanctioned by the Provincial Government for the particular jail to which they are attached on condition that the duties have been satisfactorily performed. They will not be permitted to engage in private practice.

Note 1.—The following allowances will be paid to whole-time Assistant Medical Officers:

- Senior Assistant Medical Officers

  (1) The Senior of the two Assistant Medical Officers attached to the Central Jail, Nagpur.
  (2) The Senior of the two Assistant Medical Officers attached to the Central Jail, Jabalpur.
  (3) The Assistant Medical Officers attached to the District Jails at Agra and Amravati.
  (4) The Assistant Medical Officer attached to the District Jail at Raipur when the Superintendent of Jail is a non-medical officer.

- Rs. 40 per mensem.
Junior Assistant Medical Officers.

(1) The Junior Assistant Medical Officer attached to the Central Jail, Nagpur.

(2) The Junior Assistant Medical Officer attached to the Central Jail, Jabalpur.

(3) The Assistant Medical Officer attached to the Borivali Institution at Nasirgahpur.

(4) The Assistant Medical Officer attached to the District Jail at Raipur when the Superintendent of the Jail is a medical officer.

Rs. 20 per mensбр.

These allowances will be drawn by them irrespective of their position on any cadre. They are subject to good work, and Superintendents of Jails are authorized to decline to pass them for any one month if they consider that the condition attached to them, viz., the satisfactory performance of all duties required, has not been fulfilled, their action being reported to the Inspector-General of Prisons.

Note 2.—These allowances are classed as compensatory allowances and as such they are payable during leave on average pay not exceeding four months subject to the conditions in Supplementary Rule 1 (6) below Fundamental Rule 44.

324. In suitable circumstances the Assistant Medical Officer of a neighbouring institution may be required to perform the medical duties of a District or a Subsidiary Jail, and shall then receive such allowance as may be fixed by the Provincial Government. Except as stated above Medical Officers of jails may engage in private practice provided it does not interfere with their official duties.

Note.—Assistant Medical Officers of a neighbouring institution will be paid an allowance of Rs. 10 per mensбр for performing the medical duties of a District Jail and Rs. 7.8-6 in the case of a Subsidiary Jail.

325. The posting of Assistant Medical Officers selected for jail employ will be in the hands of the Inspector-General of Prisons so long as they remain in the Jail Department.

The period for which an Assistant Medical Officer will be sent to the Jail Department is fixed at three years.

The case of any Medical Subordinate accused of taking a bribe or allowing forbidden indulgences to prisoners shall be immediately reported to the Inspectors-General of Civil Hospitals and Prisons by the Superintendent of the Jail.

326. If the jail is his only charge the Medical Subordinate shall reside on jail premises so as to be available at all times; he will be provided with free quarters. If free quarters are not available, he will draw house rent in lieu thereof. He shall not be absent without leave from the Medical Officer of the jail, which shall be notified to the Superintendent if the former is not also the Superintendent.
327. An Assistant Medical Officer attached to a jail as a collateral duty is entitled to free quarters or house rent in lieu thereof.

328. (1) In all matters relating to, or connected with, the feeding, clothing and medical treatment of hospital patients and other professional duties, the Medical Subordinate shall obey the orders of the Medical Officer and discharge such duties as may, from time to time, be lawfully assigned to him by that officer. In matters relating to the maintenance of order and discipline, in, and the general management of, the jail, he shall obey the orders of the Superintendent and the Jailer respectively.

(2) In every jail the Medical Subordinate shall record in his report book, and report to the Medical Officer, all orders given to him by the Superintendent or Jailer.

329. (1) In jails where there are two or more Medical Subordinates, they shall be on duty alternately in such manner and for such hours as the Medical Officer may direct: provided that one or other of them shall always be present throughout the day, and that the one on duty shall not leave the jail until he has been replaced by the other, except when one of them is sick and unfit for duty. They shall also be required to sleep in turp in the hospital from 10 p.m. until unlocking the jail, unless the Medical Officer considers this unnecessary, in which case one of them must be ready in his quarters for any emergent call; the gate sentry should be told which of them is to be sent for. They shall be present in the jail together whilst the Medical Officer is attending the sick and at such times as he considers necessary.

(2) The orders contained in clause (1) of this paragraph apply also to jails where there is only one whole-time Medical Subordinate and a compounder.

(3) In jails where there is only one Medical Subordinate whose sole duty is to attend to the jail, he shall be present in the jail throughout the whole day except when allowed to be absent for meals. In cases where the Medical Subordinate attached to a neighbouring institution attends the jail, he shall visit the jail early in the morning before attending to other duties, and again in the evening before lock-up time. In any case of serious disease the Medical Subordinates shall visit the hospital frequently at night and see that the prescribed medicines and food have been distributed, and must be prepared at all times to attend when his services are called for.

330. At the opening of the wards the Medical Subordinate shall at once see any prisoner complaining of sickness. If necessary, he will send these at once to hospital, but if he thinks this unnecessary, he will bring them to the notice of the Medical Officer on his arrival. He shall also see that the medicines are distributed to prisoners of the outgoing gangs who need them, and shall then go round the hospital visiting each patient and doing whatever is needful for him at the same time making notes of the condition and progress of the cases on the bed-head tickets for the information of the Medical Officer. He shall bring to the notice of the Superintendent and the Jailer the case of any
prisoner who is seriously ill, so that the prisoner's friends or relatives may be informed of his condition. He shall, in the event of the prisoner's death, see that notice is sent to his friends or relatives through the District Magistrate of the district to which he belongs.

331. He shall every morning visit the "infirm" and "special" gangs and prisoners kept under observation and see that medicines are distributed to those requiring them, and that they get the special food, clothing, bedding, and rest ordered for them. If any prisoner is removed from the "infirm" or "special" gangs without the authority of the Medical Officer, he shall report the matter to the Medical Officer.

332. He shall visit all prisoners confined in cells daily, and report to the Medical Officer any complaints that may have been made to him.

333. He shall be responsible that all medicines are correctly prepared, that the medicine almirah is kept locked, and all poisons kept separate according to the rules issued by the Inspector-General of Civil Hospitals. In jails where there is no compounder the Medical Subordinate shall himself distribute medicines to the prisoners and shall on no account delegate this duty to a prisoner. He will write up the hospital diet book, will make the necessary indents on the proper jail officers, and will see that the food is properly prepared and distributed to the sick.

334. (1) European medicines, instruments and hospital necessaries required for the use of jail hospitals are supplied by the Medical Store Depots, Bombay and Calcutta. Indents for such stores must be prepared in the prescribed form and in quadruplicate and submitted to the Inspector-General of Prisons, for check and countersignature, on the dates given in the following list:

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<th>Jail</th>
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<td>Raipur</td>
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<td>Bilaipur</td>
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(2) The quantity of any article required should be entered in the indent, taking into account the quantity remaining in store.

(3) Assistant Medical Officers must estimate their probable annual requirements with care so as to obviate the necessity for the submission of supplementary indents, which should seldom be necessary. Supplementary or emergent indents, which may be submitted at any time, must be prepared on the proper form and sent in quadruplicate. These forms are scheduled forms and are obtainable from the Central Jail Press, Nagpur. Emergent indents, however, should be restricted to cases of unavoidable necessity. The Inspector-General of Prisons will, before passing the indent, in every instance, insist on an explanation of the circumstances which render the requisition necessary. The quantity of drugs indented for should be strictly restricted to probable requirements for the period intervening between the dates of submission of the emergent indent and of the next annual supply. The period intended to be covered by the requisition should be stated at the head of the indent, and the balance in hand of the last supply should be shown in column 3 thereof.

(4) Medicines or hospital necessaries not included in the authorised list in force for the time being of the Medical Store Depot must not be included in the indents, and no alterations should therefore be made in the printed entries.

335. He shall keep all the hospital registers written up to date, shall punctually prepare and submit to the Medical Officer monthly and other returns, and be generally responsible for the hospital records.

336. He shall be responsible that the surgical instruments are kept in good order, and for the safe keeping and cleanliness of clothing, bedding, blankets, etc., issued for use in the hospital. Any deficiency in stock should be reported to the Medical Officer.

337. He shall be responsible for the maintenance of cleanliness, order and discipline in the hospital, that all jail rules are strictly observed in it, that the compounder and hospital attendants do their duty, and also that any want of or excess of hospital attendants is brought to notice.

338. He shall carefully watch all prisoners who may possibly be malingerings, and bring such cases to the notice of the Medical Officer. All prisoners who are suspected to be insane shall be examined by him daily, and a report of their mental condition submitted to the Medical Officer.

339. He should frequently be present at the various parades, and separate for treatment any prisoner whose appearance or manner denotes that he is not in his usual health.

340. He shall arrange that all cases of bowel complaint are treated in a separate ward, that evacuations in such cases are destroyed in the "Cholera germ destructor" as soon as possible after they are passed, and that they are passed into vessels containing a sufficient quantity of antiseptic solution, or of lime or ashes, and then covered with the same material to prevent fly.
infection. When the Medical Officer visits the jail, the Medical Subordinate shall accompany him on his round and take notes of any order given by him regarding the treatment of the sick or the sanitation of the jail.

341. The Medical Subordinate shall carefully examine all new admissions to the jail, and under the Medical Officer's supervision record in the admission register their state of health, weight, personal marks, including marks of wounds, vaccination or inoculation. Undertrial prisoners should be specially examined for marks of wounds, bruises, etc., and anything which may be useful to the courts, the result being reported to the Medical Officer and duly recorded. He will see that the entries required by rules are noted on the history tickets. He will satisfy himself that the private clothing of newly admitted prisoners is cleansed and disinfected, if necessary, before removal to the godown.

342. When so directed by the Medical Officer, the Medical Subordinate shall see that all prisoners (including infants) are vaccinated as soon as possible after admission and the results duly and carefully recorded on the history ticket and in a register maintained on the prescribed form. In the case of infants, entry may be made in the history ticket of the mother.

343. If the Medical Subordinate has reason to believe that any female prisoner is pregnant, he should bring the circumstance to the notice of the Medical Officer, who will report the fact to the Inspector-General of Prisons, stating the date of admission of the pregnant female, the date of her confinement, or if she is released before confinement, the date of such release.

344. The Medical Subordinate shall at once, in writing, bring to the notice both of the Medical Officer, and Superintend-ent any case of cholera or of other infectious disease in the prison or its neighbourhood. In case of serious injury from accident, or where a major operation is necessary, he shall at once communicate with the Medical Officer; and every serious injury to a prisoner from an accident should at once be reported to the Superintendent.

345. The Medical Subordinate shall inspect the godowns and kitchens daily, see that they and all vessels for cooking or distributing food are clean, and that all food material, vegetables, etc., are of good quality, properly husked, washed and prepared and sufficient in quantity. He shall keep samples of anything he considers to be unwholesome for the Medical Officer's inspection. He should inspect all meat, fish and milk supplied for the prisoners from whatever source, and report at once for rejection anything unfit for food. He will see that milk is properly boiled before issue to the prisoners; and also inspect all food supplied to those prisoners who may be allowed food from outside.
346. The Medical Subordinate shall examine all food before it is distributed; also see that it is properly cooked and that the proper quantity of oil, salt, and ascorbic acid has been added to each ration. He should bring to the notice of the Medical Officer any prisoner who frequently leaves a considerable portion of the food supplied to him especially in cases in which it appears that this is caused by falling health, or is purposely done in order to cause reduction of weight on the day of weighment.

347. The Medical Subordinate shall periodically examine the wells, tanks or other sources of water-supply, and should bring to notice any deficiency of supply or likelihood of the water being polluted. He shall daily examine the filters, water-boilers and all vessels in which water for drinking or cooking is stored or conveyed and see that they are clean and in good working order.

348. He shall daily inspect all latrines and urinals, and see that they are kept clean, that the conservancy rules are carried out, and that a sufficient quantity of dry earth is used and stored. He should also see that the orders about ventilation of hospital wards, sleeping barracks and workshops are properly attended to according to the season of the year; that the prisoners while sleeping are not exposed to direct draughts or the fall of rain, and that all the batten doors are freely opened during the day.

349. The sheds in which milch cows are kept shall be examined by the Medical Subordinate daily. He shall see that these places are kept clean and free from smell and that the vessels for boiling or holding milk are clean and fit for use. In smaller jails where there are no dairies he shall keep a daily record of the quantity of milk obtained from the jail cows, and of the consumption thereof, and shall report to the Superintendent any instance in which it is not all utilized for the benefit of the sick or in improving the diet of the prisoners.

Note.—In jails where there are dairies the milk account shall be maintained by the maintenance storekeeper instead of Assistant Medical Officer.

350. The fortnightly weighment of all prisoners as well as the weekly weighment of those who are infirm or losing weight, shall be made under the immediate superintendence of the Medical Subordinate who shall record with his own hand the weight of each prisoner in his history ticket. In Central Jails he may be assisted by the junior Assistant Medical Officer (if there is one), or by the compounder or by an Assistant Jailer deputed by the Superintendent. All prisoners steadily losing weight shall be reported to the Medical Officer not later than the day after weighment.

351. The Medical Subordinate shall report all deaths at once to the Jailer and Medical Officer, see that the body is decently removed to the dead-house; make the necessary preparations for post mortem examination; assist the Medical Officer in making such examination; and will be responsible that the body is afterwards properly stitched up and covered.
352. The Medical Subordinate, under the directions of the Medical Officer, afford medical aid free to all the jail staff and their families living on the jail premises. In cases of difficulty he should consult the Medical Officer.

353. In addition to his own proper duties, as above detailed, the Medical Subordinate will render the Medical Officer every assistance, exercising general vigilance over all matters which can in any way affect the health of any of the inmates of the jail, and reporting to the Medical Officer any instance in which he believes that rules affecting the health of the prisoners have been infringed, as for example, in such matters as the following:—

(a) Overcrowding of wards, workshops, or other spaces.
(b) Incorrect weight or distribution of food.
(c) Unseasonable, worn out or dirty clothing.
(d) Neglect of personal cleanliness.
(e) Undue exposure of prisoners to wet or sun.
(f) Unpunctuality or curtailment of meals.
(g) Neglect to air, dry or clean bedding.
(h) Unsuitable tasks, especially in the case of weak men.
(i) Save in emergencies the use of workshops as dormitories or vice versa.
(j) Deficient or incorrect issue of important articles of diet, such as salt, spices, oils and antiscorbutics.

SECTION VII.—COMPOUNDERS

354. Compounders of jails shall be duly qualified compounders who have passed the tests prescribed by the Central Provinces and Berar Medical Department.

355. Compounders of jails shall serve under the immediate control of the Medical Subordinate and shall obey all the orders of that officer which are not inconsistent with the Medical Officer’s instructions and the law and rules regarding prisoners.

356. In jails where there is only one whole-time Medical Subordinate and a compounder, the Medical Officer shall specify in his minute book the hours during which the compounder shall attend in the jail and what duties he shall perform.

357. Compounders attached to provincial institutions such as jails, are eligible for pension, but those serving in institutions financed from dispensary funds are not pensionable. This should be borne in mind when transferring compounders from provincial to local fund institutions and vice versa.
SECTION VIII.—DEPUTY SUPERINTENDENT FOR FACTORIES

358. An officer to be called Deputy Superintendent for Factories may be appointed to any jail in which any large organized industry is carried on, for the purpose of superintending the manufactory department of such jail in all its branches. Such appointment shall be made by the Provincial Government after consulting the Provincial Public Service Commission. Officiating arrangements in leave vacancies for short periods shall be made by the Inspector-General of Prisons.

Note.—In respect of the post of Deputy Superintendent of Factories and subject to the exceptions in Regulation 8 of the Public Service Commission (Limitation of Functions) Regulations, 1937, the Public Service Commission shall be consulted on disciplinary matters.

359. The Deputy Superintendent for Factories shall take rank above the Jailer, who shall carry out all orders issued by the Deputy Superintendent in regard to matters relating to his own department provided they be in accordance with the jail rules and the Superintendent's instructions.

360. The Deputy Superintendent for Factories shall, as an officer of the jail, make himself thoroughly acquainted with all the jail rules, with which he shall strictly comply, and shall assist the Superintendent and other jail officials to maintain order and discipline. In case of emergency he will be expected to render assistance at any time. But he shall not have power to interfere in any way with the administration or management of the jail in matters not directly connected with the superintendence of the manufactory department thereof.

361. The Deputy Superintendent of a jail may, for good and sufficient reasons, be removed from his appointment, or dismissed from service by the Provincial Government after consulting the Provincial Public Service Commission.

362. The Deputy Superintendent shall be responsible for the efficient management of the manufactory department, and shall conduct all operations relating to the manufacture of articles in the jail to the greatest possible advantage of the Government and subject to the control of the Superintendent, whose orders he must obey.

363. In deciding upon work to be done, the Deputy Superintendent must exert himself to ascertain what are the branches of labour which will meet the requirements—

firstly, of the jail service;

secondly, of the local Public Works Department and local bodies; and

thirdly, of other consuming departments of Government, and after these means of employment are exhausted he must make himself acquainted with the state of the market and ascertain what other industries are likely to be most profitable, and how articles can be best disposed of. He will be regarded as partly responsible for the pecuniary success of the jail.
364. For supplying raw material, the best practicable arrangements shall be made, and if contracts are entered into, the Superintendent shall satisfy himself of the respectability of the contractor, and also that no corrupt arrangement is made between the contractor and jail officers and shall report the matter to the Inspector-General of Prisons, furnishing him with a copy of the contract. Contracts may, with the approval of the Inspector-General, be made by the Superintendent with mercantile firms or individuals for the disposal of articles of jail produce or manufacture.

365. All accounts regarding manufactures shall be kept by a paid jail servant, and he shall be under the supervision of the Jailer or Deputy Superintendent, who shall be responsible for the correctness of the accounts.

366. The Deputy Superintendent shall, subject to the approval, orders and control of the Superintendent, purchase the raw materials required for use in all branches of the manufactures, and, for this purpose, it will be his duty to acquaint himself with the chief markets where and at what season articles can be best bought, so that purchases shall always, as far as practicable, be made in the cheapest market and at the most favourable rates obtainable.

367. The Deputy Superintendent shall use every endeavour to improve the quality of the work turned out in the manufactury department, and he shall be responsible that articles not according to specification are specially brought to the notice of the Superintendent. He shall satisfy himself from time to time that the work turned out in each branch of industry is commensurate with the labour employed and the raw material consumed.

368. The Deputy Superintendent shall make himself acquainted, as far as possible, with the character and industry of every prisoner working under him, and assist the Superintendent in allotting remissions and granting rewards for good work. He shall report to the Superintendent for punishment all prisoners failing to complete their allotted tasks or doing bad work, as well as all breaches of jail discipline which has come within his cognizance.

369. All stores maintained in the manufactury department of the jail, whether consisting of raw material, material in process of manufacture or manufactured goods, machinery, plant, tools or other articles shall be under the care and supervision of the Deputy Superintendent, who shall at all times be liable to duly account therefor to the Superintendent.

370. The Deputy Superintendent shall cause proper accounts to be kept of all stores purchased, received in stock, expected, respectively, and of all moneys of whatever kind at any time received or expected by him or under his authority or orders. He shall be responsible that all registers and accounts prescribed and relating to the manufactury department, are at all times correctly prepared and kept up to date, that proper vouchers for all issues of stores and payments are obtained,
kept in safe custody, and produced when called for by the Super-
intendent, and that his accounts are duly audited under proper
authority.

371. The Deputy Superintendent shall periodically exa-
mine all cash, stores, machinery, plant, tools, raw materials,
materials in process of manufacture and manufactured articles
and satisfy himself that the cash, stock, materials, manufac-
tured articles, machinery, plant and tools are equivalent to the
balance shown in the accounts.

372. The Deputy Superintendent shall be personally lia-
ble for any defalcations, loss or damage in any way due or at-
tributed to any negligence, disobedience or misconduct on his
part.

Note.—The Deputy Superintendent is required to keep a constant watch on
the receipt and expenditure of the manufacture department and all property of
whatever kind relating thereto. He is liable for defalcations on the part of every
office serving under his orders, which have been in any way facilitated or rendered
possible by any neglect of duty or omission on his part to exercise effective
supervision.

373. The Deputy Superintendent shall maintain a report
book in which he shall make entries of all matters requiring
the orders of the Superintendent, such as requisitions for
prisoners, material, machinery, tools, plant and the like; the
manufacture, sale or despatch of goods, the recommendations of
every kind relating to the manufacture department. Orders
relating to manufacture, passed by the Superintendent shall be
entered in the report book.

374. The Deputy Superintendent shall enter the jail
manufactory sufficiently early each morning to superintend the
distribution of the labour gangs and he shall ordinarily remain
inside the jail throughout the day.

375. Quarters shall be provided for the Deputy Superin-
tendent at the jail in which he shall reside. He shall not absent
himself from his duties without the permission of the Superin-
tendent, unless he is sick, in which case he shall furnish a
certificate of sickness from the Medical Officer. He may absent
himself for meals and other purposes at such hours and for such
periods as the Superintendent may fix.

SECTION IX.—JAILERS

376. The Jailer shall be responsible for the strict carrying
out of all the law and rules relating to the management of the
jail and prisoners. He should, therefore, make himself
thoroughly acquainted with them and with the circulars issued
by the Inspector-General.

377. The Jailer's chief duties are to secure the safe custody
of prisoners, to enforce discipline among prisoners and his
subordinate, to ensure that prisoners sentenced to rigorous
imprisonment do the work assigned to them, and to maintain
a high standard of health among them, so far as can be secured
by strict compliance with the rules and orders made with this
object. He shall visit every part of the jail daily, including cells
and hospital, and see every prisoner at least once in every 24 hours. He must always be present in the jail or jail grounds during the day except when he takes his meals and reasonable relaxation, or has to attend a court of justice, or on permission from the Superintendent.

378. It shall be the Jailer’s duty to be always present when the prisoners are locked up at night and taken out of the wards in the morning and his duty cannot be delegated except with the permission of the Superintendent, unless the Jailer is sick and unfit for duty. When it is so delegated a note of the fact must be made in the Jailer’s report book. In large jails a part of the unlocking and locking up must be performed by the junior Jailer, Assistant Jailer or head warder, who shall be responsible for the proper performance of their portion of the work; but the Jailer must ascertain from these officers that everything is correct and that every prisoner is present. He shall also see that all keys are counted and properly disposed of every night as required by rules.

379. It shall be the Jailer’s duty, on the admission of a prisoner, to satisfy himself that the warrants are in order, to take from the prisoner all money, jewellery and other articles found upon him, and all clothing not required in jail, and to see that the same are properly entered on the prisoner’s warrant. When the property consists of money, the amount shall be entered in the contingent cash-book. He shall present the prisoners as soon as possible before the Superintendent and the Medical Officer, as required by the rules.

380. The Jailer is responsible for the strict enforcement of the terms of all warrants; he shall see that the name of every prisoner is, on his arrival, entered in the release-diary under the date on which he is to be released; that in case of the prisoner’s obtaining a remission of sentence, or receiving any additional sentence while in jail, the entry in the release-diary is transferred to the correct date and that no prisoner is on any account released before his time or kept in jail beyond the termination of his sentence, or beyond the date on which under the remission system he is entitled to be released. If whipping is imposed in addition to imprisonment the Jailer shall see that the prisoner is brought up for execution of this sentence on the proper day. If a prisoner is sentenced to solitary confinement, he shall see that an entry is made in a register of prisoners so sentenced and that the prisoner is placed in a cell at proper intervals for prescribed periods as required by law.

381. The Jailer shall assign work to each prisoner subject to the control of the Superintendent, and shall see that the task is properly entered in the history-ticket and that all changes of labour are so entered. In the distribution of labour he shall invariably consult the result of the fortnightly weighments, and
382. The Jailer shall be held responsible for the proper weighing and issue of prisoners' rations, and for seeing that they are properly cooked and distributed so that every prisoner receives his proper quantity; but subject to such responsibility, he may, with the permission of the Superintendent, delegate these duties to an Assistant Jailer.

383. The Jailer shall arrange that every prisoner who is desirous of seeing the Medical Subordinate or who is ill, or whose state of mind or body appears to require medical attention, is shown to the Medical Subordinate without delay, and he shall record the circumstance on every such prisoner's history-ticket.

384. All directions entered by the Medical Officer or Medical Subordinate on a prisoner's history-ticket relative to the treatment of such prisoner shall be complied with by the Jailer, unless they are contrary to any standing orders, or unless the Jailer has not the means or power to carry them out. In every case the Jailer shall record on the prisoner's history-ticket, in respect of every direction, what action he has taken, or why he has not taken action; and in any case he considers it improper to comply with any direction, or is unable to do so, he shall show the history-ticket to the Superintendent at his next visit and obtain his orders thereon. He shall carry out forthwith emergent written orders of the Medical Officer regarding the sick in hospital.

385. When any prisoner dies, the Jailer shall send immediate notice of the death to the Superintendent and the Medical Officer, also to the Medical Subordinate, if he is not already acquainted with the fact. A return of every death of a prisoner or any person residing on the jail premises shall be furnished by the Jailer to the prescribed public official.

386. The death of every European or American prisoner, with details of his parentage and previous residence, if known, shall be reported by the Superintendent to the Magistrate of the district. If the prisoner be a soldier of the British Army, the report shall also be made to the Adjutant-General, Army Headquarters.

387. If a female prisoner dies in the jail, and leaves a child, notice shall at once be sent to the Magistrate of the district in which her home is situated, with a view to the child being received by its friends. Should no relation or friend be
found willing to take the child, arrangements shall be made for placing it in some approved institution where orphans are received and educated.

388. A notice of the death of any under-trial prisoner or suspected lunatic shall be sent as soon as possible by the Superintendent of the jail to the court or other authority under whose warrant or order such under-trial prisoner or suspected lunatic was detained.

389. The Jailer shall note every breach of jail rules in the prisoner's history-ticket and shall bring the offender before the Superintendent.

390. With the view to preventing the secreting or possession of contraband articles in the jail, the Jailer may cause to be searched every prisoner as he goes out of, or returns to, the jail, and shall occasionally, but at least once a week, at uncertain times, cause every prisoner and all clothing, bedding, wards, workshops and cells to be thoroughly searched.

391. The Jailer shall be strictly guided by the rules regarding prisoners' interviews and communications with their friends or outsiders. He shall not permit any stranger or person not authorized to visit the jail, to enter the jail without the order of the Superintendent.

392. The Jailer shall be held responsible that the ward guard is properly drilled, generally efficient, clean and neat in appearance. It shall be his duty to see that the reserve guard is at all times present at the jail in full force and properly armed. He shall see that all the warders invariably sleep in the quarters allotted to them. Any neglect or offence committed by a warder or other subordinate officer which comes to his knowledge shall be reported by him to the Superintendent in his report book.

393. The Jailer is authorized to grant leave of absence from the jail to any subordinate officer without the sanction of the Superintendent; but this leave shall not extend beyond four hours and during the subordinate officer's absence the Jailer shall be held personally responsible for the due performance of the absentee's duties.

394. The Jailer shall exercise general supervision over the work of the office. The delegation of the preparation of returns, entries in registers, or of any of the Jailer's duties to any authorized subordinate in no way relieves the Jailer of the responsibility of ensuring that these are correctly and punctually made; but his main duties are in the direct control of the prisoners and jail management. He shall write the cash books and release-diaries in his own hand, and such other registers as the Superintendent may direct. He shall daily compare the balances of cash in hand with the balance sheet shown in his cash book, and shall initial the balance shown in the cash book if correct and shall present the cash books to the Superintendent for examination daily.
395. The Jailer is prohibited from making advances from private funds for jail purposes. In all financial transactions he shall strictly follow the procedure prescribed by the Financial Rules.

396. The Jailer, in such jails where there is no Deputy Superintendent for Factories, shall be responsible for all stores, machinery, etc., in his charge and shall tender an account, on his removal or transfer, of all manufactured goods, raw material, tools, plant, money, etc., for which he may have been made responsible. He shall see that all store rooms are kept clean and neatly arranged and protected as far as possible from vermin, birds, insects and damp.

397. When a Jailer is discharged or suspended, resigns, takes leave (other than casual leave), or is transferred, he shall be required, on making over charge to his successor, to give an inventory of all property, stores, etc., in his hands, which will be kept in the jail records, a copy being given to his successor. He shall give vouchers for all credit sales to the relieving officer. The Superintendent shall ascertain that the inventory is correct and complete and that the unrealised credit sales are duly vouched for. After full time for all due enquiry and not less than two months after the Jailer has left the jail, if the Superintendent be satisfied of the correctness of his accounts, a "No-demand" certificate may be granted to him. In case of the Jailer's death, the inventory shall be made by or under the directions of the Superintendent, and the certificate shall be granted and security given up after reference to the Inspector-General, and on the application of the heirs and executors of the deceased. This rule may be suspended in the case of a Jailer who takes privilege leave for not more than six weeks; but in that case the Jailer who takes leave shall be pecuniarily responsible for the stores, etc., during his absence, and the burden of proving the responsibility of his locum tenens for any loss shall lie upon him.

398. The Jailer shall keep a report book, in which he shall record daily the state of the jail and all occurrences of importance and shall make reports and representations. In jails in which a cell register is not kept he shall enter in his report book the names of all prisoners who slept in cells during the previous night. He should also record all cases in which he may have found it necessary to use restraint to any prisoner for any violent outbreak or serious offence, accident, death, outbreak of epidemic disease or any occurrence out of the ordinary routine. In default of performing such daily visits or duties as are required by these rules he should state how far he has omitted them and the reason. He should report the absence of any subordinate officer from duty, or application for leave requiring the Superintendent's order; also enter requests for sanction for unusual expenditure, or for the employment of prisoners in any special manner, or any matters upon which he may require orders. This book shall be laid daily (or oftener, if necessary)
before the Superintendent who shall endorse his orders upon each entry, or, if no order or comment is required, append his initials.

On Monday morning the Jailer in District Jails, and in Central Jails such official as the Superintendent may nominate for the purpose, will certify in the Jailer’s report book that he has carefully examined the entries made in the several registers since the preceding Monday, and that they have been correct and up to date.

399. When a Superintendent newly assumes charge of a jail it shall be the duty of the Jailer to bring to his notice all special rules and orders relating to that jail.

SECTION X.—ASSISTANT JAILERS AND MATRONS

400. (1) An examination to test educational qualification will be held from time to time at such place, date and time as the Inspector-General of Prisons may direct for the appointment of candidates as Assistant Jailers to the Jail Department. Successful candidates will be medically examined before appointment.

(2) The minimum height of a candidate for appointment to jail service shall be 5 feet 6 inches and the minimum chest measurement 35 inches. He should possess normal vision in both eyes and be physically fit in all respects.

(3) He must be between the ages of 21 and 25.

(4) He must produce a certificate of having passed the School Final Examination or the Entrance Examination of a University or some higher examination, provided that the Inspector-General may, in exceptional circumstances, dispense with this qualification in the case of a candidate who has been well educated and is specially qualified for employment in the higher ranks of the jail service.

(5) All newly-appointed Assistant Jailers shall serve for a period of at least 2 years either in permanent or other vacancies before their confirmation. They may also be called upon, before confirmation, at the discretion of the Inspector-General of Prisons, to appear at a departmental examination to test the knowledge they have acquired of jail work and their fitness for permanent appointment to the department.

401. Assistant Jailers shall perform such special duties under the immediate orders of the Jailer as shall be prescribed by the Superintendent. The duties of each Assistant Jailer shall be recorded in writing by the Superintendent in his order book and shall be copied by the Assistant Jailer into his notebook.

402. Assistant Jailers shall obey all orders given them by the Jailer, not being orders contrary to the rules of the Jail Department or to the orders issued by the Inspector-General and shall assist the Jailer in any duty when required by him.
403. Matrons are appointed by the Inspector-General to the jails at Jubbulpore and Nagpur. They will have charge of the female ward and they shall perform such duties under the immediate orders of the Jailor as the Superintendent shall prescribe in his order book. Copies of such orders shall be kept by the Matrons in their note-books.

SECTION XI.—WARDERS

(a) CIRCLE OF EMPLOYMENT

404. (1) For the purposes of the appointment, transfer and promotion of warders and the better organization of the warder establishment of the province there shall be two circles, namely, the Nagpur Circle and the Jubbulpore Circle. The Inspector-General may, however, create one or more additional circles if this is found to be necessary. The jails to be comprised within each circle shall be determined by the Inspector-General.

Note.—The jails comprised within each circle are as follows:

<table>
<thead>
<tr>
<th>Nagpur Circle</th>
<th>Jubbulpore Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nagpur Central Jail (Headquarters Jail)</td>
<td>1. Jubbulpore Central Jail (Headquarters Jail)</td>
</tr>
<tr>
<td>2. Amroli District Jail</td>
<td>2. Raipur District Jail</td>
</tr>
<tr>
<td>3. Akola District Jail</td>
<td>3. Bilaspur District Jail</td>
</tr>
<tr>
<td>5. Yeotmal District Jail</td>
<td>5. Chhindwara District Jail</td>
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<td>11. Narsinghpur Subsidiary Jail</td>
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<td></td>
<td>12. Damoh Subsidiary Jail</td>
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</tbody>
</table>

(2) The appointment, transfer and promotion, respectively, of warders within each circle shall rest with the Superintendent of the headquarters jail of such circle.

Note.—The Superintendent of the headquarters jail is also empowered to re-entertain warders who have left the jail service for reasons other than dismissal.

(3) Every warden entertained in any jail shall be informed, at the time of entertainment, that ordinarily his appointment is made subject to his being liable to serve at any jail within the limits of the circle in which the jail is situate; but that in the interests of the service it may be necessary to transfer him to any other circle in the Central Provinces and Berar.

(4) No warden shall be appointed to a jail in his native district nor to a jail in a district in which he has been long resident. No warden shall ordinarily be allowed to remain in a Central Jail for more than five years, or in a District Jail for more than three years, or in a Subsidiary Jail for more than one year.

Superintendents of headquarters jails empowered to appoint warders. Warders on appointment to be informed of conditions of service. Warders not to be appointed to jails in their native districts and periods after which they must be transferred.
405. (1) Men for the warder establishment shall be recruited from the races which supply the army and police.

(2) The minimum height of accepted candidates for enlistment shall be 5’-5”, and the minimum chest measurement 33”. All candidates enlisted should possess normal vision in both eyes, be physically fit in all respects for jail service, not under the age of 18 years and not over the age of 25 years.

(3) As far as possible the warder establishment shall be recruited from—
   (a) pensioned soldiers of the Indian Army;
   (b) men who have resigned the army after at least three years’ service;
   (c) men who have spent five years or more in the police force:

Provided that in the case of (a) men over the age of 45 years shall not be entertained and in the cases of (b) and (c) men over the age of 30 shall not be entertained.

Note.—Preference should be given to those who can read and write and whose chest measurements exceed the minimum laid down.

(4) When an eligible candidate presents himself for employment at any tributary jail, the Superintendent should send to the headquarters jail, with a view to his entertainment, his descriptive roll, showing his name, father’s name, caste, age, height, chest measurement, personal description, whether able to read and write Hindi well, his residence, and if previously employed in Government service, in what department, for what period and under what circumstances he left it. The Superintendent of the headquarters jail shall note the names of such men as he accepts, on the roll, and intimate the same to the applicant, who, pending his being called upon to fill a vacancy, should be employed in any temporary capacity, when occasion arises. A warder so recruited should, on his arrival at the headquarters jail, be compared with his descriptive roll, to ascertain that the right person has presented himself. The character and antecedents of candidates should be verified through the Police Department.

406. (1) A service register shall be maintained at the headquarters jail of each circle. In it shall be recorded the particulars of appointment, promotion, native district, place in which service has been passed, rewards, offences, punishment and leave with the dates in each case of every warder in the circle.

(2) To enable the Superintendent of the headquarters jail to maintain this record up to date, the Superintendent of every District and Subsidiary Jail shall send a statement to him on the 7th of each month, giving all necessary details for the preceding month, of departure on or arrival from leave, deaths, suspension, dismissals, absconders, offences and punishments, with the date of every occurrence.
(3) The Superintendent of a headquarters jail has no power to revise or modify any punishment awarded by a Superintendent of any other jail, but if it comes to his knowledge that a Superintendent has exceeded his powers, he should draw his attention to the fact with a view to revision of the punishment. Any difference of opinion should be referred to the Inspector-General.

(4) When a permanent vacancy occurs in any jail, the Superintendent shall report the fact to the Superintendent of the headquarters jail at once with a view to the vacancy being filled up.

407. The warder strength of all Central, District and Subsidiary jails allows for a leave reserve of approximately 9 per cent, and under ordinary circumstances this number should not be exceeded. Should exceptional circumstances arise which necessitate the grant of leave in excess of this number the Superintendent of the jail concerned should apply to the headquarters jail for a substitute, before sanctioning the leave. If the Superintendent of the headquarters jail has already allowed his full 9 per cent to go on leave, and cannot therefore spare a substitute, a warder from the jail concerned who is on ordinary leave must be recalled in place of the warder granted leave under the exceptional circumstances.

Notes.—Should the Inspector-General consider it absolutely necessary to C. P. Govt. grant leave without allowances to any warder and his work cannot be managed Jall Dep. by the existing staff, he may appoint an outsider in place of the warder granted No. 603-533 leave, subject to the condition that every such case is reported to the Provincial V(3), Government for confirmation as early as possible after the appointment is made. \( d. 5-12-30.\)

408. (1) When a transfer of a warder is ordered by the Superintendent of a headquarters jail, he shall fix a date on which the warder concerned shall start for his destination, allowing sufficient time for his instructions to be received and to be acted upon, and the warder shall be despatched on the date fixed unless this is impracticable on account of sickness or for some other equally important reason, in which case timely intimation shall be given to the Superintendent of the headquarters jail, to enable him to make other arrangements and fix some other date if necessary. No casual or other leave shall be granted to a warder whose transfer is ordered, so as to have effect after the date fixed for his despatch.

(2) Transfers of warders from one circle to another shall not be made except for special reasons, and then only mutual interchange shall be allowed, with the consent of the parties concerned and the Superintendent of both headquarters jails. Each warder so transferred shall pay his own travelling expenses.

409. No warder who has been dismissed from jail service shall be again entertained without the sanction of the Inspector-General.
410. (1) Every warder shall be required, from time to time, to undergo such instruction and practice in the nature of military training, as may be necessary to acquaint him or to keep him acquainted with squad and company drill, and to render him thoroughly efficient in the use of the arms at any time prescribed for the use of warders.

(2) Warders shall be subject to such discipline in the nature of military discipline, as may, in the opinion of the Inspector-General, be deemed necessary for the efficient discharge of all duties and functions connected with the protection and management of the jail.

(b) ADDITIONAL ESTABLISHMENT OF WARDERS

411. When, for any sufficient reason, it is, in the opinion of the Superintendent, necessary to entertain any number of warders in excess of the sanctioned scale for his jail, and the matter is so urgent that the previous sanction of the Inspector-General cannot be obtained, the Superintendent may, subject to immediate reference to the Inspector-General and in anticipation of sanction, entertain such number of additional warders as may be necessary. Such additional warders will receive the pay of warders newly enlisted.

NOTE 1.—When applying for sanction details of the number of men entertained the reasons to entertaining them, and the time for which they will be required should be stated.

NOTE 2.—Temporary warders desirous of continuing in jail service should be brought on the permanent establishment as vacancies occur, provided they have given satisfaction and possess the necessary qualifications for enlistment.

(c) HEAD WARDERS

412. Head warders shall be appointed by promotion from the most deserving warders who are qualified for such appointment. These appointments are made by the Superintendent of the headquarters jail. It must be distinctly understood that such promotions will be made by merit and by seniority, and not by seniority alone.

413. It shall be the special duty of every head warder to—

(a) superintend the warders subordinate to him in the discharge of their duties;
(b) assist in every possible way in the management of the jail, the prevention of escape and the maintenance of order and discipline generally, amongst his subordinate warders and prisoners;
(c) comply with the requirements of all laws, rules, regulations, directions and orders for the time being in force as to the duties which he is to perform and the manner in which he is to perform them;
(d) obey the orders of all officers superior to him in rank;
(e) assist the Jailer in all routine duties;
(f) open, in the presence of the Jailer, the sleeping wards, cells and other compartments each morning and count the prisoners;

(g) distribute the prisoners who are liable to labour to their respective work gangs;

(h) cause the name of every prisoner placed in charge of any paid warder and convict overseers to be entered in the proper gang-book;

(i) issue all necessary tools, implements, raw materials, and other articles required for the day's work and to make a record of all articles so issued;

(j) collect all such articles, together with the produce, if any, of the prisoner's labour, after the period prescribed for work is over each evening;

(k) satisfy himself that all articles issued have been duly returned to him or accounted for;

(l) measure or check the task (if any) performed by each prisoner and note the same in the prescribed task record;

(m) superintend the use of the latrines and all bathing and feeding parades;

(n) issue rations to the cooks and see that no part of the food, especially the oil, is misappropriated;

(o) check the prisoners at each change of guard during the day and night;

(p) cause all gratings, doors and the like to be secured and satisfy himself from time to time that they are secure;

(q) cause all bamboos, scantlings, poles, ladders, ropes, well-gear and other articles likely to be used for, or to facilitate the escape of any prisoner to be removed and placed beyond the reach of the prisoners in the places prescribed for storing or keeping the same;

(r) keep constantly moving about, during his hours of duty, amongst the prisoners, supervising the work and discipline of the jail and keeping the warders and convict officers on the alert;

(s) in the presence of the Jailer, to count, search and lock the prisoners up in their respective wards, cells, and other compartments, at the prescribed time, each evening.

414. Each head warder, previous to coming on duty, shall collect the warders of the relieving guard at least ten minutes before the time for changing guard; he shall march the warders in double file to their respective posts, and see that every warder relieved at once falls in at the rear of the file and marches with the rest until the relief is completed, when the whole relieved guard shall be marched back to their barracks.
415. Each head warden on day duty shall likewise see that the day gate sentries and gate-keepers are changed every three or every six hours, according to instructions. At Central Jail the gate sentry shall be changed by the reserve head warden of first grade warden of the reserve.

416. Head warders shall be responsible for the appearance and discipline of their warders. Any warders found to be improperly dressed whilst on duty must be reported by the head warden.

417. Head warders shall see that no dirt or litter is allowed to lie about the jail, and that the drains are kept clean; that the wards are cleaned and ventilated during the day-time, and that the bedding is properly folded and arranged in them.

418. Head warders shall exact strict compliance on the part of both warders and convicts with all the rules of the department, and shall report every breach of them that comes within their knowledge to the Superintendent or Jailer. Should it be proved that any head warden has wilfully neglected to report a breach of discipline of which he is cognizant, he shall be liable to severe punishment.

419. In the event of an escape taking place, the head warders shall be held primarily responsible unless they can satisfactorily prove that the escape was due to no laxity of duty on their part.

420. Each head warden shall be on duty in the jail for half the day and for one watch at night. Every head warden shall also be on duty at the opening and locking up of the wards, and shall attend drill once a day until he himself becomes qualified to drill the warders. On a head warden becoming qualified in drill, it will be sufficient for him to attend drill twice a week.

421. The periods of duty shall be so arranged that a head warden shall be present at every change of warders during the day and of patrolling warders at night.

422. At each change of watch the relieved and relieving head warden or gate-keeper on duty shall, without entering the female ward enclosure, ascertain by calling out to the convict-watchwoman whether all the female prisoners are in safe custody.

423. The key of the key cupboard at the main gate shall be kept by the senior head warden on duty during the day-time and be delivered to the Jailer after lock-up at night. Any keys he may have to carry about his person whilst on duty shall be attached to a stout chain.
(d) Gate-keepers

424. Two head warders ordinarily in Central Jails, and two senior warders, in District and Subsidiary Jails, shall, if qualified, perform the duties of gate-keepers. No warder who cannot read the entries in a gate-register, who cannot write his own language clearly, neatly and with ease, and who has not some knowledge of arithmetic, shall be appointed as gate-keeper or be promoted to the rank of head warder. Great care should be exercised by Superintendents in selecting the best men and in testing their competence to perform this responsible duty. A certificate of fitness to keep the gate register shall be entered in every literate warder’s service book and signed by the Superintendent and Jailer.

425. The gate-keeper of the first watch shall come on duty at the opening of the jail, and each gate-keeper shall remain between the gates until duly relieved. For these officers the day may be divided into either two or four watches, as deemed expedient. At each change of gate-keeper an entry of the hour of change shall be made in the gate-keeper’s registers (referred to in the following rules) by both the relieved and the relieving officers.

426. The gate-keeper shall keep two gate registers; in one he shall record the names of all prisoners or persons who pass 616 (10) out of or into the jail, and in the other he shall make notes of all goods, tools, or stores passed either into the jail or out of it through the gate. He shall, to the best of his ability, prevent the improper removal of any property from within the jail or the introduction into it of any forbidden articles. In Central Jails and in large District Jails a convict able to read Hindi and to write in it and selected under paragraph 689 for the appointment of convict-writer, may be employed to assist the gate-keepers to keep these books with the Inspector-General’s sanction. A convict allowed to assist the gate-keeper, shall on no consideration be entrusted with keys.

427. The gate-keeper shall open only one gate at a time and shall never under any circumstances have both gates open at once. Whether the person who has to pass through the gates is a high official or a prisoner, the first gate through which he passes shall invariably be both carefully bolted and securely locked before the second gate is opened. Neglect of this rule shall render the offending gate-keeper liable for the first offence to a fine of half a month’s pay, and for the second offence to dismissal. The Jailer shall also be held responsible for seeing that this rule is strictly observed.

428. The main gate keys shall be kept in a bunch with eight others somewhat similar to, though not exactly resembling, them, and shall be attached by a stout chain to the wrist of the gate-keeper. This will add materially to the security of the jail by making it difficult for prisoners to obtain the keys and to ascertain which of them will fit the locks of the gate.
429. When prisoners have to be passed out of or into the jail, the following procedure shall invariably be followed:

The gate-keeper shall first let them pass through the inner gate, and having done so he shall lock it, he shall then take his gate register and write in full in it the name of every prisoner of a gang leaving the jail, the name of the paid warden who is in charge, and the name of the convict overseer who is assisting him. These entries having been carefully made, he shall open the outer gate and count the prisoners out one by one in order to see that there is no mistake in the total number entered in his note-book. The list of the gang having once been made in the gate register need not be rewritten on each occasion of the passage of those prisoners through the main gate; but every change in the gang must be noted. On the prisoners of the gang returning he shall open the outer gate, the inner one being carefully locked first, and admit them to the passage between the gates. He shall then lock the outer gate, take his note-book and call out the name of each prisoner, the convict overseer and the paid warden, each man answering as his name is called out. The gang having been found correct, he shall open the inner gate and count each man into the jail one by one to see that there is no mistake in the total number. The gate-keeper shall carefully compare the names of the warden, convict officers and prisoners entered in the gang book with those given him at the time of the exit of the gang from, or entry into, the jail; should he detect any discrepancy he will detain the gang between the gates and apprise the Jailer of the fact. Under no circumstances whatever shall this procedure be departed from, and no prisoner shall be allowed to leave the jail unless he is in charge of a paid official.

430. The gate-keeper shall note in the gate register the hours at which the different jail officials pass into and out of the jail, but he shall not allow any subordinate jail official to pass out the jail, during such official’s tour on duty, without the written order of the Jailer; he shall help the Assistant Jailer to receive new prisoners, and shall also assist in effecting petty sales at the gate, recording, in regard to each item, the article sold, quantity, rate, value received, and name and residence of purchaser. At the end of his turn of duty he shall enter in writing the total of sums of money received by him and shall sign his name thereto, or if nothing has been received shall make an entry to that effect; the relieving gate-keeper shall receive and verify the amount and also sign the entry. The Jailer on receiving from the gate warden cash for articles sold at the gate shall enter in red ink at the end of the gate-keeper’s entries, the amount received, with initials and date. The gate-keeper shall be responsible for the cleanliness of the main gates and the passages between them, and all fettlers and other articles placed there under his charge, and may employ prisoners awaiting release in keeping everything perfectly clean.

431. In the passage between the main gates should be kept the following articles:

The jail clock.

A locked key cupboard fixed to the wall.

Measuring rod.
432. The gate-keeper shall be furnished with a list of the officials and visitors who are entitled to enter the jail, and on presenting themselves at the gate shall in all cases admit them; but shall not admit outsiders without a pass from the Superintendent.

433. The gate-keeper is authorized to search all persons passing into or out of the jail, except those whose names are included in the list of official and appointed visitors with which the house is furnished, or such persons as may be exempted by the special order of the Superintendent or Jailer. All official and appointed visitors, casual visitors admitted by special order of the Superintendent, and the higher officers of the jail including head warders, shall ordinarily be exempt from being searched. Should he have reason to suspect that any person exempted from search is introducing or removing articles which ought not to be taken into or out of the jail, he may detain the person between the gates, and must give immediate notice to the Jailer, who will himself search the person. A copy of these orders shall be hung up in the passage between the main gates for general information. He shall search all the prisoners who pass through the gates. When the number of prisoners passing through the gates is large, the Jailer may specially depute other warders to assist him at times when prisoners are going to, or coming back from, extra-mural work. If on searching an officer or outsider any article is found, which ought not to be taken into, or out of, the jail, he shall send immediate notice to the Jailer, if on a prisoner he shall report it at the first opportunity.

434. Prisoners who are allowed to go outside the jail gate shall be specially selected by the Jailer with the sanction of the Superintendent. Should it come to the knowledge of the gate-keeper that any prisoners are being taken out of the jail contrary to rule, he shall make a note of the fact in his book, report to the Jailer at once, and subsequently to the Superintendent on the first opportunity. He should see that every prisoner, not a convict officer, passing out has put on an ankle-ring and stop any who has not one. All prisoners, employed in the offices or about the main gates shall be placed under the special charge of the gate-keeper.

435. The gate-keeper shall not allow the keys of the inner and outer main gates to pass out of his personal custody until the lock-up is completed in the evening. The gate-keeper shall then, in the presence of the Jailer, make over the key of the large folding door of the inner gate to the chief head warder, who shall lock it up with other keys not required for the night in the gate key cupboard. The sentry shall only be in possession of the keys of the wicket gates of inner and outer main gates.
436. A hurricane lantern shall always be kept burning between the gates at night.

(e) Warders

437. Each warden shall have a particular duty assigned to him by the Superintendent or Jailer; such as—
charge of a particular ward or set of wards;
charge of a particular workshop or set of workshops;
charge of a particular gang of prisoners inside or outside the jail.

The posts and duties of warders shall be frequently exchanged so as to prevent the warders from forming permanent relations with any of the prisoners.

438. Warders in charge of workshops will be responsible for all tools and property kept in them.

439. It shall be the duty of all warders not merely to prevent escape but also to aid their superior officers in seeing that prisoners carry out the rules of the jail, that they industriously apply themselves to their work and complete their tasks; also

(a) to count the prisoners made over to them, and to declare the number to the head warden;
(b) to stand or patrol whilst on duty. On no consideration may a warden take off his belt and lie or sit down whilst on duty;
(c) to know the number of prisoners in their charge; to count their prisoners frequently during their turn of duty; and to satisfy themselves that they have in their custody the correct number;
(d) to search all prisoners of their gangs at the time they are made over to them, likewise before they give over charge of them to any other person, and at such other times during their watch as may be necessary, and to report the discovery of any forbidden article upon any of the prisoners in their charge;
(e) in the case of convicts sentenced to labour, to report all cases of idleness and short work;
(f) to prevent all loud talking or laughing, singing, playing or quarrelling and other unseemly behaviour;
(g) to prevent the unauthorized use or possession of tobacco or smoking implements or of any drugs or of money or unsanctioned articles of food. They will see that prisoners do not steal or eat grain, vegetables, berries or fruit and drink no water, except that prepared and supplied for their use;
(h) to see that the prisoners march two by two when moving from one place to another, and that they do not leave their proper places, or loiter about the jail. In the event of a prisoner being found separated from his gang, the warden in charge will be punished;
(i) to see that no prisoner leaves his own enclosure, without authority or communicates with any prisoner with whom he has no proper concern or with a prisoner of another class;

(j) to see that no dirt or litter is allowed to lie about the jail, and that the drains are kept clean; and to report nicks or sweepers who neglect their work;

(k) to report prisoners urinating or defecating into the drains or in any place other than the places provided for the purpose, and to bring to the notice of the Jailer any prisoner who goes to the latrine in work time;

(l) to see that any prisoner who has to go to the latrine at unauthorized times is made over to the charge of a responsible officer whilst away from his gang;

(m) to see to the cleanliness of the clothes, bedding, rings, fetters, brass tumblers, plates and cups of the prisoners in their gangs and proper arrangement of their kits; that the prisoners bathe only at the bathing parades and that bedding is aired according to order;

(n) to bring to the notice of the Jailer any sign of sickness or any prisoner complaining of sickness;

(o) to report any plots against the jail authorities for the purpose of escaping or of assault, or outbreak, or of obtaining forbidden articles, and every breach of jail rules;

(p) to report any case of wilful injury to clothing or jail property;

(q) to prepare prisoners for muster and for parades, and to see that each prisoner comes to his proper place in proper order, behaves well and keeps silent;

(r) to blow his whistle at once if any prisoner be missing;

(s) to see that no food is secreted by the prisoners, that every prisoner gets his proper allowance of food, and that no prisoner gives his food to another; to report any cook who gives a short allowance, or favours a prisoner by giving too much;

(t) to keep his arms and accoutrements clean and in good order and fit for immediate use;

(u) on being relieved of any particular duty to carefully explain to his successor any special points connected therewith.

Note.—Any warder breaking any of these rules, or disobeying any order of the Superintendent or Jailer, or insubordinate to any superior official is liable to the penalties set forth in paragraphs 482, 483, 486 and 487.

440. Every warder shall be provided with uniform in accordance with the scale laid down by paragraph 530. He shall at all times, as directed in paragraph 474 whilst on duty, be properly and cleanly dressed in his uniform, and shall wear his belt and carry a baton.
(f) **Reserve Guard**

441. In all Central and District Jails and the Borstal Institution a certain proportion of the guard in accordance with the prescribed scale laid down in paragraph 509 shall be detailed to act as reserve guard. This guard will be detailed under the orders of the Superintendent of the Jail and shall consist of men who know their drill and are efficient in the use of firearms. It shall be under the charge of a special head warder, who, if possible, should be a retired soldier of the Indian Army competent to give the warders a thorough military training.

442. The duties of the reserve head warder shall be—

(a) to drill all warders once a day, giving each warder at least half an hour's drill, unless the warders are drilled at the police lines with the police, in which case he shall himself attend drill at the police lines;

(b) to drill in extra time and for the time ordered any warder punished with extra drill;

(c) to report every warder who absents himself from drill;

(d) to see that no warder absents himself from the jail premises without due authority, and to report every warder who offends in this respect stating the period of absence;

(e) to inspect daily all arms and accoutrements and to see that they are kept clean, in good order, and fit for immediate use. Each warder shall have his own particular musket and accoutrements, and the head warder of the reserve shall keep a list of the warders and numbers of the arms, etc., given into their respective charges;

(f) to have charge of the armoury and ammunition magazine, the spare belts, the pouches, keeping the key on his person; to see that the ammunition is kept dry and in good order (and that in Central Jails 20 rounds of ball ammunition are always kept on the rifle rack by the side of each rifle, and in District Jails 50 rounds).

**Note**—In Subsidiary Jails, where there is no reserve guard, the senior head warder shall see that 20 rounds of ball ammunition are always kept in a cloth bag hanging in the armoury for immediate use.

(g) to see that all warders when on duty are always properly dressed, and to report every man who is not so; and also to see that paragraphs 446 and 448 are strictly complied with;

(h) to take one turn of watch at night;

(i) to see that the guard room is kept clean and neat and the beds properly arranged;

(j) to keep an account of ammunition in stock, received and expended;
(k) on the arrival daily of the Superintendent at the jail

gate, to present himself and make reports on the

following points:—

First—whether during the preceding 24 hours the reserve
guard was at any time below its full strength, and, if it was, the cause;

Second—Whether any visiting official of the jail visited
the jail at night, or whether any other matter of
importance was reported to him by the gate

sentries;

Third—whether the arms and ammunition in the magazine
are ready for immediate use;

Fourth—any irregularities or misconduct committed by
warders, and warders absent without leave.

443. The Jailer as well as the reserve head warder, shall be

held responsible for seeing that the number of men in the reserve
available for immediate action is never less than that fixed.
In the event of permission being given to leave the jail premises,
or of leave of absence being granted to any of the reserve guard,
the Jailer shall arrange to provide substitutes from the general
body of warders, and whilst these substitutes serve on the reserve

guard, they must strictly comply in every respect with the rules
for the reserve.

444. The reserve guard shall be ready at all times at a See para.
moment's notice to turn out fully armed and equipped, should
their services be required to quell any outbreak or to prevent any
combined attempt to escape. The men shall be armed with
breech-loading muskets and cartridges loaded with ball. The
muskets for each man of the reserve guard shall be kept in the
guard room. The remaining muskets and the ball ammunition,
arranged as laid down above, are to be kept in the magazine, the
key of which will be in charge of the reserve head warder or his
substitute when he is absent. In the magazine all reserve
ammunition of ball other than that mentioned above is to be
kept in a separate chest or cupboard, the key of which shall be
with the Jailer.

445. It is likewise their duty to furnish one sentry at the See para.
main gate, both day and night; the turn of duty may be 2 or 3
hours according to the number of men available. The day sentry

at the main gate shall be posted immediately outside the iron-
barred gate and shall carry his rifle with bayonet fixed. The
sentry on duty shall be provided with not more than 5 or less
than 3 rounds of ball ammunition loose and ready. In case of
any attempt of prisoners to break through the gate, he is required
to give immediate alarm to the rest of the reserve guard, and to
act under the instructions contained in rules regarding escapes
and outbreaks. The Superintendent is empowered—

(1) to increase the number of rounds to not more than ten
should be considered necessary owing to local exist-
ing circumstances:
(2) to decrease the number of 3—5 rounds of ball or ever to substitute these by the issue of blank cartridges should he consider this advisable for any reason;

(3) an order in both cases must be recorded by the Superintendent in his order book and a copy must be sent to the Inspector-General of Prisons reporting the necessity of such an alteration.

446. The reserve guard shall be inspected daily by the Superintendent of the Jail, and on his arrival at the Jail shall turn out in full force properly equipped, and shall present arms; the same procedure shall be followed in case of the visit of an official or non-official visitor before 9 a.m. After this hour one-half of the guard shall turn out in uniform.

447. Escorts for official and non-official visitors shall be furnished by the reserve guards. The escort shall consist of two warders, armed with batons.

448. The reserve guard shall assist in watching at night to the extent provided in separate rules on the subject. Whilst any of the reserve guard are on watch inside the jail, an equal number of warders of the general staff shall remain in the reserve guard house to complete the full strength of the reserve guard. They shall ordinarily be selected from those who will go on the next watch or those who have come off the previous watch, the most efficient being taken. Whilst the regular reserve head warder is on night watch, one of the other head warders, to be selected by the Superintendent, in rotation, shall be in charge of the reserve guard.

SECTION XII.—ALL JAIL OFFICERS

449. No jail officers shall in any circumstances punish any prisoner except under the Superintendent’s order or threaten any prisoner with punishment, or use violent, abusive or insulting language to any prisoner. All conduct intended merely to irritate or annoy any prisoner shall be avoided.

450. All jail officers shall treat prisoners with good temper, humanity, and strict impartiality, and listen patiently and without irritability to any complaint or grievance, while at the same time maintaining strict discipline and enforcing the observance of all rules and regulations.

451. No officer shall on any pretext strike a prisoner, except in self-defence, or in the repression of a disturbance (in which case no more than necessary force shall be used), or when a whipping is formally ordered by the Superintendent.

452. No jail officer shall, save as authorized by any provision of any rule herein contained in that behalf, at any time employ any prisoner on his own private work or for his own gain or profit; nor shall any such officer at any time employ any
prisoner otherwise than for the profit and advantage of the Government, and in strict accordance with the provisions of the Prisons Act, 1894, and the rules made thereunder relating to the employment of prisoners.

453. It shall be the duty of every officer of the jail, subordinate to or under the orders of the Superintendent, to make an immediate report to that officer of any misconduct, act of willful disobedience or breach of the provisions of any law, rules or regulations for the time being in force on the part of any other officer or any prisoner which shall at any time come to his knowledge or be committed in his presence, sight or hearing.

454. No officer of a jail shall at any time enter any ward, cell or other compartment occupied by any prisoner from the hour such ward, cell or compartment has been locked up for the night, till sunrise the following morning unless he is accompanied by at least one other officer and then only in case of sickness or other emergency.

455. All jail officers are bound—

(1) to exert the utmost vigilance in the prevention of escapes; to this end the Jailer and his subordinates shall see that all ladders, ropes, bamboo, privy vessels, and other articles which may facilitate escape, are not left in any place from which they may be taken by a prisoner;

(2) to prevent, to the best of their power, the introduction into the jail and the giving to any prisoner of any unauthorized tobacco, opium, ganja or other prohibited article;

(3) to prevent and report any attempt at communication between prisoners and outsiders, except as permitted, by rule,

and shall report the fact when any suspicious persons are observed loitering about the jail. Every person arrested under section 43 of the Act shall be at once sent to the nearest police station in the custody of a jail warder who shall take from the officer in charge of the police station an acknowledgment of delivery to him of the arrested person.

456. Every officer shall make himself acquainted with the rules and orders regulating his duties. Every officer appointed to a special post in the jail shall be provided with a book detailing his duties. Every fresh order must be entered in the book at the time the order is given. On a change of officer the relieving officer shall take over the book and make himself acquainted with the orders contained in it. To enable him to do this, orders in English shall be written on one page and translations of them in Hindi on the other. The officer relieved shall point out to his successor all matters of special importance connected with the duties of his post and explain any directions of the Superintendent, Medical Officer or other superior officer affecting any particular prisoner or matter. Jailers and Assistant Jailers shall each carry with them a note-book in which they shall enter at the time any verbal order given to them by the Superintendent.
457. All wrangling or disputes between officers or servants of the jail are strictly forbidden, and any disagreement between subordinate officers as to any matter connected with their duties must be referred to the Jailer, or, if necessary, to the Superintendent. All complaints must be made in writing to the Superintendent of the Jail or the Jailer within twenty-four hours of the occurrence of the cause of complaint. Officers making frivolous or false complaints will be liable to punishment.

458. No officer shall take a loan of money from, or lay himself open to any pecuniary obligation to, any officer subordinate to him.

459. No combinations among officers and servants are allowed and proceedings tending to such will be punished.

SECTION XIII.—SUBORDINATE OFFICERS

460. Unless there is something inconsistent with anything contained in any rule relating to any officer or class of officers, or repugnant to the subject or context, the rules relating to subordinate officers generally hereinafter following, shall be deemed to apply also to the Jailer, the Medical Subordinate and all persons serving under the orders of the Medical Subordinate.

461. (1) A candidate who is a permanent resident of the province will be given preference for appointment in the subordinate Executive Service.

**Explanation.**—A candidate shall be deemed to be a permanent resident of the province, if—

(a) his father, or if the father is not alive his mother, has resided in the province for not less than 12 years immediately preceding the time of making an application for appointment;

(b) his father is on deputation for service out of the province or has gone out of the province on business during the aforesaid period but has adopted the province as his permanent home; or

(c) his father or mother had, if both are dead, adopted the province as his or her permanent home and but for death would have been in residence in the province for not less than 12 years immediately preceding the time of making the application for appointment; or

(d) his father and mother are dead and he has adopted the province as his permanent home and has resided in the province for not less than 12 years immediately preceding the time of making the application for appointment.

**Note.**—Subjects of what were called the Central Provinces States before the 1st April 1933, are not permanent residents of the province.
(2) A candidate for employment in the subordinate jail service must not be over 25 years of age.

Exception.—Applications from Backward Tribes and Harijan candidates for employment in Government service should be entertained up to an age-limit of 30 years. If a Backward tribe or Harijan candidate between the age of 25 and 30 is otherwise suitable for employment, his application should not be rejected solely on the ground that he is overage.

Note.—A list of Backward Tribes in the Central Provinces and Berar is given in Appendix VII of this Manual.

(3) Every subordinate officer, except in any case in which the Inspector-General or Superintendent may otherwise direct, shall be appointed on probation for one year, and his confirmation in his appointment shall be contingent on his proving efficient.

462. (1) All subordinate officers on entering the jail service, whether temporarily or permanently, shall read or have read to them sections 42 and 54 of the Prisons Act (IX of 1894), and shall acknowledge by signature or mark that this has been done. The acknowledgment shall be attached to each officer’s service book.

(2) Every person appointed to be a warder in a jail shall enter into an agreement with the appointing authority not to resign his appointment within two years of the date of his appointment permanently.

463. (1) It shall be deemed to be a condition of the employment of every subordinate officer appointed to any jail, that he shall be liable, in the discretion of the Inspector-General, from time to time to serve in any other jail to which he may at any time be transferred or appointed, whether in the same or any other suitable capacity.

(2) When orders are issued for the transfer of officials, the movement must be made as early as possible. Joining time according to the provisions of the supplementary rules may ordinarily be taken by officials under orders of transfer, but it should be understood that in all cases of emergency and when so ordered by the Inspector-General, joining time is not to be taken.

(3) No subordinate officer shall, after he has been confirmed in his appointment, be, without the sanction of the Inspector-General, permitted to serve in any jail or place situate within the limits of the district in which his permanent home is situate.

(4) No person shall, without the previous sanction of the Inspector-General, at any time be employed as a subordinate officer in any jail in which any relation or connection of his is confined as a prisoner or employed as a subordinate officer.
464. (1) It shall be the duty of every candidate for employment as a subordinate officer, and of every subordinate officer, of every jail, to forthwith inform the Superintendent or the Jailer if, at any time, there is confined in the jail in which he is a candidate for employment, or in which he is for the time being employed, as the case may be, any prisoner—

(a) with whom he is in any way related or connected; or
(b) with whom he has or has had any pecuniary dealings or close acquaintanceship of any kind.

(2) If at any time a subordinate officer in a jail has any relationship of any kind with any other subordinate officer employed in the same jail, it shall be his duty forthwith to inform the Superintendent or the Jailer of the fact of the existence of such relationship.

465. All persons employed in a jail must be persons of respectable character; disreputable conduct, even outside the jail, will render an officer or servant liable to dismissal.

466. All persons serving in the Jail Department are strictly prohibited from communicating directly or indirectly to Government servants belonging to other departments, or to non-official persons, or to the press, any document or information which may come into their possession in the performance of their public duties or has been prepared or collected by them in the course of their duties whether from official sources or otherwise. Any officer or servant found guilty of a breach of these orders is liable to be prosecuted under section 5 of the Indian Official Secrets Act, 1923 (Act XIX of 1923), and there shall be no hesitation about departmental enquiry or prosecution in this matter.

467. (1) No person who has at any time been dismissed from any office in the public service shall, without the special sanction of the Inspector-General, be deemed to be qualified for appointment as, or be at any time appointed to be, an officer of any jail.

(2) No person who has at any time been convicted of any offence against the criminal law and punished with imprisonment or with whipping, shall, without the sanction of the Inspector-General, be deemed to be qualified for appointment as, or be at any time appointed to be, an officer of any jail.

468. Before any person is, whether temporarily or permanently, appointed to be an officer in any jail, he shall be required to make a declaration that he has not at any time been dismissed from the public service or convicted of any offence and punished with imprisonment or whipping:

Provided that if any such person has been so dismissed or convicted and punished, he may, instead of making a declaration as aforesaid, make a full disclosure of the circumstances attending such dismissal or conviction and punishment, for the information and orders of the proper authority.
469. Every subordinate officer, for whom quarters are provided by Government, shall live in those quarters, and those for whom no quarters are provided shall live within such distance of the jail as may be fixed by the Superintendent, except in the case of Assistant Medical Officers holding dual appointments. Quarters on the jail premises shall be provided for Jailers and Assistant Jailers, Assistant Medical Officers (not holding dual appointments), compounders and the warders establishment; and for such other officers as the Inspector-General may deem necessary.

470. The quarters occupied by subordinate officers shall, at all times, be open to the inspection of the Superintendent or other officers deputed by him, also to the Medical Officer. These inspections shall, however, invariably be carried out in the company of the subordinate occupying the quarters.

471. All subordinate officers or servants dismissed or discharged shall be required, on leaving service, to quit their quarters in the jail at once, and shall not be allowed to enter the jail premises. An officer under suspension pending decision of a case against him may remain at his quarters, provided his behaviour is satisfactory and provided no substitute is appointed to act for him; but if suspended for a definite period as a punishment, he shall forthwith quit the jail premises. An officer under suspension shall not enter the jail or jail offices or hold any communication with prisoners.

472. An officer on leave may occupy jail quarters on payment of rent provided no substitute is appointed in his place, and with the permission of the Inspector-General of Prisons.

473. No subordinate officer shall absent himself from the jail premises either by day or night; or from duty during the hour fixed for his attendance, without the permission of the Superintendent or (if subordinate to the Jailer) of the Jailer, except when summoned by a court of justice. Any subordinate officer disabled from the performance of duty by illness, or summoned by a court of justice, shall at once give notice to the Jailer, who shall enter the information in his report book and shall make such arrangements as may be necessary for the performance of the duty of the officer during his absence.

474. Subordinate officers shall pay strict attention to cleanliness of person and dress; and those for whom a uniform is ordered shall at all times wear it while on duty. When off duty on the jail premises or in any public place, they must either appear altogether in private clothes or in complete uniform; no combination of the two shall be allowed.

475. Subordinate officers and servants shall not lounge about the jail. They shall confine themselves to their respective posts, except when ordered by a superior officer to go elsewhere, or when going upon duty.
476. No subordinate officer or servant shall smoke, or drink, or sing, or talk loudly, while on duty, or without authority introduce liquor, tobacco or any drug into the jail.

477. No subordinate officer or servant shall be permitted to receive any visitors in the interior of the jail.

478. No subordinate officer shall correspond with or hold any intercourse with the friends or relatives of any prisoner or have any unauthorized communication with any prisoner or with any person whatever as to matters concerning the jail; nor shall he correspond with or hold any intercourse with any discharged prisoner, or with the friends or relatives of such prisoner, or allow any such prisoner, or his friend or relative, to visit or remain in his quarters, except with the special permission of the Superintendent.

479. No subordinate officer shall converse unnecessarily with any prisoner or treat him with familiarity or discuss matters connected with the discipline or regulations of the jail with him or within his hearing.

480. No subordinate officer or servant entrusted with keys shall take them out of the jail, leave them lying about, or deliver them to any other person, except when on leaving the jail or going off duty, he delivers them to such officer as may be authorized to receive them, and he shall not leave his post or the jail without making them over as above directed. The keys of wards, cells, outer gates or godowns are not on any pretext whatever to be made over to any prisoner.

481. Subordinate officers shall not use the jail lanterns for private purposes. An unlighted lantern, or two, if necessary shall be kept at the main gate for use if required in the office or for the night visit to the jail of the Jailer or Assistant Jailer, but these lamps shall not be removed to the private quarters of these officers. Subordinate officers are prohibited from using naked kerosene lamps or unprotected native chhurag in kutcha or thatched dwelling houses belonging to the jail.

SECTION XIV.—PUNISHMENTS

482. Subordinate officers who commit any of the following offences shall ordinarily be punished by dismissal, or in serious cases, when there is sufficient evidence to obtain conviction, shall be prosecuted under section 54 (1) of Act IX of 1894:—

(1) Appearing on duty in a state of intoxication from liquor or any drug.

(2) Sleeping whilst on guard.

(3) Striking a prisoner, except in self-defence, or to suppress an outbreak, or unlawfully punishing any prisoner.

(4) Improperly entering or permitting any person to enter the female enclosure or having any improper communication with a female prisoner.

No liquor or tobacco, singing or loud talking allowed in jail. Admission of visitors not permissible in the interior of the jail. Officers not to have unauthorized communication with prisoners or their relatives, etc.

Subordinate officers not to converse with prisoners. Responsibility in regard to jail keys.

Jail lanterns not to be used for private purposes nor naked lights to be used in kutchha buildings.

Offences for which dismissal or prosecution should follow.
(5) Committing or conniving at irregularities in the supply or distribution of food, clothes or other articles, to or amongst any prisoners.

(6) Employing a prisoner for private purposes contrary to rule.

(7) Insubordination or insolence to the Jailer or any officer superior to him.

(8) Any jail official, warder, or convict-officer wilfully or negligently allowing a prisoner to communicate with a prisoner of another class, or to enter any enclosure set apart for another class, shall be liable to punishment, and a convict-overseer repeatedly offending against this rule must be degraded.

But where there are extenuating circumstances or when the previous good service and character of an offender render leniency expedient, some lighter punishment than dismissal may be awarded.

483. For the following offences, if committed by any jail officer, a prosecution shall be instituted against the offender, provided the evidence is such as to make a conviction probable: if the evidence is not sufficient for this, but is sufficient to produce reasonable belief of the guilt of the officer in the mind of the Superintendent, he shall hold a departmental enquiry:—

1. Negligently or voluntarily permitting an escape.

2. Any offence under section 42 of Act IX of 1894, relating to the introduction of or supply to prisoners of forbidden articles, unauthorized communication with prisoners, and abetment of such offences.

3. Being concerned directly or indirectly with any contract for supplies for the jail or receiving any present from a supplier.

4. Any serious offence punishable under the Indian Penal Code or other criminal law.

But willfully permitting escape of a prisoner and serious offences under the Penal Code or other criminal law must invariably be prosecuted, and the enquiry or prosecution should ordinarily be conducted by the police. Any subordinate officer who is sentenced to imprisonment by a criminal court shall be dismissed from the service, except when retention is authorized by the Inspector-General on account of long service, good character and the petty nature of the offence for which convicted. Order of dismissal shall not be passed till decision of appeal or expiration of period allowed for appeal if no appeal is made, but the convicted officer shall be held under suspension.

Note.—A copy of the judgment in the case of every subordinate officer prosecuted shall be forwarded to the Inspector-General.

484. When a jail official has been prosecuted in a criminal court and has, after trial, on the merits of the case, been declared innocent of the charge brought against him, the decision shall be accepted as final and the man shall not be punished departmentally when the offence for which he was tried constitutes the sole ground for punishment.
485. If, however, the official be acquitted on technical grounds, or if the facts established by the judicial investigation show that his conduct and character as an official has been such as to make it undesirable that his services should be retained by Government, the Inspector-General may, in the exercise of the authority invested in him and after making a full record of his reasons, take departmental cognizance of such conduct or character.

486. Every subordinate officer who shall at any time be found to have been guilty of any breach of any law, regulation, direction or order for the time being in force in regard to the duties, or any of the duties, which he is required to perform or the manner in which he is required to perform them, or any of them, shall be liable to be punished by any one or more of the following punishments:

(a) Censure.

(b) In the case of any such officer who is subject to discipline in the nature of military discipline—extra drill, up to a maximum period of one hour a day for not more than seven consecutive days; confinement to barracks for a period not exceeding fifteen days.

(c) Suspension.

(d) Deprivation or stoppage of leave for any period.

(e) Supersession for promotion or withholding of increments or promotion, including stoppage at an efficiency bar.

(f) Reduction to a lower post or time-scale, or to a lower stage in a time-scale.

(g) Removal from the Civil Service of the Crown, which does not disqualify from future employment.

(h) Dismissal from the Civil Service of the Crown, which ordinarily disqualifies for future employment.

(i) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

Explanation.—The discharge—

(a) of a person appointed on probation, during the period of probation;

(b) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

Note 1.—Departmental punishment is altogether distinct from punishments under the criminal law and may be inflicted apart from any action taken under the latter.

Note 2.—A descriptive roll of every warden punished with dismissal shall be circulated to all Circle Superintendents for information and record.

487. (1) Without prejudice to the provision of any law or any special orders for the time being in force and subject to the condition that no officer shall be removed or dismissed from service by an authority subordinate to that by which he or she was appointed, the Superintendent may impose for good and
sufficient reasons any one or more of the punishments specified in the preceding rule, upon members of subordinate services serving in his jail.

Notes.—(i) Superintendents of Jails are not subordinate to the Superintendents of headquarters jails referred to in paragraph 404 (2) of this Manual.

(ii) A departmental enquiry as laid down in paragraph 489 below shall be held before any order under clause (f), (g) or (h) of paragraph 486 above is passed.

249.

(2) The Superintendent may also punish any subordinate officer appointed by the Provincial Government or by the Inspector-General of Prisons, with any one or more of the punishments specified in paragraph 486 above except those under clauses (g) V-(a) d. 2-6 and (h), provided that when any punishment other than that specified in clause (a) is inflicted a report of the fact shall be promptly made to the Inspector-General, and a departmental enquiry as laid down in paragraph 489 below is held before any order under clause (f) is passed.

(3) If in the opinion of the Superintendent any subordinate officer appointed by the Provincial Government or by the Inspector-General merits punishments of removal or dismissal from service, the Superintendent shall hold departmental enquiry as laid down in paragraph 489 below and submit the proceedings of the enquiry along with his recommendations to the Inspector-General for orders.

(4) The Inspector-General may punish any subordinate officer appointed by him with any one or more of the punishments specified in paragraph 486 above after holding a departmental enquiry or ordering one to be held in all cases coming under clauses (f), (g) and (h) of that paragraph. He may also punish any subordinate officer appointed by the Provincial Government with any one or more of the punishments specified in paragraph 486 above except those under clauses (g) and (h). A departmental enquiry shall be held before an order under clause (f) is passed.

Notes.—Claims by subordinate officers to allowances during any period for which they may have been under suspension shall be determined according to the rules on the subject in the Fundamental Rules.

488. A monthly return of punishments inflicted under these rules shall be submitted not later than the 5th of every month by each Superintendent to the Inspector-General in the prescribed form.

SECTION XV.—DEPARTMENTAL ENQUIRIES

489. (1) In every case in which it is probable that if the charge is established, the punishment of dismissal, reduction or dispensing of services will be inflicted and before any one of these punishments is inflicted or recommended in any case, the Superintendent shall—

(a) reduce the charge or each of the charges to writing and read and explain them to the accused person, or cause the charge or charges to be so reduced to writing and explained in his presence and under his superintendence;
(b) record the statements of the witnesses appearing in support of the charge, in writing, in the presence and hearing of the accused;

(c) place the documentary evidence (if any) on record and permit the accused person to have such reasonable and proper access to it as may be necessary to enable him to prepare his defence;

(d) permit the accused to cross-examine every witness produced in support of the charge;

(e) hear the accused's defence and the evidence of any witnesses for the defence and record the accused's statement and the statements of his witnesses in writing;

(f) if so desired by the accused, grant him time not exceeding three days, to prepare his defence;

(g) record an order stating the facts in issue, the evidence produced on either side, his finding on each such fact and on each charge, and his order or recommendation thereupon.

(2) At any time after hearing the evidence in support of the charge, the Superintendent may, if he is of opinion that a prima facie case has been made out, suspend the accused from his office.

(3) In any case in which time is given to the accused person to prepare his defence, the Superintendent shall furnish the accused person with a written order to file a written statement of defence within the time (not exceeding three days) allowed to him.

(4) If the accused person is a subordinate officer appointed by a higher authority and the punishment recommended is removal or dismissal from service, the Superintendent shall, after complying with the provisions of clauses (a) to (g) inclusive of paragraph 489, submit the record for the orders of the Inspector-General and in any other case, he shall pass final orders either acquitting or punishing the accused.

490. For any further particulars relating to the punishment of Government servants please refer to Central Provinces and Berar Government Book Circular I-13.

SECTION XVI.—APPEALS, REVISIONS AND RIGHTS OF APPEAL OF JAIL OFFICIALS

491. (1) Every official shall be entitled to prefer an appeal Right of appeal against any of the punishments enumerated in paragraph 486 except those in sub-heads (b) and (d) to the authority immediately superior to the officer who passed the order of punishment. If the appeal is from an official drawing pay of not less than Rs. 150 per mensem and the appeal relates to punishments other than the one referred to in sub-head (a) and is rejected by the appellate authority, he may prefer a second appeal to the Provincial Government.
(2) Where the original order has been passed by the Provincial Government, an appeal shall lie to the Governor and there shall be no second appeal.

492. Every appeal preferred shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

493. If, in any case, the Superintendent shall refuse to submit an appeal to the Inspector-General, or shall omit to do so within a reasonable time, the appellant may submit his appeal direct to the Inspector-General.

Note.—The appeal shall be forwarded within 10 days of its receipt by the Superintendent and the appellant informed of its despatch.

494. No appeal will be heard by the Inspector-General unless it is accompanied by a copy of the order appealed from, duly attested by the Superintendent, or by a sufficient explanation of the absence of such copy. Such copy shall be furnished to every officer affected within 48 hours after the order has been passed.

Note.—This rule also applies to an order requiring an officer to retire from service.

495. The period allowed for presentation of an appeal under these rules shall be—

(i) two months in the case of an appeal to the Governor in his discretion;

(ii) two months in the case of an appeal to the Provincial Government; and

(iii) one month in the case of an appeal to officers subordinate to the Provincial Government,

from the date of the order appealed against, excluding the time required for obtaining a copy of that order.

496. The Inspector-General after having passed an order on any appeal will not notice a second appeal on the same subject unless it contains some new or important matter.

497. If any jail official makes any appeal which in the opinion of the Inspector-General is frivolous, vexatious or false, or if he submits his appeal direct and not through the proper official channel as laid down in paragraphs 252 and 492, he shall be deemed to have committed an act of insubordination within the meaning of clause (7) of paragraph 482.
498. All the proceedings of a Superintendent under paragraph 496 shall be subject to the control and revision of the Inspector-General, who, either on his own motion or on an appeal from any person who considers himself aggrieved, may call for the record of the case and pass orders as may appear to him to be necessary.

499. Notwithstanding anything contained in rules 491 to 498, the Provincial Government shall have power to revise any order passed by the Inspector-General or any Superintendent.

500. The Inspector-General of Prisons may withhold an appeal addressed to Government, if—

(1) it is an appeal in a case in which under the rules no appeal lies; or

(2) it does not comply with the provisions of rule 492; or

(3) it is not preferred within the period prescribed in rule 495, and no reasonable cause is shown for the delay; or

(4) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case:

Provided that in every case in which an appeal is withheld the appellant shall be informed of the facts and the reasons for withholding:

Provided also that an appeal withheld only on account of failure to comply with the provisions of rule 492 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and if resubmitted in a form which complies with those provisions, shall not be withheld.

501. No appeal shall lie against the withholding of an appeal by a competent authority.

SECTION XVII.—MISCELLANEOUS MATTERS

502. Casual leave should be granted in accordance with the instructions in Book Circular, Part II-6. Leave, other than casual leave, to any Deputy Superintendent, Jailer, Deputy Jailer, Assistant Jailer, Matron, Assistant Superintendent, Teacher, Tentmaster, Carpenter or Mechanic shall be sanctioned by the Inspector-General only. In the case of all other officers, the grant of all leave shall rest with the Superintendent.

503. No leave will be granted to any Deputy Superintendent, Jailer or Assistant Jailer except in the case of sickness or very great urgency from the 1st December to the 1st February, that is, at the time of the preparation of the annual jail statistics and report.
Part II]

Leave on medical certificate.

It must also be fully understood by all officers that no leave, except leave on medical certificate, shall be granted to any subordinate officer until he has qualified himself in drill.

Leave to warders.

504. The leave granted to warders should be so arranged that not more than 7 per cent of their sanctioned strength shall be absent at any one time from all causes. For this purpose warders may be called upon to declare the date on which they wish to avail themselves of leave, at least three months before such date.

Medical certificates.

505. No candidate for employment as a subordinate officer of any jail shall be entertained unless and until the Medical Officer of a jail or a Civil Surgeon certifies that he possesses the necessary mental and physical qualifications to perform the duties likely to be required of him.

Service book for non-gazetted officers.

506. Every non-gazetted officer shall on appointment be furnished with a service book (at his own expense) in which all changes of appointment, offences, punishments, leave, transfers and changes of pay, shall be recorded under the initials of the Superintendent. This book shall be kept in the Jailer’s custody in the office of the jail to which the officer is attached and it will be the record on which the grant of pension will depend. On the transfer of an officer, his service book, after all necessary entries have been made in it, shall be sent under registered cover without delay to the Superintendent of the Jail to which he is transferred. On the resignation or discharge without fault of an officer his service book may be given up to him, an entry to this effect being first made therein.

Every entry made in a service book should likewise simultaneously be made in the service register prescribed by paragraph 406 and before a service book is despatched to another jail, the two records should be compared, and any omissions or discrepancies in either should be corrected.

Increments.

507. Increments of the pay of Deputy Superintendents, Jailers, Assistant Jailers, Assistant Superintendents, Matrons, Teachers, Tentmasters, Mechanics and Carpenters will be sanctioned by the Inspector-General, and the application for sanction shall be submitted in Form I-9—Accounts prescribed in the Financial Rules. But increments will not be sanctioned unless the services of the official concerned have been satisfactory during the year. The stoppage of an increment will be considered a major punishment, and will be entered in the monthly report of punishments submitted by Superintendents to the Inspector-General under paragraph 488.

Publication of classified list of Deputy Superintendents, Jailers, Assistant Jailers and Matrons shall be published half-yearly for general information. It must be distinctly understood that promotions in the different grades and appointments will be made by merit and by seniority, and not by seniority alone.

508. A classified list of Deputy Superintendents, Jailers, Assistant Jailers and Matrons shall be published half-yearly for general information. It must be distinctly understood that promotions in the different grades and appointments will be made by merit and by seniority, and not by seniority alone.
SECTION XVIII.—ESTABLISHMENT FOR JAILS

509. The following is the establishment sanctioned for the jails in the Central Provinces and Berar:—

Upper Subordinate Staff.

<table>
<thead>
<tr>
<th>Posts</th>
<th>No.</th>
<th>Old scale</th>
<th>Revised scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Deputy Superintendents of Factories</td>
<td>2</td>
<td>300—10—400</td>
<td>250—20—350</td>
</tr>
<tr>
<td>Senior Jailers</td>
<td>2</td>
<td>300—10—35</td>
<td>200—10—35</td>
</tr>
<tr>
<td>Selected Jailers</td>
<td>3</td>
<td>250—10—500</td>
<td>200—10—350</td>
</tr>
<tr>
<td>Ordinary (Deputy) Jailers</td>
<td>15</td>
<td>120—10—250</td>
<td>100—10—200</td>
</tr>
<tr>
<td>Assistant Jailers</td>
<td>56</td>
<td>(2) 100—10—150</td>
<td>50—10—90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(54) 50—10—100</td>
<td></td>
</tr>
<tr>
<td>Matrons</td>
<td>2</td>
<td>7—3—100</td>
<td></td>
</tr>
</tbody>
</table>

Notes.—(1) All the above appointments belong to the Provincial List.

(2) The posts of Matrons shall be open to all classes, viz., Europeans, Anglo-Indians and Indians.

Lower Subordinate Staff.

<table>
<thead>
<tr>
<th>Posts</th>
<th>No.</th>
<th>Old scale</th>
<th>Revised scale</th>
<th>New scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td>1-4—32</td>
<td>1-7—35</td>
<td>1-3—29</td>
</tr>
<tr>
<td>Chief Head Warders</td>
<td>4</td>
<td>42</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>Head Warders</td>
<td>81</td>
<td>22—2—32</td>
<td></td>
<td>20—2—30</td>
</tr>
<tr>
<td>Warders</td>
<td>503</td>
<td>18—1—22</td>
<td>15—1—22</td>
<td>17—1—21</td>
</tr>
<tr>
<td>Female Warders</td>
<td>7</td>
<td>18—1—22</td>
<td></td>
<td>17—1—21</td>
</tr>
</tbody>
</table>

*Increments on the 2nd, 8th, 14th, and 20th year of service.

†After 2, 4, 8, 12, 16 and 20 years of service.

‡Illiterate men will not rise beyond the Rs. 20 stage of the revised scale and Rs. 19 stage of the new scale shown in columns (4) and (5), respectively.
**Distribution by Jails.**

The above-mentioned staff is distributed as follows:

<table>
<thead>
<tr>
<th>Posts</th>
<th>Central Jails</th>
<th>District Jails and B. I.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jubbulpore</td>
<td>Nagpur</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>Jailor Staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Jailers</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Selected Jailers</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Ordinary (Deputy) Jailers</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Assistant Jailers</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Warden Staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warden Staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head Warders.</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Matrons.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Female Warders</td>
<td>2</td>
</tr>
</tbody>
</table>

**Distribution by Jails.**

<table>
<thead>
<tr>
<th>Posts</th>
<th>Subsidiary Jails</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balaghat</td>
</tr>
<tr>
<td>(1)</td>
<td>(14)</td>
</tr>
<tr>
<td></td>
<td>Warden Staff.</td>
</tr>
<tr>
<td></td>
<td>Warden Staff.</td>
</tr>
<tr>
<td></td>
<td>Head Warders.</td>
</tr>
<tr>
<td></td>
<td>Warden Staff.</td>
</tr>
<tr>
<td></td>
<td>Matrons.</td>
</tr>
<tr>
<td></td>
<td>Female Warders</td>
</tr>
</tbody>
</table>

The scales of the warden establishment given above include the reserve warden guards for all Central and District Jails in the Province. The table following shows the strength of the reserve warden guards at each jail.
## Establishment

### Central Jails | District Jails and Borstal Institution

<table>
<thead>
<tr>
<th>Posts</th>
<th>Jabalpur</th>
<th>Nagpur</th>
<th>Raipur</th>
<th>Amraoti</th>
<th>Akola</th>
<th>Nasirnagar R.I.</th>
<th>Hoshangabad</th>
<th>Sanghai</th>
<th>Bilaspur</th>
<th>Yeotmal</th>
<th>Renal</th>
<th>Chhindwara</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
<td>(11)</td>
<td>(12)</td>
<td>(13)</td>
</tr>
<tr>
<td>Reserve Guards</td>
<td>12</td>
<td>12</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

### Scales of Pay

<table>
<thead>
<tr>
<th>Posts</th>
<th>Old Scale</th>
<th>Revised Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

### Other Staff:

- **Assistant Superintendent at Nasirnagar Borstal Institution**: 1
  - Old: 100 - 10 - 200

- **Teacher at Nasirnagar Borstal Institution**: 1
  - Old: 50 - 5 - 100
  - Revised: 50 - 5 - 90

- **Do. Do. Teachers at Jabalpur (2), Nagpur (2), Raipur (1) and Akola (1)**: 6
  - Old: 40 - 2 - 60
  - Revised: 40 - 1 - 50

- **Tentmaster at Jabalpur**: 1
  - Old: 75 - 5 - 125
  - Revised: 50 - 5 - 100

- **Assistant Tentmaster at Jabalpur**: 1
  - Old: 50 - 5 - 75
  - Revised: 50 - 5 - 50

- **Carpenter at Jabalpur**: 1
  - Old: 50 - 5 - 70
  - Revised: 30 - 2 - 50

- **Do. Raipur**: 1
  - Old: 40 - 2 - 50
  - Revised: 20 - 2 - 50

- **Do. Nasirnagar B.I.**: 1
  - Old: 40 - 5 - 50 - 2 - 60
  - Revised: 30 - 2 - 50

- **Compounders at Jabalpur, Nagpur, Raipur, Amraoti, Akola Jails and B.I., Nasirnagar**:
  - Total: 6
  - Old: 20 - 5 - 30 - 5 - 45

- **Quinine Compounder at Nagpur**
  - 1
  - Old: 30 - 2 - 50

- **Mechanic at Raipur**
  - 1
  - Old: 35 - 4 - 50
  - Revised: 20 - 2 - 40
510. The above establishment allotted to jails is liable to redistribution by the Inspector-General as circumstances may require, subject to the condition that the scale sanctioned is not exceeded in the aggregate. In case of any redistribution of an establishment ordered under this rule, a copy should be communicated to the Accountant-General, Central Provinces and Begar for purposes of audit.

SECTION IX.—SECURITY AND SECURITY BONDS

511. With the exception of the whole warder staff, who are exempt, every Deputy Superintendent of Factories, Jailer, Assistant Jailer and Matrons on the permanent establishment and such other persons employed in a jail as may from time to time be ordered to do so by the Inspector-General, shall furnish security and execute a penalty bond in the form (Appendix I) appended to this Manual for the due performance of all duties required of them, and shall be strictly bound by the conditions and penalties set forth in the bond.

NOTE.—Military pensioners who are re-employed as Assistant Jailers are exempt from furnishing security.

512. The amount of security to be furnished by each officer shall be one year’s pay on the minimum pay of the grade to which he permanently belongs. Provided that in no case shall the amount of security deposit exceed Rs. 2,000.

NOTE.—The above provision does not affect those who have already more than Rs. 2,000 in security deposit.

513. The only forms of security which shall be accepted from these officers shall be Government securities or Government Post Office Savings Bank deposits.

514. Any officer required to furnish security may deposit Government securities for the full amount, or pay the amount in full on appointment, or may at any time make up the full amount by one or more special payments under order of the Inspector-General. If the amount of an officer’s security deposit is not at once paid, it shall be recovered by monthly deductions from the officer’s pay at the rate of 10 per cent on the minimum pay of the grade to which he permanently belongs.

515. The deduction made under the above paragraph shall be recorded in a special column in the acquaintance roll and the security register shall be maintained for the purposes of showing how far the required securities have been deposited. The Superintendent shall open in the nearest Government Post Office Savings Bank a separate account for each officer from whose pay such deduction has been made. The account shall be headed in each case “The Superintendent of the—Jail on account of security of (name of officer concerned)”, and every officer’s monthly deposit shall be punctually paid into the savings bank by the Jailer, immediately after it is realized. Deposit must not be made direct, but all such deposit must be entered in the cash book by the Jailer and sent to the Post Office for entry in the Post Office books.
516. The savings bank books for security deposits shall be kept by the Jailer in his cash chest, and shall be produced by him to the Superintendent as vouchers whenever there is an entry in his cash book of the deposit of security money.

517. Previous to the transfer of an official he shall sign an application to the local postmaster on the form prescribed by the Postal Department, requesting that his deposit account may be transferred to the Post Office of the district or subdivision to which he is sent. The Superintendent will forward this application with the pass book, a letter authorizing the transfer of account, and a security deposit form duly filled in by the officer requesting that the pass book may be transmitted direct to the Superintendent of the jail to which the officer is being transferred.

518. When a security deposit is held in the Post Office, the Jail Superintendent may, if the depositor so desires, invest the amount of the deposit or any portion of it in Government securities through the Accountant-General, Posts and Telegraphs. If a depositor prefers to make the investment himself, he may do so, and when the security note has been duly endorsed and tendered, he will be entitled to a refund from the savings bank of an amount equal to the face value of his note.

519. When the full amount of security payable has been deposited in the savings bank, the Superintendent shall furnish the depositor with a certificate to that effect, stating the amount of deposit, and shall advise him to send the certificate to his heirs or representatives, so that, in case of the depositor’s death, certificate of his heirs may put in a claim for the return of the security deposit.

520. All Government security notes tendered as security deposits or purchased with security deposit money, shall be endorsed by the officer who tenders them to the Inspector-General of Prisons, and shall be sent by the Superintendent in a registered cover to the Inspector-General of Prisons for transmission to the Accountant-General, Posts and Telegraphs, for safe custody.

521. In the event of the death of an officer, the Superintendent shall, after the lapse of six months from the date of death, if the officer’s security is deposited in the savings bank, draw the security money from the bank and send it to the Deputy Commissioner of the district where the claimant lives for payment to the heir of the deceased. If the security deposit is in Government security notes, the Superintendent shall apply to the Inspector-General for the notes which shall be endorsed by the Inspector-General for payment to the Deputy Commissioner, and be sent to him. The Superintendent shall, at the same time, furnish the Deputy Commissioner with particulars as to the Government claims outstanding against the deceased for recovery, his name and native place, date of death, and nearest relatives, if known. All such claims shall then be recovered by the Deputy Commissioner, from the security deposit money.
or the value of the security notes (which the Deputy Commissioner may realize, if any), as the case may be, and be sent to the Superintendent, and the balance shall be paid to the heir of the deceased officer. If no Government claim has to be recovered, the full security deposit, or the promissory notes duly endorsed, shall be made over by the Deputy Commissioner to the proper claimant. If there be no claimant, the Deputy Commissioner will take necessary action for the disposal of the money in accordance with the rules on the subject.

522. Interest on Government securities deposited as security is payable to the officers who own them. The amount of interest is calculated every half year by the postal authorities and noted in the pass book of the depositor.

*Note.*—The interest on Government securities at present held in the custody of the Deputy Controller of the Currency, Bombay, is paid direct to the depositor by a payment order from that officer.

523. Interest on security money deposited in the Government Post Office Savings Bank may either be credited towards any undeposited portion of the security, or be paid to the officer concerned.

524. Penalty bonds shall be drawn up in the forms prescribed, and executed as soon after appointment as possible and shall be forwarded to the Inspector-General for safe custody.

525. The security deposit in the Government Post Office Savings Bank of any officer who is granted leave under a medical certificate without any leave allowance may be returned to him under the following conditions:

1. If the leave is for six months, he may receive back half his security deposit.
2. If at the end of six months' leave under a medical certificate a Civil Surgeon certifies that the officer is still unfit for duty, and that further leave for six months is necessary, he may receive back the remainder of his security deposit.

526. (1) In case of emergency the Inspector-General may sanction a temporary advance not exceeding half the amount in deposit on the date of the advance.

2. The following are cited as examples of occasions on which the grant of advances may be considered:

(a) To pay expenses incurred in connection with the illness of an officer or a member of his family.

(b) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the official it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

*Note.*—Advances though not confined rigidly to the objects laid down in clauses (a) and (b) above, shall be made with due regard to the principle expressed in clause (1) of this rule as illustrated by the foregoing examples. The order sanctioning the advance shall state the specific purpose for which the advance is granted. Where, however, this is of confidential nature, it may be communicated to the Accounts Officer personally and confidentially.
(3) The amount of the advance shall be a sum expressed in whole rupees and the monthly instalments shall also be in whole rupees, the advance applied for being raised or reduced, if necessary, to enable instalments to be thus fixed.

(4) Advances shall be recovered, at the discretion of the Inspector-General of Prisons in not more than twenty-four instalments. Recoveries shall be made monthly, commencing from the first payment of a full month's salary after the advance is granted. The instalments shall be recovered by compulsory deductions from pay, and shall be paid in addition to the usual subscription, if any.

(5) No second advance shall be given until the first advance has been paid in full.

527. Whenever a Superintendent is of opinion that an officer should forfeit his security or any part of it, he shall refer the matter to the Inspector-General for orders.

528. When an officer leaves the service on retirement, Resignation or discharge, the Superintendent shall take the same action in respect of the officer's security as prescribed in paragraph 521 in the case of an officer's death except that any balance of security money realized from the Postal Savings Bank or on Government securities after settlement of all claims shall be paid to the officer concerned or if the security deposit is in Government securities from which no claim has to be realized they shall be delivered to him duly endorsed for payment to him, a receipt being taken from him in either case. But no security shall be relinquished within six months of the date the officer leaves Government service.

SECTION XX.—UNIFORMS, ACCOUTREMENTS, ORDNANCE SUPPLIES AND MILITARY TRAINING

A—UNIFORMS AND ACCOUTREMENTS

529. The uniforms and accoutrements prescribed for the different ranks are as follows:

(a) Jailers.

Jacket.—European and Indian Jailers—khaki drill, turned down collar, buttoning to the throat, 2 breast pockets, 2 skirt pockets, flaps of pockets fastened with buttons, one to each pocket, 5 buttons down the front of jacket, 2 shoulder straps, fastened with button at collar end, and badge "C. P. J." in silver or white metal at the shoulder end. Buttons to be silver or white metal—plain. White metal Crown to be worn towards front of each side of collar.

<table>
<thead>
<tr>
<th>Uniforms and accoutrements prescribed for jailers, assistant jailers and warders (Europeans and Indians)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers</td>
</tr>
<tr>
<td>Jailers</td>
</tr>
<tr>
<td>Head dress</td>
</tr>
<tr>
<td>Indian jailers</td>
</tr>
<tr>
<td>Boots</td>
</tr>
<tr>
<td>Shoulder belt</td>
</tr>
</tbody>
</table>
(b) Assistant Jailers, European and Indian.

Same as above, except that in place of the Crown on the collar, a white metal star will be worn, and in the case of Indian Assistant Jailers, the kalah will be silver and the blue lap will be bordered with silver fringe.

Note.—A clothing allowance of Rs. 10 shall be granted to every Assistant (C.P. Govt. Jail Dept.) on completion of five years of service at the first complete uniform; thereafter no such provision shall be made with uniform at his own expense. No. 513-458-V-(a), d. 31-10-27.

(c) Head Warders and Warders.

Blouse.—Khaki drill.

Knickers and breeches.—Khaki drill, made loose.

Putties.—Blue.

Pagarees.—Khaki with blue laps and 2 khaki fringes for Warders and 2 orange fringes for Head Warders.

Boots.—Black country leather.

Distinctive Badges.

(1) Three silver chevrons on red cloth on right arm for—
   (a) the three senior Head Warders in the Nagpur and Jubbulpore Central Jails,
   (b) the two senior Head Warders in the Raipur and Amaoti District Jails, and
   (c) the senior Head Warder in all other District and Subsidiary Jails.

(2) Two silver chevrons on red cloth on right arm for all other Head Warders with three years' service and above.

(3) One silver chevron on red cloth on right arm for all Head Warders below three years' service.

Accoutrements.

All Head and other Warders shall wear a brown leather waist belt, two inches wide, with frog and baton, closed with a brass plate inscribed thus—

CENTRAL PROVINCES JAILS

Free supply of prescribed uniform to Head Warders, Warders and female Warders on the following scale:—

<table>
<thead>
<tr>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>One coat (khaki drill).</td>
</tr>
<tr>
<td>One pagaree (with blue flap).</td>
</tr>
<tr>
<td>One fringe (khaki for Warders and orange for Head Warders).</td>
</tr>
<tr>
<td>One pair of putties (blue).</td>
</tr>
<tr>
<td>One pair of shorts.</td>
</tr>
<tr>
<td>One pair of boots (black country leather).</td>
</tr>
</tbody>
</table>
Biennially.

One set of chevrons for each Head Garder.

*Once in every six years.*

One great-coat.

*For Female Warders.*

Annually.—Two saries.

*Once in every six years.*—One great-coat.

Indents for uniform will be submitted in the prescribed form on the 10th March of each year.

The uniform is individual, and will be taken on transfer by the men to whom issued. When Head Warders and Warders go on leave they will make over their uniform to Reserve Head Warder or other official authorized by the Superintendent, who will label the bundle or box with the absentee’s name, and store it in the place appointed by the Superintendent, and in such a manner that the uniform shall not be damaged by white-ants or other insects or by damp.

531. When a Head Warder or Garder dies, or is dismissed or discharged, his uniform will be taken over by the Reserve Head Garder or other authorized official and will be utilized as the Superintendent directs in providing uniform for the man who fills the vacancy.

532. Uniform damaged by neglect, or prematurely worn out by improper use, shall be replaced at the expense of the Head Garder or Garder in question. The uniform of Head Warders and Warders shall be inspected weekly by the Jailer, and the result noted by him in his report book.

533. At the annual issue of uniform to Head Garders and Warders, the better of the two suits and of the two turbans issued in the preceding year will be left in possession of the men for night wear. Any suit in the recipient’s possession in excess of three will be mutilated as given below in the note to this paragraph, so as to be unserviceable as uniform, and will be offered to the man from whom it was taken for four annas. If he refuses to purchase, the clothing may be auctioned, and the sale-proceeds credited to Government, or the Superintendent may use it up in any way he thinks best. Any turban in the recipient’s possession in excess of three may be sold at four annas each after having condemned marks put on them.

When new pairs of boots are issued, the old ones shall be taken back and kept in jail. They shall be issued to extra and temporary guards, if serviceable; if unserviceable, their leather may be used for repairing boots or other leather articles or for making fly flaps or in any other way the Superintendent thinks best.
Indents for great-coats will be submitted to the Inspector-General of Prisons at the time of submitting the annual indents for Warders' uniform. A consolidated indent will be sent to the Superintendent, Central Jail, Jabalpur, who will arrange for the coats to be sent direct to the different jails as indented. He will pay the amount of the bill and adjust the cost as per instructions laid down in Inspector-General’s Circular letter No. 2261-XIII-1-8, dated the 28th June 1920.

When new great-coats are issued, the old ones will be taken back and kept in their respective jails for issue to temporary Warders.

Those who fail to take proper care and spoil their great-coats before the time will have to pay proportionately for the unexpired time.

Note:--The coat will be slit down from the front opening to the bottom, and the sleeves cut short between shoulder and elbow. Pyjamas will be cut midway between thigh and knee.

534. A sufficient number of suits of uniform will be kept in stock in each jail considered necessary, for use of extra Head Warders and Warders and by substitutes.

535. The belts shall be kept clean and well polished with "moon rogan", and the clasp shall be kept bright.

536. A special room near the main gate shall be set apart for keeping the arms, etc., and ammunition; it shall be furnished with proper racks for the muskets and for hanging up the accoutrements. The bayonets and ammunition pouches shall be slung on the spare belts ready for immediate use. The key of the armoury shall be kept by the Reserve Head Warder and a duplicate key shall be kept by the Jailer in the treasure chest with a tin label affixed to it for immediate recognition in case of emergency. In Subsidiary Jails the key shall be kept by the Head Warder off duty and the duplicate key by the Jailer in the treasure chest. The jail armoury shall contain swords with scabbards for the Jailer, Assistant Jailers, and Head Warders, a breech-loading musket with stopper and snap-cap, bayonet, bayonet scabbard and frog, ammunition pouch, and a spare old belt for every warder.

537. The muskets of the reserve guard shall be kept in a rack in the reserve guard-room with the bayonet and ammunition pouch on the belts ready for immediate use. Arms shall not be piled outside where prisoners could seize them. When they turn out for day duty or parade, the reserve guard shall invariably carry their bayonets and ammunition pouches.
B.—Ordinance Supplies

538. The jails in the Central Provinces and Berar will be dependent on the arsenals detailed below for supply of stores:—

Allahabad Arsenal.

1. Jubbulpur.
2. Nagpur.
3. Raipur.
5. Betul.
8. Chhindwara.
10. Mandia.
11. Narsinghpur B.I.
13. Saugor.
15. Wardha.
17. Dumoh.

Kirkee Arsenal.

1. Amraoti.
2. Akola.
4. Chanda.
5. Yeotmal.

539. The Assistant Directors-General of Ordnance Stores, 8th Division, Allahabad, and 5th and 6th Divisions, Kirkee, are in charge of arsenals from which stores are to be obtained and requisitions (other than those for additional arms) should be submitted to them for compliance through the Inspector-General of Prisons, Central Provinces and Berar, for countersignature. No demand should be made direct by Superintendents.

540. Requisitions for additional firearms required (except to replace those on charge) must be obtained by the Inspector-General of Prisons, through the Director-General of Ordnance Stores, Simla, after first obtaining the sanction of the Government of India through the Provincial Government.

541. The scale of arms, ammunition and accoutrements for use in the jails of the Central Provinces and Berar is as follows:—

- Lee Enfield musket ‘410 bore
- Bayonet with scabbard
- Sight protector
- Jag

- One each per man of the reserve Warder guards and one each per man of 70 per cent of the remaining Warder staff including Head W.rders.

- Waist belts with frog and ammunition pouch.

- One each per man of the Warder staff including Head Warders and reserve guard.

Swords with scabbards and belt. Two for each jail.

Accoutrements may be obtained from private firms approved of by the Inspector-General of Prisons.
Swords will only be used by the Jailer and the senior or reserve Head Warder when in command of the guard on ceremonial occasions.

The following scale of ammunition is sanctioned:

Practice Ammunition Annually.

Ball '410 bore \[
\begin{align*}
\text{40 rounds per reserve warder.} \\
\text{4} \text{ rounds per man of the remaining Warder staff including Head Warders.}
\end{align*}
\]

Blank '410 bore \[
\begin{align*}
\text{40 rounds per musket of the Warder staff including reserve Warders.}
\end{align*}
\]

542. Indents for ammunition are only complied with by the Ordnance Department on condition (1) that the demand is within authorized quantities, (2) that an equivalent number of fired cases of the same description is returned, and (3) that a certificate is enfiled on the indent that the total quantity demanded plus the quantity in hand does not exceed the maximum quantity prescribed in paragraph 541 above. A refund is afforded for all fired cases as also for empty ammunition boxes, bandoliers and charges returned to the arsenal.

The fired cases should be sent to the arsenal as early as possible, say one month before preparation of the indent, to enable the number and date of the receipt vouchers being entered in the certificate attached to the indent.

The life of all S. A. A. is 10 years at the most and therefore ammunition older than 8 years should not be held in stock. To ensure proper turnover the oldest stock in hand should be used up first.

543. Requisitions should be submitted for full boxes of ammunition or, when this is not feasible, for rounds which are multiples of 10, as issues of incomplete multiples necessitate the opening of the packet of ammunition, which is inconvenient and causes the number of rounds remaining in the packet to become unserviceable. In all cases demands for small quantities of ammunition should be discouraged when possible and consistent with efficiency, and in no case should a requisition be put forward for less than 10 rounds, and each demand should be multiples of 10 rounds, in order to avoid breaking a complete packet.

544. All boxes of small arms ammunition are weighed at the arsenal before issue and the gross weight is marked on each box. When receiving packages of ammunition, Superintendents of Jails will see that the weight marked on each box is carefully checked and any box weighing light by 1 lb. or over is to be set aside after careful examination and the circumstances reported to the issuing office immediately.
545. Ammunition should be kept perfectly dry and clean and not exposed to very high or low temperatures. Ammunition to be kept dry and clean

A missfire generally arises from one of the following causes: (a) defective cartridge, or (b) a defective rifle. In case of missfires the cartridge should be tried in another musket before being returned to the arsenal. The sanction of the Ordnance Officer should always be obtained before returning these to the arsenal.

546. Indents for ammunition should be prepared on prescribed Army Form No. Z-2098. The indent for blank ammunition should be submitted to the Inspector-General of Prisons on the Ist March in each year for countersignature and transmission to the arsenal on which dependent. The indent for ball ammunition should be submitted to the Inspector-General on or before the 20th December in each year. The Inspector-General will countersign the indent and return it to the Jail Superintendent for transmission to the Reserve Inspector of Police of the district who will include the requirements in the Police Indent and supply the quantity demanded on receipt from the arsenal.

547. In preparing indents for ammunition, enter in— Indents for ammunition how to be prepared

(a) Column 2—"Authorized proportion"—the total quantity of ammunition calculated as in paragraph 541.

(b) Column 3—"Now on charge"—the actual number of loaded cartridges plus the fired cases and missfires on hand on the date the indent is prepared.

(c) Column 5—"Now requisitioned for"—the actual number of loaded cartridges required which must be an equivalent to the number of metal empty cases, etc., returned to the arsenal and paper cases destroyed.

NOTE.—In all cases the number of empty metal cases and missfires returned to the arsenal, together with numbers of blank paper cases destroyed, must be equal to the quantities of the same description of ammunition asked for. On no account should metal cases be returned to the arsenal when they do not require replacement by loaded cartridges.

548. A note to the effect that the jail is prepared to receive the supply of ammunition should be recorded in the remarks column of the indent. The date on which the jail is prepared to receive such supply should also be noted.

549. On every requisition it should be clearly stated the name of the railway station to which stores should be sent, and in case when the consignee is off the line of rail, the address should be given, care of........................party, who will take delivery.

550. When submitting indents to the Inspector-General for countersignature, Superintendents will attach a certificate in the following form, accounting for the exact numbers of missfires and metal cases returned to the arsenal, quoting the number and date of the receipt voucher for verification by the arsenal. The number of blank paper cases destroyed should also be accounted.
for, care being taken that the numbers of metal cases for ball and metal cases of blank and paper cases burnt tally with the indented quantity:

Certified that the undermentioned metal cartridge cases and missfires have been returned to the Kirkee/Allahabad Arsenal, and that all paper cases of blank cartridge were destroyed in my presence.

Empty fired metal cases
and missfires.

Nos.

(1) Ball
(2) Blank
Paper (blank) destroyed.

\{ Vid. O. D. R. V. No. , dated

551. When ammunition is required as a first issue it should be submitted on a separate requisition (India Army Form Z-2098) supported by authority. The requisition should be endorsed "First issue" and should not include any other items such as quantities already received.

552. In the case of an increase of former allowance, the procedure should be followed as above, but the number "now authorized", the number "on charge", and the number "required to complete" should be shown. A copy of the authority for the increase should be attached.

553. When once items are disallowed from requisitions they should not be asked for again in connection with the same requisition, as once a requisition is passed the action taken on it is final. A fresh requisition is therefore necessary before the item once disallowed can be issued.

554. Loaded cartridges should on no account be sent with empty fired cases but in a separate packet. Package containing empties or missfires should be carefully sealed in the same manner as cases containing arms. (See paragraph 574.)

Note.—Empty cases of ammunition purchased from private firms will not be accepted by the Arsenal, neither should one kind of fired case be returned to Arsenal and another kind of ammunition be demanded.

555. The Jubbulpore and Amraoti Jails distribute the annual supply of Oil Lubricating G. S. to the jails dependent on the Allahabad and Kirkee Arsenals, respectively. All Jail Superintendents will intimate to the Inspector-General of Prisons on the Ist March every year their annual requirements of oil, noting at the same time the number of muskets in charge in their respective jails. Consolidated indents will then be prepared and sent by the Inspector-General to the Ordnance Officers concerned on the 15th March each year with instructions to supply the required quantity to the distributing jails. On receipt of the oil by the latter the Jail Superintendents concerned will supply the required quantity to the jails requiring it.
556. The following forms should be used in preparing requisitions:

- Army Form No. Z-2093, for ammunition and Oil Lubricating G. S.
- Army Form No. Z-2096, receipt and delivery of articles.
- Army Form No. Z-2093, ammunition, arms or other stores lost or destroyed and arms returned for repair.

Note: Forms will be supplied in October yearly from the Inspector-General's Office on requisition showing (1) numbers on hand, (2) expended, and (3) required for use.

557. Separate forms should be submitted for arms, ammunition, oil, etc., but all kinds of stores under one class or section must be on one requisition. Each item should be shown clearly and under its correct nomenclature as shown below:

**SECTION I-A**

- Frogs... Bayonets, G. S. (40 rounds).
- Pouches... Ammunition (20 rounds).
- Singles... Rifle.

**SECTION 27**

- Cartridges S. A. Ball B. L. 410 bore M. H.
- "... Blank "... "

**WEE DON SECTION A**

- Muskets B. L. 410 bore.

**WEE DON SECTION "A" APPURTENANCES**

- Jags—M. H. Brass.
- Protectors—Front-sight, M. H. Rifle.
- Bayonet—M. H. Converted.
- Rods, cleaning—M. H. Rifle.
- Swords—W. and Non-Commissioned Officer's or Sergeant—Patent .97.
- Scabbards—Swords W. and Non-Commissioned Officer's or S Sergeant—Patent .97.
- Scabbards—Bayonets M. H.

**SECTION 9-A**

- Oil—Lubricating G. S. "Gallons" scale 1½ gallons per 100 muskets.
- M. E. ii, belts, waist.

*(a) and (c)—In quadruplicate for Kirkee Arsenal and in duplicate for Allahabad Arsenal.

(b) Receipt vouchers, two copies, and delivery vouchers, one copy, direct to Arsenal.
558. The following procedure should be followed in the case of replacement:

(a) All indents for replacement for arms, etc., should be so endorsed and the voucher number on which the receipt for the unserviceable parts were returned to arsenal was granted, should be quoted on the requisition.

(b) All arms and components must be returned to the arsenal before others can be issued to replace them, vide paragraph 897, Army Regulations, India, Volume II.

(c) All demands to replace losses of arms, ammunition and components should contain the following certificate of the Inspector-General of Prisons on each requisition before transmission:

Certified that the loss of (state the number and description of articles lost) has been duly investigated and I accordingly sanction them being written off.

559. The following rules govern the repair and maintenance of arms:

(i) The maintenance (i.e., stripping, cleaning, overhauling and lubricating) of arms will be undertaken by the police at the headquarters of district.

(ii) The repair of arms and the replacement of component parts will be undertaken by the police armourers at centres noted in column (1) below and the jails mentioned in column (3) shall send their arms for repairs to those centres. The Superintendents of Jails at the centres shall pay the amounts noted in column (2) to the armourers through the District Superintendents of Police concerned at the end of each year:

<table>
<thead>
<tr>
<th>Centre</th>
<th>Amount payable annually to armourer</th>
<th>Jails which should send arms to centres noted in column (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jubbulpore</td>
<td>15 Rs.</td>
<td>Narsinghpur, Manda, Seoni, Chhindwara</td>
</tr>
<tr>
<td>Nagpur</td>
<td>15</td>
<td>Bhandara, Chanda, Wardha</td>
</tr>
<tr>
<td>Amraoti</td>
<td>15</td>
<td>Abola, Buldana, Yeotal</td>
</tr>
<tr>
<td>Raipur</td>
<td>12</td>
<td>Balghat, Bilaspur, Betu</td>
</tr>
<tr>
<td>Howrah</td>
<td>9</td>
<td>Khandwa, Damoh</td>
</tr>
</tbody>
</table>
(iii) Component parts, if necessary, will be obtained from the arsenal before sending the musket to the armourer.

560. When arms become damaged the complaint made should contain the following information:—

(a) Description of arms. (Nomenclature of priced vocabulary to be used.)

(b) Place and date of manufacture of the ammunition complained of.

(c) Number of rounds fired at the time the defects are discovered.

(d) Number of defective rounds, stating clearly what the defects are.

(e) Number of rounds of the same place and date of manufacture as that complained of remaining on charge.

Note.—The defective cartridges in their original wrappers in which the ammunition was packed should accompany the report.

561. Requisitions to complete the authorized proportion of arms, or to replace arms condemned as unserviceable or lost may be submitted as necessity arises.

With regard to arms lost or becoming unserviceable, a committee of three members should usually be appointed to investigate the circumstances attending the loss or the cause of the arms becoming unserviceable. In the case of arms which have become unserviceable, the committee should, if possible, record the period the arms have been in use, and whether the arms appear to have become unserviceable through fair wear or tear or otherwise.

Note.—Arms wilfully damaged, or arms, components thereof, and ammunition negligently lost or destroyed, will be replaced at the cost of the defaulter.

562. In the case of arms, ammunition and components the Committee’s proceedings.

563. In view of the rules which govern the supply of ammunition it behoves all concerned to exercise the greatest care to prevent loss of ammunition and empty fired cases. The latter should be carefully collected and counted after each practice, and compared with the number of loaded rounds issued for the practice, the officer in charge of the firing party being held personally responsible for any deficiency in the number of fired cases.
564. Should there be any rounds deficient owing to the loss of empty fired cases, the Superintendent of the Jail concerned will submit to the Inspector-General of Prisons a statement of the number of cases so lost, with a full explanation of the circumstances connected with those losses.

565. If the explanation is considered satisfactory, the Inspector-General will sanction the deficiency being written off. This sanction, which should be attached to the requisition (Army Form No. Z-2098) at the time of making the demand, will be the authority for the rounds deficient being demanded from the Ordnance Department in lieu of the return of an equivalent number of empty fired cases.

566. Packages containing empty cartridge cases, old bullets, or old lead, etc., should be sealed in the same manner as cases containing arms (see paragraph 574) and marked with the name of the consignor, the nature, number and weight (exclusive of package) of the contents and with packing note invariably enclosed.

567. When empty fired cases are returned to the Arsenal, Army Regulations, India, Volume II, paragraph 869, should be quoted as authority.

568. All stores returned to the arsenal should be forwarded freight paid and by goods train described “Safety” or “Non-safety”, as in the absence of such declaration consignments are charged by the railway at a much higher rate involving considerable extra expenses which should be avoided. Consignments specially sent more expeditiously other than by goods train must be supported by competent financial authority to cover the extra expenditure involved.

569. No stores should be returned to the arsenal without the necessary delivery and receipt vouchers (Army Form No. Z-2096) and without the necessary authority.

570. In returning articles to the arsenal separate receipt and delivery vouchers (Army Form No. Z-2096) should be prepared for each of the following description of stores which should be despatched at the same time to the Kirkee/Allahabad Arsenal:

- Small arms and components of small arms.
- Ammunition.
- Empty cartridges and fired bullets.

571. Receipt vouchers should be forwarded in duplicate and delivery vouchers in original, the latter only being signed by the Superintendent of Jail; the former will be signed by the officer of the Ordnance Department who receives the stores. The vouchers should be sent by post and should not on any
account be enclosed in the boxes, as they are required to identify the packages which cannot be opened till the vouchers concerning them are received. Such remarks as total weight of consignments, mode of transit, date of despatch, etc., can be made on the delivery voucher, but covering memoranda are unnecessary.

Note.—When requisitions are made to the Arsenal direct by the Inspector-General of Prisons for arms, etc., for jails, the receipt vouchers sent by the Arsenal to Superintendents of Jails, for signature should be returned through the Inspector-General for his countersignature.

572. Separate vouchers or authority are not required, separate when empty boxes are returned, provided they are utilised for vouchers for the packing of stores. The boxes may be entered in the same stores vouchers as the stores under return.

573. All arms, whether serviceable, unserviceable or repairable, should be carefully examined before return to the Arsenal and any small screws or other components found deficient should be shown as such in the vouchers.

574. When arms are returned to the Ordnance Department the cases should be sealed with four seals, two on each side of the cases one at the junction of the side and lid of the box and one at the junction of the side and bottom of the box and not on the top and bottom as formerly. The seals should be placed in counter sunk holes into which a small piece of tape should be let in and tacked down on either side of the seal, the seal being placed over the tape.

575. The old lead bullets from small arm ammunition fired at practices should be carefully recovered and returned to the Ordnance Department. The delivery and receipt vouchers should show the description of bullets returned and a certificate to the effect that the bullets consist solely of recoveries from the rifle range and that only authorized service ammunition has been fired on it should be given, without which credit will not be afforded (as "mixed lead") for any thing that is not clearly recognised by the Ordnance Department.

Note.—The above does not apply to jails which use Military, Auxiliary Force or Police ranges, as lead gathered on those ranges is taken towards the upkeep of the butts.

576. Each musket shall be in the special charge of one of the Warders, who will be held responsible that its bayonet, accoutrements and ammunition are kept in good order. The of Warder. Reserve Head Warder in Central and District Jails and the Senior Head Warder in Subsidiary Jails shall inspect the arms, uniform, accoutrements and ammunition daily, and the Superintendent and the Jailer shall each inspect them once a week. Any Warder whose musket, uniform or accoutrements are found to be dirty will be liable to punishment.
577. The returns of jail population on the first of each month shall contain a footnote showing that the arms, accoutrements and ammunition have been duly inspected and have been found to be in good order.

C.—MILITARY TRAINING

578. All Jailers, Assistant Jailers and the whole Warder force shall undergo a thorough military training in squad drill and in the use of the arms provided for them. Warders shall also be put through an annual course of musketry practice at the police or other butts, so that they may be able to use their muskets with precision and confidence. Warders shall be drilled at the jail by the reserve Head Warder for half an hour once a day in the morning or evening. In Subsidiary Jails this duty devolves on the senior Head Warder. When Jailers and Assistant Jailers have acquired a knowledge of their drill and are found to be qualified to drill their Warders, they will be required to attend the Superintendent’s drill parade only once a week. On these occasions the whole Warder staff not on duty, together with their Head Warders and superior officers, shall be inspected by, and drilled before, the Superintendent. Practice with blank cartridge shall ordinarily take place at these inspections at least once a month. The course of half practice at the butts shall, as far as possible, be the same as that followed by the police. Warders who are thoroughly efficient in drill and have passed as marksmen will be exempted from drilling, except for a month annually in the cold season, when they shall go through a course of drill and musketry practice. It must be fully understood by all officers that no leave, except leave on medical certificate, shall be granted to any subordinate officer until he has qualified himself in drill.

579. The following general instructions in regard to saluting superior officers shall be observed:

**Jailers, Assistant Jailers and Head Warders.**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Action</th>
</tr>
</thead>
</table>
| When on parade with Warders, armed with sword  | To Inspector-General,
Superintendent, official
and non-official visitors,
superior officers of
Government. Shall salute with sword. |
| When not on parade with Warders                | Shall stand at attention and
salute with word of right hand as
instructed in "Infantry Drill" section. |
| If drilling with Warders in the ranks           | Shall salute with word of command. |

Assistant Jailers and Head Warders shall salute an officer superior to them in rank but subordinate to those above indicated with the right hand.
### Warders

<table>
<thead>
<tr>
<th>When on parade, armed</th>
<th>When passing armed with musket</th>
<th>When passing unarmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Inspector-General, Superintendent, official and non-official visitors, superior officers of Government. Shall be halted and present arms at word of command.</td>
<td>Shall advance arms. If marching in squad shall do so at word of command. *</td>
<td>Shall salute with the right hand as instructed in &quot;Infantry L. rill&quot; section.</td>
</tr>
</tbody>
</table>

To Jailer and Assistant Jailer, Shall advance arm. at word of command. Do. Do.

The gate sentry shall present arms to the Jailer or any officer superior to the Jailer or to official or non-official visitors. A Head Warder or Warder sitting, shall, when any such officer approaches, rise, stand at attention and salute with the right hand; when addressing an officer he will halt two paces from him and salute as above; he will also salute when withdrawing.

580. Swords and fire-arms shall only be taken inside the jails when it is necessary to drill the Warders in the jail for want of a proper parade ground outside or at alarm parades, and in that case the armed officers and Warders shall march into the jail in a body. Any officer or Warder carrying his sword or musket inside the jail when on ordinary duty will be liable to punishment.
CHAPTER X
DIET OF PRISONERS

Rules under section 59 (11) of the Prisons Act, IX of 1894, regarding the food, bedding and clothing of criminal prisoners and of civil prisoners maintained otherwise than at their own cost.

SECTION 1.—DIET

581. Subject to the provisions of section 31 of the Prisons Act, 1894, and the rules made thereunder, no criminal or civil prisoner shall at any time receive, consume or possess, or be permitted to receive, consume or possess, any article of food or drink not provided for or supplied to him in the manner hereinbefore in these rules provided in that behalf.

582. Every convict and every unconvicted criminal or civil prisoner who does not maintain himself shall when not lawfully subjected to punishment by penal diet or placed on special diet on medical grounds by proper authority, daily receive the scale of prison diet provided for prisoners of the class to which he belongs.

583. The Inspector-General, with the previous sanction of the Provincial Government, shall fix the scale of prison diet to be provided in respect of each class of prisoners and may, without such sanction, prescribe a special scale of prison diet in respect of the prisoners confined in any jail or in the jails situate within any specified local area.

The diet of individual prisoners or classes of prisoners in any jail may not be changed without the written orders of the Medical Officer of that jail.

584. Notwithstanding anything contained in this Chapter, Superintendents may, during the continuance of the present war, alter with the previous approval of the medical officer of the jail concerned the dietary of the prisoners to such extent and in such manner as they think fit. Superintendents shall, as soon as practicable, report every alteration made by them under this rule to the Inspector-General.

585. The scales of prison diet from time to time prescribed shall contain provision in respect of each of the following classes:

(i) Convicted criminal prisoners of class “A” and “B”—
   (a) Labouring male convicts.
   (b) Non-labouring male convicts; male prisoners undergoing simple imprisonment and female prisoners.

(ii) Convicted criminal prisoners of class “C”—
   (a) Labouring male convicts.
   (b) Non-labouring male convicts, male prisoners undergoing simple imprisonment and female prisoners.

(iii) Female prisoners and their infants when any nursing infant is permitted to reside in the jail with the mother.

(iv) Civil prisoners.

(v) Unconvicted criminal (undertrial) prisoners—
   (a) Special class.
   (b) Ordinary class.
(vi) Prisoners in hospital—
(a) "C" class.
(b) "A" and "B" class.

(vii) Prisoners travelling by rail or on transfer.

Copies of the scales of diet for the time being in force in any jail shall be exhibited in the manner provided in regard to the exhibition of copies of rules in section 61 of the Prisons Act, 1894.

586. Nothing in the foregoing rules shall be deemed in any way to limit or restrict the power of the Medical Officer, in his discretion, at any time to prescribe any special dietary in respect of any prisoner or class of prisoners, provided that it shall not be lawful for the Medical Officer to vary, in any case, the scale of prison diet for the time being prescribed by way of punishment, otherwise than on medical grounds.

587. Prisoners in failing health shall be given better, more nutritious and more digestible food than is provided in the ordinary diet scales and the Inspector-General shall modify the ordinary diet scales for that purpose.

588. (1) Every prisoner shall receive daily, in the food supplied to him, such quantity of salt and other condiments as may be necessary to render the food wholesome and reasonably palatable or for the benefit of the health of the prisoners, and the daily scale of such condiments to be allowed shall be specified in the scales of diet from time to time prescribed under these rules.

(2) Between the 1st of April and the 1st of September every prisoner shall be supplied daily with such antiscorbutics, in such quantity, as the Inspector-General may from time to time, by general or special order in that behalf, prescribe; provided that nothing herein contained shall be deemed to limit the power of the Medical Officer at any time to direct the supply to any prisoner or class of prisoners of such antiscorbutics as may, in his opinion, be necessary.

589. The diet of prisoners in hospital shall be entirely under the Medical Officer's control, and he may order in each individual case such diet as he considers necessary and may fix the hours at which the food shall be distributed. In large jails there shall be a separate cook-shed in the hospital for the preparation of food for the sick, and a special convict cook or cooks shall be appointed.

590. It shall be the duty of the Inspector-General from time to time to take all such measures as may be necessary to ensure that every prisoner is at all times so supplied with food and drink as to maintain him in good physical health and vigour.

591. It shall be the duty of the Superintendent, the Medical Officer and the Jailer at all times to satisfy themselves, respectively, that:

(a) pure and wholesome water is provided for consumption by the prisoners, and that a supply of such
water is at all times freely available to every prisoner for drinking purposes;

(b) every article at any time issued, or intended to be issued, for the food of any prisoner, is of the prescribed quantity and quality, and is good, wholesome and fit for human consumption;

(c) every article of food supplied to any prisoner in a cooked state, or which requires to be cooked before being so supplied, is properly and cleanly cooked in such manner as to be wholesome and reasonably palatable;

(d) every article of food, whether cooked or uncooked, is subjected to proper examination and inspection before it is issued for consumption by any prisoner;

(e) all foodstuffs at any time obtained and stored in the jail are frequently inspected, and that all articles which are unwholesome or in any respect unfit for human consumption, are forthwith rejected and are not issued for the use of prisoners; and

(f) proper places for the convenient and orderly distribution and suitable utensils and other appliances for the consumption of food, are duly provided.

1. Diet of “C” Class Prisoners

592. All “C” class convicted prisoners shall have three meals a day—early morning, at mid-day, and in the evening.

**Diet Scales.**

593. The early morning meal for “C” class prisoners shall be as follows:

<table>
<thead>
<tr>
<th>For labouring male convicts.</th>
<th>For non-labouring male convicts, male prisoners undergoing simple imprisonment and female prisoners of all classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chhataks</td>
<td>Included in the diet scale.</td>
</tr>
<tr>
<td>Rice</td>
<td>Chhataks</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Wheat or jwari flour</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Molasses</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Salt</td>
<td></td>
</tr>
</tbody>
</table>

| Rice                        | 1½ boiled                                                                                     |
| or                          |                                                                                                 |
| Flour                       | 1 chapati with sufficient salt.                                                               |

As an alternative to the above the Superintendent may, at his option, issue two chhataks of gram, or mukhais (Indian corn) either parboiled or boiled, or parboiled jwari, to all classes of prisoners, in lieu of the morning chapati, or rice ration. The weight prescribed has reference to the quantity issued before the grain is cooked.

If necessary, one chhatak or less of dal may be added to the rice, and cooked separately and seasoned with salt—the quantity of dal being deducted from the daily allowance.
When there is a tendency to scurvy or loss of weight among the prisoners, molasses or fresh gur is preferable to salt.

The morning meal may be supplemented by the issue of sweet potatoes (*Batatas edulis*) or other vegetable as an extra and in addition to the scale.

Note.—The early morning meal shall be prepared the same morning and served fresh.

Food to be issued for mid-day and evening meals:

<table>
<thead>
<tr>
<th>Item</th>
<th>Chhataks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice</td>
<td>11</td>
</tr>
<tr>
<td>Vegetables</td>
<td>4</td>
</tr>
<tr>
<td>Oil</td>
<td>4</td>
</tr>
<tr>
<td>Salt</td>
<td>3½</td>
</tr>
<tr>
<td>Condiments</td>
<td>6</td>
</tr>
</tbody>
</table>

For labouring male convicts, and male prisoners travelling by road.

For non-labouring male convicts, male prisoners undergoing simple imprisonment, male undertrial prisoners and female prisoners of all classes.

<table>
<thead>
<tr>
<th>Item</th>
<th>Chhataks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice</td>
<td>9</td>
</tr>
<tr>
<td>Vegetables</td>
<td>4</td>
</tr>
<tr>
<td>Oil</td>
<td>4</td>
</tr>
<tr>
<td>Salt</td>
<td>4</td>
</tr>
<tr>
<td>Condiments</td>
<td>4</td>
</tr>
</tbody>
</table>

Antiscorbutics—According to scale.

<table>
<thead>
<tr>
<th>Item</th>
<th>Chhataks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flour, wheat or flour, juari</td>
<td>8</td>
</tr>
<tr>
<td>and rice</td>
<td>4</td>
</tr>
<tr>
<td>Vegetables</td>
<td>4</td>
</tr>
<tr>
<td>Oil</td>
<td>4</td>
</tr>
<tr>
<td>Salt</td>
<td>4</td>
</tr>
<tr>
<td>Condiments</td>
<td>4</td>
</tr>
</tbody>
</table>

Antiscorbutics—According to scale.

Note.—An extra quantity of salt at 1/3 ch. per prisoner shall be issued and passed round on meal parades to enable prisoners to help themselves if they desire to.

The following scale of *daal*† ration is sanctioned for prisoners in the Central Provinces and Berar jails:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 chhataks</td>
<td>For male labouring convicts.</td>
</tr>
<tr>
<td>2 chhataks</td>
<td>For non-labouring and female prisoners.</td>
</tr>
</tbody>
</table>

The authorised allowance of firewood is 8 chhataks per C.P. & Berar prisoner when the population is above 100 prisoners, 10 chhataks per prisoner when the population is 100 and below but above 50, and 12 chhataks per prisoner when the population is 50 and below.

* In the mixed diet, the flour should be given at the morning and rice at the evening meal.

† Fish may be issued instead of *daal*, if procurable at the same rate.
The Medical Officer may reduce the quantity of wheat or juari flour, or rice ration, by one chhatak during the summer months.

Note.—When prisoners sentenced to rigorous imprisonment refuse to work, their diet shall be such as is issued to non-labouring convicts except when the Medical Officer considers that such a reduced diet is still too full, in which case he shall order such a diet and in such quantity as he considers adequate for the maintenance of nutrition.

595. Of the scales for labouring convicts, etc., half the proportionate diet total quantity, and of the scale for non-labouring convicts, etc., half the quantity remaining after furnishing the early morning meal will be given at the mid-day and evening meals, respectively.

596. Convict warders will receive rations according to the scale laid down for labouring convicts and will be allowed to take their meals separately from, but in front of, and facing the other prisoners during the feeding parade, and shall sleep in a place allotted to them within the jail walls. Convict warders who are sick or in failing health will be allowed such extras and hospital diet as the Medical Officer may consider necessary.

597. Juar is recognized as the staple diet grain for non-rice eating prisoners. But wheat can be substituted for juar when considered necessary for individual prisoners by the Medical Officer or for all the prisoners of a jail when there is general deterioration of health and a more nutritious diet is considered advisable.

598. Mothers, with children confined along with them, shall have a diet allowance as follows:

(a) For nursing mothers—two chhataks of rice or wheat flour and half a chhatak of mustard oil in excess of the ordinary ration;
(b) for children under 12 months—when the milk of the nursing mother is scanty, it may be supplemented with cow's milk, mixed with one-third of water, at the discretion of the Medical Officer of the jail;
(c) for children between 12 and 18 months—six chhataks of milk, two chhataks of rice or flour and half a chhatak of dal;
(d) for children between 18 and 24 months—four chhataks of milk, four chhataks of rice or flour, and half a chhatak of dal. The above may be supplied in two or three meals, as may seem necessary;
(e) for children above 24 months, according to the discretion of the Medical Officer.

2. DIET SCALE FOR WEAKLY PRISONERS AND THOSE LOSING WEIGHT OR IN POOR CONDITION

599. The principle on which the following diet scale is based is that prisoners in failing health should be given better, more nutritious, and more digestible food than is provided in the ordinary diet scales. The variation need not necessarily
be great, but should be adjusted to the requirements of the prisoner's health. Prisoners on any particular form of diet should feed together, and on Sundays parade together, for the Medical Officer's inspection:—

<table>
<thead>
<tr>
<th>Early morning and late evening meals, at each meal</th>
<th>Mid-day and evening meals</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chhataks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Clean rice, 2, chhataks, boiled, with pure milk 3 chhataks, sweetened with coarse sugar 1/4 chhatak.</td>
<td>1. Wheat flour 8\frac{1}{4} or 8\frac{1}{2} chhataks.</td>
<td>Wheat flour, 5 chhataks or 6\frac{1}{2} chhataks.</td>
</tr>
<tr>
<td>or 2. Dal 3 chhataks or less according to the amount of meat, fish or dahi issued.</td>
<td></td>
<td>Rice, 4 chhataks or 8 chhataks.</td>
</tr>
<tr>
<td>2. Clean rice, boiled, 2 chhataks, salt 1/2 chhatak.</td>
<td>or Dal 2 chhataks or Meat or fish 2 chhataks or Dahi or milk 4 chhataks.</td>
<td>Dal, 3 chhataks or Vegetables, 3 chhataks or Oil, 1/2 chhatak.</td>
</tr>
<tr>
<td>Vegetables 3 chhataks.</td>
<td>Oil 7/16</td>
<td>Salt, 1/16 chhatak if 1/16 chhatak is given.</td>
</tr>
<tr>
<td>Condiments.</td>
<td>Milk, 6 chhataks or more if issued in lieu of a portion of dal.</td>
<td></td>
</tr>
<tr>
<td>[Tamarind pulp 1/2 chhatak.</td>
<td>Condiments, 1/2 chhatak.</td>
<td></td>
</tr>
<tr>
<td>Turmeric 1/4 chhatak.</td>
<td>Sugar, 1/2 chhatak if given instead of salt at the early morning and late evening meals.</td>
<td></td>
</tr>
<tr>
<td>Chillies 1/4 chhatak.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onions and garlic 1/2 chhatak.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coriander 1/123.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Further instructions with regard to diet of weak prisoners.

600. The prisoners in these gangs should sleep in the same special ward or wards. The late evening meal should be distributed after the evening meal, and each prisoner will take it with him into the ward. Meat, fish or dahi shall be given three times a week in lieu of the portion of the dal.

601. From 1st April to 1st September, one or other of the following ascorbitotics shall be issued daily with the mid-day and evening meals to all prisoners, in the quantity per prisoner mentioned opposite each kind:—

<table>
<thead>
<tr>
<th>Per prisoner Chhatak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lime juice 1/2 chhatak</td>
</tr>
<tr>
<td>Amchur 1/8 chhatak</td>
</tr>
<tr>
<td>Tamarind pulp, free of husk, fibre and seed 1/4 chhatak</td>
</tr>
<tr>
<td>Put tea or roselle 1/8 chhatak</td>
</tr>
</tbody>
</table>
Unless the Medical Officer considers it necessary antiscorbutics need not be given from the 1st September to 1st April, when fresh vegetables are usually plentiful.

Note 1.—Amla should be given instead of tamarind if it is cheaper.

Note 2.—It is an improvement to issue antiscorbutics in the form of chutney soaking the substance beforehand in an earthen vessel, or glazed acid jar.

602. This shall be in addition to the allowance of condiments, which shall consist of the following articles in the proportions stated:

<table>
<thead>
<tr>
<th>Constituents of condiments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per prisoner</td>
</tr>
<tr>
<td>Chhatak</td>
</tr>
<tr>
<td>Tamarind pulp or amla free of husk, fibre and seed in addition to the amount to be given as an antiscorbutic.</td>
</tr>
<tr>
<td>Turmeric</td>
</tr>
<tr>
<td>Chilli</td>
</tr>
<tr>
<td>Onions or garlic, or both</td>
</tr>
<tr>
<td>Coriander</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

603. In damp districts, where the consumption of chillies amongst the free population is large, a larger proportion of this item may be allowed and given with the early morning or other meals. The allowance of chillies and also fresh vegetables may be increased on the order of the Medical Officer to any reasonable extent that can be supplied from the jail gardens. The allowance of salt may be temporarily increased by order of the Medical Officer, likewise the allowance of oil when there is unusual sickness and tendency to loss of weight amongst the prisoners, especially in the colder weather. The antiscorbutics should be varied from day to day, but roselle should not be issued more than twice in any week. They should be mixed with the food, and not put separately on prisoners' plates, so as to ensure that they shall be consumed.

604. It is of great importance that the dietary shall be varied as much as possible. In the “C” class diet scales the quantity and description of food are the same daily, but such variation as the occasional issue of animal food and a difference in the kind of pulses, vegetables, and antiscorbutics will permit, shall be made. Whenever the Medical Officer considers it desirable, one or two chhataks of meat or fish, or a nutritive equivalent of dahi, shall be given from two to four times a week, instead of half or one chhatak of dal. The dahi should be prepared or obtained the day before it is required for issue. The solid curd should be obtained by straining the dahi through a muslin bag, and should be issued in full weight according to the allowance ordered. The whey should be added to the curd after its distribution at the feeding platform, and be issued as an extra on account of its wholesome properties. Under the following circumstances, however, no option will be allowed in regard to issuing animal food, of which two chhataks or such quantity as

See para. 612. Food to be
is of fully equivalent nutritive value must be substituted for one chhatak of dal four times a week:—

(a) If the fortnightly weighments indicate that an unusual proportion of the healthy prisoners have lost weight.

(b) If there is any general tendency to scurvy with ulceration of the gums.

(c) If the number of admissions into hospital from dysentery is on the increase and the disease is of a severe or scorbutic type.

605. (1) Prisoners travelling by rail should be allowed cooked food as follows:—

<table>
<thead>
<tr>
<th></th>
<th>Chhatak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flour (made into chapati)</td>
<td>10</td>
</tr>
<tr>
<td>Gur</td>
<td>1</td>
</tr>
<tr>
<td>Parched gram or rice for morning meal.</td>
<td>2</td>
</tr>
<tr>
<td>Salt</td>
<td>½</td>
</tr>
</tbody>
</table>

*Chure, the least digestible form of parched rice, should not be given. See para. 1040.

(2) Prisoners on transfer or about to be sent to Court shall receive a meal of cooked rations before starting.

(3) If the journey exceeds 12 hours, but is less than 18 hours, each prisoner may receive 8 chhataks of parched gram and two chhataks of gur to eat in transit as an alternative to the diet prescribed in clause (1).

(4) Should the journey exceed 18 hours, the warden in charge, or the officer in command of the Police escort, as the case may be, shall receive subsistence allowance for each prisoner at the rate of four annas for "C" class prisoners and annas twelve for "A" and "B" class prisoners per diem for the purchase of food. All advances for subsistence allowance or for contingent requirements shall be accounted for by the officer to whom the money is entrusted. In the case of a long journey arrangements may be made beforehand with any jail in these provinces, which is conveniently situated en route, for the supply of cooked rations.

3. DIET OF CIVIL PRISONERS

606. Civil prisoners who are supplied with prison diet shall, unless the scale of subsistence allowance (if any) permits of a more liberal scale, be provided with diet on the non-labouring scale.

4. DIET FOR UNDER-TRIAL PRISONERS

607. All ordinary under-trial prisoners shall receive the diet of "C" class non-labouring convicts during such time as they remain under-trial. No ordinary under-trial prisoner shall receive the extra early morning meal sanctioned in paragraph 586 for labouring convicts, but an early morning meal may be given
by deducting the required food from the regular scale laid down in paragraph 593. They shall have their food cooked in the regular cook-house by convicts of equal or superior castes to themselves, or with the sanction of the Superintendent they may be allowed to cook for themselves. The Medical Officer at his discretion may order any special diet that is necessary for individual cases.

608. All special class under-trial prisoners shall receive diet for the diet of "B" class non-labouring convicts during such time as they remain under-trial.

5. DIET FOR "A" AND "B" CLASS PRISONERS

609. For labouring male convicts—

(1) Early morning meal—

<table>
<thead>
<tr>
<th>Chts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea</td>
</tr>
<tr>
<td>Milk</td>
</tr>
<tr>
<td>Sugar</td>
</tr>
<tr>
<td>Wheat flour</td>
</tr>
<tr>
<td>Ghee</td>
</tr>
</tbody>
</table>

or milk 4 chts.

or bread loaf 2 chts., butter 1/4 cht.

or gruel 5 chts.

(2) Midday and evening meals—

<table>
<thead>
<tr>
<th>Chts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flour, wheat or clean rice</td>
</tr>
<tr>
<td>Flour, wheat or wheat flour</td>
</tr>
<tr>
<td>Loaf bread or rice</td>
</tr>
<tr>
<td>Root vegetables</td>
</tr>
<tr>
<td>Other vegetables</td>
</tr>
<tr>
<td>Dal</td>
</tr>
<tr>
<td>Ghee or butter</td>
</tr>
<tr>
<td>Sweet oil</td>
</tr>
<tr>
<td>Salt</td>
</tr>
<tr>
<td>Sugar or gur</td>
</tr>
<tr>
<td>Milk</td>
</tr>
</tbody>
</table>

Condiments (total 1/4 cht.)—

<table>
<thead>
<tr>
<th>Chts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamarind or dry mango pulp</td>
</tr>
<tr>
<td>Turmeric</td>
</tr>
<tr>
<td>Chilies</td>
</tr>
<tr>
<td>Onion and garlic</td>
</tr>
<tr>
<td>Coriander</td>
</tr>
<tr>
<td>Firewood or coal for the day</td>
</tr>
</tbody>
</table>
610. The non-labouring males and all females of the "A" and "B" class and the special class under-trials shall be given the diet mentioned in paragraph 609, except that the quantities of wheat flour, loaf bread, rice, meat, ghee, butter, gur and sugar, shall be two-thirds of the quantities there authorized.

6. DIET FOR "A" AND "B" CLASS PRISONERS SENTENCED TO SIMPLE IMPRISONMENT

611. Diet for these prisoners shall be the same as that specified for non-labouring prisoners in paragraph 610.

7. HOSPITAL DIETS

612. The diet of prisoners in hospital is entirely under the Medical Officer's control, and he may order in each individual case such diet as he considers necessary, and may fix the hours at which the food shall be distributed; but, as a rule, all sick prisoners in hospital should receive four meals a day, and oftener if necessary. In large jails there shall be a separate cook-shed in the hospital for the preparation of food for the sick, and a special convict-cook, or cooks, shall be appointed. Utensils of suitable size and capacity shall be provided specially for the hospital, and arrangements should be made for the frequent feeding of the sick, and for having sago and other invalid food constantly ready.

613. Two or more long-termed prisoners of good caste should be trained and employed as hospital attendants.

614. The following are the scales of hospital diets. These—with the exception of full diet—may be supplemented by such extras as may be required in individual cases. A full supply of good milk should always be available for hospital purposes, and only the best kind of grain should be used in hospital.

Arrangements should be made for the feeding of patients, both by day and night, as may be found necessary. The nature, quantity, and frequency of issue of extra food should be recorded on the medical history-sheets, as well as the quantities in the diet register.

8. DIET FOR "C" CLASS PRISONERS IN HOSPITAL

Early Morning and Late Evening Meals.

(i) The following articles properly boiled shall be issued as an early morning and a late evening meal to all except those on milk diet and low diet:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suji</td>
<td>1 chhatak.</td>
</tr>
<tr>
<td>Milk</td>
<td>2 chhatak.</td>
</tr>
<tr>
<td>Sagar</td>
<td>½ chhatak.</td>
</tr>
</tbody>
</table>
Midday and Evening Meals.

<table>
<thead>
<tr>
<th>Milk diet</th>
<th>Low diet</th>
<th>Meat or fish diet</th>
<th>Half diet</th>
<th>Full diet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>24</td>
<td>20</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Suji, rice flour or sago</td>
<td>3</td>
<td>3 or wheat flour 4</td>
<td>or rice 1</td>
<td>or wheat flour 5</td>
</tr>
<tr>
<td>or arrow-root</td>
<td>½</td>
<td>½ Dal</td>
<td>2 Dal</td>
<td>3</td>
</tr>
<tr>
<td>Sugar</td>
<td>½</td>
<td>Salt</td>
<td>½ 3</td>
<td>½ 3</td>
</tr>
<tr>
<td>Condiments</td>
<td>½</td>
<td>Oil</td>
<td>½ 1</td>
<td>½ 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salt</td>
<td>½ 3</td>
<td>½ 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Condiments 1</td>
<td>1 1</td>
<td>1 1</td>
</tr>
</tbody>
</table>

(ii) The prescribed scales of diet, except milk diet or low diet, shall be divided between the midday and evening meals. Proportionate scale of hospital diet.

9. DIET FOR “A” AND “B” CLASS PRISONERS IN HOSPITAL.

(i) The ordinary hospital diet scales for “A” and “B” class prisoners shall be the same as those of “C” class prisoners.

(ii) The following articles may be issued as extras, if and when required, in such quantities as may be recommended by the Medical Officer:

- Chicken
- Lemonade
- Milk
- Soda-water
- Eggs
- Ice
- Sug. r.
- Spirits
- Sago.
- Simple puddings
- Rice or barley-water.

10. PREPARATION OF FOOD

615. Of equal importance is the quality, proper preparation and cooking of the food and its issue in full quantity. The Superintendent and Medical Officer shall therefore exercise utmost vigilance in the supervision of food supplies, and when the food by Superintendent into the prisoners' plates, it shall at least, once in every week, be Medical inspected without previous notice, by the Superintendent of the jail and by the Medical Officer, to see that it is properly prepared. At this inspection, the weight of the food distributed to several of the prisoners should be tested.

616. All items of the dietary shall be weighed out to the weighment cooks in a fully prepared state, or, if this is impossible, with a full allowance for any loss which must occur in preparation by food.
the cooks. The following instructions must be strictly observed:

1. No rice less than three months old shall be issued.

2. If rice is produced from paddy in the jail, the paddy shall not be husked until it is a month old, and the rice from it shall not be issued until it is thoroughly dry, or within two months from the time the paddy is boiled and dried.

3. The rice, when weighed out to the cooks, must be free from husk, dust, or any foreign matter, and broken rice.

4. Of broken rice separated from the whole rice, the half grains may be used without admixture with whole rice, for the early morning meal.

5. The smaller particles of broken rice and other refuse shall on no account be issued for prisoners' food.

6. The weight and bulk of cooked rice from a given weight of uncooked grain will vary according to the age of the grain and the season. The weight of six chhatak of raw rice when cooked may vary between 16 chhatak and 18 chhatak. The proper weight of the cooked ration should therefore be frequently tested by experiment.

7. Wheat and juar shall be thoroughly freed from dirt, unsound grain, and other substances before they are ground into flour. As juar is liable to deteriorate in the rainy season a careful watch should be kept on it at that time of the year and wheat be substituted for it when it is in the opinion of the Medical Officer unfit for issue. The flour shall be sifted through a fine perforated zinc sifter (No. 6 gauge) or fine wire gauze.

8. No dal shall be cooked until it has been thoroughly husked and until unhusked grains have been carefully picked out. Kalai and mung dals cannot be thoroughly husked before they pass into the cook's hands, as they have to be soaked and rubbed to get the husk off. When these are issued, an excess of 10 per centum beyond the scale allowance shall be given to compensate for subsequent loss of weight in husking; and care must be taken that when the cooks husk these dals, they do not wash away and waste the grain. Dals of different kinds or dals and other grain must not be cooked together. The consistency and bulk of the cooked ration should be frequently tested as ordered in regard to rice (clause 6). Some dals become hard by storage; such should be steeped for a considerable time and be cooked very slowly.

9. Antiscorbutics must be used in full weight of the edible parts, proper allowance being made for the husk, seeds and fibre. Each supply should be tested by separating the edible part from that which is not edible of a given weight, and finding the proportion of one to the other. The rate of issue in accordance with the prescribed scale should then be fixed in that proportion. 

Putwa must include only the edible calyces of the fruit, and with amchur, allowance must be made for the
dried skin. Limes, roselle, and unripe mangoes may be preserved by pickling or in the form of chutney. Such preparations, if carefully made, with a sufficiency of different condiments, form a valuable variation to the condiments and antiscorbutics issued at those seasons when the appetite of the prisoners shows signs of failing. Instructions are appended for making such preparations. The Jailer should prepare in proper seasons an ample supply of tasty pickles and see to their proper preservation for use when required.

(10) Only succulent vegetables shall be issued. They shall be freed from stalks, fibrous portions, and rotten leaves or parts, and shall be cut up ready for the pot before they are weighed out to the cooks. Light-labour or special gang prisoners may prepare the vegetables. Arrangements must be made to ensure a sufficient supply during the hot weather and rains of succulent, nutritious, and antiscorbutic vegetables; sages should be given only at intervals and when young and tender; successive crops of country radish should be ready at this time, and China cabbage should be largely cultivated. Brinjals, melons, cucumbers and sages are of little nutritive or antiscorbutic value. Onions, yams, kuleku, sukherkund and potatoes should be specially grown and stored for issue at this season. Potatoes and onions when issued may be spiced with oil and chillies and given in the form of bhurta. Unless there is an abundance of other succulent vegetables available, Superintendents should endeavour to arrange that at least half the vegetable ration supplied by the jail garden consists of esculent roots possessing antiscorbutic properties. The vegetables should be examined daily by the Medical Officer, and the quantity supplied daily from the jail garden must be entered in the gate register.

(11) Fish, when issued, shall be weighed exclusive of fins, scales, heads and tails. When meat is issued, an allowance of 20 per cent extra shall be given for bone, except in the case of "A" and "B" class prisoners as specified in the diet scales.

617. All articles issued for rations shall be inspected frequently by the Medical Officer, and any defect of quality noted by that officer shall be reported at once to the Superintendent of the jail by the Jailer.

618. Correct and well-made beam scales and weights shall be used in every jail, both for weighing supplies in bulk and for weighing the food after distribution, and shall frequently be tested by the Superintendent; the scales shall be kept properly adjusted. Proper tin measures, carefully and frequently tested, shall be kept for the distribution of all food that has to be given out by measure. All complaints of prisoners respecting the quantity, quality, or cooking of the rations shall be at once brought to the notice of the Superintendent, and promptly enquired into, and if the complaint be found true and irregularity is due to the fault of any jail official, the Superintendent shall record his orders in his minute-book.
619. The uncooked food shall be weighed out to the cooks by the Jailer or the official specially appointed to keep the godown. The Jailer shall, however, be always held responsible for seeing that the full quantity is issued. The official in charge of the godown shall not issue the mustard oil until it is required to be put into the cooking pot. He shall be careful that the oil is put into the cooking pot in his presence.

Cook-house

There shall be only one cook-shed in the criminal prisoners' division of each jail. Muhammadan as well as Hindu cooks shall be appointed as required.

Selection of cooks

620. The cooks shall be of the non-habitual class. Any Brahmin or sufficiently high caste Hindu prisoner from this class is eligible for appointment as cook. Any prisoner who objects on account of high caste to eat food prepared by the existing cooks shall be appointed a cook and be made to cook for the full complement of men. Individual criminal prisoners shall, under no circumstances, be allowed to cook for themselves.

Cooking of food; cleanliness of vessels, etc.

621. The cooks shall perform all preparations and processes necessary after issue of the daily supplies to them, and shall cook the food with due care and attention. The dough for chapattis shall be slowly and thoroughly kneaded, and then rolled to a uniform thickness on a table by a rolling-pin, not patted by hand; a circular cutter shall be used to make the cakes of one size; and the cooking must be done slowly on a gently-heated plate, so as not to burn the outside whilst the inner part remains uncooked. Iron cooking pots shall be used. All cooking utensils must be kept scrupulously clean and bright, and the cook-house and feeding-places as clean and tidy as it is possible to make them. Any breach of this rule shall subject the cooks to such punishment, within the limits fixed by these rules, as the Superintendent of the jail may after due and proper enquiry award.

Protection from weather during meals

622. Places at which prisoners take their mid-day meal in the hot weather, or any meal when it rains, should be sheltered from the sun and rain.

11. PROCURING AND STORING FOOD-SUPPLIES

Responsibility for purchase and storage

623. The Superintendent and Jailer shall be held responsible that arrangements are made in due time for storing at the cheapest season grain of such kinds as are required in sufficient quantity to last (with what may at the time be in stock) until the following year's crop can safely be used.

Purchase of grain

624. The Superintendent and Jailer must exert themselves to ascertain which is the cheapest market accessible to the jail, and must not be content with purchasing in the local bazar, or in small quantities at retail prices, or in other than the cheapest season. The responsible officers of each jail should make their own arrangements and must not be dependent on neighbouring jails for obtaining supplies, but Superintendents of jails are expected to render each other all the assistance in their power.
in the purchase of food-stuffs or other articles that may be procurable at their stations at favourable rates. The Deputy Commissioner of the district should be consulted, and equally should be made from the Tahsildars of the district, or of neighbouring districts, both as to the cheapest market and facilities for cheap carriage. These officers should also be asked to afford assistance in arranging contracts with landholders and others who have the command of large crops to take over their produce at reasonable rates. The Jailer may be deputed to visit the large marts, ascertain the prices of wholesale dealers, and make arrangements for weighment and transport, and trustworthy jail officers may be sent to superintend the weighment and despatch of the grain to the jail. The travelling allowances of these officers will be passed according to rule.

625. The Jailer shall be responsible for the weighment of all supplies and their safe-keeping after delivery, and he shall cause all articles purchased for the use of the jail to be produced for the inspection of the Superintendent, who shall examine a portion of every delivery of grain brought into the jail and satisfy himself that it is of good quality and suitable for its purpose before it is stored. When the Superintendent has passed the articles they shall be at once made over to the official in charge of the stores, who shall enter their description in the stock register. There should be no delay between delivery and weighment, and payment must be made at once after weighment and approval by the Superintendent.

626. Grain should not be finally stored until thoroughly dry, if very new and damp, it should be spread out to dry in the sun for two or three days before it is stored. During this time, it should be frequently turned over by light-labour prisoners. It must not be left lying in the open air at night. While in store, it should be protected from the depredation of birds and vermin, and as far as possible be inaccessible to prisoners other than those employed in its preparation. If grain is stored in bundas, or in any place the walls or floor of which are liable to become damp, at least a foot of chaff or paddy-husk should intervene between the grain and the walls and floor. The roofs must be water-tight and the grain should occasionally be turned over and exposed to the sun and dried.

627. Superintendents, in consultation with Medical Officers, should use their discretion in storing either paddy or rice, according to the circumstances of each jail, having regard to the labour available and the profit to be obtained. It is not expedient always to husk paddy in jails when the labour can be more profitably employed for the benefit of Government. The boiling and drying of paddy preparatory to husking shall not be carried on during the rainy season, i.e., during the 4½ months from 1st July to the 15th October. Arrangements must be made to complete the boiling and thorough drying of the paddy during the dry season. If the labour available is not sufficient to prepare in the dry season the whole of the paddy required for the year's supply, rice must be purchased and stored for issue during the rains.
628. Great care must be exercised in husking paddy that the rice is not damaged by over-boiling or steeping, that the grain is thoroughly freed from the outer husk, and that excessive waste is not caused by breaking the grain. Every batch of rice produced should be examined by the Superintendent and Medical Officer, and any rice damaged should be condemned and used for cattle; if the rice is imperfectly husked, it shall be returned to the convicts to be properly cleaned. Those in fault either in respect of damage or waste should be punished, and the quantity damaged or lost as waste should be written off the accounts. Where female convicts are available, these should be employed in husking paddy in preference to males, as many of them are accustomed to such work in their own homes. If the work is done by male convicts, the Jailor must himself supervise the work, and will be held responsible that due care is taken to obtain clean and good rice.

629. So far as possible, articles of diet required for feeding prisoners shall be raised on jail land and be prepared by jail labour. All pulses required for consumption in a jail shall invariably be husked by prisoners, and both in regard to these and the manufacture of flour and mustard oil for food, the Superintendent should frequently compare the amount of the out-turn with the grain issued and see that a full return is obtained.

SECTION II.—BEDDING AND CLOTHING

630. (1) Subject to the provisions of section 31 and section 33 of the Prisons Act, 1894, and the rules made under the former section as to civil prisoners and unconvicted criminal prisoners who are permitted and able to provide themselves with clothing, bedding or other necessaries, every convicted criminal prisoner and every civil prisoner and unconvicted criminal prisoner who is supplied with clothing and bedding under the provisions of section 33 of the said Act, shall wear such clothing and use such bedding as is supplied to him by or under the orders of the Superintendent and no other.

(2) No prisoner to whom any clothing or bedding is supplied under clause (1) shall receive, possess or use, or be permitted to receive, possess or use, any article of clothing or bedding other than an article so supplied or an article, the receipt, possession or use of which the Superintendent may, at any time, sanction in respect of any such prisoner.

631. Every convict shall ordinarily wear the prescribed prison dress:

Provided that the Superintendent may, at any time, in his discretion, by general or special order in that behalf, relax the provisions of this rule in respect of any prisoner or class of prisoners under sentence of simple imprisonment subject to such conditions (if any) as he may think fit to impose in that behalf.

632. Every prisoner to whom any article of clothing or bedding or other equipment is at any time supplied, shall conform to all such orders as to the care, custody and use, as the case may be, thereof, as may from time to time be issued by the